

**SHORELINE COMMUNITY COLLEGE
BOARD OF TRUSTEES REGULAR MEETING OF JUNE 28, 2023**

4:00 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

4:00 PM – REGULAR SESSION			
1.	Convene Regular Session & Land Acknowledgement	<i>Vice Chair Rebecca Chan</i>	
2.	Report: Chair, Board of Trustees	<i>Vice Chair Rebecca Chan</i>	
3.	Consent Agenda a. Approval of Previous Meeting Minutes ▪Special Meeting of 2023 May 22 ▪Regular Meeting of 2023 May 24	<i>Vice Chair Rebecca Chan & Trustees</i>	
4.	Communication from the Public Public comment(s) will be presented to the Board verbally. <ul style="list-style-type: none"> • <u>For attendees attending in-person:</u> Please sign-up to provide a public comment on the speaker sign-in sheet in the Board Room (#1010M) between 3:45 PM–4:00 PM on June 28, 2023. • <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 June 28, 2023. • The Board Vice Chair will call upon each speaker signed up to provide public comment. The total public comment period at the June 28, 2023 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 28, 2023 meeting, please send written public comment to Board Secretary Lori Yonemitsu at lyonemitsu@shoreline.edu following the June 28, 2023 meeting.) 	<i>Vice Chair Rebecca Chan</i>	
5.	Report: Ransomware Incident (<i>15 minutes</i>)	<i>Jason Brandon, Executive Director</i>	
6.	First Reading: Amendments to 100.E50 College Debt: Financial Planning & Activities in the Shoreline Community College Board of Trustees Policies Manual	<i>Jack Kahn, President</i>	1
7.	Action: 2023-2024 Services & Activities (S&A) Budget	<i>Sundi Musnicki, Director</i>	2
8.	Second Reading: Board of Trustees 2024 Regular Meeting Schedule	<i>Lori Yonemitsu, Executive Assistant</i>	3
9.	Constituent Report: Shoreline Classified Staff (WFSE)	<i>Ric Doike- Foreman, WFSE Chief Shop Steward</i>	
10.	Constituent Report: Shoreline Faculty (SCCFT)	<i>Eric Hamako, SCCFT President</i>	

11.	Constituent Report: Shoreline Faculty Senate	<i>Crystal Hess, Faculty Senate Chair</i>	
12.	Report: College President & Executive Team Representatives (10 minutes) <ul style="list-style-type: none"> • Lucas Rucks, Acting Vice President (Student Learning, Equity & Success) • Yulian Ligioso, Interim Director (Business & Administrative Services) • Elise Robinson, Acting Executive Director (Human Resources) 	<i>Jack Kahn, President</i>	
13.	Report: Finance & Budget (15 minutes)	<i>Yulian Ligioso, Interim Director</i>	
14.	Report: Accreditation (10 minutes)	<i>Ann Garnsey- Harter, Associate Vice President</i>	
15.	Waves of Gratitude	<i>Jack Kahn, President</i>	
16.	Executive Session pursuant to: <ul style="list-style-type: none"> • RCW 42.30.110(a)(ii) • RCW 42.30.140(4) 	<i>Vice Chair Rebecca Chan</i>	
17.	Report: Closing Remarks – Board of Trustees	<i>Trustees</i>	
18.	Action: Elect Board of Trustees Officers (2023-2024) <ul style="list-style-type: none"> • Chair • Vice-Chair 	<i>Vice Chair Rebecca Chan & Trustees</i>	4
19.	Action: Adjournment	<i>Vice Chair Rebecca Chan</i>	

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
SPECIAL MEETING OF MAY 22, 2023

The May 22, 2023 special meeting was held via hybrid modality.

- In-person: Small Conference Room (#1004M)-Administration 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 – SPECIAL MEETING

The special meeting of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Kim Wells at 4:30 PM.

Chair Wells read a section of Shoreline Community College’s [Land Acknowledgement](#).

A quorum of the Board was present.

MEMBERS PRESENT

Trustees Rebecca Chan, Tom Lux, Eben Pobee, Rebecca Ringer, and Kim Wells were present either in-person or remotely.

COMMUNICATION FROM THE PUBLIC

Per the agenda for the May 22, 2023 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 outside the Small Conference Room (#1004M) between 4:15 PM–4:30 PM on May 22, 2023.

-For attendees connecting online: Please sign up to provide a public comment via the Chat function in Zoom between 4:15 PM–4:30 PM on May 22, 2023.

The Board Chair will call upon each speaker signed up to provide public comment. The total public comment period at the May 22, 2023 meeting will be no more than six (6) minutes with up to two (2) minutes allotted per speaker. Adjustments to the two (2) minute allotment will be made if more than three (3) individuals sign up to speak. (For the entering of a public comment into the record and attaching to the minutes of the May 22, 2023 meeting, please send written public comment to Board Secretary Lori Yonemitsu at lyonemitsu@shoreline.edu following the May 22, 2023 meeting.)

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

EXECUTIVE SESSION

At 4:31 PM, Chair Wells announced that the Board would convene in executive session until 5:35 PM or as extended by the Board to review the performance of public employees [RCW

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
SPECIAL MEETING OF MAY 22, 2023

42.30.110(g)]. She added that the only action the Board would take upon reconvening in open session following the executive session, would 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 4:36 PM.

RECONVENE SPECIAL MEETING
ADJOURNMENT

The Board reconvened in open session at 5:35 PM.

Motion 23:26: Motion made by Trustee Ringer to adjourn the meeting.

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

Chair Wells adjourned the meeting at 5:35 PM.

Signed _____
Kim Wells, Chair

Attest: June 28, 2023

Lori Y. Yonemitsu, Secretary

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF MAY 24, 2023

The May 24, 2023 study and regular sessions, held via hybrid modality.

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

MINUTES – STUDY SESSION

The study session of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Kim Wells at 3:01 PM. A quorum of the Board was present.

PRONOUN USAGE

The session on [Pronoun Usage](#) presented by Professor Rachel David (She/Her/Hers), Automotive Navigator Clarke Hanson (They/Them/Theirs), Program Coordinator Roberto Lopez (He/Him/His), and Title IX/EEO Coordinator Tricia Lovely (She/Her/Hers) included:

- Terms and Definitions and Pronouns
- Mental Health Data on Transgender Students
- Inclusive Campus Update
- Inclusion at Shoreline
- Building an Inclusive Campus at Shoreline

GUIDED PATHWAYS

The session on [Guided Pathways](#) presented by Director of Guided Pathways Brigid Nulty included:

- Quick review
- SBCTC’s Essential Practices of Guided Pathways
- Advising
- Next year’s work

ADJOURNMENT OF STUDY SESSION

Motion 23:27: Motion made by Trustee Lux to adjourn the study session.

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

Chair Wells adjourned the study session at 4:00 PM.

MINUTES – REGULAR SESSION

The regular meeting (“session”) of the Board of Trustees of Shoreline Community College District

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF MAY 24, 2023

Number Seven was called to order by Chair Kim Wells at 4:05 PM. A quorum of the Board was present.

Chair Wells read a section of Shoreline Community College's [Land Acknowledgement](#).

MEMBERS PRESENT

Trustees Rebecca Chan, Tom Lux, Eben Pobee, Rebecca Ringer, and Kim Wells were present either in-person or remotely.

Assistant Attorney General Tricia Boerger represented the Office of the Attorney General, in-person.

REPORT: CHAIR, BOARD OF TRUSTEES

For the [report](#) from the Chair of the Board of Trustees, Chair Wells referred to the College's ransomware incident and recent fire, and shared a quote, which she noted, reflects "a real strength that I see in Shoreline"—"Sometimes when you are in a troubling situation, it is like driving at night, in the fog. You can only see as far as your headlights, but you can make the whole trip that way and, it's 100 yards at a time." She shared that she is appreciative that in such challenges, "everybody turns on the headlights, looks through the fog, and focuses on 100 yards at a time."

CONSENT AGENDA

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

- a. Minutes from the regular meeting of 2023 April 26.

Motion 23:28: Motion made by Trustee Lux to approve the consent agenda.

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

COMMUNICATION FROM THE PUBLIC

Per the agenda for the May 24, 2023 regular meeting ("session") 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 3:45–4:00 PM on May 24, 2023.

-For attendees connecting online: Please sign up to provide a public comment via the Chat function in Zoom between 3:45–4:00 PM on May 24, 2023.

The Board Chair will call upon each speaker signed up to provide public comment. The total public comment period at the May 24, 2023 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 May 24,

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF MAY 24, 2023

2023 meeting, please send written public comment to Board Secretary Lori Yonemitsu at lyonemitsu@shoreline.edu following the May 24, 2023 meeting.)

Board Secretary Lori Yonemitsu read from Faculty member Trysteen Thanh-Binh Tran. (Written statement, attached.)

Professor Rachel Lee read statement—written statement attached.

Faculty member Astrid Perez read statement—written statement attached.

Professor Duygu Monson read [statement](#).

ACTION: RENEWAL OF SECOND-YEAR TENURE TRACK FACULTY CANDIDATES

Vice President Phillip King read tab 1 [Action: Renewal of Second-Year Tenure Track Faculty Candidates].

Second-Year Tenure Track Faculty Candidates

1. Caitlan Maxwell
2. Lauren Valentino Bryant

Motion 23:29: Motion made by Trustee Ringer: “After reasonable consideration of the recommendations from the candidates’ respective Appointment Review Committees, the Vice President for Student Learning, Equity & Success, and the President, I move that the Board continue probation of Caitlan Maxwell and Lauren Valentino Bryant.”

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

COLLEGE UPDATE(S): ALL-WASHINGTON ACADEMIC TEAM MEMBERS

Trustee Ringer gave an overview of the [All-Washington Academic Team program](#). Shoreline Community College’s 2023 All-Washington Academic Team Members, as well as members of the All-Washington Academic Team Top 16: Ai Ngamkitcharoenlap and Siu Hung (Jason) Yip.

[Jason Yip had an opportunity to speak about his plans.](#)

FIRST READING: 2023-2024 SERVICES & ACTIVITIES (S&A) BUDGET

ASG Budget & Finance Officer Kate Nguyen and ASG President Chloe Mok presented the [2023-2024 Services & Activities Fee Budget Allocation Proposal](#).

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF MAY 24, 2023

CONSTITUENT REPORT: SHORELINE ASSOCIATED STUDENT GOVERNMENT

Associated Student Government (ASG) President Chloe Mok gave her last [report](#) to the Board in her role as ASG President.

CONSTITUENT REPORT: SHORELINE CLASSIFIED STAFF (WFSE)

Media Maintenance Technician 3 & WFSE Shop Steward Paul Fernandez gave the [report](#) on behalf of the Classified Staff.

CONSTITUENT REPORT: SHORELINE FACULTY (SCCFT)

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

CONSTITUENT REPORT: SHORELINE FACULTY SENATE

Professor and Faculty Senator Chair Crystal Hess read *2023.05.24 Board Statement from Faculty Senate Chair* (written statement, attached).

REPORT: COLLEGE PRESIDENT & EXECUTIVE TEAM REPRESENTATIVES

Executive Team (ET) representatives Vice President Melanie Dixon (Diversity, Equity, Inclusion & Accessibility), Vice President Phillip King (Student Learning, Equity & Success), Interim Director Yulian Ligioso (Business & Administrative Services), Executive Director Veronica Zura (Human Resources), and President Kahn shared [updates](#) from their respective areas.

Written May 2023 Report to the Board (attached).

REPORT: FINANCE & BUDGET

Interim Director Yulian Ligioso went over the [2022-23 Operating Budget, Revenues and Expenses \(000s\) Actuals through April 2023 and Estimated through June 2023](#) document (attached).

REPORT: ACCREDITATION

Associate Vice President Ann Garnsey-Harter provided an update on [accreditation](#) and focused on “planning and use of data.”

FIRST READING: BOARD OF TRUSTEES 2024 REGULAR MEETING SCHEDULE

Chair Wells went over [tab 2 \[First Reading: Board of Trustees 2024 Regular Meeting Schedule\]](#).

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF MAY 24, 2023

WAVES OF GRATITUDE

President Kahn’s shared his [Waves of Gratitude](#) for the month.

EXECUTIVE SESSION

At 5:59 PM, Chair Wells announced that the Board would “convene in executive session for fifteen (15) minutes or as extended by the Board to discuss with legal counsel, information regarding the infrastructure and security of computer and telecommunications networks, security and service recovery plans, security risk assessments and security test results pursuant to RCW 42.30.110(a)(ii), matters pertaining to pending or potential litigation pursuant to RCW 42.30.110(i), and to discuss with legal counsel matters pertaining to collective bargaining pursuant to RCW 42.30.140.(4).”

Chair Wells added, “Upon reconvening in open session following the executive session, the Board will proceed with closing remarks.”

The executive session began at 6:05 PM.

At approximately 6:20 PM, Chair Wells announced in the open session Zoom Room, that the Board was extending its executive session by twelve (12) minutes.”

The Board reconvened in open session at 6:32 PM.

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

[Closing remarks from the Board of Trustees](#) included remarks from Trustees Chan, Ringer, Lux, and Wells.

ADJOURNMENT

Motion 23:30: Motion made by Trustee Lux to adjourn the meeting.

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

Chair Wells adjourned the meeting at 6:40 PM.

Signed _____
Kim Wells, Chair

Attest: June 28, 2023

Lori Y. Yonemitsu, Secretary

Dear esteemed members of the Board of Trustees,

I am writing to you today to urge you to grant a tenure-track process credit for prior experience, which would allow seasoned full-time faculty and previously tenured faculty to receive tenure after six quarters. I believe that this would be a positive step for Shoreline and would help to address equity issues that exist in the tenure process.

There are a number of benefits to granting early tenure. First, it would allow faculty members to focus on their teaching and committee work without having to worry about their job security. New faculty hires enter Shoreline with a wealth of talent and experience that are often untapped due to primary obligations with ARC meetings, observations, debriefs, and report writing.

The tenure process is long and arduous for full-time faculty who have a proven record of extensive experience and campus-wide service or who were granted tenure prior. Being under review during the length of nine quarters can be a stressful and demoralizing experience. There are often times when ARC members have little to no suggestions to include in their observation report, as their suggestions could be addressed swiftly or resolved during observation debriefs. Furthermore, when the same academic course is observed across multiple quarters with tapered feedback, the tenure process begins to feel tedious and arbitrary.

Also, early tenure would help to promote diversity and inclusion since the tenure process is not always fair for all faculty. Studies have shown that there is a bias against minority faculty members in the tenure process due to a number of factors that include unconscious bias, tokenism, microaggressions, and a lack of transparency. As such, granting early tenure after six quarters will increase the likelihood that women and minority faculty members, in particular, would increase faculty retention. This would help to ensure a more diverse and inclusive faculty that would be a positive reflection of the Shoreline community.

In conclusion, I urge you to consider the benefits of the tenure-track process credit for prior experience for seasoned faculty and for those who received tenure prior. Thank you for your time and consideration in weighing these benefits.

Respectfully,

Trysteen Thanh-Binh Tran

English Faculty, Tenure-track

Pronouns: she/her

ttran@shoreline.edu || FOSS 5350



Dear Board Members,

We share this statement as a group of tenured faculty at Shoreline Community College. It is our understanding that this Board will be reviewing a proposal in which it recognizes that some faculty come to Shoreline with relevant prior experience and as such, provides those qualified faculty with a six-quarter pathway towards being recommended for tenure consideration by the ARC. As a group of faculty who has gone through this process and/or has served on ARCs, we support this step in addressing some of the inequities in the current tenure process. We believe that establishing these new guidelines and clearly outlining them in the CBA will have a positive impact on attracting and retaining faculty, especially those from underrepresented backgrounds. We also believe the proposal directly aligns with DEIA principles. Thank you very much for your consideration.

Sincerely,

Dr. Rachel Lee

Tenured Professor, Anthropology

John Tankersley

Tenured Non-Instructional Faculty, Advising

Annamaria Winters

Tenured Professor, ESL

Brooke Zimmers

Tenured Professor, Communication Studies

Dr. Crystal Hess

Tenured Professor, Computer Science
Faculty Senate Chair

Neal Vasishth

Tenured Professor, English

Davis Oldham

Tenured Professor, English

Tony Doupe'

Tenured Professor, Film, Drama and Cinema

Dr. Duygu Erdogan Monson

Tenured Professor, Film, Drama and Cinema
Faculty Program Coordinator

Jessica Gibson

Tenured Professor, ESL

Mayumi Steinmetz

Tenured Professor, Japanese Language and Asian Studies

Karen Bretz

Tenured Professor, ESL

Tom Genest

Tenured Professor, ESL

Terry L. Taylor

Tenured Professor, History, Political Science, and International Studies

Linda L. Kuehnert

Tenured Professor, Chemistry

Rachel David

Tenured Professor, Gender and Women's Studies

Mark Hankins

Tenured Professor, Automotive Technology, General Service Technician Program

Kira L. Wennstrom

Tenured Professor, Biology
Faculty Program Coordinator

Alicia Zweifach

Tenured Non-Instructional Faculty, Advisor

Stephanie Bartlett

Tenured Professor, Physics & Astronomy
Faculty Program Coordinator

TaChalla Ferris

Faculty Librarian

Matthew Allison

Tenured Professor, Studio Art & Art History
Faculty Program Coordinator

Lauren Wilson

Tenured Professor, English as a Second Language

BOT May 24, 2023

I appreciate the opportunity to speak in front of the Board of Trustees, and I'm here to comment on the proposal of credit for tenure language to be added into the CBA. Rather than re-iterate what has already been mentioned regarding this topic, I wanted to reflect on the following questions- STEM faculty as I am, this is how I process thoughts.

Q. #1: Will the inclusion of credit for tenure language in the CBA be detrimental to the college?

Answer: The argument has already been made that the establishment of clear and transparent guidelines regarding this topic will help the college retain faculty, especially those from underrepresented backgrounds. In my opinion, it will **provide equity** to our faculty much in the same way the starting pay is based on an equitable experience scale.

Q#2: Will the inclusion of credit for tenure language in the CBA help the college?

Answer: In my humble opinion, the college should utilize all the resources available as we navigate together the process of accreditation. The past experiences of the current tenure track faculty can certainly help in this process.

Although I've been at the college for twenty years, Fall 2023 marked the first year of my tenure track. Eager to help and put my past experiences to good use, I spoke with many about participating in committees, but was advised against it, so even though I wanted to participate in the Learning Outcomes Assessment Group/Institute, I was advised not to. If the new language is included in the CBA, and some of the current 17 highly qualified tenure track faculty are able to fast-track their tenure process, not only will the college benefit by an increase in the number of eager and capable faculty to help in the accreditation process, but also our students, as this new group was hired based on their commitment to DEIA.

Some last thoughts, changes have already been taking place, and the way we used to function is now having to be modified, first it was COVID, now it's our accreditation process. So why not add this language to the existing CBA? Ultimately, only the timeline options are being clarified and made more transparent, as everything else will remain the same with the final decision to be ultimately made by the Board of Trustees.

Thank you very much for you time.



SCCFT President Eric Hamako
Statement to the SCC Board of Trustees
2023.05.24
Permalink: <https://bit.ly/SCCFTtoBOT2023-05>

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).

This evening, I'll provide brief updates about three faculty issues, each regarding our faculty union's right to collectively bargain for faculty.

First, in the past few weeks, our faculty union has filed an Unfair Labor Practice complaint against the College. In January and February of this year, I spoke to you about the faculty union's concern about the College's unilateral decision to discontinue counting faculty members' collective bargaining work as service work to the College. This unilateral decision by the College undercuts our faculty union's ability to collectively bargain by reducing faculty members' incentive to participate and effectively increasing the workload of faculty members who do participate. We have sought to resolve this conflict with the College by various other means. However, the College has refused to relent. So, our faculty union is calling on the Public Employment Relations Committee (PERC) to hear our Unfair Labor Practice complaint, number 136660-U.

Second, in collective bargaining, our faculty union has presented to the College our proposal for addressing the effects of the recent ransomware attack and the College's decisions regarding the ransomware attack. The effects of the ransomware attack continue to make disruptive waves for faculty and students, as the quarter continues. Our faculty union proposes that the College compensate faculty for the additional workload created by the "soft start" and the necessary curricular and pedagogical changes caused by the attack and College response. We also propose that the College compensate faculty for taking on more students, beyond the allowed class caps, to accommodate students and support enrollment despite the disruptions of

the ransomware attack before and during the start of the quarter. We propose that the College pay for identity theft protection for all faculty for five years, not the one year the College has offered. We propose that the College cover equipment, wifi service, and other expenses that faculty paid for personally, out-of-pocket, to address urgent needs during the ransomware attack's most acute phase. And, we propose that the College not penalize faculty members during their evaluation processes, in cases where negative evaluation feedback is due to ransomware-related impacts. We urge the College to recognize, not only with words, but also with a bargained agreement, the increased workload, stress, and other effects caused by the ransomware attack, as faculty have gone above and beyond our normal duties to continue the College's services.

And, third, our faculty union continues to bargain with the College over our next Collective Bargaining Agreement (CBA). Happily, the Washington State Legislature approved a budget in which the Legislature will fund significantly more of faculty's Cost of Living Adjustments (COLAs) than the Governor had proposed. This means that, where the College might have had to allocate some of its own local funds to pay for a portion of faculty's COLAs, the College now has those local dollars freed up in its budget. Our faculty union is proposing that the College allocate those funds to faculty members in other ways, rather than treating the Legislature's decision as a windfall for the College. For example, we have proposed that the College use some of those dollars to increase the salaries of the lowest paid faculty members – and then to ensure that future employees are not consigned to those lowest salary levels. Providing more to those who need it most, those who are paid least – *that* is an example of an action that increases equity at the College. Further, by increasing faculty salaries, particularly at the lowest levels, the College will increase its own ability to recruit and retain new faculty members. As a second example, we have proposed that the College implement a “tenure-track credit for prior experience” clause, which would guide the Board of Trustees in more systematically exercising its right to grant tenure to tenure-track faculty members before or up to the ninth quarter of their employment, crediting those faculty for having previously earned tenure elsewhere or for having shown years of experience in their discipline. Such a proposal will help the College recruit and retain experienced tenure-track faculty – and will reduce the duration of systematic barriers that produce various inequitable outcomes in faculty retention. The College has informed us that College President Kahn will be discussing this proposal with you in Executive Session. We encourage you to strongly consider this proposal as an action that will guide and provide transparency for future Board action. Our faculty union and the College continue our ongoing bargaining for a new CBA – and our faculty union is committed to continuing to bargain in good faith until we're able to reach mutual agreement on a new CBA.

Good night.

2023.05.24 Board Statement from Faculty Senate Chair

Today I want to talk about the achievements and resilience of our Faculty through a few seemingly unrelated stories.

- Yesterday I learned about a cool partnership between our campus and Indigenous tribes around wayfinding and honoring our land in an authentic way
 - A piece of that effort includes an 8-year old “Tree Campus” Project led by Tim Payne and Matt Loper who combined have at least 50 years of service to our college. Yesterday they both showed up to a College Council meeting to share information on the project despite one having just retired and one being on leave. Golly, that’s dedication.
- On a different note, student commencement is coming up on June 17th.
 - So many Faculty signed up that procuring Regalia has become challenging and we have too many volunteers for elevated roles in the ceremony!
- Today the Honors College had an event showcasing the work of their students. They had fabulous, high-quality work and their Professors and mentors were there to support them.
 - There are so many other similar activities happening like DECA
- Folks are rallying for DEIA change
 - Anti-Racism Framework was shared broadly and championed
 - Anti-Racism Policy workgroup garnered lots of interest
 - Credit for prior experience in the Tenure process has developed by Faculty for Faculty

My through line is that these achievements come through resiliency. Resilience by definition means achievement through trauma, through pain, through persistence.

- While it’s amazing that faculty show up even when on leave or after retirement, they shouldn’t need to.
- Faculty participating in commencement are doing so during our tightest turn around between end of quarter and grades being due (as an impact of the late start to this quarter)
- Honors college mentors give hours on hours to their students, above and beyond their “service to the college”
- Lots of Faculty are championing DEIA change, but particularly our BIPOC faculty who simultaneously face micro- and macro- aggressions regularly

Get to the root

- I think we're in this together. I hope we are, anyway.
- We've got to get to the root problems, and not be distracted by the symptoms.
- As an analogy (or metaphor?): Giving your partner a band aid when they trip doesn't mean much if you don't fix the ledge they tripped over or safeguard against the earthquake that caused the raised ledge in the first place.

How do we remove barriers?

- Craft ways to hear what's happening on the ground; we need two-way conversations
- Embrace shared/participatory governance
- Make the work sustainable; Prioritize asks; Make space for doing the work

President's Report

From the desk of Dr. Jack Kahn



Activities and Visits for the President

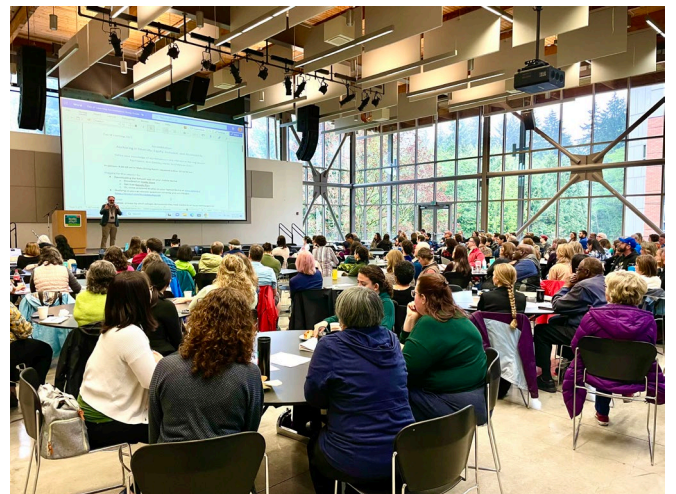
The president's office has been very busy this month, much of it dedicated to Ransomware planning and communication. As I was perusing my calendar over the past month it came as no surprise how much of the schedule was dedicated to planning meetings and community meetings about the ransomware incident. Last week, we determined that we were unable to retrieve data stored on the network/cloud and now are engaged in planning for recovery of previous systems and data. It has been a challenging time but we will get through it one step at a time.

I did have some time for external connections despite the Ransomware incident. Trustee Ringer & I attended the All-Washington State Academic Team event, celebrating our wonderful Shoreline Community College students. I was able to meet Siu Hung Yip (Jason) who is 18 yrs. old and is trying to decide between University of California, Berkeley, UCLA, University of Washington, and is waiting to hear from Princeton University. Our second All-Washington Academic Team member Ai Ngamkitcharoenlap was out of the country- I hope I am able to meet Ai on campus (perhaps in this meeting)! I also attended the very moving, important and powerful event "9000 Days of Siege" in recognition of Holocaust Awareness Day. In addition, I did meet with Shoreline City Hall partners to discuss potential projects in the future that would support the City and SCC.

Day Of Learning took place this month as well and SCC was able to show how we can really come together and take things to another level. With a focus on accreditation, strategic planning, and DEIA, not only was the information well presented throughout the day, but the sessions were really fun and collaborative. From the introductory stellar accreditation Kahoot to the wonderful Employee Recognition at the end of day, people came together, and worked really hard to move the college forward. We have more work to do to establish an ongoing cycle of evaluation and improvement, but the day was symbolic of the possibilities.

And finally I was able to attend the opening night of the Seattle International Film Festival at Shoreline CC. The event came at the end of a long week and it was so great to see board members, community partners, faculty and staff gathered to celebrate a wonderful event. The film itself had some interesting metaphors about learning, friendship and camaraderie as well, which resonated with me. It's really great we have these kinds of gatherings here at Shoreline and we will continue to expand opportunities into the future.

What's Happening on Campus



Highlights from Day of Learning 2023

President's Report

From the desk of Dr. Jack Kahn



Additional Day of Learning Highlights- Food trucks and epic light saber battles



New Small Business Development Center Opening



Painting Away the trauma II- Veteran Art Exhibition

What's Happening on Campus

One Planet
An Eco-Focused Art
Exhibition

APR 14 - MAY 11 // 2023




Top: Audrey Osterbind & Madri Stull, Visual Arts Students. Bottom: Carl Simson, Eco-Artist.

SHORELINE ART GALLERY
Building 1000, Lobby
Mon - Fri 9 - 5pm

ARTISTS' RECEPTION
& OUR PLASTIC
PLANET EVENT
Th April 20 // 3 - 5 pm

FREE FILM SCREENING!
May 10th @6:30pm
Shoreline Community College Theater
16101 Greenwood Ave. North, Shoreline 98133 (Free Parking!)
Follow signs to the "Theater"



**NAMBA: A JAPANESE AMERICAN'S
INCARCERATION AND LIFE OF RESILIENCE**
WATCH MOVIE TRAILER HERE



MOMO HARA

NAMBA tells the American story of May Namba, born in Seattle, Washington in 1922 to an immigrant couple from Japan. May was incarcerated in the Minidoka Relocation Center where guards with machine guns loomed in towers overhead. May's granddaughter, Miyako, narrates and guides us through her grandmother's experiences living at Minidoka. Throughout the film May and Miyako share this complex history—the injustice and love of country—that's rarely discussed in history books.

Please join us for the 45 minute movie followed by a post-movie "Q and A" discussion panel with Emily Momohara, filmmaker for **Namba**, Bill Tashima who is featured in the film, and Dr. Kyle Kinoshita, Seattle Japanese American Citizen's League (JACL).

Tenzin Tsundue
Tibetan Writer & Activist

When: April 13, 2023
Where: Shoreline Community College
Ray W. Howard Library
16101 Greenwood Avenue North
Shoreline, WA 98133
Room: 4237
Time: 12:30-2:00 PM

Join us as Tibetan author Tenzin Tsundue presents his new collection *Nowhere to Call Home*.

About the Author: Tenzin Tsundue is an award-winning writer whose books have been translated into fifteen different languages. Tsundue combines activism and academia. His work focuses on exile writing, resistance, culture, and identity.

Continuing Education
Spring 2023 Chinese Cultural Workshops
Unlock Your Potential, Enrich Your Life



Chinese Cultural Workshop: Paper-Cutting Art
Saturday, May 6, 2023 | 1-3 PM | Room 9302 Quiet Dining Room
Free Event Parking | 16101 Greenwood Ave N, Shoreline, WA 98133
FREE for ShorelineCC students and employees; \$5 for community members
Pay at: campuscc.net/shoreline/category/category.aspx

Paper-cutting, as a culture symbol of China and popular folk art, was listed in UNESCO World Heritage Site in 2009. Archeologists have been able to trace the tradition of papercutting to as far back as the 6th century.

In this hands-on workshop, Chinese language and culture guest instructor Fei Ke from Shoreline Community College and guest scholar Lili Zhang from Pacific Lutheran University will co-host to teach participants basic skills of paper-cutting. You will make your own paper-cutting art with materials provided, learn about the myths and legends behind the folk art, and enjoy an incredible exhibition of artwork by paper-cutting master Lili Zhang (available for purchase).

Questions? Contact Fei Ke at fke@shoreline.edu



Sign Up!



Join us for
Inspired Poetry

April 27th - 2023 from 1-3pm

Join the Multicultural Center and the Gender Equity Center for a poetry workshop at the library, room 4237



**SHORELINE
SHORT SHORT
FILM FESTIVAL**

**SATURDAY
APRIL 22
2023**

**STUDENT
TICKETS \$15
AT THE DOOR
WITH ID**

**6:30 PM SHOWTIME
DOORS OPEN AT 5:30 PM**




SCC CAMPUS BLOOD DRIVE

10AM-3:30PM
Sign Up at hccarcare.org

Wednesday, April 26 | 9:30am-3:30pm
PUB QDR (9208)

Book your appointment by calling 1-800-398-7888 or going to tinyurl.com/SCCgiveblood



**FOUND ITEMS
ART WORKSHOP**

Join Seattle artist Cari Simson in a 2 workshop series to create a collaborative art piece that will be included in the upcoming One Planet: An Eco-Focused Art Exhibition at the Shoreline Art Gallery from 4/14-5/12!

WORKSHOP 1
Wednesday, April 12 | 2-4pm | Art Gallery
Students will work with Cari Simson to create a large installation piece by weaving natural materials found in and around campus!

WORKSHOP 2
Thursday, April 20 | 3-5pm | Art Gallery
Students will use found and discarded materials provided by gallery visitors to create a second work at the One Planet exhibit reception. Friends and family are welcome to attend and enjoy live music and food!

Space is limited. Sign up to participate by e-mailing Gallery Director, Zach Mazur, at zmazur@shoreline.edu.



Sponsored by Student Life & the SCC Art Gallery



Explore Shoreline Community College
**DISCOVER YOUR
PATH IN BUSINESS**
WEDNESDAY, MAY 17, 2023 | 3-5 P.M.
Shoreline Student Union - PUB

Ready to take a big step forward in your career or ready to start a new one? Come find out how our Accounting and Business programs can get you where you want to be.

We offer both transfer degrees, and prof-technical degrees and certificates in:

- Accounting
- Business Administration
- Business Transfer (transfer degrees)
- Business Intelligence & Data Analytics
- Entrepreneurship
- Marketing
- Purchasing & Supply Chain
- Retail Management


Event Agenda

3:00-3:15 pm	Welcome and Introductions
3:15-3:45 pm	Featured Speaker: Tim Sprangers, CEO Grim Rice Recruiters
3:45-4:30 pm	Hear from our faculty and students in a panel presentation and discussion
4:30-5:00 pm	Informal meet & greet and networking with our program advisors Light refreshments provided

Students can attend in-person at the Student Union-PUB OR attend remotely via Zoom. Students who select remote attendance on the registration form will receive the Zoom link.

Register now!
https://bit.ly/SCC_Register

Map
www.shoreline.edu/map/campus-map.aspx
16101 Greenwood Avenue N., Shoreline, WA 98133



Questions: socialsciences@shoreline.edu

Shoreline Community College is committed to nondiscrimination. To request this information in an alternate format or for disability accommodation, contact Student Accessibility Services, 2008-646-4545, 208-646-4520 TTY: sa@shoreline.edu or visit www.shoreline.edu/accessibility.

2023 MAY 11-21
**SEATTLE
INTERNATIONAL
FILM FESTIVAL**



Connections and Outreach

International Education

Our International road warriors!



Cynthia Okawara, promotes Shoreline in Thailand

June 08, 2023 Board Packet, p.22 of 50



Outreach Director Bo Fu and Associate Director Soo Park meet partner in South Korea



Building community connections! President Kahn, AVP Pardanani, and Director Fu attend event hosted by the Turkmen Community



What a great "problem" to have! Ferril, a student from Indonesia, needs to make a decision about where he will transfer after being admitted to both the University of Michigan and University of California - Berkeley. Shoreline graduates are going places!

Senior Associate Director Lisa Maroni will be the new Regional Educational Advising Coordinator for Sub-Saharan Africa, leading the EducationUSA network of advising centers in the region. While we are sad to lose her, we are so proud of her! Shoreline and community colleges will have a strong advocate in Africa and within the Dept. of State!



Department Update

Taking into account the difficulties inherent in the ransomware incident the Outreach & Recruitment (O &R) team has been diligently at work, engaging with our community as we gear up for the end of the current academic year and prepare for the 2023-24 academic year. The O & R team has been instrumental in continuing our work to connect with our community members and help them achieve their academic goals.

Outreach Efforts

Under the continued leadership of Dean Chippi Bello, and the new leadership of Director David Berner, and guidance from the Strategic Enrollment Management committee, we are continuing the development of the Outreach & Recruitment Strategic Plan, the Outreach Calendar. Additionally, we will be utilizing a new set of Outreach & Recruiting Tracking tools to ensure we are collecting data to examine the relevancy and efficacy of our efforts.

The tracking data will be used to continually cultivate our department’s processes, procedures, and coordination of events, as well as further develop our ability to recruit future students. We will be able to identify areas of success and improvement through the extrapolated data to not only maintain our established social channels but to also build new ones throughout the community.

Our team has continued to work with other departments in their outreach efforts, including work with the International Education department, Enrollment Services, and Student Success Services by giving campus tours, assisting with students in the zoom room, and work with communication/marketing efforts. As we continue to develop the Strategic Plan for the O & O department, we will identify areas where this team and the Enrollment Services team can combine efforts to seamlessly bridge the student experience from “interest-to-registration.”

Staff Updates

Amy Stapleton completed several High School visits outside Shoreline School District including the following:

- Monroe High School
- Lynnwood High School
- Lake Washington High School
- Mt Lake Terrace High School
- Richmond Highlands Recreation Center
- Rainier Beach Community Center
- Emerald High School
- MGHS High School (Community Tech and College Fair 4/13/2023)
- North Kitsap High School
- South Kitsap High School (Presentation 4/27/2023)



Amy hosted the promo table at the Shoreline Short Shorts Film Festival on 4/21/2023 at our campus theater and spoke with multiple individuals who attended this event regarding our different programs and fields of study.

We’re welcoming many potential students and families with campus tours, including those who are international students interested in Shoreline. We are also working with different academic departments to help with outreach efforts for on-campus seminars and speaking events, such as the *Discover Your Path in Business* event happening next month on May 17th, 2023.

We are always looking for ways to be a part of our community. An example is our sponsorship for Shoreline Little League. We are the proud sponsor of this team. Amy Stapleton has been planting seeds for education with these young people.

Experience Shoreline Virtual Information sessions continue to be offered every Monday and Thursday

Staff Updates continued:

Katie Rousso facilitated scholarship and admissions workshops at Shorewood High School. She met with special education teachers at Shorewood to discuss support and furthering her work for student success. She presented Experience Shoreline Information Sessions to multiple class periods at Shorecrest. For the month of April, she has also been working with both High Schools to prepare for our SOAR orientation event that is happening next month on May 23rd, and May 25th. Multiple instructors and counselors have been coordinated by Katie to facilitate ALEKS testing opportunities for students interested in getting their placement taken care of. She has also been assisting students in the application process to help them prepare for the upcoming academic year of 2023-24.

Katie also collaborated with Tiff Meier in Shoreline Advising to help with the High School Counseling Centers to acquire student transcripts.

Steve Marshall has been working with business analysts and other departmental leaders to develop queries and systems in conjunction with Salesforce (our customer relations management system). This is in effort to overcome the challenges with losing our shared drive and reports that had been built prior to the ransomware incident. Steven has been our main contact for emailing campaigns for multiple departments and has engaged in outreach with the following groups:

- Prospective students who have not completed an admissions application.
- Prospective students interested in Health Informatics programs.
- Students who have been awarded spring quarter financial aid but have not enrolled.
- Prospective students who have completed an admissions application but have not enrolled.
- Current students who were in danger of being dropped for non-payment (multiple reminders).

Liam O'Connor has renewed SCC partnerships with Hopelink and Ronald Commons and connected with many prospective students at the highly attended Science Night at Mount Vernon High School and Washington Women in Trades event at Seattle Center.

He has performed Workforce Education presentations at the Center for Human Services in Shoreline, in addition to his regular outreach efforts at multiple establishments, including the following institutions (including booth setups, flyer drop-offs, and weekly/monthly virtual meetings):

- Korean Community Service Center
- Mary's Place
- Ballard Food Bank
- Hopelink
- Shoreline Chamber of Commerce
- YMCA
- WorkSource
- Multiple International Community Establishments



He has also performed info sessions and dropped off flyers at the following libraries:

- Shoreline (KCLS)
- Broadview
- Greenwood
- Lake City

Human Resources

June 28, 2023 Board Packet: p.25 of 50

- The Vice President for Business & Administrative Services has been re-posted with an extended application period through May 2023.
- The Vice President for Instruction has been posted for application with recruitment activities anticipated across Summer quarter for a potential Fall 2023 hire.

Safety & Security

- The updated Bldg. 1600 fire system is now online with all new and increased fire safety detection devices (from approx. 6 to 48 units).
- At the end of May, multiple Safety & Security will undergo CPR/AED/1st Aid trainer certification.
- Safety & Security staff will also attend the May 2023 Mental Health 1st Aid training event.
- Over 50 Shoreline residents participated in the Catalytic Converter marking event cohosted by College and Shoreline police.

Facilities Updates

The HSAMCC project is nearing completion. The furniture has been ordered, staff/faculty have boxes for packing, and schedules have been set to transfer and deliver both lab and manufacturing equipment. The project remains on schedule for occupancy in August 2023 with classes starting Fall of 2023. As for the STEAM project, we are nearing completion of design. We've been working diligently with the architect, SSW, to meet with staff, faculty, and students to make sure we are capturing the needs for Math, Music, and Nursing. Tentative completion for STEAM is August 2025.

Current minor capital projects underway include:

- 3000 Fitness Center Remodel – the small gym and racquet ball courts in the 3000 building are being remodeled to accommodate the fitness center, creating greater ease access to the space. Expected completion has been extended to August 2023.
- 9000 Gender-Neutral Restrooms - SCOF has generously provided funding for this project. The project consists of converting the existing gender specific restroom on the 2nd floor and the current non-compliant gender-neutral restroom on the 1st floor into code compliant gender-neutral restrooms. Expected completion is August 2023.
- 3000 and 2900 Accessibility Modifications – this project consists of adding an accessibility ramp to connect the accessible parking at 2900 to the 3000 building. We will also be making some adjustments to two accessibility stalls to ensure they are compliant. Expected completion is June 2023.
- 3000 and 1400 lighting enhancement – We will be addressing some lighting needs that have been outlined in our campus lighting study. This work will consist of adding addition light poles to the 1400 parking lot and additional wall lights to the exterior of 3000 building. Expected completion is June 2023.

Foundation Updates

- Wendy Coates was hired as the new Executive Director of the Foundation. She was the Executive Director of Hospice Northwest Foundation for the last 10 years. Prior to that, she was the Development Director at Olympic College Foundation. Her official start date is June 16.
- Seattle International Film Festival (SIFF) took place at the Theater May 12 – 22. The Foundation ran concessions for all 23 showings. Proceeds go towards Performing Arts and Digital Film Scholarships.

Waves of Gratitude for LJ Bothell of Social Sciences for Inclusive Excellence, Respect and Community Engagement.

LJ is the most positive and patient colleague! She worked with me, back and forth, while setting up a brand new Azure environment for the students. She acted as the tester along the way and was very responsive and thorough with her testing insights. She helped move this progress along expeditiously. I truly appreciate her help, ideas, and feedback. Submitted by Tammy Lessley of Social Sciences.

Waves of Gratitude for Dennis Harrison of Athletics & Intramurals for Inclusive Excellence, Respect, Student Engagement.

I'd like to sincerely thank Coach Dennis Harrison for his enthusiasm and great support! On May 11th, we had a visitor from Indonesia whose daughter plays basketball and wants to study in the U.S. I walked the mother over to the 3000 Bldg. to see our gym. Dennis noticed us and gave the mother a great introduction. He even recorded a short video on the mother's phone to speak to this prospective student about what it is like to be a student athlete here. The mother was very thankful and kept saying it was her lucky day! Submitted by Linda Du, International Education.

Waves of Gratitude for Brandon Fryman of eLearning for Inclusive Excellence, Respect, Other: Helpful.

I wanted to express my sincere gratitude for the invaluable help provided by Brandon Fryman, our outstanding instructional designer. Brandon went above and beyond by dedicating over 8 hours of his time to assist me with my Canvas issues, showcasing his exceptional expertise and unwavering commitment. I am a part-time instructor and have never found Instructional designers as friendly or helpful as Brandon. From the beginning, Brandon's knowledge of instructional design and the Canvas platform was evident. He patiently listened to my concerns, swiftly identified the problems, and guided me through each step of the troubleshooting process. His ability to communicate technical concepts clearly was remarkable, empowering me to independently handle similar challenges in the future. Brandon's dedication and professionalism were truly commendable. Despite the extensive time required, he remained attentive and approachable, fostering a supportive and collaborative atmosphere. His exceptional customer service left a lasting impression on me. In conclusion, I am immensely grateful for Brandon's expertise and the positive impact he has had on my experience with Canvas. His technical proficiency, interpersonal skills, and unwavering dedication make him an invaluable asset to our organization. – Anonymous

The graphic features the Shoreline Community College logo on the left. To its right, the text reads "Spring Quarter" in a teal font, followed by "IMPORTANT DATES" in a larger, bold, black font. Below this, a dark teal background contains several calendar icons with dates and corresponding events. The events are organized by month: April (orange icon), May (teal icon), and June (green icon). The events include: April 3 (First Day of Instruction), May 5 (Campus Closed), May 29 (Campus Closed), June 12 (Last Day of Instruction), June 14-16 (Final Exams), June 17 (Commencement), and June 21 (Grades Available).

Month	Date	Event
April	3	First Day of Instruction
May	5	Campus Closed
May	29	Campus Closed
June	12	Last Day of Instruction
June	14-16	Final Exams
June	17	Commencement
June	21	Grades Available

Important Dates:

- [Employee Calendar](#)
- [College Calendar](#)
- [Academic Calendar](#)

Important College Updates (DAAG)

- [Full-Time Faculty Positions, 2023-24](#)
- [Healing Circles this Monday, January 30th for Tyre Nichols](#)
- [Lunar New Year Event hosted by APISC](#)
- [From J. Kahn: Video Campus Update 1/31/2023](#)
- [Public Records Training Records - Message for All Employees](#)
- [Accreditation Question & Answer 2/22 12-1pm](#)
- [Delta Dental of Washington provided a gift of \\$1.5 million to help relocate the Shoreline Community College dental hygiene program to the UW School of Dentistry.](#)
- [The Spring quarter and Annual 2023-24 scholarship applications are now open.](#)
- [Understanding the roots of Anti-Blackness](#)



2022-23 Operating Budget, Revenues and Expenses (000s)			
Actuals through April 2023 and Estimated through June 2023			
	FY23 Budget	Actuals Thru April 2023	Estimate to YE23
Revenues			
State Operating Appropriations	33,857	26,328	33,857
Operating Tuition	9,364	8,850	8,850
Reimbursement of Operating Budget expenditures	5,671	4,726	5,671
	48,892	39,904	48,378
Natural Classification Expenditures			
Exempt	5,569	4,544	5,453
Faculty	19,384	15,234	18,692
Classified	7,088	6,449	7,649
Benefits	10,646	8,812	10,575
Personal Services Contracts, Goods & Services	5,477	4,438	5,422
Capital Outlays	626	509	603
Debt Service	389	30	389
Subtotal	49,179	40,017	48,783
Intra Agency Reimbursements	(368)	(307)	(368)
Total Expenditures	48,811	39,710	48,415
Surplus/ (Deficit)	80	194	(37)

Board of Trustees Meeting
May 24, 2023
Budget Report

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JUNE 28, 2023**

TAB 1

FIRST READING

Subject: Amendments to 100.E50 College Debt: Financial Planning & Activities in the Shoreline Community College Board of Trustees Policies Manual

Background

Amendments are proposed to the 100.E50 College Debt: Financial Planning & Activities section in the Shoreline Community College Board of Trustees Policies Manual.

To follow/attached: Side-by-Side document containing the current policy and the proposed revisions to the 100.E50 College Debt: Financial Planning & Activities section.

Prepared by: Jack S. Kahn, Ph.D.
President
Shoreline Community College
June 23, 2023

100.E50 COLLEGE DEBT: FINANCIAL PLANNING & ACTIVITIES

<p style="text-align: center;"><u>CURRENT POLICY</u> <i>(Approved: February 22, 2023 Regular Meeting of the Board of Trustees)</i></p>	<p style="text-align: center;"><u>RECOMMENDATIONS TO CURRENT POLICY</u> <i>(First Reading: June 28, 2023 Regular Meeting of the Board of Trustees)</i></p>
<p>Purpose The purpose of this policy is to define the Board Operational Reserves for Shoreline Community College.</p> <p>Board Policy Manual, Fiscal Responsibility</p> <p>Definitions <i>Fund:</i> A fiscal and accounting entity with a self-balancing set of general ledger codes in which cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, are recorded and segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.</p> <p><i>Fund Balance (Reserves):</i> The difference between a fund’s assets and liabilities.</p> <p><i>Budget:</i> A plan of financial operation embodying an estimate of proposed expenditures for a given period of time and the proposed means of financing them.</p> <p><i>Operating Budget:</i> A plan of current expenditures and proposed means of financing them. The operating budget is the primary means of ensuring that the financing acquisition, spending, and service delivery activities of the College are controlled.</p> <p>Policy In compliance with the Shoreline Community College Board of Trustee’s direction, the College will maintain an operational reserve balance to ensure the College can conduct its mission. The Board in its fiduciary capacity for prudent fiscal management, directs the College to accumulate and maintain sufficient reserves to accomplish</p>	<p>Purpose The purpose of this policy is to establish and define the use of fiscal Board Reserves for Shoreline Community College.</p> <p>Board Policies Manual, Fiscal Responsibility</p> <p>Policy In compliance with the Shoreline Community College Board of Trustee’s direction, the College will maintain a Board Reserve balance to ensure the College can conduct its mission. The Board in its fiduciary capacity for prudent fiscal management, directs the College to accumulate and maintain sufficient reserves for strategic or unbudgeted emergencies. The Shoreline Community College Board of Trustees directs the College to begin each fiscal year budget with Board Reserves of a minimum of 25% of the annual operating budget expenditures; reserve levels below 25% must be approved by the Board.</p> <p>Procedure Board Reserves should be used for unbudgeted emergencies which, if left unattended, will jeopardize the health and safety of the College community; for any unanticipated expenditures necessary to keep a public commitment; to fulfill a legislative or contractual mandate; or expenditures which will result in significant administrative or programmatic inefficiencies, that cannot be covered by existing appropriations. Examples include, adequate cash flow, emergencies, budget contingencies, multi-year planning, revenue shortfalls, unplanned but necessary expenditures, or operating changes that occur outside of the planned annual budget.</p> <p>Assessment of the Board Reserves balance will be provided through the annual budgeting process and updated as part of, or following, any expenditures. Board Reserves will be maintained in Fund 149 – Operating Fund.</p>

<p>specific, strategic objects of the College. The Shoreline Community College Board of Trustees has directed the college to begin each fiscal year with local operating reserves of no less than 15% of the annual operating revenue budget of the College except for Board-approved expenditures.</p> <p>The operational reserves are intended for use in non-recurrent situations. Examples of such situations may be:</p> <ul style="list-style-type: none"> • One-time expenditures for program start-up • Expenditures to cover building damages from natural disasters • Non-government-funded portions of capital projects • Other situations as determined by the President and/or approved by the Board of Trustees <p>Procedure Assessment of this reserve balance will be provided through the annual budgeting process. The funds included for this assessment are:</p> <p>Fund 148 – Dedicated Local - exclusive of restricted fee revenue</p> <p>Fund 149 – Operating Local</p> <p>Fund 145 – Grants and Contracts – exclusive of restrictions, reimbursable grants.</p> <p>All recommendations to expend reserve funds will be forwarded to the Executive Team and the President. Board Approval must be obtained prior to expenditure.</p> <p>Expenditures of greater than \$50,000 will be submitted by the President to the Board of Trustees for approval prior to the use of such funds.</p>	<p>All recommendations to expend reserve funds will be forwarded to the Executive Team and the President. All expenditures drawn from Board Reserves funds [or Funds 148 and 149] require prior approval of the President, unless previously authorized in the College’s budget or approved by the Board of Trustees. The President shall submit expenditures exceeding \$50,000 to the Board of Trustees for approval for use of Board Reserves.</p> <p>Excess Funding If Board Reserves exceed 25% of the annual operating budget, the President may use the excess reserves for one-time expenditures as follows: capital shortfalls, facilities repairs or improvements, or expenditures in alignment with the College’s strategic plan and annual planning process. Such one-time expenditures shall not be used to create ongoing obligations, including job positions, salary increases, operating or capital dollars.</p>
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**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JUNE 28, 2023**

TAB 2

ACTION

Subject: 2023-2024 Services & Activities (S&A) Budget

Background

The Board of Trustees conducted a first reading of the 2023-2024 Services & Activities (S&A) budget proposal during its regular session of the May 24, 2023 Board of Trustees meeting.

To follow: 2023-2024 Student Services and Activities (S&A) Fee Allocation Proposal.

Recommendation

That the Board of Trustees approve the proposed \$1.5 million budget based on a \$1/credit increase of the S&A fee for credits 1-10, which would bring the cost per student to \$12 per credit.

Prepared by: Sundi Musnicki
Director, Student Leadership & Residential Life
Shoreline Community College
June 23, 2023



2023-2024
Student Services and Activities (S&A) Fee
Allocation Proposal

Shoreline Community College
Associated Student Government

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

TABLE OF CONTENTS

Executive Summary	3
2023-2024 S&A Fee Allocation Overview	7
S&A Budget Allocation Breakdown	8
Allocation Rationale	10
• Category I: Recognized Student Clubs	10
• Category II: Programs	10-14
• Art Gallery	
• Athletics	
• Arts & Entertainment Board	
• Associated Student Government	
• Benefits Hub/Food Pantry	
• Choral Groups	
• Concert Band	
• DECA	
• Ebbtide	
• Gender Equity Center	
• Instrumental Music	
• Multicultural Center	
• Opera & Musicals	
• Parent/Child Center	
• Plays & Video	
• Spindrift	
• Student Life	
• Theater Tech	
• Tutoring Services	
• Category III: Discretionary Funding	15
• Mini-Grant	
• Contingency Fund	
Recommendation	16

Executive Summary

Over the last three years, in response to the pandemic and the need for continued flexibility, the Services & Activities (S&A) Committee has allocated up to \$1.4 million in funding to its 19 programs and up to 35 student clubs through a quarterly budget process. During the 2022-2023 academic year, the fee was expected to bring in approx. \$1 million and the remaining \$400,000 was intended to be pulled from the S&A reserve budget. As of April 28, 2023, a total of \$943,994 has been brought in by S&A fees with some additional revenue anticipated before the end of the fiscal year. Approximately \$947,008 has been spent by S&A programs as of the same date (see table Table 1 at right). The S&A reserve budget currently has approx. \$1.5 million due in large part to lower than projected expenses during much of the pandemic.

With the College’s re-opening and gradual return to normal operations, the S&A Committee decided to return to an annual request process for the 2023-2024 academic year. Over \$1.8 million in requests were received from programs and discretionary budgets. In anticipation of the increased need, programs were advised that a budget reduction would likely be necessary and were therefore asked to identify areas where those reductions could take place. Additionally, we are requesting from the Board of Trustees a 9% increase to the S&A fee for the 2023-2024 academic year; this would raise the fee from its current \$11/credit to \$12/credit which will help mitigate annual increases in costs for salaries and benefits, hourly wages, and goods & services. This will allow the Committee to continue to support the important work of the programs that it funds.

Table 1: Current Year S&A Programs Allocation & Spending (as of 4/28/23)

Programs	2022-2023 Allocation	2022-2023 Allocation Spent	2022-2023 Allocation Remaining
Arts & Entertainment	\$90,746	\$63,213	\$27,533
Art Gallery	\$4,343	\$2,659	\$1,684
Assoc. Student Gov.	\$72,538	\$47,550	\$24,988
ASG - Student Clubs	\$25,000	\$25,150	-\$150
ASG - Contingency	\$0	\$0	\$0
ASG - Mini-Grant	\$100,000	\$79,865	\$20,135
Athletics	\$289,985	\$223,408	\$66,577
Benefits Hub	\$1,600	\$1,178	\$422
Choral Groups	\$9,712	\$3,902	\$5,810
Concert Band	\$7,869	\$1,530	\$6,339
DECA	\$10,000	\$2,059	\$7,941
Ebbtide	\$38,922	\$18,227	\$20,695
Gender Equity Center	\$23,888	\$12,662	\$11,226
Instrumental Music	\$4,287	\$26,546	-\$22,259
Multicultural Center	\$58,364	\$36,551	\$21,813
Opera & Musicals	\$18,219	\$4,000	\$14,219
Parent/Child Center	\$79,500	\$26,517	\$52,983
Plays & Video	\$21,723	\$19,761	\$1,962
Spindrift	\$24,875	\$10,635	\$14,240
Student Life	\$397,246	\$281,556	\$115,690
Theater Tech	\$23,370	\$19,396	\$3,974
Tutoring	\$80,199	\$40,643	\$39,556
TOTAL	\$1,382,386	\$947,008	\$435,378

Table 2 below (provided by WASBCTC) shows the current quarterly S&A fees across the Washington community college system based on enrollment in 15 credits. As the table shows, our current S&A fee of \$11/credit for credits 1-10 and \$5.85/credit for credits 11-18 results in a fee of \$139.25 and falls within the bottom 20% of all CTCs. The increase to \$12/credit will result in a fee of \$149.25 per quarter. This will bring in an estimated \$100,000 in additional funding for next year. The proposed \$12/credit for credits 1-10 is under the current cap of \$12.25 implemented by WASBCTC, and will be well under the new S&A cap of \$12.71 that will be implemented for the 2023-2024 academic year (according to the WASBCTC website). The S&A fee of \$5.85 per credit for credits 11-15 is well under the current cap of \$7.36 and is not proposed to change for the upcoming year.

Table 2: 2022-2023 S&A Fees per Quarter for all CTCs (Based on Enrollment in 15 Credit)

College	S&A Fee	College	S&A Fee	College	S&A Fee
Bellevue	158.05	Pierce	158.05	Yakima Valley	158.05
Big Bend	158.05	Renton Tech	158.05	Clover Park Tech	153.95
Cascadia	158.05	Seattle District	158.05	Everett	146.20
Centralia	158.05	Skagit Valley	158.05	Shoreline	139.25
Edmonds	158.05	South Puget Sound	158.05	Bates Technical	137.95
Grays Harbor	158.05	Spokane	158.05	Olympic	136.72
Green River	158.05	Spokane Falls	158.05	Clark	107.00
Highline	158.05	Tacoma	158.05	Bellingham Tech	90.30
Lake Washington	158.05	Walla Walla	158.05	Columbia Basin	82.50
Lower Columbia	158.05	Wenatchee Valley	158.05		
Peninsula	158.05	Whatcom	158.05		

Table 3: Current v. Proposed Fee Impact for 2023-2024 Based on 15 Credits

	Cost w/ Current Fee Amounts¹	Proposed S&A Increase w/ SCOF Reduction²
S&A Fee (3 Qtrs)	\$417.75	\$447.75
SCOF Fee (3 Qtrs)	\$69	\$39
Total	\$486.75	\$486.75

¹ \$11 per credits 1-10 + \$5.85 per credits 11-15 for S&A, \$23/quarter for SCOF

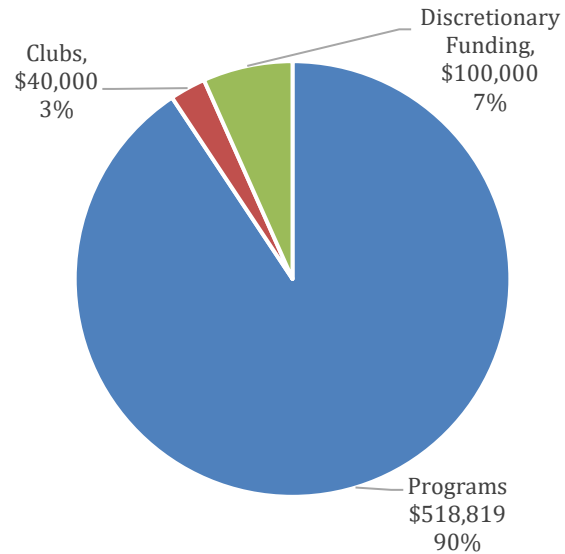
² \$12 per credits 1-10 + \$5.85 per credits 11-15 for S&A, \$13/quarter for SCOF

The proposed fee increase will allow for an anticipated \$1.1 million in revenue which, when combined with up to \$400,000 being accessed from S&A reserves, will provide the S&A Committee with a projected budget of \$1.5 million for the 2023-2024 academic year.

To offset the overall impact to students, the SCOF (Sustainability & Commuter Options Fee) committee is requesting a decrease in their quarterly fee from the current amount of \$23/quarter to \$13/quarter for next year. This reduction is possible due to an excess of funding in the SCOF reserve budget because of underspending over the last few years. The SCOF reserve budget has recently been used to support several large-scale campus projects, including the PUB gender-neutral bathrooms and the new HSAMCC Building. The remaining amount will provide support for SCOF projects for the next few years and the proposed S&A increase combined with the reduction to SCOF will create a zero-sum impact to students (see Table 3 above).

For the 2023-2024 process, programs were invited to submit proposals for funding in April and were given the opportunity to present their budget requests to the committee over the course of two weeks. 17 programs submitted requests; 2 programs (Benefits Hub and Opera & Musicals) indicated that they would not be requiring funding at this time. For any budget items not fully funded through this process, programs will have the ability to request mini-grant funding from ASG starting in mid-September, however that funding has also been reduced as part of reductions made across all budgets. During the mini-grant process, student clubs and programs are required to provide an overview and budget breakdown for their event, which helps keep ASG apprised of events and initiatives taking place on campus and allows them to provide support and promotions to the greater student body.

Figure A: Proposed 2023-2024 S&A Budget



A total of \$1,499,866 has been allocated for next year, and a breakdown of funding for each program is provided in the following pages (including overviews in Figure B and Table 4 below).

2023-2024 S&A Fee Allocation Overview

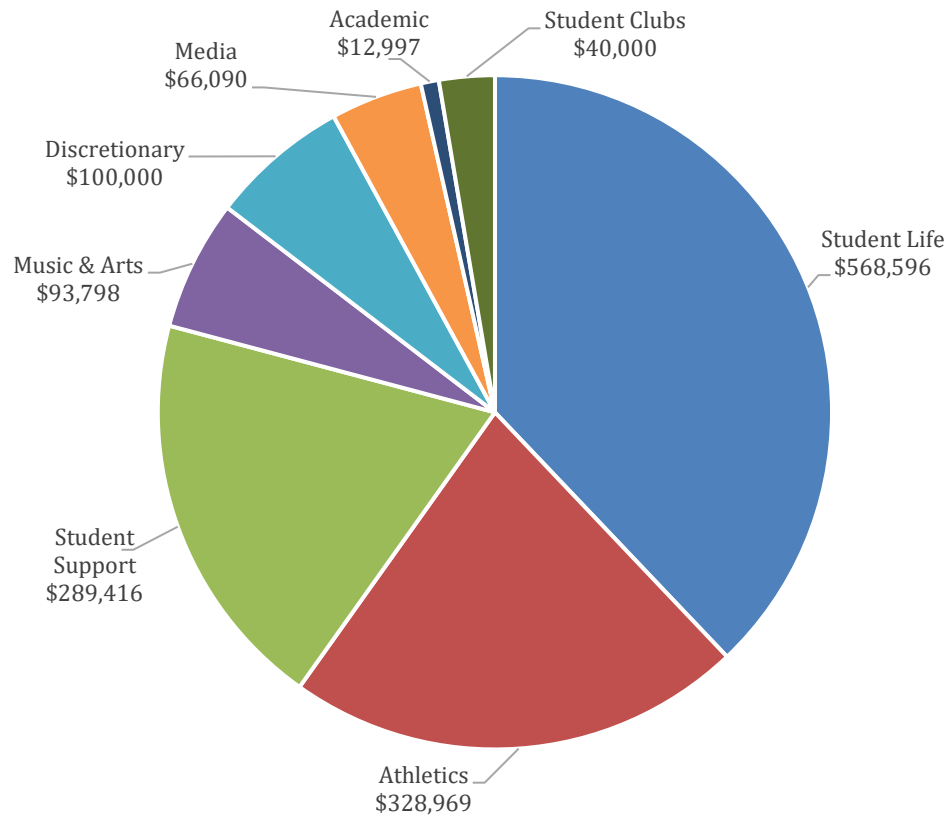
The S&A Committee received 19 budget applications from the following programs and discretionary budgets. The S&A budget will be allocated towards:

- **Discretionary Funding:**
 - Mini-Grants
 - Contingency Fund

- **Recognized Student Organization/Clubs**

- **17 Programs:**
 - Art Gallery
 - Athletics
 - Arts & Entertainment Board
 - Associated Student Government
 - Choral Groups
 - Concert Band
 - DECA
 - Ebbtide
 - Gender Equity Center
 - Instrumental Music
 - Multicultural Center
 - Parent/Child Center
 - Plays & Video
 - Spindrift
 - Student Life
 - Theater Tech
 - Tutoring Services

2023-2024 S&A Fee Allocation Breakdown



Program Category
Student Life (Student Life, ASG, A&E)
Athletics (Sports Teams & Intramurals)
Student Support (Multicultural, Gender Equity, Tutoring Services, Parent/Child Center)
Music & Arts (Art Gallery, Choral Groups, Concert Band, Instrumental Music, Plays & Video, Theater Tech)
Discretionary Funding (Mini-Grant, Contingency)
Media (Ebbtide, Spindrift)
Student Clubs
Academic (DECA)

Figure B: Proposed Allocation for 2023-2024

Table 4: S&A Allocation for 2023-2024

Programs	2022-2023 Allocation	2023-2024 Requested	2023-2024 Allocation
Arts & Entertainment	\$90,746	\$85,271	\$81,271
Art Gallery	\$4,343	\$8,613	\$6,993
Assoc. Student Gov.	\$72,538	\$109,431	\$90,842
ASG - Student Clubs	\$25,000	\$40,000	\$40,000
ASG - Contingency	\$0	\$15,000	\$15,000
ASG - Mini-Grant	\$100,000	\$100,000	\$85,000
Athletics	\$289,985	\$357,366	\$328,969
Benefits Hub	\$1,600	\$0	\$0
Choral Groups	\$9,712	\$14,189	\$10,019
Concert Band	\$7,869	\$8,240	\$6,250
DECA	\$10,000	\$33,608	\$12,997
Ebbtide	\$38,922	\$45,110	\$38,222
Gender Equity Center	\$23,888	\$58,926	\$45,318
Instrumental Music	\$4,287	\$29,801	\$7,569
Multicultural Center	\$58,364	\$162,332	\$92,069
Opera & Musicals	\$18,219	\$0	\$0
Parent/Child Center	\$79,500	\$113,038	\$82,210
Plays & Video	\$21,723	\$14,676	\$12,676
Spindrift	\$24,875	\$30,445	\$27,868
Student Life	\$397,246	\$425,738	\$396,483
Theater Tech	\$23,370	\$64,460	\$50,291
Tutoring	\$80,199	\$97,957	\$69,819
TOTAL	\$1,382,386	\$1,814,201	\$1,499,866

Allocation Rationale

In March 2023, programs were asked to submit an updated budget that reflects anticipated expenses for the upcoming year. Over \$1.8 million in requests were received. With an anticipated revenue of \$1.1 million (including a proposed 9% fee increase) and the intention to access up to \$400,000 from reserves, allocations were made totaling \$1,499,866.

CATEGORY I: Student Clubs

2022-2023 Allocation	2023-2024 Requested	2023-2024 Allocation
\$25,000	\$40,000	\$40,000

Description: The S&A fee provides funding for all student clubs to support activities, projects, and faculty and classified staff advisors. Club baseline budgets (\$500) and advisor stipends (\$400-\$1,100 per year depending on level of involvement/responsibility).

Rationale: Based on an anticipated number of active clubs for next year, this budget was increased to provide sufficient support to club budgets and advisors.

CATEGORY II: Programs

Arts & Entertainment Board

2022-2023 Allocation	2023-2024 Requested	2023-2024 Allocation
\$90,746	\$85,271	\$81,271

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

Rationale: Funding for student salaries and supplies for events and activities. Funding was reduced due to the elimination of 2 student staff positions, resulting in a total of 5 positions for 2023-2024.

Art Gallery

2022-2023 Allocation	2023-2024 Requested	2023-2024 Allocation
\$4,343	\$8,613	\$6,993

Description: The Art Gallery, located in the 1000 building, showcases various forms of art produced by students, faculty, and community members. The Gallery also sponsors workshops featuring guest artists throughout the year.

Rationale: Increased funding for artist workshops, mounting of artwork, and promotional materials.

Associated Student Government

2022-2023 Allocation	2023-2024 Requested	2023-2024 Allocation
\$72,538	\$109,431	\$90,842

Description: ASG serves as the representative student voice at Shoreline Community College. 8 officers and 3 representatives serve on a variety of campus-wide committees, oversee 3 student fee budgets, and organize a variety of events and initiatives throughout the year to support and serve their peers.

Rationale: Funding for 11 student staff positions, student outreach, and engagement opportunities.

Athletics

2022-2023 Allocation	2023-2024 Requested	2023-2024 Allocation
\$289,985	\$357,366	\$328,969

Description: The Athletics Program consists of seven sports teams that compete in the Northwest Athletic Conference (NWAC): men’s basketball, baseball, and soccer; and women’s basketball, softball, soccer, and volleyball. The Intramural program also provides a variety of fitness and wellness classes including yoga and personal training and supports open gym and fitness center hours.

Rationale: Salaries for coaches, travel for away games, mandatory fees as required for NWAC compliance, tournament fees, field rentals, and uniforms. Partial funding was allocated for intramurals due to lower student engagement and underspending in recent years.

Choral Group

2022-2023 Allocation	2023-2024 Requested	2023-2024 Allocation
\$9,712	\$14,189	\$10,019

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

Rationale: Funding for music purchases, venue rentals, and accompanist salary.

Concert Band

2022-2023 Allocation	2023-2024 Requested	2023-2024 Allocation
\$7,869	\$8,240	\$6,250

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

Rationale: Funding for music purchases, venue rentals, and guest performers. Future funding for Concert Band may be limited due to consistently high community member (non-fee paying) participation and low student participation.

DECA

2022-2023 Allocation	2023-2024 Requested	2023-2024 Allocation
\$10,000	\$33,608	\$12,997

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

Rationale: Funding for registration, travel, and lodging for national conference. Partial funding for national conference was allocated due to budget reductions impacting out of state travel. Additional funding for travel may be requested through ASG’s mini-grant process next year.

Ebbtide

2022-2023 Allocation	2023-2024 Requested	2023-2024 Allocation
\$38,922	\$45,110	\$38,222

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

Rationale: Funding for student salaries, advisor stipend, printing, and organization membership/entry fee.

Gender Equity Center

2022-2023 Allocation	2023-2024 Requested	2023-2024 Allocation
\$23,888	\$58,926	\$45,318

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

Rationale: Increased funding for student salaries, workshops, and other activities.

Instrumental Music

2022-2023 Allocation	2023-2024 Requested	2023-2024 Allocation
\$4,287	\$29,801	\$7,569

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

Rationale: Funding for music purchases, and venue rentals. Partial funding was allocated due to budget reductions impacting out of state travel. Additional funding for travel may be requested through ASG's mini-grant process next year.

Multicultural Center

2022-2023 Allocation	2023-2024 Requested	2023-2024 Allocation
\$58,364	\$162,332	\$92,069

Description: The Multicultural Center advocates for and supports students from underserved populations and facilitates activities that support retention and student success.

Rationale: Increased funding for student salaries, and supplies for workshops and other activities.

Parent Child Center

2022-2023 Allocation	2023-2024 Requested	2023-2024 Allocation
\$79,500	\$113,038	\$82,210

Description: The Parent Child Center provides educational and childcare services for students, faculty/staff, and community members.

Rationale: Funding for student salaries. Reduced funding was allocated due to lower enrollment by student parents.

Plays, Film, and Video

2022-2023 Allocation	2023-2024 Requested	2023-2024 Allocation
\$21,723	\$14,676	\$12,676

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

Rationale: Funding for student salaries, equipment rentals, production rights, and supplies to support student projects.

Spindrift

2022-2023 Allocation	2023-2024 Requested	2023-2024 Allocation
\$24,875	\$30,445	\$27,868

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

Rationale: Funding for student salaries, advisor stipends, and printing costs.

Student Life

2022-2023 Allocation	2023-2024 Requested	2023-2024 Allocation
\$397,246	\$425,738	\$396,483

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

Rationale: Funding for full-time staff salaries, student salaries, leadership training, club support, New Student Orientation, and Commencement.

Theater Tech

2022-2023 Allocation	2023-2024 Requested	2023-2024 Allocation
\$23,370	\$64,460	\$50,291

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

Rationale: Increased funding for student and non-student salaries to support full schedule of productions including higher costs for building materials, lighting/equipment rentals, and technical event staff.

Tutoring Services

2022-2023 Allocation	2023-2024 Requested	2023-2024 Allocation
\$80,199	\$97,957	\$69,819

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

Rationale: Funding for student and non-student salaries. Reduced funding was allocated due to lower student engagement.

CATEGORY III: Discretionary Funding

Mini-Grant

2022-2023 Allocation	2023-2024 Requested	2023-2024 Allocation
\$100,000	\$100,000	\$85,000

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

Rationale: Funding for club and program support for performers, fees for vendors and rentals, food, and other supplies.

Contingency Fund

2022-2023 Allocation	2023-2024 Requested	2023-2024 Allocation
\$0	\$15,000	\$15,000

Description: The contingency fund provides support to ASG's mini-grant and clubs budgets requires a vote of ASG to access.

Rationale: Re-implemented after hiatus since 2020; to be used in the case that the mini-grant or clubs budgets are fully spent at any point during 2023-2024.

Recommendation

As we prepare to wrap up the current year and look ahead to next fall, we are filled with a sense of hope and excitement about the role that S&A programs have and will continue to play in the fostering of a vibrant campus life. To continue to support their efforts, the S&A Committee recommends that the Board of Trustees approve the proposed \$1.5 million budget based on a \$1/credit increase of the S&A fee for credits 1-10, which would bring the cost per student to \$12 per credit. This increase of approx. \$100,000 in addition to accessing up to \$400,000 from S&A reserves would allow for the continued support of all 19 S&A funded programs, 30+ student clubs, and discretionary budgets, and the students that they serve.

Thank you,

2022-2023 Services & Activities Fee Committee

Kate Nguyen – ASG Budget & Finance Officer, Committee Chair
Chloe Mok – ASG President, S&A Committee Chair
Kai Hinch – ASG Communications Officer
Helene Tran – ASG Club Affairs Officer
Saul Gonzalez – ASG Social Justice Officer
Tan Solip Chea – ASG Student Representative
Sundi Musnicki – Director, Student Leadership & Residential Life

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JUNE 28, 2023**

TAB 3

SECOND READING

Subject: Board of Trustees 2024 Regular Meeting Schedule

Background

The Board of Trustees conducted a first reading of the proposed regular meeting dates and times for calendar year **2024** during its regular session of the May 24, 2023 Board of Trustees meeting.

The proposed regular meeting dates and times for calendar year **2024** is being brought back to the Board of Trustees as a second reading due to further changes (indicated by strikethroughs or highlighted in yellow) made to the originally proposed regular meeting dates and times during the regular session of the May 24, 2023 Board of Trustees meeting.

Reproposed regular meeting dates and times for calendar year 2024

WINTER 2024		
January 24, 2024 -Study Session: 3:00 or 3:30 PM -Regular Session: 4:30 PM	February 28, 2024 -Study Session: 3:00 or 3:30 PM -Regular Session: 4:30 PM	March 20, 2024 <i>(Third Wednesday of the month)</i> -Study Session: 3:00 or 3:30 PM -Regular Session: 4:30 PM
SPRING 2024		
April 24, 2024 -Study Session: 3:00 or 3:30 PM -Regular Session: 4:30 PM	May 22, 2024 -Study Session: 3:00 PM 3:30 PM -Regular Session: 4:00 PM- 4:30 PM	June 26, 2024 -Study Session: 3:00 PM 3:30 PM -Regular Session: 4:00 PM- 4:30 PM
SUMMER 2024		
July 17, 2024 <i>(Third Wednesday of the month)</i> -Regular Session: 4:00 PM 4:30 PM		
FALL 2024		
+September 25, 2024 -Study Session: 3:30 PM -Regular Session: 4:30 PM <i>(Note: September 25, 2024 is the first day of instruction for Fall quarter 2024.)</i>	October 23 30, 2024 -Study Session: 3:00 or 3:30 PM -Regular Session: 4:30 PM <i>(Note: ACCT Leadership Congress-Seattle, WA/October 23-26, 2024)</i>	December 4, 2024 <i>(First Wednesday of the month)</i> -Study Session: 3:00 or 3:30 PM -Regular Session: 4:30 PM

Prepared by: Lori Yonemitsu
 Executive Assistant to the President
 Shoreline Community College
 June 26, 2023

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JUNE 28, 2023**

TAB 4

ACTION

Subject: Elect Board of Trustees Officers (2023-2024)
• Chair • Vice-Chair

Background

1. The Board will elect from its membership the Chair and Vice-Chair. As specified by state law, the Secretary will be the President of Shoreline Community College, or their designee.
2. The Board will elect the Chair and Vice-Chair at the regularly scheduled Board meeting in June, to serve for the ensuing year, from July 1 through June 30.
3. The term of the office of Chair and Vice-Chair shall be for one year. The Board may elect the Chair to serve a consecutive term under extraordinary circumstances. Discussions concerning the extraordinary circumstances are to be held in a full Board open meeting.
4. Traditionally, the responsibility as Chair and Vice-Chair will be rotated through all members in the order of appointment or reappointment.
5. Traditionally, the Vice-Chair will move into the position of Chair of the Board, at the election of the Board.
6. If a Board member does not wish to serve when their name is moved into officer position, the replacement will be the next senior Board member who qualifies according to the order of appointment or reappointment.
7. Board members reserve the right to nominate candidates to stand for election in addition to those who qualify on the basis of the order of appointment or reappointment. This nomination process and discussion can take place only in an open meeting with a quorum of the Board.
8. In the event of a vacancy in the office of the Chair, the Vice-Chair will succeed as Chair for the remainder of the unexpired term, plus the term for which they were elected. The Board will conduct an election to elect a new Vice-Chair at the next regular meeting after a vacancy has occurred. The new Vice-Chair will serve for the remainder of the unexpired term.

-Board Structure and Elections-Board of Trustees Policies Manual

Recommendation

It is recommended that the Board of Trustees elect its Chair and Vice-Chair for 2023-2024 (July – June).

Prepared by: Lori Yonemitsu
Executive Assistant to the President
Shoreline Community College
June 26, 2023