

**SHORELINE COMMUNITY COLLEGE
BOARD OF TRUSTEES REGULAR MEETING OF JULY 19, 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

A G E N D A

4:00 PM – REGULAR SESSION			
1.	Convene Regular Session & Land Acknowledgement	<i>Chair Rebecca Chan</i>	
2.	Report: Chair, Board of Trustees	<i>Chair Rebecca Chan</i>	
3.	Consent Agenda a. Approval of Previous Meeting Minutes ▪Regular Meeting of 2023 June 28	<i>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 July 19, 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 July 19, 2023. • The Board Vice Chair will call upon each speaker signed up to provide public comment. The total public comment period at the July 19, 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 July 19, 2023 meeting, please send written public comment to Board Secretary Lori Yonemitsu at lyonemitsu@shoreline.edu following the July 19, 2023 meeting.) 	<i>Chair Rebecca Chan</i>	
5.	First Reading: Fee Proposals for FY 2023-2024 (<i>10 minutes</i>)	<i>Lucas Rucks, Acting Vice President</i>	1
6.	Second 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>	2
7.	Action: Board of Trustees 2024 Regular Meeting Schedule	<i>Lori Yonemitsu, Executive Assistant</i>	3
8.	Constituent Report: Shoreline Classified Staff (WFSE)	<i>Tirzah Williamson, WFSE Assistant Chief Shop Steward</i>	

9.	Constituent Report: Shoreline Faculty (SCCFT)	<i>Eric Hamako, SCCFT President</i>	
10.	Report: College President & Executive Team Representatives (10 minutes) <ul style="list-style-type: none"> • Lucas Rucks, Acting Vice President (Instruction) • Elise Robinson, Acting Executive Director (Human Resources) 	<i>Jack Kahn, President</i>	
11.	Report: President's Goals (July 2022- July 2023)	<i>Jack Kahn, President</i>	
12.	Report: Finance & Budget (15 minutes)	<i>Rebecca Chen, Contractor- Budget Office</i>	
13.	Report: Accreditation (10 minutes)	<i>Ann Garnsey- Harter, Associate Vice President</i>	
14.	Discussion: Board of Trustees Summer 2023 Retreat	<i>Chair Rebecca Chan</i>	
15.	Waves of Gratitude	<i>Jack Kahn, President</i>	
16.	Report: Foundation & Advancement	<i>Wendy Coates, Executive Director</i>	
17.	Executive Session pursuant to: <ul style="list-style-type: none"> • RCW 42.30.110(1)(g) • RCW 42.30.110(a)(ii) • RCW 42.30.140(4) 	<i>Chair Rebecca Chan</i>	
18.	Action: 2022-2023 Exceptional Faculty Award	<i>Lucas Rucks, Acting Vice President & Wendy Coates, Executive Director</i>	4
19.	Report: Closing Remarks – Board of Trustees	<i>Trustees</i>	
20.	Action: Adjournment	<i>Chair Rebecca Chan</i>	

The June 28, 2023 regular session was held via hybrid modality.

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

MINUTES – REGULAR SESSION

Note: Audiovisual difficulties were experienced throughout the June 28, 2023 meeting.

The regular meeting (“session”) of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Vice Chair Rebecca Chan at 4:00 PM. A quorum of the Board was present.

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

MEMBERS PRESENT

Trustees Rebecca Chan, Tom Lux, Eben Pobee, and Rebecca Ringer 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

There was no report from Vice Chair Chan.

CONSENT AGENDA

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

- a. Minutes from the special meeting of 2023 May 22 and the regular meeting of 2023 May 24.

Motion 23:31: Motion made by Trustee Pobee 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 June 28, 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 June 28, 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 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.)

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

REPORT: RANSOMWARE INCIDENT

Executive Director Jason Brandon’s [report](#) included information pertaining to the ransomware incident, the pending insurance claims, and associated expenditures thus far.

FIRST READING: AMENDMENTS TO 100.E50 COLLEGE DEBT: FINANCIAL PLANNING & ACTIVITIES IN THE SHORELINE COMMUNITY COLLEGE BOARD OF TRUSTEES POLICIES MANUAL

President Kahn went over and responded to questions from the Trustees regarding the [proposed amendments pertaining to Board Reserves](#) in the Financial Planning & Activities section of the Board of Trustees Policies Manual.

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

Director Sundi Musnicki provided an overview of [tab 2 \[Action: 2023-2024 Services & Activities \(S&A\) Budget\]](#).

Motion 23:32: Motion made by Trustee Ringer to approve “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.”

Motion seconded by Trustee Lux.

Director Musnicki responded to [Trustee Pobee’s question](#) about what necessitated the increase.

All Trustees present for the action voted *aye* to approve the motion.

SECOND READING: BOARD OF TRUSTEES 2024 REGULAR MEETING SCHEDULE

Board Secretary & Executive Assistant Lori Yonemitsu went over [tab 3 \[Second Reading: Board of Trustees 2024 Regular Meeting Schedule\]](#).

CONSTITUENT REPORT: SHORELINE CLASSIFIED STAFF (WFSE)

IT Administrator & Chief Shop Steward Ric Doike-Foreman shared during his [report](#) that “this was his last meeting serving as Chief Shop Steward” and noted that he was “proud to announce” that he was “turning the leadership over to Norah Peters from Advising as the new WFSE Chief Shop Steward.” He added that the “new Assistant Chief Shop Steward is Tirzah Williamson from Enrollment Services & Financial Aid.”

CONSTITUENT REPORT: SHORELINE FACULTY (SCCFT)

There was no report from Professor and SCCFT President Eric Hamako.

CONSTITUENT REPORT: SHORELINE FACULTY SENATE

Professor and Faculty Senator Chair Crystal Hess read [2023.06.28 Board Statement from Faculty Senate Chair](#) (attached).

REPORT: COLLEGE PRESIDENT & EXECUTIVE TEAM REPRESENTATIVES

Executive Team (ET) representatives Acting Vice President Lucas Rucks (Instruction), Interim Director Yulian Ligioso (Business & Administrative Services), Acting Executive Director Elise Robinson (Human Resources), and President Kahn shared [updates](#) from their respective areas.

Written June 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 May 2023 and Estimated through June 2023](#) document (attached).

REPORT: ACCREDITATION

Associate Vice President Ann Garnsey-Harter’s [accreditation update](#) included information and progress made on recommendations 1. Planning and use of data; and 2. Assessment of Student Learning Outcomes and use of data.

WAVES OF GRATITUDE

President Kahn extended his [Waves of Gratitude](#) to Dr. Phillip King.

EXECUTIVE SESSION

At 5:54 PM, Vice 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, 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).”

“Upon reconvening in open session following the executive session, the Board will proceed with closing remarks, followed by one action item—the election of Board Officers.”

The executive session began at 5:58 PM.

The Board reconvened in open session at 6:28 PM.

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

Trustee Pobee expressed appreciation to/for the work of Ric Doike-Foreman and Yulian Ligioso, and expressed appreciation to the entire College for standing by President Kahn through such difficult times.

Trustee Lux expressed appreciation to/for the leadership of Chair Wells.

ACTION: ELECT BOARD OF TRUSTEES OFFICERS (2023-2024) • CHAIR • VICE CHAIR

Motion 23:33: Motion made by Trustee Lux, nominating Trustee Chan for the Chair position.

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

Motion 23:34: Motion made by Trustee Pobee, nominating Trustee Ringer for the Vice Chair position.

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

ADJOURNMENT

Motion 23:35: Motion made by Trustee Lux to adjourn the meeting.

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

Trustee Ringer adjourned the meeting at 6:31 PM.

Signed _____
Rebecca Chan, Vice Chair

Attest: July 19, 2023

Lori Y. Yonemitsu, Secretary

2023.06.28 Board Statement from Faculty Senate Chair

Hi all, it's the end of the academic year and Faculty are on break!

Some **highlights of the year:**

- Increased communications, shared the Faculty Voice on a several items, and spent time surfacing a plethora of work for Faculty in the future.
- Started, and plan to continue, work on:
 - Bylaws review
 - FS models for governance interviews
 - Transfer degree change process
 - Elections planning
 - Equity in curriculum
 - Student Services process review (Drop for Non-Payment, Late Enrollment, and Add/Drop)
- Heavy lifts on Outcomes Assessment and Area Reviews
- Voted to approve the new Shoreline Student Learning Outcomes (SSLOs)
- Re-established FACTC participation (Faculty Association of Community & Technical Colleges)
 - There are ctLink and enrollment issues across the entire SBCTC system
 - Lots of leadership changes across the SBCTC system
 - 2023 Legislative Session - over 2000 new bills were proposed
 - Half the house representatives are new and don't really know/understand the CTC system
 - Call to action: bring legislative reps to our campus to learn about who we are and what we do

Some **hopes for the future** from a small sampling of Faculty:

- Create more ways for Faculty to interact with other departments and divisions
- Ensure every class/curriculum is filtered through a DEI lens
- Innovate; but, don't lose sight of institutional history on how we got here
- Provide feedback on what's done with the completed Area Reviews
- Create a more bustling campus with student-led activities

A few shoutouts:

- **Commencement** was a fun time! Props to Sundi, Yushin, Caela, and all the staff, volunteers, and participants who contributed to the day.
- Writing into public record a thank you to our new **Professors Emeriti**, who collectively served our community for more than 200 years! Mimi Harvey, Terry Taylor, Tim Payne, Dina Kovarik, Doug Reid, Ernest B. Johnson, Mark Hankins, and Brad Fader.

- A special shout out to **Annamaria Winters**, who is serving as the Vice Chair for Faculty Senate. She's been instrumental in supporting me and helping me ramp up on the institutional history of Faculty Senate Council.
- And a thank you to **Jessica Strickland and LJ Bothell** who will be carrying the FSC torch for the summer to represent Faculty voice and interests.

President's Report

From the desk of Dr. Jack Kahn



Activities and Visits for the President

This month had a lot going on in the President's Office!

I spent a week at the NAFSA Association of International Educators Conference with the Shoreline Community College delegation—Samira Pardanani, Yushin Wung, and Cynthia Okawara. There was an Inspiring keynote by Nadia Murad, and opening and closing songs by Parijita Bastola, the first Nepalese American person to be featured on "The Voice!" We got to meet her too!

The week presented a wonderful opportunity to meet new colleagues and strategize how we can take our already great International program to the next level. I have already had follow-ups with folks about possible new study abroad partnerships, and other connections- stay tuned. It was well worth the trip, and I was very impressed with our colleagues from Shoreline and their relationships and interactions within that community.



Left: SCC Crew with singer Parijita Bastola, Top Sitting with some colleagues from NAFSA

This month presented many opportunities to meet with some community partners as well. This included Teresa Lacroix from Shoreline Lake Forest Park Senior Center to discuss possible partnerships. I also met with representatives from the Center for Human Services, and the North Urban Human Services Alliance to see if we can provide some connections to our great counseling center.

What's Happening on Campus

President's Report

From the desk of Dr. Jack Kahn



Activities and Visits for the President



Last week I attended Goodwill's 100th anniversary and met some new colleagues there with hopes of connecting us to their great work. I also attended the Third Place Commons annual fundraising event in Lake Forest Park.

This part month also provided a chance to view some wonderful films as part of the Seattle International Film Festival (SIFF). A highlight of the for me was the film "The Beasts." I was joined on the "red carpet" by Oscar Rodriguez Garcia from Cervantes Language Institute of University of Washington, Michelle Cimaroli, Manager of our Foundation, my awesome wife Jackie Denmon, Luis Esteban Consul of Spain, VP of International Ed and Global Engagement Samira Pardanani, and new colleague Juan Fajardo.

In addition to external engagements, I enjoyed attending several on-campus events as well. The PRIDE event on campus was so much fun and the band was terrific! The Music Technology Program Portfolio event was very inspiring. Students shared their audio portfolios with such passion for their work and our faculty! I also had the opportunity to attend the Asian American and Native American Pacific Islander (AANAPISI) Heritage Month Celebration. The theater was packed, and the presentation was educational, beautiful, and very moving. Finally, I attended the retirement event for faculty in Business and Social Sciences. It was really fantastic to connect with those folks. In mid-June, I also attended the nursing graduation, and the College's commencement ceremony. It was wonderful to celebrate the successes of our students!



What's Happening on Campus

Sun Fest
MAY 30 TO JUNE 1, 2023

Shoreline Community College

Shoreline Community College Music Department Presents

Shoreline Concert Band
Spring Concert

Shorecrest Performing Arts Center
Free Admission

June 6, 2023
7:30 PM

Featured Soloist: **Tessa Gross**
Oboe
"The President's Own"
USMC Band

Shoreline Community College

FREE ADMISSION!
MAY 24TH 6:30-8:00PM

SHORELINE COMMUNITY COLLEGE THEATRE
16101 GREENWOOD AVE N, SHORELINE, WA 98133 (WEST GATE)

AANHPI Heritage Month Celebration Event!
Food Trucks @5pm:

Doors open @5:30pm:
JAACL (Japanese American Citizen's League) Panels
Resource Tables

Performances in the Theater @6:30-8:00pm:
Shoreline Community College Pop Dance Society!
Hokulani Hula Studio!

Headliner: Seattle Kokon Taiko!
SEATTLE | KOKON | TAIKO

SCAN QR CODE TO SEE A SHORT KOKON TAIKO VIDEO PERFORMANCE

EVENT SPONSORS:
SHORELINE COMMUNITY COLLEGE • SCC AANHPI STUDENT PROGRAM • CITY OF SHORELINE
SHORELINE SCHOOL DISTRICT EQUITY DEPT • JAACL • KCSC • YOUTHKAN • SHORELINE HISTORICAL MUSEUM

HONORING HISTORY, EMBRACING COMMUNITY

SHORELAKE ARTS
BLACK COFFEE Port of Seattle
FREE EVENT!

PI-E PRUITT & MAUREESE ITSON BAND

MC DRD DAVID BOWMAN
BLACK BUSINESS MARKETPLACE
SPECIAL SPEAKERS
CULTURED DANCE TEAM
DOUBLE DUTCH DIVAS
DAUGHTERS OF ROYALTY DRILL TEAM
SHUMON WOOD
SPOKEN WORD JOSIAS JEAN-PIERRE
SOUL FOOD BY D'S CATERING
NORTHSIDE STEP TEAM
SHORELINE, WASHINGTON

JUNETEENTH CELEBRATION
JUN 19, 2023 4-8PM

SHORELINE CITY HALL, 17500 MIDVALE AVE N. SHORELINE, WA 98133

MAY 15 - JUNE 9 // 2023

AFA PORTFOLIO SHOW

ARTISTS' RECEPTION
Thurs May 18 // 4 - 6 pm

Shoreline Art Gallery
Building 1000, Lobby
Mon - Fri 9 - 5pm

Camilla Bell
Alexus Iraheta-Gonzalez
Miho Ishii
Azrielle Mitchell
Kyle Nielsen
Asena Veselova
Ashton Wisner

FREE MOVIE SCREENING: 'FLEE'

The Multicultural Center and Gender Equity Center are screening an eye-opening movie on the refugee experience.

FOR TICKETS
MAY 30TH, 2023
4:30 PM
MAIN DINING ROOM

Celebrate PRIDE MONTH

A SHORELINE C. COLLEGE THEATER DEPARTMENT X BLACK COFFEE NW PRODUCTION

CAUSE AND EFFECT
USE YOUR VOICE AND TELL A STORY.

STORIES WRITTEN, ACTED AND DIRECTED BY SHORELINE COMMUNITY COLLEGE STUDENTS

JUNE 8 - 10 @ 7:30PM
JUNE 11 @ 3PM
AT SHORELINE COMMUNITY COLLEGE

TICKETS ONLY
\$5

Join us as we create an evening of original Short Scenes, Monologues, and Music!

For more information and questions please contact Tony Doupe
tdoupe@shoreline.edu
206-546-5829

SCC Campus Theater
16101 Greenwood Ave. N
1600 Bldg./Theater
Shoreline, WA 98133

SCC LGBTQIA+ PRIDE
JUNE 7TH, 12PM
CAMPUS COURTYARD

Outdoor games and prizes!
Communal art activities!
Free food catering!
Live music!

2023 MAY 11-21
SEATTLE INTERNATIONAL FILM FESTIVAL

International Education



President Kahn and IE staff attended the 75th annual NAFSA conference held in Washington, DC May 29-June 2. Above left, President Kahn, AVP Pardananani, and Senior Associate Director Maroni meet UAE sponsored student officials at their embassy. Above right: Cynthia Okawara, Yushin Wung, and Maroni at the Education USA pavilion. Right: Pardananani presents at conference



IDEAS INCREASE & DIVERSIFY EDUCATION ABROAD FOR U.S. STUDENTS

Shoreline Community College just received a 2023 Increase and Diversify Education Abroad for U.S. Students (IDEAS) program grant to support the development of a new nursing online learning program to Bolivia!



Shoreline is one of only 8 community colleges in the U.S. to receive a Department of State study abroad diversification grant! Kudos to Colleen Ferguson (IE) and Cheryl Allendorfer (Grantwriter)!



International Student Leaders organized the 2023 Prom which was a huge success. Hundreds of students attended the event. The décor and performances were impressive!

Annual FTEs for Summer, Fall, Winter & Spring Quarters

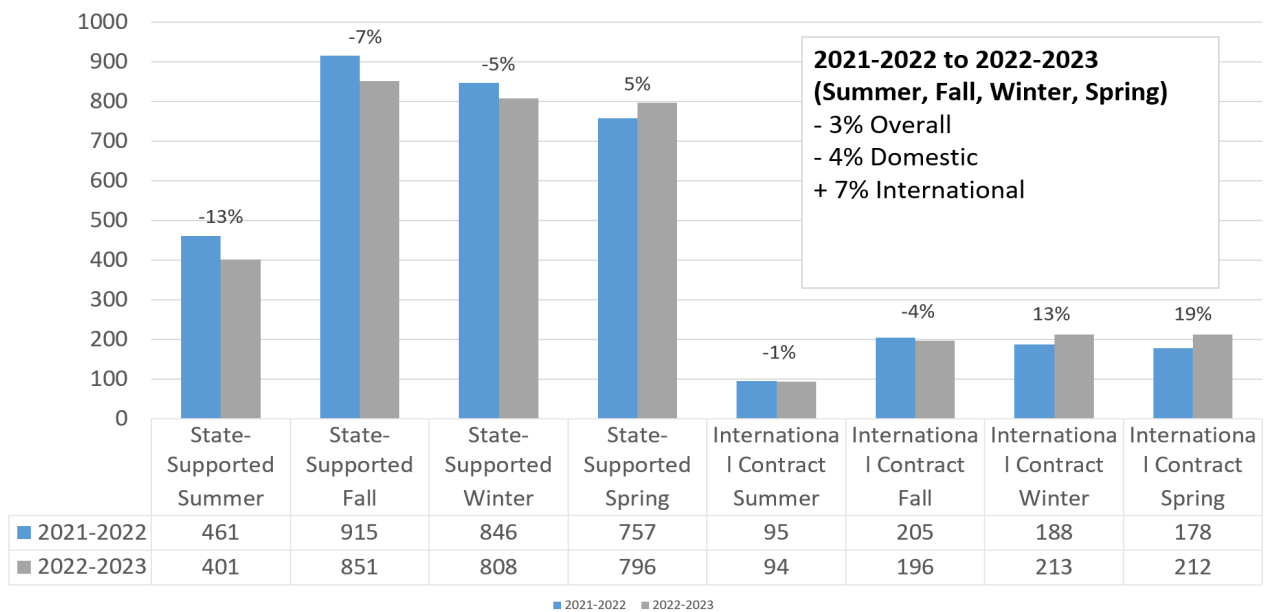
	2021-2022	2022-2023	
Total FTE	4114	3984	-3%
State-Supported	2979	2857	-4%
International Ed - Contract	666	715	7%
Running Start	249	244	-2%
Center for Education and Career Opportunities (CECO)	180	156	-13%
Other	41	12	-70%

Annual FTEs (full-time equivalent student) = equivalent of one student enrolled in a full-time load of 45 credits/year

Analysis:

- Enrollment for the academic year that we just completed (2022-23) was lower slightly compared to the previous year.
- International Education (contract) enrollment was up compared to the previous year.

Annual FTEs, according to funding source and quarter



Analysis:

- 2021-2022 to 2022-2023 is comparing Summer, Fall, and Winter, and Spring enrollment last year to Summer, Fall and Winter, and Spring enrollment this year (full year comparison)
- Spring 2023 is not final; numbers may vary by +/- 1% of total.

Summer Enrollment Update

**First Day of Summer Instruction will be July 3, 2023
~90% into the enrollment period***

Category	Summer 2022 (Final)	Summer 2023*	Percent of Final
State-Supported	1,204	811	67%
International - Contract	282	265	94%
Career Education Options (CECO)	78	21	31%
Other	25	6	24%
TOTAL	1,585	1,034	70%

* As of June 20, 2023

Analysis:

- Overall: enrollment is behind as compared to summer enrollment numbers (final count) last year.
 - As of 6/20/23, Shoreline is 90% through the enrollment period and is at 70% of total enrollment compared to last year's final count.
- International Education students historically enroll prior to State-Supported (Domestic) students.
- CECO students historically enroll later and can enroll after classes have started.

DEPARTMENTAL UPDATES

Taking into account the difficulties inherent in the ransomware attack and the continued complexities of maneuvering around obstacles, the Outreach & Recruitment 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 next. The Outreach team has been instrumental in continuing our work to connect with our community members and help them achieve their academic goals and ambitions.

OUTREACH EFFORTS

With the continued leadership of Dean Chippi Bello and the new leadership of Director David Berner, we are continuing the development of the Outreach & Recruitment Strategic Plan, the Outreach Calendar, as well as the Outreach & Recruiting Tracking documents 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 Outreach & Recruitment 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."



We welcomed forty students and their teachers from Broadview Thomson School for a campus tour, information session and pizza lunch on May 18th. The students were very impressed with all that we have to offer them for their future educational needs. The teachers said it was the most informative, fun tour they'd ever been on.



Attendees learning about transfer degree options towards a Bachelor degree



The biology/anatomy lab is always a great part of tours. Excited for new building!

We attended the Seattle Golf Club Career Fair in their Clubhouse on May 3rd.

Richmond Beach Strawberry Festival on Saturday, May 6 was a huge success and an important community event that Shoreline Community College sponsored. Amy Stapleton represented the college for a very fun day. **Amy Stapleton** attended the Eastlake High School College Fair on May 24th

Katie Rousso continues to facilitate scholarship and admissions workshops at Shorewood and Shorecrest High School. May was especially busy for Katie, due to the SOAR (Orientation event for graduating high school students) events that occurred on May 23rd and May 25th. We hosted 22 students from each high school, who had the opportunity to work with Financial Aid representatives, Enrollment Services representatives, Advisors, and with many academic representatives from our different programs and fields of study. This was a successful event that we hope to continually emulate in the coming years. In addition to the preparation for the SOAR events, Katie also facilitated ALEKS testing with our testing center, as well as the high schools to make sure there were enough proctors.



Steve Marshall has been working with business analysts and other departmental leaders to develop queries and systems in conjunction with Salesforce. This is in effort to overcome the challenges with losing our shared drive and reports that had been built prior to the ransomware attack. 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)

In the month of May, Steve emailed:

- ~1,200 prospective students
- 450 applicants with a Summer '23 admit term
- 750 applicants with a Fall '23 admit term

Liam O'Connor, our Adult Learner Outreach Recruiter, has renewed our partnership with HopeLink in Shoreline, sharing information about SCC programs and Workforce Education funding opportunities with potential students. Liam has connected with local businesses to promote our Clean Energy Technology and Business Administration programs, in addition to his regular outreach efforts at Mary's Place, Ballard Food Bank, Shoreline Community Court, and local libraries.



Wendy Coates, MA, CFRE started on 6/26/23 as the Executive Director College Advancement and the SCC Foundation. Wendy shared with the Foundation Board that she was "excited to work with the Shoreline community to help grow our foundation and increase opportunities for everyone wanting to better their life through education." She continued, "we have an incredible opportunity for growing giving and stewarding philanthropy here, and I am grateful to be a part of it."

Kudos and thank you to the Summer Scholarship readers! Summer scholarship recipients were notified on Wednesday. Scholarships for the Fall Quarter will open in the beginning of July. If you would like to be a reader, send Josh an email: jkrupke@shoreline.edu

Safety & Security

Building Marshal trainings have been scheduled, with CPR/1st Aid/AED training starting the week of June 26 and Orientations starting the Week of July 24. The Fire Marshal conducted their re-inspection and found that all previous fire code violations had been resolved. The college is partnering with City of Shoreline and partner agencies to host a Safety Fair this fall; with sights set on bringing the community to learn about a variety of safety topics. Several members of the Safety & Security Department recently attended a 'Scenes of Violence' training hosted by Shoreline Fire which provided a better understanding of what a fire/medical response will look like during a mass casualty event. CRASE (Civilian Response to Active Shooter Events), Not-So-New Orientation to Safety & Security, and CPR/1st Aid/AED trainings are returning to a minimum of quarterly occurrences. Uniformed Campus Security personnel are scheduled for the annual Opioid Overdose Response, BLS CPR/AED, and Stop the Bleed training conducted by Shoreline Fire at the end of August.

Communications and Marketing

Press Releases:

[Shoreline Community College Chosen as a 2023 MLB All-Star Legacy Initiative Recipient](#)

[Shoreline Community Comes Together to Combat Catalytic Converter Crime](#)

[U.S. Department of State IDEAS Program Awards Shoreline Community College Grant to Build Study Abroad Capacity](#)

In addition to being chosen to be a 2023 MLB All-Star Legacy Initiative Recipient we will also be featuring a half page ad in the 2023 All Star Commemorative program which will be seen by thousands of people.

Department Updates

GROW & GO
Your pathway to a great career starts at Shoreline

Shoreline
COMMUNITY COLLEGE

Shoreline Community College
www.shoreline.edu
16101 Greenwood Avenue N., Shoreline, WA 98133 | (206) 546-4101

Waves of Gratitude for Ron Norimatsu of Facilities and Capital Projects for Respect and being a key operational EXPERT! Ron Norimatsu is a yes man! He is always there when you need him, whether he is working on or off campus, and even when he's off. I, and all of us in the theater, are ever so grateful to all the hard work that he and the facilities team does for us. We have lots of events that require promotional materials to be staged around campus, events that need all different kinds of supplies and furniture and lot of other things. Ron and his team are quick to help us out when we need a helping hand. He is always quick to help us with temperature needs being closely regulated and monitored in the theater and always with a smile and a go-get em' attitude! Thank you so much Ron! And thanks to your team. There is no way we could do all that we do without you, in the theater and across the campus! You make our world go 'round!!

Shout-out to eLearning for Inclusive Excellence and Transparency. I wanted to take a moment to express my deepest gratitude for the exceptional work your department has been doing. The clarity and transparency demonstrated in your processes are truly commendable, and I believe they play an integral role in promoting diversity, equity, inclusion, and antiracism within our organization. The number of support articles and request forms make it clear what you are looking for, how you do your work, and what is expected of your department.

In today's world, where systemic inequities and discrimination persist, it is crucial for departments like yours to pave the way forward. By establishing clear and transparent processes, you ensure that everyone within the organization has an equal opportunity to understand and engage with the various procedures and policies that shape our work environment. This accessibility empowers individuals from diverse backgrounds to participate fully and contribute their unique perspectives, thereby fostering a more inclusive and collaborative culture.

Moreover, your commitment to transparency aligns seamlessly with the principles of antiracism. By openly sharing information and decision-making processes, you dismantle the barriers that have historically disadvantaged marginalized groups. Such an approach not only amplifies voices that may have been overlooked in the past but also holds us all accountable for fostering an environment that upholds justice and equality.

The impact of your department's efforts cannot be overstated. Your dedication to clarity and transparency provides a solid foundation upon which we can build a more equitable and antiracist organization. Through your exemplary practices, you are creating a workplace where individuals are valued for their contributions, regardless of their race, ethnicity, or background. Once again, thank you for the tremendous work you do every day. Your commitment to transparency, DEIA, and antiracism sets an inspiring example for us all. I am truly grateful to be a part of an organization that values diversity and strives for an inclusive future. So, to whoever is doing that work, thank you!

The graphic features the Shoreline Community College logo on the left. To its right, the text reads "Summer Quarter IMPORTANT DATES". Below this, the calendar is divided into two columns: "July" and "August".

Month	Date	Event
July	3	First Day of Instruction
July	4	Campus Closed
August	24	Last Day of Instruction
August	24	Final Exams
August	30	Grades Available

Important Dates:
[Employee Calendar](#)
[College Calendar](#)
[Academic Calendar](#)

Important College Updates (DAAG)

- [President's Video Update & System Outage Access Update 5/23/23](#)
- [Update Building 2600 Fire Summary](#)
- [System Outage Update 5/25/23](#)
- [Campus Updates 5/25/23](#)
- [Bldg. 2600 Fire Update](#)
- [Important Phishing Scam Update](#)
- [Campus Updates 6/1/23](#)
- [System Outage Update 6/2/23](#)
- [Introducing Wendy Coates- New Executive Director, Advancement & Foundation](#)
- [Save the Date! Opening Week Will Be September 21-26](#)
- [Campus Updates 6/8/23](#)
- [System Outage Update 6/12/23](#)
- [Trust Memo Update #5](#)
- [Campus Updates 6/15/23](#)
- [Introducing Aisha Hauser- Acting VP of DEIA](#)
- [Campus Updates 6/22/23](#)



Board of Trustees Meeting June 28, 2023 Budget Report

2022-23 Operating Budget, Revenues and Expenses (000s)			
Actuals through May 2023 and Estimated through June 2023			
	FY23 Budget	Actuals Thru May 2023	Estimate to YE23
Revenues			
State Operating Appropriations	33,857	29,819	33,857
Operating Tuition	9,364	8,777	8,777
Reimbursement of Operating Budget expenditures	<u>5,671</u>	<u>5,199</u>	<u>5,671</u>
	48,892	43,794	48,305
Natural Classification Expenditures			
Exempt	5,569	4,883	5,327
Faculty	19,384	17,656	19,464
Classified	7,088	7,063	7,686
Benefits	10,646	9,822	10,793
Personal Services Contracts, Goods & Services	5,477	5,227	5,845
Capital Outlays	626	524	540
Debt Service	<u>389</u>	<u>389</u>	<u>389</u>
Subtotal	<u>49,179</u>	<u>45,564</u>	<u>50,044</u>
Intra Agency Reimbursements	(368)	(338)	(368)
Total Expenditures	<u>48,811</u>	<u>45,227</u>	<u>49,676</u>
Surplus/ (Deficit)	80	(1,433)	(1,371)

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JULY 19, 2023**

TAB 1

FIRST READING

Subject: Fee Proposals for FY 2023-2024

Background

The following changes to student fees are proposed for FY 2023-2024. Note: These fees apply to specific courses, programs, or services.

1. PROPOSED REALLOCATION OF FEES – DENTAL HYGIENE PROGRAM
2. PROPOSED INCREASE OF FEES – MEDICAL LAB TECH (MLT) LAB
3. PROPOSED INCREASE OF FEES – NURSING PROGRAM
4. PROPOSED INCREASE OF FEES – NURSING SKILLS LAB
5. PROPOSED REDUCTION OF FEES – HONORS COLLEGE

To follow: Fee proposals for FY 2023-2024.

Prepared by: Lucas Rucks, Ed.D.
Acting Vice President for Instruction

Shoreline Community College
July 18, 2023

1. PROPOSED REALLOCATION OF FEES – DENTAL HYGIENE PROGRAM

Background

The Dental Hygiene Program has been located at the University of Washington School of Dentistry (UWSOD) for the past two years, and a fee adjustment is needed. The fees applied over the past two years were estimates, and this new fee schedule would reflect the actual use of equipment and supplies.

The list of proposed fees also includes a new fee for the purchase of instruments for the first three quarters of the program. In the past, students rented these instruments but were responsible for replacement costs out of pocket when the instruments were damaged. Over the past 2 years, it has been found that students are less careful with these rented instruments, especially those they need to sharpen. They will now be able to use financial aid resources to pay for these instruments directly at a reduced cost due to the University of Washington’s purchasing power.

Type of Fee	Fees 2021-2023	Proposed Fee for 23-24
UWSOD Clinical Use Fee	\$375 x 7 quarters	\$787 x 7 quarters
UWSOD Lab Supply Fee	\$375 x 7 quarters	\$405 x 7 quarters
UWSOD Instrument Rental Fee	\$500 x 7 quarters	\$214 x 7 quarters
UWSOD Handpiece Rental Fee	\$75 for 7 quarters	\$131 x 7 quarters
UWSOD Other Instrument Rental Fee	\$63 x 7 quarters	\$44 x 7 quarters
Malpractice Insurance Fee	\$6.25 x 7 quarters	\$6.25 x 7 quarters
Director Fee	\$140 x 7 quarters	\$140 x 7 quarters
Student Instrument Fee Q1		\$1,320 x 1 quarter
Student Instrument Fee Q2		\$798 x 1 quarter
Student Instrument Fee Q3		\$581 x 1 quarter

UWSOD fees will first be collected by Shoreline Community College by course charge and then be transferred to UWSOD. UWSOD will provide a quarterly invoice to SCC for these costs.

Quarter	Fees		Total	Class
Fall	1	Clinic use fee, Supplies Fee, Rental Fee, Student Instrument Fee Q1, MI, Director	\$3,047.25	121
Winter	2	Clinic use fee, Supplies Fee, Rental Fee, Student Instrument Fee Q2, MI, Director	\$2,525.25	122
Spring	3	Clinic use fee, Supplies Fee, Rental Fee, Student Instrument Fee Q3, MI, Director	\$2,308.25	123
Summer	4	Clinic use fee, Supplies Fee, Rental Fee, MI, Director	\$1,727.25	124
Fall	5	Clinic use fee, Supplies Fee, Rental Fee, MI, Director	\$1,727.25	221
Winter	6	Clinic use fee, Supplies Fee, Rental Fee, MI, Director	\$1,727.25	222
Spring	7	Clinic use fee, Supplies Fee, Rental Fee, MI, Director	\$1,727.20	223
			\$14,789.75	

Note

Previous fees for the Dental Hygiene Program totaled \$11,264.75.
Instrument purchases total \$2,699.

2. PROPOSED INCREASE OF FEES – MEDICAL LAB TECH (MLT) LAB

Background

The last time that student fees were increased for the MLT Lab was 2013. In those 10 years, costs for medical supplies have increased dramatically. Additionally, cohorts admitted to the MLT Program have been reduced in size due to a lack of clinical placements. Due to these increased costs, the fee account is currently running at a deficit of \$10,000.

Proposal

Increase MLT Lab Fee (220000070130) from \$75 to \$150 per class, except for MLT 245 Lab Fee (220000070320) which is proposed to increase from \$100 to \$200.

3. PROPOSED INCREASED FEES – NURSING PROGRAM

Background

Since the onset of the COVID-19 pandemic in early 2020, the Nursing Program has been using the digital learning platform Lippincott CoursePoint from Wolters Kluwer. This resource has been highly effective for students, increasing how they can learn required material, including read-aloud texts, text translations, and various presentations of content such as videos, adaptive quizzing, and case studies. In addition, this platform includes robust tools for faculty to assess learning, make assignments, and facilitate virtual simulations as a replacement for clinical when needed.

Having this resource available to all students at the beginning of a quarter (and not relying on students to purchase necessary materials) has made a significant impact in increasing student access to materials. Students no longer need to decide if a required textbook is worth the purchase price, for example.

It has now been several years since the Nursing Program began using Lippincott CoursePoint, and we have determined the need to add psychiatric simulations to our subscription package. This is a \$100 fee. In addition, the vendor has increased its pricing model by 3%.

Student Costs

		Previous Price	Current Price
1st Quarter	Taylor Fundamentals Weber Assessment Lynn Skills Lippincott Advisor Stedman’s Medical Dictionary VSims for all texts	\$853	\$878.59

2nd Quarter	Hinkle Med Surg Nursing Frandsen Pharmacology Ricci-Kyle OB/Peds VSims for all texts	\$692.50	\$713.28
4th Quarter	VSims for Nursing – Mental Health		\$100
6th Quarter	Marquis Leadership	\$95	\$97.85
Total		\$1482.50	\$1789.72

Proposed Student Costs

6 Quarter Option

1st Quarter (NURS 141)	All texts available for two years	\$300
2nd Quarter (NURS 142)	Was \$260 per quarter	\$300
3rd Quarter (NURS 143)		\$300
4th Quarter (NURS 221)		\$300
5th Quarter (NURS 222)		\$300
6th Quarter (NURS 223)		\$300

10 Quarter Option

1st Quarter (NURSE 121)	All texts available for two and a half years	\$180
2nd Quarter (NURSE 122)	Was \$175 per quarter	\$180
3rd Quarter (NURSE 123)		\$180
4th Quarter (NURSE 124)		\$180
5th Quarter (NURSE125)		\$180
6th Quarter (NURSE 221)		\$180
7th Quarter (NURSE 223)		\$180
8th Quarter (NURSE 222)		\$180
9th Quarter (NURSE 225)		\$180
10th Quarter (NURSE 224)		\$180

4. PROPOSED INCREASE OF FEES – NURSING SKILLS LAB FEE

Background

The last time that student fees were increased for the Nursing Skills Lab was in 2017. In those 5 years, costs for medical supplies have increased dramatically. The current fee NURS-Clinical Crs Fee (220000070210) is \$46.45 and is meant to cover general supplies and instructor demonstration supplies.

This fee account had been overspent by \$20,000. Over the past 4 years, tighter control over these funds has resulted in a reduction of this deficit by \$15,000. We are now beginning to see an increase in our deficit despite our close monitoring of expenses.

Initially, students purchased skills lab supply bags directly from the vendor (Coursey Enterprises). Unfortunately, this is a burden for students who receive funding from certain sources that do not allow them to purchase materials directly from a vendor, and instead

requires them to purchase materials through the college’s bookstore. In Fall 2022, we arranged to have students purchase their supply bags from the college’s bookstore to take advantage of the ability for their funding sources to cover the costs.

Unfortunately, this process has not worked well either. There have been challenges with the bookstore ordering the supply bags in a timely manner and students report a variety of prices being charged for the bags (ranging from the standard price set by Coursey Enterprises to up to double that amount).

Please note that the fees charged by Coursey Enterprises for the supply bags vary by course:

<u>Six Quarter Program Option</u>	<u>Ten Quarter Program Option</u>
NURS 161: no supply bag needed	NURSE 132: no supply bag needed
NURS 162: \$83.70	NURSE 123: \$83.70
NURS 163: \$90.00	NURSE 124: \$90.00
NURS 233: \$47.70	NURSE 125: no supply bag needed
	NURSE 235: \$47.70

Proposal

Increase NURS-Clinical Crs Fee (220000070210) to \$60 for general supplies and instructor demonstration supplies, plus the cost of the skills lab supply bag appropriate to the quarter. Note: NURS 233 and NURSE 235 are not skills lab courses, but students have purchased a supply bag for an IV practice session. The fee reflects that supply bag charge only.

<u>Six Quarter Program Option</u>	<u>Ten Quarter Program Option</u>
NURS 161: \$60.00	NURSE 132: \$60.00
NURS 162: \$143.70	NURSE 123: \$143.70
NURS 163: \$150.00	NURSE 124: \$150.00
NURS 233: \$47.70	NURSE 125: \$60.00
	NURSE 235: \$47.70

5. PROPOSAL TO REDUCE THE QUARTERLY HONORS COLLEGE FEE

Background

The quarterly fee of \$495 for domestic students and \$695 for international students is a barrier for students interested in Shoreline’s Honors College program. We propose reducing the quarterly fee to promote diversity, equity, and inclusion, and improve access to High Impact Practice (that increase rates of student retention, student engagement, and persistence to graduation for all students across diverse backgrounds).

- The Honors College at Shoreline is a one-of-a-kind program in Washington State.
- The Honors College encompasses greater diversity than the rest of the college.
- The Honors College attracts both domestic and international students.

- Students enrolled in the Honors College generate revenue for the college based on their regular tuition.
- Reducing the quarterly fee creates an opportunity to boost enrollment and attract other students to Shoreline.
- 95% of honors programs at other colleges have no fees (according to a National Collegiate Honors Council survey).

History of the Fee

The current quarterly fee applied to students enrolled in the Honors College was adopted in 2017 with approval by Shoreline's Board of Trustees. The larger fee was proposed as part of the paradigm provided by American Honors, which we are no longer associated with.

The original agreement (while a little ambiguous) indicates what the fees can go towards:

"The honors fee would be collected quarterly and would be used to fund program costs, including but not limited to **staff support, travel, meals and refreshments (including honors seminar/meeting meals for students, staff, and faculty), equipment, and supplies.**"

(Full text further down below)

Proposal

Based on the enrollment of over 50 students, the revenue generated can support a part-time director, research classes, and services needed (enrollment, symposium coaching, support).

Rationale for Reduced Fee Model

A reduced fee will still supplement the operating costs of the Honors College which will give us the financial means to attend Regional and National Honors Conferences, pay membership costs for students associated with Phi Theta Kappa, and promote events on campus (such as the pre-Covid Honors Lecture Series).

	HONORS			REG TUITION						
Students	THC Fee	Annual Fee	Revenue	Quarter	Year	Revenue	Combined	Op Costs	Difference	
50	495x3qtrs	1485	74,250	4,166	12798	639,900	714,150	65,168	648,982	
60			89,100			767880	856,980		791,812	
70			103,950			895,860	999,810		934,642	
80			118,800			1,023,840	1,142,640		1,077,472	
90			133650			1,151,820	1,285,470		1,220,302	
100			148,500			1,279,800	1,428,300		1,363,132	
	HONORS			REG TUITION						
Students	THC Fee	Annual Fee	Revenue	Quarter	Year	Revenue	Combined	Op Costs	Difference	
50	250x3qtrs	750	37,500	4,166	12798	639,900	677,400	65,168	612,232	
60			45,000			767880	772,380		707,212	
70			52,500			895,860	948,360		883,192	
80			60,000			1,023,840	1,083,840		1,018,672	
90			67,500			1,151,820	1,219,320		1,154,152	
100			75,000			1,279,800	1,354,800		1,289,632	
	HONORS			REG TUITION						
Students	THC Fee	Annual Fee	Revenue	Quarter	Year	Revenue	Combined	Op Costs	Difference	
50	100x3qtrs	300	15,000	4,166	12798	639,900	654,900	65,168	589,732	
60			18,000			767880	785,880		720,712	
70			21,000			895,860	916,860		851,692	
80			24,000			1,023,840	1,047,840		982,672	
90			27,000			1,151,820	1,178,820		1,113,652	
100			30,000			1,279,800	1,309,800		1,244,632	

Additional Operating Costs

Item	Anticipated Cost	Reason
Western Regional Honors College (WRHC) Membership	\$78 per year	Membership in a professional association.
National Honors College Council (NCHC) Membership	\$650 per year (based on numbers of FTE)	Membership in a professional association.
Phi Theta Kappa (PTK) Membership for students	\$650 \$65 per Honors Student (Avg 10 per year)	Paid for students as part of their participation in the Honors College and meeting requirements for admission to PTK.
Promotional Materials, Honors Lecture Series, and Incidental Expenses, Graduation [Swag]	\$3000	Provide a broader and more holistic experience for Honors Students.

Supplemental Information: Officially *Honored* Classes (supported by academic divisions)

- Anthropology 205, Chemistry 171, Chemistry 172, Chemistry 173, Communications 203, Communications 220, English 101, English 102, Gender Women Studies 284, Geography 100, Geology 101, Geology 115, Math 146 (Statistics), Multicultural Studies 105, Philosophy 101, Philosophy 115, Philosophy 240, Political Science 202, Psychology 100.

**“SHORELINE COMMUNITY COLLEGE TAB 3 DISTRICT NUMBER SEVEN BOARD OF TRUSTEES
REGULAR MEETING OF MARCH 15, 2017**

CONSENT AGENDA Subject: Honors Fees Background. The College is expanding its honors program that will allow students to participate in honors classes and receive certain additional services. In order to help fund the program, the College proposes to collect a fee from honors students in addition to tuition and other supplemental and course fees. The honors fee would be collected quarterly and would be used to fund program costs, including but not limited to staff support, travel, meals and refreshments (including honors seminar/meeting meals for students, staff, and faculty), equipment, and supplies. Students participating in the honors program will have their financial aid budgets adjusted to reflect the honors fee, thus allowing them to maximize their access to federal, state, and College resources. Recommendation That the Board authorize honors fees by the following motion:

RESOLVED, that the Board of Trustees authorizes the College to collect an honors fee of up to \$495 per quarter for domestic students and up to \$695 per quarter for international students.

Prepared by: Stuart Trippel, Senior Executive Director and CFO Shoreline Community College”

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JULY 19, 2023**

TAB 2

SECOND 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 amendments to the 100.E50 College Debt: Financial Planning & Activities section.

Prepared by: Jack S. Kahn, Ph.D.
President
Shoreline Community College
July 17, 2023

100.E50 COLLEGE DEBT: FINANCIAL PLANNING & ACTIVITIES

<p align="center"><u>CURRENT POLICY</u> <i>(Approved: February 22, 2023 Regular Meeting of the Board of Trustees)</i></p>	<p align="center"><u>PROPOSED AMENDMENTS TO CURRENT POLICY</u></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 align="center">↓ Presented as first reading (@ June 28, 2023 Board of Trustees Meeting)</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</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>expenditures. Board Reserves will be maintained in Fund 149 – Operating Fund.</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> <hr/> <p>↕ Addition to the above for <u>second reading</u> (@ July 19, 2023 Board of Trustees Meeting)</p> <ul style="list-style-type: none"> • No annual use of this funding should put the 25% minimum for the Board Reserves in jeopardy. • All use of this overage must be presented to the Board of Trustees. This should include the amount of the funding utilized and the rationale for use per the policy. • The President shall submit expenditures exceeding \$500,000 to the Board of Trustees for approval for use of Board Reserves.
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**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JULY 19, 2023**

TAB 3

ACTION

Subject: Board of Trustees 2024 Regular Meeting Schedule

Background

The Board of Trustees conducted a first reading (at its May 24, 2023 meeting), followed by a second reading (at its June 28, 2023 meeting) of regular meeting dates and times for calendar year **2024**.

<u>WINTER 2024</u>		
January 24, 2024 -Study Session: 3:30 PM -Regular Session: 4:30 PM	February 28, 2024 -Study Session: 3:30 PM -Regular Session: 4:30 PM	March 20, 2024 <i>(Third Wednesday of the month)</i> -Study Session: 3:30 PM -Regular Session: 4:30 PM
<u>SPRING 2024</u>		
April 24, 2024 -Study Session: 3:30 PM -Regular Session: 4:30 PM	May 22, 2024 -Study Session: 3:30 PM -Regular Session: 4:30 PM	June 26, 2024 -Study Session: 3:30 PM -Regular Session: 4:30 PM
<u>SUMMER 2024</u>		
July 17, 2024 <i>(Third Wednesday of the month)</i> -Regular Session: 4:30 PM		
<u>FALL 2024</u>		
September 25, 2024 -Study Session: 3:30 PM -Regular Session: 4:30 PM	October 30, 2024 -Study Session: 3:30 PM -Regular Session: 4:30 PM	December 4, 2024 <i>(First Wednesday of the month)</i> -Study Session: 3:30 PM -Regular Session: 4:30 PM

Recommendation

That the Board of Trustees approve the regular meeting dates and times for calendar year **2024** as presented.

Prepared by: Lori Yonemitsu
 Executive Assistant to the President
 Shoreline Community College
 July 14, 2023

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JULY 19, 2023**

TAB 4

ACTION

Subject: 2022-2023 Exceptional Faculty Award

Background

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

Eligibility Criteria: To be eligible, an individual faculty member being considered must have the equivalent of nine [9] quarters of full- or part-time work (for a group of faculty members, a combined equivalent of eighteen [18] quarters of full- or part-time work) as a teacher, advisor/Counselor, librarian, or program chair. Any academic employee is eligible for consideration regardless of whether s/he has received other awards from the College.

An individual recipient of this award will not be eligible to receive another such award for a period of five (5) years. Group recipients will not be eligible to receive another group award for a period of (5) years.

The Exceptional Faculty Award(s) Recommendation Committee (“committee”) met during the spring 2023 quarter to review and discuss the nominations received by the deadline established for the 2023 Exceptional Faculty Award. Traditionally, recognition of the recipient occurs at the Fall Convocation during Opening Week. **The confidentiality of the award recipient(s) is/are maintained until that time.**

Each of the nominees was found worthy of the committee’s serious consideration. The primary criteria used by the committee: Exemplary Work Performance. Other criteria considered included: 1. Positive Impact on Students; 2. Professional Achievement; 3. Commitment to Diversity; 4. Cooperative Spirit; 5. Leadership; and 6. Contributions to the College or Community.

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

Recommendation

That the Board of Trustees, by motion and subsequent action, approve the committee's recommendation to grant the 2022-2023 Exceptional Faculty Award to candidate A in the amount of \$1,000.00 (one-thousand dollars).

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Shoreline Community College
July 17, 2023