

**SHORELINE COMMUNITY COLLEGE****BOARD OF TRUSTEES****REGULAR MEETING OF JUNE 24, 2015****3:00 PM Study Session – Board Room, Administration Building (1000)****4:00 PM Regular Session – Board Room, Administration Building (1000)****A G E N D A**

<b>3:00 PM – STUDY SESSION (BLDG. 1000; BOARD ROOM )</b>			
<b>NO.</b>	<b>AGENDA ITEM</b>	<b>RESPONSIBILITY</b>	<b>TAB</b>
	<b>2015 – 2016 College Budget</b>	<i>Dawn Vinberg</i>	<b>1</b>
<b>4:00 PM – REGULAR SESSION (BLDG. 1000; BOARD ROOM )</b>			
<b>NO.</b>	<b>AGENDA ITEM</b>	<b>RESPONSIBILITY</b>	<b>TAB</b>
1.	<b>Convene Meeting</b>	<i>Tom Lux</i>	
2.	<b>Consent Agenda</b> <b>a. Approval of Previous Meeting Minutes</b> <ul style="list-style-type: none"><li>▪ Regular Meeting of May 27, 2015</li><li>▪ Special Meeting of May 26, 2015</li><li>▪ Special Meeting of June 16, 2015</li></ul> <b>b. Exceptional Faculty Award</b>	<i>Tom Lux &amp; Trustees</i>  <i>Stephen Smith</i>	<b>2</b>
3.	<b>Report:</b> Board of Trustees Chair	<i>Tom Lux</i>	
4.	<b>Open Comment Period</b> Share a compliment or concern. All comments are welcome.	<i>Tom Lux</i>	
5.	<b>College Updates</b> <ul style="list-style-type: none"><li>• Community Read</li><li>• BREATHE</li></ul>	<i>Yvonne Terrell-Powell</i> <i>Yvonne Terrell-Powell</i>	
6.	<b>Report:</b> 2014 – 2015 Capital Projects	<i>Robert (Bob) Roehl</i>	
7.	<b>Action: Budget Approval</b> (pending legislative approval)	<i>Dawn Vinberg</i>	<b>3</b>
8.	<b>Action: Resolution No. 132 (2015 – 2016 Operating Budget Continuing Authority)</b>	<i>Dawn Vinberg</i>	<b>4</b>
9.	<b>Action: 2015 – 2016 Tuition Waiver and Fee Changes</b>	<i>Stuart Trippel</i>	<b>5</b>
10.	<b>Action: 2015 – 2016 Student Services &amp; Activities (SS&amp;A) Budget</b>	<i>Dawn Vinberg</i>	<b>6</b>
11.	<b>Action: Board Resolution No. 133</b> (Commending Service of Shoreline Community College Federation of Teachers (SCCFT), Local 1950, AFT Washington/AFT/AFL-CIO President: Professor Amy Kinsel)	<i>Tom Lux &amp; Trustees</i>	<b>7</b>

12.	<b>Action: Board Resolution No. 134</b> (Commending Service of Associated Student Government President Ashley Cowan)	<i>Tom Lux &amp; Trustees</i>	<b>8</b>
13.	<b>Action: President's Certification of Compliance Document</b>	<i>Tom Lux &amp; Trustees</i>	<b>9</b>
14.	<b>Action: President's Contract</b>	<i>Tom Lux &amp; Trustees</i>	<b>10</b>
15.	<b>Action: Elect Board of Trustees Officers (2015 – 2016)</b> •Chair •Vice Chair •Secretary	<i>Tom Lux &amp; Trustees</i>	<b>11</b>
16.	<b>Report: SCC Faculty</b>	<i>Leslie Potter-Henderson</i>	
17.	<b>Report: SCC Classified</b>	<i>Jerry Owens</i>	
18.	<b>Report: SCC Student Body Association</b>	<i>Ashley Cowan</i>	
19.	<b>Report: SCC President</b>	<i>Cheryl Roberts</i>	
20.	<b>Report: Closing Remarks – Board of Trustees</b>	<i>Trustees</i>	
21.	<b>Executive Session, if necessary</b>	<i>Tom Lux</i>	
22.	<b>Next Regular Meeting: Wednesday, September 23, 2015</b>		
23.	<b>Adjournment</b>		

## MINUTES

### STUDY SESSION

Konstantin Grinev, the Student Parliament's Minister of Treasury, provided information on the following related to the proposal to increase the 2015 – 2016 Student Services and Activities (SS&A) Fee:

- What is the SS&A Fee?
- Rationale for Increasing the Fee
- The 2015 – 2016 Fee Increase Proposal Summary
- What would it give us?
- Allocations Overview pie chart
- General Allocation Considerations

The majority of the questions raised by the Trustees revolved around the amount of SS&A funding for Athletics, the program's costs and the percentage of the student body participating in the Athletics program.

A number of Trustees were also interested in the percentage of the student body participating in SS&A funded organizations and programs.

After being acknowledged by Chair Lux, a student in the audience asked if students "outside of the Student Parliament were asked for their input" on the proposal to increase the SS&A Fee. Minister of Treasury Grinev responded that due to the tight timeline to prepare the proposal, that there was no opportunity for broader input from the student body on the proposal.

### CONVENE IN REGULAR SESSION

The Regular Meeting of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Tom Lux at 4:00 PM in the Board Room of the Administration Building at Shoreline Community College.

### MEMBERS PRESENT

Trustees Phil Barrett, Catherine D'Ambrosio, Doug Jackson, Tom Lux and Clara Pellham were present.

Assistant Attorney General (AAG) John Clark represented the Office of the Attorney General.

### CONSENT AGENDA

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

SHORELINE COMMUNITY COLLEGE  
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REGULAR MEETING OF MAY 27, 2015

- a) One set of minutes from the Regular Meeting of April 22, 2015.

Motion 15:17: A motion was made by Trustee Barrett to approve the consent agenda.  
Trustee Jackson seconded the motion, which was then unanimously approved by the Board.

REPORT: BOARD OF TRUSTEES CHAIR

Chair Lux shared information on the June 4 CNC Machining Open House and the deadline of June 16 for the ACCT (Association of Community College Trustees) 2015 Awards.

Chair Lux noted that he was sent a letter from a student concerning the plans to remodel spaces in the Library and stated that he would pass the letter to President Roberts for the Administration's review and response.

OPEN COMMENT PERIOD

Student Agnes G. expressed concern about the proposal to increase the SS&A Fee. She noted that such an increase would be disadvantageous to non-traditional students and that student input had been circumvented in the process.

Student Lau stated that it would be helpful for students to be informed of the "specific numbers on the Athletics piece."

Student Ian shared that students should be informed about what the SS&A Fee "goes toward."

Student Winston L. communicated that students have a right to know what is going on in the SS&A Committee and recommended holding a forum or sending a survey to students about the proposal to increase the SS&A Fee.

Student and Ebbitide Editor-in-Chief Stephanie O. asked, "Do ten students represent all students?" She added that she does not have a problem with what is being funded but questions the process which led to the proposal to increase the SS&A Fee.

COLLEGE UPDATES

DECA International Career Development Conference Finalists

Business Administration Faculty member Ailsa Kellam shared the successes of the 2015 Collegiate DECA (Delta Epsilon Chi) team at both the national and international competitions and noted that the 2015 team brought the College the "best results since 1992." Eight team members had an opportunity to share their experiences and achievements from the competitions.

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All-Washington Academic Team Members

Dean and Phi Theta Kappa (PTK) Advisor Terry Taylor provided an overview of PTK, an International Honor Society of the two-year college and introduced and presented certificates to Shoreline's 2015 All-Washington Academic Team members Lucienne Aggarwal and Heather Ellis.

UW Undergraduate Research Symposium Presenter

Dean Terry Taylor shared that honors student John Brew presented his work, *Analysis of Future Trends in Neural Recording*, at the University of Washington's Undergraduate Research Symposium. President Roberts added that Shoreline graduate Rachel Park was also a presenter at the Symposium and has been recognized as a top undergraduate researcher.

Dean Taylor spoke of the College's Honors Program and invited the Trustees to the Honors Presentations, scheduled for June 3.

ADA Committee

ADA Committee members Rosemary Dunne, Angela Hughes and Kathy Cook presented a certificate to Instructional Designer Amy Rovner for furthering the Committee's mission of accessibility via her work, including educating the campus about developing accessible syllabi and course content.

Students of Color Conference

Multicultural Center Program Manager Jamie Ardeña spoke of the annual Students of Color Conference—a conference that is unique to the state of Washington and which draws over 800 student participants. Six student participants shared how empowering and transformative the conference has been, individually and collectively.

King County Nurses Association Shining Star Award Recipient

In referring to Director of Nursing Lynn VonSchlieder, Dean Cathy Otto stated, "Lynn is the glue of the program and is a mentor to faculty and students." She added that Director VonSchlieder was recently awarded the prestigious Shining Star Award from the King County Nurses Association.

ACTION: RENEWAL OF FIRST-YEAR AND SECOND-YEAR TENURE TRACK FACULTY CANDIDATES

Motion 15:18: Trustee D'Ambrosio stated, "After having given thoughtful consideration to the recommendations of the respective Appointment Review Committees, the Vice President for Academic and Student Affairs, and the President, I move that the Board continue the tenure-track candidate status of Kathleen Boyd, Sheryl Copeland, Rosemary Whiteside and Annamaria Winters."

Trustee Barrett seconded the motion, which was then unanimously approved by the Board.

REPORT: SPRING QUARTER 2015 ENROLLMENT

Director for Institutional Assessment & Data Management Bayta Maring went over the preliminary Spring Quarter/Annual Enrollment and noted that system-wide, there is a decrease in domestic enrollment.

REPORT (QUARTERLY): BUDGET STATUS REPORT

Executive Director for Budget & Capital Dawn Vinberg provided an overview of the items contained in two documents – *Operating Budget Financial Review (Period Ending March 31, 2015)* and *Operating Budget Status Report (As of March 31, 2015)*. From the Executive Overview contained in the *Financial Review* document: “Overall, the college demonstrates a healthy budget to actual position in most all operational areas and this report shows no unexpected results.”

REPORT: PROPOSED BUDGET FOR FY 2015 – 2016

President Roberts and Executive Director for Budget & Capital Dawn Vinberg went over the budget planning process (“mission driven and student focused”) and included a legislative update and information related to the FY 2015 – 2016 budget principles, the operating budget, recommended fee changes, strategic planning and new investments.

REPORT: SCC FACULTY

Professor Amy Kinsel distributed and provided an overview of her Federation May 2015 Update memorandum. (Memorandum attached.)

REPORT: SCC CLASSIFIED

Instructional Support Technician Jerry Owens commended the Technology Support Services department for seamlessly transitioning the computers and devices utilized by College personnel to Microsoft® Office 365. On a legislative front, he expressed the sentiment of many in wanting to see the state’s budget, sooner rather than later.

REPORT: SCC STUDENT BODY ASSOCIATION

Associated Student Government President (ASG President) Ashley Cowan announced that she will serve at the ASG’s President for the 2015 – 2016 year as well. She updated the Trustees on recent events organized by the Student Leadership Center and the projects and activities that the ASG’s student leaders are working on – including the training of new officers.

REPORT: SCC PRESIDENT

President Roberts distributed her *Community Connections Report* (April 22, 2015 – May 27, 2015) and highlighted several of the meetings and events—including the Toyota T-TEN certification visit;

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the development of pathways between Shoreline Community College and the University of Washington's Undergraduate Affairs department and the University of Washington Bothell; the African Student Dialogue; the Memorial Day Flag Raising ceremony; and the White House conference call for Community College Presidents related to the *Completion Agenda*.

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

There were no closing remarks from the Trustees.

ADJOURNMENT

Motion 15:19: A motion was made by Trustee Jackson to adjourn the Regular Meeting of May 27, 2015.

Trustee D'Ambrosio seconded the motion, which was then unanimously approved by the Board.

Chair Lux adjourned the meeting at 5:56 PM.

Signed \_\_\_\_\_  
Tom Lux, Chair

Attest: June 24, 2015

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



***Shoreline Community College***

## **Federation of Teachers**

**AFT Washington**

**Local 1950**

**Date:** May 27, 2015  
**To:** Shoreline Community College Board of Trustees  
**From:** Amy Kinsel, President SCCFT Local 1950  
**Subject:** Federation May 2015 Update

Because the state budget situation in Olympia remains uncertain, Shoreline faculty are waiting to learn whether the state legislature will yet again omit community and technical college faculty from among state employees who will receive earned step increases during 2015-17. Faculty have not received such step increases for 6 years, and yet again there is no funding for faculty increments in the Governor's budget proposal or in the Senate or House budget proposals.

It looks possible (even, one can hope, probable) that the legislature will fund cost of living increases for all state employees, but 11,000 full- and part-time community and technical college faculty will remain the **only** Washington State employees who will not receive earned increments in the next biennium, which will then mean faculty will have gone 8 years with no increments. As I've stated before, the lack of state funding for faculty increments means that faculty salaries in Washington State are now 20 percent lower than faculty salaries in nearby states such as Oregon and California, and faculty recruitment, retention, and satisfaction are dropping as a result.

One possible source of funding for faculty increments is local funding—primarily tuition dollars. A proviso in the current House budget allows faculty to bargain for local funds **during the 2015-17 biennium only** to provide some portion of the long-delayed increments for faculty. This proviso is now the only way that CTC faculty will have access to increment funding until 2017.

The two faculty labor unions—American Federation of Teachers Washington (AFT WA) and the Washington Education Association (WEA)—have been in negotiations with the Association (WACTC) and State Board (SBCTC) leadership this year to try to reach an agreement that would provide faculty an opportunity to bargain locally to use a small percentage of local funds for faculty increments.

I joined other state labor leaders in speaking before the State Board for Community and Technical College trustees at their May meeting at Clark College in Vancouver on May 7. Our message was very favorably received by members of the State Board, with Vice-Chair Shaunta



Hyde stating that the consensus of the State Board was to support the House budget proviso as a means of allowing some relief for faculty while continuing a process of negotiations between the State Board leadership, WAC, AFT, WEA, and the legislature to solve the ongoing problem of lack of any funding for CTC faculty increments. The latest information I have is that SBCTC Executive Director Marty Brown is arranging a meeting of WAC leaders Ed Brewster (President of Grays Harbor CC) and Jack Bermingham (President of Highline CC) with faculty union representatives to discuss moving forward with these negotiations.

I have heard from Shoreline's Trustees at past meetings that you share faculty frustration at the lack of state funding for faculty salary increments. I am asking members of the Shoreline Board of Trustees today to actively support the budget proviso in the House 2015-17 budget that would allow for some salary relief for faculty through very modest access to some local funding for increments. For our part, the unions representing CTC faculty have pledged to continue to work with representatives of the State Board and WACTC to find a mutually agreeable permanent solution to the faculty salary funding problem.

Back here on Shoreline's campus, this is the ninth week of Spring quarter, with students and faculty conferring in offices and hallways about final papers and projects, preparing into the wee hours for final exams, and eagerly awaiting Commencement. As someone who has witnessed the new energy President Roberts if bringing to this event, I am very much looking forward to this year's Commencement. On a personal note, this will be the final Commencement exercise for me as President of SCCFT Local 1950 where I'll have the honor of reading the names and announcing the degrees and certificates of Shoreline's graduates.

And also on a personal note, this will be my final meeting as Federation President. It has been my honor to serve in this role for the past four academic years. I have accepted an administrative exempt position as Dean of Social Sciences, Library, and Parent Child Center beginning July 13, 2013. This year's SCCFT Local 1950 1<sup>st</sup> VP Leslie Potter-Henderson will assume the Federation presidency for Summer quarter, while a new group of Federation leaders will be elected by the faculty membership and sworn into office by September.

## MINUTES

The Special Meeting of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Tom Lux at 3:34 PM in the Central Conference Room (#1020M), located in the Administration Building (#1000) at Shoreline Community College, 16101 Greenwood Avenue North, Shoreline, Washington 98133.

## MEMBERS PRESENT

Trustees Phil Barrett, Catherine D'Ambrosio, Doug Jackson, Tom Lux and Clara Pellham were present.

Also present: President Cheryl Roberts and Vice President for Academic and Student Affairs Robert Francis.

## COMMUNICATION FROM THE PUBLIC

None.

## DISCUSSION

Several Trustees inquired why the Board has been taking action on tenure track faculty candidates not only during its March Regular Meetings, but during the Regular Meetings in other months as well. Vice President for Academic and Student Affairs (VPASA) Robert Francis referred to and explained the section in the *Agreement with the Shoreline Community College Federation of Teachers* related to the due dates of comprehensive evaluation reports for tenure track faculty candidates from her/his Appointment Review Committees (ARCs) to the VPASA. Vice President Francis noted that the due dates for reports varied and were based on the quarter (fall, winter, spring) during which the tenure track faculty candidate began her/his appointment.

## EXECUTIVE SESSION

At 3:54 PM, Chair Lux announced that the Board would convene in Executive Session for twenty minutes to review the performance of a public employee.

At 4:14 PM, Chair Lux announced that the Board would extend its Executive Session for ten minutes.

At 4:24 PM, Chair Lux announced that the Board would extend its Executive Session for twenty minutes.

## RECONVENE IN SPECIAL SESSION

At 4:44 PM, the Trustees reconvened in Special Session.

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Motion 15:16: A motion was made by Trustee Jackson to adjourn the Special Meeting of May 26, 2015.

Trustee Barrett seconded the motion, which was then unanimously approved by the Board.

ADJOURNMENT

Chair Lux adjourned the meeting at 4:44 PM.

Signed \_\_\_\_\_  
Tom Lux, Chair

Attest: June 24, 2015

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

## MINUTES

The Special Meeting of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Tom Lux at 3:05 PM in the Central Conference Room (#1020M), located in the Administration Building (#1000) at Shoreline Community College, 16101 Greenwood Avenue North, Shoreline, Washington 98133.

## MEMBERS PRESENT

Trustees Phil Barrett, Catherine D'Ambrosio, Doug Jackson (via conference call), Tom Lux and Clara Pellham (via conference call) were present.

Also present: President Cheryl Roberts.

## COMMUNICATION FROM THE PUBLIC

None.

## EXECUTIVE SESSION

At 3:05 PM, Chair Lux announced that the Board would convene in Executive Session for sixty minutes to review the performance of a public employee.

After a five minute break commencing at 4:05 PM, the Board continued in Executive Session at 4:10 PM. Chair Lux announced that the Board would extend its Executive Session for thirty minutes.

At 4:40 PM, Chair Lux announced that the Board would extend its Executive Session for fifteen minutes.

At 4:55 PM, Chair Lux announced that the Board would extend its Executive Session for fifteen minutes.

At 5:10 PM, Chair Lux announced that the Board would extend its Executive Session for fifteen minutes.

## RECONVENE IN SPECIAL SESSION

At 5:25 PM, the Trustees reconvened in Special Session.

Motion 15:20:           A motion was made by Trustee D'Ambrosio to adjourn the Special Meeting of June 16, 2015.

Trustee Barrett seconded the motion, which was then unanimously approved by the Board.

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ADJOURNMENT

Chair Lux adjourned the meeting at 5:25 PM.

Signed \_\_\_\_\_  
Tom Lux, Chair

Attest: June 24, 2015

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

**SHORELINE COMMUNITY COLLEGE  
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REGULAR MEETING OF JUNE 24, 2015**

**TAB 1**

**STUDY SESSION**

**Subject: 2015 – 2016 College Budget**

**To follow:**

- Board Budget Proposal – Fiscal Year 2015 – 2016 (June 2015)

Prepared by: Dawn Vinberg, Executive Director – Budget & Capital  
Shoreline Community College  
June 18, 2015

# Board Budget Proposal

**Fiscal Year 2015-2016**

June 2015



## Legislative Update

- Staff & faculty compensation
- Tuition
- Summer quarter





# Alignment

**New Investments for Fiscal Year 2015-2016 - All Funds: \$1,594,046**



## Increase Enrollment, Retention, and Completion

- Educational Attainment – Student Success
- Program Excellence

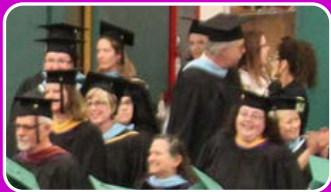
\$692,474



## Leverage Community Engagement

- Community Engagement
- College Stewardship

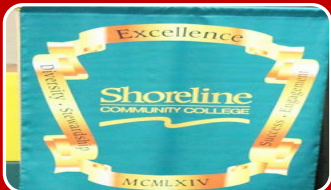
\$237,852



## Develop Human Resources & Infrastructure

- Program Excellence
- Access & Diversity
- College Stewardship

\$556,425



## Strategic Planning

- College Stewardship
- Program Excellence

\$107,295

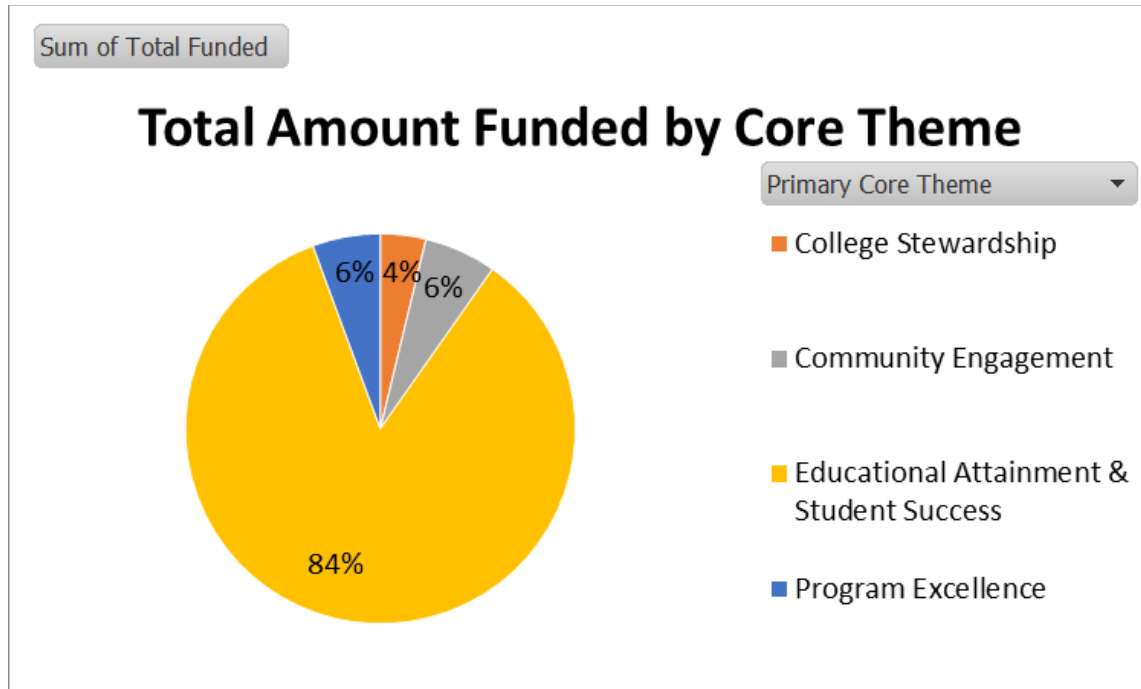
## Recommended for Approval Investments for 2015-2016

- Strategic Action Plan requests
- Operational requests
- 2014-2015 Investments - Areas of Focus

	Permanent Funding	Temporary Funding	Total
Student Success	\$439,682	\$252,792	\$692,474
Community Engagement		\$237,852	\$237,852
Strategic Planning	\$67,004	\$40,291	\$107,295
HR and Infrastructure	\$329,134	\$227,291	\$556,425
2014-15 Investments – Areas of Focus		\$1,535,000	\$1,535,000
<b>Grand Total</b>	<b>\$835,820</b>	<b>\$2,293,226</b>	<b>\$3,129,046</b>

- See Tab 1, pages 13-14 for details

## Strategic Action Plan Requests



College Stewardship	\$34,419
Community Engagement	\$54,832
Educational Attainment & Student Success	\$773,766
Program Excellence	\$51,491
Grand Total	\$914,508

- See Tab 1, pages 13-14 for details

# Tuition Waiver and Fees

- Veterans Fee Waiver
- Replace Graduation Fee with a Student Completion Fee
  - \$0.50 per credit up to 10 credits – \$5.00 per quarter
- Parent-Child Center increase less than 3%
  - See Tab 5 for specific fee request
- Lab fee for courses in Engineering, Computer Science, and Clean Energy
  - \$10 per class

## The Numbers: Operating Budget

Total Revenue Sources for Expenses	Budget 2015-2016
State Allocation	\$20,926,141
Tuition Revenue	\$18,469,530
Transfers to Operating Budget	\$2,160,000
<b>TOTAL</b>	<b>\$41,555,944</b>

- See Tab 1, page 12 for details

## % By Category

# Operating Budget

### College Infrastructure:

\$9,116,149

22%

(Includes Reserves)

### Instruction:

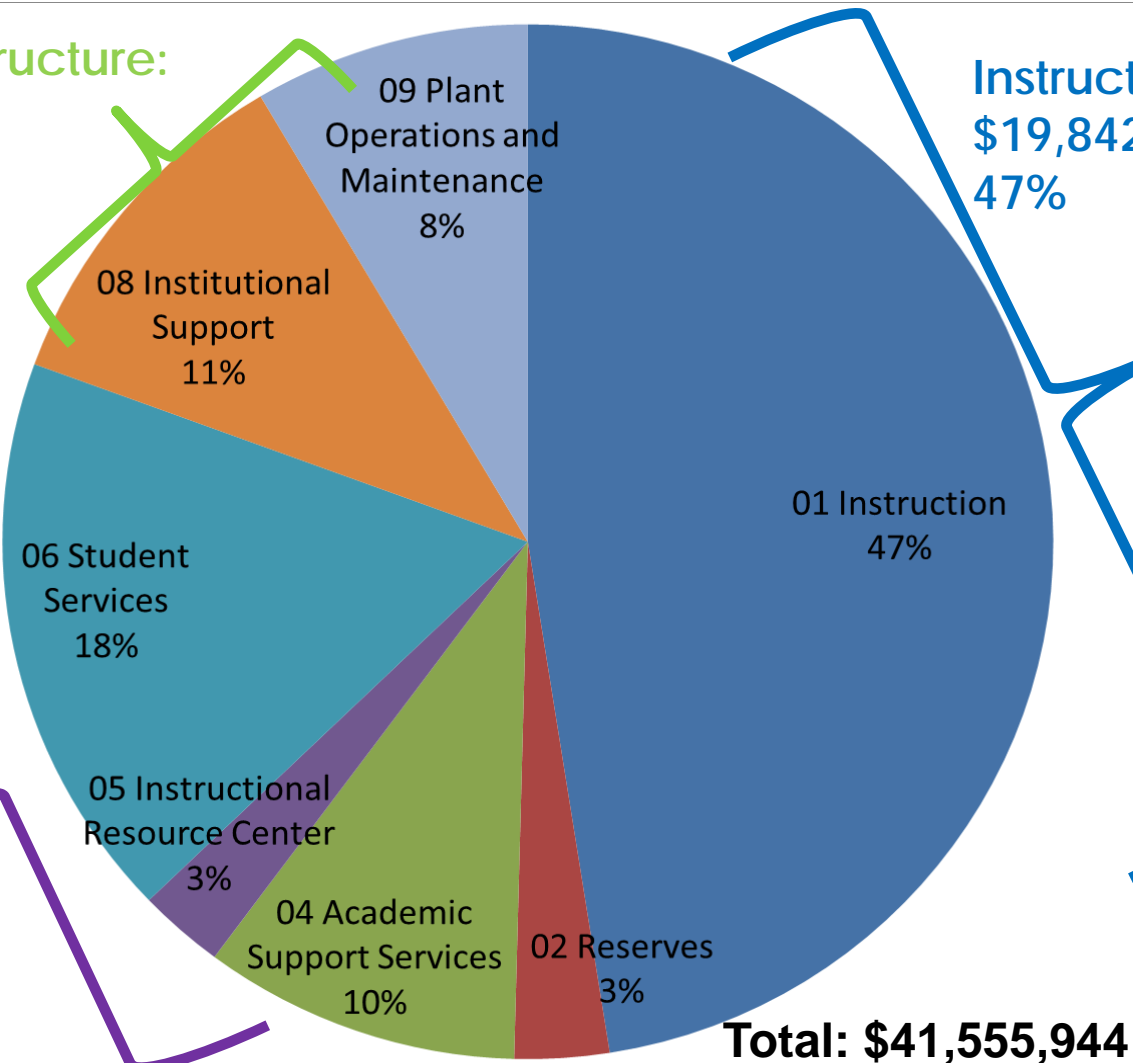
\$19,842,430

47%

### Student Success:

\$12,597,365

31%



- See Tab 1, pages 15-16 for details

# The Numbers: Other Funds

## College Specific Funds

- Revenue generating funds cover their own expenses
- Some funds may contribute to the operating budget

Fund	Description	Amount
148	Instructional Fees, etc.	\$3,433,009
145	Grants & Contracts	\$5,373,087
570	Auxiliary Services	\$3,064,125
522	Student & Auxiliary Fees	\$1,416,078
	<b>Total Revenue Budget</b>	<b>\$13,286,299</b>

## Operating & Other Funds

Description	Amount
Operating Budget	41,555,944
Other Funds	13,286,299
Capital Budget	TBD
<b>Total Revenue Budget</b>	<b>\$54,842,243</b>

- Capital Budget pending legislative approval



# Discussion

Budget Planning =  
Student focused,  
Mission driven



**Revenue Sources Fiscal Year 2015-2016**  
**As of Preliminary Allocation**  
**(Prior to Legislative Approval)**

Description	FY 2014-2015 Allocation #7	FY 2015-2016 BOT Allocation	Change	Notes
Base Operating Allocation	17,171,194	16,974,322		
Education Legacy Fund (Instutional)	442,887	-		
<b>Subtotal Base Allocation</b>	<b>17,614,081</b>	<b>16,974,322</b>	<b>(639,759)</b>	
<b>Changes to Base</b>				
Health Rate Changes	(576,193)	1,134,488		Increase in cost = increase in allocation
LEAN Reduction	(73,350)			None for 1516 at present
PERS/TRS Pension Rate Changes	893	74,574		Increase in cost = increase in allocation
Supplemental Retirement Payments	21,219			n/a 1516
Step M for Classified Staff	(12,328)			n/a 1516
M&O Leases & Assessments		9,000		Increase in cost = increase in allocation
Salary Increase Adjustments		526,341		Salary increases still under discussion
Workers Comp Changes		(17,000)		Lower cost = lower allocation
<b>Subtotal Changes to Base</b>	<b>(639,759)</b>	<b>1,727,403</b>		
<b>TOTAL Base Allocation</b>	<b>16,974,322</b>	<b>18,701,725</b>	<b>1,727,403</b>	Increase aligns w/ increased expenses
			-	
			-	
			-	
<b>Earmarks &amp; Provisios</b>				
Aerospace Enrollments (1000 FTEs)	152,614	152,614		
Basic Skills Enhancement	85,367	85,367		
Disability Accommodations	67,740	67,740		
Opportunity Grants (GFS)	445,412	445,412		
Student Achievement Initiative (variable	125,581	125,581		
Students of Color	37,777	37,777		
Worker Retraining - Base (101)	132,766	132,766		
Worker Retraining - Base (AC1)	634,182	634,182		
Worker Retraining - Variable (AC1)	543,250	543,250		
<b>Subtotal Earmarks / Non-Discretionary</b>	<b>2,224,689</b>	<b>2,224,689</b>		Expect all earmarks to be reinstated
<b>TOTAL State Allocation</b>	<b>19,199,011</b>	<b>20,926,414</b>	<b>1,727,403</b>	
<b>Local Revenue Sources</b>				
Tuition	18,120,000	18,469,530	349,530	Tuition: 2014-2015 YTD Actual Collectic
Carry Forward	385,385	600,000	214,615	Increased based on estimates for 1415
Grants & Contracts Transfer	1,029,731	1,085,000	55,269	Grouped 145 transferrs into one accou
Self-support, Fees, Other Transfer	-	250,000	250,000	New, using global 148 fund revenue
Bookstore Transfer	175,000	175,000	-	Same as last year
Parking Transfer	-	50,000	50,000	Move Security Expenses to Ops Budget
<b>Subtotal Local Revenue Sources</b>	<b>19,710,116</b>	<b>20,629,530</b>	<b>919,414</b>	
<b>TOTAL REVENUE for OPERATING EXP</b>	<b>38,909,127</b>	<b>41,555,944</b>	<b>2,646,817</b>	

Description of New Investment	PERM	TEMP	Grand Total
2 Advisors: Increase Advising Availability For Transfer/Undecided Students	\$150,608		\$150,608
All-Campus Community Book Read		\$5,000	\$5,000
AmeriCorps Volunteer Position (grant match)		\$7,536	\$7,536
Annual Employee Recognition		\$100,000	\$100,000
Apple platform management solution	\$6,600	\$43,400	\$50,000
Athletics - Program Assistant		\$20,000	\$20,000
Automotive Equipment		\$12,000	\$12,000
Bridge-to-College Math Collaboration		\$3,975	\$3,975
Budget Staff: College-wide Improvements in Grant and Fiscal Compliance		\$35,291	\$35,291
Capital Campaign Initial Expenses		\$100,000	\$100,000
Career Navigator for Manufacturing		\$80,734	\$80,734
College Maintenance Expenses		\$0	\$0
Community Engagement & Advancement		\$300,000	\$300,000
Compliance Travel	\$10,000		\$10,000
Continuation of Compass Camp		\$29,204	\$29,204
Convert Temporary Full Time Dental Hygiene Position to Tenure Track Position (implement 1617)	\$7,000		\$7,000
Credit Card Readers		\$4,000	\$4,000
ctcLink	\$50,000		\$50,000
Data Analyst: Increasing capacity for data-informed decision-making related to student success	\$67,004	\$5,000	\$72,004
Diversity Strategy and Strategic Plan		\$35,000	\$35,000
Emergency Management Program	\$13,384		\$13,384
Equity and Social Justice Program Coordinator		\$5,000	\$5,000
Facilitates Expenses	\$40,000		\$40,000
Faculty Professional Learning infrastructure and pilot program		\$18,050	\$18,050
Financial Services Audit	\$31,150		\$31,150
Front Desk/Security in Gym 3000	\$10,000		\$10,000
Grounds Expenses	\$12,500		\$12,500
Hire a Hourly Employee to Support the Global Affairs Center		\$10,020	\$10,020
HR/President's Office ConfExAsst	\$80,000		\$80,000
HVAC Tech	\$50,000		\$50,000
I-BEST Team Teaching Enhancement and Program Coordination		\$25,000	\$25,000
Innovation Felicity		\$150,000	\$150,000
Instructional Tech: Improve Educational Offerings and Experience for Students in STEM (Physics and Engineering)		\$20,000	\$20,000
LYNX KeyPro V10 System - Emergency Assistance Panic Alert		\$34,419	\$34,419
Marketing/web assistant		\$14,030	\$14,030
Math Learning Center	\$6,194		\$6,194
Media Tech: Improving Learning Spaces and Campus Events through Coordinated Media Services	\$85,503		\$85,503
Music Department Office Assistant		\$23,573	\$23,573

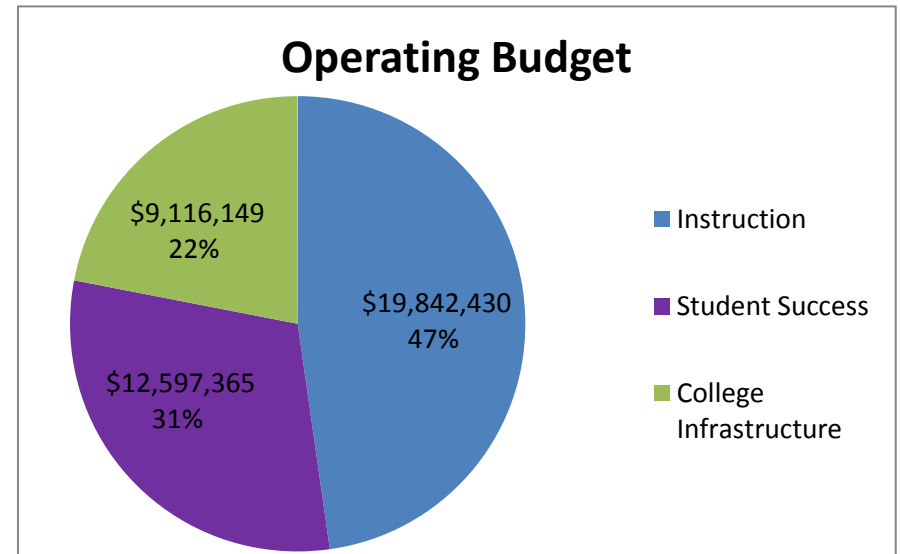
Description of New Investment	PERM	TEMP	Grand Total
New Program Coordinator for Tutoring Services	\$53,728		\$53,728
Permanent Full-Time Program Assistant for Testing and IBEST support (Transitional Studies)	\$43,411		\$43,411
PIO Advertising Expenses		\$163,000	\$163,000
PT Faculty Counselor (3 positions)		\$10,000	\$10,000
Security in the Operating Budget	\$50,000		\$50,000
Shoreline Summer History Lectures (Two-Year Pilot)		\$15,802	\$15,802
Space Planning, Redesign & Remodel		\$900,000	\$900,000
Stabilize Associate Dean position funding - ABE/ESL		\$27,422	\$27,422
Strategic Enrollment Management		\$50,000	\$50,000
Student Loans - default	\$15,500		\$15,500
Student/Peer Welcome Desk in Foss	\$13,770		\$13,770
Student/Peer Welcome Desk in PUB		\$13,770	\$13,770
The Return of Continuing Education at Shoreline Community College		\$25,000	\$25,000
The Writing & Learning Studio	\$19,468		\$19,468
TSS Physical Infrastructure	\$20,000		\$20,000
VISTA employee to support females in STEM		\$7,000	\$7,000
<b>Grand Total</b>	<b>\$835,820</b>	<b>\$2,293,226</b>	<b>\$3,129,046</b>

Summary by Request Type	PERM	TEMP	Grand Total
<b>aSAP</b>	<b>\$775,820</b>	<b>\$717,022</b>	<b>\$1,492,842</b>
Community Engagement		\$237,852	\$237,852
HR and Infrastructure	\$329,134	\$227,291	\$556,425
Strategic Planning	\$67,004	\$40,291	\$107,295
Student Success	\$379,682	\$211,588	\$591,270
<b>Operations</b>	<b>\$60,000</b>	<b>\$41,204</b>	<b>\$101,204</b>
Student Success	\$60,000	\$41,204	\$101,204
<b>Underway</b>		<b>\$1,535,000</b>	<b>\$1,535,000</b>
Investments Underway		\$1,535,000	\$1,535,000
<b>Grand Total</b>	<b>\$835,820</b>	<b>\$2,293,226</b>	<b>\$3,129,046</b>

Expense Category	Obj Code	Instruction	Prof Tech Instruction	Adult Basic Education	Academic Sup Info Tech	Academic Admin	Learning Resources	Educational Media Svcs
Program Code		011	012	041	42	043, 044, 045	051, 052	053
<b>Salaries &amp; Benefits</b>								
Exempt Salaries	A	\$ 48,133	\$ -	\$ 56,870	\$ -	\$ 722,319	\$ 75,000	\$ -
Faculty Salaries	A	\$ 11,381,478	\$ 2,063,381	\$ 969,500	\$ 17,345	\$ 95,360	\$ 280,348	\$ 71,544
Classified Salaries	A	\$ 382,113	\$ 142,791	\$ 74,484	\$ 350,454	\$ 147,416	\$ 164,175	\$ 116,052
Student Salaries	A	\$ 35,275	\$ 5,000	\$ -	\$ 25,315	\$ 11,100	\$ 12,558	\$ -
Overtime & Other Salaries	A	\$ -	\$ 6,909	\$ -	\$ -	\$ 2,000	\$ -	\$ -
Benefits	B	\$ 3,727,783	\$ 579,933	\$ 357,685	\$ 151,300	\$ 321,178	\$ 174,954	\$ 66,405
<b>Total Salaries &amp; Benefits</b>		<b>\$ 15,574,782</b>	<b>\$ 2,798,014</b>	<b>\$ 1,458,539</b>	<b>\$ 544,414</b>	<b>\$ 1,299,373</b>	<b>\$ 707,035</b>	<b>\$ 254,001</b>
<b>Operations</b>								
Contracted Services	C	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -
Goods and Services	E	\$ 414,253	\$ 637,653	\$ 15,165	\$ 195,000	\$ 346,295	\$ 136,300	\$ 15,700
Travel	G	\$ 2,000	\$ 12,580	\$ 150	\$ -	\$ 22,500	\$ -	\$ 200
Equipment	J	\$ 358,433	\$ 115	\$ -	\$ 155,383	\$ 10,000	\$ 23,100	\$ 3,000
Computer Equip & Software	K	\$ 21,300	\$ -	\$ -	\$ 354,776	\$ 9,820	\$ -	\$ -
Student Aid	N	\$ 2,300	\$ 21,000	\$ -	\$ -	\$ 2,000	\$ -	\$ -
<b>Total Operations</b>		<b>\$ 798,286</b>	<b>\$ 671,348</b>	<b>\$ 15,315</b>	<b>\$ 705,159</b>	<b>\$ 400,615</b>	<b>\$ 159,400</b>	<b>\$ 18,900</b>
<b>Total Budget</b>		<b>\$ 16,373,068</b>	<b>\$ 3,469,362</b>	<b>\$ 1,473,854</b>	<b>\$ 1,249,573</b>	<b>\$ 1,699,988</b>	<b>\$ 866,435</b>	<b>\$ 272,901</b>
<b>Major Categories Summary</b>								
Instruction		\$ 16,373,068	\$ 3,469,362					
Student Success				\$ 1,473,854	\$ 1,249,573	\$ 1,699,988	\$ 866,435	\$ 272,901
College Infrastructure								
<b>Total Budget</b>		<b>\$ 16,373,068</b>	<b>\$ 3,469,362</b>	<b>\$ 1,473,854</b>	<b>\$ 1,249,573</b>	<b>\$ 1,699,988</b>	<b>\$ 866,435</b>	<b>\$ 272,901</b>

Expense Category	Student Services	Fin Aid & Enrollment	College Infrastructure	Fiscal Operations	General Support Svcs	Marketing & Comm (Grants)	Admin Info Tech
Program Code	061, 062, 063	064, 065	081 & '020	082	083	085	086
<b>Salaries &amp; Benefits</b>							
Exempt Salaries	\$ 906,650	\$ 138,745	\$ 698,340	\$ 185,515	\$ 192,470	\$ 209,034	\$ 164,353
Faculty Salaries	\$ 843,033	\$ 25,611	\$ 56,042	\$ 17,300	\$ 6,456	\$ 12,000	\$ -
Classified Salaries	\$ 1,393,075	\$ 459,798	\$ 48,168	\$ 296,082	\$ 262,476	\$ 168,132	\$ 320,562
Student Salaries	\$ 121,447	\$ 6,000	\$ -	\$ -	\$ 250	\$ 500	\$ 5,000
Overtime & Other Salaries	\$ 7,852	\$ 500	\$ 500	\$ 4,321	\$ 6,000	\$ -	\$ 2,100
Benefits	\$ 1,090,994	\$ 232,065	\$ 212,264	\$ 171,194	\$ 149,091	\$ 125,710	\$ 141,808
<b>Total Salaries &amp; Benefits</b>	<b>\$ 4,363,051</b>	<b>\$ 862,719</b>	<b>\$ 1,015,314</b>	<b>\$ 674,412</b>	<b>\$ 616,743</b>	<b>\$ 515,376</b>	<b>\$ 633,823</b>
<b>Operations</b>							
Contracted Services	\$ -	\$ -	\$ -	\$ 5,000	\$ 10,000	\$ 20,000	\$ -
Goods and Services	\$ 446,396	\$ 29,730	\$ 1,022,657	\$ 284,675	\$ 278,231	\$ 263,900	\$ 138,500
Travel	\$ 347,629	\$ 2,560	\$ 30,733	\$ 3,000	\$ 10,350	\$ 5,600	\$ 2,700
Equipment	\$ 6,000	\$ -	\$ -	\$ -	\$ 7,500	\$ -	\$ 66,500
Computer Equip & Software	\$ 16,195	\$ -	\$ -	\$ -	\$ 3,500	\$ -	\$ -
Student Aid	\$ 960,334	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Operations</b>	<b>\$ 1,776,554</b>	<b>\$ 32,290</b>	<b>\$ 1,053,390</b>	<b>\$ 292,675</b>	<b>\$ 309,581</b>	<b>\$ 289,500</b>	<b>\$ 207,700</b>
<b>Total Budget</b>	<b>\$ 6,139,605</b>	<b>\$ 895,009</b>	<b>\$ 2,068,704</b>	<b>\$ 967,087</b>	<b>\$ 926,324</b>	<b>\$ 804,876</b>	<b>\$ 841,523</b>
<b>Major Categories Summary</b>							
Instruction							
Student Success	\$ 6,139,605	\$ 895,009					
College Infrastructure			\$ 2,068,704	\$ 967,087	\$ 926,324	\$ 804,876	\$ 841,523
<b>Total Budget</b>	<b>\$ 6,139,605</b>	<b>\$ 895,009</b>	<b>\$ 2,068,704</b>	<b>\$ 967,087</b>	<b>\$ 926,324</b>	<b>\$ 804,876</b>	<b>\$ 841,523</b>

Expense Category	Plant Operations	Public Safety & Emerg Mgmt	TOTAL
Program Code	09* (not 097)	097	
<b>Salaries &amp; Benefits</b>			
Exempt Salaries	\$ 82,877	\$ 132,360	\$ 3,612,666
Faculty Salaries	\$ 12,779	\$ -	\$ 15,852,177
Classified Salaries	\$ 807,622	\$ -	\$ 5,133,400
Student Salaries	\$ 11,750	\$ -	\$ 234,195
Overtime & Other Salaries	\$ 24,990	\$ -	\$ 55,172
Benefits	\$ 355,257	\$ 23,028	\$ 7,880,649
<b>Total Salaries &amp; Benefits</b>	<b>\$ 1,295,275</b>	<b>\$ 155,388</b>	<b>\$ 32,768,259</b>
<b>Operations</b>			
Contracted Services	\$ -	\$ -	\$ 45,000
Goods and Services	\$ 1,931,572	\$ 124,100	\$ 6,280,127
Travel	\$ 1,100	\$ -	\$ 441,102
Equipment	\$ 200	\$ -	\$ 630,231
Computer Equip & Software	\$ -	\$ -	\$ 405,591
Student Aid	\$ -	\$ -	\$ 985,634
<b>Total Operations</b>	<b>\$ 1,932,872</b>	<b>\$ 124,100</b>	<b>\$ 8,787,685</b>
<b>Total Budget</b>	<b>\$ 3,228,147</b>	<b>\$ 279,488</b>	<b>\$ 41,555,944</b>
<b>Major Categories Summary</b>			
Instruction			\$ 19,842,430
Student Success			\$ 12,597,365
College Infrastructure	\$ 3,228,147	\$ 279,488	\$ 9,116,149
<b>Total Budget</b>	<b>\$ 3,228,147</b>	<b>\$ 279,488</b>	<b>\$ 41,555,944</b>



**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
REGULAR MEETING OF JUNE 24, 2015**

**TAB 2**

**ACTION**

**Subject: Exceptional Faculty Award 2015 - 2016**

**Background**

Shoreline Community College has annually provided recognition of one or more of its exceptional faculty through the Exceptional Faculty Award. An endowment account was established in 1999 through funds from the Shoreline Community College Foundation and matching funds from the State Board for Community and Technical Colleges, pursuant to RCW 28B.50.844.

Traditionally, recognition of a recipient or recipients has occurred at the Fall Convocation held during Opening Week. Secrecy of the recipient(s) is/are maintained until that time.

Exceptional Faculty Award Nomination Criteria includes:

- Dedication, knowledge or expertise or exceptional achievement in a discipline, program or academic or professional specialty
- Outstanding teaching, advising/counseling or librarianship skills
- Recognition of superior service in the classroom, library or advising/counseling duties

Nominations for the 2015 - 2016 Exceptional Faculty Award were due to the Human Resources Office by June 5, 2015. The Exceptional Faculty Award Recommendation Committee could not be convened prior to the June 24, 2015 Regular Meeting of the Board of Trustees.

**Recommendation**

That the Board of Trustees exercise EL-1 (Executive Limitations-Global Executive Restraint) as contained in the Board of Trustees Governance Manual and delegate the action on the recommendation to be put forth at a future date by the Exceptional Faculty Award Recommendation Committee to President Cheryl Roberts.

Prepared by: Stephen P. Smith  
Vice President for Human Resources & Legal Affairs  
Shoreline Community College  
June 18, 2015



**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
REGULAR MEETING OF JUNE 24, 2015**

**TAB 3**

**ACTION**

**Subject: College Budget for Fiscal Year 2015-2016**

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**Background**

The College's current fiscal year (FY 2014-2015) ends June 30, 2014, along with the fiscal year of the State of Washington. In order to have proper spending authority in place, it is necessary for the College to adopt a budget for next fiscal year (FY2015-2016), which begins July 1, 2015.

The State allocation for 2015-2016 is still being finalized due to legislative concerns. It is our assumption that the allocation will be flat with any additional funding going towards mandatory changes such as healthcare. The budget for 2015-2016 is built on a flat state contribution.

Revenue sources and expenses were presented as a draft recommendation at the May 27, 2015 Board of Trustees and the final recommendation was reviewed in detail during the Board of Trustees Study Session on June 24, 2015. The revenue and expenses recommendations include temporary and permanent new investments for fiscal year 2015 – 2016 of \$3,129,046. The total operating budget (pending legislative approval) is recommended to be \$41,555,944. The budget for other funds is \$13,286,299 for a total budget of \$54,842,243 not including our capital budget.

The 2015-2016 Strategic Action Plans funding recommendations are also included as part of the budget this year. They have been prepared and submitted by personnel and departments across the campus as part of the budget planning needs assessment. They are directly tied to core themes, strategic initiatives and goals. They have been reviewed and prioritized by the Strategic Planning and Budget Committee, Dean Team, Executive Leadership Team, and the President.

Our core theme of College Stewardship is well represented in this recommended budget. A college-wide, transparent budget planning process resulted in a balanced approach for this budget recommendation. This balanced approach allows for efficient management as well as appropriate investment in those areas that improve our infrastructure, grow our enrollment, and serve our students and communities to achieve the college mission.

**Recommendation**

That the Board of Trustees adopts the proposed FY 2015-2016 budget by motion. Pending legislative action.

Prepared by: Dawn Vinberg, Executive Director, Budget & Capital  
Shoreline Community College  
June 18, 2015

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**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
REGULAR MEETING OF JUNE 24, 2015**

**TAB 4**

**ACTION**

**Subject: Approve Board Resolution No. 132  
(2015-2016 Operating Budget Continuing Authority)**

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**Resolution No. 132  
2015-2016 Operating Budget  
Continuing Authority**

WHEREAS, the Washington State Legislature has not produced a state operating budget as of the date of this resolution,

WHEREAS, the State Board for Community and Technical Colleges, delegated with the authority to allocate and disseminate the state budget to community and technical colleges, will not be able to provide the allocation to Shoreline Community College until a state operating budget is produced and approved at a yet-to-be determined State Board meeting; and

WHEREAS, an extension is being requested, as it is the judgment of the College administration that the proposed 2015-2016 Shoreline Community College Operating Budget cannot be formulated and presented for review until the state operating budget has been provided and allocations received from the State Board for Community and Technical Colleges. Additionally, the campus community will require an opportunity to thoroughly evaluate and respond to the proposed College Operating Budget, and the Trustees will require time for analysis and review subsequent to its first reading of the proposed 2015-2016 Operating Budget at the next Board of Trustees meeting or at a meeting after that date, if required;

THEREFORE, BE IT HEREBY RESOLVED that since the Board of Trustees of Shoreline Community College is unable to adopt the 2015-2016 Operating Budget prior to June 30, 2015, the Board hereby authorizes the College President to proceed with normal operations of the College using available funds, general fund reserve as authorized under Executive Limitations: Financial Condition and Activities, No. EL- 4.8 or legislative appropriations until formal adoption of the 2015-2016 College Operating Budget by the Board of Trustees.

The Board hereby adopts Resolution No. 132.

Done in Open Public Meeting by the Board of Trustees this 24<sup>th</sup> Day of June, 2015.

Board of Trustees  
Shoreline Community College  
District Number Seven

By: \_\_\_\_\_  
Thomas W. Lux, Chair

### **Recommendation**

It is recommended that the Board of Trustees take action on Resolution No. 132 (2015-2016 Operating Budget Continuing Authority).

Prepared by: Dawn Vinberg  
Executive Director, Budget & Capital  
Shoreline Community College  
June 18, 2015

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
REGULAR MEETING OF JUNE 24, 2015**

**TAB 5**

**ACTION**

**Subject: 2015–16 Tuition Waiver and Fee Changes**

**Background**

**Tuition Waiver for Active Duty Military Personnel**

The community and technical college (CTC) system in Washington recently received notice that the Department of Defense's (DoD's) tuition reimbursement for active duty military personnel will only cover the cost of DoD's definition of "tuition." DoD's definition excludes two components that are embedded in the CTC system's definition of tuition, namely the building fee and the services and activities fee. In order to avoid the possibility of declining enrollments due to active duty students needing to pay approximately \$200 more per quarter for what DoD will not pay, the State Board for Community and Technical Colleges requested an optional waiver that allows colleges to reduce the impact of DoD's interpretation. As a result, House Bill 1706 was signed by Governor Inslee with an effective date of July 24, 2015. This new law allows colleges to waive the portion of our tuition that DoD will not pay.

Because the waiver is optional and not mandatory, the Board of Trustees must approve it in order for the College to grant it to eligible students. The College has approximately 10–15 students using DoD's tuition assistance each quarter, with total waivers likely to be on the order of \$10,000 per year.

**Proposed Fee Changes Beginning Fall Quarter 2015**

NOTE: These fee changes were discussed with the Board of Trustees at its May 27, 2015, meeting.

- **Student completion fee.** The College currently charges fees of \$20.00 to process a graduation application and \$5.00 per official transcript. In order to reduce barriers to student completion, we propose to eliminate the graduation fee and provide each student with two official transcripts (in person or by mail) at no cost. A new quarterly fee of **\$0.50 per credit, up to 10 credits per quarter** (maximum \$5.00 per quarter) would replace the eliminated fees. (Official transcripts beyond two per student would remain at \$5.00 each.) This modification would spread the cost over a longer period, and it would allow the College to move toward automatic conferral of degrees when students meet the requirements.

- Parent-Child Center fees. The Parent-Child Center proposes to increase fees by less than 3 percent for each age-band of children as shown in **Attachment 1** to this tab. This change would become effective as of September 1, 2015.
- Course fees in engineering, computer science, and clean technology. The College proposes to charge a lab fee of **\$10.00 per class** for courses in engineering, computer science, and clean technology. This amount will be used to offset costs of materials, supplies, and hourly staff.

### **Recommendation**

That the Board approve the proposed tuition waiver and fees by motion.

Prepared by:                      Stuart Trippel, Executive Director, Business and Student  
   Support Services  
   Dawn Vinberg, Executive Director, Budget and Capital  
   June 18, 2015

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
REGULAR MEETING OF JUNE 24, 2015**

**TAB 6**

**ACTION**

**Subject: 2015-2016 Student Services and Activities (SS&A) Budget**

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Note: The 2015-2016 Student Services and Activities Budget Proposal was submitted and presented to the Board of Trustees at its May 27, 2015 Study Session.

**Background:** Executive Summary from the 2015-2016 Student Services and Activities Budget Proposal

The Student Services & Activities (SS&A) Fee at Shoreline Community College is the primary source of funding for student programs and clubs on campus. These clubs and programs provide students with the opportunity to participate in extracurricular activities at the college.

Students who participate in these programs gain learning opportunities that the classroom doesn't always provide. Student programs are extracurricular in nature, meaning that what students learn in these programs and what they experience will differ from what they learn and experience in the classroom environment. Students who participate in these activities either have the chance to take what they have learned in the classroom and apply it in an out-of-classroom setting, or gain new knowledge or skills as a result of their involvement in an activity. Though SS&A-funded activities are extracurricular, they are still focused on student learning and success.

The SS&A Committee would like to propose a fee-increased budget to the Board of Trustees. This proposal will provide \$1.4 million of funding to SS&A-funded items for the 2015-2016 academic year.

Student Leadership Center hosted an Open Forum for students to better understand the fee increase. The forum was advertised on many bulletin boards around campus, and online via Shoreline News and the SLC website. It was held on Friday, June 5, 2016 and 20 students attended. There was a majority 'yes' response to supporting the fee increase. Two people said no and one person said maybe. The students indicated they appreciated being informed about the fee increase.

**Recommendation**

It is recommended that the Board of Trustees approve the SS&A budget proposal of \$1.4 million for the 2015-2016 academic year as presented at the Board's May 27, 2015 Study Session.

Respectfully Submitted:

Konstantin Grinev – SBA Minister of Treasury & Chair, SS&A Committee  
Rezina Habtemariam – Administrative Representative  
Justin Collins – Student Representative  
Michelle Ogle – Student Representative  
David Starr – Faculty Representative  
Ann Martin-Cummins – Budget Office Advisor

June 18, 2015

Shoreline Community College  
Student (SBOTFinal) Fee Budget Recommendation FY1516

6/18/2015

Summary Level Programs	2015-2016 Request	Scenario 2 2015-2016 Fee Increase
Athletics	\$ 316,748	\$ 316,748
Contingency	\$ 50,000	\$ 50,000
DECA	\$ 22,682	\$ 20,682
Ebbtide	\$ 50,461	\$ 32,670
Fine Arts	\$ 184,947	\$ 182,362
Intramurals	\$ 35,418	\$ 35,418
Mini-Grant	\$ 50,000	\$ 45,000
Phi Theta Kappa	\$ 5,607	\$ 5,607
Student Clubs	\$ 42,270	\$ 42,270
Student Engagement	\$ 52,254	\$ 36,177
Student Life Center	\$ 509,479	\$ 499,915
Student Support & Tutoring	\$ 149,229	\$ 149,229
<b>Total</b>	<b>\$ 1,469,095</b>	<b>\$ 1,416,078</b>

Detail Level Programs in Alphabetically Order	2014-15 Allocations	2015-2016 Request	Scenario 1 2015-2016 No Fee Increase	Scenario 2 2015-2016 Fee Increase
A&E	\$85,000	\$189,564	\$145,841	\$180,000
Art Gallery	\$3,000	\$3,087	\$2,500	\$2,667
Athletic Scholarships	\$49,250	\$49,250	\$49,250	\$49,250
Athletics - Intramurals	\$29,440	\$35,418	\$29,440	\$35,418
Center for Equity & Engagement	\$20,000	\$33,214	\$12,000	\$22,136
Choral Ensembles	\$15,000	\$17,349	\$15,000	\$17,349
Concert Band	\$10,500	\$16,416	\$12,000	\$16,416
Contingency Fund	\$79,956	\$50,000	\$40,000	\$50,000
DECA	\$21,650	\$22,682	\$20,682	\$20,682
Ebbtide	\$30,250	\$50,461	\$30,250	\$32,670
Instrumental Music	\$19,000	\$20,295	\$19,000	\$20,295
Men's Baseball	\$30,463	\$46,074	\$30,463	\$46,074
Men's Basketball	\$24,706	\$25,644	\$24,706	\$25,644
Men's General Athletics	\$25,675	\$29,987	\$25,675	\$29,987
Men's Soccer	\$23,391	\$25,344	\$23,391	\$25,344
Mini - Grant	\$63,670	\$50,000	\$50,000	\$45,000
Opera & Musicals	\$35,000	\$40,715	\$35,000	\$40,715
Parent & Child Center	\$63,200	\$63,200	\$63,200	\$63,200
Phi Theta Kappa	\$4,600	\$5,607	\$4,581	\$5,607
Plays Video Film	\$8,500	\$13,948	\$9,500	\$13,948
RSO Funding	\$42,270	\$42,270	\$40,945	\$42,270
SBA - SLC executive budget	\$0	\$117,923	\$113,421	\$117,923
SLC - Training	\$0	\$9,431	\$7,500	\$9,431
Softball	\$23,184	\$34,508	\$23,184	\$34,508

Shoreline Community College  
Student (SBOTFinal) Fee Budget Recommendation FY1516

6/18/2015

Detail Level Programs in Alphabetically Order	2014-15 Allocations	2015-2016 Request	Scenario 1 2015-2016 No Fee Increase	Scenario 2 2015-2016 Fee Increase
Spindrift	\$20,000	\$22,165	\$15,000	\$20,000
Student Leadership Center	\$254,000	\$192,561	\$123,147	\$192,561
Theatre Tech	\$39,700	\$50,972	\$39,700	\$50,972
Transfer Student Tutoring	\$80,000	\$86,029	\$86,029	\$86,029
Volleyball	\$22,859	\$23,650	\$22,859	\$23,650
Women's Basketball	\$25,416	\$26,044	\$25,416	\$26,044
Women's Center	\$0	\$19,041	\$10,000	\$14,041
Women's General Athletics	\$26,050	\$29,711	\$26,050	\$29,711
Women's Soccer	\$24,270	\$26,536	\$24,270	\$26,536
<b>Total</b>	<b>\$1,200,000</b>	<b>\$1,469,095</b>	<b>\$1,200,000</b>	<b>\$1,416,078</b>

The maximum possible fee allowed by Washington State Board for Community & Technical Colleges =  
= \$10.58 pcr for 1-10 credits and \$6.15 pcr for 11-18 credits

Explanation			fee stays the same	increase scenario
Proposed increase fee 1-10 credits			0	0.8
Increase in fee for 11-18 credits			\$0.00	\$1.20
Proposed fee for 10-11 credits			\$8.20	\$9.00
Proposed fee for 11-18 credits			\$1.97	\$3.17
Max possible fee (if 18+ credits)			\$97.76	\$97.76
Proposed max possible fee (18+)			\$97.76	\$115.36
% Increase from maximum possible fee amount due			0.00%	18.00%
SS&A budgeted revenue for 1415			\$1,200,000	\$1,200,000
<b>Projected revenue based on proposed % increase from maximum cap</b>			<b>\$1,200,000</b>	<b>\$1,416,039</b>



# Proposal to Increase the 2015 – 2016 Student Services and Activities (SS&A) Fee

The Student Services & Activities (SS&A) Fee at Shoreline Community College is the primary source of funding for various programs and student organizations on campus. SS&A funded programs engage the entire campus community through developing programs and providing services that support retention and student success. These student organizations and programs support the college's core themes and strategic initiatives by creating a climate of inclusion, social justice, equity, access for all students. Additionally, SS&A funded programs provide opportunities for students to engage in activities outside of the classroom, allowing students to build community, gain leadership skills and work experience as well as enhance the learning that happens within the classroom.

The 2014 – 2015 Student Services and Activities Committee believes that the college should increase the fee to adequately meet program needs. The increase of the fee would directly benefit students by providing additional services, resources and opportunities for engagement.

## **Fee description and rationale for proposed fee increase:**

SS&A funds are generated equally on a per student basis meaning that it is the dependent on the number of full time enrolled students. *Please see Table 1 for current and proposed rates.* The SS&A fee funds all student organizations as well as Category II Programs (*please see table 2 and attached spreadsheet*).

During the 2014-2015 session, the SS&A Committee received all program budgets which were thoroughly reviewed. Program managers also presented their budgets and the committee was able to ask questions and further discuss allocation of funding. Listed below are the general considerations the Committee used during the deliberation:

- Necessity of newly requested expenses
- Implicit cost increases (minimum wage, inflation, etc.)
- External revenue sources (fundraising, ticket sales, etc.)
- Quantity of students impacted vs. quality of experience
- Travel expenses
- Impact on retention
- Efficiency of prior budget expenditures
- Use of campus resources

After comprehensive review, committee members strongly believe that the current rate is insufficient to ensure adequate services, resources and co-curricular activities at the college. And there are several reasons to assert so:

- the fee has not been increased for several years and as costs of goods and services inevitably increase, the fee has not adjusted to account for inflation
- SCC has one of the lowest fee rates in the state. The majority of schools implement the state maximum for SS&A Fees (set by the Washington State Board for Community & Technical Colleges). *Please see Table 3*
- The increased revenue (*see Table 4*) would allow various programs to meet their current needs and also increase programming, services and resources provided to students. This includes:
  - Additional opera and play productions
  - Athletic field rentals
  - Music Department travel needs
  - Additional full time position in the Student Leadership Center which is significantly understaffed
  - Greater opportunities to attend conferences, trainings and workshops
    - Increase in students who are able to attend as well
  - Increased hourly student positions to support various programs

### **Recommendation:**

The SS&A Committee recommends to the Board of Trustees to increase the SS&A fee by \$0.80 per credit for the first 10 credits and by \$1.20 per credit for the 11-18 credits which would bring the fee to the following rates: \$9.00 per credit for the first 10 credits and \$ 3.17 for the 11-18 credits. This amounts to an additional \$17.60 per quarter for a student enrolled full time. It is estimated that this increase will generate an additional revenue of \$216,000, totaling the SS&A Budget to \$1,416,000. This would allow programs and organizations to be funded adequately which would result in comprehensive support, resources, opportunities and services. This aligns with the College's core themes and strategic initiatives. Involvement in student organizations and the opportunities programs provide enhances the student experience which contributes directly to student success and retention. Students are able to engage in activities outside of the classroom which allows students to build community, gain leadership skills and work experience as well as enrich the learning that happens within the classroom.

**Table 1**

	<b>\$/1cr 1-10 credits</b>	<b>\$/1cr 11-18 credits</b>	<b>Total/qtr (full-time)</b>
<b>Max. state's rate</b>	\$ 10.58	\$ 6.15	\$136.55
<b>Current fee rate</b>	\$ 8.20	\$ 1.97	\$ 97.76
<b>Proposed fee rate</b>	\$ 9.00 (.80 increase)	\$ 3.17 (1.20 increase)	\$115.36

**Table 2**

<b>Recognized Student Organizations 2014-15</b>		
<b>Alliance of Latin American Students</b>	<b>First Nations</b>	<b>Sci-Fi Club</b>
<b>Art Club</b>	<b>Golf Club</b>	<b>Shoreline's Field of Justice (League of Legends Club)</b>
<b>Asian Student Association</b>	<b>Hall of Worthies</b>	<b>Swing Dance Club</b>
<b>Black Student Union</b>	<b>Heroes Club</b>	<b>Taiwanese Club</b>
<b>Board Game Club (Draeger's Trick)</b>	<b>Hong Kong Student Association</b>	<b>Ukelele Club</b>
<b>CEO Club</b>	<b>Indonesian Student Community</b>	<b>Vietnamese Club</b>
<b>Chinese Culture Club</b>	<b>Just Dance Club</b>	<b>Visual Comm. Tech. Club</b>
<b>Christian Open Door Fellowship</b>	<b>Kung Fu Club</b>	<b>Wordsmithies</b>
<b>Clay Club</b>	<b>MIDI Engineering Club</b>	<b>Worldly Philosophers &amp; Dismal Scientists</b>
<b>Dental Hygiene Club</b>	<b>Muay Thai Club</b>	<b>Film Club</b>
<b>Disability Awareness Society</b>	<b>Muslim Student Association</b>	<b>United Science Club</b>
<b>Disciple Makers of Christ</b>	<b>Piano Club</b>	
<b>Engineering &amp; Technology Society</b>	<b>Pre-Medical Science Club</b>	
<b>Ethiopian-Eritrean Student Assoc.</b>	<b>Project Pride</b>	
<b>F-Stop Photo Club</b>	<b>SCC Cheer Club</b>	
<b>Feminists United</b>	<b>SCC Economics Research Team (SCCERT)</b>	

**Table 3**

College	S&A Fee
Big Bend	10.58
Clark	10.58
Green River	10.58
Highline	10.58
North Seattle	10.58
Peninsula	10.58
Seattle Central	10.58
Skagit	10.58
South Seattle	10.58
Tacoma	10.58
Walla Walla	10.58
Wenatchee	10.58
Yakima	10.58
Bellevue	10.58
Cascadia	10.58
Edmonds	10.58
Olympic	10.58
Pierce	10.58
Pierce-Fort Steilacoom	10.58
Lower Columbia	10.58
Everett	9.00
Grays Harbor	8.94
Spokane	8.88
Spokane Falls	8.88
Centralia	8.83
Whatcom	8.70
<b>Shoreline</b>	<b>8.20</b>
South Puget Sound CC	7.70
Columbia Basin College	7.10

**Table 4**

	Currently	Proposed Increase
<b>Revenue Generated through SS&amp;A Fee</b>	\$1,200,000.00	\$1,416,039.28

# ***OPEN FORUM DISCUSSION***

***on the Proposal to Raise the  
Student Services & Activities Fee (SS&A)***

**PUB Quiet Dining Room (9208)  
Friday, June 5th 12:30-1:30pm**

***JOIN THE CONVERSATION!  
YOUR FEEDBACK IS IMPORTANT!***

## ***What is the SS&A Fee?***

The SS&A fee is the primary source of funding for various programs and all student organizations on campus. SS&A funded programs engage the entire campus community through developing programs and providing services that support retention and student success. SS&A funded programs provide opportunities for students to engage in activities outside of the classroom, allowing students to build community, gain leadership skills and work experience as well as enhance the learning that happens within the classroom.

## ***What is the Proposal?***

The SS&A Committee recommends to the Board of Trustees to increase the SS&A fee by \$0.80 per credit for the first 10 credits and by \$1.20 per credit for the 11-18 credits, which would bring the fee to the following rates: \$9.00 per credit for the first 10 credits and \$3.17 for the 11-18 credits. The additional revenue this will generate would allow programs and organizations to be funded adequately which would result in comprehensive support, resources, opportunities and services.

***presented by:***



For more info visit – [sba.shoreline.edu](http://sba.shoreline.edu)

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
REGULAR MEETING OF JUNE 24, 2015**

**TAB 7**

**ACTION**

**Subject: Approve Board Resolution No. 133  
(Commending Service of Shoreline Community College Federation of  
Teachers (SCCFT) • Local No. 1950 • AFT Washington/AFT/AFL-CIO  
President: Professor Amy Kinsel)**

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**Resolution No. 133  
Commending Service of  
Shoreline Community College Federation of Teachers (SCCFT)  
Local No. 1950, AFT Washington/AFT/AFL-CIO President:  
Professor Amy Kinsel**

WHEREAS, Professor Amy Kinsel has represented the Shoreline Community College Federation of Teachers (SCCFT) • Local No. 1950 • AFT Washington/AFT/AFL-CIO to the Board of Trustees since September 2011; and

WHEREAS, Professor Kinsel has served and represented the faculty of Shoreline Community College with energy and passion; and

WHEREAS, Professor Kinsel advocated for and exhibited a commitment to, all members of the campus community and the institution through her communication with the Board of Trustees; and

WHEREAS, Professor Kinsel exemplifies excellence in teaching, learning and a dedication to the success of all students;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Shoreline Community College to publicly proclaim its appreciation to Professor Kinsel for her exemplary service to students, faculty, staff and trustees; and

BE IT FURTHER RESOLVED that the Board extends its best wishes to Professor Kinsel as she continues to support students and the campus-at-large in her new role as the Dean of Social Sciences, Library and Parent-Child Center.

The Board hereby adopts Resolution No. 133.

Done in Open Public Meeting by the Board of Trustees this 24<sup>th</sup> Day of June, 2015.

Board of Trustees  
Shoreline Community College  
District Number Seven

By: \_\_\_\_\_  
Thomas W. Lux, Chair

### **Recommendation**

It is recommended that the Board of Trustees take action on Resolution No. 133 (Commending Service of Shoreline Community College Federation of Teachers (SCCFT) • Local No. 1950 • AFT Washington/AFT/AFL – CIO President: Professor Amy Kinsel).

Prepared by: Lori Yonemitsu  
Executive Assistant to the President & Secretary to the Board of Trustees  
Shoreline Community College  
June 18, 2015

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
REGULAR MEETING OF JUNE 24, 2015**

**TAB 8**

**ACTION**

**Subject: Approve Board Resolution No. 134  
(Commending Service of Associated Student Government President  
Ashley Cowan)**

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**Resolution No. 134  
Commending Service of  
Associated Student Government President  
Ashley Cowan**

WHEREAS, the Associated Student Government is the recognized governmental body representing the students of Shoreline Community College; and

WHEREAS, Associated Student Government President for 2014 – 2015, Ms. Ashley Cowan, has represented the students of Shoreline Community College with exceptional leadership, bringing focus, vision and skill to the position; and

WHEREAS, Ms. Cowan was instrumental in informing and organizing students to actively participate in representative government; and

WHEREAS, Ms. Cowan has provided the Board of Trustees with a monthly, well-prepared and well-delivered review of all student leadership activities; and

WHEREAS, Ms. Cowan will continue in her official capacity as Associated Student Government President for 2015 - 2016;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Shoreline Community College to publicly proclaim its appreciation to Ms. Ashley Cowan for her exemplary service to the students, faculty, staff and trustees; and

BE IT FURTHER RESOLVED that the Board extends best wishes to Ms. Cowan as she continues her educational, professional and personal goals.

The Board hereby adopts Resolution No. 134.

Done in Open Public Meeting by the Board of Trustees this 24<sup>th</sup> Day of June, 2015.

Board of Trustees  
Shoreline Community College  
District Number Seven

By: \_\_\_\_\_  
Thomas W. Lux, Chair



### **Recommendation**

It is recommended that the Board of Trustees take action on Resolution No. 134 (Commending Service of Associated Student Government President Ashley Cowan).

Prepared by: Lori Yonemitsu  
Executive Assistant to the President & Secretary to the Board of Trustees  
Shoreline Community College  
June 18, 2015

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
REGULAR MEETING OF JUNE 24, 2015**

**TAB 9**

**ACTION**

**Subject: President's Certification of Compliance**

**Background**

The Board agreed at its May 26, 2010 Study Session, “that commencing with the 2010 – 2011 year, the Board will utilize a certifying document (which the President is to certify by her/his signature) in relation to the ten Executive Limitations” contained in the Board of Trustees Governance Manual (aka Policy Manual).”

**Attachment**

*President's Certification of Compliance* document denoting the ten (EL-1 through EL-10) Executive Limitations as contained in the Board's Governance Manual.

**Recommendation**

That the Board of Trustees take action on the certified 2014 – 2015 *President's Certification of Compliance* document—which will be furnished to the Board on June 24, 2015.

Prepared by: Lori Yonemitsu  
Executive Assistant to the President & Secretary to the Board of Trustees  
Shoreline Community College  
June 19, 2015

### EXECUTIVE LIMITATIONS

#### EL-1 GLOBAL EXECUTIVE CONSTRAINT

1. Within the college, the College President will allow, practices, activities, decisions, or organizational circumstances that are lawful, prudent, and in compliance with commonly accepted business and professional ethics and practices, and in agreement with the provisions set forth in the State Board for Community and Technical Colleges policy, Office of Financial Management policy, the Shoreline Community College Board of Trustees' Policy and/or take into account any executive order of the Governor of the State of Washington.

#### EL-2 TREATMENT OF PEOPLE

The President will:

1. Operate with policies or procedures that:
  - a. clarify rules for students, employees, volunteers, community members and visitors,
  - b. provide for effective handling of grievances,
  - c. protect against wrongful conditions, such as nepotism and grossly preferential treatment for personal reasons, and
  - d. ensure due process procedures for students, employees, volunteers and visitors.
2. Permit any member of the community to address the Board about a specific Board policy.
3. Avoid discrimination or retaliation against anyone for expressing a non-disruptive ethical dissent.
4. Comply with all laws, rules, and regulations pertaining to students and employees, including those pertaining to discrimination.
5. Acquaint students and employees, with their rights and responsibilities.
6. Take prompt and appropriate action when the President becomes aware of any violation of federal laws, state laws, rules, regulations, State Board for Community and Technical Colleges' policy, Office of Financial Management policy, any executive order of the Governor of the State of Washington, or Shoreline Community College Board of Trustees' policy.
7. Interact with community members or external stakeholders in a manner that creates good will towards the college.
8. Protect the academic freedom of the institution, its faculty and its students.
9. Promulgate rules and provide for sanctions that provide a civil and non-disruptive learning environment.
10. Ensure that staff is prepared to deal with emergency situations.

#### EL-3 FINANCIAL PLANNING/BUDGETING

The President will:

1. Uphold those situations or conditions described in the Board Policy, "Financial Condition and Activities" (Policy No. EL-4).
2. Develop a budget with credible projection of revenues and expenses that separates capital and operating items and that discloses planning assumptions.
3. Plan that expenditure of funds in any fiscal year will not be more than the sum of a) what is conservatively projected to be received during that year and, b) what has been approved by the Board to be carried over for expenditure from previous years.
4. Develop budget processes that provide opportunities for information and feedback from a broad base, including administrators, faculty, staff and students.
5. Develop a budget that takes into account the Board priorities.

#### EL-4 FINANCIAL CONDITION AND ACTIVITIES

The President will:

1. Expend only those funds that have been approved by the Board in the fiscal year, unless the Board's approval to do otherwise has been obtained.
2. Not incur debt in an amount greater than that which can be repaid by certain and otherwise unencumbered revenues within the current year, or can be repaid from accounts specifically established for such purpose.
3. Not make any single purchase or otherwise commit the College to any expenditure greater than one half (1/2) of one percent (1%) of the College's current approved operating budget that deviates from the Board-adopted budget, without notifying the Board within 45 days of such expenditure. Splitting orders or obligations to avoid this limit is not acceptable.
4. Promote fiscal integrity by expending College funds in a manner that results in a zero or positive fund balance at the close of the fiscal year.
5. Promote comprehensive facilities planning and ensures staff execute the resulting plans for the use of the College's physical plant in order to:
  - a. contribute to student learning,
  - b. assist in the attraction of new students and retention of existing students,
  - c. optimize the use of taxpayer-provided capital assets,
  - d. extend the useful life of existing structures to the greatest practical degree, and
  - e. promote a safe and healthy environment for students and staff.
6. Provides to the Board, quarterly and annual reports of the College's current financial condition that continually enhances the Board's ability to meet its fiduciary responsibility.
7. Accepts only gifts or grants that are in the best interest of the College, and does not obligate the College to make future expenditures using funds other than those created by the gift or grant without Board approval.

#### EL-5 EMERGENCY EXECUTIVE SUCCESSION

1. To protect the Board from sudden loss of presidential services, the President has at least two executives sufficiently familiar with board and presidential issues and processes to enable either to take over with reasonable proficiency as an interim successor.

#### EL-6 ASSET PROTECTION

The President will:

1. Insure adequately, to the extent appropriate for a state-owned institution of higher education, against:
  - a. theft and casualty losses in amounts consistent with replacement values, and
  - b. liability losses to the College itself, Board members, and employees.
2. Ensure that un-bonded personnel do not have access to funds in amounts considered material for audit purposes.
3. Promote the proper care and sufficient maintenance of physical plant and equipment.
4. Protect the College, the Board, and employees against claims of liability.
5. Receive, process, and disburse funds under controls that are sufficient to meet standards used by all auditors at various federal, state, and local levels that may be reasonably expected to assess the College's controls.
6. Invest funds in accounts or in investments only as permitted by Washington state law.
7. Acquire, encumber, name, and dispose of real property only with Board approval.
8. Protect information, files, and intellectual property from loss, damage, and misuse.
9. Protect the College's name and maintain its identity in the community.
10. Submit the facilities master plan to the Board for approval.

#### **EL-7 COMPENSATION AND BENEFITS**

The President will:

1. Not change his/her own compensation and benefits, except when they are consistent with a package for all other employees.
2. Not establish or change the compensation and benefits of other employees except in accordance with collective bargaining agreements negotiated by the Board or in accordance with salary schedules or plans adopted by the Board, except as allowed in EL7.4
3. Not promise or imply permanent or guaranteed employment beyond that provides in Board adopted contractual agreements or Board approved contractual template.
4. Provide the Board an annual accounting of any employee fringe benefits granted outside of Board adopted collective bargaining agreements or Board approved contractual templates.

#### **EL-8 COMMUNICATION AND SUPPORT TO THE BOARD**

The President will:

1. Submit monitoring data required by the Board in a timely, accurate, and understandable manner that directly addresses provisions of the Board policies being monitored.
2. Inform the Board Chair of relevant trends, anticipated adverse media coverage, actual or anticipated legal actions, or material external and internal changes, including changes in the assumptions upon which any Board policy has been established.
3. Tell the Board that, in the President's opinion, the Board is not in compliance with its own policies on Governance Process and Board-President Relationship, particularly in the case of Board behavior that is detrimental to the working relationship between the Board and the President.
4. Not present information that is knowingly inaccurate or incomplete.
5. Provide a mechanism for official Board communication.
6. Deal with the Board in a way that indicates no favoritism and privilege towards certain Board members, except when:
  - . Ensures that appropriate staff insure adequately, to the extent appropriate for a state-owned institution of higher education, against:
    - a. fulfilling individual requests for information, or
    - b. responding to officers or committees duly charged by the Board.
7. Submit a consent agenda to the Board containing items that although delegated to the President, are required by law, regulation, or contract to be Board-approved, along with applicable monitoring information.

#### **EL-9 TENURE**

The President will:

1. Submit recommendations to the Board to grant, deny or tenure faculty.
2. Submit recommendations to the Board to issue the final order to dismiss tenured faculty.
3. Submit recommendations to the Board for the renewal or non-renewal of contracts for probationary faculty.
5. Submit recommendations to the Board to issue the final order to dismiss probationary faculty.

#### **EL-10 NEGOTIATED AGREEMENTS**

1. The President not ratify any such negotiated agreements on behalf of the Board.

I, the President of Shoreline Community College, hereby certify that I have complied with the Executive Limitations as set forth herein.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
REGULAR MEETING OF JUNE 24, 2015**

**TAB 10**

**ACTION**

**Subject: President's Contract**

**Background**

At a Special Meeting of the Board of Trustees on June 16, 2015, the Board met with President Roberts to review and discuss the 2014 – 2015 evaluation of the President and the President's Contract.

**Recommendation**

It is recommended that the Board of Trustees take action on the Shoreline Community College President's Contract.

Prepared by: Lori Yonemitsu  
Executive Assistant to the President & Secretary to the Board of Trustees  
Shoreline Community College  
June 19, 2015

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
REGULAR MEETING OF JUNE 24, 2015**

**TAB 11**

**ACTION**

**Subject: Elect Board of Trustees Officers (2015 – 2016)**

**Background**

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<b>POLICY TYPE:</b>	<b>GOVERNANCE PROCESS</b>
<b>POLICY TITLE:</b>	<b>BOARD STRUCTURE AND ELECTIONS</b>
<b>POLICY NUMBER:</b>	<b>GP-4</b>
<b>PAGE:</b>	<b>1 OF 1</b>

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*The Governor of the State of Washington appoints all members of the Board of Trustees. The officers of the Board of Trustees shall be a Chair, a Vice-Chair, and a Secretary.*

Accordingly:

- 4.1. 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 his/her designee.
- 4.2. 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 through the following June.
- 4.3. 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.
- 4.4. The responsibility as Chair and Vice-Chair will be rotated through all members in the order of appointment or reappointment.
- 4.5. The Vice Chair will move into the position of Chair of the Board.
- 4.6. If a Board member does not wish to serve when his/her 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.
- 4.7. 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 attended by all Board Members unless any Board Member is excused.

- 4.8. 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 he/she was 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.

**Recommendation**

It is recommended that the Board of Trustees elect its Chair and Vice-Chair for 2015 – 2016 (July – June).

In addition, it is recommended that the President designate the Secretary to the Board of Trustees for 2015 – 2016 (July – June).

Prepared by: Lori Yonemitsu  
Executive Assistant to the President & Secretary to the Board of Trustees  
Shoreline Community College  
June 19, 2015