

**SHORELINE COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES**  
**REGULAR MEETING OF MAY 27, 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 Student Services &amp; Activities (SS&amp;A) Budget</b>	<i>Robert Francis &amp; 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> a. <b>Approval of Previous Meeting Minutes</b> ▪ Regular Meeting of April 22, 2015	<i>Tom Lux &amp; Trustees</i>	
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> •DECA International Career Development Conference Finalists •All-Washington Academic Team Members •UW Undergraduate Research Symposium Presenter •ADA Committee •Students of Color Conference •King County Nurses Association Shining Star Award Recipient	• <i>Ailsa Kellam</i> • <i>Terry Taylor</i> • <i>Terry Taylor</i> • <i>Rosemary Dunne</i> • <i>Jamie Ardeña</i> • <i>Catherine Otto</i>	
6.	<b>Action: Renewal of First-Year &amp; Second-Year Tenure Track Faculty Candidates</b>	<i>Robert Francis</i>	<b>2</b>
7.	<b>Report:</b> Spring Quarter 2015 Enrollment	<i>Bayta Maring</i>	<b>3</b>
8.	<b>Report:</b> Proposed Budget for FY 2015 – 2016	<i>Dawn Vinberg</i>	<b>4</b>
9.	<b>Report (Quarterly):</b> Budget Status Report	<i>Dawn Vinberg</i>	<b>5</b>
10.	<b>Report:</b> SCC Faculty	<i>Amy Kinsel</i>	
11.	<b>Report:</b> SCC Classified	<i>Jerry Owens</i>	
12.	<b>Report:</b> SCC Student Body Association	<i>Ashley Cowan</i>	
13.	<b>Report:</b> SCC President	<i>Cheryl Roberts</i>	

14.	<b>Report:</b> Closing Remarks – Board of Trustees	<i>Trustees</i>	
15.	<b>Executive Session, if necessary</b>	<i>Tom Lux</i>	
16.	<b>Next Regular Meeting: Wednesday, June 24, 2015</b>		
17.	<b>Adjournment</b>		

## MINUTES

### STUDY SESSION

Director for Institutional Assessment & Data Management Bayta Maring presented information on the Student Achievement Initiative (SAI). “SAI is a cohort and point-based method for assessing student progress, and plays a role in how state funding is allocated.” Director Maring went over the following:

- What is SAI?
- Structure: Points
- Awards
- Completions: Degree Type
- Completions: Cohort Analysis

Director Maring stated that “SAI cohorts only include domestic students” and that “1% of the state allocation is based on the SAI while the vast amount of funding is based on enrollment.”

### 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, Doug Jackson, Tom Lux and Clara Pellham (via conference call) 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:

- a) One set of minutes from the Regular Meeting of March 18, 2015.
- b) One set of minutes from the Special Meeting of March 13, 2015.

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Motion 15:13: 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

There was no report from the Board Chair.

OPEN COMMENT PERIOD

No one signed up for the Open Comment Period.

COLLEGE UPDATES

Recognition of Fund for Education Abroad 2015 – 2016 Scholarship Recipient

Study Abroad Manager Cory Anthony provided an overview of the College's Study Abroad Program(s) and the immeasurable benefits for students who have had the opportunity to experience traveling and studying in another country. He introduced student Rebekah Thorne, one of thirty-six (out of 1,650 applicants), to receive the 2015 – 2016 Fund for Education Abroad (FEA) scholarship. Rebekah spoke of how personnel from the Career Education Options (CEO) Program and Dr. Ernest Johnson, have been instrumental to her success.

Dean Susan Hoyne shared the success of a Shoreline Community College graduate who was selected as a Merrill Presidential Scholar at Cornell University and named Shoreline Professor David Phippen as the teacher "who made the most significant contribution to her education." As a result, Professor Phippen has been invited to Cornell University to attend an event that will recognize the teachers identified by the Merrill Presidential Scholars as having a major impact on her/his education.

REPORT: STUDIO ARTS PROGRAM

Visual Arts Instructor Matthew Allison presented information on the Studio Arts Program – "The Studio Arts Program endeavors to create visually literate citizens and offers direct transfer degrees in Photography and Foundation Studio Arts with concentrations in drawing, ceramics, printmaking, painting, photography, sculpture, graphic design and animation." Instructor Allison included information on articulation agreements with Central Washington University and Western Washington University, student and graduate data (e.g. employment information), industry and business outreach and student success stories.

REPORT: VISUAL COMMUNICATIONS TECHNOLOGY

Visual Arts Professor Christine Shafner presented information on the Visual Communications Technology (VCT) Program, “a Professional-Technology program that offers AAAS degrees in Graphic Design, Game Art and Design, Animation/Video for Multimedia and Creative Project Management.” Professor Shafner included information on student and graduate data (e.g. number transferring to a four-year program), inter-program collaboration and articulations, industry and business outreach and student success stories.

ACTION: BOARD RESERVE AND THREE-YEAR FUNDING OF OFFICE OF COLLEGE ADVANCEMENT

Special Assistant to the President for Community Engagement Laura Rehrmann spoke of *Advancement* being a “suite of integrated strategic functions to build resources: financial, relationships, complementary.” In addition, she went over the Advancement Goals for 2015 – 2017.

President Roberts provided an overview of TAB 1 (Board Reserve and Three-Year Funding of Office of College Advancement).

Motion 15:14: A motion was made by Trustee Barrett to authorize an expenditure of \$900,000 from the Board of Trustees reserve for a three-year period, beginning July 1, 2015, to fund the Office of College Advancement.

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

REPORT: LEGISLATIVE UPDATES

President Roberts provided an update on the Capital Budget.

REPORT: SCC FACULTY

Professor Amy Kinsel spoke about state budget and how colleges receive funding. She noted that once again, raises were not funded and expressed concern about steady sources of funding for colleges.

REPORT: SCC CLASSIFIED

Instructional Support Technician Jerry Owens expressed appreciation for Professor David Phippen being recognized by the Shoreline Community College graduate. He spoke of the

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difference between the budgets in the House and the Senate and noted that many Classified Staff are disillusioned.

REPORT: SCC STUDENT BODY ASSOCIATION

Student Body Association President (SBA President) Ashley Cowan distributed and provided an overview of her April 22, 2015 *Shoreline Community College Student Body Association Report*. (Report attached.)

REPORT: SCC PRESIDENT

President Roberts' report included information on Earth Week and the work of the Sustainability Coordinating Committee. She also shared the work that has been transpiring on the Community Standard Committee – a committee that assembled in response to the defacement of student club (Project Pride and Muslim Student Association) posters.

President Roberts distributed her *Community Connections Report* (March 19, 2015 – April 21, 2015) and highlighted several of the meetings, including a meeting of women leaders in Shoreline and Lake Forest Park as well as her recent induction into the Shoreline Breakfast Rotary.

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

There were no closing remarks from the Trustees.

ADJOURNMENT

Motion 15:15: A motion was made by Trustee Barrett to adjourn the Regular Meeting of April 22, 2015.

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

Chair Lux adjourned the meeting at 6:08 PM.

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

Attest: May 27, 2015

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



**Shoreline Community College Student Body Association**

*President Ashley Cowan*

Board of Trustees Report

April 22nd, 2015

- It is election season and the Student Leadership Center is busy preparing for the Open Forum next week. There are 10 candidates for 3 elected positions.
- Earth Week has had a large student presence with a number of students participating in and organizing film screenings, an art show and lectures on campus.
- In partnership with Earth Week, the Student Leadership Center, the Global Affairs Center and the non-governmental organization, RESULTS, created a civic engagement workshop for students. Students had the opportunity to learn about important legislative issues regarding poverty reduction, higher education funding and environmental preservation.
- The SLC is also reviewing our bylaws and job descriptions for the upcoming school year.
- SS&A committee is in the process of creating budget proposal
- A new learning source Lynda.com is now made available for all SCC students (previously it was only for staff and VCT students)
- The Sustainable Commuter Option Fee has had an adjustment to be the Sustainable & Commuter Options Fee. This is a reflection of the surveys collected at the SCOF forum in which students articulated they wanted more of a sustainability focus. With that, SCOF and the Student Parliament have approved roughly \$20,000 for water bottle refilling stations here on campus.
- I am currently in the process of drafting a charter for the Region 3 Consortium which has been mentioned at previous meetings. This will aid in more effectively mobilizing the students of CTCs in our region.

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**TAB 1**

**STUDY SESSION**

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

**To follow:**

- Proposal to Increase the 2015 – 2016 Student Services and Activities (SS&A) Fee
- Student Fee Budget Recommendation FY1516

Prepared by: Dawn Vinberg, Executive Director – Budget & Capital  
Shoreline Community College  
May 21, 2015



# 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:
  - o Additional opera and play productions
  - o Athletic field rentals
  - o Music Department travel needs
  - o Additional full time position in the Student Leadership Center which is significantly understaffed
  - o Greater opportunities to attend conferences, trainings and workshops
    - Increase in students who are able to attend as well
  - o 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

Shoreline Community College  
Student Fee Budget Recommendation FY1516

5/22/2015

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	\$149,229	\$149,229
<b>Total</b>	<b>\$1,469,095</b>	<b>\$1,416,078</b>

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

Explanation		increase scenario
Proposed increase fee 1-10 credits		0.80
Increase in fee for 11-18 credits		\$1.20
Proposed fee for 10-11 credits		\$9.00
Proposed fee for 11-18 credits		\$3.17
Max possible fee (if 18+ credits)		\$97.76
Proposed max possible fee (18+)		\$115.36
% Increase from maximum possible fee amount due		18.00%
SS&A budgeted revenue for 1415		\$1,200,000
<b>Projected revenue based on proposed % increase from maximum cap</b>		<b>\$1,416,039</b>

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**TAB 2**

**ACTION**

**Subject:       Renewal of First- and Second-Year Tenure Track Faculty Candidates**

**Background**

Under separate cover the Board received copies of the appointment review committees' evaluations for three first-year, and one second-year tenure track faculty candidates. On May 26, 2015 the Board met in executive session with the faculty chair of one appointment review committee to review and discuss the second year Appointment Review Committee report.

Under separate cover the Board received a May 26, 2015 letter from President Cheryl Roberts and Vice President for Academic and Student Affairs Robert Francis recommending the renewal of the tenure track faculty candidate contracts for the 2015-2016 academic year.

Listed below are the tenure track faculty candidates and committee chairs.

<u>Faculty Member</u>	<u>Discipline/Area</u>	<u>Years on Probation</u>	<u>Committee Chair</u>
Kathleen Boyd	English	1	DuValle Daniel
Sheryl Copeland	Counseling	1	Alison Leahy
Rosemary Whiteside	Veterans Advising	1	Aura Rios-Erickson
Annamaria Winters	ESL	2	Jo McEntire

**Recommendation**

At this time the Board may consider taking action on the tenure track faculty candidates.

Prepared by:       Robert Francis  
Vice President for Academic and Student Affairs  
Shoreline Community College  
May 26, 2015

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**TAB 3**

**REPORT**

**Subject: Spring Quarter 2015 Enrollment**

**To follow:**

- Quarterly Total Enrollment Comparisons (QENR), Spring Quarter

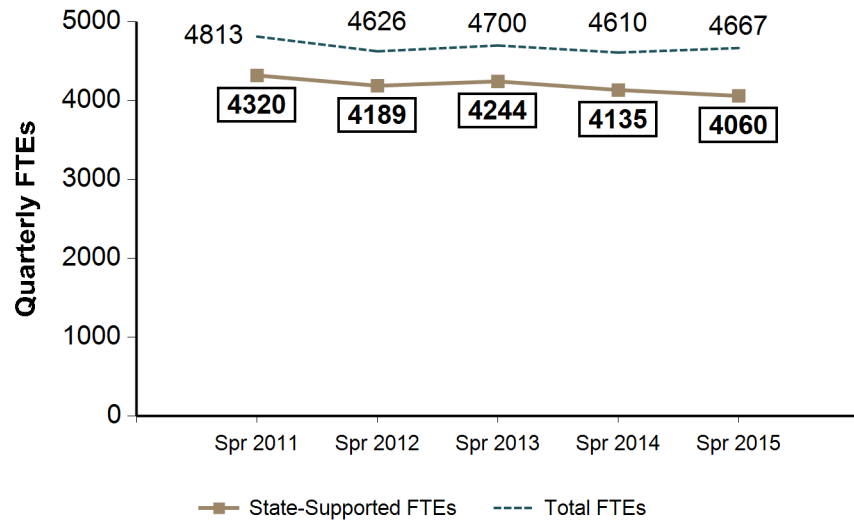
Prepared by: Bayta Maring, Director – Institutional Assessment & Data Management  
Shoreline Community College  
May 20, 2015

# Quarterly Total Enrollment Comparisons (QENR), Spring Quarter

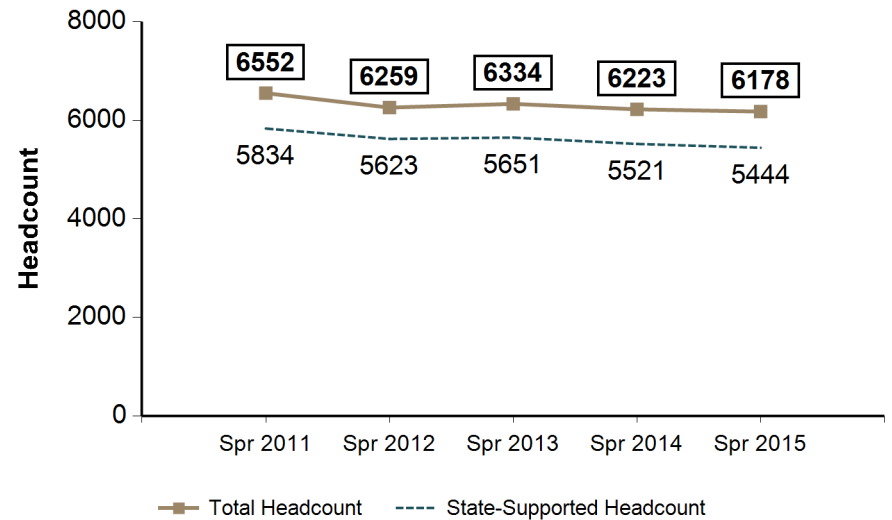
## FTEs

## HEADCOUNT

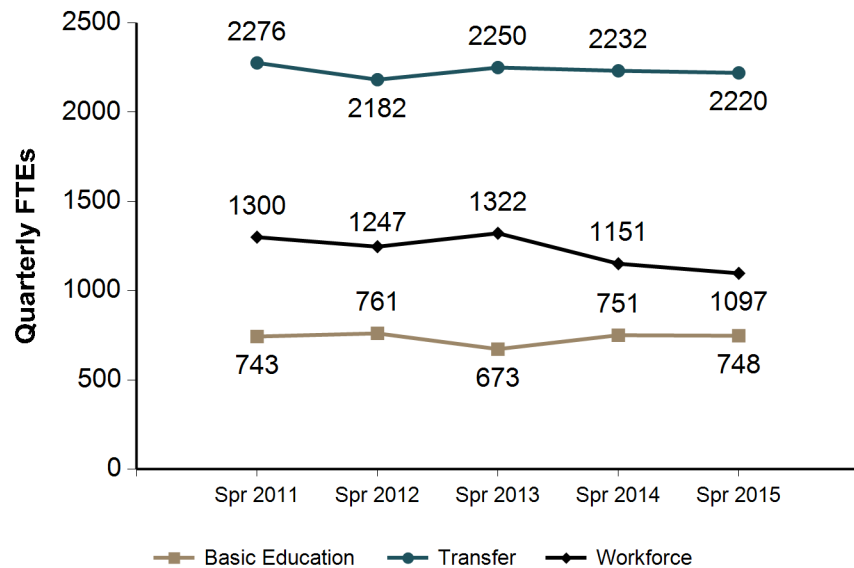
Total and State-Supported FTEs



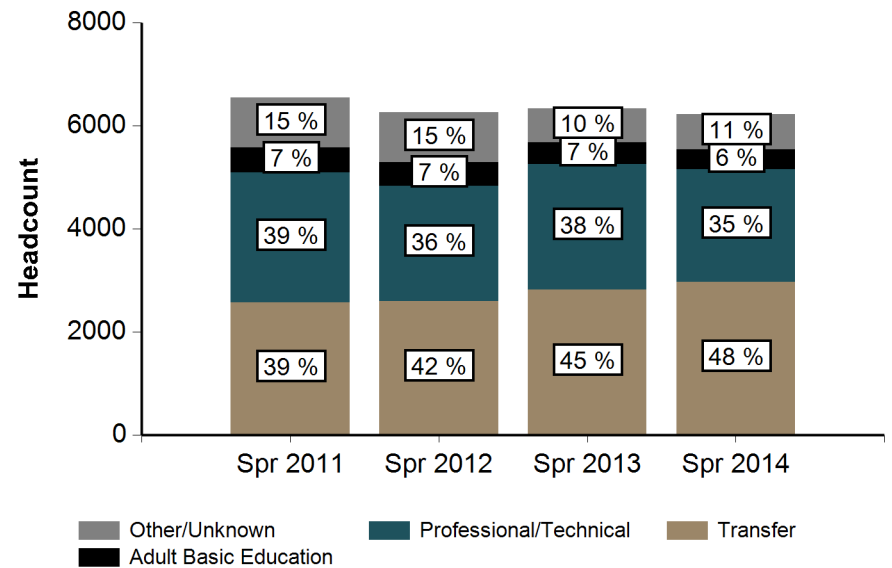
Total and State-Supported Headcount



State-Supported FTEs, Course Type



Total Headcount, by Student Program Type

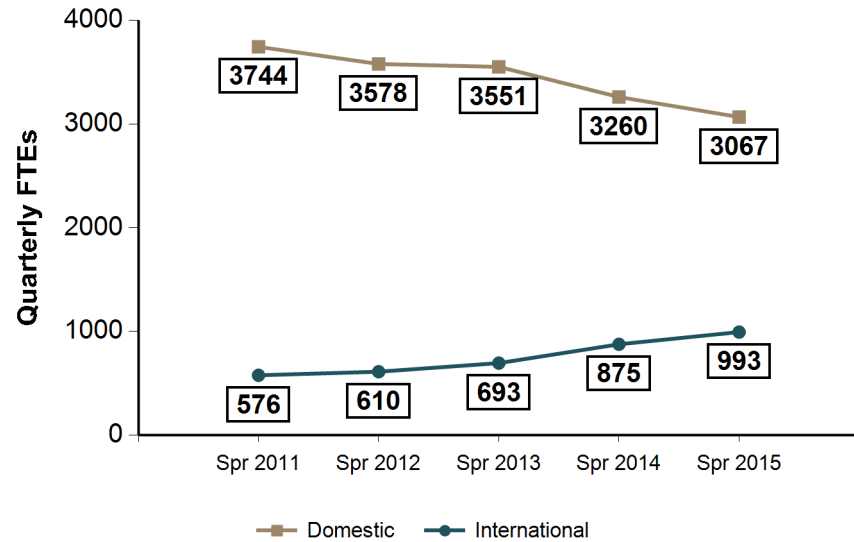




# Quarterly Total Enrollment Comparisons (QENR), Spring Quarter

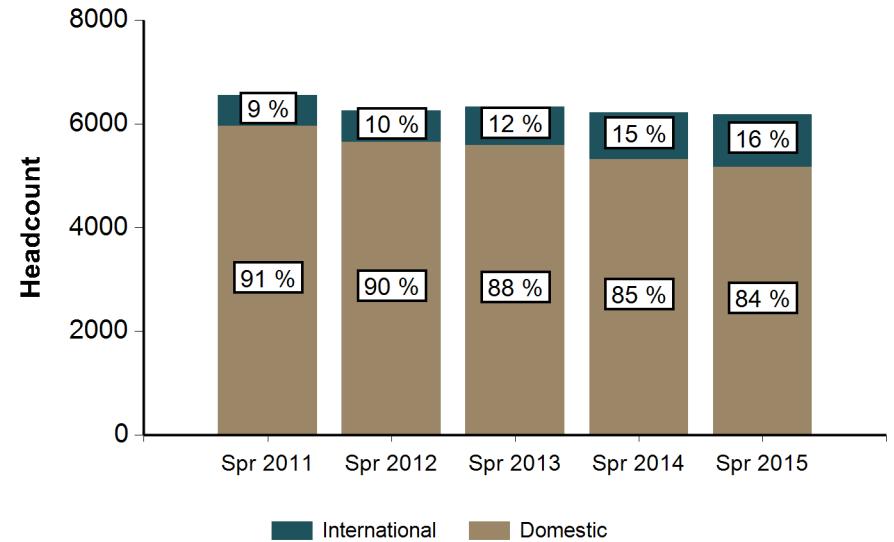
## FTEs

### State-Supported FTEs, by International Status

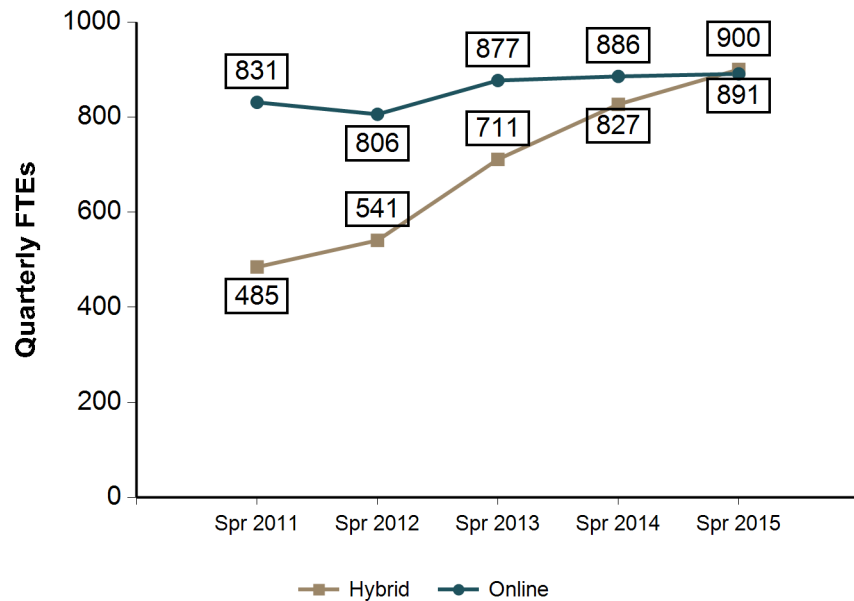


## HEADCOUNT

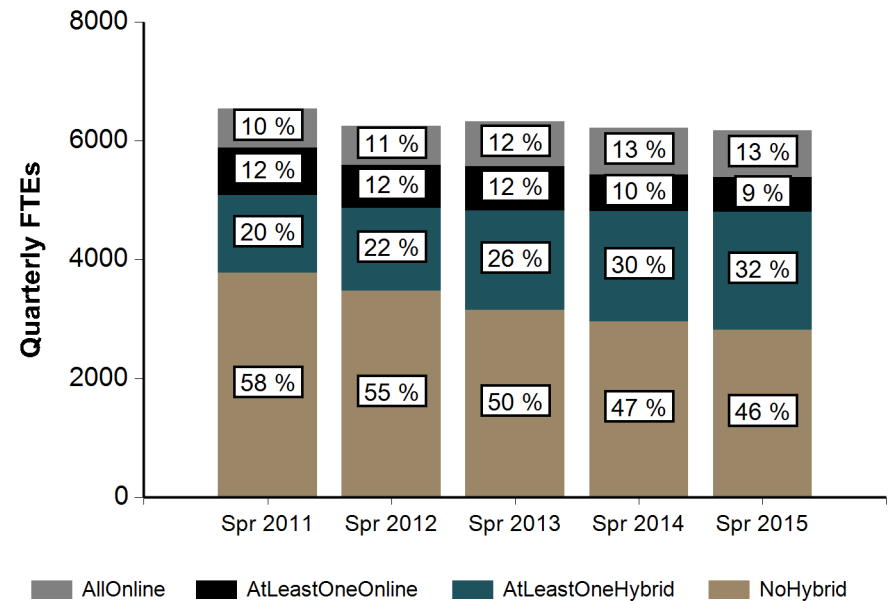
### Total Headcount, by International Status



### Total FTEs, Online & Hybrid



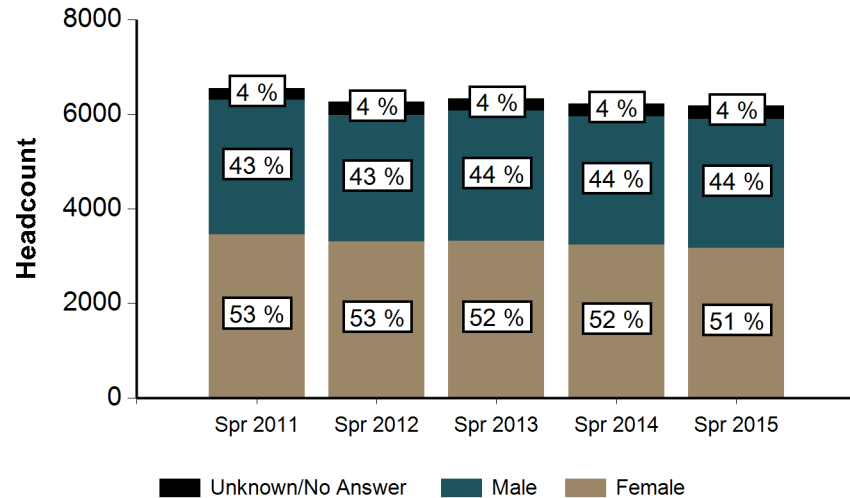
### Total Headcount, by Modality



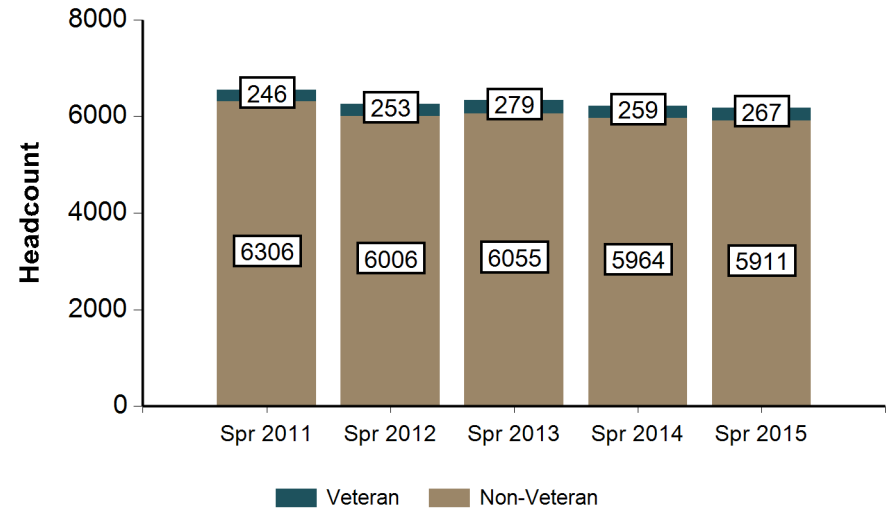
# Quarterly Total Enrollment Comparisons (QENR), Spring Quarter

## HEADCOUNT

Total Headcount, by Gender



Total Headcount, by Veteran Status



	Spr 2011		Spr 2012		Spr 2013		Spr 2014		Spr 2015	
Race/Ethnicity	#	%	#	%	#	%	#	%	#	%
Asian/Pacific Islander	889	13.6 %	776	12.4 %	819	12.9 %	793	12.7 %	818	13.2 %
Black/African-American	511	7.8 %	481	7.7 %	503	7.9 %	461	7.4 %	399	6.5 %
American-Indian/Native American	110	1.7 %	100	1.6 %	73	1.2 %	82	1.3 %	81	1.3 %
Hispanic/Latino/a	396	6.0 %	357	5.7 %	412	6.5 %	404	6.5 %	402	6.5 %
Other	113	1.7 %	110	1.8 %	109	1.7 %	89	1.4 %	91	1.5 %
White	3253	49.6 %	2755	44.0 %	2764	43.6 %	2781	44.7 %	2675	43.3 %
Unknown	675	10.3 %	1067	17.0 %	912	14.4 %	698	11.2 %	695	11.2 %
International Student	605	9.2 %	613	9.8 %	742	11.7 %	915	14.7 %	1017	16.5 %

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**TAB 4**

**REPORT**

**Subject: Proposed Budget for FY 2015 – 2016**

**To follow:**

- Budget Recommendation to the Board of Trustees

Prepared by: Dawn Vinberg, Executive Director – Budget & Capital  
Shoreline Community College  
May 21, 2015



# Budget Recommendation to the Board of Trustees

## Fiscal Year 1516



Shoreline  
COMMUNITY COLLEGE



## VISION

- We will be a world-class leader in student success & community engagement.

## MISSION

- We serve the educational, workforce, and cultural needs of our diverse community.



## Agenda

- Welcome & Purpose
- Legislative Status
- College Investments
- Guiding Directions & Budget Principles
- Recommendations
- Next Steps



## Legislative Update

- Special Session
- Several Education Components Under Discussion
- Flat Budget Expected
- Contingency Planning





# Major College Investments

- Student success initiatives
- Strategic planning
- Improving diversity in our staff and faculty
- Community engagement & college advancement
- Casual learning spaces and improvements



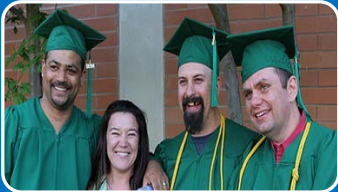


## Our Core Themes

- Educational Attainment – Student Success
- Program Excellence
- Community Engagement
- Access and Diversity
- College Stewardship



# Areas of Focus



## Increase Enrollment, Retention, and Completion

- Educational Attainment – Student Success
- Program Excellence



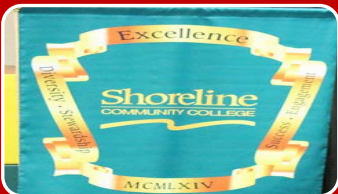
## Leverage Community Engagement

- Community Engagement
- College Stewardship



## Develop Human Resources & Infrastructure

- Program Excellence
- Access & Diversity
- College Stewardship



## Strategic Planning

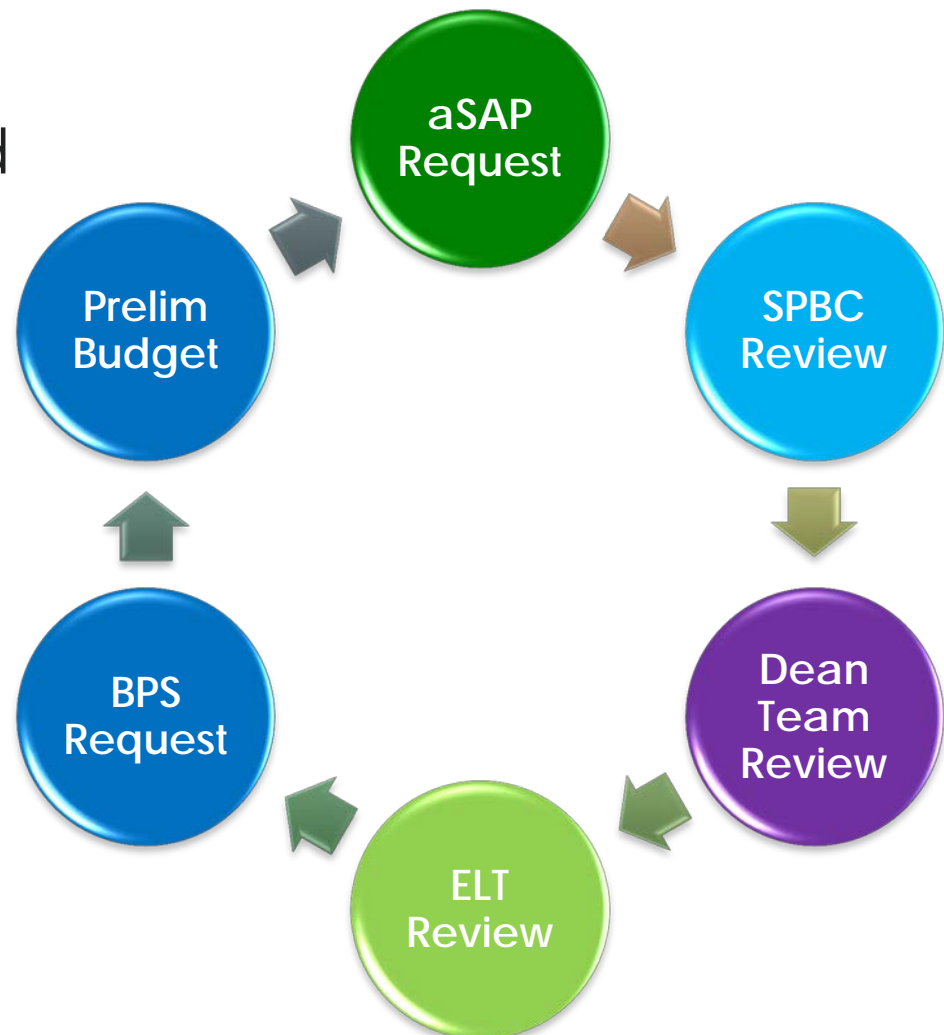
- College Stewardship

# FY1516 Budget Principles

- Good stewardship: choose wisely
- Ensure mission fulfillment
- Budget to enrollment and retention targets
- Align with our Core Themes & Areas of Focus
- Strong reserves (sufficient fund Balances)
- Allow for innovation

# Budget Planning Process

- Requests received
- Requests reviewed
- Recommended FY1516 Budget



# Student Success & Educational Attainment

## Investments for Student Retention & Completion

- Move the Learning Centers into the Library to form a new hub for academic success
- Increase
  - Tutoring services
  - Advising staff & Student Success Coaches
- Increase Career & Personal Counseling Services
- Increase student information and help desks
- Increase technology enhancement

## Internal & External Community Engagement

### Community Engagement Investments

- Website redesign and update
- Advancement initiative
- Capital campaign
- Global & multicultural engagement
- Marketing and outreach



## Develop Human Resources and Technical/Physical Infrastructure

### Employee and Infrastructure Investments

- Expand Faculty & Staff Development
- Fund Classified Staff Annual Retreat
- Align Travel Resources with professional development needs



# Budget Analysis/ College Stewardship

## **Budget Plan Aligns with Actual Operations**

- Ensure accurate Goods & Services budget
- Build infrastructure components (Utilities, etc.)
- Fund operational-related travel
- Fund increased legal and regulatory compliance





## Recommended Fees Changes

- Graduation Fee
- Parent-Child Center
- Math & Science Lab Fees
  - Engineering, Computer Science, and Clean Energy



## Strategic Planning Underway

- Temporary Funding in many areas as the Strategic Planning Process continues
- Investment in doing the planning right!

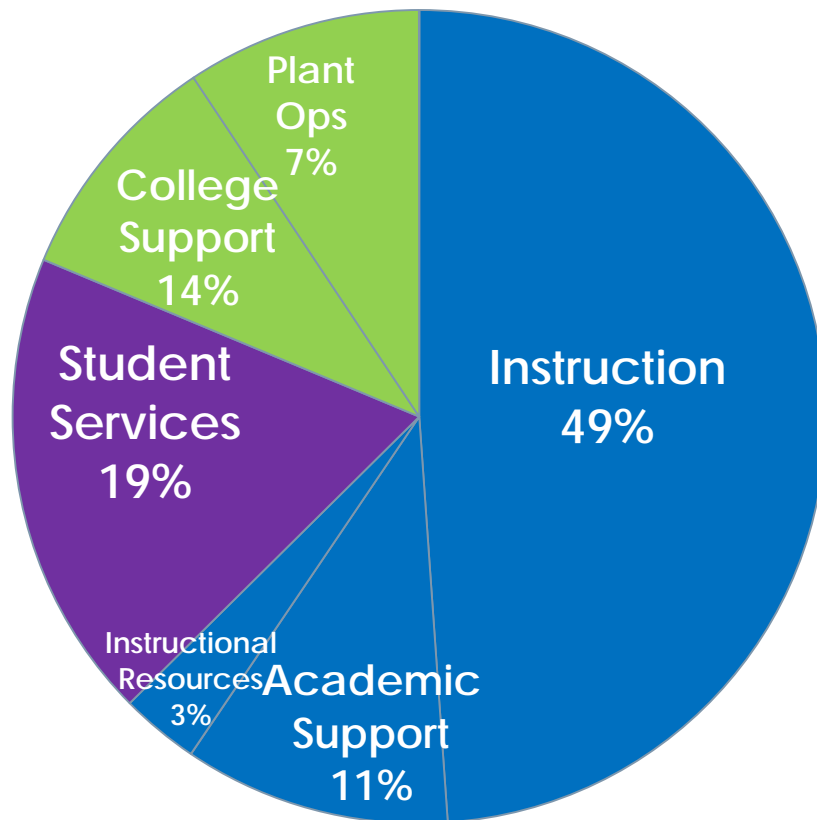


## The Numbers: Operating Budget

Operating Budget Rev	Actual 1314	Est. Actual 1415	Budget 1516
State Allocation	19,667,836	19,199,011	19,199,011
Tuition Revenue	18,355,087	18,469,530	18,469,530
Transfers to Operating Budget	1,004,000	1,204,731	2,135,000
<b>TOTAL</b>	<b>39,026,923</b>	<b>38,873,272</b>	<b>39,803,541</b>

## Operating Budget Categories

- Combined student facing expenses
  - Over 80% of the Operating Budget = \$39.8 M
  - Includes Teaching & Learning expenses plus Student Support expenses



### Teaching & Learning \$25.1M

- Direct Instruction
- Academic Support
  - Tutoring, Advising, Counseling
- Instructional Resources (Library)
- Instructional Leadership

### Student Services \$7.6M

- Enrollment & Financial Aid
- Student Support Services
- Athletics

### College Support \$7.1M

- College Leadership
- Plant Operations (Facilities)

# The Numbers: Other Funds

## College Specific Funds

- Used mostly for actual expenses
- Some of these funds generate revenue that exceed expenses that 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>

# New Investments for FY1516

Student Success - \$692,000

Community Engagement - \$238,000

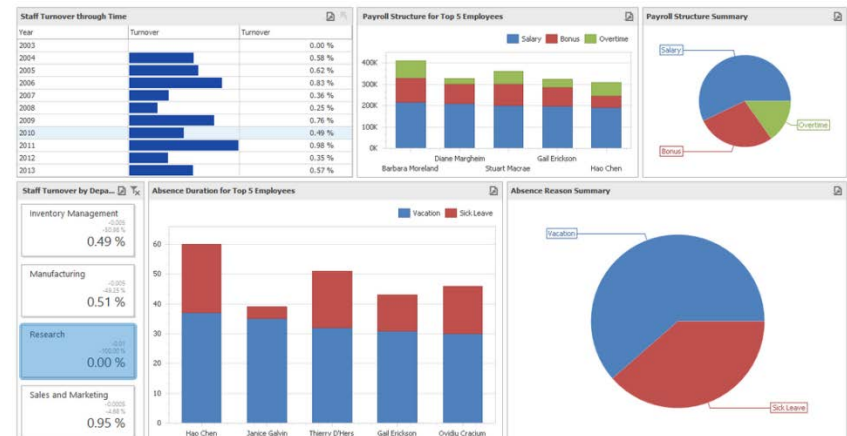
Human Resources & Infrastructure – \$556,000

Strategic Planning - \$107,000

**Total Investments - All Funds: \$1,594,000**

## Budget Detail Work Continues

- Data-driven Analysis
- Collaborative Budget Principles
- Clear Alignment & Reporting



# Wrap-Up



Budget Planning =  
Student Focused

Email Us!  
Your Friendly Campus  
Budget Office

-Dawn Vinberg  
-Ann Martin-Cummins

[www.shoreline.edu](http://www.shoreline.edu)



**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
REGULAR MEETING OF MAY 27, 2015**

**TAB 5**

**REPORT (QUARTERLY)**

**Subject:      Budget Status Report**

**To follow:**

- Operating Budget Financial Review (Period Ending March 31, 2015)
- Operating Budget Status Report (As of March 31, 2015)

Prepared by: Dawn Vinberg, Executive Director – Budget & Capital  
Shoreline Community College  
May 21, 2015

## Operating Budget Financial Review

Period Ending March 31, 2015

Prepared for Board of Trustees



### Executive Overview

The attached Operating Budget Board of Trustees Report for Shoreline Community College includes financial information from July 1, 2014 through March 31, 2015. This report includes information for the College's Operating Budget.

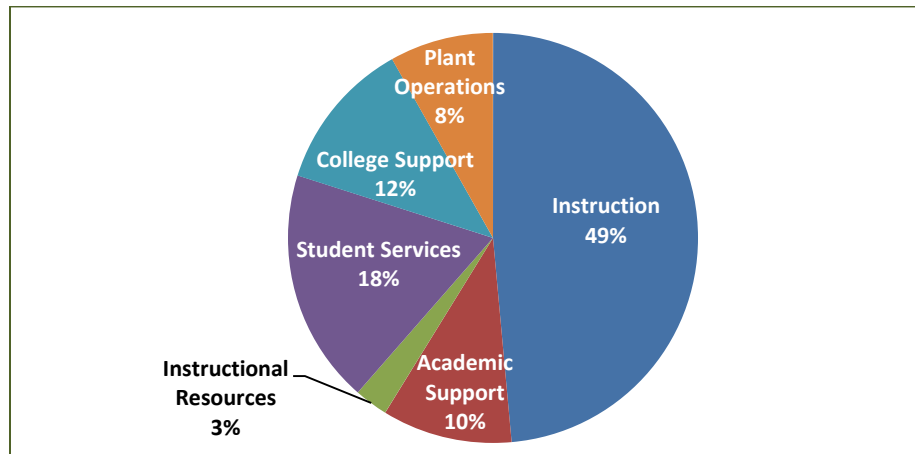
Overall, the college demonstrates a healthy budget to actual position in most all operational areas and this report shows no unexpected results.

### Major Operating Budget Results

Direct instructional expense, such as faculty expenses, remains the largest portion of the Operating Budget as well as the largest portion of the operating expenses. Expenses are well-managed and within BOT approved budget amounts.

### Operating Expenses – by Category

- Direct Instructional expenses are 49% of the overall actual expenses to date, \$20.9M as of March 31.
- All student-related expenses (Instruction, Student Services, Academic Support, and Instructional Resources) make up 80% of the overall expenses at \$34.4M as of March 31.



### Expenses Compared to Budget – by Type

- Labor expenses are at 69% spent of budget – with ¾ of the fiscal year completed.
- Good & Services expenses are at 63% spent of budget – demonstrating effective managerial oversight.

Type of Expense	Budget	Actual	Remaining	Spent
Labor	\$ 34,004,658	\$ 23,570,914	\$ 10,433,744	69%
Goods & Services	\$ 9,622,725	\$ 6,085,378	\$ 3,537,347	63%
<b>Total</b>	<b>\$ 43,627,383</b>	<b>\$ 29,656,292</b>	<b>\$ 13,971,091</b>	<b>68%</b>

### Tuition Revenue

- Tuition revenue as of March 2015 is at \$12.2M and compares to \$13.1M last year for the same timeframe. This is reflective of varied timing of tuition revenue collection.

Fiscal Year	Annual Target	YTD Revenue	% of Target
This Year - March 2015	\$ 18,120,000	\$ 20,061,783	111%
Last Year - March 2013	\$ 17,320,748	\$ 17,126,099	99%

Shoreline Community College  
Operating Budget Status Report  
As of March 31, 2015

		Budget	Actual	Balance	%	
Revenues			Revenue	Uncollected	Uncollected	
	State Appropriation	\$ 19,199,011	\$ 19,199,011	\$ -	0%	
	ABE/ESL	\$ 240,343	\$ 60,881	\$ 179,462	75%	
	Tuition	\$ 18,120,000	\$ 18,469,530	\$ (349,530)	-2%	
	Carry Forward	\$ 60,319	\$ 60,319	\$ -	0%	
	Innovation Funding	\$ 84,925	\$ 84,925	\$ -	0%	
	2013-14 Fund Balance	\$ 917,459	\$ 917,459	\$ -	0%	
	Local Dedicated Fees	\$ 3,800,595	\$ 3,119,715	\$ 680,880	18%	
	Local Revenue	\$ -	\$ 55,446	\$ (55,446)		
	Transfers					
	Bookstore	\$ 175,000	\$ 131,250	\$ 43,750	25%	
	Career Education Options	\$ 514,591	\$ 385,943	\$ 128,648	25%	
	Grants and contract Overhead	\$ 55,000	\$ 41,250	\$ 13,750	25%	
	Running Start	\$ 460,140	\$ 345,105	\$ 115,035	25%	
	Total	\$ 43,627,383	\$ 42,870,834	\$ 756,549	2%	
		Budget	Actual	Balance	%	%
Expenditures			Expenditures	Remaining	Remaining	Actual Spent
01	Instruction					
	Salaries and Benefits	\$ 19,208,819	\$ 13,619,378	\$ 5,589,441	29%	
	Goods/Services	\$ 1,718,362	\$ 1,208,825	\$ 509,537	30%	
		\$ 20,927,181	\$ 14,828,203	\$ 6,098,978		50%
02	Reserves					
	Salaries and Benefits	\$ 242,079	\$ -	\$ 242,079		
	Goods/Services	\$ 289,449	\$ -	\$ 289,449		
		\$ 531,528	\$ -	\$ 531,528		
04	Academic Support Services					
	Salaries and Benefits	\$ 3,077,032	\$ 1,926,790	\$ 1,150,242	37%	
	Goods/Services	\$ 1,336,822	\$ 962,935	\$ 373,887	28%	
		\$ 4,413,854	\$ 2,889,725	\$ 1,524,129		10%
05	Instructional Resource Center					
	Salaries and Benefits	\$ 959,086	\$ 756,095	\$ 202,991	21%	
	Goods/Services	\$ 182,108	\$ 95,366	\$ 86,742	48%	
		\$ 1,141,194	\$ 851,461	\$ 289,733		3%
06	Student Services					
	Salaries and Benefits	\$ 5,578,057	\$ 3,588,098	\$ 1,989,959	36%	
	Goods/Services	\$ 2,384,630	\$ 1,053,734	\$ 1,330,896	56%	
		\$ 7,962,687	\$ 4,641,832	\$ 3,320,855		16%
08	Institutional Support					
	Salaries and Benefits	\$ 3,524,979	\$ 2,627,300	\$ 897,679	25%	
	Goods/Services	\$ 1,600,484	\$ 1,197,460	\$ 403,024	25%	
		\$ 5,125,463	\$ 3,824,760	\$ 1,300,703		13%
09	Plant Operations and Maintenance					
	Salaries and Benefits	\$ 1,414,606	\$ 1,053,253	\$ 361,353	26%	
	Goods/Services	\$ 2,110,870	\$ 1,567,058	\$ 543,812	26%	
		\$ 3,525,476	\$ 2,620,311	\$ 905,165		9%
	GRAND TOTAL					
	Salaries and Benefits	\$ 34,004,658	\$ 23,570,914	\$ 10,433,744	31%	69%
	Goods/Services	\$ 9,622,725	\$ 6,085,378	\$ 3,537,347	37%	63%
	Total	\$ 43,627,383	\$ 29,656,292	\$ 13,971,091	32%	100%
		\$ -				133%