

**SHORELINE COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING OF SEPTEMBER 27, 2017
3:00 PM Study Session – Board Room (#1010M), Bldg 1000
4:30 PM Regular Session – Board Room (#1010M), Bldg 1000**

A G E N D A

3:00 PM – STUDY SESSION (BOARD ROOM (#1010M) ▪ BLDG 1000)			
NO.	AGENDA ITEM	RESPONSIBILITY	TAB
	• Student Success Initiative Overview (Interest to Enrollment through Retention & Completion)	• <i>Alison Stevens & Marisa Herrera</i>	
4:30 PM – REGULAR SESSION (BOARD ROOM (#1010M) ▪ BLDG 1000)			
NO.	AGENDA ITEM	RESPONSIBILITY	TAB
1.	Convene Meeting	<i>Douglass Jackson</i>	
2.	Report: Chair, Board of Trustees	<i>Douglass Jackson</i>	
3.	Consent Agenda a. Approval of Previous Meeting Minutes ▪ Regular Meeting of June 28, 2017 ▪ Special Meetings of July 24, 2017 & September 5, 2017 b. College Policies <u>Revised</u> • Policy 5329 (Use of Human Subjects)	<i>Douglass Jackson & Trustees</i> <i>Veronica Zura</i>	1
4.	Communication from the Public	<i>Douglass Jackson</i>	
5.	College Update(s) •DACA Primer	• <i>Marisa Herrera</i>	
6.	Report: Shoreline President	<i>Cheryl Roberts</i>	
7.	Report: Shoreline 101 Overview	<i>Alison Stevens</i>	
8.	Report: Learning Outcomes 101	<i>Alison Stevens & Bayta Maring</i>	
9.	Report: Accreditation	<i>Alison Stevens & Bayta Maring</i>	
10.	Report: Fiscal Year-End (2016 – 2017)	<i>Stuart Trippel</i>	
11.	Report: College Policies	<i>Veronica Zura</i>	

12.	First Reading: College Policies &/or Rules <u>Revised</u> <ul style="list-style-type: none"> Policy 4726 [Retirement Medical Expense Plan (VEBA)] 	<i>Veronica Zura</i>	2
13.	Action: Policy 5030/WAC 132G-121 (Student Conduct)	<i>Veronica Zura</i>	3
14.	Action: ACT Transforming Lives Awards	<i>Douglass Jackson & Trustees</i>	4
15.	First Reading: Board of Trustees 2017 – 2018 Professional Learning Goals	<i>Douglass Jackson & Trustees</i>	5
16.	Report: Shoreline Faculty	<i>DuValle Daniel</i>	
17.	Report: Shoreline Classified Staff	<i>Jerry Owens</i>	
18.	Report: Shoreline Associated Student Government	<i>Yorin Anggari</i>	
19.	Report: Closing Remarks – Board of Trustees	<i>Trustees</i>	
20.	Executive Session, if necessary	<i>Douglass Jackson</i>	
21.	Action: Adjournment	<i>Douglass Jackson</i>	
	Next Regular Meeting: Wednesday, October 25, 2017		

MINUTES

STUDY SESSION

The Study Session of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Phil Barrett at 3:02 PM in the Board Room of the Administration building (#1000) at Shoreline Community College. A quorum of the Board was present.

2017 – 2018 College Budget College Fees

Executive Director & CFO Stuart Trippel provided information in alignment with a *Budget and Fees for Fiscal Year 2018 (Study Session)* slide presentation covering:

- The State Operating Budget
- Contingency Planning
- The State Capital Budget
- Abbreviated Strategic Action Plans (aSAPs)
- Compliance
- Enrollment
- Retention and Completion
- College Fees (with a reference to TAB 6 – Action: 2017–2018 Fee Changes)
 - Trustee Jackson requested to “be on record” regarding his concern about the Dental Hygiene program acceptance fee. He asked about the percentage of students in other programs who belong to professional organizations.
 - The Trustees inquired if a student could opt out of a professional organization they did not support.

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 Phil Barrett at 4:03 PM in the Board Room (#1010M), located in the Administration building (#1000) at Shoreline Community College. A quorum of the Board was present.

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.

EXECUTIVE SESSION

At 4:04 PM, Chair Barrett announced that the Board would convene in Executive Session for ten minutes to review the performance of a public employee.

The Executive Session commenced at 4:05 PM.

At 4:15 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its Executive Session by five minutes.

The Board reconvened in open session at 4:20 PM.

REPORT: BOARD OF TRUSTEES CHAIR

Chair Barrett spoke of challenges over the year and noted that “the College has risen to the occasion and experienced an upward in enrollment over six consecutive quarters.”

CONSENT AGENDA

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

- a) Minutes from the Regular Meeting of May 24, 2017 and the Special Meetings of May 22, 2017 and June 13, 2017.
- b) Exceptional Faculty Award
- c) College Policies
 - Revised
 - Policy 5020 (Attendance Requirements)
 - Policy 6061 (Cancellation of Classes)
 - For Elimination
 - Policy 3810 (Use of Vending Machine Proceeds on College Owned or Operated Facilities)
 - Policy 4001 (Election of Bargaining Representative-Rules)
 - Policy 4724 (Return to Work Program for Workers’ Compensation Claimants)
 - Policy 5017 (Continuing Student Status – Registration)
 - Policy 5221 (Paid Student & Temporary Hourly Positions Funded by the Student Services and Activities Budget)
 - Policy 6020 (College Teaching Day)
 - Policy 6400 (Summer School)

Motion 17:31: A motion was made by Trustee D’Ambrosio to approve the consent agenda.

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

OPEN COMMENT PERIOD

None.

COLLEGE UPDATE(S)

National Science Foundation (NSF) Awards

Dean Guy Hamilton and Faculty member Dina Kovarik shared the project summary, goals, objectives and deliverables related to START Immuno-Biotech: Strategies for Accelerating Recruitment and Training in Immuno-Biotechnology.

Dean Hamilton shared information on the Clean Tech ATE project which will include more hands-on and high engagement courses.

Board’s 2017 Transforming Lives Award Nominee

President Roberts informed the Trustees that the Board’s 2017 Transforming Lives Award nominee Raymond Waugh contacted the President’s Office to share that he is employed in the field for which he was trained and enjoys his job.

REPORT: SHORELINE PRESIDENT

President Roberts distributed and provided an overview of her *College & Community Engagement* report (May 24 – June 28, 2017) and included the themes for the Fall Convocation: The power of story; results; resilience; reflection; renewal; connections; and belonging.

REPORT: COLLEGE POLICIES

Director Veronica Zura stated that in the future and to avoid creating conflicting policies, the Board will be presented with “chapters as a whole” of a policy and/or rule. She added that on occasion, there are emergent and time bound policies and/or rules which will necessitate being on a Board meeting agenda concurrently—as a first reading and as an action.

AAG Clark noted that in such cases, the Board “can approve” the policy and/or rule and “make revisions later.”

FIRST READING: COLLEGE POLICIES

Director Veronica Zura and Associate Dean Derek Levy provided an overview of a new policy contained in TAB 3A (College Policies &/or Rules–New): Policy 3811 (Accessible Information Technology). They addressed the rationale as to why (“to support and ensure compliance” with Web Content Accessibility Guidelines (WCAG) 2.0 by June 30, 2017) Policy 3811 was on the June 28, 2017 regular meeting agenda as a first reading and as an action item.

Director Zura provided an overview of revised policies and/or rules contained in TAB 3B (College Policies &/or Rules—Revised): Policy 4722 (Advancement of Rank); Policy 5030/WAC 132G-121 (Student Conduct). She explained the three-part rule making process and noted that Policy 5030/WAC 132G-121 (Student Conduct) was vetted through the Associated Student Government (ASG) and was reviewed by AAG Clark several times.

ACTION: POLICY 3811 (ACCESSIBLE INFORMATION TECHNOLOGY)

Motion 17:32: A motion was made by Trustee Lux to approve Policy 3811 (Accessible Information Technology).

Trustee Jackson seconded the motion.

Trustees D’Ambrosio and Jackson remarked on the urgency surrounding Policy 3811 and the necessity to ensure the College is working toward compliance with web content accessibility guidelines.

Chair Barrett noted that the risk of not passing Policy 3811 far outweighed a more deliberate approach.

The motion was unanimously approved by the Board.

ACTION: RESOLUTION NO. 141 (2017 – 2018 Operating Budget Continuing Authority)

Senior Executive Director & CFO Stuart Trippel provided an overview of TAB 5 (Board Resolution No. 141: 2017–18 Operating Budget Continuing Authority).

Motion 17:33: A motion was made by Trustee Lux to approve Resolution No. 141.

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

ACTION: 2017–2018 FEE CHANGES

Senior Executive Director & CFO Stuart Trippel provided an overview of TAB 6 (2017–2018 Fee Changes).

Motion 17:34: A motion was made by Trustee Jackson to approve the 2017–2018 Fee Changes with an addendum to permit a student to apply for a refund of the Dental Hygiene program acceptance fee upon enrollment in the Dental Hygiene Program.

The Trustees discussed other options for the Dental Hygiene students who may want to opt out of membership in the American Dental Hygienist Association and the Washington State Dental Hygienists' Association.

Trustee Jackson moved to rescind his original motion, which was seconded by Trustee Lux.

Motion 17:35: A motion was made by Trustee Pellham to approve the 2017–2018 Fee Changes.

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

ACTION: 2017 – 2018 SERVICES & ACTIVITIES (S&A) BUDGET

Director Rezina Habtemariam provided an overview of TAB 7 (2017–2018 Services & Activities (S&A) Budget).

Motion 17:36: A motion was made by Trustee Jackson to approve the 2017–2018 Services & Activities (S&A) Budget.

Trustee Pellham seconded the motion.

Trustee D'Ambrosio commended the Associated Student Government for improvements in transparency and communication to the student body about how S&A monies were spent, as well providing avenues for feedback. Chair Barrett added, "This is a good model."

The motion was unanimously approved by the Board.

ACTION: BOARD RESOLUTION NO. 142 (Commending Service of Shoreline Community College Federation of Teachers (SCCFT) • Local No. 1950 • AFT Washington/AFT/AFL-CIO President: Professor DuValle Daniel)

Trustee D’Ambrosio read Resolution No. 142.

Motion 17:37: A motion was made by Trustee Lux to approve Resolution No. 142.

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

ACTION: BOARD RESOLUTION NO. 143 (Commending Service of Washington Federation of State Employees (WFSE) Chief Shop Steward Jerry Owens)

Trustee Lux read Resolution No. 143.

Motion 17:38: A motion was made by Trustee Jackson to approve Resolution No. 143.

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

ACTION: BOARD RESOLUTION NO. 144 (Commending Service of Associated Student Government President Winston Lee)

Chair Barrett read Resolution No. 144.

Motion 17:39: A motion was made by Trustee Jackson to approve Resolution No. 144.

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

ACTION: PRESIDENT’S CERTIFICATION OF COMPLIANCE DOCUMENT

Chair Barrett provided an overview of TAB 11 (President’s Certification of Compliance Document) and noted, “The President’s performance has been outstanding and all goals have been met.”

Motion 17:40: A motion was made by Chair Barrett to approve the certified 2016 – 2017 President’s Certification of Compliance document.

Trustee Lux seconded the motion.

The Trustees:

- Referred to President Roberts as an outstanding leader, a brilliant scholar and a role model for everyone she comes in contact with.
- Spoke of President Roberts “keeping students first.”

The motion was unanimously approved by the Board.

ACTION: 2017 ADDENDUM TO PRESIDENT’S CONTRACT

Chair Barrett provided an overview of TAB 12 (2017 Addendum to President’s Contract) and referred to the following contained in the addendum:

- The annual salary of the President shall continue to be \$209,708.
- The President shall also receive any state-appropriated COLA for the 2017-18 fiscal year once it is available and authorized.

Chair Barrett noted a change to the 2017 addendum: An increase in the accrual of annual leave from a maximum of “twelve (12) weeks” (sixty (60) days), to a maximum of “twenty-four (24) weeks” (one hundred twenty (120) days).

Motion 17:41: A motion was made by Trustee Lux to approve the 2017 Addendum to the President’s Contract.

Trustee Pellham seconded the motion

Trustee D’Ambrosio spoke of President Roberts’ dedication to the College and expressed that it was important to support the change to the addendum.

The motion was unanimously approved by the Board.

ACTION: ELECT BOARD OF TRUSTEES OFFICERS (2017–2018)

Motion 17:42: A motion was made by Chair Barrett, nominating Trustee Jackson to serve as the 2017–2018 Chair of the Board of Trustees.

Trustee Lux seconded the motion.

The Trustees spoke of Trustee Jackson's commitment to academic rigor, meticulous review of documents and valuable insight.

Trustee Jackson abstained from voting.

The motion was approved with four "ayes."

Motion 17:43: A motion was made by Chair Barrett, nominating Trustee Pellham to serve as the 2017–2018 Vice Chair of the Board of Trustees.

Trustee Lux seconded the motion.

The Trustees spoke of Trustee Pellham's good judgment and fresh and balanced perspective.

Trustee Pellham abstained from voting.

The motion was approved with four "ayes."

REPORT: SHORELINE FACULTY

Professor Steven Bogart communicated that Professor DuValle Daniel was elected as the President of the Shoreline Community College Federation of Teachers (SCCFT) for a second term (2017–2018). He noted that language from a State Board for Community and Technical Colleges (SBCTC) resolution related to best practice principles affecting part-time faculty, has been incorporated into the collective bargaining agreement.

REPORT: SHORELINE CLASSIFIED

Instructional Support Technician Jerry Owens thanked the Trustees for Resolution No. 143. He added that the Classified Staff were awaiting details on the state's budget and expressed hope that "our contracts get funded."

REPORT: SHORELINE ASSOCIATED STUDENT GOVERNMENT

Associated Student Government (ASG) President Winston Lee thanked the Trustees for Resolution No. 144 and thanked everyone for their support.

He provided an overview of the year's ASG initiatives and introduced 2017–2018 ASG President Yorin Anggari.

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

Trustees D’Ambrosio, Jackson, Lux and Pellham expressed appreciation for Chair Barrett’s leadership, guidance and stewardship. President Roberts added that she appreciated being able to think things through with Chair Barrett.

Chair Barrett conveyed his pride to be a part of Shoreline Community College and expressed having a wonderful time serving as the Chair of the Board of Trustees.

ADJOURNMENT

Motion 17:44: A motion was made by Trustee D’Ambrosio to adjourn the Regular Meeting of June 28, 2017.

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

Chair Barrett adjourned the meeting at 6:34 PM.

Signed _____
Phil Barrett, Chair

Attest: September 27, 2017

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 Douglass Jackson at 4:30 PM in the Board Room (#1010M), 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, Douglass Jackson and Tom Lux were present.

CONSENT AGENDA

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

- a) Revised College Policy 4722 (Advancement of Rank)

Motion 17:45: A motion was made by Trustee Lux to approve the consent agenda.

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

COMMUNICATION FROM THE PUBLIC

None.

REPORT: COLLEGE POLICIES

Director Veronica Zura provided a preview of policies that are currently scheduled to be reviewed and updated in the fall. She shared that updates to policies and rules will be presented as an entire chapter in order to provide a complete context.

FIRST READING: COLLEGE POLICIES &/OR RULES

Policy 5329 (Use of Human Subjects)

Director Zura shared that the policy update was for formatting and language only. Additional updates were made to the procedural guidelines.

In response to a question from Trustee Jackson, Director Zura confirmed that the College has an Institutional Review Board (IRB) to provide oversight to the use of human subjects.

Policy 3812/WAC 132G-276 (Public Records)

Director Zura communicated that the recent passage of House Bill 1595, effective July 23, 2017, repealed the College's existing policy language and ability to assess charges for public records requests.

There was a discussion about other language in the policy/WAC that may need revision, specifically around the timeline for responding when a review is requested after a denial of a records request. It was noted that this could be reviewed for possible modification after the initial change is made.

ACTION: POLICY 3812/WAC 132G-276 (PUBLIC RECORDS)

Director Zura shared that the passage of HB 1595 and subsequent repeal of the existing policy language leaves the College open to liability until revised language can be approved through the standard policy revision process. If approved, an emergency rule to address charges for public records requests will be effective on July 25, 2017 and will remain in place for 120 days.

Motion 17:46: A motion was made by Trustee Barrett to adopt an emergency rule regarding charges for public records as defined in Policy 3812/WAC 132G-276 (Public Records).

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

REPORT: PRESIDENT

President Roberts invited Professor Kevin Roner to speak briefly about an upcoming national conference of Toyota T-TEN instructors hosted at the College. Professor Roner invited the Trustees to attend the opening session of the conference on August 1st.

President Roberts noted that the legislative session adjourned without the passing of a capital budget. This impacts two major upcoming projects for the College: Student housing and an Allied Health Sciences and Advanced Manufacturing building. Senior Executive Director & CFO Stuart Trippel provided additional information about potential scenarios if the legislature were to reconvene and pass a capital budget.

There was a brief discussion about the upcoming Board retreat on September 5th, including possible agenda items. President Roberts asked the Board to review some past Board retreat agendas, draft goals for the year, and action steps for the Strategic Plan; any feedback should be sent to President Roberts and Chair Jackson.

UPDATE: COLLEGE BUDGET

Senior Executive Director & CFO Trippel presented a Fiscal Year 2018 Operating Budget Recommendation. He noted that the initial allocation was just received and is still being reviewed by the business officers at each college.

The recommendation includes funding for mandatory expense increases, as well as for approved abbreviated strategic action plans (aSAPs) as presented at the June 2017 Board meeting.

There was a discussion about the potential use of reserves in order to keep the momentum on projects and initiatives that are proving successful in increasing enrollment. The Board indicated its support for the College's continuing efforts in this area. The Board also indicated its support for the College to continue with its plans for student housing, even though a capital budget has not yet been passed.

ACTION: 2017 – 2018 COLLEGE BUDGET

Senior Executive Director & CFO Trippel presented the recommendation to approve the operating budget through September and revisit at the September Board meeting. It was clarified that the President's ability to adjust the operating budget by two percent without Board approval would only apply to first quarter expenditures.

Motion 17:47: A motion was made by Trustee Barrett to approve the 2017–2018 College Budget.

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

ADJOURNMENT

Motion 17:48: A motion was made by Trustee Barrett to adjourn the Special Meeting of July 24, 2017.

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

Chair Jackson adjourned the meeting at 5:56 PM.

Signed _____
Douglass Jackson, Chair

Attest: September 27, 2017

Julie Bathke, Executive Assistant

MINUTES

The Special Meeting of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Douglass Jackson at 8:33 AM in room 260 in building CC2 at Cascadia College, 18345 Campus Way NE, Bothell, Washington 98011.

MEMBERS PRESENT

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

Members of the Executive Team were also present: President Cheryl Roberts, Vice President & Executive Director Mary Brueggeman, Special Assistant to the President (and Retreat Facilitator) Laura Rehrmann, Executive Vice President Alison Stevens and Senior Executive Director & CFO Stuart Trippel.

COMMUNICATION FROM THE PUBLIC

None.

OVERVIEW OF THE AGENDA

Chair Jackson provided an overview of the agenda.

BUDGET, FINANCIAL & CAPITAL

Senior Executive Director & CFO Stuart Trippel updated the Trustees on budget, financial and capital related matters. Discussion included:

- The status of the multiple processes (e.g. legislative; design; funding) regarding the college's capital projects: Housing and the Health, Sciences and Advanced Manufacturing Complex.
- An update of spaces identified for replacing and/or refreshing.

Senior Executive Director & CFO Trippel provided an overview of three documents:

- *Shoreline Community College Operating Fee Revenue Tracking FY 2017;*
- *Shoreline Community College Operating Fee Revenue Tracking FY 2018 (Preliminary);*
and
- *Shoreline Community College Board of Trustees Retreat, September 2017 – Operating Reserves Conversation.*

Senior Executive Director & CFO Trippel proposed that he have a discussion with the Chair and Vice Chair regarding Board reserves and then, bring forth a proposal to the winter 2018 Board Retreat. Input from the Trustees in regard to reserves and/or a reserve policy:

- It's good practice to have monies set aside to handle emergency situations.
- Look at best practices – how to evaluate the mitigation of risks and exploring of opportunities.
- Personalize best practices.
- A reserve policy in the Board's Governance Manual should be broad and not prescriptive.
- The proposal for the winter 2018 Board Retreat should include: risks and opportunities → best practices (e.g. tuition variance; fundraising risks).

REPORT: STRATEGIC PLAN GOAL STEERING COMMITTEES
DISCUSSION: 2017–2018 STRATEGIC PLAN METRICS

President Roberts and members of the Executive Team spoke about the strategic planning process, the steering committee structure, actions to implement the plan and the 2017–2018 Strategic Plan metrics.

The Trustees had an opportunity to view, discuss and ask questions of the Executive Team about the *Goal, Strategy and Projects/Actions* boards for the:

- Communication, Marketing, and Community Engagement Steering Committee
- Disciplined Excellence Steering Committee
- Ecological Integrity Steering Committee
- Inclusive Excellence Steering Committee
- Learning Outcomes Assessment Steering Committee
- Strategic Planning and Budget Council
- Student Learning Experience Coordinating Committee

2017 – 2018 STUDY SESSION (SHORELINE 101) & REGULAR MEETING (STANDARD) TOPICS

The Board reviewed and discussed the *Study Session (Shoreline 101) & Regular Meeting (Standard) Topics* draft for 2017–18. The Trustees noted that they enjoyed the interactive sessions, going to different departments and looked for opportunities to hear about the student experience—including the positive impact on the student experience due to the collaborative efforts of many departments and personnel.

REVIEW: BOARD OF TRUSTEES GOVERNANCE MANUAL

The Board reviewed and discussed the *BOARD OF TRUSTEES GOVERNANCE MANUAL* (“*Board Policy Manual*”): *Review & Approval Schedule*. They agreed with President Roberts’ recommendations:

- For a three-year Board Policy review process;
- For the Board Chair and Vice Chair to identify the schedule for policy review;
- For the Board to review and discuss proposed policies for revision at its winter 2018 retreat.

DISCUSSION: BOARD OF TRUSTEES SELF-EVALUATION

Special Assistant Rehrmann facilitated a discussion amongst the Trustees in regard to its 2016–2017 self-evaluation.

DISCUSSION: BOARD OF TRUSTEES 2017–2018 PROFESSIONAL LEARNING GOALS

Special Assistant Rehrmann facilitated a discussion amongst the Trustees in regard to its Professional Learning Goals for 2017–2018.

PRESIDENT’S 2017 – 2018 GOALS

President Roberts and the Trustees reviewed and discussed the 2017–2018 President’s Professional Learning Plan and the Board’s goals for the President.

WRAP-UP ADJOURNMENT

The Trustees agreed that the retreat was very informative and productive.

Motion 17:49: A motion was made by Trustee D’Ambrosio to adjourn the Special Meeting of September 5, 2017.

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

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Chair Jackson adjourned the meeting at 3:35 PM.

Signed _____
Douglass Jackson, Chair

Attest: September 27, 2017

Lori Y. Yonemitsu, Secretary

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF SEPTEMBER 27, 2017**

TAB 1

CONSENT AGENDA

Subject: College Policies

Background

The Board of Trustees conducted a first reading at its Special Meeting of July 24, 2017 of revised College Policy 5329 (Use of Human Subjects).

Recommendation

It is recommended that the Board of Trustees approve:

- Revised Policy 5329 (Use of Human Subjects).

Prepared by: Cheryl Roberts, President
Veronica Zura, Director of Human Resources
Shoreline Community College
September 22, 2017

To Follow

- Revised Policy 5329 (Use of Human Subjects)



Policy Name:	USE OF HUMAN SUBJECTS
Policy Number:	5329
Applicable Code/Law:	Code of Federal Regulations, Title 45 Part 46

Policy:

The policy of Shoreline Community College District Number Seven (7) is to protect the rights, well-being, and personal privacy of individuals; to assure a favorable climate for the acquisition of technical skills and the conduct of academic inquiry; and to protect the interests of Shoreline Community College with regard to the use of human subjects.

This policy addresses classroom, laboratory, or clinical activities in which learning by students requires the use of human subjects as part of the training procedures, demonstrations, and/or experiments.

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF SEPTEMBER 27, 2017**

TAB 2

FIRST READING

Subject: College Policies &/or Rules - Revised

Background

Shoreline Community College is in the process of reviewing and, where appropriate, creating revising and/or replacing existing rules, policies and procedures to ensure alignment and compliance with State Board for Community and Technical Colleges (SBCTC) as well as the Northwest Commission for Colleges and Universities (NWCCU) guidelines.

As part of this process, rules and policies are reviewed by the appropriate College council (such as Faculty Senate Council, College Council, or the Strategic Planning/Budget Council), and the Executive Team for recommendation to be presented to the Board of Trustees.

The following rules and/or policies have been revised during the policy review process:

Policy 4726 – Retirement Medical Expense Plan (VEBA)

Prepared by: Cheryl Roberts, President
Veronica Zura, Director of Human Resources
Shoreline Community College
September 22, 2017

To Follow

- Revised Policy 4726 (Retirement Medical Expense Plan)



Policy Name:	Retirement Medical Expense Plan (VEBA)
Policy Number:	4726
Applicable Code/Law:	RCW 28B.50.553, RCW 41.04.340

Policy:

This policy of Shoreline Community College District Number Seven (7) is to administer a post-retirement medical benefits plan for eligible faculty, administrative/exempt, and classified employees using funds from sick leave buyouts at retirement. These plans are commonly referred to as a "VEBA" (Voluntary Employees' Beneficiary Association) plan, and the College shall participate in such a plan.

This policy applies to employees who accrue compensable sick leave and who belong to one of the following groups: a) Faculty (Full-Time and Associate), b) Administrative/Exempt Staff, and c) Classified Staff.

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TAB 3

ACTION

Subject: Policy 5030/WAC 132G-121 (Student Conduct)

Background

Shoreline Community College is proposing revisions to the student conduct code (policy 5030 / WAC 132G-121) to incorporate new model language which implements best practices and enhances the College's compliance with federal law including Title IX and the Violence Against Women Reauthorization Act (VAWA).

As part of this process, the revised student conduct rule has been reviewed by the Faculty Senate Council, the College Council, the Associated Student Government and the Executive Team for recommendation to be presented to the Board of Trustees. In addition, the College held a public hearing for comments related to the proposed revisions in August 2017 and a summary of the rule making process is attached for your review.

Recommendation

It is recommended that the Board of Trustees approve Policy 5030/WAC 132G-121 as presented.

Prepared by: Cheryl Roberts, President
Veronica Zura, Director of Personnel
Shoreline Community College
September 22, 2017

To Follow

- Copy - OTS repealed WAC 132G-120
- Copy - OTS revised WAC 132G-121 (to replace 132G-120)
- Unsigned CR-103P
- Copy – Student Conduct Code Rulemaking Summary

REPEALER

The following chapter of the Washington Administrative Code is repealed:

WAC 132G-120-010	Student conduct code—Preamble.
WAC 132G-120-015	Grounds for discipline.
WAC 132G-120-030	Jurisdiction.
WAC 132G-120-040	The use of disciplinary authority.
WAC 132G-120-050	Student notification.
WAC 132G-120-060	Possible actions.
WAC 132G-120-061	Initiation of summary suspension proceedings.
WAC 132G-120-062	Permission to enter or remain on campus.
WAC 132G-120-063	Notice of summary suspension proceedings.
WAC 132G-120-064	Decision by the vice president for student services.
WAC 132G-120-065	Suspension for failure to appear.
WAC 132G-120-070	College discipline committee.
WAC 132G-120-080	Discipline committee procedural guidelines and safeguards.
WAC 132G-120-090	The president's review.
WAC 132G-120-100	Appeals.
WAC 132G-120-110	Disciplinary terms.
WAC 132G-120-130	Readmission after expulsion.
WAC 132G-120-140	Reporting, recording and maintenance of records.

**Chapter 132G-121 WAC
STUDENT CONDUCT CODE**

NEW SECTION

WAC 132G-121-005 Authority. The board of trustees, acting pursuant to RCW 28B.50.140(14), delegates to the president of the college the authority to administer disciplinary action. The president has delegated the administration of the disciplinary procedures to the executive vice president for student learning and success. Unless otherwise specified, the student conduct officer or delegate shall serve as the principal investigator and administrator for alleged violations of this code.

NEW SECTION

WAC 132G-121-010 Statement of student rights. As members of the academic community, students are encouraged to develop the capacity for critical judgment and to engage in an independent search for truth. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the college community.

The following enumerated rights are guaranteed to each student within the limitations of statutory law and college policy which are deemed necessary to achieve the educational goals of the college:

(1) Academic freedom.

(a) Students are guaranteed the rights of free inquiry, expression, and assembly upon and within college facilities that are generally open and available to the public.

(b) Students are free to pursue appropriate educational objectives from among the college's curricula, programs, and services, subject to the limitations of RCW 28B.50.090 (3)(b).

(c) Students shall be protected from academic evaluation which is arbitrary, prejudiced, or capricious, but are responsible for meeting the standards of academic performance established by each of their instructors.

(d) Students have the right to a learning environment which is free from unlawful discrimination, inappropriate conduct, and any and all harassment, including sexual harassment.

(2) Due process.

(a) The rights of students to be secure in their persons, quarters, papers, and effects against unreasonable searches and seizures is guaranteed.

(b) No disciplinary sanction may be imposed on any student without notice to the accused of the nature of the charges.

(c) A student accused of violating this code of student conduct is entitled, upon request, to procedural due process as set forth in this chapter.

NEW SECTION

WAC 132G-121-015 Prohibited student conduct. The college may impose disciplinary sanctions against a student who commits, attempts to commit, aids, abets, incites, encourages, or assists another person to commit, an act(s) of misconduct which include, but are not limited to, the following:

(1) **Academic dishonesty.** Any act of academic dishonesty including, but not limited to, cheating, plagiarism, and fabrication.

(a) Cheating includes any attempt to give or obtain unauthorized assistance relating to the completion of an academic assignment.

(b) Plagiarism includes taking and using as one's own, without proper attribution, the ideas, writings, or work of another person in completing an academic assignment. Prohibited conduct may also include the unauthorized submission for credit of academic work that has been submitted for credit in another course.

(c) Fabrication includes falsifying data, information, or citations in completing an academic assignment and also includes providing false or deceptive information to an instructor concerning the completion of an assignment.

(2) **Other dishonesty.** Any other acts of dishonesty. Such acts include, but are not limited to:

(a) Forgery, alteration, submission of falsified documents or misuse of any college document, record, or instrument of identification;

(b) Tampering with an election conducted by or for college students; or

(c) Furnishing false information, or failing to furnish correct information, in response to the request or requirement of a college officer or employee.

(3) **Obstructive or disruptive conduct.** Conduct, not otherwise protected by law, which interferes with, impedes, or otherwise unreasonably hinders:

(a) Instruction, research, administration, disciplinary proceeding, or other college activities, including the obstruction of the free flow of pedestrian or vehicular movement on college property or at a college activity; or

(b) Any activity that is authorized to occur on college property, whether or not actually conducted or sponsored by the college.

(4) **Assault, intimidation, harassment.** Unwanted touching, physical abuse, verbal abuse, threat(s), intimidation, harassment, bullying, or other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person or another person's property. For purposes of this code, "bullying" is defined as repeated or aggressive unwanted behavior, not otherwise protected by law that intentionally humiliates, harms, or intimidates the victim.

(5) **Cyber misconduct.** Cyberstalking, cyberbullying or online harassment. Use of electronic communications including, but not limited to, electronic mail, instant messaging, electronic bulletin boards,

and social media sites, to harass, abuse, bully or engage in other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person. Prohibited activities include, but are not limited to, unauthorized monitoring of another's email communications directly or through spyware, sending threatening emails, disrupting electronic communications with spam or by sending a computer virus, sending false messages to third parties using another's email identity, nonconsensual recording of sexual activity, and nonconsensual distribution of a recording of sexual activity.

(6) **Property violation.** Damage to, misappropriation of, unauthorized use or possession of, vandalism, or other nonaccidental damaging or destruction of college property or the property of another person. Property for purposes of this subsection includes computer passwords, access codes, identification cards, personal financial account numbers, other confidential personal information, intellectual property, and university trademarks.

(7) **Failure to comply with directive.** Failure to comply with the directive of a college officer or employee who is acting in the legitimate performance of their duties, including failure to properly identify oneself to such a person when requested to do so.

(8) **Weapons.** Possession, holding, wearing, transporting, storage or presence of any firearm, dagger, sword, knife or other cutting or stabbing instrument, club, explosive device, or any other weapon apparently capable of producing bodily harm is prohibited on the college campus, subject to the following exceptions:

(a) Commissioned law enforcement personnel or legally authorized military personnel while in performance of their duties;

(b) A student with a valid concealed weapons permit may store a pistol in their vehicle parked on campus in accordance with RCW 9.41.050 (2) or (3), provided the vehicle is locked and the weapon is concealed from view; or

(c) The president may grant permission to bring a weapon on campus upon a determination that the weapon is reasonably related to a legitimate pedagogical purpose. Such permission shall be in writing and shall be subject to such terms or conditions incorporated in the written permission.

This policy does not apply to the possession and/or use of disabling chemical sprays when possessed and/or used for self-defense.

(9) **Hazing.** Hazing includes, but is not limited to, any initiation into a student organization or any pastime or amusement engaged in with respect to such an organization that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm, to any student.

(10) **Alcohol, drug, and tobacco violations.**

(a) **Alcohol.** The use, possession, delivery, sale, or being observably under the influence of any alcoholic beverage, except as permitted by law and applicable college policies.

(b) **Marijuana.** The use, possession, delivery, or sale of marijuana or the psychoactive compounds found in marijuana intended for human consumption, regardless of form, or being observably under the influence of marijuana or the psychoactive compounds found in marijuana. While state law permits the recreational use of marijuana, federal law prohibits such use on college premises or in connection with college activities.

(c) **Drugs.** The use, possession, delivery, sale, or being observably under the influence of any legend drug, including anabolic steroids, androgens, or human growth hormones as defined in chapter 69.41

RCW, or any other controlled substance under chapter 69.50 RCW, except as prescribed for a student's use by a licensed practitioner.

(d) **Tobacco, electronic cigarettes, and related products.** The use of tobacco, electronic cigarettes, and related products in any building owned, leased or operated by the college or in any location where such use is prohibited. The use of tobacco, electronic cigarettes, and related products on the college campus is restricted to designated smoking areas. "Related products" include, but are not limited to cigarettes, pipes, bidi, clove cigarettes, water pipes, hookahs, chewing tobacco, vaporizers, and snuff.

(11) **Lewd conduct.** Conduct which is lewd or obscene that is not otherwise protected under the law.

(12) **Discriminatory conduct.** Conduct which harms or adversely affects any member of the college community because of race; color; national origin; perceived or actual sensory, mental or physical disability; use of a service animal; gender, including pregnancy; marital status; age; religion; creed; sexual orientation; gender identity or expression; military or veteran status; or any other legally protected classification.

(13) **Sexual misconduct.** The term "sexual misconduct" includes sexual harassment, sexual intimidation, and sexual violence.

(a) **Sexual harassment.** The term "sexual harassment" means unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature that is sufficiently serious as to deny or limit, and that does deny or limit, based on sex, the ability of a student to participate in or benefit from the college's educational program or that creates an intimidating, hostile, or offensive environment for other campus community members.

(b) **Sexual intimidation.** The term "sexual intimidation" incorporates the definition of "sexual harassment" and means threatening or emotionally distressing conduct based on sex including, but not limited to, nonconsensual recording of sexual activity or the distribution of such recording.

(c) **Sexual violence.** "Sexual violence" is a type of sexual discrimination and harassment. Nonconsensual sexual intercourse, nonconsensual sexual contact, domestic violence, dating violence, and stalking are all types of sexual violence.

(i) Nonconsensual sexual intercourse is any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a person upon another person, that is without consent and/or by force. Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.

(ii) Nonconsensual sexual contact is any intentional sexual touching, however slight, with any object, by a person upon another person that is without consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

(iii) Domestic violence includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

(iv) Dating violence means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was

such relationship will be gauged by its length, type, and frequency of interaction.

(v) Stalking means intentional and repeated harassment or following of another person, which places that person in reasonable fear that the perpetrator intends to injure, intimidate, or harass that person. Stalking also includes instances where the perpetrator knows or reasonably should know that the person is frightened, intimidated, or harassed, even if the perpetrator lacks such intent.

(vi) Consent: Knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Each party has the responsibility to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be at the time of the act of sexual intercourse or sexual contact actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact.

A person cannot consent if unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has engaged in nonconsensual conduct.

Intoxication is not a defense against allegations that an individual has engaged in nonconsensual sexual conduct.

(14) **Harassment.** Unwelcome and offensive conduct, including verbal, nonverbal, or physical conduct, that is directed at a person because of such person's protected status and that is sufficiently serious as to deny or limit, and that does deny or limit, the ability of a student to participate in or benefit from the college's educational program or that creates an intimidating, hostile, or offensive environment for other campus community members. Protected status includes a person's race; color; national origin; sensory, mental or physical disability; use of a service animal; gender, including pregnancy; marital status; age; religion; creed; genetic information; sexual orientation; gender identity; veteran's status; or any other legally protected classification. See "Sexual misconduct" for the definition of "sexual harassment." Harassing conduct may include, but is not limited to, physical conduct, verbal, written, social media and electronic communications.

(15) **Retaliation.** Harming, threatening, intimidating, coercing, or taking adverse action of any kind against a person because such person reported an alleged violation of this code or college policy, provided information about an alleged violation, or participated as a witness or in any other capacity in a college investigation or disciplinary proceeding.

(16) **Misuse of electronic resources.** Theft or other misuse of computer time or other electronic information resources of the college. Such misuse includes, but is not limited to:

(a) Unauthorized use of such resources or opening of a file, message, or other item;

(b) Unauthorized duplication, transfer, or distribution of a computer program, file, message, or other item;

(c) Unauthorized use or distribution of someone else's password or other identification;

(d) Use of such time or resources to interfere with someone else's work;

(e) Use of such time or resources to send, display, or print an obscene or abusive message, text, or image;

(f) Use of such time or resources to interfere with normal operation of the college's computing system or other electronic information resources;

(g) Use of such time or resources in violation of applicable copyright or other law;

(h) Adding to or otherwise altering the infrastructure of the college's electronic information resources without authorization; or

(i) Failure to comply with the college's electronic use policy.

(17) **Unauthorized access.** Unauthorized possession, duplication, or other use of a key, keycard, or other restricted means of access to college property, or unauthorized entry onto or into college property.

(18) **Safety violations.** Safety violation includes any nonaccidental conduct that interferes with or otherwise compromises any college policy, equipment, or procedure relating to the safety and security of the campus community, including tampering with fire safety equipment and triggering false alarms or other emergency response systems.

(19) **Violation of other laws or policies.** Violation of any federal, state, or local law, rule, or regulation or other college rules or policies.

(20) **Ethical violation.** The breach of any generally recognized and published code of ethics or standards of professional practice that governs the conduct of a particular profession for which the student is taking a course or is pursuing as an educational goal or major.

In addition to initiating discipline proceedings for violation of the student conduct code, the college may refer any violations of federal, state or local laws to civil and criminal authorities for disposition. The college shall proceed with student disciplinary proceedings regardless of whether the underlying conduct is subject to civil or criminal prosecution.

NEW SECTION

WAC 132G-121-020 Disciplinary sanctions and terms and conditions. (1) The following disciplinary sanctions may be imposed upon students found to have violated the student conduct code:

(a) **Disciplinary warning.** A verbal statement to a student that there is a violation and that continued violation may be cause for further disciplinary action;

(b) **Written reprimand.** Notice in writing that the student has violated one or more terms of this code of conduct and that continuation of the same or similar behavior may result in more severe disciplinary action;

(c) **Disciplinary probation.** Formal action placing specific conditions and restrictions upon the student's continued attendance depending upon the seriousness of the violation and which may include a deferred disciplinary sanction. If the student subject to a deferred disciplinary sanction is found in violation of any college rule during the time of disciplinary probation, the deferred disciplinary sanction, which may include, but is not limited to, a suspension or a dismissal from the college, shall take effect immediately without further review. Any such sanction shall be in addition to any sanction or conditions arising from the new violation. Probation may be for a limited

period of time or may be for the duration of the student's attendance at the college;

(d) **Disciplinary suspension.** Dismissal from the college and from the student status for a stated period of time. There will be no refund of tuition or fees for the quarter in which the action is taken;

(e) **Dismissal.** The revocation of all rights and privileges of membership in the college community and exclusion from the campus and college-owned or controlled facilities without any possibility of return. There will be no refund of tuition or fees for the quarter in which the action is taken.

(2) Disciplinary terms and conditions that may be imposed alone or in conjunction with the imposition of a disciplinary sanction include, but are not limited to, the following:

(a) **Restitution.** Reimbursement for damage to or misappropriation of property, or for injury to persons, or for reasonable costs incurred by the college in pursuing an investigation or disciplinary proceeding. This may take the form of monetary reimbursement, appropriate service, or other compensation;

(b) **Professional evaluation.** Referral for drug, alcohol, psychological or medical evaluation by an appropriately certified or licensed professional may be required. The student may choose the professional within the scope of practice and with the professional credentials as defined by the college. The student will sign all necessary releases to allow the college access to any such evaluation. The student's return to college may be conditioned upon compliance with recommendations set forth in such a professional evaluation. If the evaluation indicates that the student is not capable of functioning within the college community, the student will remain suspended until future evaluation recommends that the student is capable of reentering the college and complying with the rules of conduct;

(c) **Not in good standing.** A student may be deemed "not in good standing" with the college. If so the student shall be subject to the following restrictions:

(i) Ineligible to hold an office in any student organization recognized by the college or to hold any elected or appointed office of the college.

(ii) Ineligible to represent the college to anyone outside the college community in any way, including representing the college at any official function, or any forms of intercollegiate competition or representation.

(d) **No contact order.** An order directing a student to have no contact with a specified student, college employee, a member of the college community, or a particular college facility.

NEW SECTION

WAC 132G-121-025 Statement of jurisdiction. (1) The student conduct code shall apply to student conduct that occurs:

(a) On college premises;

(b) At or in connection with college sponsored activities; or

(c) Off campus and is conduct that in the judgment of the college adversely affects the college community or the pursuit of its objectives.

(2) Jurisdiction extends to, but is not limited to, locations in which students are engaged in official college activities including, but not limited to, foreign or domestic travel, activities funded by the associated students, athletic events, training internships, cooperative and distance education, online education, practicums, supervised work experiences or any other college-sanctioned social or club activities.

(3) Students are responsible for their conduct from notification of acceptance at the college through the actual receipt of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment.

(4) These standards shall apply to a student's conduct even if the student withdraws from college while a disciplinary matter is pending. The student conduct officer has sole discretion, on a case-by-case basis, to determine whether the student conduct code will be applied to conduct that occurs off campus.

NEW SECTION

WAC 132G-121-030 Definitions. The following definitions shall apply for purposes of this student conduct code:

(1) "**Student conduct officer**" is a college administrator designated by the president to be responsible for implementing and enforcing the student conduct code.

(2) "**Conduct review officer**" is the vice president of students, equity and success, or other college administrator designated by the president to be responsible for receiving and for reviewing or referring appeals of student disciplinary actions in accordance with the procedures of this code.

(3) "**The president**" is the president of the college. The president is authorized to:

(a) Delegate any responsibilities as set forth in this chapter as may be reasonably necessary; and

(b) Reassign any and all duties and responsibilities as set forth in this chapter as may be reasonably necessary.

(4) "**Disciplinary action**" is the process by which the student conduct officer imposes discipline against a student for a violation of the student conduct code.

(5) "**Disciplinary appeal**" is the process by which an aggrieved student can appeal the discipline imposed by the student conduct officer. Disciplinary appeals from a suspension in excess of ten instructional days or an expulsion are heard by the student conduct appeals board. Appeals of all other appealable disciplinary action shall be reviewed through brief adjudicative proceedings.

(6) "**Respondent**" is the student against whom disciplinary action is initiated.

(7) "**Service**" is the process by which a document is officially delivered to a party. Unless otherwise provided, service upon a party shall be accomplished by:

(a) Hand delivery of the document to the party; or

(b) Sending the document by email and by certified mail or first-class mail to the party's last known address. Service is deemed com-

plete upon hand delivery of the document or upon the date the document is emailed or deposited in the mail.

(8) "**Filing**" is the process by which a document is officially delivered to a college official responsible for facilitating a disciplinary review. Unless otherwise provided, filing shall be accomplished by:

(a) Hand delivery of the document to the specified college official or college official's assistant; or

(b) Sending the document by email and first-class mail to the specified college official's office and college email address.

Papers required to be filed shall be deemed filed upon actual receipt during office hours at the office of the specified college official.

(9) "**College premises**" shall include all campuses of the college, wherever located, and includes all land, buildings, facilities, vehicles, equipment, and other property owned, used, or controlled by the college.

(10) "**Student**" includes all persons taking courses at or through the college, whether on a full-time or part-time basis, and whether such courses are credit courses, noncredit courses, online courses, or otherwise. Persons who withdraw after allegedly violating the code, who are not officially enrolled for a particular term but who have a continuing relationship with the college, or who have been notified of their acceptance for admission are considered "students" for purposes of this chapter.

(11) "**Business day**" means a week day, excluding weekends, college holidays, or periods of closure.

(12) A "**complainant**" is an alleged victim of sexual misconduct.

(13) "**Sexual misconduct**" has the meaning ascribed to this term in WAC 132G-121-015(13).

NEW SECTION

WAC 132G-121-035 Initiation of disciplinary action. (1) All disciplinary actions will be initiated by the student conduct officer. If that officer is the subject of a complaint initiated by the respondent, the president shall, upon request and when feasible, designate another person to fulfill any such disciplinary responsibilities relative to the complainant.

(2) The student conduct officer shall initiate disciplinary action by serving the respondent with written notice directing such respondent to attend a disciplinary meeting. The notice shall briefly describe the factual allegations, the provision(s) of the conduct code the respondent is alleged to have violated, the range of possible sanctions for the alleged violation(s), and specify the time and location of the meeting. At the meeting, the student conduct officer will present the allegations to the respondent and the respondent shall be afforded an opportunity to explain what took place. If the respondent fails to attend the meeting after proper service of notice, the student conduct officer may take disciplinary action based upon the available information.

(3) The student conduct officer, prior to taking disciplinary action in a case involving allegations of sexual misconduct, will make a reasonable effort to contact the complainant to discuss the results of

the investigation and possible disciplinary sanctions and/or conditions, if any, that may be imposed upon the respondent if the allegations of sexual misconduct are found to have merit.

(4) Within ten days of the initial disciplinary meeting, and after considering the evidence in the case, including any facts or argument presented by the respondent, the student conduct officer shall serve the respondent with a written decision setting forth the facts and conclusions supporting their decision, the specific student conduct code provisions found to have been violated, the discipline imposed, if any, and a notice of any appeal rights with an explanation of the consequences of failing to file a timely appeal.

(5) The student conduct officer may take any of the following disciplinary actions:

(a) Exonerate the respondent and terminate the proceedings;

(b) Impose a disciplinary sanction(s), as described in WAC 132G-121-020;

(c) Refer the matter directly to the student conduct committee for such disciplinary action as the committee deems appropriate. Such referral shall be in writing, to the attention of the chair of the student conduct committee, with a copy served on the respondent.

(6) In cases involving allegations of sexual misconduct, the student conduct officer, on the same date that a disciplinary decision is served on the respondent, will serve a written notice informing the complainant whether the allegations of sexual misconduct were found to have merit and describing any disciplinary sanctions and/or conditions imposed upon the respondent for the complainant's protection, including disciplinary suspension or dismissal of the respondent. The notice will also inform the complainant of their appeal rights. If protective sanctions and/or conditions are imposed, the student conduct officer shall make a reasonable effort to contact the complainant to ensure prompt notice of the protective disciplinary sanctions and/or conditions.

NEW SECTION

WAC 132G-121-040 Appeal from disciplinary action. (1) The respondent may appeal a disciplinary action by filing a written notice of appeal with the conduct review officer within ten days of service of the student conduct officer's decision. Failure to timely file a notice of appeal constitutes a waiver of the right to appeal and the student conduct officer's decision shall be deemed final.

(2) The notice of appeal must include a brief statement explaining why the respondent is seeking review.

(3) The parties to an appeal shall be the respondent and the conduct review officer.

(4) A respondent who timely appeals a disciplinary action, or whose case is referred to the student conduct committee, has a right to a prompt, fair, and impartial hearing as provided for in these procedures.

(5) On appeal, the college bears the burden of establishing the evidentiary facts underlying the imposition of a disciplinary sanction by a preponderance of the evidence.

(6) Imposition of disciplinary action for violation of the student conduct code shall be stayed pending appeal, unless respondent has been summarily suspended.

(7) The student conduct committee shall hear appeals from:

(a) The imposition of disciplinary suspensions in excess of ten instructional days;

(b) Dismissals; and

(c) Discipline cases referred to the committee by the student conduct officer, the conduct review officer, or the president.

(8) Student conduct appeals from the imposition of the following disciplinary sanctions shall be reviewed through a brief adjudicative proceeding:

(a) Suspensions of ten instructional days or less;

(b) Disciplinary probation;

(c) Written reprimands; and

(d) Any conditions or terms imposed in conjunction with one of the foregoing disciplinary actions.

(9) Except as provided elsewhere in these rules, disciplinary warnings and dismissals of disciplinary actions are final actions and are not subject to appeal.

(10) In cases involving allegations of sexual misconduct, the complainant has the right to appeal the following actions by the student conduct officer following the same procedures as set forth in subsection (9) of this section for the respondent:

(a) The dismissal of a sexual misconduct complaint; or

(b) Any disciplinary sanction(s) and conditions imposed against a respondent for a sexual misconduct violation, including a disciplinary warning.

(11) If the respondent timely appeals a decision imposing discipline for a sexual misconduct violation, the college shall notify the complainant of the appeal and provide the complainant an opportunity to intervene as a party to the appeal.

(12) Except as otherwise specified in this chapter, a complainant who timely appeals a disciplinary decision or who intervenes as a party to respondent's appeal of a disciplinary decision shall be afforded the same procedural rights as are afforded the respondent.

NEW SECTION

WAC 132G-121-045 Brief adjudicative proceedings—Initial hearing. (1) Brief adjudicative proceedings shall be conducted by a conduct review officer. The conduct review officer shall not participate in any case in which they are a complainant or witness, or in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity.

(2) The parties to a brief adjudicative proceeding are the respondent, the student conduct officer, and in cases involving sexual misconduct, the complainant. Before taking action, the conduct review officer shall conduct an informal hearing and provide each party:

(a) An opportunity to be informed of the agency's view of the matter; and

(b) An opportunity to explain the party's view of the matter.

(3) The conduct review officer shall serve an initial decision upon the respondent and the student conduct officer within ten days of consideration of the appeal. The initial decision shall contain a brief written statement of the reasons for the decision and information about how to seek administrative review of the initial decision. If no request for review is filed within ten days of service of the initial decision, the initial decision shall be deemed the final decision.

(4) In cases involving allegations of sexual misconduct, the conduct review officer, on the same date as the initial decision is served on the respondent, will serve a written notice upon the complainant informing the complainant whether the allegations of sexual misconduct were found to have merit and describing any disciplinary sanctions and/or conditions imposed upon the respondent for the complainant's protection. The notice will also inform the complainant of their appeal rights.

(5) If the conduct review officer upon review determines that the respondent's conduct may warrant imposition of a disciplinary suspension of more than ten instructional days or expulsion, the matter shall be referred to the student conduct committee for a disciplinary hearing.

NEW SECTION

WAC 132G-121-050 Brief adjudicative proceedings—Review of initial decision. (1) An initial decision is subject to review by the president, provided a party files a written request for review with the conduct review officer within ten days of service of the initial decision.

(2) The president shall not participate in any case in which the president is a complainant or witness, or in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity.

(3) During the review, the president shall give all parties an opportunity to file written responses explaining their view of the matter and shall make any inquiries necessary to ascertain whether the sanctions should be modified or whether the proceedings should be referred to the student conduct committee for a formal adjudicative hearing.

(4) The decision on review must be in writing and must include a brief statement of the reasons for the decision and must be served on the parties within twenty days of the initial decision or of the request for review, whichever is later. The decision on review will contain a notice that judicial review may be available. A request for review may be deemed to have been denied if the president does not make a disposition of the matter within twenty days after the request is submitted.

(5) If the president upon review determines that the respondent's conduct may warrant imposition of a disciplinary suspension of more than ten instructional days or expulsion, the matter shall be referred to the student conduct committee for a disciplinary hearing.

(6) In cases involving allegations of sexual misconduct, the president, on the same date as the final decision is served on the re-

spondent, will serve a written notice upon the complainant informing the complainant whether the allegations of sexual misconduct were found to have merit and describing any disciplinary sanctions and/or conditions imposed upon the respondent for the complainant's protection, including suspension or dismissal of the respondent. The notice will also inform the complainant of their appeal rights.

NEW SECTION

WAC 132G-121-055 Student conduct committee. (1) The student conduct committee shall consist of five members:

- (a) Two full-time students appointed by the student government;
- (b) Two faculty members appointed by the president;
- (c) One faculty member or administrator (other than an administrator serving as a student conduct or conduct review officer) appointed by the president at the beginning of the academic year.

(2) The faculty member or administrator appointed on a yearly basis shall serve as the chair of the committee and may take action on preliminary hearing matters prior to convening the committee. The chair shall receive annual training on protecting victims and promoting accountability in cases involving allegations of sexual misconduct.

(3) Hearings may be heard by a quorum of three members of the committee so long as one faculty member and one student are included on the hearing panel. Committee action may be taken upon a majority vote of all committee members attending the hearing.

(4) Members of the student conduct committee shall not participate in any case in which they are a party, complainant, or witness, in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity. Any party may petition the committee for disqualification of a committee member.

NEW SECTION

WAC 132G-121-060 Appeal—Student conduct committee. (1) Proceedings of the student conduct committee shall be governed by the Administrative Procedure Act, chapter 34.05 RCW.

(2) The student conduct committee chair shall serve all parties with written notice of the hearing not less than seven days in advance of the hearing date. The chair may shorten this notice period if both parties agree, and also may continue the hearing to a later time for good cause shown.

(3) The committee chair is authorized to conduct prehearing conferences and/or to make prehearing decisions concerning the extent and form of any discovery, issuance of protective decisions, and similar procedural matters.

(4) Upon request filed at least five days before the hearing by any party or at the direction of the committee chair, the parties shall exchange, no later than the third day prior to the hearing, lists of potential witnesses and copies of potential exhibits that

they reasonably expect to present to the committee. Failure to participate in good faith in such a requested exchange may be cause for exclusion from the hearing of any witness or exhibit not disclosed, absent a showing of good cause for such failure.

(5) The committee chair may provide to the committee members in advance of the hearing copies of:

(a) The conduct officer's notification of imposition of discipline or referral to the committee; and

(b) The notice of appeal or any response to referral by the respondent. If doing so, however, the chair should remind the members that these "pleadings" are not evidence of any facts they may allege.

(6) The parties may agree before the hearing to designate specific exhibits as admissible without objection and, if they do so, whether the committee chair may provide copies of these admissible exhibits to the committee members before the hearing.

(7) The student conduct officer, upon request, shall provide reasonable assistance to the respondent and complainant in obtaining relevant and admissible evidence that is within the college's control.

(8) Communications between committee members and other hearing participants regarding any issue in the proceeding, other than procedural communications that are necessary to maintain an orderly process, are generally prohibited without notice and opportunity for all parties to participate, and any improper "ex parte" communication shall be placed on the record, as further provided in RCW 34.05.455.

(9) In cases heard by the committee, each party may be accompanied at the hearing by a nonattorney assistant of the party's choice. The respondent in all committee disciplinary appeals, or a complainant in a case involving allegations of sexual misconduct before the committee, may elect to be represented by an attorney at the person's own cost, but will be deemed to have waived that right unless, at least four business days before the hearing, written notice of the attorney's identity and participation is filed with the committee chair with a copy to the student conduct officer. The committee will ordinarily be advised by an assistant attorney general. If the respondent or the complainant is represented by an attorney, the student conduct officer may also be represented by a second, appropriately screened assistant attorney general.

NEW SECTION

WAC 132G-121-065 Student conduct committee hearings—Presentation of evidence. (1) Upon the failure of any party to attend or participate in a hearing, the student conduct committee may either:

(a) Proceed with the hearing and issuance of its decision; or

(b) Serve a decision of default in accordance with RCW 34.05.440.

(2) The hearing will ordinarily be closed to the public. However, if all parties agree on the record that some or all of the proceedings be open, the chair shall determine any extent to which the hearing will be open. If any person disrupts the proceedings, the chair may exclude that person from the hearing room.

(3) The chair shall cause the hearing to be recorded by a method that such chair selects, in accordance with RCW 34.05.449. That recording, or a copy, shall be made available to any party upon request.

The chair shall ensure maintenance of the record of the proceeding required by RCW 34.05.476, which shall also be available upon request for inspection and copying by any party. Other recording shall also be permitted, in accordance with WAC 10-08-190.

(4) The chair shall preside at the hearing and decide procedural questions that arise during the hearing, except as overridden by majority vote of the committee.

(5) The student conduct officer unless represented by an assistant attorney general, shall present the case for imposing disciplinary sanctions.

(6) All testimony shall be given under oath or affirmation. Evidence shall be admitted or excluded in accordance with RCW 34.05.452.

(7) In cases involving allegations of sexual misconduct, no party shall directly question or cross examine one another. Attorneys for the parties are also prohibited from questioning the opposing party absent express permission from the committee chair. Subject to this exception, all cross-examination questions shall be directed to the committee chair, who in such chair's discretion shall pose the questions on the party's behalf.

NEW SECTION

WAC 132G-121-070 Student conduct committee—Initial decision.

(1) At the conclusion of the hearing, the student conduct committee shall permit the parties to make closing arguments in whatever form it wishes to receive them. The committee also may permit each party to propose findings, conclusions, and/or a proposed decision for its consideration.

(2) Within twenty days following the later of the conclusion of the hearing or the committee's receipt of closing arguments, the committee shall issue an initial decision in accordance with RCW 34.05.461 and WAC 10-08-210. The initial decision shall include findings on all material issues of fact and conclusions on all material issues of law, including which, if any, provisions of the student conduct code were violated. Any findings based substantially on the credibility of evidence or the demeanor of witnesses shall be so identified.

(3) The committee's initial order shall also include a determination on appropriate discipline, if any. If the matter was referred to the committee by the student conduct officer, the committee shall identify and impose disciplinary sanction(s) or conditions, if any, as authorized in the student code. If the matter is an appeal by a party, the committee may affirm, reverse, or modify the disciplinary sanction and/or conditions imposed by the student conduct officer and/or impose additional disciplinary sanction(s) or conditions as authorized herein.

(4) The committee chair shall cause copies of the initial decision to be served on the parties and their legal counsel of record. The committee chair shall also promptly transmit a copy of the decision and the record of the committee's proceedings to the president.

(5) In cases involving allegations of sexual misconduct, the chair of the student conduct committee, on the same date as the initial decision is served on the respondent, will serve a written notice

upon the complainant informing the complainant whether the allegations of sexual misconduct were found to have merit and describing any disciplinary sanctions and/or conditions imposed upon the respondent for the complainant's protection, including suspension or dismissal of the respondent. Complainant may appeal the student conduct committee's initial decision to the president, subject to the same procedures and deadlines applicable to other parties. The notice will also inform the complainant of their appeal rights.

NEW SECTION

WAC 132G-121-075 Appeal from student conduct committee initial decision. (1) A party who is aggrieved by the findings or conclusions issued by the student conduct committee may appeal the committee's initial decision to the president by filing a notice of appeal with the president's office within ten days of service of the committee's initial decision. Failure to file a timely appeal constitutes a waiver of the right and the initial decision shall be deemed final.

(2) The notice of appeal must identify the specific findings of fact and/or conclusions of law in the initial decision that are challenged, and must contain argument why the appeal should be granted. If necessary to aid review, the president may ask for additional briefing from the parties on issues raised on appeal. The president's review shall be restricted to the hearing record made before the student conduct committee, and will normally be limited to a review of those issues and arguments raised in the notice of appeal.

(3) The president shall provide a written decision to the party and the student conduct officer within twenty days after receipt of the notice of appeal. The president's decision shall be final and shall include a notice of any rights to request reconsideration and/or judicial review.

(4) In cases involving allegations of sexual misconduct, the president, on the same date that the final decision is served upon the respondent, shall serve a written notice informing the complainant of the final decision. This notice shall inform the complainant whether the sexual misconduct allegation was found to have merit, and describe any disciplinary sanctions and/or conditions imposed upon the respondent for the complainant's protection, including suspension or dismissal of the respondent.

(5) The president shall not engage in an ex parte communication with any of the parties regarding an appeal.

NEW SECTION

WAC 132G-121-080 Summary suspension. (1) Summary suspension is a temporary exclusion from specified college premises or denial of access to all activities or privileges for which a respondent might otherwise be eligible, while an investigation and/or formal disciplinary procedures are pending.

(2) The student conduct officer may impose a summary suspension if there is probable cause to believe that the respondent:

- (a) Has violated any provision of the code of conduct; and
- (b) Presents an immediate danger to the health, safety or welfare of members of the college community; or
- (c) Poses an ongoing threat of substantial disruption of, or interference with, the operations of the college.

(3) Notice. Any respondent who has been summarily suspended shall be served with oral or written notice of the summary suspension. If oral notice is given, a written notification shall be served on the respondent within two business days of the oral notice.

(4) The written notification shall be entitled "Notice of summary suspension" and shall include:

(a) The reasons for imposing the summary suspension, including a description of the conduct giving rise to the summary suspension, and reference to the provisions of the student conduct code or the law(s) allegedly violated;

(b) The date, time, and location when the respondent must appear before the conduct review officer for a hearing on the summary suspension; and

(c) The conditions, if any, under which the respondent may physically access the campus or communicate with members of the campus community. If the respondent has been trespassed from the campus, a notice against trespass shall be included that warns the student that their privilege to enter or remain on college premises has been withdrawn, that the respondent shall be considered trespassing and subject to arrest for criminal trespass if the respondent enters the college campus other than to meet with the student conduct officer or conduct review officer, or to attend a disciplinary hearing.

(5) The conduct review officer shall conduct a hearing on the summary suspension as soon as practicable after imposition of the summary suspension.

(a) During the summary suspension hearing, the issue before the conduct review officer is whether there is probable cause to believe that the summary suspension should be continued pending the conclusion of disciplinary proceedings and/or whether the summary suspension should be less restrictive in scope.

(b) The respondent shall be afforded an opportunity to explain why summary suspension should not be continued while disciplinary proceedings are pending or why the summary suspension should be less restrictive in scope.

(c) If the respondent fails to appear at the designated hearing time, the conduct review officer may order that the summary suspension remain in place pending the conclusion of the disciplinary proceedings.

(d) As soon as practicable following the hearing, the conduct review officer shall issue a written decision which shall include a brief explanation for any decision continuing and/or modifying the summary suspension and notice of any right to appeal.

(e) To the extent permissible under applicable law, the conduct review officer shall provide a copy of the decision to all persons or officers who may be bound or protected by it.

(6) In cases involving allegations of sexual misconduct, the complainant shall be notified that a summary suspension has been imposed on the same day that the summary suspension notice is served on the respondent. The college will also provide the complainant with timely notice of any subsequent changes to the summary suspension order.

NEW SECTION

WAC 132G-121-085 Sexual misconduct proceedings. Both the respondent and the complainant in cases involving allegations of sexual misconduct shall be provided the same procedural rights to participate in student discipline matters, including the right to participate in the initial disciplinary decision-making process and to appeal any disciplinary decision.

NEW SECTION

WAC 132G-121-090 Brief adjudicative proceedings authorization. This rule is adopted in accordance with RCW 34.05.482 through 34.05.494. Brief adjudicative proceedings shall be used, unless provided otherwise by another rule or determined otherwise in a particular case by the president, or a designee, in regard to:

Student conduct appeals involving the following disciplinary actions:

- (1) Suspensions of ten instructional days or less;
- (2) Disciplinary probation;
- (3) Written reprimands;
- (4) Any conditions or terms imposed in conjunction with one of the foregoing disciplinary actions; and
- (5) Appeals by a complainant in student disciplinary proceedings involving allegations of sexual misconduct in which the student conduct officer:
 - (a) Dismisses disciplinary proceedings based upon a finding that the allegations of sexual misconduct have no merit; or
 - (b) Issues a verbal warning to respondent.



RULE-MAKING ORDER

PERMANENT RULE ONLY

CR-103P (August 2017)

(Implements RCW 34.05.360)

Agency: SHORELINE COMMUNITY COLLEGE

Effective date of rule:

Permanent Rules

- 31 days after filing.
 Other (specify) _____ (If less than 31 days after filing, a specific finding under RCW 34.05.380(3) is required and should be stated below)

Any other findings required by other provisions of law as precondition to adoption or effectiveness of rule?

- Yes No If Yes, explain:

Purpose: The College has revised the student conduct code to incorporate new model language which implements best practices and enhances the College's compliance Chapter 28B-110 RCW (Gender Equality in Higher Education) and compliance with federal law including Title IX and Violence Against Women Reauthorization Act.

Citation of rules affected by this order:

New: Title 132G-121 WAC
 Repealed: Title 132G-120 WAC
 Amended:
 Suspended:

Statutory authority for adoption: RCW 28B.50.140

Other authority:

PERMANENT RULE (Including Expedited Rule Making)

Adopted under notice filed as WSR 17-14-111 on 07/05/17 (date).

Describe any changes other than editing from proposed to adopted version: NONE

If a preliminary cost-benefit analysis was prepared under RCW 34.05.328, a final cost-benefit analysis is available by contacting:

Name:
 Address:
 Phone:
 Fax:
 TTY:
 Email:
 Web site:
 Other:

**Note: If any category is left blank, it will be calculated as zero.
No descriptive text.**

**Count by whole WAC sections only, from the WAC number through the history note.
A section may be counted in more than one category.**

The number of sections adopted in order to comply with:

Federal statute:	New	<u>18</u>	Amended	<u>0</u>	Repealed	18
Federal rules or standards:	New	<u>0</u>	Amended	<u>0</u>	Repealed	<u>0</u>
Recently enacted state statutes:	New	<u>0</u>	Amended	<u>0</u>	Repealed	<u>0</u>

The number of sections adopted at the request of a nongovernmental entity:

New	<u>0</u>	Amended	<u>0</u>	Repealed	<u>0</u>
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The number of sections adopted on the agency's own initiative:

New	<u>0</u>	Amended	<u>0</u>	Repealed	<u>0</u>
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The number of sections adopted in order to clarify, streamline, or reform agency procedures:

New	<u>0</u>	Amended	<u>0</u>	Repealed	<u>0</u>
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The number of sections adopted using:

Negotiated rule making:	New	<u>0</u>	Amended	<u>0</u>	Repealed	<u>0</u>
Pilot rule making:	New	<u>0</u>	Amended	<u>0</u>	Repealed	<u>0</u>
Other alternative rule making:	New	<u>0</u>	Amended	<u>0</u>	Repealed	<u>0</u>

Date adopted: 09/27/2017

Name: Dr. Cheryl Roberts

Title: President, Shoreline Community College

Signature:

Place signature here

SHORELINE COMMUNITY COLLEGE RULEMAKING SUMMARY

Proposed Rules Under Consideration: Repeal of Chapter 132G-120 WAC (Student Conduct Code) and creation of Chapter 132G-121 WAC (Student Conduct Code)

Authority: RCW 34.05.325 requires state agencies and institutions to provide for oral and written comments in response to proposed rules and to provide a summary of those comments to the Board of Trustees.

WAC 131-12-060 requires college districts to involve students in the promulgation, amendment and revocation of rules defining student rights and responsibilities. At a minimum, students should be afforded a reasonable opportunity to review and express opinions regarding a college's proposed exercise of rule-making authority.

In addition to providing the proposed updates to the Student Conduct rule to the Associated Student Government for review/comments during Spring 2016, the College also ensured the public hearing was advertised to all students via email notification in Summer 2017.

The College held a rulemaking hearing on August 16, 2017, and received no oral comments. The College received 2 written comments via email submission which are addressed individually below.

Summary: The purpose of this rulemaking hearing was to solicit comment on changes relating to the Student Conduct Code. The proposed revisions would:

- (1) Update the student conduct code to current best practices and reflect changes in the law regarding sexual violence and to bring the code into compliance with requirements imposed by the Violence Against Women Act (VAWA).
- (2) Update and clarify disciplinary sanctions and terms and conditions that the college can impose against students who are found to have violated the student conduct code.
- (3) Update the student conduct procedures and bring them into compliance with VAWA.
- (4) Expand the jurisdiction of the student conduct code to include certain off campus conduct.
- (5) Make appeals from disciplinary reprimands and disciplinary probation to Brief Adjudicative Proceedings.
- (6) Retain review by the Student Conduct Committee for appeals from disciplinary suspensions and dismissals.
- (7) Make the preponderance of the evidence the applicable standard of proof for disciplinary matters.
- (8) Make available the same procedural rights to alleged victims of sexual misconduct as are available to student respondents accused of sexual misconduct.

Proposed Action	Comment	Response	Change
WAC 132G-121 Student Conduct	How does this affect staff if this code is for student conduct?	The new proposed rule does not regulate the conduct of staff unless the staff are also enrolled as students at the College. If enrolled as a student, the student conduct rule would apply.	No change.
WAC 132G-121-015-8 Prohibited Student Conduct, Weapons	The new proposed rule states students are prohibited from carrying any knife or cutting device. If that is the case, all of Art students would be in violation because we require them to bring X-acto knives and utility knives to class for creating, mounting and presenting work.	WAC 132G-121-015-8(c) addresses the ability for exceptions to be made for pedagogical reasons and for the President to grant written permission for carrying a prohibited weapon or item. The President will develop a protocol for such permission.	No change.

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF SEPTEMBER 27, 2017**

TAB 4

ACTION

Subject: Washington Association of College Trustees (ACT) Transforming Lives Awards

Background

The ACT Transforming Lives Awards will recognize current or former students whose lives have been transformed by attending a Washington state Community or Technical College. One (1) current or former student from each of the thirty-four (34) Community and Technical Colleges (CTCs) will be nominated by the respective College's Board of Trustees based on the following criteria:

- A current or former Washington community or technical college student (**within 3 years of completing a degree, certificate or transfer**); or
- Or a current student who is making significant progress toward completing a degree or certificate that is helping him or her prepare for success in his or her future endeavors.
- The nominee must share in written format (**maximum 750 words**) about overcoming barriers to achieve higher education goals and how the education and support received at the nominee's community or technical college was life transforming. *** Please note: All 34 stories will be published in the Transforming Lives Booklet. The booklet is widely distributed to Legislators, CTC Stakeholders, the Public and is posted to the ACT's website.*

The ACT Awards Committee will select a total of five individuals (awardees) from the nominations submitted by the Washington CTCs and each of the five awardees, will receive a \$500.00 (Five-Hundred dollar) monetary award and speak at January 22, 2018 Transforming Lives Award Dinner. In addition, the ACT will honor all 34 current or former CTC nominees at the Transforming Lives Award Dinner.

Recommendation

It is recommended that the Board of Trustees identify two (2) members of the Board to review the nomination submissions and recommend the Shoreline Community College Board of Trustees' nominee for the 2018 ACT Transforming Lives Awards.

Prepared by: Lori Yonemitsu
Executive Assistant to the President & Secretary to the Board of Trustees
Shoreline Community College
September 12, 2017

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF SEPTEMBER 27, 2017**

TAB 5

FIRST READING

Subject: Board of Trustees Professional Learning Goals 2017 – 2018

BOARD OF TRUSTEES PROFESSIONAL LEARNING GOALS 2017 – 2018

During the September 5, 2017 Board of Trustees Retreat (“Special Meeting”), the Trustees discussed the following for its 2017 – 2018 Professional Learning Goals:

- Continue with Shoreline 101.
 - Participate in the Board Winter Retreat and add to its agenda a report out by Board members on their involvement in College activities and events, and external relationships.
 - Participate in meetings with local partners (e.g. City of Lake Forest Park and Shoreline School Board).
 - Attend a Board meeting of one of the Five Star Consortium colleges.
 - Engage in more College events (e.g. SIFF, NW SolarFest, Convocation, Jazz Fest, athletics).
 - Use the annual calendar of recommended local and national events to attend.
 - In anticipation of the upcoming capital campaign, meet with the College Foundation Board.
 - Participate in individual meetings with the College President.
-

Prepared by: Laura Rehrmann, Special Assistant to the President
Shoreline Community College
September 6, 2017