

**SHORELINE COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING OF MARCH 15, 2017
3:00 PM Study Session—Automotive Showroom (#2120), Bldg #2100
4:30 PM Regular Session—Automotive Showroom (#2120), Bldg #2100**

A G E N D A

3:00 PM – STUDY SESSION (AUTOMOTIVE SHOWROOM (#2120) • BLDG 2100)			
No.	AGENDA ITEM	RESPONSIBILITY	TAB
	Program Overview: Automotive	•Guy Hamilton	
	Program Overview: Manufacturing Technology	•Guy Hamilton	
	Program Overview: Clean Energy Technology	•Louise Petruzzella	
4:30 PM – REGULAR SESSION (AUTOMOTIVE SHOWROOM (#2120) • BLDG 2100)			
No.	AGENDA ITEM	RESPONSIBILITY	TAB
1.	Convene Meeting	Phil Barrett	
2.	Report: Chair, Board of Trustees	Phil Barrett	
3.	Consent Agenda	Phil Barrett & Trustees	
	a. Approval of Previous Meeting Minutes		
	▪ Regular Meeting of February 22, 2017		
	▪ Special Meetings of February 28, March 1 & 8, 2017		
	b. Policy 5035 [Student Grievance Procedures—Academic Evaluation]	Cheryl Roberts	1
	c. Policy 5164 [Assessment and Awarding of Credit by Prior Learning Assessment (PLA)]	Cheryl Roberts	2
	d. Honors Fees	Stuart Trippel	3
4.	Open Comment Period Share a compliment or concern. All comments are welcome.	Phil Barrett	
5.	Action: Renewal of First-Year and Second-Year Tenure Track Faculty Candidates	Alison Stevens	4
6.	Action: Tenure Considerations	Alison Stevens	5
7.	College Update(s)		
8.	Report: Shoreline President	Cheryl Roberts	
9.	First Reading: College Calendar (2018 – 2019; 2019 – 2020)	Chris Melton	6
10.	Report: Shoreline Faculty	DuValle Daniel	
11.	Report: Shoreline Classified	Jerry Owens	

The time and the order of agenda items are estimations and are subject to change.

12.	Report: Shoreline Associated Student Government	<i>Winston Lee</i>	
13.	Report: Closing Remarks – Board of Trustees	<i>Trustees</i>	
14.	Executive Session, if necessary	<i>Phil Barrett</i>	
15.	Action: Adjournment	<i>Phil Barrett</i>	
	Next Regular Meeting: Wednesday, April 26, 2017		

The time and the order of agenda items are estimations and are subject to change.

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF FEBRUARY 22, 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 3:00 PM in the Board Room of the Administration Building at Shoreline Community College. A quorum of the Board was present.

At 3:00 PM, the Trustees proceeded to main level of building 4000 for a visit to the Library, Learning and Tutoring Centers.

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 4:02 PM in the Board Room of the Administration Building 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.

REPORT: BOARD OF TRUSTEES CHAIR

Chair Barrett spoke of his recent visit to New York and Ellis Island and noted, "We are a country that has been incredibly welcoming of immigrants and will continue to be."

CONSENT AGENDA

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

- a) One set of minutes from the Regular Meeting of January 25, 2017.

Motion 17:04: A motion was made by Trustee D'Ambrosio to approve the consent agenda.

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

SHORELINE COMMUNITY COLLEGE
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REGULAR MEETING OF FEBRUARY 22, 2017

OPEN COMMENT PERIOD

None.

COLLEGE UPDATE(S)

UW Genome Sciences Summer Research Program

Dean Guy Hamilton provided an overview of the University of Washington's new REU (Research Experiences for Undergraduates) Site: Discoveries in Genomics and Proteomics and noted that Shoreline Community College is one of four colleges or universities from which undergraduate student researchers will be recruited.

REPORT: SHORELINE PRESIDENT

President Roberts distributed and provided an overview of her *Community Connections Report* (January 26 – February 21, 2017) and the *Executive Team Highlights to the Board of Trustees* (February 22, 2017) which included information related to:

- The multitude of messages (recently posted and/or soon to be disseminated) to the campus related to immigrant students; DACA students; the College's *Community Standard*; the First Amendment; and personnel changes.
- Support from the community in holding food drives for the Student Food Pantry.
- Shoreline Community College's 2016 Tree Campus USA® recognition.

REPORT (QUARTERLY) BUDGET

Executive Director & CFO Stuart Trippel provided an overview of the *Shoreline Community College Board of Trustees Mid-Year Financial Summary for Board of Trustees (Information for July 1, 2016 – December 31, 2016)* which included: Operating Budget Analysis by Program; Operating Budget Analysis by Category; and Expense Analysis – Fiscal Year 2016-2017 and Prior Year 2015-2016.

Executive Director & CFO Trippel also provided an overview of a spreadsheet entitled *Operating Fee Revenue Tracking, FY 2017*.

ACTION: FACULTY SABBATICAL LEAVE PROPOSALS (2017 – 2018)

Executive Vice President Alison Stevens provided an overview of TAB 2 (Faculty Sabbatical Leave Proposals 2017 – 2018).

SHORELINE COMMUNITY COLLEGE
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REGULAR MEETING OF FEBRUARY 22, 2017

Recommendation

It is recommended that sabbatical leaves be granted to:

- Steven Bogart and Lauren Sandven for three (3) quarters each during the 2017 - 2018 academic year at 86% compensation.
- Charles Dodd, Linda Kuehnert, Tim Payne and Mayumi Steinmetz for two (2) quarters each during the 2017 – 2018 academic year at 86% compensation.
- Vincent Barnes and Rachel David for one (1) quarter each during the 2017 - 2018 academic year at 100% compensation.

Motion 17:05: A motion was made by Trustee Jackson to approve the granting of Faculty sabbatical leaves for 2017 – 2018 as recommended on TAB 2 [Faculty Sabbatical Leaves (2017 – 2018)].

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

The Trustees expressed wanting the opportunity to hear about the sabbaticals after they have been completed.

ACTION: 2017 – 2018 CALENDAR REVISIONS

Director & Registrar Chris Melton provided an overview of TAB 3 (2017 – 2018 Calendar Revisions) and stated that starting the quarter later, appeared to have a positive impact on enrollment.

Trustees Barrett and Jackson noted that the positive impact on enrollment may be due to a number of factors and requested that data be kept related to “late starts” and impact on enrollment.

Motion 17:06: A motion was made by Trustee Lux to approve the revised 2017 – 2018 College calendar.

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

ACTION: TWO-YEAR COLLEGE CALENDAR

Director & Registrar Chris Melton provided an overview of TAB 4 (Two-Year College Calendar).

SHORELINE COMMUNITY COLLEGE
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REGULAR MEETING OF FEBRUARY 22, 2017

Motion 17:07: A motion was made by Trustee Jackson to approve deferring action on the proposed permanent 2018 – 2019 College calendar and the tentative 2019 – 2020 College calendar.
Trustee Lux seconded the motion, which was then unanimously approved by the Board.

REPORT: SHORELINE FACULTY

Professor Bogart expressed appreciation for the Board’s approval of the 2017 – 2018 Faculty sabbatical leaves. He added that he is hopeful that having quarters start later will not only result in enrollment increases but also in supporting student success.

Professor Bogart spoke of:

- The numerous stressors related to administrative changes in the last few weeks.
- Faculty participation in Equity Day in Olympia on February 20th.

REPORT: SHORELINE CLASSIFIED

Instructional Support Technician Jerry Owens also spoke of Classified Staff concerns related to recent administrative changes and how the changes may impact departments and/or divisions. He added that keeping abreast of local, state and national legislation, continues.

REPORT: SHORELINE ASSOCIATED STUDENT GOVERNMENT

Associated Student Government (ASG) President Winston Lee and ASG Officers had an opportunity to meet with Representative Cindy Ryu. He added that the ASG is also planning a Town Hall with the Mayor of the City of Shoreline in March.

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

Trustees Lux and Pellham shared the highlights from the ACCT’s (Association of Community College Trustees) National Legislative Summit in Washington, D.C.

Trustee D’Ambrosio expressed appreciation for Chair Barrett’s opening remarks on inclusion.

ADJOURNMENT

Motion 17:08: A motion was made by Trustee Lux to adjourn the Regular Meeting of February 22, 2017.

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

Chair Barrett adjourned the meeting at 5:27 PM.

Signed _____
Phil Barrett, Chair

Attest: March 15, 2017

Lori Y. Yonemitsu, Secretary

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
SPECIAL MEETING OF FEBRUARY 28, 2017
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MINUTES

The Special Meeting of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Phil Barrett at 8:32 AM in room 301 at Shoreline City Hall, 17500 Midvale Avenue North, Shoreline, Washington 98133-4905.

MEMBERS PRESENT

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

President Cheryl Roberts and Special Assistant to the President (and Retreat Facilitator) Laura Rehrmann were also present.

Executive Vice President Alison Stevens, Senior Executive Director & CFO Stuart Trippel and Executive Director Martha Lynn provided updates to the Board during segments of the Special Meeting.

COMMUNICATION FROM THE PUBLIC

None.

OVERVIEW OF THE AGENDA

Chair Barrett provided an overview of the agenda for the February 28, 2017 Board of Trustees Retreat ("Special Meeting").

UPDATE: PRESIDENT'S 2016 – 2017 GOALS

President Roberts updated the Board on the President's 2016 – 2017 goals—including Board relations; legislative relations; enrollment; external relations; orienting the new Executive Vice President for Academic & Student Affairs; and a public relations plan for the College.

UPDATE: BOARD OF TRUSTEES 2016 – 2017 PROFESSIONAL LEARNING GOALS

The Trustees reviewed and discussed progress on the Board's 2016 – 2017 Professional Learning Goals.

DISCUSSION: COLLEGE BUDGET & FINANCIAL INFORMATION

Executive Vice President Stevens and Senior Executive Director & CFO Trippel updated the Trustees on a number of fiscal related topics.

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The Trustees discussed information contained on the *Operating Fee Revenue Tracking, FY 2017* document and the *Shoreline Community College Mid-Year Financial Summary for Board of Trustees (Information for July 1, 2016 – December 31, 2016)* document.

UPDATES: ACADEMIC & STUDENT AFFAIRS

Executive Vice President Stevens updated the Trustees on changes in the Student Affairs area and plans for the key Student Affairs position.

UPDATES: OFFICE OF ADMINISTRATIVE SERVICES

Senior Executive Director & CFO Trippel updated the Trustees on current vacancies in, and plans to conduct needs assessments of/for, Administrative Services.

UPDATES: OFFICE OF ADVANCEMENT

Executive Director Lynn provided an update on the work with the Clarus Corporation related to the College's identity.

WRAP-UP: COLLEGE BUDGET & FINANCIAL INFORMATION

Senior Executive Director & CFO Trippel held a discussion with the Trustees related to the housing project, reserves and American Honors.

ADJOURNMENT

Motion 17:09: A motion was made by Trustee Lux to adjourn the Special Meeting of February 28, 2017.

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

Chair Barrett adjourned the meeting at 2:03 PM.

Signed _____
Phil Barrett, Chair

Attest: March 15, 2017

Lori Y. Yonemitsu, Secretary

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
SPECIAL MEETING OF MARCH 1, 2017
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MINUTES

The Special Meeting of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Phil Barrett at 9:44 AM 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, Doug Jackson, Tom Lux and Clara Pellham were present.

Also present: President Cheryl Roberts and Executive Vice President for Academic & Student Affairs Alison Stevens.

COMMUNICATION FROM THE PUBLIC

None.

EXECUTIVE SESSION

At 9:46 AM, Chair Barrett announced that the Board would convene in Executive Session until 11:50 AM to review the performance of public employees.

At 11:50 AM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its Executive Session by fifteen minutes.

RECONVENE IN SPECIAL SESSION

At 12:05 PM, the Trustees reconvened in Special Session.

EXECUTIVE SESSION

At 12:15 PM, Chair Barrett announced that the Board would convene in Executive Session for fifteen minutes to review the performance of public employees.

At 12:30 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its Executive Session by five minutes.

At 12:35 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its Executive Session by five minutes.

RECONVENE IN SPECIAL SESSION

At 12:40 PM, the Trustees reconvened in Special Session.

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SPECIAL MEETING OF MARCH 1, 2017
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EXECUTIVE SESSION

At 12:45 PM, Chair Barrett announced that the Board would convene in Executive Session until 4:30 PM to review the performance of public employees.

At 4:30 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its Executive Session by fifteen minutes.

At 4:45 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its Executive Session by five minutes.

RECONVENE IN SPECIAL SESSION

At 4:50 PM, the Trustees reconvened in Special Session.

ADJOURNMENT

Motion 17:10: A motion was made by Trustee Lux to adjourn the Special Meeting of March 1, 2017.

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

Chair Barrett adjourned the meeting at 4:52 PM.

Signed _____
Phil Barrett, Chair

Attest: March 15, 2017

Lori Y. Yonemitsu, Secretary

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
SPECIAL MEETING OF MARCH 8, 2017
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MINUTES

The Special Meeting of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Phil Barrett at 8:08 AM 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, Doug Jackson and Tom Lux were present.

Also present: President Cheryl Roberts and Executive Vice President for Academic & Student Affairs Alison Stevens.

COMMUNICATION FROM THE PUBLIC

None.

EXECUTIVE SESSION

At 8:11 AM, Chair Barrett announced that the Board would convene in Executive Session until 11:15 AM to review the performance of public employees.

At 11:15 AM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would remain in Executive Session until 1:15 PM.

At 1:15 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its Executive Session by twenty minutes.

At 1:35 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its Executive Session by twenty minutes.

At 1:55 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its Executive Session by five minutes.

RECONVENE IN SPECIAL SESSION

At 2:00 PM, the Trustees reconvened in Special Session.

ADJOURNMENT

Motion 17:11: A motion was made by Trustee D'Ambrosio to adjourn the Special Meeting of March 8, 2017.

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SPECIAL MEETING OF MARCH 8, 2017
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Trustee Jackson seconded the motion, which was then unanimously approved by the Board.

Chair Barrett adjourned the meeting at 2:00 PM.

Signed _____
Phil Barrett, Chair

Attest: March 15, 2017

Lori Y. Yonemitsu, Secretary

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

TAB 1

CONSENT AGENDA

Subject: Policy 5035 [Student Grievance Procedures—Academic Evaluation]

Background

The student grievance procedures for academic evaluation have recently undergone changes reviewed by both the Faculty Senate Council and Shoreline’s Executive Team. The policy itself will remain unchanged:

Students shall have recourse against arbitrary and capricious actions or decisions relating to academic evaluations by their instructors through an orderly procedure.

Recommendation

It is recommended that the Board of Trustees re-approve Policy 5035 [Student Grievance Procedures—Academic Evaluation].

Prepared by: Cheryl Roberts
President
Shoreline Community College
March 13, 2017

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

TAB 2

CONSENT AGENDA

Subject: Policy 5164 [Assessment and Awarding of Credit by Prior Learning Assessment (PLA)]

Background

Prior Learning Assessment (PLA) is a mechanism by which students can receive Shoreline credit for college-level learning obtained through previous educational or life experience. PLA is important to the College’s mission because it allows students to come to Shoreline at any point in their own educational journey, receive credit for their existing skills and knowledge, and move forward efficiently in meeting their educational goals.

The purpose of this policy is to revise and replace Shoreline’s existing policies and procedures to bring them into alignment with up-to-date guidelines from both the State Board for Community and Technical Colleges (SBCTC) as well as the Northwest Commission for Colleges and Universities (NWCCU), our accrediting agency. The table below provides an overview of each of the four different types of PLA, including the common term used within Washington state, a brief definition, and Shoreline’s existing policy (that will now be superseded by Policy 5164) or Washington State law where applicable.

WA State PLA Terminology	Definition	Existing Policies or Law
Prior Experiential Learning	Knowledge and skills acquired through experience alone, evaluated subjectively by faculty via an evaluation of a compilation of work (i.e. portfolio).	Policy 5162 : Assessment & Awarding of Credit for Prior Learning Assessment, approved 05/01/12
Extra-Institutional Learning	Knowledge and skills acquired outside the institution and objectively verified through third-party certifications or industry-recognized testing/training.	RCW 28b.77.230 increases opportunities for students to receive credit by PLA through crosswalks to third-party verified training and certification (e.g., military training or police academy certification).

Credit by Testing	Commonly-accepted higher education equivalency exams that are documented via a transcript or other official record.	Policy 5163 : International Baccalaureate (IB), approved 07/02/12
		Policy 5160 : Advanced Placement, approved 05/12/69
Course Challenge	Course challenge examinations are sufficiently comprehensive to determine that students have the same knowledge and skills as those students who enroll in, and successfully complete, the course.	Policy 5161 : Credit by Examination, approved 04/26/06

Here is the text of Policy 5164, which will supersede Policy 5160, 5161, 5162, and 5163.

The policy of Shoreline Community College District Number Seven (7) is that prior learning is defined as the college-level knowledge and skills gained through work and life experience; through military training and experience; or through formal or informal education, training, and certifications. Prior learning assessment (PLA) is the process used to evaluate previous life experience for academic credit. Prior learning can be demonstrated by compiling a portfolio that demonstrates prior experiential learning (PEL); submitting third-party certifications and/or industry-recognized testing/training to demonstrate extra-institutional learning (EIL), such as military and/or work-based training; taking standardized tests (i.e. credit by testing); and/or taking course challenge examinations. The documentation of learning shall be comprehensive, independently verifiable, authentic, and up-to-date. All assessment processes used to evaluate prior learning will be consistent with effective current assessment methodologies in the respective fields. High academic standards for the awarding of such credit will be applied.

Credit by PLA is awarded only for college-level learning and must be related to the theories, practices, and content of the relevant academic field. Credits must be tied to existing courses with related learning outcomes or to degree requirements. Credit will be awarded when demonstrated learning matches specific course outcomes.

Recommendation

It is recommended that the Board of Trustees approve Policy 5164 [Assessment and Awarding of Credit by Prior Learning Assessment (PLA)].

Prepared by: Cheryl Roberts
President
Shoreline Community College
March 13, 2017

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

TAB 3

CONSENT AGENDA

Subject: Honors Fees

Background

The College is expanding its honors program that will allow students to participate in honors classes and receive certain additional services. In order to help fund the program, the College proposes to collect a fee from honors students in addition to tuition and other supplemental and course fees. The honors fee would be collected quarterly and would be used to fund program costs, including but not limited to staff support, travel, meals and refreshments (including honors seminar/meeting meals for students, staff, and faculty), equipment, and supplies.

Students participating in the honors program will have their financial aid budgets adjusted to reflect the honors fee, thus allowing them to maximize their access to federal, state, and College resources.

Recommendation

That the Board authorize honors fees by the following motion:

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

Prepared by: Stuart Trippel, Senior Executive Director and CFO
Shoreline Community College
March 10, 2017

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

TAB 4

ACTION

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

Background

Under separate cover the Board received copies of the appointment review committees' evaluations for four first-year, and eight second-year tenure track faculty candidates. On March 8, 2017, the Board met in executive session with faculty chairs of each of the eight appointment review committees to review and discuss the second year Appointment Review Committee Reports.

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

<u>Faculty Member</u>	<u>Discipline/Area</u>	<u>Years on Probation</u>	<u>Committee Chair</u>
BASHAM, ERIC	Engineering	2	Shana Calaway
BURROUGHS, MARY	Nursing	2	Alison Leahy
ERDOGAN, DUYGU MONSON	Drama/Film/Cinema	2	Neal Vasishth
ESQUIBEL, ELENA	Communication Studies	2	Brooke Zimmers
FAGEL, JOYCE	Academic Advising	2	Judy Penn
FISCHER, AUDREY	Academic Advising	2	Steve Seki
GENEST, TOM	ESL	1	Elisabeth Hanson
HENTHORN, LISA	ABE/GED/HS21	2	Gary Parks
PELLETIER, TREVOR	Math	1	Juliet Lovejoy
SPIZMAN, RAY	Business Technology	2	Katie Fleming
TING, GUY	Chemistry	1	David Phippen
ZERBY, LISA	Nursing	1	Molly Morse

Recommendation

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

Prepared by: Alison Stevens
Executive Vice President for Academic and Student Affairs
Shoreline Community College
March 13, 2017

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

TAB 5

ACTION

Subject: Tenure Considerations

Background

Under separate cover the Board received copies of the appointment review committees' reports and recommendations for the following eleven third-year faculty candidates.

On March 1 and 8, 2017 the Board met in executive session with the faculty chairs of each of the following eleven appointment review committees to review and discuss the third year Appointment Review Committee reports.

<u>Faculty</u>	<u>Discipline/Area</u>	<u>Committee Chair</u>
BRETZ, KAREN	ESL	Pamela Dusenberry
DALTON, GAIL	Business Technology	Sueanne Seegers
GIBSON, JESSICA	ESL	Vince Barnes
HAMAKO, ERIC	Multicultural Studies	Rachel David
HOFFMAN-ROBINSON, GWYNITH	Counseling	Don Christensen
KELLAM, AILSA	Business Administration	David Starr
KRUPA, HANNA	Dental Hygiene	Nikki Honey
MAGRATH, ADRIA	Biology	Kira Wennstrom
MEIER, TIFFANY	Counseling	Daina Smuidrins
REDMAN, TRENA	Nursing	Anna Sterner
SMORODINSKY, MAYA	English	Dutch Henry

Recommendation

At this time the Board has three options: 1) to grant tenure, 2) to deny tenure, or 3) to take no action, which results in a passive granting of tenure.

Prepared by: Alison Stevens
Executive Vice_President for Academic Affairs
Shoreline Community College
March 13, 2017

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

TAB 5

FIRST READING

Subject: College Calendar (2018 – 2019; 2019 – 2020)

Background

The following recommendations by the Joint Union Management Committee (JU/MC) were used to develop the 2018-2019 and tentative 2019-2020 academic calendars:

1. Continued adherence to Policy 6000.
2. A minimum four (4) week break between Summer and Fall quarters.
3. Have four (4) final exam days in the same week.
4. Have a prep day for each quarter.
5. Each quarter of the academic year should contain 49 or 50 instructional days with equal number of instructional days for each day of the week.
6. Have a full week of instruction following Thanksgiving.
7. Start each quarter on the same day of the week.
8. Expand the break between Winter and Spring quarter to more than five (5) days.
9. Allow several days after the week of closure for IE advising. (Consult with International Education and the Executive Team).
10. Consider shortening opening week by one (1) day, and moving that day to another date within the academic year, for the purpose of professional learning in accordance with Article 7.b.5. Consider the following requests:
 - a. Avoid scheduling this date the Friday before a quarter startup
 - b. Avoid the last two (2) weeks before the quarter endsTake into consideration the positive and/or negative impact on students when determining the date.

The Calendar Committee attempted to comply with the above parameters, working closely with JU/MC as the calendars were developed, however the committee found it was not possible to have four (4) final exam days in the same week for every quarter in both years, or to start all quarters on the same day of the week in either year.

One (1) day for professional learning was moved from Opening Week to a date in April in 2018-2019, to equalize the number of instructional days in each week of that academic year. That Professional Learning Day reverts back to a day in February on the 2019-2020 calendar, in conjunction with the President's Day holiday.

All quarters on both the 2018-2019 and tentative 2019-2020 calendars have slightly later start dates.

The two completed calendars have been approved by JU/MC and are attached for the Board's consideration.

Prepared by:

Chris Melton, Director – Enrollment & Financial Aid Services/Registrar
Shoreline Community College
March 13, 2017

To Follow/Attached: Proposed permanent 2018-2019 College Calendar and the tentative 2019-2020 College Calendar.

**SHORELINE COMMUNITY COLLEGE DISTRICT NUMBER SEVEN
DRAFT 2018-2019 CALENDAR**

(This calendar is not official until approved by the College Board of Trustees)

KEY

Shaded, bolded areas = Instructional Days
Boxed, bolded, italic numbers = Holidays

() Faculty Prep Days

< > Exam Days

○ Grades Due

[] First/Last Day Instruction

___ FT Faculty Contract Days

* Campus closed - "Legal holidays" and "legislatively recognized days"

FALL QTR 2018	
INSTR	50
FAC/PREP	1
EXAMS	3
TOTAL	54

WINTER QTR 2019	
INSTR	49
FAC/PREP	1
EXAMS	3
TOTAL	53

SPRING QTR 2019	
INSTR	50
FAC/PREP	1
EXAMS	3
TOTAL	54

SUMMER QTR 2019	
INSTR	31
FAC/PREP	0
EXAMS	--
TOTAL	31

Additional undesignated FT faculty days = 6 (excluding summer quarter)

SEPTEMBER 2018

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	[26]	27	28	29
30						

MARCH

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	[18]	(19)	<20>	<21>	<22>	23
24	25	(26)	27	28	29	30
31						

OCTOBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL

S	M	T	W	T	F	S
		1	2	[3]	4	5
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

NOVEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DECEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	[7]	8
9	(10)	<11>	<12>	<13>	14	15
16	17	(18)	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	[13]	(14)	15
16	<17>	<18>	<19>	20	21	22
23	24	(25)	26	27	28	29
30						

JANUARY 2019

S	M	T	W	T	F	S
		1	2	3	4	5
6	[7]	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JULY

S	M	T	W	T	F	S
		[1]	2	3	4	5
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

AUGUST

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	[22]	23	24
25	26	(27)	28	29	30	31

10/10 to 11/7 Drops show as W
After 11/7 Drops show as Z, NC, or V
10/30 Last day for P/NC option

FALL QUARTER

9/3	Labour Day *
9/20	Opening Week Begins
9/26	Instruction Begins
11/12	Veterans' Day * (observed)
11/22	Thanksgiving Day *
11/23	Native American Heritage Day *
12/7	Instruction Ends
12/10	Prep Day
12/11, 12/12 & 12/13	Exams
12/18	Grades Due
12/25	Commonly called Christmas Day *

1/22 to 2/20 Drops show as W
After 2/20 Drops show as Z, NC, or V
2/8 Last day for P/NC option

WINTER QUARTER

1/1	Commonly called New Year's Day *
1/7	Instruction Begins
1/21	Celebrated as M.L.King Jr. Day *
2/18	Presidents' Day *
3/18	Instruction Ends
3/19	Prep Day
3/20, 3/21 & 3/22	Exams
3/26	Grades Due

4/17 to 5/16 Drops show as W
After 5/16 Drops show as Z, NC, or V
5/8 Last day for P/NC option

SPRING QUARTER

4/3	Instruction Begins
4/26	Professional Learning Day
5/27	Commonly called Memorial Day *
6/9	Commencement
6/13	Instruction Ends
6/14	Prep Day
6/17, 6/18 & 6/19	Exams
6/25	Grades Due

7/11 to 8/1 Drops show as W
After 8/1 Drops show as Z, NC, or V
7/25 Last day for P/NC option

SUMMER QUARTER

7/1	Instruction Begins
7/4	Commonly called 4th of July *
8/22	Instruction Ends (Exams on last day of class)
8/27	Grades Due

**SHORELINE COMMUNITY COLLEGE DISTRICT NUMBER SEVEN
DRAFT TENTATIVE 2019-2020 CALENDAR**

(This calendar is not official until approved by the College Board of Trustees)

KEY

Shaded, bolded areas = Instructional Days

Boxed, bolded, italic numbers = Holidays

() Faculty Prep Days

< > Exam Days

○ Grades Due

[] First/Last Day Instruction

— FT Faculty Contract Days

* Campus closed - "Legal holidays" and "legislatively recognized days"

FALL QTR 2019	
INSTR	50
FAC/PREP	1
EXAMS	3
TOTAL	54

WINTER QTR 2020	
INSTR	50
FAC/PREP	1
EXAMS	3
TOTAL	54

SPRING QTR 2020	
INSTR	50
FAC/PREP	1
EXAMS	3
TOTAL	54

SUMMER QTR 2020	
INSTR	32
FAC/PREP	0
EXAMS	**
TOTAL	32

Additional undesignated FT faculty days = 6 (excluding summer quarter)

SEPTEMBER 2019

S	M	T	W	T	F	S
	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MARCH

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	(23)	<24>	<25>	<26>	27	28
29	30	31				

10/9 to 11/6 Drops show as W
After 11/6 Drops show as Z, NC, or V
10/29 Last day for P/NC option

FALL QUARTER

9/2	Labor Day *
9/19	Opening Week Begins
9/25	Instruction Begins
11/11	Veterans' Day * (observed)
11/28	Thanksgiving Day *
11/29	Native American Heritage Day *
12/6	Instruction Ends
12/9	Prep Day
12/10, 12/11 & 12/12	Exams
12/17	Grades Due
12/25	Commonly called Christmas Day *

OCTOBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL

S	M	T	W	T	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

1/23 to 2/24 Drops show as W
After 2/24 Drops show as Z, NC, or V
2/12 Last day for P/NC option

WINTER QUARTER

1/1	Commonly called New Year's Day *
1/8	Instruction Begins
1/20	Celebrated as M.L.King Jr. Day *
2/14	Professional Learning Day
2/17	Presidents' Day *
3/20	Instruction Ends
3/23	Prep Day
3/24, 3/25 & 3/26	Exams
3/31	Grades Due

NOVEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4/20 to 5/18 Drops show as W
After 5/18 Drops show as Z, NC, or V
5/8 Last day for P/NC option

SPRING QUARTER

4/6	Instruction Begins
5/25	Commonly called Memorial Day *
6/7	Commencement
6/15	Instruction Ends
6/16	Prep Day
6/17, 6/18 & 6/19	Exams
6/23	Grades Due

DECEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	(9)	<10>	<11>	<12>	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	(16)	<17>	<18>	<19>	20
21	22	23	24	25	26	27
28	29	30				

JANUARY 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JULY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

7/8 to 7/29 Drops show as W
After 7/29 Drops show as Z, NC, or V
7/23 Last day for P/NC option

SUMMER QUARTER

6/29	Instruction Begins
7/3	Commonly called 4th of July * (observed)
8/20	Instruction Ends (Exams on last day of class)
8/25	Grades Due

FEBRUARY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

AUGUST

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					