

SHORELINE COMMUNITY COLLEGE

BOARD OF TRUSTEES

REGULAR MEETING OF JUNE 28, 2017

3:00 PM Study Session – Board Room (#1010M), Bldg 1000

4:00 PM Regular Session – Board Room (#1010M), Bldg 1000

A G E N D A – Revised June 26, 2017

3:00 PM – STUDY SESSION (BOARD ROOM (#1010M) ▪ BLDG 1000)			
No.	AGENDA ITEM	RESPONSIBILITY	TAB
	<ul style="list-style-type: none"> •2017 – 2018 College Budget •College Fees 	<ul style="list-style-type: none"> •Stuart Trippel •Stuart Trippel 	
4:00 PM – REGULAR SESSION (BOARD ROOM (#1010M) ▪ BLDG 1000)			
No.	AGENDA ITEM	RESPONSIBILITY	TAB
1.	Convene Meeting	<i>Phil Barrett</i>	
2.	Executive Session <ul style="list-style-type: none"> • To review the performance of a public employee 	<i>Phil Barrett</i>	
3.	Report: Chair, Board of Trustees	<i>Phil Barrett</i>	
4.	Consent Agenda <ul style="list-style-type: none"> a. Approval of Previous Meeting Minutes <ul style="list-style-type: none"> ▪ Regular Meeting of May 24, 2017 ▪ Special Meetings of May 22, 2017 & June 13, 2017 b. Exceptional Faculty Award c. College Policies <u>Revised</u> <ul style="list-style-type: none"> • Policy 5020 (Attendance Requirements) • Policy 6061 (Cancellation of Classes) <u>For Elimination</u> <ul style="list-style-type: none"> • 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) 	<i>Phil Barrett & Trustees</i> <i>Veronica Zura</i> <i>Veronica Zura</i>	1 2
5.	Open Comment Period	<i>Phil Barrett</i>	
6.	College Update(s) <ul style="list-style-type: none"> •National Science Foundation (NSF) Awards 	• <i>Guy Hamilton</i>	
7.	Report: Shoreline President	<i>Cheryl Roberts</i>	

8.	Report: College Policies	<i>Veronica Zura</i>	
9.	First Reading: College Policies &/or Rules <u>New</u> <ul style="list-style-type: none"> • Policy 3811 (Accessible Information Technology) <u>Revised</u> <ul style="list-style-type: none"> • Policy 4722 (Advancement of Rank) • Policy 5030/WAC 132G-121 (Student Conduct) 	<i>Veronica Zura</i>	3A 3B
10.	Action: Policy 3811 (Accessible Information Technology)	<i>Veronica Zura</i>	4
11.	Action: Resolution No. 141 (2017 – 2018 Operating Budget Continuing Authority)	<i>Stuart Trippel</i>	5
12.	Action: 2017 – 2018 Fee Changes	<i>Stuart Trippel</i>	6
13.	Action: 2017 – 2018 Services & Activities (S&A) Budget	<i>Rezina Habtemariam</i>	7
14.	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)	<i>Phil Barrett & Trustees</i>	8
15.	Action: Board Resolution No. 143 (Commending Service of Washington Federation of State Employees (WFSE) Chief Shop Steward Jerry Owens)	<i>Phil Barrett & Trustees</i>	9
16.	Action: Board Resolution No. 144 (Commending Service of Associated Student Government President Winston Lee)	<i>Phil Barrett & Trustees</i>	10
17.	Action: President’s Certification of Compliance Document	<i>Phil Barrett & Trustees</i>	11
18	Action: 2017 Addendum to President’s Contract	<i>Phil Barrett & Trustees</i>	12
19.	Action: Elect Board of Trustees Officers (2017 – 2018) •Chair •Vice Chair	<i>Phil Barrett & Trustees</i>	13
20	Report: Shoreline Faculty	<i>DuValle Daniel</i>	
21.	Report: Shoreline Classified	<i>Jerry Owens</i>	
22.	Report: Shoreline Associated Student Government	<i>Winston Lee</i>	
23.	Report: Closing Remarks – Board of Trustees	<i>Trustees</i>	



24.	Action: Adjournment	<i>Phil Barrett</i>	
	Next Regular Meeting: Wednesday, September 27, 2017		

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF MAY 24, 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.

2017 – 2018 Services & Activities (S&A) Budget

Director of Student Life Rezina Habtemariam provided an overview of the *2017 – 2018 Services & Activities (S&A) Fee Allocation Proposal* slide presentation which included the following:

- 2017-18 S&A Fee Allocation Overview
- 2017-18 S&A Budget Allocation Breakdown
- Allocation Rationale
- Recommendations

Director Habtemariam expressed that the 2016-17 S&A Committee focused on improving the funding application and increasing transparency and access.

Chair Barrett and Trustee Jackson noted that it was evident that there was an increase in transparency related to the S&A process and that, the presentation was very well thought-out.

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 4:01 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.

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF MAY 24, 2017

REPORT: BOARD OF TRUSTEES CHAIR

Chair Barrett congratulated President Roberts and the Executive Team for implementing conservative fiscal policies and practices.

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 April 26, 2017
- b) Approval of College Calendar (2018 – 2019; 2019 – 2020)

Motion 17:23: A motion was made by Trustee Lux to approve the consent agenda.

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

Motion 17:24: A motion was made by Trustee Jackson to amend the agenda to include an action item related to the conferral of an honorary degree.

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

ACTION: CONFERRAL OF HONORARY ASSOCIATE IN ARTS DEGREE TO ELIZABETH (SAM) VANNOY

Chair Barrett read the background and recommendation for TAB 9 (Conferral of Honorary Associate in Arts Degree to Elizabeth (Sam) Vannoy).

Professor Pam Dusenberry shared Sam’s story and her lifetime battle with a terminal illness. She spoke of Sam’s brilliant mind, great sense of humor and Sam’s fervent dream to obtain her degree from Shoreline Community College. “She worked so hard, loved to learn, is still learning and is the perfect candidate for an honorary degree.”

Motion 17:25: A motion was made by Trustee Jackson to confer an honorary Associate in Arts degree to Ms. Elizabeth (Sam) Vannoy (Elizabeth M. Vannoy), in recognition of her significant contributions to the college, its students and our community.

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF MAY 24, 2017

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

OPEN COMMENT PERIOD

None.

ACTION: RENEWAL SECOND-YEAR TENURE TRACK FACULTY CANDIDATE

Executive Vice President Alison Stevens read the background and recommendation for TAB 3 (Renewal of Second-Year Tenure Track Faculty Candidate).

Motion 17:26: Trustee Lux stated, “After having given reasonable consideration to the recommendation of the candidate’s Appointment Review Committee, the Executive Vice President for Student Learning & Success, and the President, I move that the Board continue the tenure-track candidate status of:

Second year candidate Jessica Simpson.”

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

ACTION: TENURE CONSIDERATIONS

Executive Vice President Alison Stevens read the background and recommendation for TAB 4 (Tenure Considerations).

Motion 17:27: Trustee D’Ambrosio stated, “After having given reasonable consideration to the recommendations of the respective Appointment Review Committees, the Executive Vice President for Student Learning & Success, and the President, I move that the Board grant tenure status to Kathleen (Kate) Boyd, Sheryl Copeland and Rosemary Whiteside.”

Trustee Lux seconded the motion.

Trustee D’Ambrosio communicated, “See tenure not as an end, but as a beginning. We are proud of your work and contributions to the community.”

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF MAY 24, 2017

Trustee Lux noted that all of the three candidates “are impressive” and Chair Barrett added, “The Appointment Review Committees do tremendous work and it is a pleasure and honor to award tenure.”

The motion was unanimously approved by the Board.

At 4:25 PM, Chair Barrett called for a recess to celebrate and congratulate the newly tenured Faculty members.

COLLEGE UPDATE(S)

The Regular Meeting resumed at 4:40 PM.

DECA International Career Development Conference • All-Washington Academic Team Members • UW Undergraduate Research Symposium Presenters • Student (Scholar) Athlete Successes • Students of Color Conference • Washington Campus Compact (WACC) Presidents’ Leadership Award

College personnel provided overviews of the College’s many co-curricular activities and the benefits of student participation in conferences, symposiums, competitions, etc., as well as, how the activities contribute to student success – in and out of the classroom.

A roomful of current and former students shared their experiences, plans for the future and how the co-curricular activities have been “life changing.”

ACTION: RATIFY AGREEMENT BY AND BETWEEN THE BOARD OF TRUSTEES OF SHORELINE COMMUNITY COLLEGE DISTRICT NUMBER VII AND THE SHORELINE COMMUNITY COLLEGE FEDERATION OF TEACHERS, LOCAL NO. 1950, AFT WASHINGTON/AFT/AFL-CIO

Executive Vice President Alison Stevens read the background and recommendation for TAB 5 (Ratify Agreement By and Between The Board of Trustees Of Shoreline Community College District Number VII and the Shoreline Community College Federation of Teachers, Local No. 1950, AFT Washington/AFT/AFL-CIO).

Motion 17:28: A motion was made by Trustee Jackson to approve the changes made to the Agreement By and Between The Board of Trustees Of Shoreline Community College District Number VII and the Shoreline Community College Federation of Teachers, Local No. 1950, AFT Washington/AFT/AFL-CIO, effective June 1, 2017 through June 30, 2019.

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF MAY 24, 2017

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

REPORT: COLLEGE POLICIES
FIRST READING: COLLEGE POLICIES

Director Veronica Zura provided an overview of the policy review process and spoke about the policies that have been revised and the policies being recommended for elimination.

The following will be on the June 28, 2017 Consent Agenda:

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 Student Services and Activities Budget)
- Policy 6020 (College Teaching Day)
- Policy 6400 (Summer School)

REPORT: ENROLLMENT (INQUIRY→ENROLLMENT)

Director Bayta Maring provided an enrollment update and included information on predicted and actual annualized FTEs (domestic) and domestic and international FTEs for 2015-16 and 2016-17.

REPORT (QUARTERLY): BUDGET

Senior Executive Director & CFO went over the *Shoreline Community College Financial Summary for Board of Trustees (Information for July 1, 2016 – March 31, 2017)* which included *Operating Budget Analysis by Program and Operating Budget Analysis by Category*.

FIRST READING: PROPOSED BUDGET FOR FY 2017 – 2018

Senior Executive Director & CFO went over the slide presentation entitled *Proposed Budget for Fiscal Year 2018 (First Reading)*.

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF MAY 24, 2017

Context:

- New allocation model
- State general fund revenue
- National and international environment
- College success in domestic enrollment growth
- Emphasis on enrollment, retention, and completion

REPORT: SHORELINE PRESIDENT

President Roberts distributed and provided an overview of her *Community Connections Report* (April 27 – May 23, 2017). Included in her report, were meetings with legislators, a meeting with the Faculty Senate Council, a meeting with a Senior Vice President from the American Association of Community Colleges (AACC) and a meeting with National Coalition of Certification (NC3) personnel.

REPORT: SHORELINE FACULTY

Professor DuValle Daniel thanked the Board for ratifying the changes made to the Faculty contract and expressed appreciation to the Faculty members on the Interest Based Bargaining (IBB) team: Brad Fader, Nancy Kennedy, Brian Martin and Leslie Potter-Henderson.

She added that there were at least 200 participants at May Day related events on campus.

REPORT: SHORELINE CLASSIFIED

Instructional Support Technician Jerry Owens shared that the conversion of the Learning Center in the 2700 building to a chemistry lab has had a phenomenal impact.

He noted that with the Legislature still in session and the potential for a shutdown, “thirty-day notices” to some state employees will be sent beginning May 25.

REPORT: SHORELINE ASSOCIATED STUDENT GOVERNMENT

Associated Student Government (ASG) President Winston Lee communicated that he attended a recent Shoreline City Council meeting where he expressed concerns about the “five-way intersection.”

He provided an overview of the Student Life newsletter which included information on student-led events and initiatives.

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF MAY 24, 2017

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

Trustee D’Ambrosio Catherine noted that she was excited to hear about the commitment to transparency and access in the S&A process.

EXECUTIVE SESSION

At 7:36 PM, Chair Barrett announced that the Board would convene in Executive Session for fifteen minutes to review the performance of a public employee and to discuss with legal counsel a matter of litigation.

Chair Barrett added that the Board would reconvene in open session following the Executive Session.

The Executive Session commenced at 7:41 PM.

RECONVENE IN REGULAR SESSION

The Board reconvened in open session at 7:56 PM.

ADJOURNMENT

Motion 17:29: A motion was made by Trustee Lux to adjourn the Regular Meeting of May 24, 2017.

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

Chair Barrett adjourned the meeting at 7:58 PM.

Signed _____
Phil Barrett, Chair

Attest: June 28, 2017

Lori Y. Yonemitsu, Secretary

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
SPECIAL MEETING OF MAY 22, 2017
Page 1 of 2

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 9:26 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 Student Learning & Success Alison Stevens.

COMMUNICATION FROM THE PUBLIC

None.

EXECUTIVE SESSION

At 9:27 AM, Chair Barrett announced that the Board would convene in Executive Session to review the performance of public employees and remain in Executive Session until 11:45 AM.

At 11:45 AM, Chair Barrett noted that the Board would extend its Executive Session by fifteen minutes.

At 12:00 PM, Chair Barrett noted that the Board would extend its Executive Session by fifteen minutes.

At 12:15 PM, Chair Barrett noted that the Board would extend its Executive Session by fifteen minutes.

RECONVENE IN SPECIAL SESSION

The Trustees reconvened in Special Session at 12:30 PM.

ADJOURNMENT

Motion 17:22: A motion was made by Trustee Lux to adjourn the Special Meeting of May 22, 2017.

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

Chair Barrett adjourned the meeting at 12:39 PM.

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
SPECIAL MEETING OF MAY 22, 2017
Page 2 of 2

Signed _____
Phil Barrett, Chair

Attest: June 28, 2017

Cheryl Roberts, President

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
SPECIAL MEETING OF JUNE 13, 2017
Page 1 of 2

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 3:35 PM in the Central Conference Room (#1020M), located in the Administration Building (#1000) at Shoreline Community College, 16101 Greenwood Avenue North, Shoreline, Washington 98133.

MEMBERS PRESENT

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

COMMUNICATION FROM THE PUBLIC

None.

EXECUTIVE SESSION

At 3:35 PM, Chair Barrett announced that the Board would convene in Executive Session for ninety minutes (or one and a half hours) to review the performance of a public employee.

At 5:05 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its Executive Session by thirty minutes.

At 5:35 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its Executive Session by ten minutes.

At 5:45 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its Executive Session by thirty minutes.

At 6:15 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its Executive Session by fifteen minutes.

At 6:30 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its Executive Session by fifteen minutes.

At 6:45 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its Executive Session by five minutes.

At 6:50 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its Executive Session by five minutes.

At 6:55 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its Executive Session by five minutes.

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
SPECIAL MEETING OF JUNE 13, 2017
Page 2 of 2

RECONVENE IN SPECIAL SESSION

The Trustees reconvened in Special Session at 7:00 PM.

ADJOURNMENT

Motion 17:30: A motion was made by Trustee Lux to adjourn the Special Meeting of June 13, 2017.

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

Chair Barrett adjourned the meeting at 7:00 PM.

Signed _____
Phil Barrett, Chair

Attest: June 28, 2017

Lori Y. Yonemitsu, Secretary

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JUNE 28, 2017**

TAB 1

CONSENT AGENDA

Subject: Exceptional Faculty Award

Background

Exceptional Faculty Awards Recommendation Committee: Alison Stevens, Mary Brueggeman, Stuart Trippel, Jeannette Idiart, and Claire Murata.

Shoreline Community College has annually provided recognition of one or more of its exceptional faculty through the Exceptional Faculty Award. An endowment account was established in 1999 through funds from the Shoreline Community College Foundation and matching funds from the State Board for Community and Technical Colleges (pursuant to RCW 28B.50.837-844).

This year, the committee received a total of five nominations by the deadline established for the Exceptional Faculty Award. Traditionally, recognition of the recipients occurs at the Fall Convocation during Opening Week. The confidentiality of the award recipient(s) is maintained until that time.

Each of the nominees was found worthy of the committee's serious consideration. The criteria used for consideration include:

- Exemplary Work Performance
- Positive Impact on Students
- Professional Achievement
- Commitment to Diversity
- Cooperative Spirit
- Leadership
- Contributions to the College or Community

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

Recommendation

That the Board of Trustees approve the committee's recommendation of one (1) 2017 - 2018 Exceptional Faculty Award in the amount of \$1,000 (one thousand dollars).

Prepared by: Veronica Zura
 Director of Human Resources
 Shoreline Community College
 June 23, 2017

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JUNE 28, 2017**

TAB 2

CONSENT AGENDA

Subject: College Policies

Background

The Board of Trustees conducted a first reading at its Regular Meeting of May 24, 2017 of College Policies that have been revised or recommended for elimination:

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)

Recommendation

It is recommended that the Board of Trustees approve:

- Revised Policies 5020 and 6061; and
- The elimination of Policies 3810, 4001, 4724, 5017, 5221, 6020, and 6400.

Prepared by: Cheryl Roberts, President
Veronica Zura, Director of Human Resources
Shoreline Community College
June 23, 2017

To follow

- Revised Policies: 5020 and 6061
- Policies recommended for elimination: 3810, 4001, 4724, 5017, 5221, 6020, and 6400



Policy Name:	ATTENDANCE REQUIREMENTS	REVISED
Policy Number:	5020	
Applicable Code/Law:	RCW 1.16.050, 28A.225.010, 28B.10, 28C.18, and 43.41	

Policy:

The policy of Shoreline Community College District Number Seven (7) is that attendance requirements shall be established by individual faculty members. If class attendance is to be considered in the evaluation of students, this will be clearly stated in the syllabus. Attendance requirements must be in compliance with applicable state and federal law.



Policy Name:	CANCELLATION OF CLASSES	REVISED
Policy Number:	6061	
Applicable Code/Law:	RCW 28B.140.50	

Policy:

The policy of Shoreline Community College District Number Seven (7) is that class sections in the Quarterly Class Schedule may be cancelled by the College when necessary.

RECOMMENDED FOR ELIMINATION

Use of Vending Machine Proceeds on College Owned
Or Operated Facilities

3810

POLICY

VENDING MACHINES MAY BE AUTHORIZED TO MEET THE NEEDS OF FACULTY, STAFF, STUDENTS AND THE GENERAL PUBLIC FOR GOODS, SERVICES, OR ENTERTAINMENT, EXCLUSIVE OF ANY GAMBLING DEVICES. GENERALLY, VENDING ACTIVITY SHALL COMPLY WITH PROVISIONS ON POLICY 3803, SALES OF GOODS, SERVICES, AND RENTAL OF FACILITIES.

GROSS VENUES FROM VENDING MACHINES PROVIDING PERSONAL USE PRODUCTS AND/OR FINANCIAL SERVICES SHALL BE DEPOSITED TO THE COLLEGE DEDICATED (SELF-SUPPORT) FUND 148 TO SUPPORT SUPPLY, MAINTENANCE, AND OPERATIONS COSTS. GROSS REVENUES FROM ALL OTHER VENDING MACHINE SALES, AND/OR VENDING MACHINE CONTRACTS, LOCATED ON SHORELINE COMMUNITY COLLEGE DISTRICT 7 OWNED OR OPERATED FACILITIES SHALL BE DEPOSITED INTO A BUSINESS ENTERPRISE FUND 570 OR STUDENT SERVICES AND ACTIVITIES FUND 522 ACCOUNT, AS DIRECTED BY THE VICE PRESIDENT FOR BUSINESS. ALL DIRECT COSTS AND APPROPRIATE INSTITUTIONAL OVERHEAD COSTS SHALL BE CHARGED EACH SUCH ACCOUNT. THE NET INCOME FROM SUCH VENDING OPERATIONS, AFTER INSTITUTIONAL OVERHEAD, MAY BE TRANSFERRED ANNUALLY IN SUPPORT OF DEPARTMENTAL, INSTITUTIONAL, OR STUDENT PROGRAMS AND/OR STUDENT FINANCIAL AID PROGRAMS AND SCHOLARSHIP AWARDS. THE USE AND EXPENDITURE OF SUCH FUNDS SHALL COMPLY WITH COLLEGE AND STATE REGULATIONS.

Approved by:

College Cabinet 03/07/95

Board of Trustees04/21/95

Procedural Guidelines

1. Administrative units, divisions, and/or the Student Body Association are to submit proposals to the Vice President for Business. The Vice President for Business, after consulting with a Vending Machine Review Committee consisting of equal representation from administration, classified staff, faculty, and students, shall authorize, modify, or deny each proposal for vending machine operations for fundraising.
2. The vending machine proposal must include the following information:
 - a. A written recommendation by the respective Vice President of the requesting organization or administrative unit.

- b. The name of the requesting department or organization and a letter of recommendation from the appropriate Vice President.
 - c. A description of the type of vending machine(s) proposed, the products or services to be provided, and the benefits to the College.
 - d. The proposed use of net income from the vending machines.
 - e. The building and internal location of the proposed machines and/or specific external location(s) to include any required utility hook-up and the number of machines to be authorized.
 - f. A proposed budget for the first twelve months of operation projecting gross operating revenues, operating expenses, including College overhead at ten (10) percent of gross revenues, and the projected net profit. If approved, annual budgets will be required to be submitted to the Budget and Accounting Office.
3. The purchase of goods, services, equipment, lease of equipment or contracting of services related to vending machines shall comply with existing College contracts and state purchasing requirements. Competitive bids for servicing contracts and minority and women owned business vendor requirements shall be considered where appropriate.
4. Proposals for vending machine operations that include the use of College personnel to maintain, stock, supervise, or manage such operations, excluding necessary fiscal controls, will not be considered, exclusive of College auxiliary services such as the College Bookstore or campus-wide food service contracts.
5. A separate account shall be maintained for each vending machine proposal approved. An administrative staff member, or his/her designee, shall be identified to authorize expenditures and transfers of funds from each account.

Approved by:
College Cabinet 03/07/95

Election of Bargaining Representative—Rules

4001

POLICY

PURSUANT TO CHAPTER 28B.52 RCW, THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 7 ESTABLISHES THE FOLLOWING RULES TO STRENGTHEN METHODS OF ADMINISTERING EMPLOYER-EMPLOYEE RELATIONS THROUGH THE ESTABLISHMENT OF ORDERLY METHODS OF COMMUNICATION BETWEEN ACADEMIC EMPLOYEES OF COMMUNITY COLLEGE DISTRICT NO. 7, HEREINAFTER CALLED “DISTRICT,” AND THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 7, HEREINAFTER CALLED “BOARD.”

Approved by:

Board of Trustees 5/10/74

(Revised) 5/17/74

Procedural Guidelines (Rules)

1. DEFINITIONS. As used in these rules:

“Employee organization” means any organization which includes as members the academic employees of the District and which has as one of its purposes the representation of the employees in the District.

“Academic employee” means any teacher, counselor or librarian who is employed by the District with the exception of the chief administrative officer of, and any administrator in, the District.

“Administrator” means any person employed either full or part time by the District and who performs administrative functions as a least fifty percent or more of this assignments, and has responsibilities to hire, dismiss or discipline other employees. Administrators shall not be members of the bargaining unit unless a majority of such administrators and a majority of the bargaining unit elect by secret ballot for such inclusion.

2. PERSONS ELIGIBLE TO VOTE.

All academic employees who are employed by the District are eligible to vote. Only in the event that the administrators employed by the District meet the conditions set forth in number 1 above and elect to be members of the bargaining unit, are they eligible to vote.

Election of Bargaining Representative—Rules

4001

3. REQUEST FOR ELECTION—CANVASS OF ACADEMIC EMPLOYEES BY THE DEPARTMENT OF LABOR AND INDUSTRIES.

Any employee organization of academic employees of the District desiring to be recognized as the majority organization representing such employees pursuant to Chapter 28B. 52 RCW, shall request in writing of the Board that an election be held to determine whether a majority of such employees desire to designate it as their representative for the purposes of the Act. Upon the receipt of such a request the Board will request the Department of Labor and Industries to determine whether thirty percent or more of the academic employees of the District have indicated that they desire to be represented by that organization for such purposes. The Department of Labor and Industries shall make such determination upon basis of bargaining authorization cards which have been individually signed and dated no earlier than sixty days prior to their submission to the Department of Labor and Industries.

4. REQUEST FRO ELECTION—TIME LIMITATIONS.

Only one election, plus any necessary run-off elections, may be held during any fiscal year. The request for this election must be made no later than 5 p.m. on the last working day of March of the fiscal year in which the election is to be held.

5. NOTICE OF ELECTION—ORGANIZATION TO BE INCLUDED ON BALLOT—TIME FOR FILING.

If the Department of Labor and Industries determines that thirty percent or more of the academic employees of the District have indicated that they desire to be represented by that employee organization for such purpose by bargaining authorization cards which have been individually signed and dated no earlier than sixty days prior to their submission, the Board will publish a notice that it will hold an election to determine whether the academic employees of the District desire the requesting organization or any other employee organization to represent them for the purposes of Chapter 28B.52 RCW provided that such notice shall specify a date for such an election within a reasonable time thereafter but no sooner than two weeks following date of publication, provided that posted notice of at least forty-eight hours for a run-of election shall constitute reasonable time. If the presently recognized employee organization of academic employees desires to be included on the ballot it shall, within seven days after the publication of such notice by the Board, file with the Board a request in writing that its name be included on the ballot in the election to be held. No other organization shall be permitted to have its name placed on the ballot used in the election unless the Department of Labor and Industries determines that ten percent or more of the academic employees of the District have indicated that they desire to be

Election of Bargaining Representative—Rules

4001

represented by the employee organization for such purposes by bargaining authorization cards which have been individually signed and dated no earlier than sixty days prior to their submission. Also, this organization must file in writing with the Board a desire to be included on the ballot within seven days after the publication of the notice that an election will be held.

6. CONTENTS OF NOTICE OF ELECTION—DESIGNATION OF CHIEF ELECTION OFFICER—DUTIES.

The notice published by the Board pursuant to number 5 above shall state the date, hours and polling places for the election. The notice shall also specify that the Department of Labor and Industries shall appoint a representative to the Department to supervise the conduct of the election and be charged with the duty of preparing the ballots and promulgating the instructions concerning the details of the election to be conducted pursuant to these rules. The representative appointed by the Department of Labor and Industries shall serve as the Chief Election Officer.

7. LIST OF ACADEMIC EMPLOYEES—POSTING OF LIST.

In any election conducted pursuant to these rules, lists of academic employees eligible to vote shall be prepared by the Board listing academic employees by voting places. Such lists shall be posted at least eight days before the election in places where notices to academic employees are customarily posted. A copy of the list will be made available for each organization listed on the ballot. Such lists shall be for information purposes and shall not be conclusive as to the right of an academic employee to vote in the election.

8. ELECTION INSPECTORS—DUTIES—RIGHT TO CHALLENGE VOTER—IMPROPER CONDUCT.

The Department of Labor and Industries shall designate a chief election officer and at least one inspector for each polling place to observe the conduct of the election. Any organization whose name shall appear on the ballot in the election shall also be entitled to have one inspector present at the Shoreline Community College Administration Building for the counting of the ballots cast. Such inspectors must refrain from electioneering during the election. They may challenge the eligibility of any person to vote in the election, and upon such challenge the ballot of that person shall be treated as provided in these rules. Inspectors shall also report in writing to the chief election officer any conduct which they observe in the course of balloting which they believe may have improperly affected the result of the voting at the polling place at which they serve as observers.

Election of Bargaining Representative—Rules

4001

9. BALLOTS.

The ballots used in any election held pursuant to this part shall be in substantially the following form:

To Select for Representation Purposes Pursuant to Chapter 28B.52 RCW, a Majority Organization to Represent Academic Employees of Community College District No. 7.	
	Vote for one
ORGANIZATION X	<input type="checkbox"/>
ORGANIZATION Y	<input type="checkbox"/>
NO ORGANIZATION	<input type="checkbox"/>
Do not sign your name or put other identifying marks on this ballot. If you damage or incorrectly mark this ballot, you may return it for a new one.	

10. RECORD OF VOTE—SIGNATURE—CHALLENGE—ABSENTEE BALLOTS.

At the time of the election the name of each employee voting shall be recorded by his signature written beside his name on the voting list for the polling place at which he votes. Each academic employee may cast only one ballot in any election held pursuant to these rules, and the presence of a signature beside the name of an employee desiring to vote shall automatically constitute grounds for challenge to his right to cast a ballot in an election.

Any academic employee may request an absentee ballot no later than seven days prior to the day of the election. Such requests must be submitted to the Department of Labor and Industries by means of a signed affidavit. An absentee ballot must be received by the Department of Labor and Industries by 5:00 p.m. on the last business day preceding the election or it will not be counted. Absentee ballots will not be provided for any run-off election.

Election of Bargaining Representative—Rules

4001

11. INCORRECTLY MARKED BALLOT.

Any voter who incorrectly marks his ballot may obtain a new ballot by returning the incorrectly marked ballot to the chief election officer's inspector. Such incorrectly marked ballot shall be marked void in the presence of the inspectors of organizations participating in the election before the new ballot is delivered to the voter.

12. PRIVACY FOR VOTER—EQUIPMENT.

Voters shall be provided with tables or desks so arranged that a voter may mark his ballot without making it possible for other persons to observe the manner in which he has marked it.

13. FOLDING BALLOT—BALLOT BOX.

Each voter shall fold his ballot so that the manner in which he has marked it cannot be observed and shall then place it in the locked ballot box provided at the designated voting place.

14. CHALLENGED BALLOT—PROCEDURE.

A challenged ballot shall be placed in an envelope bearing no identifying marks. It shall then be placed in another envelope upon which shall be written the name of the employee desiring to cast the ballot, the reasons for which the ballot was challenged, by whom it was challenged and the polling place at which it was challenged and the envelope shall be sealed and initialed by the election inspectors.

15. EMPLOYEES PRESENT ENTITLED TO VOTE—SEALING BALLOT BOX—UNUSED BALLOTS.

At the time for closing the polls, all employees present and waiting at the polling place shall be entitled to vote. The ballot box shall then be sealed. All unused ballots shall then be counted in the presence of election inspectors.

16. ELECTION INSPECTORS DUTIES AFTER VOTING HAS TERMINATED.

When all voting has terminated at a polling place, the election inspectors will bring to the chief election officer at the Shoreline Community College Administrative Building the following: 1) signed voting list of eligible academic employees; 2) all unused ballots; 3) all challenged ballots; and 4) the sealed ballot box containing all ballots cast.

Election of Bargaining Representative—Rules

4001

17. DISPOSITION OF CHALLENGED BALLOTS—TALLY SHEETS—
INVESTIGATION BY CHIEF ELECTION OFFICER.

The challenged ballots previously placed in separate envelopes shall be placed in a sealed envelope marked “challenged ballots” and sent along with the tally sheet to the chief election officer. The challenged ballots shall not be opened or counted unless the counting of such ballots might affect the results of the election. If the challenged ballots might affect the results of the election, the chief election officer shall conduct an investigation into, or if necessary a formal hearing on, the validity of the challenges made. If he concludes that the challenge was properly made, that ballot shall be excluded from the count. Otherwise, such ballot shall be counted as cast.

18. COUNTING OF BALLOTS—PROCEDURE—CERTIFICATION OF
RESULTS OF ELECTION—RETENTION OF BALLOTS—SIGNED VOTING
LISTS.

When ballot boxes from all voting places have been received by the chief election officer at the Shoreline Community College Administrative Building, he shall open them and thoroughly mix all ballots cast so that it is impossible to identify the polling place from which any particular ballot came. The ballots cast shall be separated into the categories as they have been cast for organizations participating in the election, for no organization, and void ballots which are unintelligible or for an organization not participating in the election. The ballots in these categories shall be counted by the chief election officer with the assistance of such of his election inspectors as shall be necessary in the presence of the inspectors for the organizations in the election. After the ballots have been so counted the inspector designed by the organizations to serve at the Shoreline Community College Administrative Building shall indicate by his signature upon the tally sheet that he agrees with the count made, or in case of disagreement, he shall write a short statement of his grounds for disagreement with the count. The chief election officer shall certify to the Board the results of the election within forty-eight hours after the polls have been closed. The used ballots, the unused ballots, the challenged ballots and signed voting lists of eligible academic employees shall be kept by the chief election officer or some person designated by him for one year after the election.

19. ELECTIONEERING WITHIN THE POLLS FORBIDDEN.

No election signs, banners or buttons shall be permitted in the room in which the balloting takes place, nor shall any person in that room discuss the advantages or disadvantages of representing by an organization whether on the ballots or

Election of Bargaining Representative—Rules

4001

otherwise, nor shall any person in that room engage in any other form of electioneering.

20. CONTEST OF ELECTION—TIME FOR FILING OBJECTIONS—
INVESTIGATION OF OBJECTIONS.

Any organization the name of which appears on the ballot, or any academic employee may within five days after the certification of the results of an election under the provisions of this part, file objections to the conduct of the elections with the chief election officer designated by the Department of Labor and Industries. The election officer shall investigate such objections and, if necessary, hold formal hearings thereon. He shall report thereon to the Board. If the Board shall conclude that the conduct objected to may have improperly affected the results of the election, it shall order a new election. Otherwise, it shall be considered final. Objections to the conduct of the election which are not filed in accordance with the provisions of the section shall be waived and of no effect.

21. ELECTION DETERMINED BY MAJORITY OF VALID VOTES CAST—
RUN-OFF ELECTION.

An employee organization which receives a majority of the valid votes cast in an election held in accordance with these rules shall be recognized as representing the academic employees of the District. If more than one organization of academic employees has participated in an election and a majority of the valid votes cast has not been either for representation by one of the employee organizations or for no representation, a run-off election shall be held within a reasonable time. Notwithstanding any other provisions of this Policy 4001 and its associated procedural guidelines, posted notice of at least forty-eight hours for a run-off election shall constitute reasonable time. In such a run-off only those two choices receiving the highest number of valid votes cast in the initial election shall appear on the ballot.

Approved by:
Board of Trustees 5/10/74
(Revised) 5/17/74
(Revised) 7/19/74

Return to Work Program for Workers' Compensation Claimants

4724

POLICY

SHORELINE COMMUNITY COLLEGE WILL OFFER A RETURN TO WORK (RTW) PROGRAM FOR PERMANENT STATE EMPLOYEES WHO ARE RECEIVING WORKER'S COMPENSATION FOR THE ON-LINE-JOB INJURY, UNDER RCW 51.32.090. THIS PROGRAM IS ESTABLISHED AND ADMINISTERED AS DIRECTED BY WAC 251-19-155 (PURPOSE), WAC 251-19-156 (OPPORTUNITY), WAC 251-19-157 (PROGRAM) AND WAC 251-19-158 (ELIGIBILITY) AND WAC 251-24-030(H) (TRAINING AND DEVELOPMENT PROGRAMS, CONTENT).

Approved by:

Board of Trustees 12/18/92

Procedural Guidelines

The purpose of this program is to seek modified duty or light duty assignments for employees who are temporarily unable to return to their regular work until the time that they are released for full work duty. Employees who are temporarily disabled and unable to perform their regular job duties because of a workplace injury will be given the opportunity to return to lighter or modified work during the period of convalescence. Because recovery time may vary from case to case, each individual employee's situation will be evaluated to allow sufficient time for recovery and rehabilitation. A light duty work program for an individual employee may be discontinued if it becomes evident from medical evaluation that capacity to return fully to the regularly assigned position is unlikely.

1. Eligibility as defined in WAC 251-19-158

Employees are eligible to participate in the Return to Work program under the following conditions:

- A. The employee must be a permanent classified, faculty or administrative exempt employee.
- B. The employee must be receiving compensation under RCW 51.32.090, Labor and Industries Workers' Compensation.
- C. The employee has a temporary disability due to an occupational injury which makes that employee temporarily unable to carry out their regularly assigned work, yet the employee is capable of performing work of a lighter or modified nature, based on a written evaluation by a licensed health care professional.

Return to Work Program for Workers' Compensation Claimants

4724

- D. The employee is eligible to participate in the return to work program for a minimum of two years from the date the temporary disability commenced.
2. Responsibilities
- A. Employee Responsibilities:
- 1) All employees are responsible for following job safety guidelines and practices. If an employee experiences an injury or accident, this must be reported through the supervisor and the security supervisor for Labor and Industries records and claims, within 24 hours of the incident, if at all possible. Employees who experience absence due to job related injury must provide requested medical information during the period of disability. Employees must actively participate and cooperate with SCC's efforts to meet the requirements of the Return to Work program.
 - 2) An employee who is receiving compensation under RCW 51.32.090 from Labor and Industries as a result of a work related temporary disability and who believes that he/she is eligible for the modified work return program should submit a written request to their immediate supervisor. (Additionally, the College, in its claims administration process may identify an employee as appropriate for the return to work program.) The employee's request should state the nature of the temporary disability and should be supported by a physician's statement indicating diagnosis, prognosis, anticipated duration of the disability and description of any restrictions or limitations.
- B. Supervisor Responsibilities
- 1) Each supervisor is responsible for promoting safe work practices within the area of his or her responsibility.
 - 2) In the event of a worker injury or accident, the supervisor is responsible to ensure that an accident report is filed as soon as possible, AND for reviewing with the employee the process of modified and/or light duty under the College's return to work program. The supervisor is also responsible for notifying the return to work program. The supervisor is also responsible for notifying the return to work program coordinator (Personnel Officer) of any employee work related accident or injury that may result in time away from the job.

Return to Work Program for Workers' Compensation Claimants

4724

- 3) Upon receipt of an employee's request to participate in the return to work program, the supervisor is responsible to notify his or her Administrator and the Personnel Officer, and provide copies of the request and medical statement to the Personnel Officer.
- 4) The supervisor is responsible for preparation of a written job analysis form and returning the form to the RTW Coordinator (Personnel Officer). The RTW Coordinator will send to the injured employee's physician a job analysis, outlining duties, tasks and requirements.
- 5) The supervisor will be responsible for identifying any work modification or light duty assignments in the regularly assigned work unit that the employee may perform, within any temporary restrictions defined by the physician. If the supervisor is unable to identify a suitable position, the program coordinator will be responsible for attempting to identify alternate modified work or light duty assignment outside the regular work unit, or state-wide agency placement, if possible.
- 6) In the event a modified work assignment is given to a temporarily disabled employee under this return to work program, the supervisor will be responsible for maintaining on-going assessment of the employee's work, and weekly communication with the employee regarding the employee's condition and capabilities, as well as regular medical updates from the attending health care professional.

C. Program Coordinator Responsibilities:

- 1) The SCC Personnel Officer will be the designated program coordinator for SCC's return to work program.
- 2) The program coordinator will assist a supervisor in clarifying eligibility of a temporarily disabled employee for the return to work program. This may include job analysis as well as evaluation of the employee's capabilities and limitations, as well as identifying any transferable skills that may apply to temporary reassignment. Also, if a modified duty placement is not appropriate in the regularly assigned work area, the coordinator will explore alternate placement in other work units on the campus, in collaboration with the supervisor(s).

Return to Work Program for Workers' Compensation Claimants

4724

- 3) The program coordinator will seek appropriate temporary modified work assignment, with preference of assignment in the following order:
 - a. modification of the position in the same work unit as regularly assigned, if possible;
 - b. transfer temporarily to another position in the same work unit as regularly assigned (permanent, or part time temporary position);
 - c. temporary transfer to another position in another work unit outside of the regularly assigned work unit;
 - d. temporary transfer to a position with another state agency or institution of higher learning if SCC is unable to provide such a position.
- 4) The program coordinator may request modified work assignments from other supervisors of the college.
- 5) The program coordinator will maintain regular contact with the supervisor who is overseeing the modified work assignment for the temporarily disabled employee, for the status of the employee's progress.
- 6) The program coordinator will maintain regular contact with the employee's attending physician to facilitate return to work progress.

3. Training and Education regarding the return to work program

The Program Coordinator will distribute this program description and orient all supervisors to the return to work program. Each classified staff member will be provided information about this program. The employee handbook will reference this program. All newly hired classified staff will be informed of this program during orientation. Detailed information regarding this program will be provided to any individual employee who is identified as potentially eligible for the return to work program. The description of the program will be given to any other employee of the College upon request.

Return to Work Program for Workers' Compensation Claimants

4724

*Definition of Terms

TRANSITIONAL RETURN TO WOK: This is a process that facilitates a gradual resumption of work, (such as starting to return to work for fewer hours, then building up to the fully assigned work load, or light duty/modified work). Regular compensation is paid for hours worked, Worker's Compensation paid for non-worked hours per formula.

All Transitional return to work programs are time limited and need to be monitored and evaluated by the physician and employer. The length of the program is determined by the worker's physical progress and capabilities. Programs should not extend past three months unless a serious problem exists.

LIGHT DUTY: This is a process of returning the injured worker to his or her regular job, with accommodation around any restrictions or limitations as certified by the licensed health care provider. (This term is being replaced with the term "modified work", see below.)

MODIFIED WORK: This is a process of returning an employee to work with adjustments made in the type or scheduling of job tasks within the work environment, either on a temporary or permanent basis. Work assignments are modified or structured to be within the capacities and abilities of the employee, accommodating any restrictions or limitations certified by the licensed health care provider.

JOB MODIFICATION: This is the re-design of a work station or equipment in order to re-employ an injured worker, maximize the worker's abilities and focus on what tasks the employee CAN do, with regard to restrictions or inabilities as certified by the licensed health care provider.

TRANSITIONAL WORK ASSIGNMENT: Shoreline Community College will first attempt to identify modified work assignment for an injured worker within the District. If SCC, a Washington State agency, is unable to successfully find an appropriate work assignment that the temporarily disabled employee can safely execute, the alternative of cross-state agency placement will be explored.

Approved by:
College Cabinet 11/24/92

RECOMMENDED FOR ELIMINATION

Continuing Student Status--Registration 5017

Continuing Student Status-Registration 5017

POLICY

A STUDENT WHO GIVES PROPER NOTICE OF HIS/HER INTENTION TO BE ABSENT FROM THE COLLEGE FOR NO MORE THAN TWO (2) QUARTERS MAY RETAIN THE RIGHT TO REGISTER IN THE SAME ORDER OF PRIORITY AS A CONTINUING STUDENT. THE RETENTION OF THIS RIGHT IN NO WAY GUARANTEES RE-ENTRY INTO ANY SPECIFIC INSTRUCTIONAL PROGRAM.

Approved by:
Board of Trustees.....05/19/78

Procedural Guidelines

1. A student should apply in writing to the Vice President of Student Services prior to the last instructional day of the quarter attending.
2. For a period of one (1) or two (2) quarters as requested, a student will retain his/her position in registration as a continuing student in accordance with the total credits earned.
3. No extensions to the time beyond two (2) quarters will be granted.
4. Summer quarter shall be excluded in the computation of time.
5. Exceptions to procedural guideline #1 may be made by the Dean of Student Services or his designee provided the exception is warranted and the waiver will not be detrimental to the College.

Approved by:
College
Cabinet.....05/02/78
College Cabinet.....05/23/78

RECOMMENDED FOR ELIMINATION

Paid Student Positions and Temporary Hourly Positions 5221
Funded by the Student Services and Activities Budget

POLICY

IT IS RECOGNIZED THAT CERTAIN STUDENT POSITIONS IN THE STUDENT ACTIVITIES PROGRAM INVOLVE SIGNIFICANT CAMPUS-WIDE RESPONSIBILITIES AND ARE ESSENTIAL TO THE OPERATION OF THE STUDENT ACTIVITIES PROGRAM.

ALSO, ADDITIONAL SUPPORT STAFF, BOTH STUDENT AND NON-STUDENT, MAY BE NECESSARY ON A TEMPORARY BASIS TO CARRY OUT THE MISSION OF STUDENT ACTIVITY PROGRAMS.

THEREFORE, THE COLLEGE PRESIDENT OR HIS/HER DESIGNEE IS AUTHORIZED TO IDENTIFY AND APPROVE STUDENT AND NON-STUDENT POSITIONS WHICH MAY BE PAID ON AN ON-GOING OR TEMPORARY BASIS FROM THE STUDENT SERVICES AND ACTIVITIES BUDGET.

Approved by:

Board of Trustees.....	03/30/70
Revised.....	01/18/74
Revised.....	11/21/75
Revised.....	09/17/76
Revised.....	02/15/80
Revised.....	10/21/83
Revised.....	03/15/85
Revised.....	04/19/93

Procedural Guidelines--On-Going Positions of Responsibility

1. The College President or his/her designee, normally the Vice President for Student Services, may approve from among the recommendations of the Director of Student Programs and the Student Body Association Executive Board, on-going positions of responsibility in student activities which may receive compensation. Criteria for positions to be funded from the Student Services and Activities budget will be established by the Director of Student Programs and the SBA Executive Board. A list of the approved positions will be included with the Student Services and Activities budgets presented to the College Trustees.

Paid Student Positions and Temporary Hourly Positions 5221
Funded by the Student Services and Activities Budget

2. Requests for new, on-going positions in student activities will be submitted with a written job description to the Director of Student Programs.
3. The Director of Personnel/Human Resources, in consultation with the Director of Student Programs and the SBA Executive Board, will establish the hourly pay and stipend levels for positions receiving compensation within the scope of this policy.
4. The time for which student activity positions will be paid shall not exceed 20 hours per week. When course credit is received for these activities, the time spent attending class and completing class assignments will be excluded from the computation for compensation.

Procedural Guidelines--Temporary Student and Non-Student Positions

1. The College President or his/her designee, normally the Director of Student Programs, in consultation with the SBA Executive Board, may approve temporary hourly student and non-student positions as support staff necessary for the operation of the Student Activities Program.
2. Requests for temporary support staff positions will be submitted to the Director of Student Programs. Criteria for temporary positions will be established by the Director of Student Programs and the SBA Executive Board.
3. The Director of Personnel/Human Resources in consultation with the Director of Student Programs and SBA Executive Board, will establish hourly pay levels for temporary student and non-student hourly positions.
4. The time for which temporary student hourly positions are paid shall not exceed 20 hours per week. When course credit is received for these activities, the time spend attending class and completing class

Paid Student Positions and Temporary Hourly Positions 5221
Funded by the Student Services and Activities Budget
assignments will be excluded from the computation for
compensation.

- 5. The time for which temporary non-student hourly
positions are paid shall not exceed Department of
Retirement Guidelines (17.25 hours per week or 69 hours
per month).

Approved by:
College Cabinet.....03/19/70
Student Affairs Council.....11/09/73
College Cabinet.....11/04/75
Revised.....09/10/76
Revised.....01/22/80
Revised.....05/18/82
Revised.....11/23/82
Revised.....11/07/90
Revised.....04/06/93

College Teaching Day

6020

POLICY

THE LENGTH OF THE COLLEGE TEACHING DAY MAY VARY ACCORDING TO ASSIGNMENT. EACH FACULTY MEMBERS IS EXPECTED TO BE AVAILABLE FOR A SUFFICIENT NUMBERS OF HOURS TO MEET HIS CLASSES, TO MAINTAIN REASONABLE OFFICE HOURS AND FULFILL OTHER PROFESSIONAL RESPONSIBILITIES.

Approved by:

Board of Trustees 6/8/70

Procedural Guidelines

1. The provisions of the current salary document should be consulted for further clarification.

Approved by:

College Cabinet 5/18/70

Summer School

6400

POLICY

A SUMMER QUARTER WILL BE CONDUCTED BY SHORELINE COMMUNITY COLLEGE, BUDGET PERMITTING.

Approved by:
Board of Trustees 6/8/70

Procedural Guidelines

1. Selected courses from each of the divisions will be offered during summer quarter.
2. A student entering the summer school on a transient basis will be required to submit only an application form and a records fee. No transcripts or test scores will be required unless the student plans to continue work at Shoreline Community College.
3. Priority for fall quarter enrollment will not be given to summer quarter students.

Approved by:
College Cabinet 5/18/70

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JUNE 28, 2017**

TAB 3A

FIRST READING

Subject: College Policies &/or Rules - New

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 Washington State Office of the Chief Information Officer communicated that “agencies must develop policies and processes to support and ensure compliance” with Web Content Accessibility Guidelines (WCAG) 2.0 by June 30, 2017. As a result, the College developed a new policy: Policy 3811 (Accessible Information Technology).

To follow: Policy 3811 (Accessible Information Technology).

Prepared by: Cheryl Roberts, President
Veronica Zura, Director of Human Resources
Shoreline Community College June 23, 2017



Policy Name:	ACCESSIBLE INFORMATION TECHNOLOGY
Policy Number:	3811
Applicable Code/Law:	Americans with Disabilities Act (ADA); Core Services legislation, RCW 28B.10.912; OCIO Policy 188 - Accessibility Sections 504 and 508 of the Rehabilitation Act, as amended January 18, 2017; 3.20.30b SBCTC Policy on Access for Students with Disabilities; Washington State Law Against Discrimination, RCW 49.60

Policy:

The policy of Shoreline Community College District Number Seven (7) is to ensure that information technology (IT) and electronic content provide comparable functionality, experience, and information access to students, employees, and community members with disabilities, including those who use assistive technology.

This policy applies to the procurement, development and implementation of instructional, administrative and/or communications technologies/content deployed at Shoreline by individuals or groups responsible for electronic content publishing/management.

Further, the policy applies to both current and emerging technologies (including both hardware and software) in use or being evaluated for purchase or adoption at the College.

This policy encompasses, but is not limited to, College website, learning management tools, student information system, human resources technology, training materials, instructional materials, and assessment tools.

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JUNE 28, 2017**

TAB 3B

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 4722 – Advancement of Rank

Policy 5030/WAC 132G-121 – Student Conduct

To follow: Revised Policy 4722 and revised Policy 5030/WAC 132G-121.

Prepared by: Cheryl Roberts, President
Veronica Zura, Director of Human Resources
Shoreline Community College June 23, 2017



Policy Name:	ADVANCEMENT OF RANK
Policy Number:	4722
Applicable Code/Law:	N/A

Policy:

The policy of Shoreline Community College District Number Seven (7) is that the Faculty Senate may grant the rank of Professor and Professor Emeritus to tenured faculty members.



Policy Name:	STUDENT CONDUCT
Policy Number:	5030
Washington Administrative Code:	Chapter 132G-121

132G-121-010

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.

132G-121-020

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.

132G-121-030

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. Cyber-stalking, cyber-bullying or on-line 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, non-consensual recording of sexual activity, and non-consensual distribution of a recording of sexual activity.

(6) Property Violation. Damage to, misappropriation of, unauthorized use or possession of, vandalism, or other non-accidental 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.
- (d) 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 RCW 69.41, or any other controlled substance under RCW 69.50, 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 non-accidental 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.

132G-121-040

Disciplinary Sanctions and Terms and Conditions

The following disciplinary sanctions may be imposed upon students found to have violated the student conduct code.

- (1) Disciplinary Warning.** A verbal statement to a student that there is a violation and that continued violation may be cause for further disciplinary action.
- (2) 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.
- (3) 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.
- (4) 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.
- (5) 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.

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:

- (1) 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.
- (2) 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.

- (3) **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:
- (a) Ineligible to hold an office in any student organization recognized by the College or to hold any elected or appointed office of the College.
 - (b) 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.
- (4) **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.

STUDENT CONDUCT HEARING PROCEDURES

WAC 132G-121-050

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, on-line 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.

WAC 132G-121-060**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) Re-assign 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 (10) 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 complete upon hand-delivery of the document or upon the date the document is emailed and 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, non-credit courses, on-line 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).

WAC 132G-121-070 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.

WAC 132G-121-080

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 (10) 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 (10) instructional days;
- (b) Dismissals; and
- (c) Discipline cases referred to the committee by the student conduct officer, the conduct review officer, or the president.

(9) 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.

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

(11) 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 above 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.

(12) 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.

(13) 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.

WAC 132G-121-090

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 (10) 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 (10) 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 (10) instructional days or expulsion, the matter shall be referred to the student conduct committee for a disciplinary hearing.

WAC 132G-121-100**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 (10) 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 (20) 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 (20) 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 (10) 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 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. The notice will also inform the complainant of their appeal rights.

WAC 132G-121-110**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.

WAC 132G-121-120

Appeal – Student Conduct Committee

(1) Proceedings of the student conduct committee shall be governed by the Administrative Procedures 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 (7) 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 (5) 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 non-attorney 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 (4) 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.

WAC 132G-121-130

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.

WAC 132G-121-140
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 (20) 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.

WAC 132G-121-150

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 (10) 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 (20) 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.

WAC 132G-121-160
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 (2) 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 offices 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.

WAC 132G-121-170 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.

WAC 132G-121-180 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:

- (1) Student conduct appeals involving the following disciplinary actions:
 - (a) Suspensions of ten (10) instructional days or less;
 - (b) Disciplinary probation;
 - (c) Written reprimands;
 - (d) Any conditions or terms imposed in conjunction with one of the foregoing disciplinary actions; and

- (e) Appeals by a complainant in student disciplinary proceedings involving allegations of sexual misconduct in which the student conduct officer:
 - (i) Dismisses disciplinary proceedings based upon a finding that the allegations of sexual misconduct have no merit; or
 - (ii) Issues a verbal warning to respondent.

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JUNE 28, 2017**

TAB 4

ACTION

Subject: Policy 3811 (Accessible Information Technology)

Background

President Roberts communicated to the Trustees in advance of the June 28, 2017 Regular Meeting, the urgency related to the development and approval by the Board of Trustees of an Accessible Information Technology policy. Normally, a first reading of a policy would transpire at a Regular Meeting, followed by Board action on the policy at a subsequent Regular Meeting.

The Washington State Office of the Chief Information Officer communicated that “agencies must develop policies and processes to support and ensure compliance” with Web Content Accessibility Guidelines (WCAG) 2.0 by June 30, 2017. As a result, the College developed a new policy: Policy 3811 (Accessible Information Technology).

Due to the brief timeframe between the development and completion of Policy 3811 and the June 30, 2017 deadline, Policy 3811 is contained on the June 28, 2017 Regular Meeting as a First Reading (#8), as well as, for Action (#9).

Recommendation

It is recommended that the Board of Trustees approve Policy 3811 as presented.

Prepared by: Cheryl Roberts, President
Veronica Zura, Director of Personnel
Shoreline Community College
June 23, 2017

To follow

- Policy 3811



Policy Name:	ACCESSIBLE INFORMATION TECHNOLOGY
Policy Number:	3811
Applicable Code/Law:	Americans with Disabilities Act (ADA); Core Services legislation, RCW 28B.10.912; OCIO Policy 188 - Accessibility Sections 504 and 508 of the Rehabilitation Act, as amended January 18, 2017; 3.20.30b SBCTC Policy on Access for Students with Disabilities; Washington State Law Against Discrimination, RCW 49.60

Policy:

The policy of Shoreline Community College District Number Seven (7) is to ensure that information technology (IT) and electronic content provide comparable functionality, experience, and information access to students, employees, and community members with disabilities, including those who use assistive technology.

This policy applies to the procurement, development and implementation of instructional, administrative and/or communications technologies/content deployed at Shoreline by individuals or groups responsible for electronic content publishing/management.

Further, the policy applies to both current and emerging technologies (including both hardware and software) in use or being evaluated for purchase or adoption at the College.

This policy encompasses, but is not limited to, College website, learning management tools, student information system, human resources technology, training materials, instructional materials, and assessment tools.

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JUNE 28, 2017**

TAB 5

ACTION

**Subject: Board Resolution No. 141
(2017–18 Operating Budget Continuing Authority)**

**Resolution No. 141
2017–18 Operating Budget
Continuing Authority**

WHEREAS, the Washington State Legislature has not agreed to state operating or capital budgets as of the date of this resolution,

WHEREAS, the State Board for Community and Technical Colleges, charged with the responsibility to allocate state appropriations to community and technical colleges, will not be able to provide an operating allocation to Shoreline Community College until a state operating budget is enacted; and

WHEREAS, in the judgment of the College administration a 2017–18 operating budget for the College cannot be formulated and presented for review until the state operating budget has been enacted and allocations are received from the State Board for Community and Technical Colleges; and

WHEREAS, the College is committed to continuing to offer its 2017 summer quarter, which started June 26, 2017; and

WHEREAS, the Board of Trustees intends to hold a special meeting in July 2017 to adopt a College budget, assuming that a state operating budget has been enacted by that time;

THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees authorizes the College President to proceed with normal operations of the College using available funds, general fund reserve as authorized under Executive Responsibilities and Expectations: Financial Condition and Activities, No. ERE-4 or legislative appropriations until adoption of the 2017–18 College operating budget by the Board of Trustees.

The Board hereby adopts Resolution No. 141.

Done in Open Public Meeting by the Board of Trustees this 28th Day of June, 2017.

Board of Trustees
Shoreline Community College
District Number Seven

By: _____
Phillip Barrett, Chair

Recommendation

That the Board of Trustees adopt Resolution No. 141 (2017–18 Operating Budget Continuing Authority).

Prepared by: Stuart A.T. Trippel CPA
Senior Executive Director and CFO
Shoreline Community College
June 23, 2017

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JUNE 28, 2017**

TAB 6

ACTION

Subject: 2017–2018 Fee Changes

Background

Proposed Fee Changes Beginning Fall Quarter 2017

NOTE: These fee changes were previewed with the Board of Trustees at its May 24, 2017, regular meeting.

- Prior learning assessment fees. At its March 15, 2017, regular meeting, the Board of Trustees adopted Policy 5164, “Assessment and Awarding of Credit by Prior Learning Assessment (PLA).” In order to implement this policy, the College proposes to charge a fee of **\$200 per course** for course challenge (credit by examination) and prior experiential learning (typically involving a portfolio evaluation). Other forms of prior learning assessment, such as assessment of extra-institutional learning (verified by third-party certifications or industry-recognized training) and credit by testing (using higher education equivalency examinations not developed by the College) will not be assessed a fee. The proposed fee of \$200 per course will defray the cost of compensating faculty for preparing and grading examinations and for evaluating student portfolios.
- Parent-Child Center fees. The Parent-Child Center proposes to increase monthly fees **as shown in the table below**. This change would become effective as of September 1, 2017. The Parent-Child Center does not receive funding from the College operating budget but does receive funding from Services and Activities (S&A) fees to subsidize the cost of Shoreline Community College students who have children in the Center. The Center’s budget must cover all compensation increases mandated by the classified staff collective bargaining agreement, including cost-of-living adjustments and step increases, from its own fees.

	<u>Shoreline Students</u>			<u>Community Members</u>		
	<u>Current</u>	<u>Proposed</u>	<u>Increase</u>	<u>Current</u>	<u>Proposed</u>	<u>Increase</u>
Infant	\$ 1,403	\$ 1,449	3.3%	\$ 1,650	\$ 1,705	3.3%
Toddler	1,126	1,224	8.7%	1,325	1,440	8.7%
Preschool	956	1,041	8.9%	1,125	1,225	8.9%

- Dental hygiene program acceptance fee. The College proposes to charge a fee of **\$175.00** that dental hygiene students will pay upon their acceptance of the College's offer of admission to the program. This fee will fund each student's dues for membership in the American Dental Hygienists Association and the Washington State Dental Hygienists' Association during their time in the program.
- Nursing assistant certified (NAC) program fee. Previously the College charged a fee of \$293.70 per student in its one-quarter NAC program. For a new two-quarter NAC program, the College proposes to charge an all-inclusive fee of **\$619.25 total for two quarters**. This fee will cover the costs of HIV/AIDS and CPR training, a background check, skills lab supplies and linen service, state examination and licensing fees, malpractice insurance, and the College's e-learning fee. Almost all students in the NAC program qualify for workforce funding and therefore do not experience the fee as an out-of-pocket cost.
- Medical laboratory technology (MLT) lab fees. The College currently charges \$60.95 for lab courses in its MLT program. In order to cover increasing costs of equipment and reagents, as well as contract costs for teaching a course (immunohematology) at Bloodworks Northwest, the College proposes to charge a fee of **\$75.00 per course** for lab courses and **\$100.00 per course** for the immunohematology course.
- Nursing lab fee. The College currently charges a fee of \$31.45 for nursing lab courses. The College proposes to charge a fee of **\$46.45 per course** for nursing lab courses to reflect increasing linen and medical supply costs associated with these courses.
- Automotive technology course fee. The College currently charges a fee of \$62.95 for automotive technology courses. In order to reflect the increased cost of materials and supplies, the College proposes to charge a fee of **\$75.00 per course** for factory courses and **\$100.00 per course** for general service technician (GST) courses. (Students in the factory courses take two courses per quarter, while GST students take only one course per quarter.)

Recommendation

That the Board approve the proposed fees by motion.

Prepared by: Stuart A.T. Trippel CPA
Senior Executive Director and CFO
Shoreline Community College
June 23, 2017

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JUNE 28, 2017**

TAB 7

ACTION

Subject: 2017 – 2018 Services & Activities (S&A) Budget

Background

Executive Summary from the 2017-2018 Services and Activities (S&A) Budget Proposal

- \$1.4 million proposal for 2017-18 academic year
- Funding will be allocated to:
 - 18 Programs
 - Student Organizations (clubs)
 - Contingency and Mini-Grant Funds

Recommendation

It is recommended that the Board of Trustees approve the Services and Activities (S&A) budget proposal of \$1.4 million for the 2017 - 2018 academic year as presented at the Board's May 24, 2017 Study Session.

Prepared by: Rezina Habtemariam, Director of Student Life
Shoreline Community College
June 26, 2017

To follow

- 2017 – 2018 Services & Activities Budget Proposal

2017-2018

Services & Activities Budget Proposal

Presented By: Rezina Habtemariam, Director of Student Life

2017-2018 Budget Overview

- \$1.4 million in budget allocations
- Total number of programs funded- 18
- Total number of clubs funded- 56

Executive Summary

- \$1.4 million proposal for 2017-18 academic year
- Funding will be allocated to:
 - 18 Programs
 - Student Organizations (clubs)
 - Contingency and Mini-Grant Funds

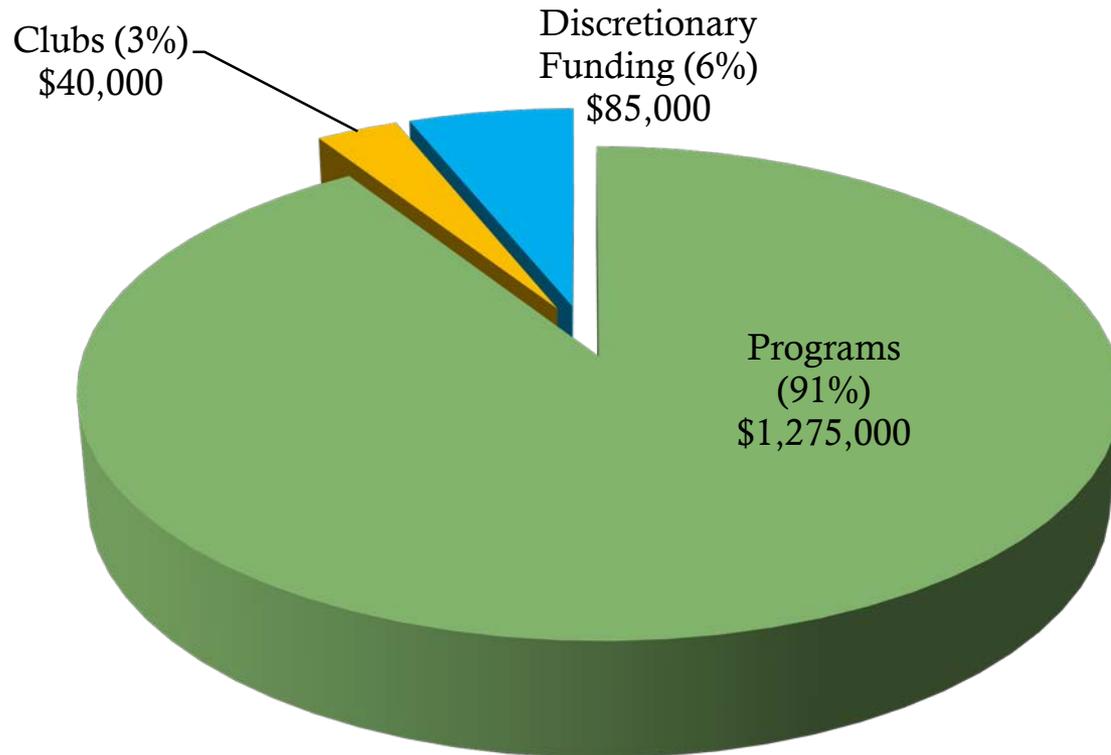
Current S&A Fee

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

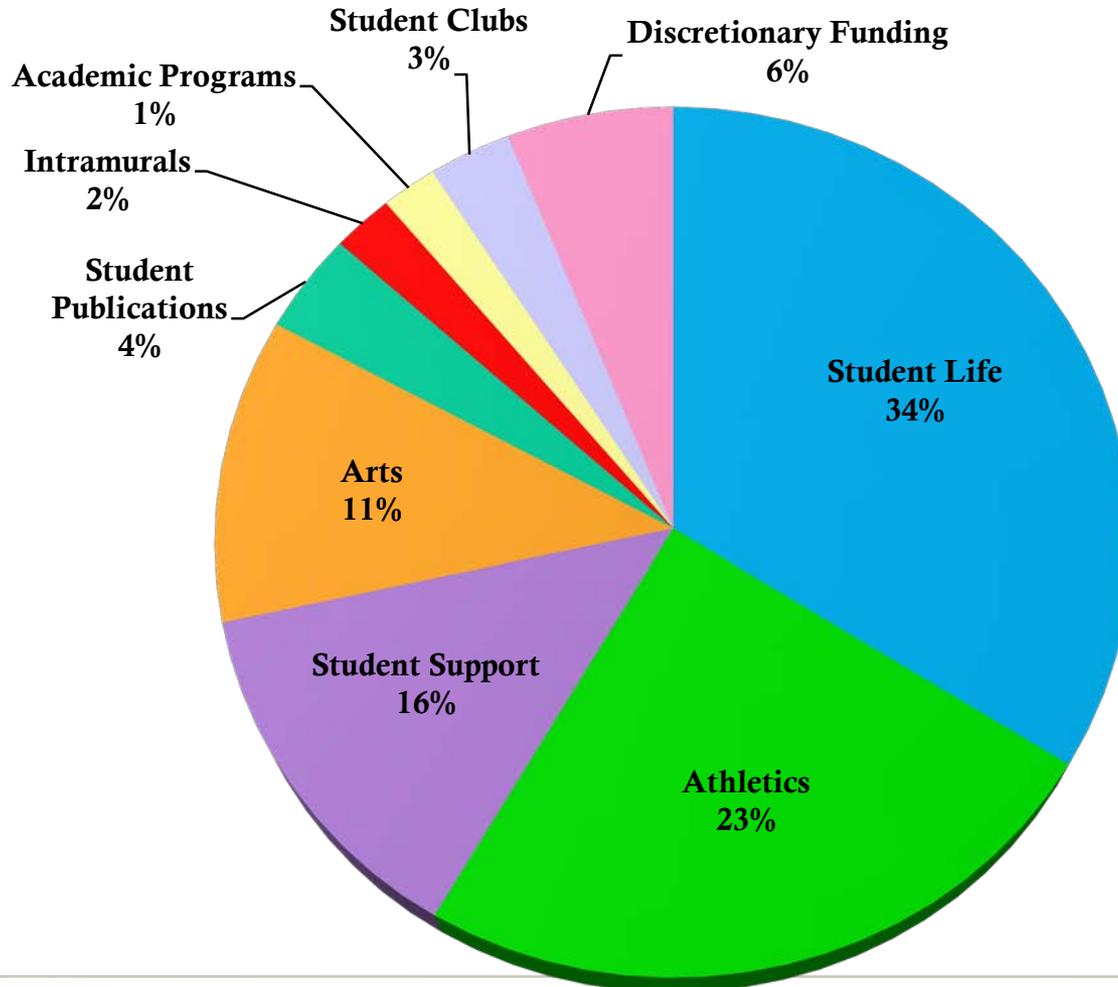
General Allocation Considerations

- Necessity of newly requested expenses
- External revenue sources (fundraising, ticket sales, etc.)
- Quantity of students impacted vs. quality of experience
- Impact on student success and retention
- Budget history
- Use of campus resources
- Travel expenses

S&A Fee Allocation Overview



S&A Budget Allocation Breakdown



Programs	16-17 Allocation	17-18 Allocation
Art Gallery	2,968	3,170
Art & Entertainment Board	180,000	180,000
Athletics	316,748	316,748
Choral Groups	5,110	14,311
Club Funding	42,784	40,000
Concert Band	15,000	9,138
Contingency Fund	46,000	15,000
DECA	24,519	20,114
Ebbtide	32,670	32,670
Instrumental Music	20,545	22,349
Intramurals & Wellness	31,188	31,242
Mini - Grant	78,000	70,000
Multicultural Center	15,675	16,849
Opera/Musicals	40,715	43,935
Parent Child Center	63,200	95,084
Phi Theta Kappa	3,876	0
Play's, Film, Video	12,533	12,408
Spindrift	18,000	16,000
Student Life	294,893	293,335
Theatre Tech	50,582	54,533
Tutoring Service	89,784	103,114
Women's Center	15,210	10,000
TOTAL	1,400,000	1,400,000*

**Note that \$1.4 million is an estimate based on 16-17 enrollment*

Notable Changes

Program	16-17 Allocation	17-18 Proposed Allocation
Choral Groups	5,110	14,311
Parent Child Center	63,200	95,084
Phi Theta Kappa	3,876	0
Tutoring Services	89,784	103,114

Parent Child Center

- Parents who are SCC Students
 - o 2015-16: 34%
 - o Currently: 47%
- 89% receive state subsidies

Discretionary Funding

1. Mini-Grant

2017-18 Allocation	2016-17 Allocation
\$70,000	\$78,000

Description: Supplemental funding for clubs and programs.

Rationale: Based on mini-grant requests from 2016-2017

Discretionary Funding *(cont.)*

2. Contingency Fund

2017-18 Allocation	2016-17 Allocation
\$15,000	\$46,000

Description: A reserve account for unexpected expenses, requires ASG approval.

Rationale: Based on fiscal history from the past two years.

Club Funding

2017-18 Allocation	2016-17 Allocation
\$40,000	\$42,784

- Description: This funding pays for a club's baseline budget and advisor stipend.
- Total number of clubs this year: 56
- Total number of advisors this year: 49

Conclusion

- No fee increase is proposed.
- \$1.4 million budget proposal for 2017-18 academic year.
- Advocating for multipurpose field.



Thanks!

The S&A Committee

The Associated Student Government

The Board of Trustees

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JUNE 28, 2017**

TAB 8

ACTION

**Subject: 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)**

**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**

WHEREAS, Professor DuValle Daniel has represented the Shoreline Community College Federation of Teachers (SCCFT) • Local No. 1950 • AFT Washington/AFT/AFL-CIO to the Board of Trustees since September 2015; and

WHEREAS, Professor Daniel has served and represented the faculty of Shoreline Community College; and

WHEREAS, Professor Daniel continues to advocate for matters concerning the SCCFT membership through her communication with the Board of Trustees and collaboration with College Administrators; and

WHEREAS, Professor Daniel demonstrates a commitment to equity, inclusion and student success;

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

The Board hereby adopts Resolution No. 142.

Done in Open Public Meeting by the Board of Trustees this 28th Day of June, 2017.

Board of Trustees
Shoreline Community College
District Number Seven

By: _____
Phillip L. Barrett
Chair

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JUNE 28, 2017**

TAB 9

ACTION

**Subject: Board Resolution No. 143
(Commending Service of Washington Federation of State Employees
(WFSE) Chief Shop Steward Jerry Owens)**

**Resolution No. 143
Commending Service of
Washington Federation of State Employees (WFSE)
Chief Shop Steward Jerry Owens**

WHEREAS, Mr. Jerry Owens has represented the Shoreline Community College Classified Staff as the Chief Shop Steward for the Washington Federation of State Employees (WFSE) to the Board of Trustees since 2012; and

WHEREAS, Mr. Owens continues to advocate for matters concerning WFSE members through his communication with the Board of Trustees and collaboration with College Administrators; and

WHEREAS, Mr. Owens serves on numerous campus-wide committees, keeping members of the campus community informed about matters impacting Classified Staff; and

WHEREAS, Mr. Owens demonstrates a commitment to workplace equity and student success;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Shoreline Community College to publicly proclaim its appreciation to Mr. Owens for his service to students, faculty, staff and trustees.

The Board hereby adopts Resolution No. 143.

Done in Open Public Meeting by the Board of Trustees this 28th Day of June, 2017.

Board of Trustees
Shoreline Community College
District Number Seven

By: _____
Phillip L. Barrett
Chair

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JUNE 28, 2017**

TAB 10

ACTION

**Subject: Board Resolution No. 144
(Commending Service of Associated Student Government President
Winston Lee)**

**Resolution No. 144
Commending Service of
Associated Student Government President Winston Lee**

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

WHEREAS, Associated Student Government President Mr. Winston Lee has represented the students of Shoreline Community College with passion, energy, exceptional leadership and dedication; and

WHEREAS, Mr. Lee has provided the Board of Trustees with comprehensive reports of ASG activities and initiatives; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Shoreline Community College to publicly proclaim its appreciation to Mr. Winston Lee for his service to the students, faculty, staff and trustees;

BE IT FURTHER RESOLVED that the Board extends best wishes to Mr. Lee as he continues his educational, professional and personal goals.

The Board hereby approves Resolution No. 144.

Done in Open Public Meeting by the Board of Trustees this 28th Day of June, 2017.

Board of Trustees
Shoreline Community College
District Number Seven

By: _____
Phillip L. Barrett
Chair

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JUNE 28, 2017**

TAB 11

ACTION

Subject: President's Certification of Compliance Document

Background

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

The Board of Trustees has discussed and recommended changes to the Board of Trustees Governance Manual over the course of the last several years and the latest changes to the manual were approved at the September 28, 2016 Regular Meeting of the Board of Trustees. Approved changes included:

1. Renaming Section 2 from Executive Limitations (EL) to Executive Responsibilities and Expectations (ERE).
2. Revisions to Section 2 policies related to Global Executive Constraint; Treatment of People; Financial Planning/Budgeting; Financial Condition and Activities; and Compensation and Benefits.

Attachment

President's Certification of Compliance document denoting the ten (ERE-1 through ERE-10) Executive Responsibilities and Expectations as contained in the Board's Governance Manual.

Recommendation

That the Board of Trustees take action on the certified 2016 – 2017 President's Certification of Compliance document—to be furnished to the Board on June 28, 2017.

Prepared by: Lori Yonemitsu
Executive Assistant to the President & Secretary to the Board of Trustees
June 23, 2017



PRESIDENT’S CERTIFICATION OF COMPLIANCE

●EXECUTIVE RESPONSIBILITIES AND EXPECTATIONS●

●POLICY TYPE: EXECUTIVE RESPONSIBILITIES AND EXPECTATIONS
●POLICY TITLE: GLOBAL EXECUTIVE CONSTRAINT
●POLICY NUMBER: ERE-1
<ul style="list-style-type: none"> ●Adopted by Board of Trustees in Open Meeting: June 24, 2009 ●Revision Adopted by Board of Trustees in Open Meeting(s): September 28, 2011; September 26, 2012; September 28, 2016

The Board of Trustees delegates to the President of Shoreline Community College the authority to exercise in the name of the Board (RCW 28B.10.528) all of the powers and duties vested in or imposed upon the Board by law, except such powers and duties as the Board expressly reserves for the Board. The Executive Responsibilities and Expectations that are described in Section 2 provide clarification to the above delegated responsibility.

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

●POLICY TYPE: EXECUTIVE RESPONSIBILITIES AND EXPECTATIONS
●POLICY TITLE: TREATMENT OF PEOPLE
●POLICY NUMBER: ERE-2
<ul style="list-style-type: none"> ●Adopted by Board of Trustees in Open Meeting: June 24, 2009 ●Revision Adopted by Board of Trustees in Open Meeting(s): September 28, 2011; September 26, 2012; September 28, 2016

With respect to treatment of students, employees, volunteers, community members and visitors, the President will promote conditions that are humane, fair, dignified, and non-discriminatory.

- 2.1. The President establishes operational policies and procedures that carry out the Board Policy including those that:
 - a. clarify rules for students, employees, volunteers, community members and visitors, in addressing the Board, expressing ethical dissent, and rules and sanctions that provide a civil and non-disruptive learning environment.
 - b. provide for effective handling of grievances, and ensure that students and employees know their rights and responsibilities.
 - c. protect against wrongful conditions, such as nepotism and grossly preferential treatment for personal reasons, and comply with all laws, rules and regulations pertaining to students and employees, including those pertaining to discrimination.
 - d. ensure due process procedures for students, employees, volunteers and visitors without discrimination or retaliation against anyone for expressing non-disruptive ethical dissent.



PRESIDENT’S CERTIFICATION OF COMPLIANCE

- 2.2. The President takes prompt and appropriate action when aware of any violation of federal laws, state laws, rules, regulations, State Board for Community and Technical Colleges policy, Office of Financial Management policy, any Executive Order of the Governor of the State of Washington, or Shoreline Board of Trustees policy.
- 2.3. The President protects the academic freedom of the institution, its faculty and its students and establishes rules and necessary sanctions that provide a civil and non-disruptive learning environment.
- 2.4. The President ensures that staff is prepared to deal with emergency situations.
- 2.5. The President attempts to maintain goodwill with community members and external stakeholders.

<p>●POLICY TYPE: EXECUTIVE RESPONSIBILITIES AND EXPECTATIONS</p>
<p>●POLICY TITLE: FINANCIAL PLANNING/BUDGETING</p>
<p>●POLICY NUMBER: ERE-3</p>
<p style="text-align: right;">●Adopted by Board of Trustees in Open Meeting: June 24, 2009</p> <p>●Revision Adopted by Board of Trustees in Open Meeting(s): September 28, 2011; September 26, 2012; September 28, 2016</p>

The President will promote and allow financial planning and budgeting for general, capital, student body, and other funds in any fiscal year or the remaining part of any fiscal year to be in accordance with the Board's policies, to protect fiscal integrity, to be derived from a multi-year strategic plan, and to be realistic in projections of income and expenses.

The President establishes operational policies and procedures that carry out the Board policy, including those that:

- 3.1. Uphold those situations or conditions described in the Board Policy "Financial Condition and Activities." (Policy No. ERE-4)
- 3.2. Develop a budget with credible projection of revenues and expenses that separates capital and operating items and that discloses planning assumptions and budget principles.
- 3.3. Plan that expenditure of funds in any fiscal year will not be more than the sum of a) what is conservatively projected to be received during that year and, b) what has been approved by the Board to be carried over for expenditure from previous years.
- 3.4. Develop budget processes that provide opportunities for information and feedback from a broad base, including administrators, faculty, staff and students.
- 3.5. Develop a budget that takes into account the Board priorities.
- 3.6. Allocate a minimum of \$200,000 annually, to be included as a contingency account in the College's annual budget under the President's authority, to cover unanticipated expenses during the annual fiscal period.



PRESIDENT’S CERTIFICATION OF COMPLIANCE

<p>●POLICY TYPE: EXECUTIVE RESPONSIBILITIES AND EXPECTATIONS</p>
<p>●POLICY TITLE: FINANCIAL CONDITION AND ACTIVITIES</p>
<p>●POLICY NUMBER: ERE-4</p>
<p>●Adopted by Board of Trustees in Open Meeting: June 24, 2009 ●Revision Adopted by Board of Trustees in Open Meeting(s): September 28, 2011; September 26, 2012; September 28, 2016</p>

With respect to the actual, ongoing financial condition and activities, the President will promote fiscal integrity and avoid material deviation from Board-approved priorities.

The President establishes operational policies and procedures that carry out the Board policy:

- 4.1. Expend only those funds that have been approved by the Board in the fiscal year, unless the Board’s approval to do otherwise has been obtained.
- 4.2. Not incur debt in an amount greater than that which can be repaid by certain and otherwise unencumbered revenues within the current year, or can be repaid from accounts specifically established for such purpose, or Board approved.
- 4.3. Not make any single purchase or otherwise commit the College to any expenditure greater than one half (1/2) of one percent (1%) of the College’s current approved operating budget that deviates from the Board-adopted budget, without notifying the Board within 45 days of such expenditure. Splitting orders or obligations to avoid this limit is not acceptable.
- 4.4. Promote fiscal integrity by expending College funds in a manner that will result in a zero or positive fund balance at the close of the fiscal year.
- 4.5. Promote comprehensive facilities planning and execute the resulting plans for the use of the College’s physical plant in order to:
 - a. contribute to student learning,
 - b. assist in the attraction of new students and retention of existing students,
 - c. optimize the use of taxpayer-provided capital assets,
 - d. extend the useful life of existing structures to the greatest practical degree, and
 - e. promote a safe and healthy environment for students and staff.
- 4.6. Provide to the Board, quarterly and annual reports of the College’s current financial condition that will continually enhance the Board’s ability to meet its fiduciary responsibility.
- 4.7. Accept only gifts or grants that are in the best interest of the College, and not obligate the College to make future expenditures using funds other than those created by the gift or grant without Board approval.
- 4.8. Maintain a general fund balance reserve to provide for such items as adequate cash flow, emergencies, budget contingencies, multi-year planning, revenue shortfalls, unplanned but necessary expenditures, or operating changes that occur outside of the planned annual budget. The general fund balance reserves will be 10-12% of



PRESIDENT’S CERTIFICATION OF COMPLIANCE

the College's most recently completed fiscal year's actual operating expenditures, unless a different level is necessary to sustain operations.

- 4.9. Maintain, as necessary, local capital fund reserves to manage facilities needs that are not funded, or are underfunded, by the state. The President will annually recommend to the Board of Trustees an amount to be set aside to maintain this fund, which is subject to approval by the Board of Trustees. Establish a reserve fund up to 50% of maintenance budget.
- 4.10. Maintain a tuition contingency reserve of 10% of the previous year's tuition collections, to provide financial cover in the event of unforeseen fluctuations in enrollment.
- 4.11. Maintain an innovation and opportunities reserve fund up to 2% of the operating budget to facilitate college investment in initiatives that demonstrate the potential for substantial return on investment, and that are deemed by the President as vital to the College's future. The President will approve all distributions, and will recommend future designations based on the College's overall financial performance. The President will provide the Board of Trustees with at least semi-annual financial reports. Each self-supported program will budget up to 10% of each applicable budget for reserves.
- 4.12. Maintain, as necessary, a reserve for designated programs, including auxiliary services and self-support programs, to provide for adequate cash flow, multi-year planning, and operating contingencies.
- 4.13. Maintain a reserve for all funds required by law, regulations and/or agreement that are restricted as to type of use complying with federal, state, grantor, and office of financial management rules.
- 4.14. Designate between 5-8% of the most recently completed fiscal year's operating budget surplus to the Board of Trustees Reserve Fund. Under the sole authority of the Board of Trustees, funds may be used for special board initiatives, and/or to ensure that sufficient funds are available in the event of an unbudgeted emergency.
- 4.15. Provides reports, on an annual basis, the status of reserves and reserve projections.

<p>●POLICY TYPE: EXECUTIVE RESPONSIBILITIES AND EXPECTATIONS</p>
<p>●POLICY TITLE: EMERGENCY EXECUTIVE SUCCESSION</p>
<p>●POLICY NUMBER: ERE-5</p>
<p>●Adopted by Board of Trustees in Open Meeting: June 24, 2009 ●Revision Adopted by Board of Trustees in Open Meeting(s): September 28, 2011; September 26, 2012; September 28, 2016</p>

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



PRESIDENT’S CERTIFICATION OF COMPLIANCE

<p>●POLICY TYPE: EXECUTIVE RESPONSIBILITIES AND EXPECTATIONS</p>
<p>●POLICY TITLE: ASSET PROTECTION</p>
<p>●POLICY NUMBER: ERE-6</p>
<p>●Adopted by Board of Trustees in Open Meeting: June 24, 2009 ●Revision Adopted by Board of Trustees in Open Meeting(s): September 28, 2011; September 26, 2012; September 28, 2016</p>

The President will protect and maintain College assets.

Accordingly, the President will:

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



PRESIDENT’S CERTIFICATION OF COMPLIANCE

<p>●POLICY TYPE: EXECUTIVE RESPONSIBILITIES AND EXPECTATIONS</p>
<p>●POLICY TITLE: COMPENSATION AND BENEFITS</p>
<p>●POLICY NUMBER: ERE-7</p>
<p>●Adopted by Board of Trustees in Open Meeting: June 24, 2009 ●Revision Adopted by Board of Trustees in Open Meeting(s): September 28, 2011; September 26, 2012; September 28, 2016</p>

With respect to employment of, compensation for, and benefits to employees, consultants, and contract workers, the President will protect the financial integrity and public image of the College, and is in accordance to the Ethics and other State Laws.

Accordingly,

- 7.1. Only the Board of Trustees can change the President’s compensation and benefits.

- 7.2. The President cannot establish or change the compensation and benefits of other employees except in accordance with collective bargaining agreements negotiated by the Board or in accordance with salary schedules or plans adopted by the Board.

- 7.3. Not promise or imply permanent or guaranteed employment beyond that provided in Board adopted contractual agreements or Board approved contractual templates.



PRESIDENT’S CERTIFICATION OF COMPLIANCE

<p>●POLICY TYPE: EXECUTIVE RESPONSIBILITIES AND EXPECTATIONS</p>
<p>●POLICY TITLE: COMMUNICATION AND SUPPORT TO THE BOARD</p>
<p>●POLICY NUMBER: ERE-8</p>
<p>●Adopted by Board of Trustees in Open Meeting: June 24, 2009 ●Revision Adopted by Board of Trustees in Open Meeting(s): September 28, 2011; September 26, 2012; September 28, 2016</p>

The President will inform and support the Board in its work.

Accordingly the President will:

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



PRESIDENT’S CERTIFICATION OF COMPLIANCE

<p>●POLICY TYPE: EXECUTIVE RESPONSIBILITIES AND EXPECTATIONS</p>
<p>●POLICY TITLE: TENURE</p>
<p>●POLICY NUMBER: ERE-9</p>
<p>●Adopted by Board of Trustees in Open Meeting: June 24, 2009 ●Revision Adopted by Board of Trustees in Open Meeting(s): September 28, 2011; September 26, 2012; September 28, 2016</p>

The Board of Trustees reserves the authority to grant tenure, deny tenure, and to issue a final order for dismissal of tenured faculty at Shoreline Community College. Additionally, the Board reserves the authority to renew or not renew contracts for probationary faculty and to issue a final order to dismiss probationary faculty.

Accordingly, the President will:

- 9.1. Submit recommendations to the Board to grant, deny or tenure faculty.
- 9.2. Submit recommendations to the Board to issue the final order to dismiss tenured faculty.
- 9.3. Submit recommendations to the Board for the renewal or non-renewal of contracts for probationary faculty.
- 9.4. Submit recommendations to the Board to issue the final order to dismiss probationary faculty.

<p>●POLICY TYPE: EXECUTIVE RESPONSIBILITIES AND EXPECTATIONS</p>
<p>●POLICY TITLE: NEGOTIATED AGREEMENTS</p>
<p>●POLICY NUMBER: ERE-10</p>
<p>●Adopted by Board of Trustees in Open Meeting: June 24, 2009 ●Revision Adopted by Board of Trustees in Open Meeting(s): September 28, 2011; September 26, 2012; September 28, 2016</p>

The Board of Trustees reserves the authority to ratify negotiated agreements between the Board of Trustees and any bargaining unit representing the employees of Shoreline Community College.

Accordingly, the President will:

- 10.1. Not ratify any such negotiated agreements on behalf of the Board.

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

Signed:

Date:

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JUNE 28, 2017**

TAB 12

ACTION

Subject: 2017 Addendum to President's Contract

Background

At a Special Meeting of the Board of Trustees on June 13, 2017, the Board met with President Roberts to review and discuss the 2016 – 2017 evaluation of the President and the *2017 Addendum to President's Contract*.

Recommendation

It is recommended that the Board of Trustees take action on the Shoreline Community College *2017 Addendum to President's Contract*.

Prepared by: Lori Yonemitsu
Executive Assistant to the President & Secretary to the Board of Trustees
Shoreline Community College
June 23, 2017

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JUNE 28, 2017**

TAB 13

ACTION

**Subject: Elect Board of Trustees Officers (2017 - 2018)
•Chair •Vice Chair**

Background

<p>●POLICY TYPE: GOVERNANCE PROCESS</p>
<p>●POLICY TITLE: BOARD STRUCTURE AND ELECTIONS</p>
<p>●POLICY NUMBER: GP-4</p>
<p>●ADOPTED BY BOARD OF TRUSTEES IN OPEN MEETING: JUNE 24, 2009 ●REVISION ADOPTED BY BOARD OF TRUSTEES IN OPEN MEETING(S): SEPTEMBER 28, 2011; SEPTEMBER 26, 2012; SEPTEMBER 28, 2016</p>

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

Accordingly:

- 4.1. The Board will elect from its membership the Chair and Vice-Chair. As specified by state law, the Secretary will be the President of Shoreline Community College, or his/her designee.
- 4.2. The Board will elect the Chair and Vice-Chair at the regularly scheduled Board meeting in June, to serve for the ensuing year, from July through the following June.
- 4.3. The term of the office of Chair and Vice-Chair shall be for one year. The Board may elect the Chair to serve a consecutive term under extraordinary circumstances. Discussions concerning the extraordinary circumstances are to be held in a full Board open meeting.
- 4.4. Traditionally, the responsibility as Chair and Vice-Chair will be rotated through all members in the order of appointment or reappointment.
- 4.5. Traditionally, the Vice Chair will move into the position of Chair of the Board, at the election of the Board.
- 4.6. If a Board member does not wish to serve when his/her name is moved into officer position, the replacement will be the next senior Board member who qualifies according to the order of appointment or reappointment.

- 4.7. Board members reserve the right to nominate candidates to stand for election in addition to those who qualify on the basis of the order of appointment or reappointment. This nomination process and discussion can take place only in an open meeting attended by all Board Members unless any Board Member is excused.
- 4.8. In the event of a vacancy in the office of the Chair, the Vice-Chair will succeed as Chair for the remainder of the unexpired term, plus the term for which he/she was elected. The Board will conduct an election to elect a new Vice-Chair at the next regular meeting after a vacancy has occurred. The new Vice-Chair will serve for the remainder of the unexpired term.

Recommendation

It is recommended that the Board of Trustees elect its Chair and Vice-Chair for 2017 – 2018 (July – June).

Prepared by: Lori Yonemitsu
Executive Assistant to the President & Secretary to the Board of Trustees
Shoreline Community College
June 23, 2017