

**SHORELINE COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING OF JANUARY 24, 2018**
3:00 PM Study Session – Board Room (#1010M), Bldg 1000
4:30 PM Regular Session – Board Room (#1010M), Bldg 1000

A G E N D A

3:00 PM – STUDY SESSION (BOARD ROOM (#1010M) ▪ BLDG 1000) → 5100 LEVEL (BLDG 5000) → 5200 LEVEL (BLDG 5000)			
NO.	AGENDA ITEM	RESPONSIBILITY	TAB
	•Student Success Division Factoids: <ul style="list-style-type: none"> • Assessment, Testing & Placement • Services for Students with Disabilities • Veterans Programs 	<ul style="list-style-type: none"> •Derek Levy •Derek Levy •Derek Levy 	
4:30 PM – REGULAR SESSION (BOARD ROOM (#1010M) ▪ BLDG 1000)			
NO.	AGENDA ITEM	RESPONSIBILITY	TAB
1.	Convene Meeting	<i>Douglass Jackson</i>	
2.	Report: Chair, Board of Trustees	<i>Douglass Jackson</i>	
3.	Consent Agenda a. Approval of Previous Meeting Minutes <ul style="list-style-type: none"> ▪ Regular Meeting of December 6, 2017 ▪ Special Meeting of January 5, 2018 b. Date Change: Commencement 2018 c. College Policies <u>New</u> <ul style="list-style-type: none"> • Policy 3805 (Alcohol Consumption & Possession) <u>For Elimination</u> <ul style="list-style-type: none"> • Policy 5325 (Students – Alcoholic Beverages) 	<i>Douglass Jackson & Trustees</i> <i>Alison Stevens</i> <i>Veronica Zura</i>	 1 2
4.	Communication from the Public	<i>Douglass Jackson</i>	
5.	College Update(s)		
6.	Report: 2018 Washington ACT Transforming Lives Award <ul style="list-style-type: none"> • Campus Nominees • Board’s Nominee 	<i>Phil Barrett & Clara Pellham</i>	
7.	Executive Session: <ul style="list-style-type: none"> • To discuss collective bargaining 	<i>Douglass Jackson</i>	



8.	Action: Memorandum of Understanding Regarding Payment of 2.3% COLA	<i>Douglass Jackson & Trustees</i>	
9.	Report: Shoreline President	<i>Cheryl Roberts</i>	
10.	Report: College Policies &/or Rules	<i>Veronica Zura</i>	
11.	Action: Policy 3812/WAC 132G-276-090 Public Records	<i>Veronica Zura</i>	3
12.	First Reading: Revisions to Board of Trustees Governance Manual	<i>Douglass Jackson & Trustees</i>	4
13.	Report: Shoreline Faculty	<i>DuValle Daniel</i>	
14.	Report: Shoreline Classified Staff	<i>Jerry Owens</i>	
15.	Report: Shoreline Associated Student Government	<i>Yorin Anggari</i>	
16.	Report: Closing Remarks – Board of Trustees	<i>Trustees</i>	
17.	Action: Adjournment	<i>Douglass Jackson</i>	
	Next Regular Meeting: Wednesday, February 28, 2018		

MINUTES

STUDY SESSION

The Study Session of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Douglass Jackson at 3:00 PM in the Board Room of the Administration Building at Shoreline Community College. A quorum of the Board was present.

At 3:02 PM, the Trustees proceeded to room 5245 in building 5000 (“FOSS”) for a visit to Counseling and Career Services. The second part the Study Session was a visit to the Multicultural Center, located in building 9000 (“the PUB”).

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 Douglass Jackson at 4:30 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, Douglass Jackson, Tom Lux, and Clara Pellham were present.

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

REPORT: CHAIR, BOARD OF TRUSTEES

Chair Jackson spoke of the campus events attended by members of the Board.

CONSENT AGENDA

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

- a) Minutes from the Regular Meeting of October 25, 2017 and the Special Meeting of November 29, 2017
- b) College Policies
 - New
 - Policy 1003 (Communicable Disease)
 - For Elimination
 - Policy 5033 (Dishonesty in Academics)

Motion 17:59: A motion was made by Trustee Barrett to approve the consent agenda.

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

COMMUNICATION FROM THE PUBLIC

Professor Michelle Kleisath shared that she has a fifteen month old baby and conveyed that the campus has very conservative and difficult policies regarding working families. Professor Kleisath spoke of wanting to revisit the College's policy related to children on campus and the challenges faced by an Associate Faculty member in regard to having his child on campus.

Note: After approval from Chair Jackson, Associate Faculty member Edwin Lindo, provided remarks he had prepared for the *Communication from the Public* period, during SCCFT President DuValle Daniel's report to the Board.

COLLEGE UPDATE(S)

20th Annual Student Success Campaign Community Breakfast

Vice President and Executive Director Mary Brueggeman distributed a *2015/2016/2017 Student Success Breakfast Comparison* document and noted that since 2015, there have been increases in sponsorships of, and attendance at, the breakfast.

NWAC Fall Sports Academic & Athletic Award Recipients

Director Steve Eskridge introduced students who were recently recognized for academic and athletic excellence.

ACTION: RENEWAL SECOND-YEAR TENURE TRACK FACULTY CANDIDATE

Executive Vice President Alison Stevens read the background and recommendation for TAB 2 (Renewal of Second-Year Tenure Track Faculty Candidate).

Motion 17:60: 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 and Success, and the President, I move that the Board continue the tenure-track candidate status of second year candidate Sunny Ybarra."

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

ACTION: TENURE CONSIDERATION

Executive Vice President Alison Stevens read the background and recommendation for TAB 3 (Tenure Consideration).

Motion 17:61: Trustee Barrett stated, “After having given reasonable consideration to the recommendations of the respective Appointment Review Committee, the Executive Vice President for Student Learning and Success, and the President, I move that the Board grant tenure status to Claire Fant.”

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

At 4:50 PM, Chair Jackson called for a recess to celebrate and congratulate the newly tenured Faculty member.

REPORT: SHORELINE PRESIDENT

President Roberts distributed and provided an overview of her *College & Community Engagement* report (October 27 – December 5, 2017). She reported on both local and national legislative matters and shared that over \$30,000.00 has been raised for the *Ken and Pearl Noreen Scholarship Endowment at Shoreline Community College*.

REPORT: TUITION REVENUE STATUS

Senior Executive Director and CFO Stuart Trippel provided an overview of the preliminary operating fee revenue for fiscal year 2018 (July – November). He noted that domestic tuition is up, while international tuition is down.

REPORT: COLLEGE POLICIES &/OR RULES

Director Veronica Zura noted that the extensive work continues on the *Policies and Procedures* webpage and spoke of the policies currently in the policy review process queue.

FIRST READING: COLLEGE POLICIES AND/OR RULES

New – Policy 3805 (Alcohol Consumption & Possession)

Director Veronica Zura provided an overview of a new policy contained in TAB 4A (College Policies &/or Rules–New): Policy 3805 (Alcohol Consumption & Possession).

For Elimination – Policy 5325 (Students – Alcoholic Beverages)

Director Veronica Zura provided an overview of a policy recommended for elimination, contained in TAB 4B (College Policies &/or Rules–For Elimination): Policy 5325 (Students – Alcoholic Beverages).

REPORT: SHORELINE FACULTY

SCCFT President DuValle Daniel made adjustments to part of her report to the Board in order for Associate Faculty member Edwin Lindo to share remarks he had prepared for the *Communication from the Public* period.

Associate Faculty member Edward Lindo introduced his baby, referred to Policy 4127 (Unattended Children on Campus), and noted that he is currently under corrective action. He asked, “Do I have to let Stella know that I lost my job because of her? Is it for the safety of the child? A distraction?”

SCCFT President DuValle Daniel read her report related to Babies on Campus, Priority Associates, and a ULP Complaint. (Report attached.)

REPORT: SHORELINE CLASSIFIED

WFSE Chief Steward Jerry Owens spoke about tax reform at the national level, read a statement from the Tax Policy Center, and noted, “80% of government taxes is from individuals and payroll taxes.”

REPORT: SHORELINE ASSOCIATED STUDENT GOVERNMENT

ASG President Yorin Anggari provided updates on the Laptop Rental Program, the extending of the shuttle’s route, and the Washington Community & Technical College Student Association’s (WACTCSA’s) legislative agenda for 2017 – 2018.

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

Chair Jackson distributed a packet of flyers related to upcoming campus events.

EXECUTIVE SESSION

At 5:53 PM, Chair Jackson announced that the Board would convene in Executive Session for ten minutes to discuss with legal counsel a matter of litigation and that no action would be taken upon return to the regular session.

The Executive Session convened at 5:56 PM.

ADJOURNMENT

Motion 17:62: A motion was made by Trustee Barrett to adjourn the Regular Meeting of December 6, 2017.

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

Vice Chair Pellham adjourned the meeting at 6:07 PM.

Signed _____
Douglass Jackson, Chair

Attest: January 24, 2018

Lori Y. Yonemitsu, Secretary

Babies on Campus:

I have been made aware of and involved in discussions about the enforcement procedures of policies and whether or not we, as a college, are effectively supporting our faculty in a way that is holistic and respects their worth and humanity here on campus.

I'm specifically speaking about POLICY 4127 - UNATTENDED CHILDREN ON CAMPUS. It is known, that we have children on our campus almost everyday, whether they be of staff, students, faculty, or administrators; and understandably, we have a policy like the one mentioned above that limits the legal responsibility of the college as it pertains to children on campus. In this policy, it reads, "It is not recommended that employees caring their children with them to work sites and/or classes. Employees may bring children to their work sites and/or classes on exception and infrequent circumstances."

As we're finding out, however, this policy not only limits legal liability and responsibility of the college when children on campus, but it is being interpreted as outright prohibiting employees from bringing their children to work. But my report on this topic is not an attempt to amend the policy or debate the interpretations of said policies today, it's to discuss and raise the conversation around how we implement and enforce our policies. Particularly, policies that if "broken," arguably have no negative consequence to the learning or fulfillment of our student body; like, for example, a part-time faculty

member bringing their child to their class, that meets twice a week, and to their office hours. This has been the case, for the past quarter, without a single complaint or concern by this faculty member's students or colleagues with whom they share an office.

If a faculty member is in violation of the UNATTENDED CHILDREN policy, then it should be addressed. But How? With a focus on discipline and corrective action demanded of the faculty member; or can we move beyond the idea that its simply a faculty member, with an employee number who only lives in the vacuum of Shoreline Community College? Can we recognize this individual's humanity and holistically embrace them for their whole person, which includes their home, their family, their economic situation, their strengths, and their reasons. Can we ground this "disciplinary" action in a sense of humanity that seeks to support and uplift our colleagues, not solely reprimand and "correct" the individual. Maybe it isn't correcting they need, maybe it's support?

I can imagine a campus where the first question asked of an individual that brings their child to work is not, "You do know you are in violation of the policy?;" but rather, it's "Why do you bring your child to work? Is there something we can do to support you so you don't have to? Or even asking, is there anything we can do to help?" Let's not forget, I'm not talking about a policy violation where someone was harmed, I'm talking about bringing your child to work.

If we can't have and carry humanity with each other, who can we carry it with?

Priority Associates:

Another example of the lack of humanity afforded individuals in the name of policies, laws and only doing what "we legally have to do," instead of what we should do is being played out in our Priority Associate Status:

Tonight, I bring this issue to your attention that is creating a great deal of concern in the faculty ranks, and it fits right in this conversation around humanity and consideration. It also slips into the area of implementation of the CBA.

The opportunity to qualify for Priority Status is earned by devoting 9 quarters (3 years) or more, of consistent service to the school, teaching an average of 50% or more. Because it is a new status this year, we have over 60 faculty who have taught up to 16 years going through the contractually required 2 quarter evaluation process in order to qualify. This, as I believe, was an opportunity for the College to show its appreciation for the years of service already provided by these associates to the college with no expectation of security from one quarter to the next.

Unfortunately, this opportunity has been turned into a traumatic experience for many of these faculty because the administration has decided to not rehire, to the point of actually taking them off the

schedule in order to ensure these faculty are not eligible to attain priority associate status in their qualifying year.

Because they are not able to speak for themselves, I must speak for them:

Faculty #1 Worked, taught here for 5 years. Received a letter of recommendation as recently as 2015 from his Dean, his program Chair and from me regarding the quality of his teaching. In 2016-2017, he did two things. One, he entered into the FEP process and two, he joined our IBB team. By the spring of 2017, he was taken off the schedule for Fall 2017, without the opportunity to complete his evaluation process in what was to be his qualifying year.

Faculty #2 Fall 2017, Nov. 1, received a congratulations. January 2018 starts your qualifying year for Priority Associate. Nov. 2, he receive a letter from his associate dean saying he was being taken off the schedule for winter 2017. No explanation.

Faculty 3, 4 & 5 These faculty are all in the same program. The longest has worked here regularly since 2008, the shortest has worked here since 2014. All were up for priority associate status, starting this fall, but were told that the program was being downsized, and they were no longer going to be teaching starting winter 2018. In fact, the job description was going to change so that even though they will be hiring in that program, they would no longer qualify. In one case, the Dean of the program has not even told the faculty that has been in the program since 2009. It was assigned to the associate dean to do that.

Faculty #6 Started her qualifying year evaluation process this fall, 2017. Before the quarter ended, before the student evaluations for one quarter has been collected, she was taken off the Winter 2018 schedule. No opportunity to improve, if needed. Just no longer on the schedule.

I'm sure you'll be told that I've oversimplified very complex decisions being made regarding these and other faculty member. But, These stories all have certain things in common. Lack of opportunity to complete the process for eligibility promised in the CBA. All 50 years and older, most over 60. All taken off the schedules suddenly, without warning or ability to prepare for the drastic change that came to them after working at Shoreline for all these years, quarter to quarter.

When the union protested, we were told that the associates are not entitled to anything but quarter to quarter, and the evaluation process for 2 quarters only applies if they are here for 2 quarters. Not only is that not what we bargained, but it also is not humane.

Let me be clear. The Federation was not asking that the College keep faculty that cannot satisfactorily complete the 2 quarter evaluation process. We are asking that they are given the opportunity to qualify for a status that according to the CBA have already been earned.

ULP – Complaint

One last item to address is the preliminary ruling by PERC examiner that “assuming for purposes of this preliminary ruling that all of the facts alleged in the complaint are true and provable, it appears that unfair labor practice violations could be found.” The details of the preliminary ruling at this time I will not read but would like to have them included in the minutes. I also have a copy for you to review.

“The complaint charging unfair labor practices filed in this matter has been reviewed using the preliminary review process. The allegations of the complaint concern Employer refusal to bargain in violation of RCW 28B.52.073(1)(d) by: (1) Breaching its good faith bargaining obligations and refusing to bargain with the union over the decision of using a new methodology of calculating increased compensation and the total amount of increased compensation owed to the bargaining unit employees; (2) Unilaterally changing the amount of agreed upon increased compensation and the methodology to calculate the increased compensation owed to the bargaining unit employees, without providing the union an opportunity for bargaining; and, (3) Refusing to provide relevant information requested by the union concerning data related to the compensation implementation. Assuming for purposes of this preliminary ruling that all of the facts alleged in the

complaint are true and provable, it appears that unfair labor practice violations could be found. The respondent charged with unfair labor practices in this matter shall file and serve its answer to the complaint within 21 days following the date of this letter.”

MINUTES

The Special Meeting of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Douglass Jackson at 8:33 AM in room 301 at Shoreline City Hall, 17500 Midvale Avenue North, Shoreline, Washington 98133-4905.

MEMBERS PRESENT

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

Also present: President Cheryl Roberts, Vice President and Executive Director Mary Brueggeman, Special Assistant to the President (and Retreat Facilitator) Laura Rehrmann, Executive Vice President Alison Stevens, Senior Executive Director and CFO Stuart Trippel, and Executive Director Bayta Maring.

COMMUNICATION FROM THE PUBLIC

None.

OVERVIEW OF THE AGENDA

Chair Jackson provided an overview of the agenda.

REVIEW: BOARD OF TRUSTEES GOVERNANCE MANUAL REVISIONS

The Board reviewed, discussed, and provided input on recommended changes to sections 3 (Governance Process), 4 (Board-President Relationship), and 5 (Bylaws) of the Board of Trustees Governance Manual (aka Board Policy Manual).

REVIEW: BOARD OF TRUSTEES 2017 – 2018 PROFESSIONAL LEARNING GOALS

The Board reviewed its Professional Learning Goals for 2017 – 2018 and discussed individual and collective participation in campus and community-based events.

REVIEW: PRESIDENT'S 2017 – 2018 GOALS

President Roberts updated the Trustees on the status of her 2017 – 2018 goals.

FISCAL POLICY

Senior Executive Director and CFO Trippel presented recommended changes to ERE-4 (Financial Condition and Activities) in section 2 (Executive Responsibilities and Expectations) for Board review, discussion, and input.

LEGISLATIVE BUDGET UPDATE

President Roberts and Senior Executive Director and CFO Trippel updated the Trustees on legislative matters, including information on the operating, capital, supplemental, and Governor's budgets.

ctcLINK

Senior Executive Director and CFO Trippel updated the Trustees on ctcLink. The project has been moved "back to the State Board," with *six-month cycle* waves and deployments of ctcLink, based on college readiness.

CORE THEMES, VALUES, STRATEGIC PLANNING PREVIEW: BOARD/EXECUTIVE TEAM DASHBOARD

Executive Director Maring spoke about what the core themes are and what they are not. She noted that the Board will receive periodic updates related to assessment. She shared information on the following:

Board of Trustees Strategic Plan Score Card

- Student Success: Core Theme Indicators
- Disciplined Excellence: 1-2 Indicators
- Three E's: 1 – 2 Indicators

Timeline

- Spring 2018: Core Theme Indicator data exploration
- Summer 2018: Baseline of score card
- Fall 2018: Accreditation ad hoc visit

ACCREDITATION

Executive Director *Maring went over the Shoreline Ad Hoc Accreditation Report and Visit Overview* draft (December 21, 2017) and spoke of the Board's role during the visit.

UPDATES

Enrollment

Executive Vice President Stevens indicated that while domestic enrollment is holding steady,

international enrollment continues to be a challenge. As far as retention is concerned, she shared that retention of new students is good.

Housing

Senior Executive Director and CFO Trippel stated that construction drawings were submitted to the City of Shoreline for permitting. He updated the Board of the probable funding model for the project.

ACT Conference • Legislative Visits

Several of the Trustees plan to attend the January 22, 2018 Transforming Lives Award dinner and Trustees Jackson and Lux are registered for the January 23, 2018 Association of College Trustees (ACT) conference. The Trustees discussed how to increase nominations from the campus for the Transforming Lives Award.

Visits with 32nd and 46th district legislators will be scheduled for January 22 and/or January 23.

WRAP-UP

ADJOURNMENT

Chair Jackson provided an overview of the day's accomplishments and expressed appreciation to the presenters for their work.

Executive Vice President Stevens informed the Trustees of an action item that will be on the agenda of the January 24, 2018 regular meeting of the Board of Trustees related to changing the date of Commencement 2018.

Motion 18:01: A motion was made by Trustee Barrett to adjourn the Special Meeting of January 5, 2018.

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

Chair Jackson adjourned the meeting at 3:53 PM.

Signed _____
Douglass Jackson, Chair

Attest: January 24, 2018

Lori Y. Yonemitsu, Secretary

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JANUARY 24, 2018**

TAB 2

CONSENT AGENDA

Subject: College Policies

Background

The Board of Trustees conducted a first reading at its Regular Meeting of October 25, 2017 of College policies that have been created and that have been recommended for elimination:

New

- Policy 3805 (Alcohol Consumption & Possession)

For Elimination

- Policy 5325 (Students, Alcoholic Beverages)

Recommendation

It is recommended that the Board of Trustees approve:

- The creation of Policy 3805 (Alcohol Consumption & Possession)
- The elimination of Policy 5325 (Students, Alcoholic Beverages)

Prepared by: Cheryl Roberts, President
Veronica Zura, Director of Human Resources
Shoreline Community College
January 24, 2018

To Follow

- New Policy 3805 (Alcohol Consumption & Possession)
- Policy 5325 (Students, Alcoholic Beverages) for elimination



Policy Name:	Alcohol Consumption & Possession
Policy Number:	3805
Applicable Code/Law:	WAC 314-18-070, WAC 314-11-025, RCW 66-040-11(42)

Policy:

The possession, sale, or use of alcohol is prohibited on the campus of Shoreline Community College. Exemptions for beer and wine may be requested for authorized College sponsored events, non-College events associated with the rental of College owned facilities, and continuing education or fundraising activities. Limited exemptions for spirits as defined by RCW 66-040-11(42) at non-College events may be made on a case-by-case basis. In addition, the President may grant permission to bring alcohol on campus upon determination that the presence of alcohol is reasonably related to a legitimate pedagogical purpose. Such permission shall be in writing and shall be subject to the terms and conditions incorporated in the written permission.

No one under the age of 21 years will be served alcohol at any event on the campus of Shoreline Community College. College sponsored events involving alcohol that are intended to include College employees as guests shall not take place during the normal business hours of the College, and employees shall not receive compensation for attending such events. College employees will not be required to attend any event where alcohol is served.

Alcoholic Beverages

5325

POLICY

THE UNLAWFUL POSSESSION OR USE OF ALCOHOLIC BEVERAGES ON COLLEGE PROPERTY OR ON PROPERTY UNDER THE SUPERVISION AND CONTROL OF THE COLLEGE IS PROHIBITED, AND STUDENTS VIOLATING THIS REGULATION MAY BE SUBJECT TO DISCIPLINARY ACTION.*

Approved by:
Board of Trustees 2/9/70

Procedural Guidelines

1. The Vice President for Student Services is responsible for initiating disciplinary proceedings for infractions of this policy.
2. The disciplinary proceedings and appeals will be conducted according to the regulations set forth in the "Discipline Code." (See Policy 5030)

Approved by:
College Cabinet 1/12/70

*Legal Justification/Clarification

State law prohibits the possession or use of alcoholic beverages in a public place. Unless the President of the College specifies otherwise, the definition of public place includes the buildings and grounds of a college campus or those used for college purposes. State law also prohibits intoxication in a public place and possession, use, purchase or sale, or furnishing of liquor to a minor.

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JANUARY 24, 2018**

TAB 3

ACTION

Subject: Policy 3812/WAC 132G-276-090 Public Records

Background

EHB 1595 (Chapter 304, 2017 Laws, Sec. 3) pass in 2017 and effective July 23, 2017, modified the authority for state agencies (including higher education) to charge for costs associated with producing records in response to a public records request. Shoreline CC has amended the section of our public records rule for compliance with the new requirements.

The revised public records rule has been reviewed by the Strategic Planning & Budget Committee and the Executive Team recommended for presentation to the Board of Trustees. The revised rule was also shared for feedback with the campus (via notice in Day-At-A-Glance and by employee list serves), the students (by inclusion in the student newspaper and online student guide to campus), and posted on the policies website for the general public. In addition, the College held a public hearing for comments related to the revision in December 2017, and a summary of the rule making process is attached for your review.

Recommendation

It is recommended that the Board of Trustees approve the revision to Policy 3812 / WAC 132G-276-090 as presented.

Prepared by: Cheryl Roberts, President
Veronica Zura, Director of Human Resources
Shoreline Community College
January 24, 2018

SHORELINE COMMUNITY COLLEGE RULEMAKING SUMMARY

Proposed Rules Under Consideration: Revision of Chapter 132G-276-090, Charges for Public Records.

Authority: RCW 34.05.325 requires state agencies and institutions to provide for oral and written comments in response to proposed rules and to provide a summary of those comments to the Board of Trustees. The College held a rulemaking hearing on December 5, 2017, and received no oral comments and 1 written comments via email submission which is addressed below.

The proposed revision to Chapter 132G-276-090 has been reviewed and recommended by the Executive Team and the Strategic Planning & Budget Committee. In addition, it has been shared with the campus (via notice in Day-At-A-Glance and by employee list serves), the students (by inclusion in the student newspaper and online student guide to campus), and posted on the policies website for the general public.

Summary: The purpose of this rulemaking hearing was to solicit comment on changes relating to Charges for Public Records at the College. The proposed revisions would:

- (1) Allow the College to comply with requirements for the ability to use the amended statutory default copy fee schedule rather than determining actual costs of copies.
- (2) Allow the College to waive charges assessed for a public record pursuant to a rule.
- (3) Allow the College to provide for fee waiver.

Proposed Action	Comment	Response	Change
WAC 132G-276-090 Charges for Public Records	Over the last several years, several nursing graduates have applied for nursing licenses overseas and, as part of their application, requested the specific number of hours in different areas of nursing practice and copies of course syllabi. We have no specific way to charge for time, copies, or mailing. Other colleges say their registrar takes care of it. I am passing on my comments/concerns to you.	The public records request rule addresses requests for existing identifiable records. In the instance of the nursing graduates, the request is for information to be created (i.e. a breakdown of the specific number of hours in difference areas) rather than a request for existing data.	No change.

AMENDATORY SECTION (Amending WSR 00-10-048, filed 4/26/00, effective 5/27/00)

WAC 132G-276-090 ((Copying.)) Charges for public records. No fee shall be charged for the inspection of public records. The college imposes a charge for providing copies of public records. ~~((Such charges shall not exceed the amount necessary to reimburse the college for the actual cost as allowed by law.))~~ Calculating the actual costs of charges for providing public records is unduly burdensome because it will consume scarce college resources to conduct a study of actual costs, and it is difficult to accurately calculate all costs directly incident to copying records, including equipment and paper costs, data storage costs, electronic production costs, and staff time for copying and sending requested records. Instead of calculating the actual costs of charges for records, the college president or designee shall establish, maintain, and make available for public inspection and copying a statement of costs that the college charges for providing photocopies or electronically produced copies of public records, and such charges for records shall not exceed the maximum default charges allowed in RCW 42.56.120 (2)(b), as amended by section 3, chapter 304, Laws of 2017. The college may also use any other method authorized by the Public Records Act for imposing charges for public records including, but not limited to, charging a flat fee, charging a customized service charge, or charging based on a contract, memorandum of understanding, or other agreement with a requestor. The college may waive charges assessed for records when the public records officer determines collecting a fee is not cost effective.

SHORELINE COMMUNITY COLLEGE

Statement of costs for providing photocopies or electronically produced copies of public records

Shoreline Community College charges the following for photocopies or electronically produced copies of public records:

1. Fifteen cents per page for photocopies of public records printed copies of electronic records when requested by the person requesting records, or for the use of agency equipment to photocopy public records;
2. Ten cents per page for public records scanned into an electronic format or for use of agency equipment to scan the records;
3. Five cents per each four electronic files or attachment uploaded to email, cloud-based data storage service, or other means of electronic delivery;
4. Ten cents per gigabyte for the transmission of public records in an electronic format or for the use of agency equipment to send the records electronically;
5. The actual cost of any digital storage media or device provided by the agency;
6. The actual cost of any container or envelope used to mail the copies to the requestor; and
7. The actual postage or delivery charge.

The charges above may be combined to the extent that more than one type of charge applies to copies produced in response to a particular request.

In addition to the charges above, the College may include a customized service charge. A customized service charge will only be imposed if the College estimates that the request would require the use of information technology expertise to prepare data compilations, or provide customized electronic access services when such compilations and customized access services are not used by the College for other College purposes. A customized service charge will only reimburse the College up to the actual cost of providing the customized services. The College will not assess a customized service charge unless the College has notified the requestor of the customized service charge to be applied to the request, including an explanation of why the customized service charge applies, a description of the specific expertise, and a reasonable estimate cost of the charge. The notice also must provide the requestor the opportunity to amend his or her request in order to avoid or reduce the cost of a customized service charge.



RULE-MAKING ORDER PERMANENT RULE ONLY

CR-103P (December 2017) (Implements RCW 34.05.360)

Agency: SHORELINE COMMUNITY COLLEGE

Effective date of rule:

Permanent Rules

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

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

- Yes No If Yes, explain:

Purpose: EHB 1595 (Chapter 304, 2017 Laws, Sec. 3) pass in 2017 and effective July 23, 2017, modified the authority for state agencies (including higher education) to charge for costs associated with producing records in response to a public records request. Shoreline CC has amended the section of our public records rule for compliance with the new requirements.

Citation of rules affected by this order:

- New:
- Repealed:
- Amended: Title 132G-276-090
- Suspended:

Statutory authority for adoption: RCW 42.56.120 as amended by Chapter 304, Laws of 2017(EHB 1595), RCW 42.56.040(1)(d), and RCW 28B.50.140(13).

Other authority:

PERMANENT RULE (Including Expedited Rule Making)

Adopted under notice filed as WSR 17-22-038 on 10/24/17 (date).
Describe any changes other than editing from proposed to adopted version: NONE

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

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

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

January 24, 2018 Count table page 27

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

The number of sections adopted in order to comply with:

Federal statute:	New	<u>0</u>	Amended	<u>0</u>	Repealed	<u>0</u>
Federal rules or standards:	New	<u>0</u>	Amended	<u>0</u>	Repealed	<u>0</u>
Recently enacted state statutes:	New	<u>0</u>	Amended	<u>1</u>	Repealed	<u>0</u>

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

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

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

New	<u>0</u>	Amended	<u>1</u>	Repealed	<u>0</u>
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The number of sections adopted using:

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

Date Adopted: 01/24/2018

Name: CHERYL ROBERTS

Title: President, Shoreline Community College

Signature:

Place signature here

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JANUARY 24, 2018**

TAB 4

FIRST READING

Subject: Revisions to Board of Trustees Governance Manual

Background

The Board of Trustees has been progressively discussing, providing input, and approving changes to the Board of Trustees Governance Manual (aka Board Policy Manual) since August 2014.

During the fall of 2017, Board Chair Douglass Jackson and Vice Chair Clara Pellham worked with President Roberts and Special Assistant to the President Laura Rehrmann to review and recommend changes for sections 3 (Governance Process), 4 (Board-President Relationship), and 5 (Bylaws) of the Governance Manual. The recommended changes were presented to the entire Board for further review, discussion, and input at the Board's January 5, 2018 winter retreat.

In addition, Senior Executive Director and CFO Stuart Trippel presented recommended changes to ERE-4 in section 2 (Executive Responsibilities and Expectations) to the entire Board for review, discussion, and input at the Board's January 5, 2018 winter retreat.

To follow/attached: The working documents related to the policies presented to the Board of Trustees at the Board's January 5, 2018 winter retreat.

Prepared by: Lori Yonemitsu
Executive Assistant to the President and Secretary to the Board of Trustees
Shoreline Community College
January 19, 2018

BOARD POLICY NUMBER: ERE-4

POLICY TITLE: SECTION 2: EXECUTIVE RESPONSIBILITIES AND EXPECTATIONS – Fiscal Policy

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. Notify the Board within 45 days of any expenditure that deviates by more than one-half of one percent (0.5%) of the approved operating budget.
- 4.2. 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, except for Board-designated transfers from reserves.
- 4.3. 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, including reserves.
- 4.4. 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 the College's most recently completed fiscal year's actual operating expenditures, unless a different level is necessary to sustain operations. 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. In recommending local capital reserve levels and expenditures, the President will consider how such levels and expenditures contribute to the attraction of new students and retention of existing students.
- 4.5. Maintain a tuition contingency reserve of 15% of the previous year's tuition collections, to provide financial cover in the event of unforeseen fluctuations in enrollment.
- 4.6. 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.
- 4.7. 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.

BOARD POLICY NUMBER: GP-1
POLICY TITLE: SECTION 3: GOVERNANCE PROCESS – Global Governance Commitment

CURRENT POLICY	RECOMMENDED REVISIONS TO CURRENT POLICY (<i>changes tracked</i>)
<p>The Board of Trustees is committed to govern Shoreline Community College in accordance with the Constitutions of the United States and the State of Washington, and the Community and Technical College Act of the State of Washington. The Board of Trustees will always act in the best interest of Shoreline Community College, its students, employees, and the community it serves.</p> <p>Accordingly, the Board of Trustees will see that:</p> <p>1.1 The College achieves appropriate results for appropriate persons at an appropriate cost.</p>	<p>The Board of Trustees is committed to govern Shoreline Community College in accordance with the Constitutions of the United States and the State of Washington, and the Community and Technical College Act of the State of Washington. The Board of Trustees will always act in the best interest of Shoreline Community College, its students, employees, and the <u>diverse community communities</u> it serves.</p> <p>Accordingly, the Board of Trustees will see that:</p> <p>1.1 The College achieves appropriate results for appropriate persons at an appropriate cost.</p>

BOARD POLICY NUMBER: GP-5

POLICY TITLE: SECTION 3: GOVERNANCE PROCESS – Chair’s Role

CURRENT POLICY	RECOMMENDED REVISIONS TO CURRENT POLICY (<i>changes tracked</i>)
<p><i>The Chair assures the integrity of the Board's process and secondarily, represents the Board to outside parties. The Chair is the only Board member authorized to speak for the Board (beyond simply reporting Board decisions), other than in specifically authorized instances.</i></p> <p>Accordingly, the Chair will:</p> <p>5.1 Ensure that the Board and individual Board members consistently behave in accordance with the Board's own rules and policies and those legitimately imposed upon the Board from outside the College. Specifically:</p> <ol style="list-style-type: none"> a. Meeting discussion content will be on those issues that, according to Board policy, belong to the Board, not to the President, to examine and or decide. b. Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and to the point. c. The Chair will stimulate discussion among the Board members and will attempt to arrive at Board decisions through consensus. d. The Chair will confirm accuracy of transcribed, approved minutes, will sign the minutes of all special and regular meetings of the Board, and will sign other documents as required by law. <p>5.2 Make decisions that fall within the topics covered by Board policies on the Governance Process and Board-President Relationship, with the exception of employment or termination of the President, and where the Board specifically delegates portions of this authority to others. The Chair is authorized to use any reasonable interpretation of the provisions in these policies.</p>	<p><i>The Chair assures the integrity of the Board's process and secondarily, represents the Board to <u>our diverse communities</u>. outside parties. The Chair is the only Board member authorized to speak for the Board (beyond simply reporting Board decisions), other than in specifically authorized instances.</i></p> <p>Accordingly, the Chair will:</p> <p>5.1 Ensure that the Board and individual Board members consistently behave in accordance with the Board's own rules and policies and those legitimately imposed upon the Board from outside the College. Specifically:</p> <ol style="list-style-type: none"> a. Meeting discussion content will be on those issues that, according to Board policy, belong to the Board, not to the President, to examine and or decide. b. Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and to the point. c. The Chair will <u>encourage stimulate</u> discussion <u>and consensus</u> among the Board members. and will attempt to arrive at Board decisions through consensus. d. The Chair will <u>confirm accuracy of transcribed, approved minutes, will</u> sign the minutes of all <u>special-regular</u> and <u>regular-special</u> meetings of the Board, and will sign other documents as required by law. <p>5.2 Make decisions that fall within the topics covered by Board policies on the Governance Process and Board-President Relationship, with the exception of employment or termination of the President, and where the Board specifically delegates portions of this authority to</p>

<p>5.3 Not make decisions about policies created by the Board within the Goals and Executive Limitations policy areas. Therefore, the Chair has no authority to supervise or direct the President.</p> <p>5.4 Chair board meetings with all the commonly accepted power of the position, to include ruling, recognizing, agenda setting and calling special meetings as required.</p> <p>5.5 Ensure that other Board members are informed of current and pending Board issues and processes.</p> <p>5.6 After Board discussion, appoint members to committees established by the Board.</p> <p>5.7 Designate the Vice-Chair to preside at Board meetings in the absence of the Chair or to fulfill the duties of the Chair as needed.</p>	<p>others. The Chair is authorized to use any reasonable interpretation of the provisions in these policies.</p> <p>5.3 Not make decisions about policies created by the Board within the Goals and Executive Limitations policy areas. Therefore, the Chair has<u>Have</u> no authority to supervise or direct the President.</p> <p>5.4 Chair board meetings with all the commonly accepted power of the position, to include ruling, <u>and</u> recognizing, <u>as well as</u> agenda setting and calling special meetings as required.</p> <p>5.5 Ensure that other Board members are informed of current and pending Board issues and processes.</p> <p><u>5.6</u> After Board discussion, appoint members to committees established by the Board.</p> <p>5.6<u>5.7</u> <u>Work with the Vice-Chair to review and revise the Board of Trustees Governance Manual.</u></p> <p>5.7<u>5.8</u> Designate the Vice-Chair to preside at Board meetings in the absence of the Chair or to fulfill the duties of the Chair as needed.</p>
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BOARD POLICY NUMBER: GP-6

POLICY TITLE: SECTION 3: GOVERNANCE PROCESS – Board Committee Principles

CURRENT POLICY	RECOMMENDED REVISIONS TO CURRENT POLICY (<i>changes tracked</i>)
<p><i>Board committees, when used, will be assigned so as to reinforce the wholeness of the Board’s job. The committees will operate to minimally interfere with the wholeness of the board’s job and never to interfere with delegation of authority from the Board to the President. Committees will be used sparingly.</i></p> <p>Accordingly, Board Committees are:</p> <p>6.1 To help the Board do its job, not to help, guide or advise the employees of the College do their jobs. Committees typically will assist the Board by preparing policy alternatives and implications for Board deliberation. In keeping with the Board’s broader focus, Board committees will, by and large, not have direct dealings with current staff operations.</p> <p>6.2 Not to speak or act for the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the President.</p> <p>6.3 Not to exercise authority over College employees. The President works for the full Board; therefore the President is not required to obtain approval of a Board committee before an executive action.</p> <p>6.4 To avoid identification with organizational parts rather than the whole. A Board committee that has helped the Board create policy on some subject will not be used to monitor organizational performance on that same subject.</p>	<p><i>Board committees, when used, will be assigned so as to reinforce the wholeness of the Board’s job. The committees will operate to minimally<u>not</u> interfere with the wholeness of the board’s job and never to interfere with<u>the</u> delegation of authority from the Board to the President. Committees will be used sparingly.</i></p> <p>Accordingly, Board Committees are:</p> <p><u>6.1 To help Help</u> the Board do its job, not to help, guide or advise the employees of the College <u>to</u> do their jobs. Committees typically will assist the Board by preparing policy alternatives and implications for Board deliberation<u>recommendations</u>. In keeping with the Board’s broader focus, Board committees will, by and large, not have direct dealings with current staff operations. <u>A Board committee will not be used to monitor organizational performance on that same subject.</u></p> <p>6.16.2 <u>Will never consist of a quorum of Board members.</u></p> <p>6.26.3 <u>Not Do not to</u> speak or act for the Board, except when formally given such authority for specific and time-limited purposes. <u>Expectations and authority will be carefully stated in order not to conflict with authority delegated to the President.</u></p> <p>6.36.4 <u>Not to exercise authority over College employees.</u> The President works for the full Board; therefore the President is not required to obtain approval of a Board committee before an executive action.</p>

<p>6.5 Not to have standing committees. When necessary, the Board will form an ad-hoc committee. Committees will never consist of more than two Board members.</p> <p>6.6 This policy applies only to committees that are formed by Board action, whether or not the committees include non-board members. It does not apply to committees formed under the authority of the President.</p>	<p>6.46.5 To avoid identification with organizational parts rather than the whole. A Board committee that has helped the Board create policy on some subject will not be used to monitor organizational performance on that same subject.</p> <p>6.56.6 Not to have standing committees. When necessary, the Board will form an ad hoc committee. Committees will never consist of more than two Board members.</p> <p>6.6 This policy applies only to committees that are formed by Board action, whether or not the committees include non-board members. It does not apply to committees formed under the authority of the President.</p>
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BOARD POLICY NUMBER: GP-7
POLICY TITLE: SECTION 3: GOVERNANCE PROCESS – Board Self-Evaluations

CURRENT POLICY	RECOMMENDED REVISIONS TO CURRENT POLICY (<i>changes tracked</i>)
<i>The Board of Trustees shall conduct an annual self-evaluation prior to the annual planning retreat, with discussion during the retreat.</i>	<i>The Board of Trustees shall conduct an annual self-evaluation prior to the annual planning retreat, with discussion during the retreat.</i>

BOARD POLICY NUMBER: GP-10

POLICY TITLE: SECTION 3: GOVERNANCE PROCESS – Board Members Code Of Conduct

CURRENT POLICY	RECOMMENDED REVISIONS TO CURRENT POLICY (<i>changes tracked</i>)
<p><i>The Shoreline Community College Board of Trustees commits itself to ethical, businesslike, and lawful conduct. Such conduct includes the proper use of authority and appropriate decorum when acting as Board members.</i></p> <p>Accordingly, Board Members will:</p> <p>10.1. Maintain loyalty to the College. This loyalty supersedes any conflicting loyalty to or advocacy for staff, other organizations, interest groups, membership on other boards or organizations. This loyalty supersedes the personal interest of any Board member acting as an individual consumer of College services.</p> <p>10.2. Avoid any conflict of interest with respect to their fiduciary responsibility. Specifically:</p> <p style="padding-left: 40px;">a. There will be no self-dealing or any conduct of private business or personal services between any Board member and the College.</p> <p style="padding-left: 40px;">b. When the Board is to decide upon an issue that a member has an unavoidable conflict of interest, that member will withdraw without comment not only from the vote, but also from the deliberation.</p> <p style="padding-left: 40px;">c. Board members will not use their positions to obtain employment by the College or to furnish services or goods to the College on behalf of themselves, family members, friends, or associates.</p> <p>10.3. Not attempt to exercise individual authority over the College or on behalf of the Board as a whole, except as explicitly set forth in Board policies. Specifically:</p> <p style="padding-left: 40px;">a. Board members will recognize the lack of authority in any individual Board member when interacting with the President or with College employees, except when explicitly authorized by the Board.</p>	<p><i>The Shoreline Community College Board of Trustees commits itself to ethical, businesslike <u>professional</u>, and lawful conduct. Such conduct includes the proper use of authority and appropriate decorum when acting as Board members.</i></p> <p>Accordingly, Board Members will:</p> <p>10.1. Maintain loyalty to the College. This loyalty supersedes any conflicting loyalty to or advocacy for staff, other organizations, interest groups, membership on other boards or organizations. This loyalty supersedes the personal interest of any Board member acting as an individual consumer of College services.</p> <p>10.2. Avoid any conflict of interest with respect to their fiduciary responsibility. Specifically:</p> <p style="padding-left: 40px;">a. There will be no self-dealing or any conduct of private business or personal services between any Board member and the College.</p> <p style="padding-left: 40px;">b. When the Board is to decide upon an issue that a member has an unavoidable conflict of interest, that member will withdraw without comment not only from the vote, but also from the deliberation.</p> <p style="padding-left: 40px;">c. Board members will not use their positions to obtain employment by the College or to furnish services or goods to the College on behalf of themselves, family members, <u>relatives</u>, friends, or associates.</p> <p>10.3. Not attempt to exercise individual authority over the College or on behalf of the Board as a whole, except as explicitly set forth in Board policies. Specifically:</p> <p style="padding-left: 40px;">a. Board members will recognize the lack of authority in any individual Board member when interacting with the President or with College employees, except when explicitly authorized by the Board.</p>

<p>b. Board members will recognize the same limitation and the similar inability of any Board member or Board members to speak for the Board in interaction with the public, press, or other entities.</p>	<p>b. Board members will recognize the same limitation and the similar inability of any Board member or Board members to speak for the Board in interaction with the public, press, or other entities.</p>
<p>10.4 Support the legitimacy and authority of the final determination of the Board on any matter, irrespective of the member's person position on the issue.</p>	<p>10.4 Support the legitimacy and authority of the final determination of the Board on any matter, irrespective of the member's person position on the issue.</p>
<p>10.5. Not permit themselves to be used to circumvent established lines of authority or to interfere in normal procedures for the handling of complaints or grievances.</p>	<p>10.5. Not permit themselves to be used to circumvent established lines of authority or to interfere in normal procedures for the handling of complaints or grievances.</p>
<p>10.6. Not present an item for action at board meetings that is not on the agenda, without consensus of the Board.</p>	<p>10.6. Not present an item for action at board meetings that is not on the agenda, without consensus of the Board.</p>
<p>10.7. Be properly prepared for board deliberation.</p>	<p>10.7. Be properly prepared for board deliberation.</p>
<p>10.8. Strive to participate in educational activities, including local, state, regional, and national meetings, to enhance their ability to serve effectively as members of the College's Board of Trustees.</p>	<p>10.8. Strive to participate in educational activities, including local, state, regional, and national meetings, to enhance their ability to serve effectively as members of the College's Board of Trustees.</p>
<p>10.9. Aim to be honest and ethical in their dealings with each other, with college employees, partners, suppliers and the public.</p>	<p>10.9. Aim to be honest and ethical in their dealings with each other, with college employees, partners, suppliers, and the public.</p>
<p>10.10. Treat each other and all people with respect, and will foster a productive environment free of harassment, intimidation and discrimination.</p>	<p>10.10. Treat each other and all people with respect, and will foster a productive environment free of harassment, intimidation, and discrimination.</p>
<p>10.11. This policy will not restrict a Board member from communicating informally with the President, College staff, the public or other entities about College educational services or activities.</p>	<p>10.11. This policy will not restrict a Board member from communicating informally with the President, College staff, the public or other entities about College educational services or activities.</p>

BOARD POLICY NUMBER: BPR-1

POLICY TITLE: SECTION 4: BOARD--PRESIDENT RELATIONSHIP – Global Board--President Delegation

CURRENT POLICY	RECOMMENDED REVISIONS TO CURRENT POLICY (<i>changes tracked</i>)
<i>The Board's sole official connection to Shoreline Community College, its operational achievements and conduct, will be through the President of Shoreline Community College.</i>	<i>The Board's sole official connection to Shoreline Community College, its operational achievements and conduct, will be through the President of Shoreline Community College.</i>

BOARD POLICY NUMBER: BPR-2

POLICY TITLE: SECTION 4: BOARD--PRESIDENT RELATIONSHIP – Unity Of Control

CURRENT POLICY	RECOMMENDED REVISIONS TO CURRENT POLICY (<i>changes tracked</i>)
<p>2.1. Only official motions passed by the Board of Trustees are binding on the President of Shoreline Community College. Decisions or instructions by individual Board members, officers, or committees are not binding on the President of the college, except in rare instances when the Board may specifically authorized individual Board members, officers, or committees to exercise authority.</p> <p>2.2. In the event Board members or committees request information or assistance with Board authorization, the President may refuse such requests that require, in the President’s opinion, a material amount of staff time or funds, or are disruptive.</p>	<p>2.1. Only official motions passed by the Board of Trustees are binding on the President of Shoreline Community College. Decisions or instructions by individual Board members, officers, or committees are not binding on the President of the college, except in rare instances when the Board may specifically authorized individual Board members, officers, or committees to exercise authority.</p> <p>2.2. In the event Board members or committees request information or assistance with Board authorization, the President may refuse such requests that require, in the President’s opinion, a material amount of staff time or funds, or are disruptive.</p>

BOARD POLICY NUMBER: 7510

POLICY TITLE: SECTION 5: BYLAWS – Office ~~Of of The the~~ Board Of Trustees

CURRENT POLICY	RECOMMENDED REVISIONS TO CURRENT POLICY (<i>changes tracked</i>)
<p>The Board of Trustees shall maintain an office at 16101 Greenwood Avenue North, Shoreline, Washington 98133, where all records, minutes and the official College Seal shall be kept. This office shall be open during normal business hours.</p> <p>Correspondence or other business for the Board shall be sent to the Secretary of the Board at the above address.</p>	<p>The Board of Trustees shall maintain an office at 16101 Greenwood Avenue North, Shoreline, Washington 98133, where all records, minutes, and the official College Seal shall be kept. This office shall be open during normal business hours.</p> <p>Correspondence or other business for the Board shall be sent to the Secretary of the Board at the above address.</p>

BOARD POLICY NUMBER: 7511

POLICY TITLE: SECTION 5: BYLAWS – Meetings of the Board of Trustees

CURRENT POLICY	RECOMMENDED REVISIONS TO CURRENT POLICY (<i>changes tracked</i>)
<p>The Board of Trustees shall hold one regular meeting on the fourth Wednesday in January, February, April, May, June, September and October, the third Wednesday in March, and the first Wednesday in December. Special meetings may be requested by the Chair of the Board or by a majority of the members of the Board. Notice of regular meetings, regular meeting changes, and special meetings will be made in accordance with open public meetings law.</p> <p>All regular and special meetings of the Board of Trustees shall be held at 16101 Greenwood Avenue North, Shoreline, WA 98133, unless scheduled elsewhere, and shall be open to the general public, except for lawful executive sessions.</p> <p>No official business shall be conducted by the Board of Trustees except during a regular or special meeting.</p>	<p>The Board of Trustees shall hold one <u>customarily holds a</u> regular meeting on at such time and place as it may designate approximately every month between January through July and from October through December. the fourth Wednesday in January, February, April, May, June, September and October, the third Wednesday in March, and the first Wednesday in December. Special meetings may be requested by the Chair of the Board or by a majority of the members of the Board. <u>Notice of the time and place of all regular meetings, regular meeting changes, and special meetings will be made in accordance with open public meetings law. shall be governed by the requirements of the Open Public Meetings Act, chapter 42.30 RCW.</u></p> <p>All regular and special meetings of the Board of Trustees shall be held at 16101 Greenwood Avenue North, Shoreline, WA 98133, unless scheduled elsewhere, and shall be open to the general public, except for lawful executive sessions.</p> <p>No official business shall be conducted by the Board of Trustees except during a regular or special meeting.</p>

BOARD POLICY NUMBER: 7512

POLICY TITLE: SECTION 5: BYLAWS – Request For Items To Be Placed On The Agenda

[WAC 132 G-104-020: Request for items to be placed on board agenda.]

CURRENT POLICY	RECOMMENDED REVISIONS TO CURRENT POLICY (<i>changes tracked</i>)
<p>Anyone, other than a Board member or a representative of the President's Office wishing an item placed on the agenda of a Board meeting, must have a written request in the office of the Board Secretary no later than twelve o'clock noon five business days before the next scheduled meeting of the Board. The Secretary will relate the request to the College President and the Chair of the Board as soon as feasible. The Chair will determine whether the item is to be placed on the agenda. The Chair or his/her designee will notify the individual initiating the request as to whether or not the item will be placed on the agenda.</p>	<p>Anyone, other than a Board member or a representative of the President's Office<u>Office of the President</u> wishing an item placed on the agenda of a Board meeting, must have a written request in the office of the Board Secretary no later than twelve o'clock noon five <u>(5)</u> business days before the next scheduled meeting of the Board. The Secretary will relate the request to the College President and the Chair of the Board as soon as feasible. The Chair will determine whether the item is to be placed on the agenda. The Chair or his/her designee will notify the individual initiating the request as to whether or not the item will be placed on the agenda.</p>

BOARD POLICY NUMBER: 7513

POLICY TITLE: SECTION 5: BYLAWS – Executive Sessions

CURRENT POLICY	RECOMMENDED REVISIONS TO CURRENT POLICY (<i>changes tracked</i>)
<p>The Board of Trustees may convene in Executive Session. These meetings will be held in accordance with the rules and regulations set forth in the Open Public Meetings Act.</p>	<p>The Board of Trustees may convene in Executive Session. These meetings will be held in accordance with the rules and regulations set forth in the Open Public Meetings Act <u>(Chapter RCW 42.30)</u>.</p>

BOARD POLICY NUMBER: 7514
POLICY TITLE: SECTION 5: BYLAWS – Agenda Items

CURRENT POLICY	RECOMMENDED REVISIONS TO CURRENT POLICY (<i>changes tracked</i>)
<p>The agenda of all regular meetings of the Board of Trustees shall include the following items, the order to be determined by the chair:</p> <ol style="list-style-type: none"> 1. Approval of Previous Minutes 2. Correspondence 3. Reports to the Board 4. Recommendations for Action of the Board 5. Other Business 6. Adjournment 	<p>The agenda of all regular meetings of the Board of Trustees shall include the following items, the order to be determined by the chair:</p> <ol style="list-style-type: none"> 1. Approval of Previous <u>Meeting</u> Minutes 2. Correspondence<u>Communication from the Public</u> 3. Reports to the Board 4. Recommendations for Action of the Board 5. Other Business 6. Adjournment

BOARD POLICY NUMBER: 7515
POLICY TITLE: SECTION 5: BYLAWS – Records Of Board Action

CURRENT POLICY	RECOMMENDED REVISIONS TO CURRENT POLICY (<i>changes tracked</i>)
<p>All official business transacted in regular or special Board meetings shall be recorded in minutes approved by the Board of Trustees and available for reference in its office.</p>	<p>All official business transacted in regular or special Board meetings shall be recorded in minutes approved by the Board of Trustees and available for reference in its office.</p>

BOARD POLICY NUMBER: 7516
POLICY TITLE: SECTION 5: BYLAWS – Parliamentary Procedure

CURRENT POLICY	RECOMMENDED REVISIONS TO CURRENT POLICY (<i>changes tracked</i>)
<p>Three members of the Board of Trustees shall constitute a quorum but no official action shall be taken by less than a majority of the total Board membership.</p> <p>Normally, voting shall be by voice; however, any member of the Board may request that his/her vote or abstention be recorded.</p> <p>In questions of parliamentary procedure, the actions of the Board shall be conducted according to <u>Robert's Rules of Order</u> unless specified otherwise by state law, regulation of the State Board, or a bylaw of this Board.</p>	<p>Three members of the Board of Trustees shall constitute a quorum but no official action shall be taken by less than a majority of the total Board membership.</p> <p>Normally, voting shall be by voice; however, any <u>Any</u> member of the Board may request that his/her vote or abstention be recorded.</p> <p>In questions of parliamentary procedure, the actions of the Board shall be conducted according to <u>Robert's Rules of Order</u> unless specified otherwise by state law, regulation of the State Board, or a bylaw of this Board.</p>

BOARD POLICY NUMBER: 7517
POLICY TITLE: SECTION 5: BYLAWS – Release Of Information To News Media

CURRENT POLICY	RECOMMENDED REVISIONS TO CURRENT POLICY (<i>changes tracked</i>)
<p>Publicity regarding official activities of the Board of Trustees normally will be made available to news media through the Office of College Communications/Public Information. All inquiries by representatives of the news media regarding official activities of the Board of Trustees should be referred to the Director of College Communications/Public Information.</p>	<p>Publicity regarding official activities of the Board of Trustees normally will be made available to news media through the Office of College Communications/Public <u>Communications and Marketing Office</u> Information. All inquiries by representatives of the news media regarding official activities of the Board of Trustees should be referred to the Director of College Communications/Public Information <u>Executive Director for Communications and Marketing</u>.</p>

BOARD POLICY NUMBER: 7518
POLICY TITLE: SECTION 5: BYLAWS – Officers Of The Board

CURRENT POLICY	RECOMMENDED REVISIONS TO CURRENT POLICY (<i>changes tracked</i>)
<p>The officers of the Board of Trustees shall be a chair, a vice-chair, and a secretary. At the first regularly scheduled meeting of the Board in June each year, the Board shall elect from its membership the chair and vice-chair to serve for the ensuing year, from July through the following June. As specified by state law, the secretary shall be the President of Shoreline Community College or his/her designee.</p> <p>The chair, in addition to any duties imposed by rules and regulations of the State Board, shall preside at all meetings of the Board, sign legal and official documents recording actions of the Board, and review the agenda prepared for each meeting of the Board. The chair shall, while presiding at official meetings, have full right of discussion and vote.</p> <p>The vice-chair, in addition to any duties imposed by rules and regulations of the State Board, shall act as chair of the Board in the absence of the chair.</p> <p>A Board member designated by the Board chair shall serve as chair, in any official meeting of the Board conducted in the absence of the chair and vice-chair.</p> <p>In addition to any duties imposed by rules and regulations of the State Board or assigned by this Board, the secretary of the board or his/her designee shall keep the Seal and maintain all records of the meetings of the Board. He/she shall also be responsible for Board correspondence, compiling the agenda of meetings, and distributing the minutes of the meetings and related reports.</p>	<p>The officers of the Board of Trustees shall be a chair, a vice-chair, and a secretary. At the first regularly scheduled meeting of the Board in June each year, the Board shall elect from its membership the chair and vice-chair to serve for the ensuing year, from July through the following June. As specified by state law, the secretary shall be the President of Shoreline Community College or his/her designee.</p> <p>The chair, in addition to any duties imposed by rules and regulations of the State Board, shall preside at all meetings of the Board, sign legal and official documents recording actions of the Board, and review the agenda prepared for each meeting of the Board. The chair shall, while presiding at official meetings, have full right of discussion and vote.</p> <p>The vice-chair, in addition to any duties imposed by rules and regulations of the State Board, shall act as chair of the Board in the absence of the chair.</p> <p><u>Together, the chair and vice-chair will conduct initial reviews of the policies and bylaws contained in the Board of Trustees Governance Manual, as well as review the agendas for study sessions and regular meetings of the Board of Trustees.</u></p> <p>A Board member designated by the Board chair shall serve as chair, in any official meeting of the Board conducted in the absence of the chair and vice-chair.</p> <p>In addition to any duties imposed by rules and regulations of the State Board or assigned by this Board, the secretary of the board or his/her designee shall keep the Seal and maintain all records of the meetings of the Board. He/she shall also be responsible for Board correspondence, compiling the agenda of meetings, and distributing the minutes of the meetings and related reports.</p>

BOARD POLICY NUMBER: 7519
POLICY TITLE: SECTION 5: BYLAWS – Restrictions Of Individual Authority

CURRENT POLICY	RECOMMENDED REVISIONS TO CURRENT POLICY (<i>changes tracked</i>)
<p>Legal authority is vested in the Board of Trustees and may be exercised only by formal action of the Board, taken in a regular or special meeting. No individual member of the Board may act on behalf of the Board unless specifically instructed by action of the Board.</p>	<p>Legal authority is vested in the Board of Trustees and may be exercised only by formal action of the Board, taken in a regular or special meeting. No individual member of the Board may act on behalf of the Board unless specifically instructed by action of the Board.</p>

BOARD POLICY NUMBER: 7520
POLICY TITLE: SECTION 5: BYLAWS – Fiscal Year Of The Board Of Trustees

CURRENT POLICY	RECOMMENDED REVISIONS TO CURRENT POLICY (<i>changes tracked</i>)
<p>The fiscal year of the Board shall conform to the fiscal year of the State of Washington and shall be from July 1 through June 30.</p>	<p>The fiscal year of the Board shall conform to the fiscal year of the State of Washington and shall be from July 1 through June 30.</p>

BOARD POLICY NUMBER: ~~7521~~
POLICY TITLE: ~~SECTION 5: BYLAWS – Reimbursement For Expenses~~

CURRENT POLICY	RECOMMENDED REVISIONS TO CURRENT POLICY (<i>changes tracked</i>)
<p>Reimbursement to members of the Board of Trustees for necessary travel expenses incurred in fulfilling their responsibilities shall be in accordance with provisions and limitation for other appointed officials of the State as specified in RCW 43.03.050 and RCW43.03.060.</p>	<p>Reimbursement to members of the Board of Trustees for necessary travel expenses incurred in fulfilling their responsibilities shall be in accordance with provisions and limitation for other appointed officials of the State as specified in RCW 43.03.050 and RCW43.03.060.</p>

BOARD POLICY NUMBER: 75227521
POLICY TITLE: SECTION 5: BYLAWS – Seal And Name Of The College District

CURRENT POLICY	RECOMMENDED REVISIONS TO CURRENT POLICY (<i>changes tracked</i>)
<p>The Board of Trustees shall maintain an official seal for use upon official documents. The seal shall be as follows:</p> 	<p>The Board of Trustees shall maintain an official seal for use upon official documents. The seal shall be as follows:</p> 

BOARD POLICY NUMBER: ~~7523~~7522
POLICY TITLE: SECTION 5: BYLAWS – Amendments Of Bylaws Of The Board Of Trustees

CURRENT POLICY	RECOMMENDED REVISIONS TO CURRENT POLICY (<i>changes tracked</i>)
<p>Bylaws of the Board may be amended by a majority vote of the Board provided such changes are proposed at least one meeting prior to the meeting at which the vote is taken. Bylaws may be amended by unanimous vote of the total Board membership at any regular or special meeting.</p> <p>Revisions Approved by:</p> <p>Board of Trustees April 24, 2002 Board of Trustees October 13, 2005</p> <p>The Board of Trustees hereby revises Policies 7510-7523.</p> <p>Done in Open Meeting by the Board this 13th day October, 2005.</p> <p>Board of Trustees</p> <p>Shoreline Community College</p> <p>By: _____ Chair of the Board</p>	<p>Bylaws of the Board may be amended by a majority vote of the Board provided such changes are proposed at least one meeting prior to the meeting at which the vote is taken. Bylaws may be amended by unanimous vote of the total Board membership at any regular or special meeting.</p> <p>Revisions Approved by:</p> <p>Board of Trustees April 24, 2002 Board of Trustees October 13, 2005 <u>Board of Trustees To be filled in upon approval</u></p> <p>The Board of Trustees hereby revises Policies 7510-7523.</p> <p>Done in Open Meeting by the Board this 13th day October, 2005.</p> <p>Board of Trustees</p> <p>Shoreline Community College</p> <p>By: _____ Chair of the Board</p>