

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 3:04 PM in room 9208 (the “Quiet Dining Room”) of building 9000 (the “PUB”) at Shoreline Community College. A quorum of the Board was present.

At 3:04 PM, the Trustees proceeded to room 9301 in building 9000 (“the PUB”) for a visit to Student Life, followed by a visit to Athletics (main level-building 3000). The Study Session concluded with a Tutoring and Learning Centers presentation in room 9208 in building 9000.

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 room 9208 (the “Quiet Dining Room”) of building 9000 (the “PUB”) at Shoreline Community College. A quorum of the Board was present.

MEMBERS PRESENT

Trustees Phil Barrett, Catherine D’Ambrosio, Douglass Jackson and Tom Lux were present.

REPORT: CHAIR, BOARD OF TRUSTEES

Chair Jackson conveyed that President Roberts’s recovery is going well and her return to campus, planned for the beginning of the spring quarter. He expressed the Board’s appreciation for Dr. Alison Stevens’s stepping into the role of Acting President, and for how everyone on campus has come together.

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 January 24, 2018 and the Special Meeting of March 5, 2018.
- b) Revisions to Board of Trustees Governance Manual

Motion 18:10: 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 Brooke Zimmers presented an edible creation that one of her students produced as a final project on privilege.

ACTION: RENEWAL OF FIRST-YEAR & SECOND-YEAR TENURE TRACK FACULTY CANDIDATES

Acting Vice President Guy Hamilton read the background and recommendation on TAB 2 (Renewal of First-Year & Second-Year Tenure Track Faculty Candidates).

Motion 18:11: Trustee Barrett stated, “After having given reasonable consideration to the recommendations of the respective Appointment Review Committees, the Acting Vice President for Student Learning, and the Acting President, I move that the Board continue the tenure-track candidate status of:

Second year candidates Tom Genest, Trevor Pelletier, Shelby Sleight, and Guy Ting; and

First year candidates Robert Allred, Crystal Hess, and Przemyslaw Wyzgowski.”

Trustee Lux seconded the motion.

Trustee D’Ambrosio stated, “Tenure is a process, not an end point—where continuous improvement is expected.”

The motion was unanimously approved by the Board.

ACTION: TENURE CANDIDATES

Acting Vice President Guy Hamilton read the background and recommendation on TAB 3 (Tenure Considerations).

Motion 18:12: Trustee Barrett stated, “After having given reasonable consideration to the recommendations of the respective Appointment Review Committees, the Acting Vice President for Student Learning, and the Acting President, I move that the Board grant tenure to Eric

Basham, Mary Burroughs, Duygu Erdogan Monson, Elena Esquibel, Joyce Fagel, and Audrey Fischer.”

Trustee Lux seconded the motion.

Trustee D’Ambrosio stated, “When the Board grants tenure, it is making a commitment on behalf of the state of Washington.”

Trustee Barrett, in addressing the candidates, stated that he was very impressed with all of the candidates and that the college and the students, were very fortunate to have them as members of the campus community.

The motion was unanimously approved by the Board.

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

COLLEGE UPDATE(S)

The Regular Meeting resumed at 5:08 PM.

There were no College Updates.

REPORT: SHORELINE ACTING PRESIDENT

Acting President Alison Stevens spoke about President Roberts’s imminent return and shared highlights related to the state’s operating budget, as well as capital budget.

REPORT: ENROLLMENT

Executive Director Bayta Maring provided an update on winter quarter 2018 enrollment—including information on winter-to-winter comparisons (state-supported, international contract) and annualized FTE (domestic only) predictions.

REPORT: BUDGET – MID-YEAR

Senior Executive Director and CFO Stuart Trippel went over a mid-year financial summary for the July 1 – December 31, 2017 period consisting of operating budget analyses by program and category, an expense analysis for fiscal years 2017-2018 and 2016-2017, and operating fee revenue for fiscal year 2017-2018 (July-March).

FIRST READING: TWO-YEAR COLLEGE CALENDAR

Director Chris Melton provided an overview of TAB 4 (Two-Year College Calendar 2019-2020; 2020-2021) and noted a correction for item 9 in the listing of recommendations used by the Joint Union Management Committee (JU/MC) in the development of the calendars:

9. Allow several days after the week of closure before starting winter ~~break~~ **quarter**, to allow for necessary student services to be put in place.

FIRST READING: DATE CHANGE – COMMENCEMENT 2019

Director Chris Melton provided an overview of TAB 5 (Date Change – Commencement 2019).

ACTION: FACULTY SABBATICAL LEAVE PROPOSALS (2018-2019)

Acting Vice President Guy Hamilton read the background and recommendation on TAB 6 [Faculty Sabbatical Leaves (2018-2019)].

Recommendation

It is recommended that sabbatical leaves be granted to:

- Stephanie Diemel, Sarah Leyden, Matthew Loper, David Phippen, and Alan Yates for two (2) quarters each during the 2018-2019 academic year at 100% compensation.

Several Trustees remarked about wanting to hear about what was accomplished during sabbaticals and mentioned that the Board used to receive post-sabbatical reports.

Motion 18:13: A motion was made by Trustee Lux to approve the granting of sabbatical leaves for the 2018-2019 academic year as recommended on TAB 6 [Faculty Sabbatical Leaves (2018-2019)].

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

REPORT: COLLEGE POLICIES &/OR RULES

Director Veronica Zura shared that 73% of the college policies have been revised or eliminated.

FIRST READING: COLLEGE POLICIES AND/OR RULES

New – Policy 5002 (Admissions); Policy 4010 (Suspended Operations); Policy 4111 (Equal Opportunity-Recruitment & Hiring); Policy 4123 (Employee Email Communications); Policy 4727 (Shared Leave); Policy 5050 (Student Email Communications)

Director Veronica Zura provided an overview of new or revised policies contained in TAB 7A (College Policies &/or Rules–New &Revised).

For Elimination – Policy 3799 (Use of Motor Vehicles); Policy 5010 (College Mascot); Policy 5215 (Appearance & Dress); Policy 5330 (Safety & Security); Chapter 132G-160 WAC (Admissions & Registration Procedures); Chapter 132G-300-010 (Grievance Procedure, Title IX)

Director Veronica Zura provided an overview of the policies or rules recommended for elimination and contained in TAB 7B (Rules & Policies Recommended for Elimination).

FIRST READING: BOARD OF TRUSTEES 2019 REGULAR MEETING SCHEDULE

Chair Douglass Jackson provided an overview of TAB 8 (Board of Trustees 2019 Regular Meeting Schedule).

REPORT: SHORELINE FACULTY

SCCFT President DuValle Daniel expressed appreciation for the Board’s approving of tenure and sabbaticals and noted that Faculty are happy to hear that President Roberts will be returning to campus soon. She added that the Faculty are ready to bargain and rebuild trust in its relationship with the Administration, and are hopeful to work toward a mediated settlement related to a ULP.

REPORT: SHORELINE CLASSIFIED

WFSE Chief Steward Jerry Owens shared that Classified Staff are excited about President Roberts’s return to campus. He noted that Classified Staff are in the midst of statewide bargaining.

REPORT: SHORELINE ASSOCIATED STUDENT GOVERNMENT

ASG President Yorin Anggari conveyed that the ASG has received positive feedback from students related to the date change to June 21st for Commencement 2018. She shared that the ASG is in the midst of hiring Student Life positions and that many students plan to participate in the March 24th *March for Our Lives*.

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

Trustee Lux noted, “This room” (room 9208) was a good room for Board meetings where a large audience is expected.

All Trustees expressed appreciation for everyone at the college for their work.

EXECUTIVE SESSION

There was no Executive Session.

ADJOURNMENT

Motion 18:14: A motion was made by Trustee Lux to adjourn the Regular Meeting of March 21, 2018.

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

Chair Jackson adjourned the meeting at 6:19 PM.

Signed _____
Douglass Jackson, Chair

Attest: April 25, 2018

Lori Y. Yonemitsu, Secretary

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF APRIL 25, 2018**

TAB 1

CONSENT AGENDA

Subject: Date Change – Commencement 2019

Background

The Board of Trustees conducted a first reading at its March 21, 2018 regular meeting of the recommendation from the Joint Union Management Committee (JU/MC) to change the date of Commencement 2019 from June 9, 2019, to the day after finals—June 20, 2019.

Recommendation

It is recommended that the Board of Trustees take action on the recommendation to change the date of Commencement 2019 from June 9, 2019, to June 20, 2019.

Prepared by:

Chris Melton, Director – Enrollment & Financial Aid Services/Registrar
Shoreline Community College
April 19, 2018

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF APRIL 25, 2018**

TAB 2

CONSENT AGENDA

Subject: Two-Year College Calendar (2019 – 2020; 2020 – 2021)

Background

The Board of Trustees conducted a first reading of the permanent 2019-2020 and tentative 2020-2021 academic calendars at its regular meeting of March 21, 2018.

Note

In order to align with the Day of Learning designation, the following updates were made to the permanent 2019-2020 and tentative 2020-2021 academic calendars.

- 2019–2020: Spring Quarter • 4/24 • Professional Learning Day → Day of Learning
- 2020–2021: Spring Quarter • 4/30 • Professional Learning Day → Day of Learning

Recommendation

It is recommended that the Board of Trustees take action on the proposed permanent 2019-2020 and the tentative 2020-2021 academic calendars.

Prepared by:

Chris Melton, Director – Enrollment & Financial Aid Services/Registrar
Shoreline Community College
April 19, 2018

SHORELINE COMMUNITY COLLEGE DISTRICT NUMBER SEVEN
2019-2020 CALENDAR

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

KEY

- Shaded, bolded areas = Instructional Days
- Boxed, bolded, italic numbers = Holidays
- () Faculty Prep Days
- < > Exam Days
- Grades Due
- [] First/Last Day Instruction
- FT Faculty Contract Days
- { } Commencement
- * Campus closed - "Legal holidays" and "legislatively recognized days"

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

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

SPRING QTR 2020	
INSTR	49
FAC/PREP	1
EXAMS	3
TOTAL	53

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

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

SEPTEMBER 2019

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

MARCH

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

10/9 to 11/13 Drops show as W
After 11/13 Drops show as Z, NC, or V
10/29 Last day for P/NC option

FALL QUARTER

9/2	Holiday - Campus Closed*
9/19	Opening Week Begins
9/25	Instruction Begins
11/11	Holiday - Campus Closed*
11/28	Holiday - Campus Closed*
11/29	Holiday - Campus Closed*
12/6	Instruction Ends
12/9	Prep Day
12/10, 12/11 & 12/12	Exams
12/17	Grades Due
12/25	Holiday - Campus Closed*

OCTOBER

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

APRIL

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

1/23 to 2/21 Drops show as W
After 2/21 Drops show as Z, NC, or V
2/12 Last day for P/NC option

WINTER QUARTER

1/1	Holiday - Campus Closed*
1/8	Instruction Begins
1/20	Holiday - Campus Closed*
2/17	Holiday - Campus Closed*
3/19	Instruction Ends
3/20	Prep Day
3/23, 3/24 & 3/25	Exams
3/31	Grades Due

NOVEMBER

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

MAY

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

4/20 to 5/19 Drops show as W
After 5/19 Drops show as Z, NC, or V
5/8 Last day for P/NC option

SPRING QUARTER

4/6	Instruction Begins
4/24	Day of Learning
5/25	Holiday - Campus Closed*
6/15	Instruction Ends
6/16	Prep Day
6/17, 6/18 & 6/19	Exams
6/20	Commencement
6/23	Grades Due

DECEMBER

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

JUNE

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

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

SUMMER QUARTER

6/29	Instruction Begins
7/3	Holiday - Campus Closed*
8/20	Instruction Ends
	(Exams on last day of class)
8/25	Grades Due

JANUARY 2020

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

JULY

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

FEBRUARY

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

AUGUST

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

**SHORELINE COMMUNITY COLLEGE DISTRICT NUMBER SEVEN
TENTATIVE 2020-2021 CALENDAR**

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

KEY

Shaded, bolded areas = Instructional Days

Boxed, bolded, italic numbers = Holidays

() Faculty Prep Days

< > Exam Days

○ Grades Due

[] First/Last Day Instruction

— FT Faculty Contract Days

{ } Commencement

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

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

WINTER QTR 2021	
INSTR	50
FAC/PREP	1
EXAMS	3
TOTAL	54

SPRING QTR 2021	
INSTR	49
FAC/PREP	1
EXAMS	3
TOTAL	53

SUMMER QTR 2021	
INSTR	31
FAC/PREP	0
EXAMS	--
TOTAL	31

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

SEPTEMBER 2020

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

MARCH

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

10/9 - 11/4
After 11/4
10/14

Drops show as W
Drops show as Z, NC, or V
Last day for P/NC option

FALL QUARTER

9/7	Holiday - Campus Closed*
9/17	Opening Week Begins
9/23	Instruction Begins
11/11	Holiday - Campus Closed*
11/26	Holiday - Campus Closed*
11/27	Holiday - Campus Closed*
12/4	Instruction Ends
12/7	Prep Day
12/8, 12/9, 12/10	Exams
12/15	Grades Due
12/25	Holiday - Campus Closed*

OCTOBER

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

APRIL

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

1/21 - 2/19
After 2/19
2/10

Drops show as W
Drops show as Z, NC, or V
Last day for P/NC option

WINTER QUARTER

1/1	Holiday - Campus Closed*
1/6	Instruction Begins
1/18	Holiday - Campus Closed*
2/15	Holiday - Campus Closed*
3/18	Instruction Ends
3/19	Prep Day
3/22, 3/23, 3/24	Exams
3/30	Grades Due

NOVEMBER

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

MAY

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9	10	11	12	13	14	15
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23	24	25	26	27	28	29
30	31					

4/19 - 5/18
After 5/18
5/7

Drops show as W
Drops show as Z, NC, or V
Last day for P/NC option

SPRING QUARTER

4/5	Instruction Begins
4/30	Day of Learning
5/31	Holiday - Campus Closed*
6/14	Instruction Ends
6/15	Prep Day
6/16, 6/17, 6/18	Exams
6/19	Commencement
6/22	Grades Due

DECEMBER

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

JUNE

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

JANUARY 2021

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

JULY

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18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY

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

AUGUST

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

7/8 - 7/29
After 7/29
7/22

Drops show as W
Drops show as Z, NC, or V
Last day for P/NC option

SUMMER QUARTER

6/28	Instruction Begins
7/5	Holiday - Campus Closed*
8/19	Instruction Ends (Exams on last day of class)
8/24	Grades Due

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF APRIL 25, 2018**

TAB 3

CONSENT AGENDA

Subject: College Policies

Background

The Board of Trustees conducted a first reading at its Regular Meeting of March 21, 2018 of College policies that have been created, revised or that have been recommended for elimination:

New or Revised

- Policy 5002 (Admissions)
- Policy 4010 (Suspended Operations)
- Policy 4111 (Equal Opportunity in Recruitment & Hiring)
- Policy 4123 (Employee Email Communications)
- Policy 4127 (Shared Leave)
- Policy 5050 (Student Email Communications)

For Elimination

- Policy 3799 (Use of Motor Vehicles)
- Policy 5010 (College Mascot)
- Policy 5215 (Appearance & Dress)
- Policy 5330 (Safety & Security)

Recommendation

It is recommended that the Board of Trustees approve:

- The creation of Policy 5002 (Admissions)
- The revision of Policy 4010 (Suspended Operations), 4111 (Equal Opportunity in Recruitment & Hiring), 4123 (Employee Email Communications), 4127 (Shared Leave), and 5050 (Student Email Communications)
- The elimination of Policy 3799 (Use of Motor Vehicles), 5010 (College Mascot), 5215 (Appearance & Dress), and 5330 (Safety & Security)

Prepared by: Cheryl Roberts, President
Veronica Zura, Executive Director of Human Resources
Shoreline Community College
April 20, 2018

To Follow

- Policies 5002, 4010, 4111, 4123, 4127, 5050, 3799, 5010, 5215 and 5330.



Policy Name:	Admissions
Policy Number:	5002
Applicable Code/Law:	Admissions – Americans with Disabilities Act, 1990; Section 504 of the Rehabilitation Act of 1973; Titles VI and VII of the Civil Rights Act, 1964; Title IX of the Educational Amendments of 1972; Shoreline Community College Catalog; High School Completion program – Office of the State Superintendent of Public Instruction; Information Collection – Family Educational Rights & Privacy Act, 1974; Running Start – RCW 28A.600.300 through 28A.600.380, RCW 28A.150.260 and RCW 28A.150.209.

Policy:

Shoreline Community College maintains an open door policy for all students who are high school graduates, have earned a General Education Development (GED) certificate, or are at least 18 years of age. Applicants for programs that are targeted to specific populations under the age of 18 may be admitted under the specific guidelines established for each program. Students under the age of 16 are generally not admitted to the college.

Programs that require additional criteria for admission into the major will establish guidelines approved by the college. These selective admission programs may require a non-refundable fee. Prerequisite coursework may be required in some selective programs. Students in certain selective admission programs, (e.g. Nursing, Dental Hygiene, Medical Lab Technician) are required to submit to a background investigation prior to entry.

Selected Shoreline courses may also require students to demonstrate existing knowledge and skills prior to enrollment. Shoreline allows for multiple methods of placement into such courses.



Policy Name:	Suspended Operations
Policy Number:	4010
Applicable Code/Law:	WAC 357-31-255, 265, 270, 275

Policy:

Severe weather or other emergency conditions may warrant closing the College campus. The College President or designee will determine when the safety of public health, property, or campus personnel is jeopardized. In such cases, on-campus classes and online classes may be impacted.

Employees will be notified when the campus is closed, or if it is advisable to suspend the operation of all or any portion of Shoreline Community College. Notification to employees and the campus will be made through a variety of methods as described in the suspended operations procedure.



Policy Name:	Equal Opportunity in Recruitment & Hiring
Policy Number:	4111
Applicable Code/Law:	Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, and RCW 49.60.030.

Policy:

Shoreline Community College District Number Seven (7) is committed to ensuring equal opportunity and non-discriminatory practices for all applicants and employees.

The College does not discriminate on the basis of race, color, national origin, age, genetic information, gender, gender identity, sex, sexual orientation, marital status, creed, religion, honorably discharged veteran or military status, citizenship status as an immigrant authorized to work in the United States, or the presence of any sensory, mental, or physical disability, except where reasonable accommodation cannot be made without posing undue hardship upon the College. Reasonable accommodations will be made for documented physical or mental limitations for all otherwise qualified persons with disabilities.

The College will make every effort to eliminate barriers to equal opportunity, with the Office of Human Resources responsible for monitoring and reporting adherence to this policy. It is incumbent upon administration, faculty, and staff of Shoreline Community College to make a good faith effort towards these policy goals.



Policy Name:	Employee Email Communications
Policy Number:	4123
Applicable Code/Law:	N/A

Policy:

It is the policy of Shoreline Community College that employees are provided with a College email account for the purpose of conducting College business and receiving College-generated alerts, announcements, or electronic communications as deemed appropriate by the College.

The College will send all electronic communication connected with official College business to employees' Shoreline email accounts. The College expects that employees will read email on a frequent and consistent basis. Failure to read College communications in a timely manner does not release employees from the responsibility to know and comply with the content of such communications.

The College expects employees to use their Shoreline email accounts or other College-authorized means of digital communications to conduct all electronic communication connected with official College business, which may include but is not limited to communications with students, fellow employees, state and local agencies, advisory boards, community organizations, contractors, and others.

Use of College email will be consistent and in compliance with all applicable College policies and procedures.



Policy Name:	Shared Leave
Policy Number:	4727
Applicable Code/Law:	RCW 41.04.650-670, OFM 25.40.10, WAC 357.31.390-455

Policy:

The policy of Shoreline Community College District Number Seven (7) is to provide a shared leave program that allows Shoreline Community College employees who accrue leave to donate leave to other Shoreline Community College employees. An employee may be eligible to receive shared leave if the employee a) suffers from or has an eligible relative or household member who suffers from an extraordinary or severe illness or injury which prevents the individual from working; b) has been called to service for the uniformed services; c) is an emergency volunteer in response to a federal or state declared state of emergency; or d) is a victim of domestic violence, sexual assault or stalking.

Donated annual/sick leave becomes shared leave which may then be used in accordance with the regulations governing sick leave. Employees receiving time loss compensation or other types of disability payments are not eligible for shared leave. Shared leave may not be used for bereavement leave. Once written notice of termination is given, an employee may not donate any type of leave they would lose due to termination, whether by voluntary resignation, retirement, and layoff or as a result of disciplinary action.



Policy Name:	Student Email Communications
Policy Number:	5050
Applicable Code/Law:	N/A

Policy:

It is the policy of Shoreline Community College that all registered students have an active College email account for the purpose of official College communications. College communications may include College-generated alerts, announcements, financial aid notifications, enrollment or registration transactions, instructor messages, or other electronic communications as deemed appropriate by the College.

The College expects that students will read email on a frequent and consistent basis. Failure to read College communications in a timely manner does not release students from the responsibility to know and comply with the content of such communications.

The College will provide access to student email through computers available in campus computer labs or the library. Information on open computer labs is posted on the College's technology website and in the library building.

Students may elect to redirect (auto-forward) emails sent to their College email address. Students who redirect emails from their official College email address to another address do so at their own risk. If email is lost because of forwarding, it does not release the student of the responsibilities associated with communications sent to their official College email address.

Use of College email will be consistent and in compliance with all applicable College policies and procedures.

Use of Motor Vehicles

3799

POLICY

IT SHALL BE THE POLICY OF SHORELINE COMMUNITY COLLEGE DISTRICT NUMBER SEVEN, THAT ITS OWNED MOTOR VEHICLES, INCLUDING BUT NOT LIMITED TO AUTOMOBILES, TRUCKS, SCOOTERS AND OTHER SELF PROPELLED VEHICLES, SHALL BE LIMITED IN USE TO OFFICIAL COLLEGE PURPOSES ONLY.

THE BOARD OF TRUSTEES HEREBY DELEGATES TO THE PRESIDENT OF THE COLLEGE OR HIS DESIGNEE THE AUTHORITY AND RESPONSIBILITY TO DEVELOP AND ENFORCE PROCEDURAL GUIDELINES TO EFFECTUATE THIS POLICY.

Approved by:
Board of Trustees.....5/17/74

College Mascot

5010

POLICY

THE MASCOT ADOPTED TO SERVE AS THE OFFICIAL SHORELINE
COMMUNITY COLLEGE MASCOT MUST BE IN GOOD TASTE AND MUST BE
FREE OF DIRECT OR INDIRECT REFERENCE TO ANY RACIAL, ETHNIC, OR
RELIGIOUS GROUP OF PEOPLE.

Approved by:
Board of Trustees 1/17/92

Appearance and Dress

5215

POLICY

EDUCATION IS TOO IMPORTANT TO BE GRANTED OR DENIED ON THE BASIS OF STANDARDS OF PERSONAL APPEARANCE UNLESS A STUDENT'S APPEARANCE DISRUPTS THE EDUCATIONAL PROCESS OR CONSTITUTES A THREAT TO SAFETY.

Approved by:

Board of Trustees.....11/10/69

Safety and Security

5330

POLICY

THE SECURITY OFFICER WORKING WITH THE BUSINESS MANAGER WILL BE RESPONSIBLE FOR THE ENFORCEMENT OF THE RULES AND REGULATIONS APPLICABLE TO SAFETY AND SECURITY.

Approved by:

Board of Trustees07/14/69

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF APRIL 25, 2018**

TAB 4

CONSENT AGENDA

Subject: Board of Trustees 2019 Regular Meeting Schedule

Background

The Board of Trustees conducted a first reading of proposed regular meeting dates for calendar year 2019 at its regular meeting of March 21, 2018.

Proposed regular meeting dates for calendar year 2019

(Regular Meeting start times: To be determined.)

<u>WINTER 2019</u>		
<u>•January 23, 2019</u>	<u>•February 27, 2019</u>	<u>•March 20, 2019¹</u>
<u>SPRING 2019</u>		
<u>•April 24, 2019</u>	<u>•May 22, 2019</u>	<u>•June 26, 2019</u>
<u>SUMMER 2019</u>		
<u>•July 17, 2019¹</u>		
<u>FALL 2019</u>		
<u>•October 23, 2019</u>		<u>•December 4, 2019²</u>

¹Third Wednesday of the month.

²First Wednesday of the month.

Recommendation

It is recommended that the Board of Trustees take action on the proposed regular meeting dates for calendar year 2019.

Prepared by: Lori Yonemitsu
Executive Assistant to the President • Secretary to the Board of Trustees
Shoreline Community College
April 20, 2018

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF APRIL 25, 2018**

TAB 5A

FIRST READING

Subject: College Policies &/or Rules – New & 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 policies have been revised during the policy review process:

- Policy 3801 – Preservation of Campus Land
- Policy 4600 – Teleworking
- Policy 4120 – Drug & Alcohol Free Campus

To Follow

- Policy 3801 – Preservation of Campus Land
- Policy 4600 – Teleworking
- Policy 4120 – Drug & Alcohol Free Campus

Prepared by: Cheryl Roberts, President
Veronica Zura, Executive Director of Human Resources
Shoreline Community College
April 20, 2018



Policy Name:	Preservation of Campus Land
Policy Number:	3801
Applicable Code/Law:	N/A

Policy:

The policy of Shoreline Community College District Number Seven (7) is to monitor and preserve our wooded areas to the maximum extent possible. With the three (3) E's of sustainability as a guide (Ecological Integrity, Economic Viability, and Social Equity), the College shall minimize development of any wooded areas.

Where possible, and within reasonable resource use, the College will work to restore native plantings, minimize the spread of invasive species, and consider habitat, tree canopy, and water shed impact on decisions related to land use.

When development requires the construction of boundary sidewalks, bike paths, or other alterations, the College will work to minimize the impact on the wooded areas.



Policy Name:	4600
Policy Number:	Teleworking
Applicable Code/Law:	WAC 468-63, EO 14-02, RCW 70.94.551

Policy:

The policy of Shoreline Community College District Number Seven (7) is to provide employees with the opportunity to telework where it does not detract from the efficient and effective delivery of College services. The College is committed to reducing commute trips, increasing employee effectiveness and providing options to keep the College operating during emergencies. With this in mind, certain College work may be performed with specific authorization by the College while away from the campus worksite. Note: this policy applies to administrative and classified staff.

A completed telework agreement is required for employee requested telework to be authorized. The Office of Human Resources will be responsible for the review and approval of all teleworking agreements. Authorization shall be considered on a case-by-case basis, with the primary purpose of ensuring the employee can fully and effectively perform the duties of their position while teleworking.

Requests to telework as a disability accommodation are handled separately through the disability accommodation process.

The expectation for all employees with telework authorization is that they are available and performing College work during regular business hours unless authorized otherwise by the College. Authorization to telework may be rescinded with three (3) days' notice at any time at the discretion of the employee's supervisor or the Office of Human Resources.



Policy Name:	4120
Policy Number:	Drug & Alcohol Free Campus
Applicable Code/Law:	Drug-Free Workplace Act (1988), Title IV-21 st Century Schools, Part A, Public Law 110-315 (2008)

Policy:

The policy of Shoreline Community College District Number Seven (7) is to maintain a safe, healthy, and productive campus environment. As such, the College complies with the federal Drug Free Schools and Communities Act, the Drug Free Schools and Campuses Regulations, the Drug Free Workplace Act, the Controlled Substances Act, and the drug and alcohol regulations mandated by the federal highway Administration of the US Department of Transportation, along with other applicable federal, state and local laws and regulations.

The possession, use, or sale of controlled drugs (including marijuana, which is illegal under federal law) or the unauthorized use of alcohol on campus is not tolerated and shall be subject to discipline. No employee will be engage in their work while demonstrably under the influence of alcohol or with any unlawful substance present in their body. This policy applies to all employees and students of Shoreline Community College, while in or on any owned or controlled property of the College, or while conducting College business regardless of location.

Employees who need assistance in dealing with drug or alcohol abuse problems are encouraged to access the Washington State Employees Assistance Program and health insurance plans as appropriate. Students who need assistance in dealing with drug or alcohol abuse problems are encouraged to seek help through Student Services.

Nothing stated herein shall preclude the College from referring violators of this policy to law enforcement.

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF APRIL 25, 2018**

TAB 5B

Subject: College Policies &/or Rules – Recommended for Elimination

Background

As Shoreline continues to review and update policies, certain policies and/or rules have been identified as no longer applicable to the operation of the College.

Recommendation

The following policies and/or rules were recommended for elimination by the appropriate College administrative and/or governance bodies and approved for elimination by the Executive Team during the policy review process:

- Policy 4112 – Affirmative Action Program for Vietnam Era and Disabled Veterans
- Policy 6291 – Eye Protection
- Chapter 132G-156-010 WAC – Student housing – Posting regulations
- Policy 5015 – Admission Requirements-Foreign Students

To Follow

- Policy 4112 – Affirmative Action Program for Vietnam Era and Disabled Veterans
- Policy 6291 – Eye Protection
- Chapter 132G-156-010 WAC – Student housing – Posting regulations
- Policy 5015 – Admission Requirements-Foreign Students

Prepared by: Cheryl Roberts, President
Veronica Zura, Executive Director of Human Resources
Shoreline Community College
April 25, 2018

Policy

Shoreline Community college has long been an equal opportunity employer and has taken strides toward providing employment opportunities for Vietnam era and disabled veterans*. The college will continue its efforts to fulfill its responsibilities in this very critical area. In this context the college reaffirms its policy of equal employment opportunity regardless of Vietnam era or disabled veteran status except where a disability may impede performance at an acceptable level of productivity. This policy applies specifically to all employees hired under rules and regulations of the higher education personnel board. In addition, shoreline community college will intensify its efforts to actively encourage Vietnam era and qualified disabled veterans* to seek employment with the college. Equal employment opportunity cannot be viewed simply as the college's only commitment. Affirmative action to improve the balance of Vietnam era and qualified disabled veterans in civil service positions where they have not traditionally been employed is the prime criterion for determining success. This policy is pursuant of the stipulations contained in the gubernatorial executive order number 77-10 and will remain in force throughout the effective date of that order. The following are some of the specific goals within the policy.

1. Classified staff members will be selected, promoted and transferred solely upon their qualifications and ability or potential to do the job without regard to Vietnam era or disabled veteran status except where a disability may impede performance at an acceptable level of productivity. No artificial barriers shall be set which would preclude the hiring of the Vietnam era and disabled veteran.
 2. All other personnel actions such as compensation, benefits, layoffs, return from layoff, in-service training, social and recreational programs, will re-administered without regard to Vietnam era or disabled veteran status except where disability may impede performance at an acceptable level of productivity.
 3. It is the responsibility of all personnel who are involved
In the hiring process to achieve civil service staff
affirmative action program for Vietnam era and disabled veterans
- Employment patterns in their units which reflect a proper balance of Vietnam era and qualified disabled veterans at all levels of employment.
4. A concerted effort will be initiated to influence those who provide goods and services to the college to establish meaningful equal opportunity programs at their facilities.

It is the obligation of all members of the college community to assist in achieving the goals of this policy.

Approved by:
Board of Trustees 6/30/78

*Denition

“Disabled Veteran” means a person entitled to disability compensation under laws administered by the Veterans Administration for disability rated at 30 per centum or more, - or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty (CPR 41 60-250.2).

“Qualified Disabled Veteran” means a disabled veteran as defined in 60-250.2 who is capable of performing a particular job, with reasonable accommodation to his or her disability (CPR 41 60-250.2).

“Veteran of the Vietnam Era” means a person:

- (1) who served on active duty for a period of more than 180 days, (any part of which occurred between August 5, 1964 and May 7, 1975, and was discharged or released there from with other than a dishonorable discharge, or ii) was discharged or released from active duty for a service connected disability if any part of such active duty was performed between August 5, 1964 and May 7, 1975, and
- (2) who was so discharged or released within 48 months preceding the alleged violation of the act, the affirmative action clause, and/or the regulations issued pursuant to the Act (CFR 41 60-250.2).

POLICY 6291

EYE PROTECTION

POLICY

In compliance with the provisions of Chapter 70.100 RCW, every person shall wear eye protection devices when participating in, observing, or performing any function in connection with any courses or activities taking place in eye hazardous areas of this community college.

Approved by:
Board of Trustees07/13/70
Revisions Reviewed and Recommended by:
College Council 03/07/06
Revision Approved by:
Board of Trustees03/15/06

The Board of Trustees hereby revises Policy 6291.

Done in Open Meeting by the Board this 15 day of March, 2006.

Board of Trustees

Shoreline Community College

By: Signed by Jeffrey P. Lewis
Chair of the Board

WAC 132G-156-010

Student housing—Posting regulations.

Rental units listed on Shoreline Community College bulletin boards must be available to all students regardless of race, creed, or national origin. Rental conditions and agreements are between student and landlord.

Any person who fails to comply with the above rule will have their notices removed from the bulletin boards. This action may be appealed to the director of student activities.

Admission Requirements—Foreign Students
POLICY

5015

THE BOARD OF TRUSTEES, ADMINISTRATION, FACULTY AND STUDENTS OF SHORELINE COMMUNITY COLLEGE SUBSCRIBE TO THE PROPOSITION THAT FOREIGN STUDENTS SIGNIFICANTLY PROMOTE INTERNATIONAL UNDERSTANDING AND ENRICH THE CULTURAL ENVIRONMENT OF THE INSTITUTION AND COMMUNITY. THEREFORE, FOREIGN STUDENTS WILL BE ACCEPTED ON A BASIS COMMENSURATE WITH THE RESOURCES OF THE COLLEGE.

Approved by:

Board of Trustees..... 3/13/69

Revised..... 5/14/73