

**SHORELINE COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING OF MAY 23, 2018
3:00 PM Study Session – Board Room (#1010M), Bldg 1000
4:00 PM Regular Session – Board Room (#1010M), Bldg 1000**

A G E N D A

3:00 PM – STUDY SESSION: BOARD ROOM (#1010M) ▪ BLDG 1000			
No.	AGENDA ITEM	RESPONSIBILITY	TAB
	2018 – 2019 Services & Activities (S&A) Budget	<i>Marisa Herrera</i>	
4:00 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 <ul style="list-style-type: none"> • Approval of Previous Meeting Minutes <ul style="list-style-type: none"> ▪Regular Meeting of April 25, 2018 • College Policies Revised <ul style="list-style-type: none"> • Policy 3801 (Preservation of Campus Land) • Policy 4120 (Drug & Alcohol Free Campus) • Policy 4600 (Teleworking) • <u>For Elimination</u> <ul style="list-style-type: none"> • Policy 4112 (Affirmative Action Program for Vietnam Era and Disabled Veterans) • Policy 5015 (Admission Requirements–Foreign Students) • Policy 6291 (Eye Protection) 	<i>Douglass Jackson & Trustees</i> <i>Veronica Zura</i>	1
4.	Communication from the Public	<i>Douglass Jackson</i>	
5.	College Update(s) <ul style="list-style-type: none"> • DECA International Career Development Conference • All-Washington Academic Team Members 	<ul style="list-style-type: none"> •<i>Ailsa Kellam</i> •<i>Terry Taylor</i> 	
6.	Report: Shoreline President	<i>Cheryl Roberts</i>	
7.	Report: College Policies &/or Rules	<i>Veronica Zura</i>	
8.	Action: <ul style="list-style-type: none"> • Chapter 132G-160 WAC (Admissions & Registration Procedures) 	<i>Veronica Zura</i>	2



9.	Action: <ul style="list-style-type: none"> • Chapter 132G-300-010 WAC (Grievance Procedure, Title IX) 	<i>Veronica Zura</i>	3
10.	First Reading: Proposed College Budget for FY 2018 - 2019	<i>Stuart Trippel</i>	
11.	Report: Shoreline Faculty	<i>DuValle Daniel</i>	
12.	Report: Shoreline Classified Staff	<i>Jerry Owens</i>	
13.	Report: Shoreline Associated Student Government	<i>Yorin Anggari</i>	
14.	Report: Closing Remarks – Board of Trustees	<i>Trustees</i>	
15.	Executive Session <ul style="list-style-type: none"> • To discuss with legal counsel matters in litigation and to discuss strategies or positions to be taken in labor proceedings • To review the performance of a public employee 	<i>Douglass Jackson</i>	
16.	Action: Adjournment	<i>Douglass Jackson</i>	
	Next Regular Meeting: Wednesday, June 27, 2018		

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
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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.

Executive Director Martha Lynn, Director Lori Maxfield, and Director Chris Melton spoke about Strategic Enrollment Management in regard to the *funnel*—including awareness, recruitment, enrollment, and onboarding.

At 3:46 PM, the Trustees proceeded to the 5200 level in building 5000 (“FOSS”) for a visit to Enrollment Services and Financial Aid.

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 4:32 PM in the Board Room (#1010M), located in the Administration building (#1000) at Shoreline Community College. A quorum of the Board was present.

MEMBERS PRESENT

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

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

AMENDMENT TO THE AGENDA

Chair Jackson requested an amendment to the agenda: to move consent agenda item c. (Two-Year College Calendar) to the regular agenda, renumbering it to agenda item number 4.

Motion 18:15: A motion was made by Trustee Barrett to approve the amendment to the agenda.

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

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REPORT: CHAIR, BOARD OF TRUSTEES

Chair Jackson welcomed President Roberts back to campus and noted how everyone pulled together during her absence.

CONSENT AGENDA

With the move of consent agenda item c. to agenda item number 4, Chair Jackson asked the Board to consider approval of the a, b, d, and e on the consent agenda.

- a) Minutes from the Regular Meeting of March 21, 2018
- b) Date Change: Commencement 2019
- d) College Policies

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)

For Elimination

- Policy 3799 (Use of Motor Vehicles)
 - Policy 5010 (College Mascot)
 - Policy 5215 (Appearance & Dress)
 - Policy 5330 (Safety & Security)
- e) Board of Trustees 2019 Regular Meeting Schedule

Motion 18:16: A motion was made by Trustee Lux to approve a, b, d, and e on the consent agenda.

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

ACTION: TWO-YEAR COLLEGE CALENDAR

President Roberts provided an overview of TAB 2 [Two-Year College Calendar (2019-2020; 2020-2021)].

Motion 18:17: A motion was made by Trustee Barrett to approve the permanent 2019 – 2020 and tentative 2020 – 2021 academic calendars.

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

COMMUNICATION FROM THE PUBLIC

Professor and Shoreline Community College Federation of Teachers (SCCFT) Treasurer Brad Fader read a statement and requested that it be entered into the minutes. (Statement from Brad Fader: attached to the minutes for the April 25, 2018 Study Session and Regular Meeting of the Board of Trustees.)

COLLEGE UPDATE(S)

Vice President Marisa Herrera spoke about the April 23, 2018 Transfer Student Engagement spring quarter meeting held at Shoreline Community College—a meeting between personnel from several community and technical colleges and personnel from the University of Washington. Discussion included plans to ensure a smoother transition for students transferring from the community and technical colleges to the University of Washington, including the providing of information on accessing resources at the University of Washington.

REPORT: SHORELINE PRESIDENT

President Roberts expressed gratitude for the cards and good wishes she received and recognized that the College was in capable hands during her time away from campus. She distributed and provided an overview of the *President's College & Community Engagement* report (March 22 – April 24, 2018) and spoke about meetings she has had upon her return to campus, including meetings with city and state officials.

President Roberts conveyed that information on the Housing Project would be disseminated in the next few weeks and is looking forward to the College's first Day of Learning, scheduled for Friday, April 27.

REPORT: COLLEGE POLICIES &/OR RULES

Senior Executive Director and CFO Stuart Trippel provided the report on behalf of Executive Director Veronica Zura. He shared information on two public hearings scheduled for May 11, 2018 related to the proposal to repeal Chapter 132G-160 WAC (Admissions & Registration Procedures) and the proposal to repeal Chapter 132G-300-010 WAC (Grievance Procedure, Title IX).

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FIRST READING: COLLEGE POLICIES AND/OR RULES

Revised – Policy 3801 (Preservation of Campus Land); Policy 4600 (Teleworking); Policy 4120 (Drug & Alcohol Free Campus)

Senior Executive Director and CFO Stuart Trippel provided the first reading on behalf of Executive Director Veronica Zura. He gave an overview of the revised policies contained in TAB 5A (College Policies &/or Rules – New & Revised).

For Elimination – 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)

Senior Executive Director and CFO Stuart Trippel provided the first reading on behalf of Executive Director Veronica Zura. He gave an overview of the policies and/or rules recommended for elimination contained in TAB 5B (College Policies &/or Rules – Recommended for Elimination).

REPORT: SHORELINE FACULTY

SCCFT President DuValle Daniel shared that the Faculty are happy to have President Roberts back on campus. She thanked Brad Fader for his remarks during the *Communication from the Public* segment of the meeting and noted that the Federation is open to further attempts to mediate.

SCCFT President Daniel provided an overview of upcoming Faculty related events—including a joint Faculty Senate–Federation celebration for recently tenured Faculty, as well as for Priority Associate Faculty.

REPORT: SHORELINE CLASSIFIED

WFSE Chief Steward Jerry Owens welcomed President Roberts back to campus. He conveyed that bargaining of the Classified Staff’s new Collective Bargaining Agreement (CBA) is about to commence and noted, “We are still way behind in salary levels at the community college level. Many are leaving to go elsewhere.”

REPORT: SHORELINE ASSOCIATED STUDENT GOVERNMENT

ASG President Yorin Anggari welcomed President Roberts back to campus. She spoke about the spring quarter being the busiest quarter (with at least one student related event taking place every week) and highlighted the work of the Sustainable Commuter Options Fee (SCOF) group in bringing projects to completion.

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ASG President Anggari distributed and provided an overview of the Washington Community & Technical College Student Association (WACTCSA) Legislative Agenda 2017 – 2018.

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

The Trustees welcomed President Roberts back to campus.

Trustee Lux attended the Workers' Memorial Day event on April 28 at the University of Washington, an annual event to remember those who have lost their lives on the job.

Trustee D'Ambrosio spoke of the Board being a policy board and as such, are unable to respond to remarks presented to the Board.

Trustee Pellham expressed kudos for the information presented during the Study Session.

EXECUTIVE SESSION

At 5:29 PM, Chair Jackson announced that the Board would convene in Executive Session for twenty minutes to discuss with legal counsel matters in litigation and to discuss strategies or positions to be taken in labor proceedings.

The Executive Session commenced at 5:34 PM.

At 5:54 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its Executive Session by ten minutes.

ADJOURNMENT

Motion 18:18: A motion was made by Trustee D'Ambrosio to adjourn the Regular Meeting of April 25, 2018.

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

Chair Jackson adjourned the meeting at 6:06 PM.

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Signed _____
Douglass Jackson, Chair

Attest: May 23, 2018

Lori Y. Yonemitsu, Secretary

Hi! My name is Brad Fader. I have lived in Shoreline for most of my life having attended Shoreline Public Schools and graduating from Shoreline High School. I attended Shoreline Community College and transferred to the University of Washington School of Business graduating with a Bachelor of Arts degree in Business Administration with concentrations in finance and economics. I continued my education graduating from Seattle University with a Master of Business Administration (MBA) and emphasis in Accounting.

I was employed by The Boeing Company serving as engineer for 10 years and as financial analyst for the remainder of my career at Boeing. As an engineer, I was one of six persons selected for each of nine teams that collectively managed the design and build of the 777-300 model airplane. The program was a huge success being one of the few completed on schedule and under budget. For most of my career, I was financial support at Boeing responsible for developing, analyzing, and reporting the budgeting and strategic planning of the company. My financial analysis was heavily relied upon by the division CFO, Presidents, and Vice Presidents in making their decisions. In Supplier Management, I negotiated multi-billion dollar contracts with Boeing supplier partners. High level Boeing executives provided authorization through the process of procurement boards. Working independently, my last Boeing project was providing the financial analysis for a two-year study to determine authorization for a \$20 billion manufacturing plant including its site selection and construction.

I was hired as tenure track faculty here at Shoreline five years ago and am now Professor of Accounting. I am privileged to be elected by the SCC Federation of Teachers to serve as Treasurer of Local 1950 and am in the middle of my second term. I also represented the Federation on the most recent bargaining team negotiating the current Collective Bargaining Agreement (CBA). I was the one who did the analysis of the implementation of the compensation package that discovered the discrepancies between what was implemented and what was bargained. After attempting to come to understanding with Administration, and failing in all attempts, the SCC Federation of Teachers filed an Unfair Labor Practice Complaint last fall over the College's bad-faith behavior during bargaining.

The Federation was recently asked by the Administration to meet for settlement mediation in an attempt to resolve the Unfair Labor Practice Complaint. The settlement talks occurred Monday, April 24, 2018. Unfortunately, the Administration did not come to the table prepared to negotiate, and was not armed with sufficient authority from the Board of Trustees to settle the Unfair Labor Practice in a manner that would make the affected faculty whole. The Complaint clearly identifies the losses incurred by the Federation and the remedies requested to make the Federation whole. During mediation, the Federation asked for less than the remedies found in the Complaint. Yet, impasse was reached when it was stated that Administration had not requested sufficient board authority necessary to settle. The Federation remains open and willing to settle this Unfair Labor Practice at any point between now and the upcoming hearing scheduled to commence on June 4, 2018. Thank you for this opportunity to address the board of trustees.

**SHORELINE COMMUNITY COLLEGE
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TAB 1

CONSENT AGENDA

Subject: College Policies

Background

The Board of Trustees conducted a first reading at its Regular Meeting of April 25, 2018 of College policies that have been revised or that have been recommended for elimination:

Revised

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

For Elimination

- Policy 4112 (Affirmative Action Program for Vietnam Era & Disabled Veterans)
- Policy 5015 (Admissions Requirements – Foreign Students)
- Policy 6291 (Eye Protection)

Recommendation

It is recommended that the Board of Trustees approve:

- The revision of Policy 3801 (Preservation of Campus Land), 4120 (Drug & Alcohol Free Campus), and 4600 (Teleworking),
- The elimination of Policy 4112 (Affirmative Action for Vietnam Era & Disabled Veterans), 5015 (Admissions Requirements – Foreign Students), and 6291 (Eye Protection),

Prepared by: Cheryl Roberts, President
Veronica Zura, Executive Director of Human Resources
Shoreline Community College
May 18, 2018

To Follow

- Policy 3801, 4120, 4600, 4112, 5015, and 6291



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:	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.



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.

Affirmative Action Program for Vietnam Era and Disabled Veterans

4112

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

4112

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).

Affirmation Action Program for Vietnam Era and Disabled Veterans

4112

Admission Requirements—Foreign Students
POLICY

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

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

**SHORELINE COMMUNITY COLLEGE
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REGULAR MEETING OF MAY 23, 2018**

TAB 2

ACTION

Subject: Chapter 132G-160 WAC (Admissions & Registration Procedures)

Background

Per RCW 34.05.010(16), admissions and registration processes are not required to be codified under WAC for Shoreline Community College to complete the operational tasks of admitting and registering students. In addition, the operational process of admission to programs at Shoreline Community College is already provided for under College policy 5002 Admissions, while the operational process of registration in Shoreline Community College courses is already provided on the College website, in the quarterly College schedule, and in the College catalog.

As part of the rule revision process, the proposal to repeal Chapter 132G-160 WAC Admissions & Registration Procedures has been reviewed by both the College Council and the Executive Team for recommendation to present to the Board of Trustees. The proposal to repeal this rule was also 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 to solicit feedback on this proposed action. In addition, the College held a public hearing for comments related to the proposed repeal on May 11, 2018 and a summary of the rule making process is attached for your review.

Recommendation

It is recommended that the Board of Trustees approve the repeal of Chapter 132G-160 WAC for Admissions & Registration Procedures as presented.

Prepared by: Cheryl Roberts, President
Veronica Zura, Executive Director of Human Resources
Shoreline Community College
May 18, 2018

SHORELINE COMMUNITY COLLEGE RULEMAKING SUMMARY

Proposed Rules Under Consideration: Repeal of Chapter 132G-160 WAC, Admissions & Registration Procedures

Authority: RCW 34.05.325 requires state agencies and institutions to provide for oral and written comments in response to proposed rule changes and to provide a summary of those comments to the Board of Trustees. The College held a rulemaking hearing on May 11, 2018, and received no oral comments and no written comments.

The proposed repeal of Chapter 132G-160 WAC has been reviewed and recommended by the Executive Team and the College Council. 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 the rulemaking hearing was to solicit comments related to the proposed repeal of Chapter 132G-160 WAC regarding Admissions and Registration Procedures. The rule is being proposed for repeal based on the following:

1. The current admissions and registration rule is not required to be codified under WAC for Shoreline Community College to complete the operational tasks of admitting and registering students per RCW 34.05.010(16).
2. The operational process of admission to programs at Shoreline Community College is already provided under College policy 5002 Admissions.
3. The operational process of registration in Shoreline Community College courses is already provided on the College website, in the quarterly schedule, and in College catalog.

Proposed Action	Comment	Response	Change
Repeal of Chapter 132G-160 WAC Admissions & Registration Procedures	No comments received.	N/A	N/A

REPEALER

The following chapter of the Washington Administrative Code is repealed:

- WAC 132G-160-010 Availability of information.
- WAC 132G-160-020 Admissions.
- WAC 132G-160-030 Registration—Appointments.
- WAC 132G-160-040 Registration—Change of program.
- WAC 132G-160-050 Residency status.
- WAC 132G-160-060 Matriculation fee.
- WAC 132G-160-075 Refund of tuition and fees.
- WAC 132G-160-080 Advanced registration payment—Foreign students.
- WAC 132G-160-500 Graduation requirements.

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TAB 3

ACTION

Subject: Chapter 132G-300-010 WAC (Grievance Procedure, Title IX)

Background

The current grievance procedure for Title IX is not required to be codified under WAC for Shoreline Community College per RCW 34.05.010(16). Also, the Title IX grievance procedure in and of itself does not meet the definition of what needs to be a “rule” under RCW 34.05.010(16) as it only serves to identify the procedural steps in place following receipt of a Title IX complaint. In addition, the College has already adopted language at the policy level that reflects best practices in Title IX procedures.

As part of the rule revision process, the proposal to repeal Chapter 132G-300-010 WAC Grievance Procedure, Title IX has been reviewed by both the College Council and the Executive Team for recommendation to present to the Board of Trustees. The proposal to repeal this rule was also 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 to solicit feedback on this proposed action. In addition, the College held a public hearing for comments related to the proposed repeal on May 11, 2018 and a summary of the rule making process is attached for your review.

Recommendation

It is recommended that the Board of Trustees approve the repeal of Chapter 132G-300-010 WAC for the Grievance Procedure, Title IX as presented.

Prepared by: Cheryl Roberts, President
Veronica Zura, Executive Director of Human Resources
Shoreline Community College
May 23, 2018

SHORELINE COMMUNITY COLLEGE RULEMAKING SUMMARY

Proposed Rules Under Consideration: Repeal of Chapter 132G-300-010 WAC Grievance Procedure, Title IX

Authority: RCW 34.05.325 requires state agencies and institutions to provide for oral and written comments in response to proposed rule changes and to provide a summary of those comments to the Board of Trustees. The College held a rulemaking hearing on May 11, 2018, and received no oral comments and no written comments.

The proposed repeal of Chapter 132G-300-010 WAC has been reviewed and recommended by the Executive Team and the College Council. 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 the rulemaking hearing was to solicit comments related to the proposed repeal of Chapter 132G-300-010 WAC regarding Title IX Grievance Procedures. This rule is being proposed for repeal based on the following:

1. The current Title IX Grievance Procedure rule is not required to be codified under WAC for Shoreline Community College per RCW 34.05.010(16).
2. The operational procedure for responding allegations of Title IX violations is already provided under College policy 4113 for Discrimination, Harassment, and Title IX Compliance.

Proposed Action	Comment	Response	Change
Repeal of Chapter 132G-300-010 WAC Grievance Procedure, Title IX	No comments received.	N/A	N/A

REPEALER

The following chapter of the Washington Administrative Code is repealed:

WAC 132G-300-010 Grievance procedure, Title IX.