



SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
REGULAR MEETING OF June 27, 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 3:01 PM in the Board Room of the Administration building at Shoreline Community College. A quorum of the Board was present.

Senior Executive Director and CFO Stuart Trippel provided an overview of the following:

- Operating Fee Revenue Tracking, FY 2018 (preliminary)
- Comparison of Operating Budget Allocations (preliminary)
- Fiscal Year 2019 Operating Budget Recommendation

### 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 4:00 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, Clara Pellham and Tom Lux were present.

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

### EXECUTIVE SESSION

At 4:03 PM, Chair Jackson announced that the Board would convene in executive session for fifteen minutes to review the performance of a public employee. He added that the Board reconvene in open session following the executive session.

The executive session commenced at 4:04 PM.

At 4:19 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its executive session by five minutes.

The Board reconvened in open session at 4:24 PM.

SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
REGULAR MEETING OF June 27, 2018

REPORT: CHAIR, BOARD OF TRUSTEES

Chair Jackson spoke about the year and the college's successes.

CONSENT AGENDA

Motion 18:27: A motion was made by Trustee Lux to approve excluding the Exceptional Faculty Award from the consent agenda.

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

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

- Minutes from the regular meeting of May 23, 2018, the special meeting of June 12, 2018, and the special meeting of June 20, 2018

Motion 18:28: 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.

EXCEPTIONAL FACULTY AWARD

Executive Vice President Alison Stevens provided an overview of the Exceptional Faculty Award Program and noted that normally, the Exceptional Faculty Award Recommendation Committee is able to convene and submit a recommendation to the Board of Trustees prior to the Board's regular meeting in June. However, as of June 27, 2018, the Exceptional Faculty Award Recommendation Committee has not had an opportunity to convene.

COMMUNICATION FROM THE PUBLIC

None.

COLLEGE UPDATE(S)

June 24, 2018 Seattle Pride Parade

College personnel Ángel Gonzalez, John Nold and Amy Stapleton spoke about the college's participation in 44<sup>th</sup> annual Seattle Pride Parade. They noted that many students assisted with pre-parade preparations and also joined college personnel during the parade.

SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
REGULAR MEETING OF June 27, 2018

### NC3

Acting Vice President Guy Hamilton provided an overview of the National Coalition of Certification Centers (NC3). One of the primary reasons for the establishment of the NC3, was to “address the need for strong industry partnerships with educational institutions to develop, implement, and sustain industry-recognized portable certifications.” Acting Vice President Hamilton noted that the number of certifications earned through the college has increased exponentially.

### REPORT: SHORELINE PRESIDENT

President Roberts noted that she just completed her fourth year at Shoreline Community College. Members of the Executive Team (Vice President and Executive Director Mary Brueggeman, Acting Vice President Guy Hamilton, Vice President Marisa Herrera, Executive Director Martha Lynn, Executive Director Gloria Ngezaho, Executive Vice President Alison Stevens, and Senior Executive Director and CFO Stuart Trippel) shared the major accomplishments for 2017 – 2018 including, but not limited to the:

- Work and momentum of the Student Learning Coordinating Committee.
- Beginning stages in developing a professional development plan, in alignment with the strategic plan.
- Implementation of the Faculty collective bargaining agreement.
- Re-developed New Student Orientations.
- College identity work.
- Record number raised at the Student Success breakfast.
- Student Housing project.

President Roberts distributed the *President’s College & Community Engagement* report (May 24 – June 26, 2018) and noted that the largest number of graduates (347), participated in the 2018 Commencement ceremony.

### REPORT: ENROLLMENT

Acting Vice President Guy Hamilton shared that in comparison to last year, enrollment for the spring and summer quarters was down slightly. However, he added that the college’s overall enrollment has been up for a third consecutive year.

SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
REGULAR MEETING OF June 27, 2018

FIRST READING: COLLEGE POLICIES AND/OR RULES

College Policies &/or Rules – New & Revised

Executive Director Veronica Zura provided an overview of TAB 2 (College Policies &/or Rules– New & Revised) containing information on newly created policy 4170 (Relocation Compensation) and revised policies 1006 (Tobacco Use, Smoking & Vaping), 3800 (Sustainability & Equity); and 4728 (Annual Leave for Admin/Exempt).

ACTION: 2018 – 2019 COLLEGE BUDGET

Senior Executive Director and CFO Stuart Trippel recapped the study session, including the recommendation set forth.

Motion 18:29: Trustee Barrett moved to authorize a fiscal year 2019 operating budget of \$43,157,087, with the same expenditure levels as for fiscal year 2018, plus mandatory expenditure increases for health care, pensions, and compensation adjustments; and further moved that the College President may adjust the operating budget up or down by up to one (1) percent of estimated operating revenues.

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

Senior Executive Director and CFO Trippel referred to TAB 1 (Board Reserve and Three-Year Funding of Office of College Advancement) and motion 15:14 from the April 22, 2015 regular meeting of the Board of Trustees and requested that the Board consider extending the time of performance related to the funding of the Office of College Advancement from June 30, 2018, to October 31, 2018.

Motion 18:30: Chair Jackson moved to approve extending the time of performance for motion 15:14 from the April 22, 2015 regular meeting of the Board of Trustees from June 30, 2018, to October 31, 2018.

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

ACTION: 2018 – 2019 SERVICES & ACTIVITIES (S&A) BUDGET

Vice President Marisa Herrera provided an overview of TAB 3 (2018 – 2019 Services & Activities (S&A) Budget).

SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
REGULAR MEETING OF June 27, 2018

Motion 18:31: Trustee Lux moved to approve the Services and Activities (S&A) budget allocation proposal of \$1.4 million for the 2018 – 2019 academic year as presented at the May 23, 2018 Board of Trustees study session.

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

ACTION: BOARD RESOLUTION NO. 145 (Commending Service of Shoreline Community College Federation of Teachers (SCCFT) • Local No. 1950 • AFT Washington/AFT/AFL-CIO President: Professor DuValle Daniel)

Chair Jackson read Resolution No. 145.

Motion 18:32: Trustee Lux moved to approve Resolution No. 145.

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

ACTION: BOARD RESOLUTION NO. 146 (Commending Service of Washington Federation of State Employees (WFSE) Chief Steward Jerry Owens)

Trustee Barrett read Resolution No. 146.

Motion 18:33: Trustee Pellham moved to approve Resolution No. 146.

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

ACTION: BOARD RESOLUTION NO. 147 (Commending Service of Associated Student Government President Yorin Anggari)

Trustee Pellham read Resolution No. 147.

Motion 18:34: Trustee Lux moved to approve Resolution No. 147.

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

SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
REGULAR MEETING OF June 27, 2018

ACTION: PRESIDENT’S CERTIFICATION OF COMPLIANCE DOCUMENT

Chair Jackson provided an overview of TAB 7 (President’s Certification of Compliance Document).

Motion 18:35: Trustee Barrett moved to approve the certified 2017 – 2018 President’s Certification of Compliance document.

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

ACTION: PRESIDENT’S CONTRACT

Motion 18:36: Trustee Barrett moved to approve the Shoreline Community College President’s Contract.

Trustee Pellham seconded the motion

Trustee Barrett remarked, “We have seen the college go from a precarious state, enrollment and revenue wise, to a very strong position” and conveyed that the contract will help to retain President Roberts as a valuable leader of the college.

The motion was unanimously approved by the Board.

ACTION: ELECT BOARD OF TRUSTEES OFFICERS (2018 – 2019) – CHAIR • VICE CHAIR

Motion 18:37: A motion was made by Trustee Lux, nominating Trustee Pellham to serve as the 2018–2019 Chair of the Board of Trustees.

Trustee Barrett seconded the motion.

Trustee Pellham abstained from voting.

The motion passed with three “ayes.”

Motion 18:38: A motion was made by Trustee Barrett, nominating Trustee Lux to serve as the 2018–2019 Vice Chair of the Board of Trustees.

Trustee Pellham seconded the motion.

Trustee Lux abstained from voting.

SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
REGULAR MEETING OF June 27, 2018

The motion passed with three “ayes.”

REPORT: SHORELINE FACULTY

Instructor and SCCFT Humanities Division Representative Shelby Sleight noted that there was nothing to report.

REPORT: SHORELINE CLASSIFIED

Instructional Technology Specialist 5 and WFSE Representative Ric Doike-Foreman shared that WFSE Chief Steward Jerry Owens and WFSE Representative Paul Fernandez were in Olympia for negotiations on the new contract.

REPORT: SHORELINE ASSOCIATED STUDENT GOVERNMENT

ASG President Yorin Anggari was not in attendance due to being out of town to prepare for her fall matriculation at a university.

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

Chair Jackson thanked his colleagues for an amazing year – a “year of learning and year of service.”

Trustees Barrett, Lux and Pellham expressed their appreciation for Chair Jackson’s leadership and for representing the Board very well.

EXECUTIVE SESSION

At 5:35 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. He added that the Board would reconvene in open session following the executive session to adjourn.

The executive session commenced at 5:37 PM.

At 5:57 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its executive session by two minutes.

ADJOURNMENT

Motion 18:39: A motion was made by Trustee Barrett to adjourn the regular meeting of June 27, 2018.

SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
REGULAR MEETING OF June 27, 2018

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

Chair Jackson adjourned the meeting at 6:02 PM.

Signed \_\_\_\_\_  
Douglass Jackson, Chair

Attest: July 18, 2018

\_\_\_\_\_  
Lori Y. Yonemitsu, Secretary

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
REGULAR MEETING OF JULY 18, 2018**

**TABS 1A & 1B**

**CONSENT AGENDA**

**Subject: College Policies**

**Background**

The Board of Trustees conducted a first reading at its Regular Meeting of June 27, 2018 of the following College policies that have been created or revised during the policy review process:

Created (New)

- Policy 4170 – Relocation Compensation

Revised

- Policy 1006 – Tobacco Use, Smoking & Vaping
- Policy 3800 – Sustainability & Equity
- Policy 4728 – Annual Leave for Admin/Exempt

**Recommendation**

It is recommended that the Board of Trustees approve:

- The creation of Policy 4170 (Relocation Compensation)
- The revision of Policy 1006 (Tobacco Use, Smoking & Vaping), 3800 (Sustainability & Equity), and 4728 (Annual Leave for Admin/Exempt)

Prepared by: Cheryl Roberts, President  
Veronica Zura, Executive Director of Human Resources  
Shoreline Community College  
July 13, 2018

**To Follow**

- Policies 4170, 1006, 3800, and 4728



Policy Name:	Relocation Compensation
Policy Number:	4170
Applicable Code/Law:	SAAM 60.10; RCW 43.03.125

**Policy:**

Shoreline Community College District Number Seven (7) may make a lump sum relocation compensation payment, based on availability of qualified candidates or critical positions that are difficult to fill, to new permanent employees only. This policy is in accordance with SAAM 60.10 Moving Expenses Policies and the General Administrative Agency Guide on Moves. Approval by the College President (or designee) is required to process payment. Payment of relocation compensation must be within existing resources (RCW 43.03.125), and may be used in conjunction with or as a total dollar amount for all moving costs.



Policy Name:	Tobacco Use, Smoking & Vaping
Policy Number:	1006
Applicable Code/Law:	WAC 70.160

**Policy:**

The policy of Shoreline Community College District Number Seven (7) is to prohibit smoking or vaporizing (“vaping”) of any substance including but not limited to tobacco, marijuana, or other herbal or chemical products on College property and at any College-sponsored events. The use of other tobacco products, such as smokeless or chewing tobacco, is also prohibited at all times on all College property with the exception of FDA approved nicotine replacement therapy products or similar products for the purpose of cessation. College property includes sidewalks, parking lots, landscaped areas, forested areas, recreational areas, buildings and any vehicles owned, rented, or leased by the College.

Consumption of marijuana in any form is illegal under federal law, and is prohibited at all times on College property and at all College events.

The College may designate specific, signed locations (“designated smoking shelters”) outside of the primary areas of the campus where tobacco products may be smoked or “vaped” provided there is no disruption of other College activities. The inhaling, exhaling, burning, or carrying of any lit smoking material (including cigarettes and e-cigarettes, cigars, vaporizers, or pipes) is prohibited on College property outside of designated smoking areas. Smoking materials must be extinguished prior to entering College property and all products in use must be disposed of properly. Improper disposal includes spitting smokeless tobacco product, littering, or anything that creates a fire hazard.



Policy Name:	Sustainability & Equity
Policy Number:	3800
Applicable Code/Law:	N/A

**Policy:**

The policy of Shoreline Community College District Number Seven (7) is to affirm a commitment to inclusive excellence and the intention to apply the principles of ecological integrity, social equity, and economic viability in practices and decisions.



Policy Name:	Annual Leave (Vacation) for Administrative/Exempt Staff
Policy Number:	4728
Applicable Code/Law:	RCW 43.01.042

**Policy:**

The policy of Shoreline Community College District Number Seven (7) is to provide annual leave to administrative/exempt employees on the basis of two (2) days (16 hours) per calendar month except in months during which the employee has more than ten (10) days unpaid. Eligibility to accrue annual leave shall commence with the employee’s first day of scheduled work and shall be available to the employee immediately upon accrual. For employees working less than full-time, leave shall be pro-rated accordingly.

Administrative/exempt employees on full-time, twelve-month contracts shall accrue a maximum of twenty-four (24) days per year. Exceptions to the maximum accrual amount require Board of Trustees approval.

Employees on temporary administrative/exempt contracts will accrue leave on the same schedule as other administrative/exempt staff but must use their leave during the course of employment with the College. All annual leave accumulation remaining on the date of a temporary administrative/exempt employee’s separation will be extinguished.

Unused annual leave may be accumulated up to a maximum of sixty (60) days or 480 hrs by the employee’s leave anniversary date each year. Annual leave in excess of the maximum will be automatically decreased following the employee’s leave anniversary unless a request to use the excess leave after the anniversary date due to emergent circumstances is approved by HR. Exceptions to the maximum accumulation amount require Board of Trustees approval.

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
REGULAR MEETING OF JULY 18, 2018**

**TAB 2A**

**FIRST READING**

**Subject: College Policies &/or Rules - Created**

**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 rule and/or policy have been created during the policy review process:

- Policy 1005/Chapter 132G-142 WAC – Use of Facilities for Expressive Activities

To follow:

- Policy 1005/Chapter 132G-142 WAC – Use of Facilities for Expressive Activities

Prepared by: Cheryl Roberts, President  
Veronica Zura, Executive Director of Human Resources  
Shoreline Community College  
July 13, 2018



Policy Name:	Use of Facilities for Expressive Activities
Policy Number:	1005
Applicable Code/Law:	WAC 132G-142

### 132G-142-010

#### Definitions.

(1) "College facilities" or "campus" includes all buildings, structures, grounds, office space, and parking lots owned, leased or controlled by Shoreline Community College.

(2) "College group" means a group of individuals who currently are enrolled students or current employees of Shoreline Community College, or individuals who are sponsored by a recognized student organization, employee organization, or the administration of the college.

(3) "Expressive activity" includes, but is not necessarily limited to, informational picketing, petition circulation, the distribution of information leaflets or pamphlets, speech-making, demonstrations, rallies, appearances of speakers in outdoor areas, protests, meetings to display group feelings or sentiments or other types of assemblies to share information, perspectives or viewpoints.

(4) "Non-college group" means individuals or groups who currently are not enrolled students or current employees of Shoreline Community College and who are not officially affiliated or associated with, or invited guests of a recognized student organization or employee group, or with the administration of the college.

(5) "Public forum areas" means those areas of campus that the college has chosen to be open as places where non-college groups may assemble for expressive activities protected by the First Amendment, subject to reasonable time, place, or manner provisions.

(6) "Recognized organization" includes student clubs, college councils or committees, and other groups designated by policy or approved by college leadership.

(7) "Sponsor" means that when a college group invites a non-college group onto campus, the college group will be responsible for the activity and will designate a college individual to be present at all times during the activity. The sponsor will ensure that those participating in the sponsored activity are aware of the college's rules and policies governing the activity. This definition does not apply to non-college groups that rent college facilities.

### 132G-142-020

#### Statement of purpose.

Shoreline Community College is an educational institution provided and maintained by the people of the state of Washington. College facilities are reserved primarily for educational use including, but not limited to, instruction, research, public assembly of college groups, student activities, and other activities

directly related to the educational mission of the college. The public character of the college does not grant to individuals the right to an unlimited range to engage in activities which limits, interferes with, or otherwise disrupts the normal activities to which the college's facilities and grounds are dedicated. Accordingly, the college designates the common grounds and outdoor areas of the college as a limited public forum subject to the time, place, and manner limitations and restrictions set forth in this policy. The purpose of the time, place, and manner regulations set forth in this policy is to establish procedures and reasonable controls for the use of college facilities for both college and non-college groups. It is intended to balance the college's responsibility to fulfill its mission as a state educational institutions of Washington with the interests of college groups and non-college groups who are seeking to use the campus for purposes of expressive activity. The college recognizes that college groups should be accorded the opportunity to utilize the facilities and grounds of the college to the fullest extent possible. The college campus is open to non-college groups to the extent that the usage does not conflict with the rights of college groups or substantially disrupt the educational process. The college has designated certain facilities as public use areas to non-college groups as set forth herein.

### **132G-142-030**

#### **Use of facilities.**

(1) Subject to the regulations and requirements of this rule, groups may use the campus limited forums for expressive activities between the hours of 7:00 a.m. and 10:00 p.m.

(2) The activity must not substantially or materially interfere with educational activities inside or outside any college building or otherwise prevent the college from fulfilling its mission and achieving its primary purpose of providing an education to its students. The activity must not substantially infringe on the rights and privileges of college students, employees, or invitees to the college.

(3) Any sound amplification may only be at a volume which does not disrupt or disturb the normal use of classrooms, offices, laboratories, or any previously scheduled college activity.

(4) Groups are encouraged to notify the safety and security department no later than twenty-four hours in advance of an activity. However, unscheduled activities are permitted so long as the activity does not materially disrupt any other function occurring at the college.

(5) All sites used for expressive activities shall be cleaned up and left in their original condition by the participants or group, and will be subject to inspection by a representative of the college after the activity. Reasonable charges may be assessed against the sponsoring organization or individuals for the costs of extraordinary cleanup or for the repair of damaged property.

(6) All fire, safety, sanitation or special regulations specified for activities under this rule are to be obeyed. The college cannot and will not provide utility connections or hook-ups for the purposes of expressive activity conducted pursuant to this rule.

(7) There shall be no camping on college facilities or grounds between the hours of 10:00 p.m. and 5:00 a.m. without express permission of the president or designee. Camping is defined to include sleeping, carrying on cooking activities, storing personal belongings for personal habitation, or the erection of tents or other shelters or structures used for purposes of personal habitation.

(8) The activity must not be conducted in such a manner as to obstruct vehicular, bicycle, pedestrian, or other traffic, or otherwise interfere with ingress or egress to the college, college buildings or facilities, or college activities. The activity must not create safety hazards or pose unreasonable safety risks to college students, employees, or invitees to the college.

(9) College facilities may not be used for commercial sales, solicitations, advertising or promotional activities, unless:

(a) Such activities serve educational purposes of the college; and

(b) Such activities are under the sponsorship of a college department, office, or officially chartered student club.

(10) The activity must be conducted in accordance with any other applicable college policies and rules, regulations, local ordinances, and state or federal laws.

### **132G-142-040**

#### **Additional requirements for non-college groups.**

(1) College facilities may be rented by non-college groups in accordance with the college's facilities use policy. When renting college facilities, an individual or organization may be required to post a bond or obtain insurance to protect the college against cost or other liability in accordance with the college's facility use policy. When the college grants permission to use its facilities it is with the express understanding and condition that the individual or organization assumes full responsibility for any loss or damage. Non-college groups may otherwise use college facilities for expressive activity as identified in this rule.

(2) The college designates its common grounds and outdoor spaces as the sole limited public forum area(s) for use by non-college groups for expressive activities on campus. The public use areas may be scheduled. Scheduled groups have priority of use over unscheduled groups. Nothing in these rules prohibits non-college groups from engaging in expressive activities at open public meetings, subject to the requirements of 42.30.050 RCW.

(3) Non-college groups that seek to engage in expressive activity in the designated public forum areas are encouraged to provide notice to the safety and security department no later than twenty-four hours prior to the event, along with the following information solely to ensure (1) the area is not otherwise scheduled and (2) to give the college an opportunity to assess any security needs:

- (a) The name, address and telephone number of a contact person for the individual, group, entity, or organization sponsoring the activity; and
- (b) The date, time, and requested location of the activity; and
- (c) The nature and purpose of the activity; and
- (d) The estimated number of people expected to participate in the activity.

(4) Non-college groups may use the public forum areas for first amendment activities between the hours of 7:00 a.m. and 10:00 p.m. Shoreline Community College is not open to the general public except during these times.

### **132G-142-050**

#### **Distribution of materials.**

Information may be distributed as long as it is not obscene or does not promote the imminent prospect of actual violence or harm. The distributor is encouraged, but not required, to include its name and address on the distributed information. College groups may post information on bulletin boards, kiosks, and other display areas designated for that purpose, following the relevant college procedure, and may distribute materials throughout the open areas of campus. Non-college groups may distribute materials only on the grounds and outside spaces of the campus.

### **132G-142-060**

#### **Trespass.**

- (1) Non-college groups who violate these rules, any provision of the conduct code, or whose conduct jeopardizes the health or safety of others, will be advised of the specific nature of the violation, and if they persist in the violation, will be requested by the campus president or designee to leave the property. Such a request will be deemed to withdraw the license or privilege to enter onto or

remain upon any portion of the college facilities of the person or group of persons requested to leave, and subject such individuals to arrest under the criminal trespass provisions of 9A.52 RCW or municipal ordinance.

- (2) Members of the college community (students, faculty and staff) who do not comply with these regulations will be reported to the appropriate college office for action in accordance with established college policies.
- (3) When the college revokes the license or privilege of any person or group to be on college property, temporarily or for a stated period of time, that person may file a request for review of the decision with the president or their designee within 10 days of receipt of the trespass notice. The request must contain the reasons why the individual disagrees with the trespass notice. The trespass notice will remain in effect during the pendency of any review period. The decision of the president or designee will be the final decision of the college and will be issued within 5 business days.

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
REGULAR MEETING OF JULY 18, 2018**

**TAB 2B**

**FIRST READING**

**Subject: College Policies &/or Rules - Revised**

**Background**

Shoreline Community College is in the process of reviewing and, where appropriate, creating revising and/or replacing existing rules, policies and procedures to ensure alignment and compliance with State Board for Community and Technical Colleges (SBCTC) as well as the Northwest Commission for Colleges and Universities (NWCCU) guidelines.

As part of this process, rules and policies are reviewed by the appropriate College council (such as Faculty Senate Council, College Council, or the Strategic Planning/Budget Council), and the Executive Team for recommendation to be presented to the Board of Trustees.

The following rule and/or policy has been revised during the policy review process:

- Policy 1004 / Chapter 132G-137 WAC – Use of Facilities

To follow: Revised Policy 1004 / Chapter 132G-137 WAC

Prepared by: Cheryl Roberts, President  
Veronica Zura, Executive Director of Human Resources  
Shoreline Community College  
July 13, 2018



Policy Name:	Use of Facilities
Policy Number:	1004
Applicable Code/Law:	WAC 132G-137; RCW 28B.50.140 (7, 9)

**132G-137-010**

**Use of college facilities.**

Shoreline Community College is a learning organization within higher education provided and maintained by the people of the state. The college’s buildings, properties, and facilities shall be reserved at all times for activities related directly to its cultural, educational, or recreational pursuits.

**132G-137-020**

**Limitation of use to school activities.**

The college buildings, properties, and facilities, including those assigned to student programs, may be used only for:

- (1) The regularly established teaching, research, or public service activities of the college and its departments or related agencies.
- (2) Cultural, educational, or recreational activities of the students or of the employees.
- (3) Short courses, conferences, seminars, or similar events, conducted either in the public service or for the advancement of specific departmental professional interests, when arranged under the sponsorship of the college or its departments.
- (4) Cultural or professional events open to the public by (a) K-12 and universities, (b) state or federal agencies, (c) by charitable agencies, or (d) civic or community organizations whose activities are of a character appropriate to the college.
- (5) College facilities shall be assigned to student organizations for regular business meetings, social functions and for programs open to the public. Any recognized campus student organization may invite speakers from outside the campus community. In conformance with state guidelines, the appearance of an invited speaker on campus does not represent an endorsement by the college, its students, faculty, administration or the board of trustees, whether implicit or explicit, of the speaker's views.

(6) Reasonable conditions may be imposed to regulate the timeliness of requests, to determine the appropriateness of space assigned, time of use, and to insure the proper maintenance of the facilities. Subject to the same limitations, college facilities shall be made available for assignment to individuals or groups within the college community. Such arrangements must be made through the designated administrative officer. Allocation of space shall be made in accordance with published college regulations and on the basis of time, space availability, priority of request and the demonstrated needs of individuals or groups.

(7) Use of space shall not interfere with regularly scheduled classes or activities. Any damage to the assigned facilities may result in limitation of future allocation of space to the offending parties. Charges may be imposed for any damage, or for unusual costs associated with the use of the facility. Individuals or groups requesting space will be required to state in advance the general purpose of any meeting. If any charge or collection of funds is contemplated, advance permission from the party giving authority for space allocations will be required.

### **132G-137-030**

#### **Limitation of use.**

(1) Primary consideration shall be given at all times to activities specifically related to the college's mission, and no arrangements shall be made that may interfere with, or operate to the detriment of, the college's own teaching, research, or public service programs.

(2) College facilities may be rented to private or commercial organizations or associations but shall not be rented to individuals or groups conducting programs for private gain, with the exception of programs which support or promote the educational interests of the college.

(3) College facilities are available to recognized student groups, subject to these general policies and to the rules and regulations of the college.

(4) In compliance with the college's weapons policy, the possession, carrying, or display of any weapon by any person, except a commissioned law enforcement officer, is prohibited on College property, in academic buildings, administrative office buildings, recreational facilities, dining facilities, child care facilities, or at any athletic, entertainment, or educational event.

(a) Any individuals or groups, including those visiting or conducting business with Shoreline Community College, found in possession of a firearm or other weapon knowingly or under circumstances in which the individual should have known that they were in possession of a weapon or firearm within college property or while otherwise fulfilling job or academic responsibilities may be banned from the college for such time and extent as the college determines appropriate. Firearms or other weapons include, but are not be limited to, the following:

- i. Any weapon or device from which a projectile or projectiles may be ejected by explosive, such as gunpowder;
- ii. Any simulated or actual firearm operated by any mechanism, gas, or compressed air;
- iii. Any knife with a blade exceeding three inches in length and/or which opens or is ejected open by an outward, downward thrust or movement, or spring;
- iv. Any device, instrument, or object that is used with intent to cause or negligently results in risk of injury or damage to any person or property. Individuals or groups will be directed and required to remove their weapons or themselves from the

college property or premises, with all appropriate legal actions being taken upon failure to comply.

(b) Individuals with a valid Washington state concealed weapons permit must keep any firearm in their vehicle locked and concealed from view while parked on campus in accordance with 9.41.050 RCW.

(c) The president or their designee may grant permission to bring a weapon elsewhere on campus upon a determination that the weapon is necessary for safety and security purposes. Such permission shall be in writing and shall be subject to such terms or conditions incorporated in the written permission.

(d) Possession and/or use of disabling chemical sprays for purposes of self-defense is not prohibited.

### **132G-137-040**

#### **Administrative control.**

The board hereby delegates to the president authority to set up administrative procedures for proper review of the use of college facilities; to establish, within the framework of these policies, regulations governing such use; and to establish rental schedules where appropriate.

### **132G-137-050**

#### **Trespass.**

(1) Individuals who are not students or employees and who violate the college's rules, or whose conduct threatens the safety or security of its students and employees will be advised of the specific nature of the violation, and if they persist in the violation, they will be requested by the president, or designee, to leave the college property. Such a request will be deemed to prohibit the entry of, withdraw the license or privilege to enter onto or remain upon any portion of the college property by the person or group of persons requested to leave, and subject such individuals to arrest under the provisions of chapter 9A.52 RCW.

(2) Members of the college community (students and employees) who do not comply with these regulations will be reported to the appropriate college office or outside agency for action in accord with established college policies.

(3) When the college revokes the license or privilege of any person to be on college property, temporarily or for a stated period of time, that person may file a request for review of the decision with the president or designee within ten days of receipt of the trespass notice. The request must contain the reasons why the individual disagrees with the trespass notice. The trespass notice will remain in effect during the pendency of any review period. The decision of the president or designee will be the final decision of the college and should be issued within five business days of receipt of the request to review the trespass notice.

### **132G-137-060**

#### **Prohibited conduct at college facilities.**

(1) State law relative to public institutions govern the use or possession of intoxicants on campus or at college functions. The use or possession of unlawful narcotics or drugs, not medically prescribed, on college property or at college functions, is prohibited. Students, staff

and faculty who are obviously under the influence of intoxicants, unlawful drugs, or narcotics while in college facilities shall be subject to disciplinary action.

(2) A lottery or any other form of gambling is prohibited at Shoreline Community College.

(3) The smoking or vaping of tobacco is restricted by college policy, law and regulations of the fire marshal to designated smoking areas only. The vaping or smoking of marijuana or herbal or chemical products, and the use of smokeless or chewing tobacco is prohibited at all times on campus.

(4) Destruction of property is also prohibited by state law in reference to public institutions.

### **132G-137-070**

#### **Control of pets in college facilities.**

Pets on the grounds of Shoreline Community College shall be in the physical control of their owner in accordance with Shoreline Municipal Code Title 6.30.050 (Leash Law) at all times. Animals, except for service animals, are prohibited from entering buildings operated by Shoreline Community College except by the express written permission of the president or designee.