

SHORELINE COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING OF OCTOBER 17, 2018
3:00 PM Study Session – Board Room (#1010M), Bldg 1000
4:30 PM Regular Session – Board Room (#1010M), Bldg 1000

A G E N D A

3:00 PM – STUDY SESSION (BOARD ROOM (#1010M) ▪ BLDG 1000)			
NO.	AGENDA ITEM	RESPONSIBILITY	TAB
	<ul style="list-style-type: none"> • Shoreline Care Team • Accreditation: College Factoids <ul style="list-style-type: none"> • Learning Outcomes 101 • Review of Ad Hoc Visit 	<ul style="list-style-type: none"> • <i>Marisa Herrera</i> • <i>Alison Stevens & Bayta Maring</i> 	
4:30 PM – REGULAR SESSION (BOARD ROOM (#1010M) ▪ BLDG 1000)			
NO.	AGENDA ITEM	RESPONSIBILITY	TAB
1.	Convene Meeting	<i>Clara Pellham</i>	
2.	Report: Chair, Board of Trustees	<i>Clara Pellham</i>	
3.	Consent Agenda a. Approval of Previous Meeting Minutes <ul style="list-style-type: none"> ▪ Regular Meeting of July 18, 2018 ▪ Special Meeting of August 29, 2018 ▪ Special Meetings of September 13 & 14, 2018 	<i>Clara Pellham & Trustees</i>	
4.	Communication from the Public	<i>Clara Pellham</i>	
5.	College Update(s)		
6.	Report: Shoreline President	<i>Cheryl Roberts</i>	
7.	Report: Fiscal Year-End (2017 – 2018)	<i>Stuart Trippel</i>	
8.	Report: Enrollment	<i>Bayta Maring</i>	
9.	Report: College Policies &/or Rules Review Schedule & Updates	<i>Veronica Zura</i>	
10.	First Reading: College Policies &/or Rules <u>Created (New)</u> <ul style="list-style-type: none"> • Policy 5004 (Graduation) <u>Revised</u> <ul style="list-style-type: none"> • Chapter 132G-104 WAC (Meetings of the Board of Trustees) 	<i>Veronica Zura</i>	1A 1B

	<u>For Elimination</u> <ul style="list-style-type: none"> • Policy 2062 (Division Chairpersons – Appointment) • Policy 2072 (Assistant Division Chairs – Appointment) • Policy 4150 (Retirement Annuity Purchase Plan Eligibility) • Policy 4721 (Tenure) • Policy 5165 (Faculty Advisement) • Policy 5280 (Intercollegiate Athletics and Performing Arts – Financial Aid) • Policy 5340 (Student Accident Insurance) 		1C
11.	First Reading: Board of Trustees 2018 – 2019 Professional Learning Goals	<i>Clara Pellham & Trustees</i>	2
12.	Action: College Policies &/or Rules <ul style="list-style-type: none"> • Chapter 132G-136 WAC & 132G-137 WAC (Use of College Facilities) • Chapter 132G-142 WAC (Use of College Facilities for Expressive Activities) 	<i>Veronica Zura</i>	3A 3B
13.	Action: ACT Transforming Lives Award	<i>Clara Pellham & Trustees</i>	4
14.	Action: Extending Funding - Office of Advancement	<i>Clara Pellham & Trustees</i>	
15.	Action: Board Resolution No. 148 (Commending Service of Trustee Phillip L. Barrett)	<i>Clara Pellham & Trustees</i>	5
16.	Constituent Report: Shoreline Faculty	<i>DuValle Daniel</i>	
17.	Constituent Report: Shoreline Classified Staff	<i>Jerry Owens</i>	
18.	Constituent Report: Shoreline Associated Student Government	<i>Denish Oleke</i>	
19.	Report: Closing Remarks – Board of Trustees	<i>Trustees</i>	
20.	Executive Session, if necessary	<i>Clara Pellham</i>	
21.	Action: Adjournment	<i>Clara Pellham</i>	
Next Regular Meeting: Wednesday, December 5, 2018			

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

MINUTES

REGULAR SESSION

The regular meeting of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Clara Pellham 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, Catherine D'Ambrosio, Douglass Jackson, and Clara Pellham were present.

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

REPORT: CHAIR, BOARD OF TRUSTEES

Chair Pellham thanked Trustee Douglass Jackson for his service as the 2017 – 2018 Board Chair.

CONSENT AGENDA

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

a) Minutes from the regular meeting of June 27, 2018

b) College Policies

Created (New)

- Policy 4170 (Relocation Compensation)

Revised

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

Motion 18:40: A motion was made by Trustee D'Ambrosio to approve the consent agenda.

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

COMMUNICATION FROM THE PUBLIC

There was no communication from the public.

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

COLLEGE UPDATE(S)

There were no college updates.

REPORT: SHORELINE PRESIDENT

President Roberts distributed and provide an overview of the *President's Community Engagement* report (June 29 – July 14, 2018).

After being introduced by Acting Vice President Guy Hamilton, new Deans Nancy Dick, Aparna Sen, and Tim Wright had an opportunity to introduce themselves.

Senior Executive Director and CFO Stuart Trippel provided updates on the three-day long, multi-unit mass casualty incident drill taking place on campus, as well as on the College's capital projects.

FIRST READING: COLLEGE POLICIES AND/OR RULES

College Policies &/or Rules – Created & Revised

Created – Policy 1005/Chapter 132G-142 (Use of Facilities for Expressive Activities)

Executive Director Veronica Zura provided an overview of Policy 1005/Chapter 132G-142 (Use of Facilities for Expressive Activities) contained in TAB 2A (College Policies &/or Rules–Created).

Revised – Policy 1004/Chapter 132G-137 (Use of Facilities)

Executive Director Veronica Zura provided an overview of Policy 1004/Chapter 132G-137 (Use of Facilities) contained in TAB 2B (College Policies &/or Rules–Revised).

REPORT: SHORELINE FACULTY

SCCFT President DuValle Daniel conveyed that she was unable to attend the June 27, 2018 Board meeting and expressed her appreciation for the resolution commending her service. She referred to the *Janus Decision* and thanked the College for the joint message to the campus related to the *Janus Decision*.

SCCFT President Daniel noted that a decision related to the “PERC” is expected in December 2018. She added that she and Dr. Roberts had an opportunity to meet and finds it promising that there is a renewed sense of cooperation.

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REPORT: SHORELINE CLASSIFIED

WFSE Chief Steward Jerry Owens conveyed that he was unable to attend the June 27, 2018 Board meeting due to a meeting in Olympia and expressed his appreciation for the resolution commending his service.

WFSE Chief Steward Owens spoke of the gap between the cost of living and salaries of state employees, the increase in employee contributions toward benefits, and the move to advocate for regional compensation. He noted that retaining employees continues to be a challenge, statewide, as well as on campus.

REPORT: SHORELINE ASSOCIATED STUDENT GOVERNMENT

Due to the summer break, ASG President Denish Oleke was not present.

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

There were no closing remarks from the Trustees.

EXECUTIVE SESSION

At 4:46 PM, Chair Pellham announced that the Board would convene in executive session for five minutes to discuss with legal counsel matters in litigation and added that the Board would reconvene in open session following the executive session to adjourn.

The executive session commenced at 4:50 PM.

At 4:55 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its executive session by three minutes.

ADJOURNMENT

Motion 18:41: A motion was made by Trustee Barrett to adjourn the regular meeting of July 18, 2018.

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

Chair Pellham adjourned the meeting at 5:00 PM.

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

Signed _____
Clara Pellham, Chair

Attest: October 17, 2018

Lori Y. Yonemitsu, Secretary

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
SPECIAL MEETING OF AUGUST 29, 2018
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MINUTES

The Special Meeting of the Board of Trustees of Shoreline Community College District Number Seven was called to order, via telephone, by Chair Clara Pellham at 1:03 PM in the Board Room (#1010M), located in the Administration Building (#1000) at Shoreline Community College, 16101 Greenwood Avenue North, Shoreline, Washington 98133. A quorum of the Board was present via telephone.

MEMBERS PRESENT

Present (via telephone): Trustees Phil Barrett, Douglass Jackson, Tom Lux, and Clara Pellham.

COMMUNICATION FROM THE PUBLIC

None.

EXECUTIVE SESSION

At 1:03 PM, Chair Pellham announced that the Board would convene in executive session for five minutes to review the performance of a public employee and would reconvene in open session following the executive session to take action on the recommendation from the Exceptional Faculty Award Recommendation Committee related to the 2018 Exceptional Faculty Award.

At 1:08 PM, Chair Pellham announced that the Board would extend its executive session by five minutes.

At 1:13 PM, Chair Pellham announced that the Board would extend its executive session by four minutes.

RECONVENE IN SPECIAL SESSION

The Trustees reconvened in Special Session at 1:17 PM.

ACTION: MEMORANDUM OF UNDERSTANDING REGARDING PAYMENT OF 3.0% COLA

Motion 18:42: A motion was made by Trustee Lux to approve the recommendation from the Exceptional Faculty Award Recommendation Committee to grant the 2018 Exceptional Faculty Award to Candidate A in the amount of \$1,000.00 (one-thousand dollars).

Several Trustees discussed the need for a better process in regard to the Exceptional Faculty Award.

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SPECIAL MEETING OF AUGUST 29, 2018
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Trustee Jackson seconded the motion, which was then unanimously approved by the Board.

ADJOURNMENT

Motion 18:43: A motion was made by Trustee Jackson to adjourn the Special Meeting of August 29, 2018.

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

Chair Pellham adjourned the meeting at 1:20 PM.

Signed _____
Clara Pellham, Chair

Attest: October 17, 2018

Lori Y. Yonemitsu, Secretary

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
SPECIAL MEETING OF SEPTEMBER 13, 2018
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MINUTES

The Special Meeting of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Clara Pellham at 9:03 AM in room 301 at Shoreline City Hall, 17500 Midvale Avenue North, Shoreline, Washington 98133-4905.

MEMBERS PRESENT

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

President Cheryl Roberts and retreat facilitator Laura Rehrmann were also present.

COMMUNICATION FROM THE PUBLIC

None.

OVERVIEW OF THE AGENDA

Chair Pellham provided an overview of the agenda.

DISCUSSION: BOARD OF TRUSTEES SELF-EVALUATION DISCUSSION: BOARD ROLES & EXPECTATIONS

Facilitator Rehrmann led a discussion amongst the Trustees in regard to its 2017–2018 self-evaluation. The Trustees discussed its strengths, accomplishments over the year, relationship with the President, and recommendations for the coming year.

Chair Pellham announced several changes to the order of the agenda items.

TRAINING: PUBLIC RECORDS ACT • OPEN PUBLIC MEETINGS ACT

Assistant Attorney General John Clark led a training for the Trustees on the Public Records Act (PRA) and the Open Public Meetings Act (OPMA).

DISCUSSION: BOARD OF TRUSTEES PARTICIPATION IN STATE & NATIONAL CONFERENCES & MEETINGS AND COLLEGE EVENTS

Chair Pellham led a discussion amongst the Trustees related to the Board's participation in state and national conferences and meetings, as well as College events.

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DISTRICT NUMBER SEVEN
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SPECIAL MEETING OF SEPTEMBER 13, 2018
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DISCUSSION: BOARD OF TRUSTEES 2018–2019 PROFESSIONAL LEARNING GOALS

Facilitator Rehrmann led a discussion amongst the Trustees in regard to its professional learning goals for 2018–2019.

DISCUSSION: BOARD OF TRUSTEES GOVERNANCE MANUAL REVIEW & APPROVAL SCHEDULE

Facilitator Rehrmann led a discussion amongst the Trustees in regard to its governance manual review and approval schedule.

Office of Advancement Vice President and Foundation Executive Director Mary Brueggeman, as well as members of the Shoreline Community College Foundation Board of Directors (Jeff King, Cheryl Lee, Ken Noreen, Greg Olson, Harley O’Neil, Jr., Jim Rohrback, and Scott Saunders) joined the Trustees for lunch, the updates from the Foundation, and presentation by Convergent Nonprofit Solutions.

UPDATES: SHORELINE COMMUNITY COLLEGE FOUNDATION BOARD OF DIRECTORS

Chair Pellham spoke of the role of the Board of Trustees and provided an overview of the College’s work. President Roberts shared her role and responsibilities, as well as the College’s goals.

Foundation Board of Directors President Greg Olson shared the highlights from the year including the investment in endowed scholarships, the record number of donations raised, as well as scholarships awarded, and the implementation of orientations for new Foundation Board of Directors members.

PRESENTATION: FEASIBILITY STUDY BY CONVERGENT

Vice President and Executive Director Mary Brueggeman introduced Joe April, Rick Kiernan and Jay Werth of Convergent Nonprofit Solutions who spoke about the results from the feasibility study.

Challenges

- Workforce shortages (*Where are we going to find workers?*)
- Skills gap(s)
- Continued economic vitality
- Quality of life

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Recommendations

1. Make it about the region
2. Position Shoreline Community College as a solution to workforce concerns
3. Three phases
 - a. Small team of high level solicitors
 - b. Capacity building, broader grassroots effort
 - c. Building a diversified, comprehensive, and sustainable institutional advancement program for the long-term goals of Shoreline
4. Integrated Seamless Campaign
 - a. Phase 1: 1-1 solicitations
 - b. Phase 2: Strategic Cultivation
 - c. Phase 3: Long-Term Growth

Questions

- How do we shift from raising money for student scholarships to raising money for buildings?
- What sets us apart?
- Where is that region?

DISCUSSION: RESULT OF THE FEASIBILITY STUDY

Facilitator Rehrmann led a discussion amongst the Trustees related to the information presented by Convergent Nonprofit Solutions.

PRESIDENT'S 2018 – 2019 GOALS

President Roberts and the Trustees reviewed and discussed the 2018 – 2019 Board goals for the President.

ADJOURNMENT

Motion 18:44: A motion was made by Trustee D'Ambrosio to adjourn the Special Meeting of September 13, 2018.

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

Chair Pellham adjourned the meeting at 4:04 PM.

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
SPECIAL MEETING OF SEPTEMBER 13, 2018
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Signed _____
Clara Pellham, Chair

Attest: October 17, 2018

Lori Y. Yonemitsu, Secretary

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
SPECIAL MEETING OF SEPTEMBER 14, 2018
Page 1 of 3

MINUTES

The Special Meeting of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Clara Pellham at 9:00 AM in room 301 at Shoreline City Hall, 17500 Midvale Avenue North, Shoreline, Washington 98133-4905.

MEMBERS PRESENT

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

President Cheryl Roberts, Senior Executive Director and CFO Stuart Trippel, Executive Vice President Alison Stevens, and Executive Director Bayta Maring were also present.

COMMUNICATION FROM THE PUBLIC

None.

OVERVIEW OF THE AGENDA

Chair Pellham recapped day one (September 13, 2018) of the Board's retreat ("special meeting") and provided an overview of the agenda for day two (September 14, 2018) of the retreat ("special meeting").

BUDGET, FINANCIAL & CAPITAL

Senior Executive Director and CFO Trippel shared budget, financial and capital information with the Trustees.

DISCUSSION: BOARD METRICS → STRATEGIC PLAN ACCREDITATION VISIT

Executive Director Maring informed the Trustees of the next steps in regard to accreditation and noted that the ad hoc visit is scheduled for October 30-31, 2018. She also shared information related to the:

1. Alignment of mission, core themes, and the strategic plan
2. Assessment of programs and services
3. Policies
4. Core theme indicators

In addition, Executive Director Maring led a review and discussion of the *Strategic Goal Matrix*.

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Members of the Executive Team (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) joined the Trustees for the lunch and shared updates from their respective areas.

REPORT: STRATEGIC PLAN PROJECTS (2018 – 2019)

President Roberts, Executive Vice President Stevens, and Senior Executive Director and CFO Stuart Trippel provided an overview and updates related to the strategic plan.

REPORT: 2018 – 2019 STUDY SESSION (SHORELINE 101) & REGULAR MEETING (STANDARD) TOPICS

PREVIEW: 2019 – 2020 STUDY SESSION (SHORELINE 101) & REGULAR MEETING (STANDARD) TOPICS

President Roberts, Executive Vice President Stevens, and Senior Executive Director and CFO Trippel provided an overview of the *2018 – 2019 and 2019 – 2020 Shoreline 101 and Regular Meeting (Standard) Topics* document.

DISCUSSION: BOARD OF TRUSTEES WINTER 2019 RETREAT

The Trustees and President Roberts discussed possible agenda items for the Board's winter 2019 retreat:

- Equity training with Executive Director Ngezaho
- Ethics training with Assistant Attorney General John Clark
- Mid-year check-in on both the Board's goals and the President's goals

WRAP-UP

President Roberts and Executive Vice President Stevens spoke about looking into having an applied baccalaureate degree program in Dental Hygiene at Shoreline.

Trustee Barrett shared information on his plans for the future.

Chair Pellham recapped the day.

SHORELINE COMMUNITY COLLEGE
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SPECIAL MEETING OF SEPTEMBER 14, 2018
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ADJOURNMENT

Motion 18:45: A motion was made by Trustee Lux to adjourn the Special Meeting of September 14, 2018.

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

Chair Pellham adjourned the meeting at 4:06 PM.

Signed _____
Clara Pellham, Chair

Attest: October 17, 2018

Lori Y. Yonemitsu, Secretary

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF OCTOBER 17, 2018**

TAB 1A

FIRST READING

Subject: College Policies &/or Rules – Created (New)

Background

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

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

The following policy have been created during the policy review process:

Policy 5004 – Graduation

To follow:

Policy 5004 – Graduation

Prepared by: Cheryl Roberts, President
Veronica Zura, Executive Director of Human Resources
Shoreline Community College
October 11, 2018



Policy Name:	Graduation
Policy Number:	5004
Applicable Code/Law:	N/A

Policy:

The policy of Shoreline Community College District Number Seven (7) is that students may elect to graduate under the requirements of the official catalog published at the time they first begin their degree or certificate at Shoreline Community College, provided they remain continuously enrolled and the time lapsed does not exceed five (5) years. Continuous enrollment is defined as attending a minimum of two quarters during each academic year. Students who are not continuously enrolled must follow the graduation requirements in the catalog in effect when they reenter the College. Unless otherwise specified by their program of study, students may choose to graduate under the degree or certificate requirements in the current catalog at the time of graduation.

To receive a degree or certificate from Shoreline Community College, a student must:

- 1) Achieve an overall 2.0 cumulative grade point average for all college level courses (numbered 100 and higher) used to satisfy degree requirements, including both Shoreline Community College course work and courses accepted in transfer from other colleges.
- 2) Earn at least 25 credits or 25% (whichever is lower) of the credits being applied toward the degree or certificate from Shoreline.
- 3) Fulfill all financial obligations to the college.
- 4) Meet all requirements of the specific degree or certificate for which they are applying.
- 5) Satisfy all general and specific requirements of the College, described in the College rules and policies.

Reverse Transfer

Students who enroll as degree-seeking at a four-year regionally accredited institution of higher education before attaining their associate degree, but after completing sixty (60) quarter credits or more of transferable coursework at Shoreline, may transfer credits back to Shoreline to use toward completion of a two-year academic transfer degree.

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF OCTOBER 17, 2018**

TAB 1B

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, the Board of Trustees has also been reviewing, and where appropriate, revising existing rules and policies related to Board governance. At the March 21, 2018 meeting, the Board approved revision to policy 7511 regarding meetings of the Board of Trustees. Noting that language is also codified as a rule under Washington Administrative Code, the following revised rule language is being presented to the Board of Trustees:

Chapter 132G-104 WAC – Meetings of the Board of Trustees

To follow: Chapter 132G-104 WAC

Prepared by: Cheryl Roberts, President
Veronica Zura, Executive Director of Human Resources
Shoreline Community College
October 11, 2018



Rule Name:	Meetings of the Board of Trustees
Washington Administrative Code:	Chapter 132G-104

132G-104-010

Regular Meetings of the Board of Trustees

The board of trustees will hold regular meetings in accordance with the Open Public Meeting Act, chapter 42.30 RCW, and other applicable law. These meetings will be held ten months out of the year (excluding August and September) on the fourth Wednesday of each month, unless the date is otherwise modified by board action. The dates, times, and places for such regular meetings shall be specified by motion, resolution, or other appropriate actions of the board, or otherwise in accordance with applicable law.

All regular and special meetings of the board of trustees shall be held at 16101 Greenwood Avenue North, Shoreline, unless scheduled elsewhere, and shall be open to the general public, except for lawful executive sessions.

No official business shall be conducted by the board of trustees except during a regular or special meeting.

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF OCTOBER 17, 2018**

TAB 1C

FIRST READING

Subject: College Policies &/or Rules – 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 have been 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 2062 – Division Chairpersons – Appointment
- Policy 2072 – Assistant Division Chairs – Appointment
- Policy 4150 – Retirement Annuity Purchase Plan Eligibility
- Policy 4721 – Tenure
- Policy 5165 – Faculty Advisement
- Policy 5280 – Intercollegiate Athletics and Performing Arts – Financial Aid
- Policy 5340 – Student Accident Insurance

To Follow

- Policy 2062 – Division Chairpersons – Appointment
- Policy 2072 – Assistant Division Chairs – Appointment
- Policy 4150 – Retirement Annuity Purchase Plan Eligibility
- Policy 4721 – Tenure
- Policy 5165 – Faculty Advisement
- Policy 5280 – Intercollegiate Athletics and Performing Arts – Financial Aid
- Policy 5340 – Student Accident Insurance

Prepared by: Cheryl Roberts, President
Veronica Zura, Executive Director of Human Resources
Shoreline Community College
October 11, 2018

POLICY

FOLLOWING CONSULTATION WITH THE MEMBERS OF THE DIVISION, THE COLLEGE PRESIDENT SHALL APPOINT DIVISION CHAIRPERSONS SUBJECT TO CONFIRMATION BY THE BOARD OF TRUSTEES. NORMALLY, APPOINTMENTS SHALL BE IN CONFORMITY WITH DIVISION MEMBERS’ JUDGMENT. DIVISION CHAIRPERSONS WILL NOT HAVE TENURE IN THEIR OFFICES.

Approved by:
Board of Trustees 7/14/69
Revised 6/5/85

Procedural Guidelines

1. “Consultation” means a formal procedure whereby the President of the College seeks directly from division members a recommendation or other expression sufficiently explicit to record the preference(s) of the division members.
2. The selection/hiring procedures set forth in Policy 4111 for administrative/exempt positions are to be followed during the appointment process.
3. Division Chairpersons are to be evaluated by members of the division, and other college staff as appropriate, the first two years of their appointment and every second year thereafter. Such evaluations are to be coordinated by the Director of Personnel and submitted to the Executive Vice President who will summarize the results for the chairperson’s and the President’s review and distribution in a brief narrative summary to division members.

Approved by:
College Cabinet 6/4/69
Revised 5/28/85

Approved by:
Board of Trustees 6/5/85

Policy 2072

ASSISTANT DIVISION CHAIRS - APPOINTMENT

POLICY

Assistant division chairs at Shoreline Community College shall be appointed by the College President upon the recommendation of the College Vice President for Academic Affairs.

Approved by Board of Trustees: July 14, 1969

Revision Recommended by President's Staff: October 4, 1999

Revision Adopted by Board of Trustees: November 19, 1999

Done in Open Meeting by the Board this day of November 19, 1999

Board of Trustees
Shoreline Community College

By _____
Chair of the Board

Policy 2072

ASSISTANT DIVISION CHAIRS - APPOINTMENT

PROCEDURES FOR POLICY 2072

- 1. Division chairs, after consultation with appropriate faculty, shall recommend to the College Vice President for Academic Affairs the candidate to be recommended to the College President.
- 2. "Consultation" means that there is a formal procedure or established practice whereby the determining authority seeks directly from all division members a recommendation or other expression sufficiently explicit to record the position or positions taken by the division members.
- 3. This procedure is to be established by division chairs with appropriate divisional faculty.

Approved by:
 College Cabinet..... 6/4/69
 Revised by President's Staff..... 10/4/99

POLICY

IN ACCORDANCE WITH WAC 131-16-020, AS AMENDED, THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NUMBER SEVEN SHALL DETERMINE THE EMPLOYEES ELIGIBLE TO PARTICIPATE IN THE RETIREMENT ANNUITY PURCHASE PLAN.

Approved by:
Board of Trustees 2/21/75

Procedural Guidelines

1. Definitions as used in these rules:

“Eligible positions” shall include employees holding probationary or tenured faculty appointments, administrative appointments as defined in RCW 28B.50.851, the President of Community College District Number Seven and other full-time employees exempt under the provision of Chapter 28B.16 RCW.

“Full-time employee” means one who is employed for at least 80 percent of the normal work load as determined in accordance with the provisions outlined in Section III of the Appendix to the Agreement by and Between the Board of Trustees of Community College District Number Seven and the Shoreline Community College Federation of Teachers Local Number 1950, AFT/AFL-CIO dated February 11, 1975, and whose employment is committed by the College to continue for three academic quarters or longer within a given college fiscal year.

“Temporary employee” shall mean other than “full-time employee.”

“Retirement Annuity Purchase Plan” shall be the Teachers Insurance and Annuity Association and College Retirement Equities Fund (TIAA/CREF).

2. Employees eligible to participate:

All full-time employees in eligible positions shall be eligible to participate in the Retirement Annuity Purchase Plan subject to WAC 131-16-005 through WAC 131-16-069 as amended. Temporary employees shall not be eligible to participate.

Approved by:
Planning Council 2/4/75

Tenure 4721

*POLICY

Approved by:
Board of Trustees7/13/70
Revised11/26/75

*Procedural Guidelines

Rules and Regulations Approved by:
Board of Trustees11/9/70
Revised9/20/74
Revised11/22/74
Revised11/26/75

*NOTE: Complete Policy Statement and Procedural Guidelines may be found in this Manual, under the addenda section, as an appendix to the negotiated Agreement between Community College District Number Seven and American Federation of Teachers.

POLICY 5165

FACULTY ADVISEMENT

POLICY

Student advisement shall be the responsibility of every full-time faculty member and is considered part of a full-time teaching load.

Approved by:
Board of Trustees 11/10/69

Intercollegiate Athletics and Performing
Arts--Financial Aid

5280

POLICY

IN ADDITION TO REGULAR FINANCIAL AID FOR STUDENTS ELIGIBLE FOR SUCH AID, STUDENTS PARTICIPATING IN INTERCOLLEGIATE ATHLETICS AND THE PERFORMING ARTS MAY RECEIVE SCHOLARSHIPS OR OTHER FORMS OF FINANCIAL ASSISTANCE THROUGH THE COLLEGE FINANCIAL AID OFFICE FROM MONEYS RECEIVED BY THE COLLEGE AS CONTRIBUTED OR DONATED FUNDS OR AS REVENUES DERIVED FROM FUND-GENERATING PROGRAMS INCLUDING GATE RECEIPTS FROM ATHLETIC EVENTS AND ADMISSIONS RECEIPTS FROM PERFORMING ARTS EVENTS.

Approved by:
Board of Trustees.....02/10/69
Revised.....10/12/73
Revised.....12/19/80

Procedural Guidelines

- 1. The Intercollegiate Athletics Financial Aid Program will be processed through the Financial Aid Office consistent with the guidelines set forth in the official handbook of the Athletic Association of Community Colleges and RCW 28B.10.704 (Funds for assistance of student participants in intercollegiate activities or activities relating to performing arts) and under the joint administration of the Director of Physical Education and Athletics and the Director of Financial Aid and Placement
- 2. The Performing Arts Financial Aid Program will be processed through the Financial Aid Office consistent with RCW 28B.10.704.

Approved by:
College Cabinet.....02/05/69
Revised--Planning Council.....09/26/73
College Cabinet.....11/11/80

Student Accident Insurance

5340

POLICY

THE COLLEGE MAY PERMIT AN ACCIDENT INSURANCE PROGRAM TO BE MADE AVAILABLE TO STUDENTS.

Approved by:

- College Cabinet.....03/05/69
- Board of Trustees.....06/09/69

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF OCTOBER 17, 2018**

TAB 2

FIRST READING

Subject: Board of Trustees 2018 – 2019 Professional Learning Goals

BOARD OF TRUSTEES 2018 – 2019 PROFESSIONAL LEARNING GOALS

During day one (September 13, 2018) of the Board of Trustees Retreat (“Special Meeting”), the Trustees discussed the following for its 2018 – 2019 Professional Learning Goals:

1. Continue with Shoreline 101.
 2. Review more data (deep dive), in more areas. Use mission fulfillment categories in dashboard to drive the data in support of each.
 3. Participate in the Board Winter Retreat and review deep dive data to answer the question: How is the College serving our students?
 4. Continue to meet on a regular/annual basis with the College Foundation Board.
 5. Participate in meetings with local partners (e.g. City of Lake Forest Park and Shoreline School Board).
 6. Attend a Board meeting of one of the Five Star Consortium colleges.
 7. Engage in more College events
 8. Commit to attending local and national events as possible by using the annual calendar provided by the College President.
 9. Participate in individual meetings with the College President.
-

Prepared by: Laura Rehrmann, Special Assistant to the President
Shoreline Community College
September 14, 2018

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF OCTOBER 17, 2018**

TAB 3A

ACTION

**Subject: College Policies & Rules – Chapter 132G-136 WAC &
132G-137 WAC
(Use of College Facilities)**

Background

The College is proposing the repeal of Chapter 132G-136 WAC and the creation of Chapter 132G-137 WAC to provide updated and clarifying language regarding the use of facilities at Shoreline Community College. The updated code incorporates new model language that implements best practices for the smooth operation of Shoreline Community College's buildings and grounds in support of our primary mission as an educational facility. The updated language found in Chapter 132G-137 also specifically identifies and provides direction for a variety of potential requests related to the use of college facilities.

As part of the rule revision process, the proposal to repeal Chapter 132G-136 WAC and create Chapter 132G-137 has been reviewed by the College Council, the Faculty Senate Council, and the Executive Team for recommendation to present to the Board of Trustees. The proposal to repeal Chapter 132G-136 WAC and replace with Chapter 132G-137 WAC was also shared with the campus (via notice in Day-At-A-Glance and by employee list serves), the students (by inclusion in the 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 October 4, 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-136 WAC and the creation of Chapter 132G-137 WAC for Use of College Facilities as presented.

Prepared by: Cheryl Roberts, President
Veronica Zura, Executive Director of Human Resources
Shoreline Community College
October 11, 2018

SHORELINE COMMUNITY COLLEGE RULEMAKING SUMMARY

Proposed Rules Under Consideration: Repeal of Chapter 132G-136 WAC (Use of College Facilities) and creation of updated language under Chapter 132G-137 WAC (Use of College Facilities)

Authority: RCW 34.05.325 requires state agencies and institutions to provide for oral and written comments in response to proposed rules and to provide a summary of those comments to the Board of Trustees.

The proposed repeal of Chapter 132G-136 WAC and the creation of Chapter 132G-137 has been reviewed by the Executive Team, the College Council, and the Faculty Senate Council with recommended changes as approved by the President incorporated. 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 online student guide to campus), and posted to the policies website for the general public.

The College held a rulemaking hearing on October 4, 2018, and received 2 oral comments and no written comments.

Summary: The purpose of this rulemaking hearing was to solicit comment on changes relating to the Use of College Facilities Code. The proposed revisions would:

- (1) Provide updated and clarifying language regarding the Use of College Facilities at Shoreline Community College.
- (2) Incorporate new model language that implements best practices for the smooth operation of Shoreline Community College’s buildings and grounds in support of our primary mission as an educational facility.

Proposed Action	Comment	Response	Change
Repeal of Chapter 132G-136-030 WAC and creation of Chapter 132G-137-050 WAC regarding “Trespass”	It states that a person would advised of a violation before being asked to the leave the property. If they are physical or stalking does that mean that they would get a warning first and then get to stay? It seems like in more severe situations, they should be removed immediately.	The rule language is aimed at providing sufficient due process so trespass orders issued by the College will withstand a legal challenge. In situations where immediate removal is required, police assistance will be used.	No change.
Creation of Chapter 132G-137-070 regarding “Control of Pets in College Facilities”	It says that animals except for service animals are prohibited from entering buildings. There are people on campus that have emotional support or therapy animals, is that addressed somewhere else?	132G-137-070 provides the ability for non-service animals to enter buildings by the express written permission of the President or designee. Emotional support animals do not have the same protection as service animals under the ADA and the Washington Law Against Discrimination. The Colleges disability accommodation policies can apply to disability-related needs for accommodations.	No change.

REPEALER

The following chapter of the Washington Administrative Code is repealed:

- WAC 132G-136-010 Rental of college facilities.
- WAC 132G-136-020 Authorization for use of facilities.
- WAC 132G-136-030 Trespass regulations.
- WAC 132G-136-040 Collections.
- WAC 132G-136-050 Presentation of media, distribution of materials, and posting of signs.
- WAC 132G-136-060 Distribution of materials—Off-campus organizations and nonstudents.
- WAC 132G-136-070 Student facilities or services—Appeals.
- WAC 132G-136-080 College events—Admission restrictions.
- WAC 132G-136-090 Physical education facility—Equipment stored in baskets.
- WAC 132G-136-100 Physical education facility—Dress regulations.
- WAC 132G-136-110 Eye protection.
- WAC 132G-136-120 Off-campus student-invited speakers—Preamble.
- WAC 132G-136-130 Off-campus student-invited speakers—Rules for scheduling.



Policy Name:	Use of College Facilities
Policy Number:	1004
Applicable Code/Law:	Chapter 132G-137 WAC

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.

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF OCTOBER 17, 2018**

TAB 3B

ACTION

**Subject: College Policies & Rules – Chapter 132G-142 WAC
(Use of College Facilities for Expressive Activities)**

Background

The College is proposing the creation of Chapter 132G-142 WAC to provide clarifying language reflecting model code and best practices regarding the time, manner and place restrictions for expressive activities on campus covered under First Amendment rights. This language is being created to ensure there are protections in place to eliminate disruption to the educational process. Creating this new rule provides formal clarification that the campus is a limited forum and further delineates the time, place and manner for students and non-students who wish to engage in protected speech on campus.

As part of the rule revision process, the proposal to create Chapter 132G-142 regarding Use of College Facilities for Expressive Activities has been reviewed by the College Council, the Faculty Senate Council, and the Executive Team for recommendation to present to the Board of Trustees. The proposal to create Chapter 132G-142 WAC was also shared with the campus (via notice in Day-At-A-Glance and by employee list serves), the students (by inclusion in the 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 October 4, 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 creation of Chapter 132G-142 WAC for the Use of College Facilities for Expressive Activities as presented.

Prepared by: Cheryl Roberts, President
Veronica Zura, Executive Director of Human Resources
Shoreline Community College
October 11, 2018

SHORELINE COMMUNITY COLLEGE RULEMAKING SUMMARY

Proposed Rules Under Consideration: Creation of Chapter 132G-142 WAC (Use of College Facilities for Expressive Activities).

Authority: RCW 34.05.325 requires state agencies and institutions to provide for oral and written comments in response to proposed rules and to provide a summary of those comments to the Board of Trustees.

The creation of Chapter 132G-142 has been reviewed by the Executive Team, the College Council, and the Faculty Senate Council and recommended as attached by the President. 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 online student guide to campus), and posted to the policies website for the general public.

The College held a rulemaking hearing on October 4, 2018, and received 2 oral comments and 4 written comments.

Summary: The purpose of this rulemaking hearing was to solicit comment the creation of language relating to the Use of College Facilities for Expressive Activities Code. The proposed language would:

- (1) Provide updated and clarifying language regarding the Use of College Facilities for Expressive Activities at Shoreline Community College.
- (2) Incorporate new model language that implements best practices regarding the time, manner, and place restrictions for expressive activities covered under First Amendment rights.
- (3) Create language which helps to ensure there are protections in place to eliminate disruption from expressive activities to the educational process at Shoreline Community College.

Proposed Action	Comment	Response	Change
Creation of Chapter 132G-142 relating to “expressive activities”	Our College needs to implement a rule restricting hate speech, and specifically restricting hate speech which targets members of historically underrepresented groups.	This rule must comply with constitutional requirements. Many viewpoints that some people may consider “hate speech” can be highly protected free speech. Implementing a rule restricting “hate speech” would require the College to judge the viewpoints being expressed which creates a high risk violating first amendment rights.	No change.

Chapter 132G-142-030 (2) relating to “interference with educational activities”	How would this rule be applied in the case that students, faculty, or staff organized a sit-in?	Groups, including college groups, may use the limited public forums identified in Chapter 132G-142-020 WAC for expressive activities subject to the regulations identified in Chapter 132G-142-030 WAC. The individual facts of each situation will determine how the rule would be applied.	No change.
Chapter 132G-142-030 (7) relating to “camping”	How would this rule be applied in the case that students, faculty, or staff organized a sit-in?	Under Chapter 132G-142-030(7) WAC, camping is prohibited unless expressly permitted by the President or designee.	No change.
Chapter 132G-142-040 (4) relating to “non-college groups”	Why does this section reference first amendment activities, and not “expressive activities”?	First amendment activities are interchangeable with the defined term of “expressive activities” found in Chapter 132G-142-010 (3) WAC.	No change.
Chapter 132G-142-010 relating to the “statement of purpose”	How will it be determined if the expressive activities limits, interferes with or otherwise disrupts the normal activities of the College. For example, if the comments or expression target certain groups based on gender, race, ethnicity, sexual orientation, religion, etc how is impact determined and what are the next steps taken?	Comments or expressions targeting certain groups is usually considered protected speech under the First Amendment as long as there is no imminent threat of harm being made. Disruption to the normal activities of the College would be defined based on the impact of the expressive activities to surrounding classrooms or other areas of official College business. The individual facts of each situation will be considered when applying the rules.	No change.
Chapter 132G-142-030 (3) relating to “sound amplification”	How do we quantify the level of volume which would be considered disruptive? Is Security responsible for determining if it is a disruption? Is there a metric or rubric?	The President or designee would be responsible for determining if expressive activities are disrupting normal College activities. Disruption would be defined based on the impact of the expressive activities to surrounding classrooms or other areas of official College business. An exact measurement of volume is not required. The individual facts in each situation will be considered to determine if there a disruption or that a disruption will be likely.	No change.



Policy Name:	Use of College 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 OCTOBER 17, 2018**

TAB 4

ACTION

Subject: Washington Association of College Trustees (ACT) Transforming Lives Awards

Background

The Washington ACT Transforming Lives Awards recognize current or former students *whose lives have been transformed* by attending a Washington State Community or Technical College (CTC). One current or former student from each of the thirty-four Community and Technical Colleges will be nominated by the current or former student's respective college's Board of Trustees based on the following criteria:

- A current or former Washington community or technical college student (within 3 years of completing a degree, certificate or transfer); or
- A current student who is making significant progress toward completing a degree or certificate that is helping her/him/they prepare for success in her/his/their future endeavors.
- The nominee must share in written format (maximum 600 words) about overcoming barriers to achieve higher education goals and how the education and support received at her/his/their community or technical college was life transforming.

The ACT Awards Committee will select a total of five individuals (awardees) from the nominations submitted by the CTCs and each of the five awardees*, will receive a \$500.00 (five-hundred dollar) monetary award and serve as a keynote speaker at the January 21, 2019 Transforming Lives Awards Dinner in Olympia, WA. In addition, the ACT will invite all thirty-four of the colleges' nominees to attend the January 21, 2019 Transforming Lives Awards Dinner. (*Note: Previous awardees are not eligible.)

Nominations from the campus are due to the Office of the President no later than 5:00 PM on Wednesday, October 24, 2018. The packet containing information on the Board's nominee is due to the ACT office by Friday, November 2, 2018.

Recommendation

It is recommended that the Board of Trustees identify two (2) members of the Board to review the nomination submissions and recommend the Shoreline Community College Board of Trustees' nominee for the 2019 ACT Transforming Lives Awards.

Prepared by: Lori Yonemitsu
Executive Assistant to the President
Shoreline Community College
October 12, 2018

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF OCTOBER 17, 2018**

TAB 5

ACTION

**Subject: Board Resolution No. 148
(Commending Service of Trustee Phillip L. Barrett)**

**Resolution No. 148
Commending Service of
Trustee Phillip L. Barrett**

WHEREAS, Mr. Phillip L. Barrett has served Shoreline Community College as a member of the Board of Trustees, marking eight and a half plus years of service since his appointment in March 2010; and

WHEREAS, Mr. Barrett has worked diligently and tirelessly on behalf of all students and their families—establishing stronger connections between the College and the communities it serves; and

WHEREAS, Mr. Barrett has provided outstanding leadership to the Board—serving as Chair, Vice Chair, Legislative Liaison, Presidential Search Screening Committee Member, and Transforming Lives Committee Member over the course of his two terms on the Board of Trustees; and

WHEREAS, his wisdom, advocacy and experiences have brought strength and continuity to the Board; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Shoreline Community College to publicly proclaim its appreciation to Mr. Phillip L. Barrett for his exemplary service to the students, staff and trustees during his tenure as a Trustee; and,

BE IT FURTHER RESOLVED that the Board wishes Mr. Barrett every success as he continues his commitment to the community, and fulfillment as he pursues his professional and personal goals.

The Board hereby adopts Resolution No. 148.

Done in Open Public Meeting by the Board of Trustees this 17th Day of October, 2018.

Board of Trustees
Shoreline Community College
District Number Seven

By: _____
Clara Pellham, Chair

Recommendation

That the Board of Trustees take action on Resolution No. 148.

Prepared by: Lori Yonemitsu
Executive Assistant to the President
Shoreline Community College
October 12, 2018