

**SHORELINE COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING OF DECEMBER 5, 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
	•Student Success Division Factoids <ul style="list-style-type: none"> • Community Employment Program (CEP) • The Honors College at Shoreline • Shoreline Scholars • Learning Center North (LCN) & Career Education Options (CEO) 	<ul style="list-style-type: none"> •Derek Levy •Mari Kosin •Jennifer Coogan & Angel Gonzalez •Mariko Kakiuchi 	
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 <ol style="list-style-type: none"> a. Approval of Previous Meeting Minutes <ul style="list-style-type: none"> ▪ Regular Meeting of October 17, 2018 ▪ Special Meeting of November 27, 2018 b. Board of Trustees 2018-2019 Professional Learning Goals c. College Policies Created (New) <ul style="list-style-type: none"> • Policy 5004 (Graduation) <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) 	<i>Clara Pellham & Trustees</i> <i>Clara Pellham & Trustees</i> <i>Veronica Zura</i>	 1 2
4.	Communication from the Public	<i>Clara Pellham</i>	

5.	College Update(s) <ul style="list-style-type: none"> • Organization for Associate Degree Nursing (OADN) Foundation's Bobbie Anderson Leadership Award Recipient (Mary Burroughs) • 21st Annual Student Scholarship Community Breakfast 	<ul style="list-style-type: none"> • <i>Aparna Sen</i> • <i>Mary Brueggeman</i> 	
6.	Action: Tenure Considerations	<i>Alison Stevens</i>	3
7.	Action: Revisions to Board Policy BPR-6 (Acting President)	<i>Cheryl Roberts</i>	4
8.	Report: Shoreline President	<i>Cheryl Roberts</i>	
9.	Report: Tuition Revenue Status	<i>Stuart Trippel</i>	
10.	Report: Clery Act	<i>Stuart Trippel</i>	
11.	Report: College Policies &/or Rules Updates	<i>Veronica Zura</i>	
12.	First Reading: College Policies &/or Rules <u>Created (New)</u> <ul style="list-style-type: none"> • Policy 5040 (Student Records) <u>Revised</u> <ul style="list-style-type: none"> • Chapter 132G-104 WAC (Meetings of the Board of Trustees) <u>For Elimination</u> <ul style="list-style-type: none"> • Policy 2410 (Disruptive Demonstrations and Other Similar Emergencies) • Policy 5240 (Presentation of Media, Distribution of Materials and Posting of Signs) • Policy 5255 (Off-Campus Student-Invited Speakers) 	<i>Veronica Zura</i>	5A 5B 5C
13.	First Reading: BAS Proposal	<i>Aparna Sen & Rosie Bellert</i>	
14.	Constituent Report: Shoreline Faculty	<i>DuValle Daniel</i>	
15.	Constituent Report: Shoreline Classified Staff	<i>Jerry Owens</i>	
16.	Constituent Report: Shoreline Associated Student Government	<i>Denish Oleke</i>	
17.	Report: Closing Remarks – Board of Trustees	<i>Trustees</i>	
18.	Executive Session <ul style="list-style-type: none"> • To discuss with legal counsel matters in litigation 	<i>Clara Pellham</i>	
19.	Action: Adjournment	<i>Clara Pellham</i>	
Next Regular Meeting: Wednesday, January 23, 2019			

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF October 17, 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 Clara Pellham at 3:02 PM in the Board Room (#1010M), located in the Administration building (#1000) at Shoreline Community College. A quorum of the Board was present.

Shoreline Care Team

Acting Associate Dean Derek Levy and Interim Director and Faculty Counselor Sheryl Copeland spoke about the Shoreline Care Team and went over the Care Team's membership, webpage (<https://www.shoreline.edu/care-team/>), and range of referrals received from campus personnel.

Accreditation

Executive Director Bayta Maring provided an overview of *Learning Outcomes 101* including information on:

- Course Learning Outcomes: Master Course Outline
- Alignment with learning activities
- Assessment → Program Outcomes
 - Course-Level Assessment
 - Program-Level Assessment

Accreditation Visit

Executive Director Bayta Maring provided information on the College's ad hoc visit by the Northwest Commission on Colleges and Universities (NWCCU) scheduled for October 30 – 31, 2018.

The study session concluded at 4:09 PM at which time Chair Pellham called for a break.

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 Clara Pellham at 4:30 PM in the Board Room (#1010M), located in the Administration building (#1000) at Shoreline Community College. A quorum of the Board was present.

MEMBERS PRESENT

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

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

REPORT: CHAIR, BOARD OF TRUSTEES

Chair Pellham spoke of the energy and excitement at the Fall Convocation. She shared that the Trustees had a very productive retreat on September 13 and 14, as well as had an opportunity to attend the October 8 Lake Washington Institute of Technology's Board of Trustees meeting.

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 July 18, 2018, the special meeting of August 29, 2018, the special meeting of September 13, 2018, and the special meeting of September 14, 2018

Motion 18:46: Motion made by Trustee Jackson to approve the consent agenda.

Motion seconded by Trustee Lux, followed by all Trustees in favor of the motion.

COMMUNICATION FROM THE PUBLIC

None.

COLLEGE UPDATE(S)

None.

REPORT: SHORELINE PRESIDENT

President Roberts shared the *On Course* insert from the Seattle Times. She provided an overview of the Washington's Community and Technical Colleges documents containing the system's 2019-21 operating and capital budget requests.

President Roberts distributed and provide an overview of the *President's College & Community Engagement* report (July 17 – October 16, 2018).

REPORT: FISCAL YEAR-END (2017 – 2018)

Senior Executive Director and CFO Stuart Trippel distributed and went over the *Shoreline Community College Operating Fee Revenue Tracking FY 2018* document and the *Shoreline Community College Financial Summary for Board of Trustees (July 1, 2017 – June 30, 2018)* document.

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

The Trustees inquired about the 2017-18 fiscal year deficit and expressed needing more information regarding one-time expenditures versus ongoing expenses.

REPORT: ENROLLMENT

Executive Director Bayta Maring showed fall-to-fall quarter comparisons from 2013 – 2018 and domestic and international enrollment changes between 2016-17 and 2017-18.

REPORT: COLLEGE POLICIES &/OR RULES REVIEW SCHEDULE & UPDATES

Executive Director Veronica Zura projected the policy review process on the Policies and Procedures webpage.

FIRST READING: COLLEGE POLICIES AND/OR RULES

Created (New)

Executive Director Veronica Zura provided an overview of tab 1A [College Policies &/or Rules– Created (New)] containing information on newly created policy 5004 (Graduation).

Revised

Executive Director Veronica Zura provided an overview of tab 1B [College Policies &/or Rules– Revised] containing information on revised rule 132G-104-WAC (Meetings of the Board of Trustees). The Trustees provided input on revised rule 132G-104-WAC, which will result in the revised rule returning to the December 5 regular meeting as a first reading.

For Elimination

Executive Director Veronica Zura provided an overview of tab 1C [College Policies &/or Rules– For Elimination] containing information on policies recommended for elimination: 2062 (Division Chairpersons – Appointment); 2072 (Assistant Division Chairs – Appointment); 4150 (Retirement Annuity Purchase Plan Eligibility); 4721 (Tenure); 5165 (Faculty Advisement); 5280 (Intercollegiate Athletics and Performing Arts – Financial Aid); and 5340 (Student Accident Insurance).

FIRST READING: BOARD OF TRUSTEES 2018 – 2019 PROFESSIONAL LEARNING GOALS

The Trustees reviewed and discussed the Board’s 2018 – 2019 goals on tab 2 (Board of Trustees 2018 – 2019 Professional Learning Goals).

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

ACTION: COLLEGE POLICIES &/OR RULES

Executive Director Veronica Zura provided an overview of tab 3A [College Policies & Rules– Chapter 132G-136 WAC & 132G-137 WAC (Use of College Facilities)] containing information on the proposal to repeal Chapter 132G-136 WAC and to create Chapter 132G-137 WAC.

Motion 18:47: Motion by Trustee Lux to repeal Chapter 132G-136 WAC and to create Chapter 132G-137 WAC.

Motion seconded by Trustee Barrett, followed by all Trustees in favor of the motion.

Executive Director Veronica Zura provided an overview of tab 3B [College Policies & Rules– Chapter 132G-142 WAC (Use of College Facilities for Expressive Activities)] containing information on the proposal to create Chapter 132G-142 WAC.

Motion 18:48: Motion by Trustee D’Ambrosio to create Chapter 132G-142 WAC.

Motion seconded by Trustee Barrett, followed by all Trustees in favor of the motion.

ACTION: ACT TRANSFORMING LIVES AWARDS

Trustees D’Ambrosio and Jackson volunteered to serve as the two members of the Board to review the nominations received and recommend the Board’s nominee for the 2019 ACT Transforming Lives Awards.

Motion 18:49: Motion by Trustee Lux for Trustees D’Ambrosio and Jackson to serve as the two members of the Board to review the nominations received and to recommend the Board’s nominee for the 2019 Transforming Lives Awards.

Motion seconded by Trustee Barrett, followed by all Trustees in favor of the motion.

ACTION: EXTENDING FUNDING – OFFICE OF ADVANCEMENT

Senior Executive Director and CFO Stuart Trippel distributed information related to extending funding for the Office of Advancement.

Motion 18:50: Motion by Trustee Jackson to authorize expenditure of \$400,000 from the Board reserve and \$750,000 from cumulative prior year carryforwards to fund the Office of Advancement and capital

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

campaign for a period of three years beginning November 1, 2018, and ending October 31, 2021.

Motion seconded by Trustee Lux, followed by all Trustees in favor of the motion.

ACTION: BOARD RESOLUTION NO. 148 (Commending Service of Trustee Phillip L. Barrett)

Trustee D’Ambrosio read Resolution No. 148 (Commending Service of Trustee Phillip L. Barrett).

Motion 18:51: Motion by Trustee D’Ambrosio to approve Resolution No. 148 (Commending Service of Trustee Phillip L. Barrett).

Motion seconded by Trustee Jackson, followed by all Trustees in favor of the motion.

Trustees D’Ambrosio, Jackson, Lux, and Pellham expressed appreciation for Trustee Barrett’s leadership, mentorship and service. Trustee Barrett spoke of how rewarding it was to serve as a Trustee.

CONSTITUENT REPORT: SHORELINE FACULTY

SCCFT President DuValle Daniel expressed best wishes to Trustee Barrett. She read the *Federation President’s Report to the Board of Trustees* (report attached).

CONSTITUENT REPORT: SHORELINE CLASSIFIED

WFSE Chief Steward Jerry Owens conveyed appreciation to and for Trustee Barrett. He shared that 28% of the Classified Staff at the College will get “range raises,” with each range representing a 2.5% increase. He concluded his report with a cautionary note...the “legislature must fund these contracts.”

CONSTITUENT REPORT: SHORELINE ASSOCIATED STUDENT GOVERNMENT

ASG President Denish Oleke distributed the ASG’s 2018 – 2019 Strategic Plan and provided an overview of the projects for the academic year. He added that the year started on a very positive note with over 650 students attending the New Student Orientations (NSOs).

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

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

Trustee Lux shared that he would be co-presenting at the upcoming Association of Community College Trustees (ACCT) Leadership Congress on labor and community and technical colleges. He also spoke of the Washington State Labor Council's (WSLC's) resolution, renewing the call for labor support for the community and technical colleges.

Trustees D'Ambrosio, Jackson, Lux, and Pellham conveyed that they would miss having Trustee Barrett on the Board and are pleased that he plans to stay connected to the College.

ADJOURNMENT

Motion 18:52: Motion by Trustee D'Ambrosio to adjourn the regular meeting of October 17, 2018.

Motion seconded by Trustee Lux, followed by all Trustees in favor of the motion.

Chair Pellham adjourned the meeting at 6:57 PM.

Signed _____
Clara Pellham, Chair

Attest: December 5, 2018

Lori Y. Yonemitsu, Secretary

Federation President's Report to BOT Oct. 17, 2018 (Read into the Minutes)

In my report today, I would just like to make note of a few things. I've been asked to read my report into the minutes for faculty unable to attend BOT meetings, so I will try to do so this year on a consistent basis.:

Janus impact, increased administrative work, less stability for unions and the associate to the full-time ratio:

Repercussions of Janis have been pretty significant in terms of paperwork, record keeping, etc. as we have a lot of turnover due to the overreliance on the part-time faculty in higher education. While we appreciate that the priority associate status negotiated in the last contract has helped assure more stability, not only for the associates but also for the students and for the union, it is still much preferred to convert more of those associate positions into full-time tenured positions where possible.

Regional Pay:

AFTWA is supporting the push for regional pay and it is hoped that the College leaders will work with us to make that happen. We are hopeful in that it has been approved for K-12 that the state is leaning in that direction. This could be a great opportunity for the union and the college presidents to work together for a cause that would be mutually beneficial.

Bargaining Year:

The faculty team is preparing for negotiations that will start winter quarter. We hope the new process we will be following, currently being figured out by our leads, Eric Hamako for Faculty and Guy Hamilton for administration, will help us be efficient and productive.

Equity Training

I am glad to see that the BOT has participated in equity training. I am hopeful that the entire College will be transformed if we have a clear and ongoing process for change, at all levels.

Student Evaluations Training

Many faculty members have asked me if the BOT is going to have training on Student Evaluations and how to weigh and interpret them. There is an ongoing concern that too much emphasis is being paid to evaluations when not enough training has been done across the campus as to their meaning and how to accurately/appropriately analyze them.

Public Records Act and BOT Training

I hope that John mentioned in his BOT training that AFTWA and others are challenging the interpretation of the Public Records Act by Colleges, including here at Shoreline whereby the College continues to release personal information in emails that would not be released if found in print/files, such as personal emails, phones, etc. We've petitioned the College to reconsider this, but there continues to be resistance to making that change. In addition, the union has asked to be informed as a union in order to better represent faculty receiving these requests as many of them are caught off guard when receiving a notification with deadlines and on more than one occasion have requested assistance,

sometimes unfortunately after the fact. More training across the board is needed, and all training should include multiple perspectives and interpretations.

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
SPECIAL MEETING OF NOVEMBER 27, 2018
Page 1 of 2

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 3:00 PM in the Central Conference Room (#1020M), located in the Administration Building (#1000) at Shoreline Community College, 16101 Greenwood Avenue North, Shoreline, Washington 98133.

MEMBERS PRESENT

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

Also present: President Cheryl Roberts and Executive Vice President Alison Stevens.

COMMUNICATION FROM THE PUBLIC

None.

EXECUTIVE SESSION

At 3:00 PM, Chair Pellham announced that the Board would convene in executive session for sixty minutes to review the performance of public employees.

At 4:00 PM, Chair Pellham announced that the Board would extend its executive session for fifteen minutes.

RECONVENE IN SPECIAL SESSION

The Trustees reconvened in special session at 4:15 PM.

ADJOURNMENT

Motion 18:53: Motion by Trustee Lux to adjourn the special meeting of November 27, 2018.

Motion seconded by Trustee D'Ambrosio, followed by all Trustees in favor of the motion.

Chair Pellham adjourned the meeting at 4:15 PM.

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
SPECIAL MEETING OF NOVEMBER 27, 2018
Page 2 of 2

Signed _____
Clara Pellham, Chair

Attest: December 5, 2018

Lori Y. Yonemitsu, Secretary

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF DECEMBER 5, 2018**

TAB 1

CONSENT AGENDA

Subject: Board of Trustees Professional Learning Goals 2018 – 2019

Background

The Trustees conducted a first reading of its 2018 – 2019 Professional Learning Goals at the October 17, 2018 regular meeting of the Board of Trustees. The goals presented on October 17 were developed at the September 13, 2018 Board of Trustees Retreat (“Special Meeting”) and there were no subsequent changes to the Board’s 2018 – 2019 Professional Learning Goals.

BOARD OF TRUSTEES 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.

Recommendation

That the Board of Trustees take action on its 2018 – 2019 Professional Learning Goals.

Prepared by: Lori Yonemitsu
Executive Assistant to the President • Secretary to the Board of Trustees
Shoreline Community College
November 30, 2018

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF DECEMBER 5, 2018**

TAB 2

CONSENT AGENDA

Subject: College Policies

Background

The Board of Trustees conducted a first reading at its Regular Meeting of October 17, 2018 of the following College policies that have been created or revised during the policy review process:

Created

- Policy 5004 – Graduation

For Elimination

- 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)

Recommendation

It is recommended that the Board of Trustees approve:

- The creation of Policy 5004 (Graduation)
- The elimination of Policy 2062 (Division Chairpersons - Appointment), 2072 (Assistant Division Chairs – Appointment), 4150 (Retirement Annuity Purchase Plan Eligibility), 4721 (Tenure), 5165 (Faculty Advisement), 5280 (Intercollegiate Athletics & Performing Arts – Financial Aid), and 5340 (Student Accident Insurance).

Prepared by: Cheryl Roberts, President
Veronica Zura, Executive Director of Human Resources
Shoreline Community College
November 30, 2018

To Follow

- Policy 5004, 2062, 2072, 4150, 4721, 5165, 5280, and 5340.



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.

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

Retirement Annuity Purchase Plan Eligibility

4150

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 DECEMBER 5, 2018**

TAB 3

ACTION

Subject: Tenure Considerations

Background

Under separate cover the Board received a copy of the appointment review committee's report and recommendation for two third-year faculty candidates. On November 27, 2018, the Board met in executive session with the faculty chairs of the appointment review committees to review and discuss the Appointment Review Committee report.

<u>Faculty</u>	<u>Discipline/Area</u>	<u>Committee Chair</u>
Jessica Simpson	Nursing	Betty Kost
Sunny Ybarra	Advising	David Starr

Recommendation

At this time the Board has three options: 1) to grant tenure, 2) to deny tenure, or 3) to take no action, which results in a passive granting of tenure.

Prepared by: Alison Stevens
Executive Vice President for Student Learning & Success
Shoreline Community College
November 29, 2018

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF DECEMBER 5, 2018**

TAB 4

ACTION

Subject: REVISIONS TO BOARD POLICY BPR-6 (ACTING PRESIDENT)

Background

Revisions are proposed to the BPR-6 (Acting President) policy title and the policy contained in section 4 (Board-President Relationship) of the Board of Trustees Governance Manual to more accurately and explicitly delineate the protocol for the President to request leave, for appointing an Administrator in Charge and for appointing an acting President.

To follow/attached: *Side-by-Side* document containing the current policy and the proposed revisions to BPR-6 (Acting President).

Recommendation

That the Board of Trustees take action on the revisions to Board Policy BPR-6 (Acting President).

Prepared by: Cheryl Roberts
President
Shoreline Community College
November 30, 2018

BOARD POLICY NUMBER: BPR-6
POLICY TITLE: SECTION 4: BOARD-PRESIDENT RELATIONSHIP – Acting President – Approval for Paid/Unpaid Leave, Appointment of an Administrator in Charge, and Appointment of an Acting President

CURRENT POLICY	RECOMMENDED REVISIONS TO CURRENT POLICY (<i>changes tracked</i>)
<p><i>The Board will ensure that the college not be left without a President.</i></p> <p>Accordingly:</p> <p>6.1. If the President is off campus for more than five working days, he/she will notify the Chair if he/she prior to the absence, delegate his/her authority to an Executive Team member to serve as acting President for short periods of time, not to exceed 30 consecutive working days at a time.</p> <p>6.2. The Board will, upon the resignation, termination, incapacity or death of the current President, appoint an acting, interim or permanent President.</p>	<p><i>The Board will ensure that the college not be left without a President.</i></p> <p>Accordingly:</p> <p>6.1. The President will seek approval from the Board Chair when off campus for paid or unpaid leave, including annual leave.</p> <p>6.2. An Administrator in Charge will be appointed by the President when s/he is off campus for more than one day and up to twenty (20) working days whether for College business or for approved paid or unpaid leave, including annual leave and sick leave. The President, in consultation with the Board Chair, can appoint an acting President before twenty (20) working days if doing so is in the best interest of the College.</p> <p>6.3. When the President is anticipated to be off campus for more than twenty (20) working days other than for College business, the President will delegate his/her authority to an Executive Team member to serve as Acting President, not to exceed thirty (30) consecutive working days. College business is defined as anything other than paid or unpaid leave, including annual and sick leave.</p> <p>6.2 The Board will, upon the resignation, 6.4 termination, incapacity or death of the current President, appoint an acting, interim or permanent President.</p>

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF DECEMBER 5, 2018**

TAB 5A

FIRST READING

Subject: College Policies – 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 5040 – Student Records

To follow:

Policy 5040 – Student Records

Prepared by: Cheryl Roberts, President
Veronica Zura, Executive Director of Human Resources
Shoreline Community College
November 30, 2018



Policy Name:	Student Records
Policy Number:	5040
Applicable Code/Law:	Family Educational Rights and Privacy Act of 1974 (FERPA)

Policy:

The policy of Shoreline Community College District Number Seven (7) is to establish and enforce guidelines which are in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment. FERPA establishes that the educational records of students attending or having attended Shoreline Community College are confidential and can be released only with the written consent of the students, or under limited and clearly defined circumstances.

All students admitted and registered at Shoreline Community College are protected under FERPA, including former students of the College. Students have the following rights and protections related to the privacy of their educational records at the College:

- The right to be informed and inspect their educational records within 45 calendar days of the day the Registrar's Office at the College receives the request.
- The right to request, in writing, amendment of the records that the student believes are inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to waive their rights in writing.
- The right to file a complaint to the Department of Education if they feel their FERPA rights have been violated. The office at the Department of Education that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, DC 20202-4605

Education Records

Education records are defined as any record maintained by Shoreline Community College, or an agent of the College, which are directly related to the student. Education records can exist in any medium, including handwritten, typed, computer generated, videotape, audiotape, film, microfilm, microfiche, and email, among others.

Education records do not include the following:

- Personal records kept by a staff member, not accessible or revealed to any other person, or kept on file;
- Records created and maintained by public safety for strictly law enforcement purposes;
- Employment records unless employment is contingent upon student status;
- Records maintained by the counseling center if the record is only used for treatment and not made available to others; or
- Alumni records containing only information about a student after they are no longer in attendance.

Directory Information

Directory information is generally not considered harmful or an invasion of privacy if released and may be disclosed without the prior written consent of the student. Students have the option of refusing the release of directory information, by contacting the Office of the Registrar.

The College has designated the following items as directory information:

- Student name
- Dates of attendance
- Enrollment status (full or part time)
- Degrees and certificates awarded
- Honors
- Major or field of study
- Date of graduation
- Height and weight of student athletes

The College will disclose information from student's educational records only with the written consent of the student, except under the following limited circumstances authorized by FERPA:

- To school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative, supervisory, academic or support staff position (including College security)
- In connection with a student's request for or receipt of financial aid to determine eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid
- To other organizations providing financial aid to the student
- Accrediting organizations
- To organizations conducting studies for or on behalf of the College

- To appropriate parties in a health or safety emergency
- To military recruiters, pursuant to the Solomon Amendment, as determined by the Department of Education
- To the Department of Homeland Security
- To the IRS in response to the 1997 Taxpayer Relief Act
- To the Department of Veterans Affairs for those students receiving veteran's benefits
- In response to a legally served subpoena

Inquiries from all third parties, including family members, other students, outside agencies, groups and organizations, and the public are considered as coming from outside the college and will require written authorization from the student.

The Family Educational Rights and Privacy Act (FERPA) requires that students be informed at least annually of their rights under FERPA.

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF DECEMBER 5, 2018**

TAB 5B

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
November 30, 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 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 DECEMBER 5, 2018**

TAB 5C

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 2410 – Disruptive Demonstrations and Other Similar Emergencies
- Policy 5240 – Presentation of Media, Distribution of Materials and Posting of Signs
- Policy 5255 – Off-Campus Student-Invited Speakers

To Follow

- Policy 2410 – Disruptive Demonstrations and Other Similar Emergencies
- Policy 5240 – Presentation of Media, Distribution of Materials and Posting of Signs
- Policy 5255 – Off-Campus Student-Invited Speakers

Prepared by: Cheryl Roberts, President
Veronica Zura, Executive Director of Human Resources
Shoreline Community College
November 30, 2018

Disruptive Demonstrations and Other Similar Emergencies

2410

POLICY

THE PRIMARY RESPONSIBILITY OF THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NUMBER SEVEN IS TO PROVIDE A QUALITY EDUCATION FOR EVERY STUDENT AT SHORELINE COMMUNITY COLLEGE. THE BOARD IS DEVOTED TO THE AMERICAN IDEALS OF FREE SPEECH AND PEACEFUL ASSEMBLY. HOWEVER, THE BOARD IS DETERMINED THAT INDIVIDUALS AND/OR GROUPS SHALL EXERCISE THESE RIGHTS IN SUCH A MANNER AS NOT TO INTERRUPT THE EDUCATIONAL PROCESSES AND RELATED FUNCTIONS OF THE INSTITUTION NOR TO INTERFERE WITH THE RIGHTS OF OTHERS. IT SHALL BE THE RESPONSIBILITIES OF THE ADMINISTRATION TO SEE THAT THE INTEGRITY OF THE COLLEGE PROGRAM IS MAINTAINED WITHOUT INTERRUPTION.

Approved by:
Board of Trustees 2/9/70

Procedural Guidelines

1. All administrators will immediately notify the President, or his designee, as soon as information of a possible emergency is received. The line of authority for such notification will be as designated by the College President. The President/Acting President is responsible for having his personal secretary and the switchboard operator informed at all times regarding where he can be reached in case of emergency.
2. If, in the judgment of the President or his designee, the problem is one potentially disruptive of:
 - a. The primary educational responsibility of ensuring the opportunity for all members of the college community to attain their educational objectives, or
 - b. The subsidiary responsibility of protecting the safety of persons in the college community, maintaining and protecting property, keeping records, providing services, and sponsoring non-classroom activities such as lectures, concerts, athletic events, and social functions, then the President or his designee will consult the college attorney.
3. At the direction of the President or his designee and after consultation with the college attorney, the senior security officer present will notify appropriate law enforcement officials of the details of the anticipated event.

Disruptive Demonstrations and Other Similar Emergencies

2410

4. Following the notification of law enforcement officials, the following steps will be taken if in the judgment of the authority in charge and the college attorney further action appears necessary. If circumstances do not make it possible to contact the college attorney, the authority in charge will implement these steps in accordance with his own best judgment:
 - a. A reasonable effort will be made to mediate the problem and resolve it without outside law enforcement assistance if in the judgment of the authority in charge such would be possible.
 - b. If there is a disturbance, a reasonable effort will be made to quell it by issuing an appropriate directive and/or warning to the effect that the disturbance constitutes a violation of established college policy or law and/or is disruptive of the normal functions of the College as defined in paragraph 2 and therefore should be stopped within a specified amount of time. Persons involved in the disturbance should be warned of the steps which may be taken if they do not desist:
 - i. Temporary suspension and/or further disciplinary action by the College may be undertaken against individuals involved. Individual students may appeal any such disciplinary action by appearing in the President's Office within twenty-four hours to show cause as to why such disciplinary action should not be continued pending a regular disciplinary hearing in accordance with the Discipline Code.
 - ii. Law enforcement agencies may be called, exposing individuals to criminals sanction.
 - ii. A court order may be obtained restraining the disruptive conduct and exposing the individuals so contempt of court proceedings.
 - c. If it appears desirable under the circumstances as they then exist, the President or his designee may create and convene an Ad Hoc Grievance Committee to develop recommendations in a rational and fair atmosphere regarding any matters connected with the demonstration or disturbance. Students should be advised, however, that such recommendations are advisory only; and not binding upon the Board of Trustees. The committee shall include representatives of the administration, faculty and students, including representatives from those involved in the disruptive activity or demonstration. Procedure will be decided by the committee and shall include such matters as whether meetings shall be public,

Disruptive Demonstrations and Other Similar Emergencies

2410

whether to conduct hearings and take testimony, and when or where to hold meetings.

5. Once outside law enforcement officials have been called, the President or his designee should make every effort to cooperate with them in the evaluation of the existing problem. (It should be noted that law enforcement officers need not cooperate or await direction by college officials although they probably will do so). Prior to any arrests the following factors must be considered:
 - a. Is there a violation of college regulations or law?
 - b. Does the conduct materially and substantially interfere with the primary or subsidiary functions of the College as defined in paragraph 2?
 - c. If the answer to a or b above is negative, should the President or his designee permit the activity to continue as a means of resolution, keeping the police on standby?
6. In the event of a disturbance, officially designated individuals including, if available, students, faculty, and administrators will be alerted and will have the responsibility of observing the situation, understanding they may be called as witnesses, and recording insofar as possible the events and individuals involved.
7. Formal directives will be given upon advice of the college attorney or law enforcement officer in charge. If neither are present then a formal order to disperse for violation of college rules should be in the form of an order, as distinct from a request, and with the use of a bullhorn if necessary. Such directives should include the identity and authority of the speaker, the rule or rules being violated, and a clear, concise statement of the action required of the disruptive individuals.
8. During the course of disruptive demonstrations and other similar emergencies, direct control of the campus security force will be through the President or his designee.
9. Statements to the press or others news media on behalf of Shoreline Community College will come only from the Office of the President, and any inquiries for information should be directed to that office where arrangements will be made for the convenience of the press.

Approved by:
College Cabinet 1/26/70

Presentation of Media, Distribution of Materials and Posting of Signs 5240

Presentation of Media, Distribution of Materials and Posting of Signs 5240

POLICY

AN IMPORTANT ASPECT OF THE EDUCATION OF COLLEGE STUDENTS IS THE FREE AND OPEN EXCHANGE OF IDEAS. ANY STUDENT OR STUDENT ORGANIZATION, THROUGH THE DISTRIBUTION OF MATERIALS, PRESENTATION OF MEDIA, OR POSTING OF SIGNS MAY EXERCISE ON COLLEGE PROPERTY THE RIGHTS OF FREE SPEECH AND FREE INQUIRY CONSISTENT WITH STATE AND FEDERAL LAWS.

Approved by:
Board of Trustees.....03/30/70

Procedural Guidelines

1. To assure orderly scheduling of facilities, any student or student organization is asked to register with the Director of Student Activities prior to the presentation of media, distribution of materials, or posting of signs. It is understood that the Director of Student Activities may not approve or disapprove of the content of the material; he may, however, counsel and advise with respect to the character of the material or its mode of presentation.
2. In order to preserve orderly use of college facilities the Director of Student Activities may designate area(s), date(s), and time(s) available for distribution, posting, and/or presentation.
3. Media, materials, or signs must bear identification as to publishing agency, sponsoring organization and/or individual, and take-down date.

Approved by:
College Cabinet.....01/14/70

Off-Campus Student-Invited Speakers

5255

POLICY

THE BOARD OF TRUSTEES, ADMINISTRATION AND FACULTY OF SHORELINE COMMUNITY COLLEGE SUBSCRIBE TO THE PROPOSITION THAT AN IMPORTANT ASPECT OF THE EDUCATION OF COLLEGE STUDENTS IS THE OPPORTUNITY TO LISTEN TO SPEAKERS REPRESENTING A WIDE VARIETY OF OPINIONS AND BELIEFS, THEREFORE, IN CONFORMITY WITH THE AMERICAN TRADITIONS OF FREE SPEECH AND FREE INQUIRY, IT IS HEREBY PROVIDED THAT ANY RECOGNIZED STUDENT ORGANIZATION, WITH THE KNOWLEDGE AND APPROVAL OF ITS ADVISOR, MAY INVITE TO THE CAMPUS ANY SPEAKER THE GROUP WOULD LIKE TO HEAR. ALTHOUGH IT IS THE ADVISOR'S RESPONSIBILITY THROUGH THE INVITING GROUP TO INSURE THE EDUCATIONAL RELEVANCE OF SUCH PROGRAMS, ALL SUCH SPEAKERS HAVE COMPLETE DISCRETION IN THE CONTENT AND MANNER OF THEIR PRESENTATION, SUBJECT TO RESTRAINTS IMPOSED BY FEDERAL AND/OR STATE CONSTITUTIONS AND STATUTES. MOREOVER, THE APPEARANCE OF AN INVITED SPEAKER ON THE CAMPUS DOES NOT INVOLVE ANY ENDORSEMENT, EITHER IMPLICIT OR EXPLICIT, OF HIS VIEWS BY SHORELINE COMMUNITY COLLEGE, ITS FACULTY, ITS ADMINISTRATION, OR ITS BOARD OF TRUSTEES.

IT IS UNDERSTOOD THAT NO PERSON WHO IS NOT A MEMBER OF THE STUDENT BODY, FACULTY OR STAFF OF SHORELINE COMMUNITY COLLEGE HAS AN INHERENT RIGHT TO SPEAK ON THE CAMPUS UNLESS HE HAS BEEN INVITED BY A MEMBER OF THE FACULTY OR BY A RECOGNIZED STUDENT ORGANIZATION; AND FURTHER, THAT NO PERSON NOT A MEMBER OF THE SHORELINE COMMUNITY COLLEGE STUDENT BODY, FACULTY OR STAFF HAS A RIGHT TO DEMAND THAT HE BE ALLOWED TO LISTEN TO AN ADDRESS OF AN INVITED SPEAKER.

Approved by:
Board of Trustees.....06/10/68

Procedural Guidelines

1. The scheduling of facilities for hearing speakers must be through the office of the Director of Student Activities and will always be subject to the availability of the appropriate space.
2. Registration forms are available in the office of the Director of Student Activities, 940 P.U.B.
3. Registration forms must be completed at least 48 hours prior to the appearance of the invited speaker. (Any exception to this rule is subject to the approval of the President or his appointed representative.)
4. The sponsoring organization shall assign an individual to preside over any program where a speaker has been invited.

Approved by:
College Cabinet.....06/12/69