

**SHORELINE COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING OF FEBRUARY 27, 2019
3:00 PM Study Session – Board Room (#1010M), Bldg. 1000
4:30 PM Regular Session – Board Room (#1010M), Bldg. 1000**

AGENDA

[illegible]

12.	Constituent Report: Shoreline Faculty	<i>DuValle Daniel</i>	
13.	Constituent Report: Shoreline Classified Staff	<i>Jerry Owens</i>	
14.	Constituent Report: Shoreline Associated Student Government	<i>Denish Oleke</i>	
15.	Report: Closing Remarks – Board of Trustees	<i>Trustees</i>	
16.	Executive Session <ul style="list-style-type: none"> To discuss with legal counsel matters in litigation or matters of potential litigation 	<i>Clara Pellham</i>	
17.	Action: Adjournment	<i>Clara Pellham</i>	
Next Regular Meeting: Wednesday, March 20, 2019			

MINUTES

STUDY SESSION

Vice Chair Tom Lux called the study session of the Board of Trustees of Shoreline Community College District Number Seven to order 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.

Enrollment & Financial Aid Services

Director Chris Melton provided an overview of Enrollment and Financial Aid Services (EFAS) including the responsibilities of the five Customer Service 2s, four Program Supervisors, four Program Specialists, as well as her responsibilities as the Director of EFAS. She noted that “EFAS is always striving to improve our processes and eliminate barriers for students.”

In addition, Director Melton spoke of current challenges and what EFAS is looking forward to (e.g the implementation of ctcLink—the new database for Enrollment, Financial Aid, Student Services, Student Financials, and Human Resources).

At 3:13 PM, the Trustees proceeded to the second level in building 5000 (“FOSS”) for a visit to EFAS.

The Trustees returned to the Board Room at 3:38 pm with Director Melton and Senior Executive Director and CFO Stuart Trippel sharing information about the types of financial aid available to students, as well as associated eligibility requirements.

CONVENE IN REGULAR SESSION

Vice Chair Tom Lux called the regular meeting of the Board of Trustees of Shoreline Community College District Number Seven to order at 4:31 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 Douglass Jackson, Tom Lux, and Gidget Terpstra were present.

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

REPORT: CHAIR, BOARD OF TRUSTEES

Vice Chair Lux welcomed Trustee Terpstra back to the Board of Trustees. He shared that he, Trustee Terpstra, and President Roberts had an opportunity to visit with several legislators on January 22.

CONSENT AGENDA

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

- a. Minutes from the regular meeting of December 5, 2018 and the special meeting of January 11, 2019
- b. College Policies
Created (New)
 - Policy 5040 (Student Records)For Elimination
 - 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)

Motion 19:02: Motion made by Trustee Jackson to approve the consent agenda.

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

COMMUNICATION FROM THE PUBLIC

Professor Ernest Johnson spoke of his role with the Faculty action bargaining team and conveyed that there were feelings on the part of the team about not receiving timely responses from the administration. He added that the “administration take into consideration the importance of compensation” and the team needing “ample time to prepare.”

COLLEGE UPDATE(S)

Dr. Marisa Herrera’s Interview with King 5 – Food Pantry at Shoreline Community College
Vice President Marisa Herrera shared information on the food pantry, as well as information on other resources (e.g. Counseling Center; Veterans Resource Center; Advising & Success Coaching; Workforce Education Emergency Support) available to students.

REPORT: 2019 WASHINGTON ACT TRANSFORMING LIVES AWARD(S)

Trustee Jackson provided an overview of the Washington Association of College Trustees (ACT) Transforming Lives Award(s) and noted, “This is a testament to the work that we do.” Trustee Jackson and Trustee D’Ambrosio reviewed five nominations and recommended current student Jake Powell as the Shoreline Community College Board of Trustees’ nominee for the 2019 ACT Transforming Lives Award(s).

Jake Powell shared that it was an amazing experience to hear the stories of other nominees at the January 21 Transforming Lives dinner. He shared his artwork and noted that Shoreline Community College “has played a phenomenal role of who I am today.”

REPORT: SHORELINE PRESIDENT

President Roberts distributed the *President’s College & Community Engagement* report (December 6, 2018 – January 23, 2019) and reported on the Executive Team’s conversations with employee groups, Trustee Terpstra’s return to the Board of Trustees, the work taking place with the class schedule, and the residence hall. In addition, she reported on the signing of a memorandum of understanding between Shoreline Community College and the Shoreline Community College Federation of Teachers (SCCFT) regarding sabbaticals for the 2019-20 year.

REPORT: EMERGENCY PREPAREDNESS

Senior Executive Director and CFO Stuart Trippel introduced Edwin Lucero, Director of Safety and Security. Director Lucero reported on past, present, and future emergency preparedness projects and activities.

REPORT: CAPITAL PROJECTS

Senior Executive Director and CFO Stuart Trippel provided an update on the residence hall, noting that the anticipated certificate of occupancy is for September 6, 2019.

In addition, he provided an update on the Allied Health, Science and Advanced Manufacturing complex, noting that due to increasing costs resulting from the construction boom, the building cannot be as large and fit all the programs as originally planned. As a result, plans include eventually moving the Dental Hygiene program to building 9000 and relocating the Bookstore to another building.

REPORT: COLLEGE POLICIES &/OR RULES UPDATES

Executive Director Veronica Zura shared that the review of almost all college policies is nearing completion and the three-year review cycle, set to commence thereafter. She added that a housing policy is forthcoming.

FIRST READING: COLLEGE POLICIES AND/OR RULES

Revised

Executive Director Veronica Zura provided an overview of tab 2 (College Policies–Revised) containing information on revised policy 3802 (Naming of Facilities).

ACTION: BACCALAUREATE OF APPLIED SCIENCE IN DENTAL HYGIENE (BASDH) PROPOSAL

Acting Vice President Bayta Maring, joined by Dean Aparna Sen and Director Rosie Bellert, provided an overview of tab 3 (Baccalaureate of Applied Science in Dental Hygiene (BASDH) Proposal).

Motion 19:03: Motion by Trustee Jackson to approve the proposal.

Motion seconded by Trustee Terpstra.

After asking several questions of Dean Sen and Director Bellert, all Trustees voted in favor of the motion.

CONSTITUENT REPORT: SHORELINE FACULTY

SCCFT President DuValle Daniel spoke about safety concerns tied to construction projects (e.g. asbestos removal, asphalt on residence hall). While expressing appreciation for the quick response tied to the asphalt project, she noted the importance of receiving timely and comprehensive information about projects concerning health and safety.

SCCFT President Daniel shared her request for a detailed budget at the fall campus update and noted, “So far, we have yet to receive it.” She added that the bargaining team has also requested financial information in order to develop its compensation proposal, that there should be a detailed budget (that has not yet been received), and distributed copies of budget related documents presented at the June 22, 2016 Board of Trustees meeting as an example of the type of information requested.

CONSTITUENT REPORT: SHORELINE CLASSIFIED

WFSE Chief Steward Jerry Owens stated that he would like detailed budget information as well.

WFSE Chief Steward Owens reported on the average Classified Staff's salary of \$32,000.00 per year, the WFSE's push for regional pay, and the need to get the new WFSE contract funded. He spoke of high staff turnover and noted, "Until we get this new contract, we will continue to face this dilemma."

CONSTITUENT REPORT: SHORELINE ASSOCIATED STUDENT GOVERNMENT

ASG President Denish Oleke provided an overview of the ASG's current or recent projects and events – including the review of budget proposals for the 2019 – 2020 academic year.

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

None.

EXECUTIVE SESSION

At 6:10 PM, Vice Chair Lux announced that the Board would convene in executive session for fifteen minutes to discuss with legal counsel matters in litigation and would reconvene in open session following the executive session to adjourn.

The Executive Session commenced at 6:17 PM.

At 6:32 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its executive session by five minutes.

At 6:37 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its executive session by two minutes.

At 6:39 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its executive session by two minutes.

ADJOURNMENT

Motion 19:04: Motion by Trustee Terpstra adjourn the regular meeting of January 23, 2019.

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

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REGULAR MEETING OF January 23, 2019

Vice Chair Lux adjourned the meeting at 6:43 PM.

Signed _____
Tom Lux, Vice Chair

Attest: February 27, 2019

Lori Y. Yonemitsu, Secretary

MINUTES

Chair Clara Pellham called the special meeting of the Board of Trustees of Shoreline Community College District Number Seven to order at 9:00 AM 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 Douglass Jackson, Tom Lux, Clara Pellham, and Gidget Terpstra were present.

President Roberts was also present.

COMMUNICATION FROM THE PUBLIC

None.

OVERVIEW OF THE AGENDA

Chair Pellham provided an overview of the agenda.

TRAINING: EXPLORING OUR CULTURAL IDENTITY

Executive Director for Employee Engagement, Equity, and Organizational Development Gloria Ngezaho conducted a training for the Trustees on *Exploring Our Cultural Diversity*.

TRAINING: STUDENT EVALUATIONS & THE APPOINTMENT REVIEW COMMITTEE (ARC) PROCESS

Professor and Shoreline Community College Federation of Teachers (SCCFT) President DuValle Daniel, Acting Vice President for Student Learning Bayta Maring, and Associate Dean of Teaching, Learning, and Assessment Brigid Nulty, conducted a *Student Evaluations and the Appointment Review Committee (ARC) Process* training for the Trustees.

COMMUNITY ENGAGEMENT

The Trustees discussed opportunities for the Board to engage with the Shoreline Community College Foundation and the Shoreline School District.

PROPOSED CHANGES: BOARD OF TRUSTEES GOVERNANCE MANUAL

President Roberts, Board Chair Pellham, and Board Vice Chair Lux continue to review the Board's governance manual.

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Senior Executive Director and CFO Stuart Trippel updated the Trustees on matters under his purview tied to existing policies contained in the Board's governance manual.

ADJOURNMENT

Motion 19:05: Motion by Trustee Lux to adjourn the special meeting of January 30, 2019.

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

Chair Pellham adjourned the meeting at 3:22 PM.

Signed _____
Clara Pellham, Chair

Attest: February 27, 2019

Lori Y. Yonemitsu, Secretary

**HOVELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF FEBRUARY 27, 2019**

TAB 1

CONSENT AGENDA

Subject: College Policies

Background

The Board of Trustees conducted a first reading at its Regular Meeting of January 23, 2019 of the following College policy that was revised during the policy review process:

Revised

- Policy 3802 (Naming of Facilities)

Recommendation

It is recommended that the Board of Trustees approve:

- The revision of Policy 3802 (Naming of Facilities)

Prepared by: Cheryl Roberts, President
Veronica Zura, Executive Director of Human Resources
Shoreline Community College
February 22, 2019

To Follow

- Policy 3802



Policy Name:	Naming of Facilities
Policy Number:	3802
Applicable Code/Law:	N/A

Policy:

The policy of Shoreline Community College District Number Seven (7) is to recognize the efforts and contributions of individuals/corporations by allowing property on campus to be named. This includes structures such as buildings, portions of buildings, room, labs, fixed furniture, equipment, open spaces, fields, and pathways collectively referred to hereafter as 'property'. Approval by the Board of Trustees is required for naming of buildings. Approval by the President is required for naming rooms, labs, equipment and all other property.

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TAB 2

ACTION

Subject: FACULTY SABBATICAL LEAVE PROPOSALS (2019 – 2020)

Background

The June 1, 2017 – June 30, 2019 Agreement By and Between the Shoreline Community College Board of Trustees, District VII and the Shoreline Community College Federation of Teachers (Article XIV: Leaves) states that the College may award annual sabbatical leaves to eligible faculty not to exceed 2.4% of the total number of full-time academic employees.

A total of ten (10) quarters of sabbatical leave is recommended for the 2019 – 2020 academic year. All faculty recommended are eligible for a sabbatical leave and the Faculty Sabbatical Committee has complied with the provisions of Article XIV: Leaves of the 2017 – 2019 Agreement.

Eight (8) sabbatical leave applications (proposals) were submitted for consideration to the Faculty Sabbatical Committee, chaired by Alicia Zweifach.

Following the Committee's review of the written applications and applicant interviews, seven (7) proposals were forwarded to the Board of Trustees for review. The Committee recommended two (2) quarters sabbatical leave for three (3) faculty members and 1 quarter sabbatical leave for four (4) faculty members.

To follow: Summary of the proposals recommended for 2019 – 2020 sabbatical leaves by the Faculty Sabbatical Committee.

1.	<u>Name</u>	<u>Division</u>	<u>Quarter & Year of Initial Employment</u>	<u>Number of Quarters Recommended</u>
	DuValle Daniel	Humanities	Fall 1995	2

Purpose: To provide better access for students and faculty to the highest quality of educational tools and knowledge in the field of English composition through compilation of an e-text. The text will reflect 26 years of teaching experience and knowledge, and will incorporate multiple disciplines and content from other English faculty at Shoreline.

2.	<u>Name</u>	<u>Division</u>	<u>Quarter & Year of Initial Employment</u>	<u>Number of Quarters Recommended</u>
	Shannon Flynn	STEM	Winter 1985	1

Purpose: To enhance Shoreline's math offerings by preparing to teach 100- and 200- level statistics classes (online, hybrid, and on-campus) using new methods, materials, and technology, along with practices from Shoreline's First Year Experience (FYE) institute; to observe master statistics teachers at Shoreline and/or

another colleges, participate in a national online course for teachers of statistics, and design Shoreline's first hybrid statistics class.

	<u>Name</u>	<u>Division</u>	<u>Quarter & Year of Initial Employment</u>	<u>Number of Quarters Recommended</u>
3.	Linda Forst	Social Sciences	Fall 2001	2

Purpose: To bridge the disconnect between the community and police that has developed in the last few years by providing a glimpse into the true-to-life experience of law enforcement through a work of reality-based fiction.

	<u>Name</u>	<u>Division</u>	<u>Quarter & Year of Initial Employment</u>	<u>Number of Quarters Recommended</u>
4.	Leonel Gines	STEM	Fall 2006	1

Purpose: To improve student learning and safety by replacing lab notebooks with iPads for students, making all worksheets and figures accessible on Canvas sites, revamping materials for the microbiology course by using backward design, providing up-to-date readings, remaking instructional videos, and developing “smart” Canvas quizzes.

	<u>Name</u>	<u>Division</u>	<u>Quarter & Year of Initial Employment</u>	<u>Number of Quarters Recommended</u>
5.	Paul Herrick	Social Science	Winter 1983	1

Purpose: To engage students at a deeper level and draw them into philosophical issues by sitting in on philosophy classes at the University of Washington, observing the techniques and materials teachers use to engage students, incorporating new material into online and hybrid classes, and infusing classes with a more Socratic spirit.

	<u>Name</u>	<u>Division</u>	<u>Quarter & Year of Initial Employment</u>	<u>Number of Quarters Recommended</u>
6.	Jo McEntire	Humanities	Fall 1988	1

Purpose: To improve students' abilities to read, write, and understand academic English by creating an intermediate-level reading and vocabulary text made available on Canvas and as a bookstore packet for immigrants/refugees in ESLAB 050; this text builds on previous resources developed for ESLAB 040.

7.	<u>Name</u> Neal Vasishth	<u>Division</u> Humanities	<u>Quarter & Year of Initial Employment</u> Spring 1993	<u>Number of Quarters Recommended</u> 2
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Purpose: To support student success by making curriculum more fair and inclusive in three ways: making online instruction more engaging and multidimensional through films; developing strategies to address the achievement gap for first-year students; and expanding genres in the curriculum to make literature more accessible.

Recommendation

It is recommended that sabbatical leaves be granted to:

- DuValle Daniel, Linda Forst, and Neal Vasishth for two (2) quarters each and Jo McEntire, Leoned Gines, Shannon Flynn and Paul Herrick for one (1) quarter each during the 2019 - 2020 academic year at 100% compensation.

Prepared by: Bayta Maring
Acting Vice President for Student Learning
Shoreline Community College
February 20, 2019

**SHORELINE COMMUNITY COLLEGE
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REGULAR MEETING OF FEBRUARY 27, 2019**

TAB 3

ACTION

**Subject: DEFER FIRST READING & ACTION ON TWO-YEAR
COLLEGE CALENDAR**

Background

Per the Policy 6000 (College Calendar) Procedures, “The calendar will be recommended to the President for approval by the Board of Trustees no later than the February Board meeting.”

The Administration and the Shoreline Community College Federation of Teachers (SCCFT) are in the midst of discussing changes to the 2020-2021 and 2021-2022 College calendars.

The Calendar Committee, the committee charged with the development of the College’s calendar totaling three academic years, needs an extended timeframe in which to hold its meetings and to submit the proposed calendar(s) to the Joint Union Management Committee (JU/MC) for review and approval.

Recommendation

That the Board of Trustees defer first reading and action on the proposed permanent 2020-2021 College calendar, which will include revisions, and the tentative 2021-2022 College calendar.

Prepared by:

Bayta Maring, Acting Vice President for Academic & Student Affairs, and
Chris Melton, Director – Enrollment & Financial Aid Services/Registrar
Shoreline Community College
February 22, 2019

**SHORELINE COMMUNITY COLLEGE
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REGULAR MEETING OF FEBRUARY 27, 2019**

TAB 4A

FIRST READING

Subject: College Policies– Revised

Background

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

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

The following policy has been revised during the policy review process:

- Policy 4124 – Information Technology Security

To Follow

- Policy 4124 – Information Technology Security

Prepared by: Cheryl Roberts, President
Veronica Zura, Executive Director of Human Resources
Shoreline Community College
February 22, 2019



Policy Name:	Information Technology Security
Policy Number:	4124
Applicable Code/Law:	RCW 43.105

The policy of Shoreline Community College District Number Seven (7) is to operate in a manner consistent with the goals of the [Washington State Office of the Chief Information Officer \(OCIO\)](#) and the State Board for Community & Technical College Information Technology (SBCTC) to maintain a shared, trusted information technology environment within the College for the protection of sensitive data and business transactions.

This policy includes, but is not limited to, the security of information technology facilities, data, off-site data storage, computing and telecommunications equipment, application-related services from other state agencies or commercial entities, and internet-related applications and connectivity.

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TAB 4B

FIRST READING

Subject: College Policies – 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 has been created during the policy review process:

- Policy 5032 – Academic Standards

To Follow

- Policy 5032 – Academic Standards

Prepared by: Cheryl Roberts, President
Veronica Zura, Executive Director of Human Resources
Shoreline Community College
February 22, 2019



Policy Name:	Academic Standards
Policy Number:	5032
Applicable Code/Law:	RCW 28B.10.695

The policy of Shoreline Community College District Number Seven (7) is that students are expected to maintain a quarterly GPA of 2.0 or higher and earn at least half of the credits attempted each quarter. The College will provide appropriate support to students not meeting these standards.

EXCEPTIONS:

Students enrolled exclusively in classes categorized as basic skills (Classification of Instructional Program Code family 32) may be exempted from this policy and the associated procedures. The definition of Academic Standards and the need for appropriate support will be determined by faculty within those courses.

Selected academic programs may stipulate additional requirements for academic standards and implement additional procedures for students in those programs.