

12.	Constituent Report: Shoreline Classified Staff	<i>Jerry Owens</i>	
13.	Constituent Report: Shoreline Associated Student Government	<i>Denish Oleke</i>	
14.	Action: Board Resolution No. 149 (Commending Service of Washington Federation of State Employees (WFSE) Chief Steward Jerry Owens)	<i>Clara Pellham & Trustees</i>	6
15.	Report: Closing Remarks – Board of Trustees	<i>Trustees</i>	
16.	Executive Session, if necessary	<i>Clara Pellham</i>	
17.	Action: Adjournment	<i>Clara Pellham</i>	
Next Regular Meeting: Wednesday, April 24, 2019			

MINUTES

STUDY SESSION

Chair Clara Pellham 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.

Human Resources

Executive Director Veronica Zura spoke about the role of Human Resources and its key areas of responsibility:

- Recruitment and Selection
- Compliance Management for Employee Processes
- Classification, Compensation and Benefits
- Equal Opportunity and Non-Discrimination
- Employee Relations
- Labor Relations/Contract Implementation

Financial Services

Director Jennifer Fenske spoke about the role of Financial Services and its key areas of responsibility:

- Accounting/General Ledger
- Accounts Receivable
- Accounts Payable
- Cashiering
- Payment Plans
- Procurement
- Scholarships
- Student Accounts
- Travel

The Trustees proceeded to the second level in building 5000 (“FOSS”) for a visit to the Financial Services offices and returned to building 1000 (“Administration”) for a visit to the Human Resources offices.

The Trustees returned to the Board Room at 3:56 PM and recessed until 4:30 PM.

CONVENE IN REGULAR SESSION

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

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

Chair Pellham announced that the agenda for the meeting was prepared and published in advance of the meeting and noted receiving information regarding the deferral of agenda item number 10, a budget report, to the Board's next meeting. She asked for a motion to amend the agenda of February 27, 2019 with the removal of agenda item number 10.

Motion 19:06: Motion made by Trustee Terpstra to amend the agenda and remove agenda item number 10.

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

REPORT: CHAIR, BOARD OF TRUSTEES

Chair Pellham:

- Expressed appreciation for the way the College handled the campus closures due to the snow and icy conditions.
- Thanked all the facilitators who conducted trainings at the Board's retreat in January.
- Spoke of participating in the Association of Community College Trustees (ACCT) National Legislative Summit with President Roberts and Trustee Lux.
- Acknowledged receipt of a memorandum from AFT Local 1950 Treasurer Brad Fader.

CONSENT AGENDA

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

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

- a. Minutes from the regular meeting of January 23, 2019 and the special meeting of January 30, 2019
- b. College Policies
 - Revised
 - Policy 3802 (Naming of Facilities)

Motion 19:07: 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

Professor Steven Bogart read statement. (Statement attached.)

Academic Advisor John Tankersley read statement. (Statement attached.)

Professor Terry Taylor read statement from Professor Vince Barnes. (Statement attached.)

Professor Terry Taylor read statement. (Statement attached.)

Professor Brooke Zimmers read statement. (Statement attached.)

Professor Steven Bogart read statement from Professor Diana Knauf. (Statement attached.)

COLLEGE UPDATE(S)

None.

ACTION: FACULTY LEAVE PROPOSALS (2019-2020)

Acting Vice President Bayta Maring read the background and recommendation contained on tab 2 [Action: Faculty Sabbatical Leave Proposals (2019-2020)].

Recommendation

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.

Motion 19:08: Motion made by Trustee Lux to approve the recommended sabbatical leaves for 2019-2020.

Motion seconded by Trustee Jackson.

Trustee D'Ambrosio conveyed wanting to hear about the sabbaticals, post-sabbatical.

Motion unanimously approved by the Board.

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

Director Chris Melton provided an overview of tab 3 (Action: Defer First Reading & Action on Two-Year College Calendar).

Motion 19:09: Motion made by Trustee Jackson to approve the deferring of the first reading and action on the proposed permanent 2020-2021 College calendar and the tentative 2021-2022 College calendar.

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

REPORT: SHORELINE PRESIDENT

President Roberts distributed the *President's College & Community Engagement* report (January 25 – February 27, 2019) and thanked everyone for their patience during the closures due to the inclement weather. She reported on:

- A meeting with University of Washington President Cauce to discuss legislative priorities for higher education and joint work between the university and community colleges.
- The State Board for Community and Technical Colleges (SBCTC) operating budget and capital budget requests.
- Meeting with congressional leaders to discuss community college federal legislative priorities.

REPORT: ENROLLMENT

Acting Vice President Bayta Maring provided an update on the winter 2019 enrollment noting that the winter 2017-2018 to winter 2018-2019 comparison shows a 9.7% decrease in enrollment.

FIRST READING: COLLEGE POLICIES AND/OR RULES

Revised

Executive Director Veronica Zura provided an overview of tab 4A (College Policies–Revised) containing information on revised policy 4124 (Information Technology Security).

New

Executive Director Veronica Zura provided an overview of tab 4B (College Policies–New) containing information on new policy 5032 (Academic Standards).

CONSTITUENT REPORT: SHORELINE FACULTY

SCCFT President DuValle Daniel read the Federation President’s report. (Report attached.)

CONSTITUENT REPORT: SHORELINE CLASSIFIED

WFSE Chief Steward Jerry Owens, comparatively speaking, referenced his age to the age of the building in which he works. He spoke of the last *Courageous Conversation*TM in which the Executive Team shared what it has heard from the Classified Staff.

Chief Steward Owens announced that he was retiring from the College at the end of March and noted that he was lucky in his job classification (“I am doing okay”), yet worries about the starting salary for his replacement and wonders how that individual would make ends meet. He added that the Classified Staff shares the same concerns as the Faculty and expressed hope that the legislature will “fund our contracts.”

CONSTITUENT REPORT: SHORELINE ASSOCIATED STUDENT GOVERNMENT

ASG President Denish Oleke shared that the Students & Activities (S&A) committee is currently reviewing funding proposals and is considering an increase in the S&A fee. The S&A committee intends to seek input from students regarding the proposal to increase the S&A fee.

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

Trustee Jackson stated that the diversity training at the Board’s January 30 retreat was very powerful.

EXECUTIVE SESSION

At 5:33 PM, Chair Pellham announced that the Board would convene in executive session for fifteen minutes to discuss with legal counsel matters in litigation.

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

The Executive Session commenced at 5:34 PM.

At 5:49 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its executive session by twenty minutes.

At 6:09 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its executive session by fifteen minutes.

At 6:24 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its executive session by fifteen minutes.

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

ADJOURNMENT

Motion 19:10: Motion made by Trustee D'Ambrosio to adjourn the regular meeting of February 27, 2019.

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

Chair Pellham adjourned the meeting at 6:56 PM.

Signed _____
Clara Pellham, Chair

Attest: March 20, 2019

Lori Y. Yonemitsu, Secretary

I'm Steve Bogart, Professor of Mathematics.

For twenty years, I've heard faculty complain about administration. I try very hard to be balanced, to recognize that administration has responsibilities and obligations and perspectives that we don't. But this – the Public Employment Relations Commission's decision about an unfair labor practice complaint filed by the SCC Federation of Teachers against the college administration -- this is different. This report isn't rumor or gossip or uninformed or misinformed or biased. It's the legal decision of a thorough investigation by a neutral examiner appointed by the State of Washington. Here are the examiner's conclusions:

"the employer refused to provide relevant information requested by the union"

"the employer refused to bargain in good faith"

"the employer unilaterally changed the status quo"

The report very clearly upholds the union's claims about unfair labor practices by the administration.

I like our administrators. They've often been supportive and warm toward me. How do I reconcile that with a paycheck that's a lot smaller because admin unilaterally changed an agreement with the union? How do I reconcile that with my takeaway from the report – that when it comes to major decisions, the union isn't respected and long-time faculty aren't valued. I'm not valued.

Public Comment

John Tankersley

February 27, 2019

I ask that these remarks be read into the minutes.

Good afternoon. My name is John Tankersley and I'm an Academic Advisor. I am also the Vice-Chair of the Faculty Senate.

A couple of years ago the college contracted with the Faculty Union, American Federation of Teachers Local 1950, for a collective bargaining agreement. A dispute that arose when the college implemented the agreement regarding how to give raises to faculty. Consequently many of my colleagues have been underpaid. Despite the best efforts of faculty leaders, that dispute couldn't be resolved on campus.

So approximately 18 months ago they made the difficult choice to file an Unfair Labor Practice complaint against the college with the Public Employees Relations Commission. PERC, as it's also known, is a neutral Washington state agency which assists in resolving labor-management disputes.

On February 8th, this neutral body released their decision regarding the faculty's complaint. I have made paper copies of that document which I retrieved from perc.wa.gov yesterday for each of you. I urge you to read it as I am not permitted the time to read it to you here.

Here are some relevant excerpts, which I have marked with tabs and highlights.

From tab 1 on page 28:

"...the employer [meaning Shoreline Community College] shall cease and desist from engaging in illegal activity."

From tab 2 page 41 under the section "Conclusions of Law:"

"...the employer refused to provide relevant information requested by the union in violation of..." and then there is a citation of an RCW.

"...the employer refused to bargain in good faith in violation of..." and then another RCW citation.

From tab 3 on Page 42 under the section "Order" the college is ordered to remedy its unfair labor practices and cease and desist from:

"Failing to provide information to American Federation of Teachers, Local 1950."

"Failing or refusing to bargain in good faith..."

"Making unilateral changes to mandatory subjects of bargaining without first providing the union with notice of any proposed changes and an opportunity to bargain over the proposed changes."

"In any other manner interfering with, restraining, or coercing its employees in the exercise of their collective bargaining rights under the laws of the state of Washington."

I'm very sad for this college, which I love. Our stated values are Respect, Inclusion, and Student Engagement. Our Executive Team has been found by an independent outside body to have acted illegally and failed to demonstrate respect and inclusion of the faculty of this college, who are the employees most responsible for student engagement.

I humbly request each of you to exercise the power invested in you as a Trustee. Speak up and speak out. Say that these actions are not acceptable. Ask hard questions. The Executive Team has made choices that have led us to this point. There were many chances for the college to alter its course to avoid this outcome.

I ask that the Board of Trustees to:

Firstly, do the right thing and direct the Executive Team to allocate funds to employees who were shorted.

and

Secondly, and please direct the Executive team to reflect on the choices that have led us to this point. Send a clear message that you will not allow Executive Team members to violate either the law or our college's values from this time forward.

Thank you for your service to the college as a Trustee, and thank you for your time and attention.

I'm sorry that I can't be at the Board meeting on the 27th because I'm on FMLA right now. I do wish to convey my sentiments, which, if someone has the opportunity, I hope they can share with or paraphrase to the Board.

To the Board:

I can't tell you how disheartened and frustrated I am about our salary situation, especially as I investigate how much farther ahead our counterparts are in public education and other professions such as law enforcement, nursing, fire fighters, and so on. Even a relatively low level position in the federal government such as a Claims Representative for Social Security earns as much or more, and it is not balanced out with benefits, as all of these fields have generous vacation and benefits packages. On top of that, most of those professions offer employees substantially higher pay if they live in expensive areas. Seattle is the sixth most expensive place to live in the country, yet our salaries don't reflect that at all.

I do not really know how far behind I am, but it is significant, and this has a real effect on my and my family's future. It is not fair. Frankly, I can't understand why we do not get adequate pay increases either when times are good or when times are bad. Meanwhile, the administration building has become top heavy with more and more positions added over the years which, quite frankly, have not demonstrably improved educational outcomes, nor have they forestalled the current "crisis" of the budget shortfall.

Our jobs have become far more complex, exacerbated by technology and students with myriad needs. At the same time, administration asks ever more of us. (Ten hour training, for example, or increments tied to enrollment, which we really don't have much control over).

I do not want to be told that you have heard me. I want to be paid more. Period. That's an action that would show you really have heard.

Thank you,

Vince Barnes

Terry L. Taylor, Professor of History, Political Science, and International Studies

I fully agree with everything Vince has said in his letter and I would just like to add that this is not my first time to speak on this topic to the Board. Probably not the last. I've been here for over twenty years and think I have contributed positively to the college in a variety of ways but if I use an inflation calculator my current base pay in constant dollars (adjusted for inflation) is lower now than what I was paid in 1998 (that is with irregularly funded step increases and COLAs). Obviously the COLAs, passed by a super majority of the citizens of Washington, that were suspended more years than actually paid have not kept pace. But let me be clear those COLAs are dealing only with inflation not anything resembling a merit raise or actual increase for years of service.

For those of us here for a long time it is too late to make up for decades of loss over the course of our careers. The cumulative loss (compounded interest and diminished investments) to my retirement savings is too difficult to even contemplate. My greater concern is now for those who come after me. Will we be able to continue to have the best faculty when our compensation makes it difficult for new faculty to afford housing anywhere near the campus? Why work here when you can make more money doing almost anything? None of us entered this field to get rich but we didn't take a vow of poverty either. Perhaps we could apply the same principles that are used to justify increases in administrative salaries to faculty salaries.

What can you do?

Provide visible support for the SBCTC budget proposal of \$68 million for faculty compensation: a 3% increase per year for the next four years. This still pales in comparison to the recent wages won by our K-12 colleagues. The dollar figures of those raises are truly stunning, but they only became necessary because of many years of inadequate or no raises. When you only get a substantive raise once a decade it makes for a big number. It would also be a sign of good will to consider the moral obligation to make good the negotiated agreement based on the PERC finding that the college acted unlawfully.

My name is Brooke Zimmers and I've been teaching communication studies at Shoreline for over 27 years. I've also taught the CEO program, interdisciplinary classes, the freshman experience GIG classes and the honors program. I love working here and I love my job. I'm honored to work with so many dedicated and talented faculty and staff. Many of whom I've become friends with outside of work.

Next week in my interpersonal communication class we will be discussing lying, cheating and trust in relationships. I love teaching this class because we get to talk about things that are relevant to our daily lives. Sure the students are excited to talk about friendships and online dating and romance...but its college and we are preparing students to be good productive worker bees—so of course we apply course concepts to work environments.

Do you know what the #1 thing is that completely changes interpersonal relationships in the workplace?

Power! For instance, a boss's request may be answered differently than a partner's request. We might not feel like we have the option to say no to a boss. And often when people are in positions of power you might not realize the degree to which it's operating. Maybe you still build relationships and maybe you still communicate care to everyone but your power is always present and it always colors how your behavior is interpreted. You might forget it's there or you might intentionally wield it. As recipients, we don't know which one is motivating you but over time, if we are devalued over and over, we will question every move.

For folks like me, with less power but a longer history at Shoreline than most of you at the table, we work long hours (I know you do too), care about each other, build relationships and over time we come to care about the place. And the place itself gets our devotion. For me, I naively assumed that the place cared about me—that it was reciprocated.

So I am shocked and surprised and quite frankly very hurt when the administration withholds information, or invites long term competent and successful staff to leave or when you made the decision to distribute money to new adjuncts over those of us who have missed COLA's and step for years and years. That hurt both my pocketbook and my person! You know, my pay scale is almost a full step higher for my part time moonlights than my annual salary? I've

been here for 19 years as a full time employee and I'm not yet at the top of the steps. My yearly salary will barely cover my expenses if I don't moonlight and teach in the summer—and I don't have kids or expensive latte a day habits. I was the chair of our dept. for 17 years and only 2 or 3 of them was I minimally compensated. So you can image the slap in the face when I learned our administration turned their backs on those of us who've been here the longest.

But this isn't about compensation it is about a broken relationships

So what do my students learn to do when a relationship is broken? It's called Repair. According to the Gottman Institute, a repair attempt is any statement or action — verbal, physical, or otherwise — meant to diffuse negativity and keep a conflict from escalating out of control. One way to do this is to TAKE Responsibility for your actions and then do it differently in the future, keeping the needs and wishes of the other person in consideration.

My students practice writing repair messages. For instance, you could say “We made a mistake. We distributed the money in a way that would save the college money ultimately and we did this because we were scared. We have a shortfall. We got blinded by the economic bottom line rather than remembering that our long treasured faculty and good reputation are our best selling points and our most valued bottom line. We will make it right. We will do what it takes to find the money to compensate you and to send the message you are valued.”

Please note...we've heard apologies before. Now it is time for action. It's actually past due.

To build trust you have to do things differently. Meet the expectations and needs of those you've wronged. Please comply with the recommendations of the PERC. Please give requested information to the union bargaining team. We have no power to make you...all we can do is ask politely and appeal to your sense of community and commitment to the people of this place.

Thank you

Brooke Zimmers

To: Board of Trustees, Shoreline Community College

FROM: Diana E. Knauf, Ph.D., Professor of Psychology for over 20 years

DATE: 2/27/2019

I am sorry I cannot be at the meeting today, but I believe it is important to make a statement, so here it is in writing.

In any college, different people serve in various roles important to the function of the institution. Just as a Board of Trustees' role is to direct the course of the college and oversee/share in leadership and vision, faculty are here to insure we provide breadth and depth of coursework that is current, dynamic and based on the research around effectiveness and inclusion.

Members of the Board, appointed by the Governor, serve as volunteers; I understand this as I serve on a Board myself. In my role as a faculty member, however, I am compensated because this is my vocation – not my avocation. I have devoted my professional life to this institution, and as I draw nearer to retirement, I see that devotion was misplaced. Not to students (that remains true), but to the administrations who continually promise things they do not deliver in compensation for my dedicated work.

I have served Shoreline for over twenty years, and I have watched administrations come and go. I have done pretty much all that has been asked of me (for example, the list of work outside the classroom runs over three pages on my C.V.). I have watched respect and pay decrease while workload has increased over my time here. Many of us have been here a long time and have weathered multiple crises of enrollment downturns and budget concerns – we have been asked to stand with the college time and again with the promise that “when things are better” there can be talks of pay increases. Perhaps you do not know how long we have gone without increases, so long that when we DO get something, it never comes close to adequately compensating for the years in which we received nothing.

So, to see the findings of this PERC, is to be vindicated, but the victory is hollow – and while this is true of faculty, it is equally true of staff. I am not appropriately compensated, and this administration has worked hard to make sure I remain poorly compensated – I no longer trust them. This is something you should understand.

Thank you for reading.



A Union of Professionals

**Shoreline Community College Federation of Teachers
Local 1950**

As President of the faculty Union, I just want to say that it has been a difficult 1.5 years, sitting in this seat, challenging the BOT to listen to us when I told you that something wrong occurred in the compensation distribution after the 2016-2017 IBB session was completed and requested that you make it right. Our treasurer Brad Fader, with 25 years of being an accountant for Boeing and 15 years at that time of teaching public and private accounting also spoke before you, putting his credentials before you to give substance to what he was trying to convey.

Yet, in 1.5 years, no one from the Union has been asked any questions by the BOT regarding the Unfair Labor Practice that we filed in Oct. 2017. The BOT has not once showed any concern or has in any way acknowledge the fact that the College, either willfully or due to gross incompetence, miscalculated the compensation package bargained in the previous bargaining session, 2016-2017, or that the College not only underfunded the agreed upon amount but also distributed the funds differently than the agreed upon methodology. The result being that approximately 120 long-term full-time and part-time faculty received less compensation than they should have which was bargained in order to try to reduce the impact of the 8 years they went without any COLAs or other raises.

Well, the time for questions is over. The Public Employees Regulation Committee Decision 12973 (CCOL, 2019) has found Shoreline CC guilty of not meeting its obligation to Bargain in Good Faith by not providing the union with information in a timely manner, by not using the agreed upon distribution methodology which resulted in the underfunding of our Faculty, and by unilaterally reducing the agreed upon compensation dollar amount.

So tonight, I am here to make 4 requests of the Board of Trustees.

1. First and foremost, I am requesting that the BOT authorizes compensation to faculty that were underfunded due to the unfair practices of those representing the Board of Trustees in matters of bargaining. We've made this request before and were ignored. As a result, we've had to go through the filing of the ULP, mediated settlement, and a hearing. All of this could have been

avoided if at any time during this situation that someone representing this College had listened to us, taken us seriously, and make us whole. How many opportunities did you have?

So, I'm here, again, now that a third party has found that the college has acted both illegally and unethically and has put those findings in a public document, and is requiring that you, the BOT put it in the public record permanently, that you cease and desist these actions as you could have done before this became as big and ugly as it has become by authorizing the payment to the faculty that were not compensated as they should have been. This is not related to our current compensation bargaining. This is an opportunity for the College to provide us with the financial remedy that PERC did not, only because the Union leadership took care of our faculty and avoided anyone having to pay back almost 2 years of salary overpayment due to the behavior of representatives of the College Administration.

2. I am requesting a third party audit of our budget. It has come to my attention from various sources that there are possibly discrepancies in the "preliminary" budgets the BOT has approved for Fiscal Years 2018 and 2019 and the information in the FMS system. Because we are in the midst of bargaining, and because we are preparing for a college wide budget meeting, and because we have been told that there is a 1.4 million dollar shortfall that we do not have any way to account for independently, and because it has been announced ahead of that meeting and in the midst of bargaining and the budget planning for May that the current CFO is going to be retiring soon, I believe it is the most responsible action to be taken by the College to immediately authorize a financial audit. Now that the ULP Decision of PERC has confirmed our suspicions that there has been some misallocation of funds in this particular incident, it is imperative that we have confidence in the financial information being shared with us as it impacts our ability to bargain compensation as well as the security of all of the employees at Shoreline now and in the future.
3. I am requesting that the College acknowledges what happened and holds itself accountable to the faculty for not accepting responsibility for its actions and making the Union invest thousands of dollars in an effort to get justice for our faculty by following through on your obligation under the PERC decision to:
 - d. Read the notice provided by the compliance officer into the record at a regular public meeting of the Shoreline Community College Board of Directors, and permanently*

append a copy of the notice to the official minutes of the meeting where the notice is read as required by this paragraph.

It has been an unnecessary and grueling process that has taken its toll on relationships between the administration and faculty, the BOT and faculty and it had the potential of creating disruption within the ranks of the faculty if it had not been properly managed. Luckily, we stand strong and united because we were always crystal clear what our intentions were and who was responsible for the problems that unfolded starting June 2017 when the Administration first refused to share information and shut us out of the implementation of the CBA.

4. Lastly, I am requesting that you do some self-reflection as the BOT so that in the future you will require detail and transparency when it comes to financial matters such as the budget and that you will not separate yourself so much from the concerns of the faculty that when a situation of this magnitude is presented to you by the President of the Union, not once, not twice, but multiple times, that you will do some preliminary, independent investigation to at least determine if there is any legitimacy to the concerns being brought to you.

MINUTES

Shoreline School Board President Mike Jacobs and Shoreline Community College Board Chair Clara Pellham opened the joint meeting of the Shoreline School Board and the Shoreline Community College Board of Trustees at 5:32 PM in the Darlene Sherrick Room (#D105), located in the Shoreline School District building, 18560–1st Avenue NE, Shoreline, Washington 98155.

MEMBERS PRESENT FROM SHORELINE COMMUNITY COLLEGE

A quorum of the Shoreline Community College Board was present: Trustees Catherine D'Ambrosio, Douglass Jackson, Tom Lux, Clara Pellham, and Gidget Terpstra.

President Roberts, Acting Vice President Bayta Maring, and Vice President Marisa Herrera were also present.

COMMUNICATION FROM THE PUBLIC

None.

SHORELINE SCHOOL DISTRICT – Superintendent Rebecca Miner

Superintendent Miner spoke about the District's demographics, equity initiatives, *Bridges to College* courses, career and technical education, *Running Start*, college and career counselors, and construction projects.

SHORELINE COMMUNITY COLLEGE – President Cheryl Roberts

President Roberts spoke about what grounds the College's work as exemplified in the College's vision, mission, values, and strategic plan. Acting Vice President Bayta Maring shared key program updates and Vice President Marisa Herrera spoke about *The Honors College at Shoreline* and *Running Start*.

President Roberts closed the College's presentation with information on the College's capital projects—7000 Campus Living (residence hall) and the Allied Health, Science & Advanced Manufacturing Classroom Complex.

ADJOURNMENT

Shoreline School Board President Mike Jacobs adjourned the joint meeting at 6:47 PM.

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
SPECIAL MEETING OF MARCH 4, 2019
Page 2 of 2

Signed _____
Clara Pellham, Chair

Attest: March 20, 2019

Lori Y. Yonemitsu, Secretary

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 9:49 AM 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, Clara Pellham, and Gidget Terpstra were present.

Also present: President Cheryl Roberts and Acting Vice President for Student Learning Bayta Maring.

COMMUNICATION FROM THE PUBLIC

None.

EXECUTIVE SESSION

At 9:49 AM, Chair Pellham announced that the Board would convene in Executive Session until 11:50 AM to review the performance of public employees.

At 11:50 AM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its executive session by three minutes.

RECONVENE IN SPECIAL SESSION

The Trustees reconvened in Special Session at 11:53 AM.

EXECUTIVE SESSION

At 12:28 PM, Chair Pellham announced that the Board would convene in Executive Session until 2:00 PM to review the performance of public employees.

RECONVENE IN SPECIAL SESSION

The Trustees reconvened in Special Session at 2:00 PM.

ADJOURNMENT

Motion 19:11: Motion made by Trustee Jackson to adjourn the Special Meeting of March 7, 2019.

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

Chair Pellham adjourned the meeting at 2:00 PM.

Signed _____
Clara Pellham, Chair

Attest: March 21, 2018

Lori Y. Yonemitsu, Secretary

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF MARCH 20, 2019**

TAB 1

CONSENT AGENDA

Subject: College Policies

Background

The Board of Trustees conducted a first reading at its Regular Meeting of February 27, 2019 of the following College policies that have been created or revised during the policy review process:

New

- Policy 5032 (Academic Standards)

Revised

- Policy 4124 (Information Technology Security)

Recommendation

It is recommended that the Board of Trustees approve:

- The creation of Policy 5032 (Academic Standards)
- The revision of Policy 4124 (Information Technology Security)

Prepared by: Cheryl Roberts, President
Veronica Zura, Executive Director of Human Resources
Shoreline Community College
March 15, 2019

To Follow

- Policy 5032 and 4124



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.



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.

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF MARCH 20, 2019
ACTION**

TAB 2

Subject: Renewal of First-Year & Second-Year Tenure Track Faculty Candidates

Background

Under separate cover the Board received copies of the Appointment Review Committees' evaluations for ten first-year, and three second-year tenure track faculty candidates. On March 7, 2019, the Board met in executive session with the faculty chair of each second year Appointment Review Committee.

Listed below are the tenure track faculty candidates and committee chairs.

<u>Faculty Member</u>	<u>Discipline/Area</u>	<u>Years on Probation</u>	<u>Committee Chair</u>
PRU ARNQUIST	Nursing	1	Anna Sterner
LEANN DE LUNA	Nursing	1	Betty Kost
TACHALLA FERRIS	Library	1	Tasleem Qaasim
MARK GLOVER	Nursing	1	Betty Kost
DINA KOVARIK	Biotech	1	Kira Wennstrom
ZACH MAZUR	Photography	1	Matthew Allison
MELANIE MEYER	HIIM	1	Gloria Anderson
KRISTINE PETESCH	Chemistry	1	Linda Kuehnert
CLAIRE PUTNEY	Studio Art	1	Rachel David
MINDY RAULSTON	MLT	1	Sueanne Seegers
ROB ALLRED	Automotive	2	Sean Rody
CRYSTAL HESS	Computer Science	2	Eric Hamako
PRZEMYSŁAW WYZGOWSKI	Math	2	Fred Kuczarski

Recommendation

At this time the Board may consider taking action on the tenure track faculty candidates.

Prepared by: Bayta Maring
Acting Vice President for Student Learning
Shoreline Community College
March 14, 2019

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF MARCH 20, 2019
ACTION**

TAB 3

Subject: Tenure Considerations

Background

Under separate cover the Board received copies of the Appointment Review Committees' reports and recommendations for the following four third-year faculty candidates.

On March 7, 2019 the Board met in executive session with the faculty chairs of each of the following Appointment Review Committees.

<u>Faculty</u>	<u>Discipline/Area</u>	<u>Committee Chair</u>
TOM GENEST	ESL	Jo McEntire
TREVOR PELLETIER	Math	Juliet Lovejoy
SHELBY SLEIGHT	ABE	Claire Murata
GUY TING	Chemistry	David Phippen

Recommendation

At this time the Board has two options: 1) to grant tenure or 2) to deny tenure.

Prepared by: Bayta Maring
Acting Vice President for Student Learning
Shoreline Community College
March 14, 2019

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF MARCH 20, 2019**

TAB 4

FIRST READING

Subject: Two-Year College Calendar (2020-2021; 2021-2022)

Background

The following recommendations by the Joint Union Management Committee (JU/MC) were used to develop the 2020-2021 and tentative 2021-2022 academic calendars:

1. Ensure continued adherence to Policy 6000.
2. Each quarter of the academic year should contain 49 or 50 instructional days.
3. Attempt to have the same number of instructional days for each day of the week.
4. Commencement should be held the day after finals and can be held in the evening.
5. Schedule a late start for Winter, Spring, Summer and Fall quarters.
 - a. Late start is defined as beginning the quarter a later date than other area colleges
6. Have three (3) final exam days for each of the academic year quarters (excludes Summer).
7. Have a prep day for each of the academic quarters (excludes Summer).
8. Schedule a minimum four (4) week break between Summer and Fall quarters.
9. Have a full week of instruction following Thanksgiving.
10. Allow several days after the week of campus closure that the College is open before starting Winter quarter for necessary student services to be offered.
11. Expand the break between Winter and Spring quarter to more than five (5) days.
12. Where possible, have Summer quarters begin in June.
13. Shorten opening week by one (1) day, moving that day to another date within the academic year, for the purpose of professional learning, per Article 7.b.5.

When scheduling, include the following:

 - a. Avoid scheduling the day on the Friday before a quarter startup
 - b. Avoid the last two (2) weeks before the quarter ends
 - c. Consider positive and/or negative impact on students when determining the date

The Calendar Committee attempted to comply with the above parameters. The 2020-2021 and tentative 2021-2022 calendars have been approved by the JU/MC and are attached for the Board's consideration.

Prepared by:

Chris Melton, Director – Enrollment & Financial Aid Services/Registrar
Shoreline Community College
March 15, 2019

SHORELINE COMMUNITY COLLEGE DISTRICT NUMBER SEVEN DRAFT 2020-2021 CALENDAR

KEY

Shaded, bolded areas = Instructional Days
Boxed, bolded, italic numbers = Holidays

() Faculty Prep Days

< > Exam Days

○ Grades Due

[] First/Last Day Instruction

— FT Faculty Contract Days

{ } Commencement

* Campus closed - "Legal holidays" and "legislatively recognized days"

(This calendar is not official until approved by the College Board of Trustees)

FALL QTR 2020	
INSTR	50
FAC/PREP	1
EXAMS	3
TOTAL	54

WINTER QTR 2021	
INSTR	50
FAC/PREP	1
EXAMS	3
TOTAL	54

SPRING QTR 2021	
INSTR	49
FAC/PREP	1
EXAMS	3
TOTAL	53

SUMMER QTR 2021	
INSTR	31
FAC/PREP	0
EXAMS	--
TOTAL	31

Additional undesignated FT faculty days = 6 (excluding summer quarter)

SEPTEMBER 2020

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	[23]	24	25	26
27	28	29	30			

MARCH

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	[18]	(19)	20
21	<22>	<23>	<24>	25	26	27
28	29	30	31			

10/7 - 11/4
After 11/4
10/27

Drops show as W
Drops show as Z, NC, or V
Last day for P/NC option

FALL QUARTER

9/7	Holiday - Campus Closed*
9/17	Opening Week Begins
9/23	Instruction Begins
11/11	Holiday - Campus Closed*
11/26	Holiday - Campus Closed*
11/27	Holiday - Campus Closed*
12/4	Instruction Ends
12/7	Prep Day
12/8, 12/9, 12/10	Exams
12/15	Grades Due
12/25	Holiday - Campus Closed*

OCTOBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL

S	M	T	W	T	F	S
				1	2	3
4	[5]	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1/21 - 2/19
After 2/19
2/10

Drops show as W
Drops show as Z, NC, or V
Last day for P/NC option

WINTER QUARTER

1/1	Holiday - Campus Closed*
1/6	Instruction Begins
1/18	Holiday - Campus Closed*
2/15	Holiday - Campus Closed*
3/18	Instruction Ends
3/19	Prep Day
3/22, 3/23, 3/24	Exams
3/30	Grades Due

NOVEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

4/19 - 5/18
After 5/18
5/7

Drops show as W
Drops show as Z, NC, or V
Last day for P/NC option

SPRING QUARTER

4/5	Instruction Begins
4/30	Day of Learning
5/31	Holiday - Campus Closed*
6/14	Instruction Ends
6/15	Prep Day
6/16, 6/17, 6/18	Exams
6/19	Commencement
6/22	Grades Due

DECEMBER

S	M	T	W	T	F	S
		1	2	3	[4]	5
6	(7)	<8>	<9>	<10>	11	12
13	14	(15)	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	[14]	(15)	<16>	<17>	<18>	{19}
20	21	(22)	23	24	25	26
27	[28]	29	30			

JANUARY 2021

S	M	T	W	T	F	S
					1	2
3	4	5	[6]	7	8	9
10	11	12	13	14	15	16
17	[18]	19	20	21	22	23
24	25	26	27	28	29	30
31						

JULY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	[15]	16	17	18	19	20
21	22	23	24	25	26	27
28						

AUGUST

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	[19]	20	21
22	23	(24)	25	26	27	28
29	30	31				

7/8 - 7/29
After 7/29
7/22

Drops show as W
Drops show as Z, NC, or V
Last day for P/NC option

SUMMER QUARTER

6/28	Instruction Begins
7/5	Holiday - Campus Closed*
8/19	Instruction Ends (Exams on last day of class)
8/24	Grades Due

SHORELINE COMMUNITY COLLEGE DISTRICT NUMBER SEVEN DRAFT TENTATIVE 2021-2022 CALENDAR

(Draft)

KEY

Shaded, bolded areas = Instructional Days
Boxed, bolded, italic numbers = Holidays

() Faculty Prep Days

< > Exam Days

○ Grades Due

[] First/Last Day Instruction

____ FT Faculty Contract Days

{ } Commencement

* Campus closed

FALL QTR 2021	
INSTR	50
FAC/PREP	1
EXAMS	3
TOTAL	54

WINTER QTR 2022	
INSTR	49
FAC/PREP	1
EXAMS	3
TOTAL	53

SPRING QTR 2022	
INSTR	49
FAC/PREP	1
EXAMS	3
TOTAL	53

SUMMER QTR 2022	
INSTR	31
FAC/PREP	0
EXAMS	--
TOTAL	31

Additional undesignated FT faculty days = 6 (excluding summer quarter)

SEPTEMBER 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MARCH

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	(22)	<23>	<24>	<25>	26
27	28	(29)	30	31		

10/13-11/10
After 11/10
11/2

Drops show as W
Drops show as Z, NC, or V
Last day for P/NC option

FALL QUARTER

9/6	Holiday* - Campus Closed
9/23	Opening Week Begins
9/29	Instruction Begins
11/11	Holiday* - Campus Closed
11/25 & 11/26	Holiday* - Campus Closed
12/10	Instruction Ends
12/13	Prep Day
12/14, 12/15, 12/16	Exams
12/21	Grades Due
12/24	Holiday* - Campus Closed

OCTOBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL

S	M	T	W	T	F	S
					1	2
3	[4]	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1/25-2/23
After 2/23
2/11

Drops show as W
Drops show as Z, NC, or V
Last day for P/NC option

WINTER QUARTER

12/31	Holiday* - Campus Closed
1/10	Instruction Begins
1/17	Holiday* - Campus Closed
2/21	Holiday* - Campus Closed
3/21	Instruction Ends
3/22	Prep Day
3/23, 3/24, 3/25	Exams
3/29	Grades Due

NOVEMBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

4/18-5/17
After 5/17
5/9

Drops show as W
Drops show as Z, NC, or V
Last day for P/NC option

SPRING QUARTER

4/4	Instruction Begins
4/29	Day of Learning
5/30	Holiday* - Campus Closed
6/13	Instruction Ends
6/14	Prep Day
6/15, 6/16, 6/17	Exams
6/18	Commencement
6/21	Grades Due

DECEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	(13)	<14>	<15>	<16>	17	18
19	20	(21)	22	23	24	25
26	27	28	29	30	31	

JUNE

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	[13]	(14)	<15>	<16>	<17>	(18)
19	20	(21)	22	23	24	25
26	27	28	29	30		

JANUARY 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JULY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

7/7-7/28
After 7/28
7/21

Drops show as W
Drops show as Z, NC, or V
Last day for P/NC option

SUMMER QUARTER

6/27	Instruction Begins
7/4	Holiday* - Campus Closed
8/18	Instruction Ends (Exams on last day of class)
8/23	Grades Due

FEBRUARY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

AUGUST

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	(23)	24	25	26	27
28	29	30	31			

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF MARCH 20, 2019**

TAB 5

FIRST READING

Subject: Board of Trustees 2020 Regular Meeting Schedule

Background

The Board of Trustees will consider holding a regular meeting at such time and place as it may designate approximately every month between January through July and from October through December.

Proposed regular meeting dates for calendar year 2020
(Regular Meeting start times: To be determined.)

<u>WINTER 2020</u>		
<u>•January 22, 2020*</u>	<u>•February 26, 2020*</u>	<u>•March 18, 2020*</u>
<u>SPRING 2020</u>		
<u>•April 22, 2020*</u>	<u>•May 27, 2020*</u>	<u>•June 24, 2020*</u>
<u>SUMMER 2020</u>		
<u>•July 15, 2020¹</u>		
<u>FALL 2020</u>		
<u>•October 28, 2020*</u>	<u>•December 2, 2019²*</u>	

¹ Third Wednesday of the month.

² First Wednesday of the month.

*Study Session to precede Regular Meeting at 3:00 PM

Prepared by: Lori Yonemitsu
Executive Assistant to the President
Shoreline Community College
March 15, 2019

**Subject: Board Resolution No. 149
(Commending Service of Washington Federation of State Employees
(WFSE) Chief Steward Jerry Owens)**

**Resolution No. 149
Commending Service of
Washington Federation of State Employees (WFSE)
Chief Steward Jerry Owens**

WHEREAS, Mr. Jerry Owens dedicated over ten years of service to Shoreline Community College and the Washington State Community & Technical College system; and

WHEREAS, Mr. Jerry Owens has represented the Shoreline Community College Classified Staff as the Chief Steward for the Washington Federation of State Employees (WFSE) to the Board of Trustees since 2012; and

WHEREAS, Mr. Owens continually advocated for matters concerning WFSE members through his communication with the Board of Trustees and collaboration with College Administration; and

WHEREAS, Mr. Owens served on numerous campus-wide committees, keeping members of the campus community informed about matters impacting Classified Staff; and

WHEREAS, Mr. Owens, demonstrated a commitment to student learning and success;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Shoreline Community College to publicly proclaim its appreciation to Mr. Owens for his service to students, faculty, staff and trustees.

The Board hereby adopts Resolution No. 149.

Done in Open Public Meeting by the Board of Trustees this 20th Day of March, 2019.

Board of Trustees
Shoreline Community College
District Number Seven

By: _____
Clara Pellham
Chair

Recommendation

That the Board of Trustees take action on Resolution No. 149.

Prepared by: Lori Yonemitsu
Executive Assistant to the President
Shoreline Community College
March 14, 2019