

**SHORELINE COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING OF DECEMBER 4, 2019**

3:00 PM Study Session – Room 9208 (“Quiet Dining Room”), Bldg. 9000 (“The PUB”)

4:30 PM Regular Session – Room 9208 (“Quiet Dining Room”), Bldg. 9000 (“The PUB”)

A G E N D A

3:00 PM – STUDY SESSION: ROOM 9208 (“QUIET DINING ROOM”) ▪ BLDG 9000 (“THE PUB”)			
NO.	AGENDA ITEM	RESPONSIBILITY	TAB
	<ul style="list-style-type: none"> •Introduction of the new Organizational Change & Project Manager for ctcLink •Overview of ctcLink Project 	<ul style="list-style-type: none"> •Ann Garnsey-Harter & Joe Chiappa 	
4:30 PM – REGULAR SESSION: ROOM 9208 (“QUIET DINING ROOM”) ▪ BLDG 9000 (“THE PUB”)			
NO.	AGENDA ITEM	RESPONSIBILITY	TAB
1.	Convene Meeting	<i>Tom Lux</i>	
2.	Report: Chair, Board of Trustees	<i>Tom Lux</i>	
3.	Consent Agenda a. Approval of Previous Meeting Minutes ▪ Regular Meeting of October 23, 2019	<i>Tom Lux & Trustees</i>	
4.	Communication from the Public	<i>Tom Lux</i>	
5.	College Update(s) <ul style="list-style-type: none"> • #YouAreWelcomeHere Scholarships • Top U.S. Community Colleges Enrolling International Students • Just Biotherapeutics – Training Partner • Honda PACT – Top Training Program Award 	<ul style="list-style-type: none"> •Samira Pardanani •Guy Hamilton •Guy Hamilton 	
6.	Report: Shoreline President	<i>Cheryl Roberts</i>	
7.	Report: Business Operations, Budget & Revenue Status	<i>Bill Saraceno & Satoko Prigmore</i>	
8.	Report: Business Technology AAAS & Certificate of Proficiency	<i>Phillip King & Bayta Maring</i>	1
9.	Report: Accreditation Update & Affirmation of 2019-20 Strategic Plan Work	<i>Cheryl Roberts & Bayta Maring</i>	
10.	Report: Capital Campaign Update	<i>Mary Brueggeman</i>	
11.	Report: Shoreline Community College Foundation Update	<i>Mary Brueggeman & Greg Olson</i>	

12.	Report: Clery Act	<i>Edwin Lucero</i>	
13.	First Reading: College Policies &/or Rules <u>For Elimination</u> <ul style="list-style-type: none"> • Policy 5031 (Loss of Eligibility-Student Athletic Participation) • Policy 5090 (Student Housing) • Policy 5222 (Student Club Advisors) 	<i>Veronica Zura</i>	2
14.	Action: Board of Trustees 2019 – 2020 Professional Learning Goals	<i>Tom Lux & Trustees</i>	3
15.	Constituent Report: Shoreline Faculty	<i>Eric Hamako</i>	
16.	Constituent Report: Shoreline Classified Staff	<i>Paul Fernandez</i>	
17.	Constituent Report: Shoreline Associated Student Government	<i>Isaac Tchao</i>	
18.	Report: Closing Remarks – Board of Trustees	<i>Trustees</i>	
19.	Executive Session, if necessary	<i>Tom Lux</i>	
20.	Action: Adjournment	<i>Tom Lux</i>	
	Next Regular Meeting: Wednesday, January 22, 2020		

MINUTES

STUDY SESSION

The study session of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Tom Lux at 3:00 PM in the Board Room (#1010M), located in the Administration building (#1000) at Shoreline Community College. A quorum of the Board was present.

Financial Update

Interim Chief Financial Officer (CFO) Bill Saraceno provided an overview of the following:

- Scenarios for the Operating Budget for FY2019–2020
- Approved Budget FY2019–2020
- Expenditure by Program
- Expense by Category
- Revenue Projection for FY2019–2020
- Budget Balance Remaining

Interim CFO Saraceno noted that the College’s cash balance of approximately \$19 million (as of the evening of October 22) changes daily and that, \$10 million of the cash balance is in Board Reserves—which will not be used to balance the budget.)

(Slide presentation attached.)

Budget Development (Review) Process for 2020–2021

Vice President Phillip King provided an overview of the budget development (review) process and timeline related to FY 2020–2021.

- The process was introduced to the College at the beginning of the academic year with information communicated that the process will inform decisions related to budget reductions.
- A shared site for College personnel has been set-up, all departments are reviewing its respective metrics (which includes expense and revenue information), and completing context and assessment documents.
- The Strategic Planning/Budget Council (SPBC), comprised of members representing all College constituencies, will review the documents submitted to the site from the departments.
- The Executive Team (ET) will review the documents submitted to the site from the departments and develop recommendations to present to the Board.
- “There are a lot of service departments and offices that do not fit into the natural full-time equivalent (FTE) generation model.”

Overview of 7000 Campus Living & Tour

Vice President Marisa Herrera shared that the residence hall (7000 Campus Living) is very close to 90% occupancy. She added that:

- 51% of the residents are international students and 49% of the residents are domestic students.
- There is a reflection space and a gathering space (the “Great Room”) on the main floor of the building and the spaces have become “access points” not only for students residing in the hall, but for many other students.

The tour of 7000 Campus Living commenced at 3:43 PM.

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 Tom Lux 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 Eben Pobe were present.

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

AMENDMENTS TO THE AGENDA

Chair Lux requested the following amendments to the agenda:

- Welcome to Trustee Eben Pobe, to precede agenda item #2 (Report: Chair, Board of Trustees); and
- Action: Proposed 2019–2020 Fee Changes (Nursing), to precede agenda item #11 [Action: Washington Association of College Trustees (ACT) Transforming Lives Award(s)].

Motion 19:43: A motion was made by Trustee Jackson to approve the amendments to the agenda.

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

WELCOME TO TRUSTEE EBEN POBEE

Chair Lux welcomed Trustee Eben Pobe to the Board of Trustees. Trustee Pobe spoke about his family, his profession, and his artistic work within the community and noted, “It’s an honor to be here and to serve on the Board.”

REPORT: CHAIR, BOARD OF TRUSTEES

Chair Lux welcomed everyone to the meeting. He shared that he and Dr. Roberts participated in the Association of Community College Trustees (ACCT) national conference the week before and spoke about the workshops he participated in, as well as the *Labor as a Strategic Partner in Pubic Advocacy* workshop in which he was one of six panelists.

CONSENT AGENDA

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

- Minutes from the regular meeting of July 17, 2019 and minutes from the special meeting of September 16, 2019.

Motion 19:44: Motion made by Trustee Pellham to approve the consent agenda.

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

COMMUNICATION FROM THE PUBLIC

Prior to reading his statement, Dr. Tracy Wayman shared that he has been in practice for thirty-five years. (Statement attached.)

Dr. Nikki Honey, the Dental Hygiene program’s Supervising Dentist, spoke of feeling disheartened to hear of the College’s financial situation. She shared that the Dental Hygiene program was first told in September 2018 that the program would be moving into the new HSAMCC building, followed by being told the program was not moving into the HSAMCC but would be relocated to the PUB, and then told, “we are not moving to the PUB.” “There is no viable plan to relocate. We are not numbers on a page. There are fifty students, faculty, and staff. This is a crisis of leadership and priorities.”

Carmon Stone read statement. (Statement attached.)

Theresa Kasen, President of the 2020 Dental Hygiene class conveyed that she has worked in the dental community since 2007 and took her pre-requisite coursework at Shoreline prior to being accepted to Shoreline's Dental Hygiene program. She spoke of the 13,000 plus patients that the Dental Clinic serves, how the clinic is known "far and wide," and that there is high regard for the program from the dental community. "Please keep your future students in mind as you make decisions about where the clinic and students will go."

COLLEGE UPDATE(S)

Off-Campus Cooperative Preschool Sites Celebrating 50-Year Affiliation with Shoreline Community College

Parent Education Coordinator Frances Coppa provided an overview of the Parenting Education program and the seven cooperative preschools affiliated with Shoreline Community College.

The Woodinville Family Preschool has been affiliated with the College for 50 years. Karen, an alum, shared that all three of her children attended the cooperative preschool, the lifetime impact of the preschool on her family, and expressed appreciation for what she learned from being a part of a Shoreline Community College affiliated preschool.

The Bothell Family Cooperative Preschool has been affiliated with the College for 51 years. Educator Beth Edwards has been in the cooperative preschool environment for the last twenty years and relayed the benefits of cooperative preschools, the longtime affiliation with Shoreline Community College, and how the work of the Parent Education faculty, "runs deep and across the state." Parent Sarah Holland shared an interaction amongst several children she observed and noted that it was an example of what the children learned in relation to problem-solving...on their own.

Study Abroad Programs (South Africa • Jamaica)

South Africa

Professor Ernest Johnson shared slides consisting of highlights from the Study Abroad program to South Africa – the fifth Study Abroad trip to Africa he had led since 2003. Sixteen students participated in the trip and visited communities displaced during apartheid, museums, many schools, the cells in which Nelson Mandela and Steve Biko were held, and an archeological dig – amongst many other focal points. Professor Johnson noted that they stayed in traditional homes, had an opportunity to spend the day with Steve Biko's wife and children, and expressed appreciation for the Study Abroad program, as well as for the innovation grant.

Jamaica

Professor Bob Thompson distributed an article entitled *Developing Effective Faculty-Led Programs* from the International Educator publication (emphasizing how Shoreline is viewed nationally), a Jamaica Study Abroad Program Description, and program evaluations from students. Professor Thompson lived in Jamaica for five years and started the Study Abroad

program to Jamaica in 2000. Fifteen students participated in the last trip, lived in farm houses in a community in the Blue Mountains, and worked in school houses. In advance of the trip, Professor Thompson told students, “We are not going to serve or help” and instead, learn from “this community.” He closed by expressing appreciation for the support of Study Abroad programs and international education.

REPORT: SHORELINE PRESIDENT

President Roberts distributed the *President’s College & Community Engagement* report (July 22 October 23, 2019). She acknowledged the worry and unsettledness on campus and spoke about the external factors outside of the College’s control that is also impacting other colleges across the region and nation. She spoke of the innovation grants and thanked the Board for supporting innovation grants despite budgetary challenges.

President Roberts added that:

- More new students are coming to the College.
- The self-study tied to accreditation will help us to know if our students are achieving.
- Opportunity Gap work continues in order to assist students in traversing barriers.
- Great strides are being made in relation to ctcLink.

REPORT: FISCAL YEAR-END (2018–2019)

President Roberts referred to the study session topics and information presented on the budget development process and the financial update. She provided an overview of the FY 2019–2020 operating budget scenarios, adding that enrollment was down in the summer and in the fall and reiterated the external factors impacting the budget (e.g. federal impact on international students; full employment).

REPORT: ENROLLMENT

Executive Director Bayta Maring provided an overview of annual FTEs (2018–2019 to 2019–2020) according to funding source and quarter. She noted that FTEs were down 2.1% overall (all funding sources).

(Slide presentation attached.)

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

Executive Director Veronica Zura reported that the Board has reviewed eighty-nine policies over the course of the past two and a half years. She added that between five to six policies will be brought to the Board during the 2019–2020 year—some revised, some new, and some,

recommended for elimination. At the conclusion of the current policy review cycle, the new cycle of policy review will commence.

FIRST READING: BOARD OF TRUSTEES 2019–2020 PROFESSIONAL LEARNING GOALS

Chair Lux read tab 1 (First Reading: Board of Trustees 2019–2020 Professional Learning Goals).

ACTION: PROPOSED 2019–2020 FEE CHANGES (NURSING)

Health Occupations Acting Dean Mary Burroughs provided an overview of tab 4 [Action: Proposed 2019–2020 Fee Changes (Nursing)].

Acting Dean Burroughs responded in the affirmative to Trustee Jackson’s question about the per quarter for the two proposed fees totaling \$100.00.

Motion 19:45: Motion made by Trustee Jackson to approve the fee changes as presented, for \$100.00 total, per quarter.

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

ACTION: WASHINGTON ASSOCIATION OF COLLEGE TRUSTEES (ACT) TRANSFORMING LIVES AWARD(S)

Chair Lux read the recommendation contained in tab 2 [Action: Washington Association of College Trustees (ACT) Transforming Lives Award(s)].

Trustees Jackson and Pobee volunteered to serve as the two members of the Board to review the nominations received and recommend the Board’s nominee for the 2020 ACT Transforming Lives Award(s).

Motion 19:46: Motion by Chair Lux for Trustees Jackson and Pobee to serve as the two members of the Board to review the nominations received and to recommend the Board’s nominee for the 2020 Transforming Lives Award(s).

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

ACTION: BOARD RESOLUTION NO. 154 (Commending Service of Trustee Clara Pellham)

Chair Lux read Resolution No. 154 (Commending Service of Trustee Clara Pellham).

Motion 19:47: Motion made by Trustee Jackson to adopt Resolution No. 154.

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

Trustee Pellham expressed appreciation for the recognition. Trustee Jackson thanked Trustee Pellham for her exemplary leadership.

CONSTITUENT REPORT: SHORELINE FACULTY

Professor and SCCFT President Eric Hamako read the Federation President's Report. (Report attached.)

CONSTITUENT REPORT: SHORELINE CLASSIFIED

Media Maintenance Tech 3 and WFSE Chief Shop Steward Paul Fernandez read his report on behalf of Classified Staff. (Report attached.)

CONSTITUENT REPORT: SHORELINE ASSOCIATED STUDENT GOVERNMENT

ASG President Isaac Tchao shared the many ASG related activities and projects for 2019–2020 that have already transpired or are planned for future dates—including participation in New Student Orientation (NSO) sessions; voter registration; volleyball night; the United Club Council meeting; and work on updating the Student Life website.

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

Trustee Jackson thanked all of the presenters, as well as Professor and SCCFT President Hamako and Media Maintenance Tech 3 and WFSE Chief Shop Steward Paul Fernandez for the information in their reports.

Trustee Pellham congratulated new Trustee Pobee and commended the Trustees with whom she worked during her tenure as a Trustee.

EXECUTIVE SESSION

None.

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF OCTOBER 23, 2019

ADJOURNMENT

Motion 19:48: Motion made by Trustee Jackson to adjourn the regular meeting of October 23, 2019.

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

Chair Lux adjourned the meeting at 6:21 PM.

Signed _____
Tom Lux, Chair

Attest: December 4, 2019

Lori Y. Yonemitsu, Secretary

Bill Saraceno

**Interim Chief Financial Officer (CFO)
Board Budget Update**



Scenarios for the Operating Budget for FY2019-2020

Revenue Source	No Change	Scenario 1 Minus 3%	Scenario 2 Minus 5%	Scenario 3 Minus 7%	Scenario 4 Plus 3%
State Allocation	27,499,624	27,499,624	27,499,624	27,499,624	27,499,624
Other State Reimbursement	165,000	165,000	165,000	165,000	165,000
Tuition	11,099,439	10,774,260	10,557,474	10,340,688	11,424,618
From Int'l	5,426,903	5,177,345	5,010,974	4,844,602	5,676,461
From Running Start (RS)	1,430,413	1,430,413	1,358,892	1,330,284	1,473,325
From Career Education Options (CEO)	718,589	718,589	682,660	668,288	740,147
Minor Repair Reimbursement	368,200	368,200	368,200	368,200	368,200
Total	46,708,168	46,133,431	45,642,824	45,216,686	47,347,375

Numbers has been updated from the first reading at May BOT meetings

Approved Budget FY2019-2020

Items	Amount
Estimated Expenditure	\$47,362,876
Revenues:	
State Allocation	27,499,624
Domestic Tuition*	10,774,260
International Education*	5,010,974
Running Start	1,430,413
Career Education Options	718,589
Total Revenues	\$45,433,860
Budgeted Over-expenditure	(1,929,016)
Cash Balance	1,929,016
Balance Budget	- 0 -

* 3% reduction for Domestic and 5% reduction for International are applied.

Expenditure by Program

Expenditure By Program						
3-Fiscal Year Comparison						
As of September 30, 2019, 2018, and 2017						
	<u>September 30, 2019</u>		<u>September 30, 2018</u>		<u>September 30, 2017</u>	
Programs	Expenditure	% of Expenditure	Expenditure	% of Expenditure	Expenditure	% of Expenditure
Instruction (01x)	4,682,303.03	48%	4,724,077.56	50%	5,333,815.93	54%
Budget Planning Reserve (02x)	0.00	0%	0.00	0%	0.00	0%
IT / Instructional Support (04x)	627,247.65	6%	649,067.78	7%	593,428.78	6%
Library / Media (05x)	335,637.53	3%	329,787.30	3%	360,722.61	4%
Student Support (06x)	1,483,552.14	15%	1,222,594.80	13%	1,139,409.50	11%
Institutional Support (08x)	1,681,476.28	17%	1,542,571.21	16%	1,660,769.72	17%
Plant Operations (09x)	916,208.13	9%	1,032,594.10	11%	850,343.49	9%
Total	9,726,424.76	100%	9,500,692.75	100%	9,938,490.03	100%

Expense by Category

Expenditure By Category						
3-Fiscal Year Comparison						
As of September 30, 2019, 2018, and 2017						
	September 30, 2019		September 30, 2018		September 30, 2017	
Expense Categories	Expenditure	% of Expenditure	Expenditure	% of Expenditure	Expenditure	% of Expenditure
FT Faculty	1,115,771.60	11%	963,021.85	10%	957,219.55	10%
PT/Pro-Rata Faculty, Stipends & Training	2,148,259.05	22%	2,250,434.40	24%	2,958,334.34	30%
Classified	1,484,572.29	15%	1,319,507.90	14%	1,310,799.50	13%
Exempt	1,089,899.02	11%	1,044,897.07	11%	877,590.59	9%
Overtime, Sick & Termnal Leave	82,585.00	1%	92,505.39	1%	34,757.35	0%
Hourly, Students & Others	152,392.73	2%	118,074.40	1%	94,139.12	1%
Benefits	2,228,288.12	23%	2,155,947.39	23%	2,218,900.88	22%
Sub Total Labor Costs	8,301,767.81	85%	7,944,388.40	84%	8,451,741.33	85%
Goods & Services	1,009,562.07	10%	993,893.98	10%	823,313.19	8%
Travel	34,814.88	0%	59,608.64	1%	25,659.39	0%
Furniture & Equipment	29,556.04	0%	24,692.17	0%	36,393.88	0%
Client Services/Financial Aid	254,573.78	3%	237,998.54	3%	257,609.14	3%
Debt Finance - Principal & Interest	0.00	0%	0.00	0%	0.00	0%
Personal Services	96,150.18	1%	240,111.02	3%	343,773.10	3%
Sub Total Non-Labor Costs	1,424,656.95	15%	1,556,304.35	16%	1,486,748.70	15%
Total	9,726,424.76	100%	9,500,692.75	100%	9,938,490.03	100%

Revenue Projection for FY2019-2020

As of 10/14/2019

Summer (B901) Tuition Collection

Enrollment

	Sum 2019 (B901) Today	Sum 2018 (B891) Today	Sum 2018 (B891) Final	Sum 2017 (B781) Final	Sum 2016 (B671) Final	+ / (-)
Domestic	1484	1480	1480	1514	1438	4
International	349	401	401	427	453	(52)
Running Start	n/a	n/a	n/a	n/a	n/a	n/a
CEO	70	n/a	104	107	103	(34)
Totals	1903	1881	1985	2048	1994	-82

Revenue Projection

	Sum 2019 (B901) Rev. Projection	% up / (down)	Sum 2018 (B891) Final	Sum 2017 (B781) Final	Sum 2016 (B671) Final
Domestic	1,359,156.41	0.27%	1,355,492.92	1,391,082.91	1,344,412.67
International	1,139,144.20	-12.97%	1,308,873.42	1,411,867.70	1,566,204.60
Running Start	n/a	n/a	n/a	n/a	n/a
CEO	58,233.80	-32.69%	86,518.79	113,494.96	112,933.88
Totals	2,556,534.41		2,750,885.13	2,916,445.57	3,023,551.15
(Compare to B891)	-7.07%	(194,350.72)	Calculated: 2,556,534.41 - 2,750,885.13		
(Compare to B781)	-12.34%	(359,911.16)	Calculated: 2,556,534.41 - 2,916,445.57		
(Compare to B671)	-15.45%	(467,016.74)	Calculated: 2,556,534.41 - 3,023,551.15		

Fall (B902) Tuition Collection

Enrollment

	Fall 2019 (B902) Today	Fall 2018 (B892) Today	Fall 2018 (B892) Final	Fall 2017 (B782) Final	Fall 2016 (B672) Final	+ / (-)
Domestic	3413	3450	3450	3721	3475	(37)
International	824	890	890	895	929	(66)
Running Start	310	n/a	268	267	242	42
CEO	195	n/a	276	296	297	(81)
Totals	4742	4340	4884	5179	4943	-142

Revenue Projection

	Fall 2019 (B902) Rev. Projection	% up / (down)	Fall 2018 (B892) Final	Fall 2017 (B782) Final	Fall 2016 (B672) Final
Domestic	3,887,575.63	-1.07%	3,837,617.63	3,192,812.16	2,985,111.43
International	1,744,543.70	-7.42%	1,840,113.84	2,763,856.15	2,770,621.50
Running Start	778,317.62	15.67%	659,674.64	522,820.30	465,054.20
CEO	400,232.11	-29.35%	555,374.88	452,059.51	452,549.30
Totals	6,810,669.06		6,892,780.99	6,931,548.12	6,673,336.43
(Compare to B892)	-1.19%	(82,111.93)	Calculated: 6,810,669.06 - 6,892,780.99		
(Compare to B782)	-1.74%	(120,879.06)	Calculated: 6,810,669.06 - 6,931,548.12		
(Compare to B672)	2.06%	137,332.63	Calculated: 6,810,669.06 - 6,673,336.43		

Total Revenue Projection (B901 and B902)

	FY1920 (so far)	FY1819	FY1718	FY1617
	9,367,203.47	9,643,666.12	9,847,993.69	9,696,887.58
(Compare to 1819)	-2.87%	(276,462.65)	Calculated: 9,367,203.47 - 9,643,666.12	
(Compare to 1718)	-4.88%	(480,790.22)	Calculated: 9,367,203.47 - 9,847,993.69	
(Compare to 1617)	-3.40%	(329,684.11)	Calculated: 9,367,203.47 - 9,696,887.58	

Budget Balance Remaining

	September 30, 2019	September 30, 2018	September 30, 2017
State Allocation (#4)	27,485,999	23,888,880	23,235,667
SBCTC Reimbursement (SX)	258,218	258,218	305,217
Tuition - Domestic Enrollment	10,774,260	10,861,538	11,290,874
International Student Contract	5,010,974	5,731,418	6,047,145
Running Start	1,430,413	460,140	460,140
CEO	728,589	514,591	514,591
Total Revenue	45,688,453	41,714,785	41,853,634
Cummulative Expense at Month-End	9,726,425	9,500,693	9,938,490
Balance (Over / (Short))	35,962,028*	32,214,092	31,915,144
* Does not include the \$1,926,016 cash reserves			

I am here today to request your help and support in preserving the Shoreline College Dental Hygiene Program. Historically it seemed the Dental Hygiene Program was a major part for the justification for a new building that it could be housed in. It was only very recently disclosed that the Dental Hygiene Program is no longer a part of this proposed new building.

This came as a huge shock! With the plans to demolish the existing the building that the dental hygiene program is currently in, in July of 2020 and with no plans for housing the program in the new building or apparently any concrete plans to house the program in another building, it appears that there will no longer be any dental hygiene program at Shoreline College. This impacts not only the current dental hygiene students as there is no facility for them to complete their 2nd year, the prospective dental hygiene students taking prerequisites at shoreline, the shoreline faculty and the community at large.

The director and faculty of the Dental Hygiene Program have tried working with the administration to come up with solutions but have been stonewalled.

The Dental Hygiene Program is exceedingly valuable to the whole community. There is currently a profound shortage of hygienists in Washington state. There are very few hygiene schools and it appears there are no other programs to turn to for expansion or to make up the shortfall or help to complete the current class. This will impact thousands of Washington state residents who will no longer have access to dental hygiene services. With a clear link between oral health and heart health to name one, this will impact many people's lives. The dental hygiene shortage already a major concern and focus for the leaders in the dental community. This threat of losing a key dental hygiene program will only add to that concern.

Tracy Wayman DDS

My name is Carmon Stone, I am a 2003 graduate of the dental hygiene program here at Shoreline. I am currently associate faculty in the dental hygiene program, but also work part time in a private office where I have been for 15 years. I am here to talk about the displacement of the dental hygiene program. The proposed demolition of our building in July of this year with no plan on where to move our clinic. In order for you all to make an informed decision I find it important for you to have as many facts as possible from all sides, in order prevent a short-sighted decision.

The Dental hygiene program is a competitive, well-respected, program in the community that has been around for years. We accept a full class each year and maintain a high retention and graduation rate. In addition, we maintain a waiting list of students who are waiting to gain admissions every year.

In order for students to apply to our program, there are approximately 50 or more credits of prerequisite course work students must complete prior to applying. Many students take their pre-requisite course work here at Shoreline. Have you looked at how much the college would lose from these students going elsewhere and not taking their prerequisite courses here anymore? If the program closes why would the students come here? We are talking about losing students in Math, Biology, Chemistry, Nutrition and English courses.

Let's also discuss a larger state issue, access to care. I don't think I need to inform this board that there is a statewide issue of access to affordable dental care. Our dental hygiene school provided approximately 3000 patients with dental care last year alone, of those 3000 approximately 90% did not have dental insurance. Please don't quote me on those numbers, but they are close, if you want hard facts please contact Rossie Bellert, the Dental Hygiene Director.

What kind of message does this send our community? That we don't care, that the building is more important than building a community? if we aren't able to come up with a solution to relocate our clinic and it ceases to exist that may be the exact message being sent.

Fall 2019 Enrollment Update

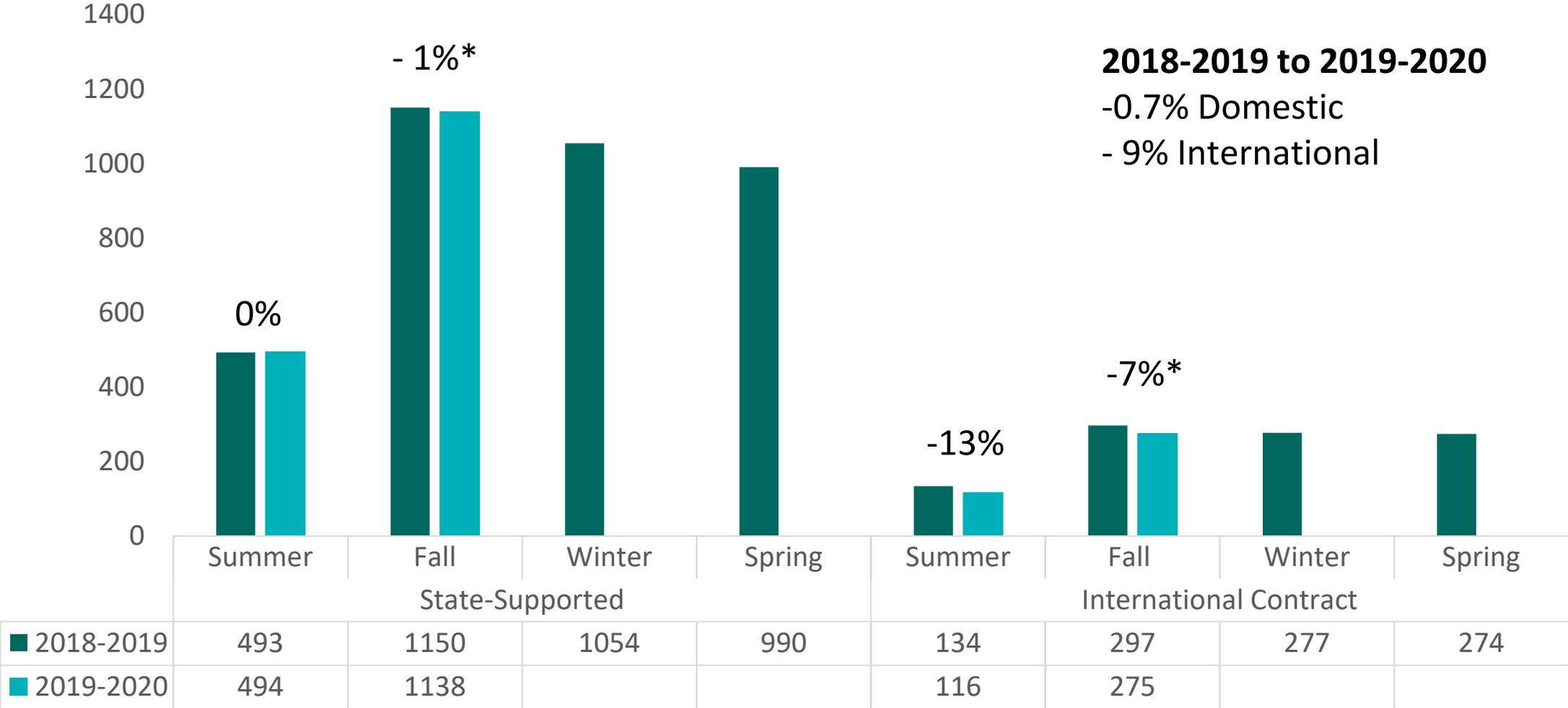


Annual FTEs, according to funding source and quarter

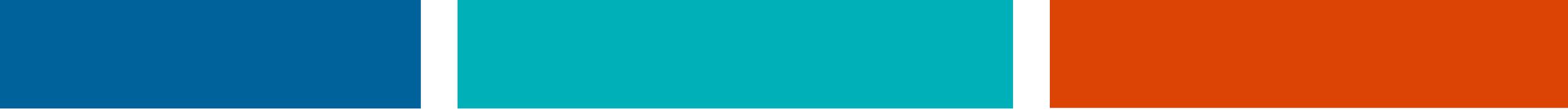
2018-2019 to 2019-2020

-0.7% Domestic

- 9% International



■ 2018-2019 ■ 2019-2020



Additional Information: Enrollment Update Fall 2019

Down 2.1% Overall (all funding sources)

Up 16% in Running Start (268 → 311)

Up 19% in Veterans (182 → 217)

Up 4% in New-to-Shoreline (1458 → 1510)

Down 6% in Basic Skills (359 → 337)

Down 11% in Aerospace FTE (90 → 75)



SCCFT President Eric Hamako
Statement to the SCC Board of Trustees
2019.10.23

I ask that my comments be read into the record.

Trustees of the Board:

My name is Eric Hamako. I am the new President of the faculty's union, the Shoreline Community College Federation of Teachers (SCCFT), Local 1950 of the American Federation of Teachers (AFT).

Last year, my predecessor, former SCCFT President DuValle Daniel, wrote an article to our members, asking, "Are we at war with our Administration?" In that article, Professor Daniel said that the Administration was attacking the faculty on many fronts.

Early this Fall, College President Roberts announced, in her Fall Welcome message, that the College will announce its intended cuts to programs and people's jobs at the beginning of Winter quarter – first, announcing to the union leaders' in January and then to the College as a whole in February. Such a plan clearly indicates the College plans to follow the process for a Reduction in Force (RIF) – and, given other indicators, to also cut other jobs via program cuts, outside the RIF process.

Over the past four years, our union and, particularly, union leaders DuValle Daniel and Brad Fader, have sounded alarms about the College's budget and financial practices, attempting to rouse you to actions only some of which you have, of late, taken. Some of my colleagues have encouraged giving you the benefit of the doubt – suggesting that, if our unions could help you better understand the state of the College, then you might take the responsible actions that would steward the College's finances and health.

I subscribe to a different theory: The College is indeed at war against its workers and against good jobs. And I do not believe that the College's war is a product of incompetence. The College's war is not a mistake; it is not a misunderstanding. Instead, the College's war is one front in a larger, multi-decade war – a war for the privatization and temp-ification of higher education. We see that war in many other colleges, such as at Odessa College, where secure, tenured teaching jobs no longer exist. A war to make higher education and other public services less accessible to working people and a war to allow ruling financial elites to be "free" from the

regulation of democratic governance. This war goes by many names – “austerity,” “neoliberalism,” and is sometimes even known by its most recognizable, discomfoting name: class warfare.

How do we know the College is waging a class war against workers and against good jobs?

For years, the College has engaged in an undeclared, dirty war against workers and good jobs. In the last ten years, the College has cut approximately twenty Full-Time Tenure Track positions – more than ten percent of the Full-Time Faculty jobs, good jobs that provide benefits and greater job security. Meanwhile, during the same decade, the College increased the number of less secure jobs, Associate Faculty jobs, by more than one hundred positions.

Without needing to declare a RIF, the College has already disappeared many of those most vulnerable faculty members, eliminating them by cutting the courses they teach and reminding them that the College has “no obligation” to them beyond the end of a given quarter. Last year, the College committed an unfair labor practice which involved, among other things, allocating bargained monies not as agreed upon with the union, but instead allocating much of those monies to those faculty the College could most easily dispose of, recovering much of the money it has misallocated in the process. The College has recently cut hundreds of course sections – enough sections to equal full-time loads for fifty faculty – cuts to faculty equaling more than \$2 million dollars. Meanwhile, in the last five years, the College has approximately doubled the number of Admin-Exempt jobs – insecure jobs in which workers are not unionized and in which they have little security from which to speak up or even talk back – an increase in Admin-Exempt expenses approximating the \$2.3 million dollars in course sections the College has cut out from under Associate Faculty. The College’s war on workers and on good jobs has been undeclared, but has touched many people’s lives.

And the College has engaged in psychological warfare to augment and cover its cuts to workers. Psychological warfare serves to weaken, confuse, and misdirect its targets. And, within an institution, such as this one, psychological warfare may be waged in the guise of seemingly benevolent actions. The College has proliferated steered committees that sap the Full-Time Faculty’s service hours for participating in meaningful (not advisory) shared governance, while at the same time the College has been reducing the number of Full-Time Faculty available to participate in shared governance. And, when conflicts have become too open to be easily ignored or explained away, the College has created further diversions to steer workers away from the structures of actual shared governance, such as its “Courageous Conversations,” purportedly “transparent” all-campus budget meetings, and other attempts to “manage” workers’ rightful fear and anger at the College’s actions. Psychological warfare, effectively

executed, can demoralize and demobilize its targets, even convincing its targets that “we” are all on the same side or that there is no war at all, leaving workers confused and vulnerable.

So, the College’s war on workers and good jobs has been largely undeclared. But it has not been invisible; merely camouflaged. Amid the conversations about budgets, a colleague said to me, “a budget is an expression of one’s values.” And, although the College has not shared what could be called a respectable budget, or even its annual financial audits required for accreditation, for some years, we can see what the College values by looking at some places it invests its money – and when it’s willing to open its wallet to spend from its savings.

For the past five years, the College has spent more than it’s made in revenue – overspending by anywhere from one to three million dollars each year. When enrollment was stable, the College spent more than it made. And, now that enrollment is in a cyclical period of decline, the College continues to spend more than it makes. The College has been willing to dip into its savings for somethings and not for other things – and some patterns emerge, to map the terrain of a class war.

Has the College spent money on a failed public-private partnership to create a privatized honors program? Yes.

Has the College spent hundreds of thousands of dollars to cover a money-losing, now-failed partnership with the University of Washington Bookstore? Yes.

Has the College spent thousands of dollars on private consultants for branding and image projects that produce results, such as “Engage. Achieve.” and such pedagogical advice as “Learn your students’ names”? Yes.

Has the College found more than a million dollars per year to pay for doubling the number of Admin-Exempt jobs in the past five years? Yes.

Has the College spent money and workers’ time on a series of failed searches and quickly vacated Admin-Exempt positions? Yes.

Has the College spent money on aesthetic renovations to give itself a more “Mid-Century Modern” aesthetic? Yes.

Has the College spent several million dollars in a public-private partnership residence hall, when the College’s financial planning failed to account for those expenses? Yes.

Has the College announced that it will spend even more millions of dollars, should its several-times “wrong-sized” STEM building end up costing more than the College currently projects? Yes.

And what does the College *not* have money for? We’ve seen some clear evidence.

Would the College spend money so that long-serving faculty who have gone without raises for years could be caught up, so that they begin to be similarly paid to more recently hired faculty with the same qualifications? No, the College has said, it doesn’t have money for that.

Would the College, then, spend money -- pennies on the dollar -- for token compensation to, at least, *recognize* those raises that faculty went without? No, the College has said, it doesn’t have money for that.

Would the College spend money so that all faculty could have a one-increment raise per year for three years? No, the College has said, it doesn’t have money for that.

Would the College, then, spend money to guarantee that all faculty could have even a one-quarter increment raise per year? No, the College has said, it doesn’t have money for that.

Would the College spend money to create twenty-four tenure-track faculty jobs, restoring some of the stable jobs that it has cut over the past two decades? “TWENTY-Four?” the College asked, “no,” the College said, it doesn’t have money for that. “We have money for *four*,” the College said. But, when we asked, “Do you mean four *new* jobs, in *addition* to the tenured positions we have now?” The College replied, “No.” It might even cut four tenured positions and then hire four tenure track faculty and call that its “four.”

Would the College spend money to reduce the class caps for the courses faculty teach, which would improve students’ learning, increase the number of sections the College could offer, and provide more opportunities for Associate Faculty to qualify for health insurance? No, the College has said, it doesn’t have money for that.

So, the College *has* money for some things, but *not* for others. The College’s ephemeral so-called budget may not have had enough integrity to actually account for itself or its values, but we can judge the College’s agenda, not by what comes out of its mouth, but by where it puts its money.

Former SCCFT President DuValle Daniel had asked, “Are we at war with our Administration?” The question contained a hopeful willingness to give the College the benefit of the doubt. But, if the College continues its campaign of lavish spending on some projects while at the same time imposing austerity – “belt tightening” – on its workers, then there can be no doubt. To paraphrase a popular philosopher, “Of course, we realize, this means war.”

Hello and welcome to a new academic year. I would like to thank all of you for serving on the Board of Trustees.

We, WFSE-represented Classified staff here at Shoreline Community College. We take a lot of pride in our service to our College. We are the front line, putting our community first, and creating the first experience a student has at our college. I have been asked to give voice to our growing concerns.

Foremost the classified staff are extremely concerned with the upcoming RIFs. The classified staff currently has the largest number of vacant classified staff positions, twenty-nine, that I have ever seen over the past 30 years. There was a time when 10 vacant positions were a large number.

This administration has talked about the budget, but currently very few Classified staff members have been included in the discussions. The lack of inclusion is hurting moral. Budget Development Process is at the Division Level and we are concerned that this information is not being appropriately disseminated.

I hope that we are all included in future discussions about the budget, The administration needs to be more transparent about past budgets. We would like to be able to compare next years budget against past figures and numbers.

At the last all campus meeting, there was a couple of questions about “Are you going to look at administration?” The acting CFO answered with “What do you mean?” What we mean is that there are 83 exempt/administrators and 252 staff. You do not need one administrator for every 3 staff members. All though I was not the one who asked the question and with the current top-heavy ness of this college, I am very interested in a real response, “Are you going to look at administration?”

The number of administrators continues to grow, even though for the past 5 years this administration has spent more than the college has earned.

I have been invited to be on the negotiation team for 2021-2023 CBA. The last sessions brought locality pay to higher education employees working in King County. I am proud to have been a member of that team and look forward to being a member of the 2021-2023 team. We are just getting started and we are

currently asking staff, if there's anything they would like to see changed in our current contract.

There are two items on the statewide ballot that are of concern to our members: Referendum 88 Affirmative Action and especially, Initiative 967 – the \$30 car tab fees. This is more a reminder for folks to vote than anything else.

I do look forward to continuing working with you and your Leadership Team.

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF DECEMBER 4, 2019**

TAB 1

REPORT

Subject: Business Technology AAAS & Certificate of Proficiency

The following two Shoreline offerings are on temporary hiatus (our accrediting body refers to this as “suspension”) for a minimum of one and maximum of two years, starting in Winter 2020:

- Business Technology, AAAS
- Business Technology, Certificate

The rationale for putting these offerings on hold is not tied to the current budget review process, but is based on advisory committee feedback indicating the current curriculum is not adequately preparing students for jobs that are available in the region.

A program planning exercise has already been conducted with the advisory committee, and there are plans in the works to develop new program options as part of the Business Technology program within the next two years. Note that the [Microsoft Software Applications Certificate of Completion](#) (EPC 551A) is still active, as is the Business Technology program as a whole.

In addition, the suspension of these program options has had no effect on any other programs within the Business Department (Accounting, Business Administration, Purchasing & Supply Chain Management).

Prepared by: Phillip King
Vice President for Student Learning
Shoreline Community College
November 27, 2019

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF DECEMBER 4, 2019**

TAB 2

FIRST READING

Subject: College Policies &/or Rules—Recommended 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 5031 – Loss of Eligibility – Student Athletic Participation
- Policy 5090 – Student Housing
- Policy 5222 – Student Club Advisors

To Follow

- Policies 5031, 5090, and 5222.

Prepared by: Cheryl Roberts, President
Veronica Zura, Executive Director of Human Resources
Shoreline Community College
November 25, 2019

POLICY

ANY STUDENT FOUND BY AN AGENT OF THE COLLEGE TO HAVE A CRIMINAL CONVICTION UNDER CHAPTER 369, LAWS OF 1989, CHAPTER 69.41, WHICH PROHIBITS THE POSSESSION, USE, OR SALE OF LEGEND DRUGS (PRESCRIPTION DRUGS, INCLUDING ANABOLIC STEROIDS) SHALL BE DISQUALIFIED FROM PARTICIPATION IN COLLEGE SPONSORED ATHLETIC EVENTS, BOTH INTERSCHOLASTIC AND INTRAMURAL, BY THE COLLEGE ATHLETIC DIRECTOR.

Approved by:

Board of Trustees 02/16/90

College Cabinet 01/23/90

Student Housing 5090

Student Housing 5090

POLICY

SHORELINE COMMUNITY COLLEGE IS AN INSTITUTION DESIGNED TO SERVE STUDENTS WHO LIVE WITHIN COMMUTING DISTANCE OF THE CAMPUS. THE COLLEGE MAINTAINS NO DORMITORIES OR OTHER HOUSING AND ASSUMES NO RESPONSIBILITY FOR INDEPENDENT HOUSING FACILITIES USED BY STUDENTS.

Approved by:
Board of Trustees.....05/12/69

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POLICY

CLUBS MUST BE OFFICIALLY RECOGNIZED BY THE STUDENT BODY ASSOCIATION. SUCH CLUBS MAY HAVE ADVISORS WHO MAY BE REMUNERATED IN ACCORDANCE WITH THE TIME AND EFFORT INVOLVED.

Approved by:

Board of Trustees.....06/14/77

Revised.....01/18/74

Revised.....03/31/75

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF DECEMBER 4, 2019**

TAB 3

ACTION

Subject: Board of Trustees 2019 – 2020 Professional Learning Goals

Background

The Trustees conducted a first reading of its 2019 – 2020 Professional Learning Goals at the October 23, 2019 regular meeting of the Board of Trustees. The goals presented on October 23 were developed at the September 16, 2019 Board of Trustees Retreat (“Special Meeting”) and there were no subsequent changes to the Board’s 2019 – 2020 Professional Learning Goals.

BOARD OF TRUSTEES 2019 – 2020 PROFESSIONAL LEARNING GOALS

1. Continue with Shoreline 101.
2. Review more data (deep dive), in more areas (e.g. national and state trends). 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, City of Shoreline, and the Shoreline Public Schools 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 2019 – 2020 Professional Learning Goals.

Prepared by: Lori Yonemitsu
Executive Assistant to the President
Shoreline Community College
November 27, 2019