

SHORELINE COMMUNITY COLLEGE
Board of Trustees
(Virtual) Special Meeting of March 18, 2020
4:30 PM
<https://zoom.us/j/944911187>

AGENDA

4:30 PM			
NO.	AGENDA ITEM	RESPONSIBILITY	TAB
1.	Convene Special Meeting	<i>Chair Tom Lux</i>	
2.	Consent Agenda a. Two-Year College Calendar	<i>Chair Tom Lux & Trustees</i>	1
3.	Communication from the Public (Public comments sent to the Board Secretary at lyonemitsu@shoreline.edu by 4:30 PM on Wednesday, March 18, 2020 will be provided to the Trustees, entered into the record, and attached to the minutes of the March 18 special meeting.)	<i>Chair Tom Lux</i>	
4.	Action: Faculty Sabbatical Leave Proposals (2020-2021)	<i>Phillip King</i>	2
5.	Action: Renewal of First-Year & Second-Year Tenure Track Faculty Candidates	<i>Phillip King</i>	3
6.	Action: Tenure Considerations	<i>Phillip King</i>	4
7.	Action: Emergency Update to Policy 4727 (Shared Leave)	<i>Cheryl Roberts</i>	5
8.	Adjournment	<i>Chair Tom Lux</i>	
	Next Regular Meeting of the Board of Trustees: Wednesday, April 22, 2020		

The time and the order of agenda items are estimations and are subject to change.

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) SPECIAL MEETING OF MARCH 18, 2020**

TAB 1

CONSENT AGENDA

Subject: Two-Year College Calendar (2021-2022; 2022-2023)

Background

The Board of Trustees conducted a first reading of the 2021-2022 and tentative 2022-2023 academic calendars at its regular meeting of February 26, 2020.

Recommendation

It is recommended that the Board of Trustees take action on the proposed 2021-2022 and the tentative 2022-2023 academic calendars.

Prepared by:

Chris Melton, Director – Enrollment & Financial Aid Services/Registrar
Shoreline Community College
March 13, 2020

To Follow:

- 2021-2022 academic calendar
- Tentative 2022-2023 academic calendar

SHORELINE COMMUNITY COLLEGE DISTRICT NUMBER SEVEN 2021-2022 CALENDAR

(Alternate Draft_Tentative 1)

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	50
FAC/PREP	1
EXAMS	3
TOTAL	54

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		

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

FALL QUARTER

- 9/6 Holiday* - Campus Closed
- 9/16 Opening Week Begins
- 9/22 Instruction Begins
- 11/11 Holiday* - Campus Closed
- 11/25 & 11/26 Holiday* - Campus Closed
- 12/3 Instruction Ends
- 12/6 Prep Day
- 12/7, 12/8, 12/9 Exams
- 12/14 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

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

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			

WINTER QUARTER

- 12/31 Holiday* - Campus Closed
- 1/5 Instruction Begins
- 1/17 Holiday* - Campus Closed
- 2/21 Holiday* - Campus Closed
- 3/17 Instruction Ends
- 3/18 Prep Day
- 3/21, 3/22, 3/23 Exams
- 3/29 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		

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

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					

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

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			

7/7-7/28
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

SHORELINE COMMUNITY COLLEGE DISTRICT NUMBER SEVEN 2022-2023 CALENDAR

(Draft Tentative)

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 = 7 (excluding summer quarter)

SEPTEMBER 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	

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	

10/12-11/9
After 11/9
11/1

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

FALL QUARTER

9/5	Holiday* - Campus Closed
9/22	Opening Week Begins
9/28	Instruction Begins
11/11	Holiday* - Campus Closed
11/24 & 11/25	Holiday* - Campus Closed
12/9	Instruction Ends
12/12	Prep Day
12/13, 12/14, 12/15	Exams
12/20	Grades Due
12/26	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						

1/24-2/22
After 2/22
2/13

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

WINTER QUARTER

1/2	Holiday* - Campus Closed
1/9	Instruction Begins
1/16	Holiday* - Campus Closed
2/20	Holiday* - Campus Closed
3/20	Instruction Ends
3/21	Prep Day
3/22, 3/23, 3/24	Exams
3/28	Grades Due

NOVEMBER

S	M	T	W	T	F	S
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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

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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			

4/17-5/16
After 5/16
5/8

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

SPRING QUARTER

4/3	Instruction Begins
4/28	Day of Learning
5/29	Holiday* - Campus Closed
6/12	Instruction Ends
6/13	Prep Day
6/14, 6/15, 6/16	Exams
6/17	Commencement
6/20	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	

7/6-7/27
After 7/27
2/24

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

SUMMER QUARTER

6/26	Instruction Begins
7/4	Holiday* - Campus Closed
8/17	Instruction Ends (Exams on last day of class)
8/22	Grades Due

JANUARY 2023

S	M	T	W	T	F	S
	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
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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
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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
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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
(VIRTUAL) SPECIAL MEETING OF MARCH 18, 2020**

TAB 2

ACTION

Subject: FACULTY SABBATICAL LEAVE PROPOSALS (2020 – 2021)

Background

The July 1, 2019 through June 30, 2022 Agreement By and Between the Shoreline Community College Board of Trustees, District VII and the Shoreline Community College Federation of Teachers (Article XIV: section A – Sabbatical Leaves) states that sabbatical leaves are available to Full-Time academic employees.

The number of annual sabbatical leaves shall not exceed two and four-tenths percent (2.4%) of the total number of Full-Time academic employees, provided that there are enough applicants who meet the conditions established in this Article; and further provided the aggregate cost of such leaves during any year, including the cost of replacement personnel, shall not exceed one hundred fifty percent (150%) of the cost of salaries which otherwise would have been paid to personnel on leave.

A total of nine (9) quarters of sabbatical leave is recommended for the 2020 – 2021 academic year. All faculty recommended are eligible for a sabbatical leave and the Faculty Sabbatical Selection Committee has complied with the provisions of Article XIV: section A – Sabbatical Leaves of the 2019 – 2022 Agreement.

The Faculty Sabbatical Selection Committee was chaired by Alicia Zweifach. Following the Committee's review of the written proposals and applicant interviews, six (6) proposals are forwarded to the Board of Trustees for review. The Committee recommended two (2) quarters sabbatical leave for three (3) faculty members and 1 quarter sabbatical leave for three (3) faculty members.

To follow: Brief summaries of the proposals recommended for 2020 – 2021 sabbatical leaves by the Faculty Sabbatical Selection Committee.

1.	<u>Name</u>	<u>Division</u>	<u>Number of Quarters Recommended</u>
	Brad Fader	Business	2

Purpose: To collaborate, share research, and analyses with an international doctoral student living in Italy on the diametrically opposed Generally Accepted Accounting Principles (GAAP) and the International Financial Reporting Standards (IFRS). Goal: to incorporate outcomes into course curriculum.

2.	<u>Name</u>	<u>Division</u>	<u>Number of Quarters Recommended</u>
	Duygu Erdogan Monson	Humanities & ESL/ABE/GED	2

Purpose: To complete doctoral dissertation *Displaying Power: Reinterpreting the Ottoman's Tulip Age with Baroque Performativity*.

3.	<u>Name</u> Daina Smuidrins	<u>Division</u> Humanities & ESL/ABE/GED	<u>Number of Quarters Recommended</u> 2
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Purpose: To create a grammar packet for ESL Level 4 that can be used by other instructors; research standardized placement test options; and travel abroad to meet with students, college partners, and possibly, teach or provide workshops for prospective students.

4.	<u>Name</u> Karen Bretz	<u>Division</u> Humanities & ESL/ABE/GED	<u>Number of Quarters Recommended</u> 1
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Purpose: To edit, refine, and further develop a flipped, hybrid, team-taught ESL curriculum for ESLAB030/035/037 and ESLC030 while bringing course up to required standards of accessibility and open resource materials.

5.	<u>Name</u> Gary Parks	<u>Division</u> Humanities & ESL/ABE/GED	<u>Number of Quarters Recommended</u> 1
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Purpose: To research, find readings, and write materials for composition instruction spanning the English 099 to English 101 levels; and collect the results in a no-text Canvas course. To collect and create shared, open-source curriculum for English 099. To reinvigorate my own writing process and skills through fiction writing.

6.	<u>Name</u> Lauren Wilson	<u>Division</u> Humanities & ESL/ABE/GED	<u>Number of Quarters Recommended</u> 1
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Purpose: To create new assessment for Shoreline’s ESL placement system. To develop new skills in assessment, including knowledge of how to avoid cultural bias, by writing new placement tests that account for the ages, educational backgrounds, and demographics of our students. To provide leadership and opportunities for collaboration and professional development regarding placement testing and outcomes assessment at each level.

Recommendation

It is recommended that sabbatical leaves during the 2020 – 2021 academic year, at 100% compensation, be granted to:

- Brad Fader, Duygu Erdogan Monson, and Daina Smuidrins for two (2) quarters each.
- Karen Bretz, Gary Parks, and Lauren Wilson for one (1) quarter each.

Prepared by: Phillip King
Vice President for Student Learning
Shoreline Community College
March 13, 2020

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) SPECIAL MEETING OF MARCH 18, 2020**

TAB 3

ACTION

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

Background

Under separate cover, the Board received copies of the Appointment Review Committees' comprehensive evaluation reports and recommendations for one first-year, and nine second-year tenure track faculty candidates. On March 5, 2020, 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>
Mollie Sharp	Nursing	1	Rosie Bellert
Pru Arnquist	Nursing	2	Anna Sterner
LeAnn De Luna	Nursing	2	Betty Kost
TaChalla Ferris	Library	2	Tasleem Qaasim
Mark Glover	Nursing	2	Betty Kost & Alison Leahy, Co-Chairs
Dina Kovarik	Biotech	2	Kira Wennstrom
Zach Mazur	Photography	2	Matthew Allison
Melanie Meyer	HIIM	2	Alison Leahy
Kristine Petesch	Chemistry	2	David Phippen
Claire Putney	Studio Art	2	Kathie Hunt

Recommendation

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

Prepared by:

Phillip King
Vice President for Student Learning
Shoreline Community College
March 11, 2020

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) SPECIAL MEETING OF MARCH 18, 2020**

TAB 4

ACTION

Subject: Tenure Considerations

Background

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

On March 5, 2020 the Board met in executive session with the faculty chair of each third-year Appointment Review Committee. Listed below are the tenure candidates and committee chairs.

<u>Faculty</u>	<u>Discipline/Area</u>	<u>Committee Chair</u>
Rob Allred	Automotive	Sean Rody
Crystal Hess	Computer Science	Ali Armstrong
Przemyslaw (Marek) Wyzgowski	Mathematics	Fred Kuczmariski

Recommendation

At this time the Board has two options: 1) to award tenure or 2) to not award tenure.

Prepared by: Phillip King
Vice President for Student Learning
Shoreline Community College
March 11, 2020

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) SPECIAL MEETING OF MARCH 18, 2020**

TAB 5

ACTION

Subject: Emergency Update to Policy 4727 (Shared Leave)

Background

College Policy 4727 Shared Leave provides the ability for Shoreline Community College employees who accrue leave to donate leave to other Shoreline Community College employees for certain categories of leave needed and under specific eligibility requirements.

This week in compliance with the Governor's guidance to state agencies for COVID-19, and in response to rapidly changing conditions, the College moved to a predominantly remote operations effective March 16 through April 24, 2020. While this move meets the Governor's directive to offer telework wherever possible, it is anticipated that College employees may need to take leave in situations where they cannot telework due to sickness, etc.

While Policy 4727 (Shared Leave) is normally reserved for employees who suffer from an extraordinary illness, are called to active service, serve as emergency volunteers, or are victims of domestic violence, sexual assault or stalking, it is anticipated that there may be staff impacted by the move to remote operations in response to COVID-19 in such a way that leave beyond their accrued amount may be needed to maintain pay status in instances where telework is not an option.

To support this need, the College is asking for emergency Board approval to add a new category of need for shared leave receipt for "employees who have exhausted accrued leave and are absent due to emergency situations such as communicable disease epidemics".

If the Board grants its approval for this immediate change in Policy 4727 (Shared Leave) language, then this new category of need would be immediately available for impacted staff's usage.

Recommendation:

That the Board of Trustees approve the emergency update to Policy 4727 (Shared Leave) by motion.

Prepared by:

Cheryl Roberts, President
Veronica Zura, Executive Director for Human Resources
Shoreline Community College
March 17, 2020

To Follow: Policy 4727 (Shared Leave)



Policy Name:	Shared Leave
Policy Number:	4727
Applicable Code/Law:	RCW 41.04.650-670, OFM 25.40.10, WAC 357.31.390-455

Policy:

The policy of Shoreline Community College District Number Seven (7) is to provide a shared leave program that allows Shoreline Community College employees who accrue leave to donate leave to other Shoreline Community College employees.

An employee may be eligible to receive shared leave if the employee a) suffers from or has an eligible relative or household member who suffers from an extraordinary or severe illness or injury which prevents the individual from working; b) has been called to service for the uniformed services; c) is an emergency volunteer in response to a federal or state declared state of emergency; d) is a victim of domestic violence, sexual assault or stalking or e) **for employees who have exhausted accrued leave and are absent due to emergency situations such as communicable disease epidemics.**

Donated annual/sick leave becomes shared leave which may then be used in accordance with the regulations governing sick leave. Employees receiving time loss compensation or other types of disability payments are not eligible for shared leave. Shared leave may not be used for bereavement leave. Once written notice of termination is given, an employee may not donate any type of leave they would lose due to termination, whether by voluntary resignation, retirement, and layoff or as a result of disciplinary action.