

SHORELINE COMMUNITY COLLEGE

Board of Trustees

(Virtual) Regular Meeting of May 27, 2020

Study Session: 3:00 PM • Regular Session: 4:30 PM

Zoom Link: <https://zoom.us/j/98189722670> • Webinar (“Meeting”) ID: 981 8972 2670

(See page 2 for information to connect to the meeting via telephone)

A G E N D A

3:00 PM – STUDY SESSION			
NO.	AGENDA ITEM	RESPONSIBILITY	TAB
	2020-2021 Services & Activities (S&A) Budget	<i>Marisa Herrera & Sundi Musnicki</i>	
4:30 PM – REGULAR SESSION			
NO.	AGENDA ITEM	RESPONSIBILITY	TAB
1.	Convene Meeting	<i>Chair Tom Lux</i>	
2.	Report: Chair, Board of Trustees	<i>Tom Lux</i>	
3.	Consent Agenda a. Approval of Previous Meeting Minutes ▪ Special Meetings of April 22, 2020, May 1, 2020 & May 22, 2020	<i>Tom Lux & Trustees</i>	
4.	Communication from the Public (Public comments sent to the Board Secretary at lyonemitsu@shoreline.edu by 4:20 PM on Wednesday, May 27, 2020 will be read aloud by Chair Lux. The total public comment period will be no more than thirty (30) minutes and Chair Lux will read up to three (3) minutes of each public comment received, with adjustments made if more than ten (10) public comments are received.)	<i>Chair Tom Lux</i>	
5.	College Update(s) <ul style="list-style-type: none"> • All-Washington Academic Team Members • National Institute for Innovation in Manufacturing Biopharmaceuticals (NIIMBL) Project Funding: Cell-Based Therapy Training Program for Incumbent Workers 	<ul style="list-style-type: none"> •<i>Terry Taylor</i> •<i>Guy Hamilton</i> 	
6.	Report: Shoreline President	<i>Cheryl Roberts</i>	
7.	Report: Financial & Budget Update	<i>Cheryl Roberts, Phillip King & Bill Saraceno</i>	
8.	First Reading: Board of Trustees 2021 Regular Meeting Schedule	<i>Tom Lux</i>	1
9.	Action: Renewal of Second-Year Tenure Track Faculty Candidates	<i>Phillip King</i>	2

10.	Constituent Report: Shoreline Faculty	<i>Eric Hamako</i>	
11.	Constituent Report: Shoreline Classified Staff	<i>Paul Fernandez</i>	
12.	Constituent Report: Shoreline Associated Student Government	<i>Isaac Tchao</i>	
13.	Report: Closing Remarks – Board of Trustees	<i>Trustees</i>	
14.	Executive Session <ul style="list-style-type: none"> • To discuss with legal counsel matters in litigation &/or potential litigation • To evaluate the performance of a public employee 	<i>Chair Tom Lux</i>	
15.	Adjournment	<i>Chair Tom Lux</i>	
Next Regular Meeting of the Board of Trustees: Wednesday, June 24, 2020			

•To connect to the May 27, 2020 study session (3:00 PM) and regular session (4:30 PM)

~Via **link**, go to: <https://zoom.us/j/98189722670>

-OR-

~Via **telephone**:

Call/Dial/Key-in to one of the following **numbers**. Start with the first number. If you receive a busy signal or an “all circuits are busy” message, try the next number on the list.

(253) 215-8782

(346) 248-7799

(669) 900-6833

(312) 626-6799

Webinar (“Meeting”) ID: 981 8972 2670

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 3:02 PM by audio/visual conference. A quorum of the Board was present by audio/visual conference.

Recommended Budget Reduction(s) for FY 2020-21

President Roberts's and Vice President Phillip King's presentation included the following:

- Budget Development Process
 - Original Proposed Overall Position Changes
 - Recommended Overall Position Changes
 - Other Recommended Reductions
 - Recommended Areas of Reduction
- Budget Process for Spring Quarter
- Realignment
 - Temporary Realignment Plan
- Campus Hours of Operation – Survey Results

(Slide presentation attached.)

In response to a question from Trustee Jackson, Vice President King shared that the questions from campus personnel related to the budget development process included:

- Is this moving too fast?
- Is there coherence with the transition or is the recommendation because it is a budget saving?

Based on questions from Trustee Jackson related to the Campus Hours of Operations survey, President Roberts will obtain information (e.g. number of respondents and from which employee group; how long the survey was open; number of reminders sent to complete survey) tied to the survey.

Campus Fiscal & Capital Update

Interim Chief Financial Officer (CFO) Bill Saraceno's presentation included the following:

- State Auditor's Update
- Student Housing Update
- Board Approved Budget FY2019-2020
- Expense by Program (3-Year Comparison March 31, 2020 – 2018)
- Expense by Category (3-Year Comparison March 31, 2020 – 2018)

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) SPECIAL MEETING OF APRIL 22, 2020

- Balance Remaining (3-Year Comparison March 31, 2020 – 2018)
- Tuition Revenue 2019-2020
- Cash Balance Report
- Cash Uses for FY2019-2020
- Board Reserve Accounts
- CARES Act
- COVID-19 Expenses to Date

(Slide presentation attached.)

In response to questions from Trustee D’Ambrosio regarding the potential for an increase in enrollment due to the high unemployment resulting from COVID-19, CARES Act funding eligibility, and claims that the College has operated without a budget for a number of years, President Roberts and/or Interim CFO Saraceno noted:

- The College has the “facility capacity” to support a growth in enrollment.
- Worker Retraining funding will be impacted due to the volume of those who will seek retraining at the community and technical colleges.
- Colleges are awaiting guidance from the U.S. Department of Education related to CARES Act funding.
- The Board of Trustees has approved a budget every year, employees have access to the FMS (Financial Management System) and Budget SharePoint site, and are sent information related to the College budget.

Trustee Jackson remarked that if the claim that the College has operated without a budget comes forward again, we can ask, “Where is the gap? How is this different from the budgetary information provided?”

Health, Science & Advanced Manufacturing Classroom Complex (HSAMCC)

President Roberts and Interim Chief Financial Officer (CFO) Bill Saraceno provided information on the HSAMCC regarding permitting and project design. They referred to the Board resolution that was approved early in the year relating to the pause of the HSAMCC building construction project and clarified that part of the resolution was for the State Board for Community Colleges and Technical Colleges (SBCTC) to “move the project to the number one funding spot on the 2021-2023” capital funding request.

In response to questions from the Trustees regarding the HSAMCC, Dental Hygiene Program, temporary realignment plan, and recommended budget reduction(s) for FY 2020-21, President Roberts and/or Vice President King shared:

- There is an action item during the special session on another resolution related to the pause of the HSAMCC building construction project and referred to the resolution “as a next step for the capital budget process.”

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) SPECIAL MEETING OF APRIL 22, 2020

- Dental Hygiene Program Director Rosie Bellert and former Shoreline Faculty member and advisor to the Dental Hygiene Program Evelyn Hobbs are providing a report on the Dental Hygiene Program during the special session.
- The temporary realignment plan is effective July 1, 2020 through the end of the 2020-21 academic year.
- The differentiation between the recommended budget reductions and the realignment, noting that the action item during the special session related to the recommended areas of reduction totaling \$2,209,167.

The study session concluded at 4:20 PM.

CONVENE IN SPECIAL SESSION

The special meeting of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Tom Lux at 4:31 PM by audio/visual conference. A quorum of the Board was present by audio/visual conference.

MEMBERS PRESENT

Trustees Catherine D'Ambrosio, Douglass Jackson, Tom Lux, and Eben Pobe were present via audio/visual conference.

Assistant Attorney General (AAG) John Clark represented the Office of the Attorney General via audio/visual conference.

REPORT: CHAIR, BOARD OF TRUSTEES

There was no report from Chair Lux.

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 February 26, 2020 and the special meetings of March 5, 2020; March 18, 2020; and April 7, 2020.

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) SPECIAL MEETING OF APRIL 22, 2020

Motion 20:18: Motion made by Trustee D'Ambrosio to approve the minutes from the regular meeting of February 26, 2020 and the special meetings of March 5, 2020; March 18, 2020; and April 7, 2020.

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

- Updated & Reformatted Board of Trustees Governance Manual.

Motion 20:19: Motion made by Trustee Pobee to approve the updated and reformatted Board of Trustees Governance Manual.

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

COMMUNICATION FROM THE PUBLIC

Per the notice for the April 22, 2020 (virtual) special meeting of the Board of Trustees:

All Board of Trustees meetings include opportunity for public comment. Due to the continual and changing information related to COVID-19 and the April 22 special meeting to be held virtually, please email public comments to the Board Secretary at lyonemitsu@shoreline.edu by 4:30 p.m. on Wednesday, April 22, 2020. Please place "Public Comment" in the subject of your email. Public comments received by 4:30 p.m. on April 22, 2020 will be read aloud by Chair Lux. The total public comment period will be no more than thirty (30) minutes and Chair Lux will read up to three (3) minutes of each public comment received, with adjustments made if more than ten (10) public comments are received.

No public comments were received by 4:30 PM on Wednesday, April 22, 2020.

REPORT: SHORELINE PRESIDENT

President Roberts began by thanking Media Producer Rob Berg for putting together the [Campus Blooms Spring 2020 – Shoreline Community College video](#). Following a showing of the video, President Roberts read the *President's Report*. (Pages 1-3 of attached President's Report.)

Chair Lux expressed appreciation to everyone "for making this situation work. Turning on a dime...is commendable."

REPORT: BUSINESS OPERATIONS, BUDGET & REVENUE

Interim Chief Financial Officer (CFO) Bill Saraceno recapped the *Campus Fiscal & Capital Update* presentation from the study session.

(Slide presentation attached.)

REPORT: HEALTH, SCIENCE & ADVANCED MANUFACTURING CLASSROOM COMPLEX (HSAMCC)

Interim Chief Financial Officer (CFO) Bill Saraceno recapped the *Health, Science & Advanced Manufacturing Classroom Complex (HSAMCC)* presentation from the study session.

(Slide presentation attached.)

ACTION: RESOLUTION NO. 156 (RELATING TO SHORELINE COMMUNITY COLLEGE'S PAUSE OF THE ALLIED HEALTH, SCIENCE & ADVANCED MANUFACTURING BUILDING PROJECT (HSAMCC) #30000990)

Chair Lux read tab 2 [Action: Resolution No. 156 (Relating to Shoreline Community College's Pause of the Allied Health, Science & Advanced Manufacturing Building Project (HSAMCC) #30000990)]. President Roberts provided background information tied to the HSAMCC construction project pause. (Page 4 of attached President's Report.)

Motion 20:20: Motion made by Trustee Jackson to approve Resolution No. 156.

Motion seconded by Trustee Pobee.

President Roberts responded to Trustee questions related to the resolution and Chair Lux noted that the resolution was not regarding the Dental Hygiene Program.

Motion unanimously approved by the Board.

REPORT: DENTAL HYGIENE PROGRAM

President Roberts expressed appreciation to and for Dental Hygiene Program Director Rosie Bellert, advisor to the Dental Hygiene Program Evelyn Hobbs, and University of Washington School of Dentistry Dean Gary Chiodo. She provided an update on the Dental Hygiene Program. (Page 5 of attached President's Report.)

Dental Hygiene Program Director Rosie Bellert spoke about the current status of the Dental Hygiene Program. (Report notes attached.)

Advisor to the Dental Hygiene Program Evelyn Hobbs shared the work she is doing to support the development of reports and supporting documents for submission to the Commission on Dental Accreditation (CODA). (Report notes attached.)

ACTION: FEE PROPOSALS FOR FY 2020-21

Vice President Phillip King provided an overview of tab 3 (Action: Fee Proposals for FY 2020-21).

Motion 20:21: Motion made by Trustee Pobee to approve the fees for FY 2020-21 as presented.

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

ACTION: MEMORANDUM OF UNDERSTANDING REGARDING NURSE EDUCATOR FUNDING

President Roberts shared that the Faculty Federation is voting on ratifying the Memorandum of Understanding (MOU) later in the week and as a result, a special meeting for Board action on the MOU will be scheduled for a later date.

REPORT: RECOMMENDED BUDGET REDUCTION(S) FOR FY 2020-21

President Roberts and Vice President Phillip King recapped their *Recommended Budget Reduction(s) for FY 2020-21* presentation from the study session and President Roberts provided the context for the recommended reductions. (Page 6 of attached President's Report.)
(Slide presentation attached.)

ACTION: RECOMMENDED BUDGET REDUCTION(S) FOR FY 2020-21

Chair Lux read tab 4 (Action: Recommended Budget Reduction(s) for FY 2020-21).

Motion 20:22: Motion made by Trustee Jackson to approve the budget reductions as recommended.

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

CONSTITUENT REPORT: SHORELINE FACULTY

Professor and SCCFT President Eric Hamako read *Statement to the SCC Board of Trustees*. (Statement attached.)

CONSTITUENT REPORT: SHORELINE CLASSIFIED

Media Maintenance Tech 3 and WFSE Chief Shop Steward Paul Fernandez read statement on behalf of the Washington Federation of State Employees, Local 304. (Statement attached.)

CONSTITUENT REPORT: SHORELINE ASSOCIATED STUDENT GOVERNMENT

ASG President Isaac Tchao shared that the ASG (Associated Student Government) has canceled the majority of its spring events and are exploring online events to provide opportunities for student engagement. He added that committees and preparations for the S&A (Services & Activities) funding presentation continue, and ASG elections, will be held. ASG President Tchao noted that occupancy in the residence hall is at 50%, the pantry has moved into residence hall and overall, students have been positive—due to support from their teachers.

EXECUTIVE SESSION

At 6:17 PM, Chair Lux announced that the Board would convene in executive session for ten minutes to discuss with legal counsel the performance of a public employee and matters in litigation, and would reconvene in open session following the executive session, to adjourn.

Before convening in executive session, Trustee D'Ambrosio spoke of the worldwide impact of COVID-19 and conveyed that the Board and the College will need “to look at long-term changes for how we educate our students. Are we prepared for these changes? We need to plan for potentially realigning the budget at some point.”

Trustee Jackson added that he was proud of the way the College has come together, showing its commitment to students.

The executive session commenced by audio conference at 6:23 PM.

At 6:33 PM, Secretary to the Board of Trustees Lori Yonemitsu announced in the audio/visual conference that the Board would extend its executive session by two minutes.

ADJOURNMENT

Motion 20:23: Motion made by Trustee D'Ambrosio to adjourn the special meeting of April 22, 2020.

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) SPECIAL MEETING OF APRIL 22, 2020

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

Chair Lux adjourned the meeting at 6:37 PM.

Signed _____
Tom Lux, Chair

Attest: May 27, 2020

Lori Y. Yonemitsu, Secretary



**Welcome
to Our April 22, 2020
Board of Trustees Study Session**



Agenda

- Budget Development Process 2020-21
 - Realignment and Workflow Solutions
 - Campus Fiscal and Capital Update
 - Update on the Health, Science & Advanced Manufacturing Classroom Complex (HSAMCC)
- 



Phillip King
VP for Student Learning

**Recommended Budget Reductions
and Budget Process**



Budget Development Process

(Spring 2019) and then Fall, Winter, and Spring 19-20

The College undertook a review of budgets – at a macro and micro level – from July 2019 through March 2020 that involved area/departments, divisions, and the whole College to recommend reductions and additions. A tentative recommendation of budget reductions was made in January 2020. This budget process, along with an internal review, informed this final recommended budget reduction(s) for FY 2020-21.



Original Proposed Overall Position Changes

	Filled Positions	Vacant Positions	New Positions	Total Positions Impacted
Administrative	-5	-1	1.5	-4.5
Classified	-3	-9	7.25	-4.75
Faculty	-1		3	2

Recommended Overall Position Changes

	Filled Positions	Vacant Positions	New Positions	Total Positions Impacted
Administrative	-3	-1	1.5	-2.5*
Classified	-3	-9	7.25	-4.75**
Faculty			3	3

*Two positions were reconsidered – EA for VPBAS and Director of Honors based on feedback from students and other internal analysis.
 **All classified staff persons at the College will have a position opportunity after final positions descriptions are developed.

KP1

Other Recommended Reductions

Our decision to reduce/eliminate Men's Soccer is based on the following rationale:

- Historically low academic retention, low GPA's and low persistence towards completion.
- Overall loss in enrollment and the impact on student services that are supported by student fees.
- Increased costs associated with Insurance, facility and field maintenance.

Our decision to maintain Women's Soccer is based on the following rationale:

- Women's Soccer has demonstrated a marked improvement in this last year in their GPA and persistence rates as a sport.
- Keeping Women's Soccer allows us to show greater commitment to our goal of Title IX parity in Athletics.
- Women's Soccer demonstrated a commitment to making the program successful and shared a commitment to increased fundraising.

Recommended Areas of Reductions

Areas of Reduction	Amount
Extended Days	\$69,414
Goods and Services	\$475,000
New Funding Revenue	\$295,257
Travel	\$115,600
Utilities	\$30,000
PT Faculty Salary & Benefits	\$485,009
Temp/Hourly Salary & Benefits	\$49,415
Permanent Full-Time Salary & Benefits	\$489,472
Stipends	\$200,000
Total	\$2,209,167

Total represents ~\$ 171,000 more from proposal, as we reconsidered keeping 2 more positions (Honors and EA for VPBAS)

Budget Process for Spring Quarter

Spring Quarter 2020

- Board of Trustees (BOT) takes action on the proposed budget reductions (April 22, 2020 BOT meeting).
- Executive Team (ET) presents 2020-21 budget to the Board of Trustees at the May BOT meeting with BOT action at the June meeting
- Associated Student Government (ASG) presents to the BOT their 2020-21 Budget at the May BOT meeting with BOT action at the June meeting

Realignment

Principles and Process of the Instructional Realignment

Budget reductions require us to consolidate areas. Guided by three core ideas:
Saving money, Reduce administrative positions, Repurpose existing positions for more effectiveness

- Need to rebalance the structure and workload of the divisions as much as possible. Using resources such as - student FTE, faculty headcount, overview of current structure, and feedback from deans and ET.
- Not a full reorganization, limit the number to areas changed or shifted (persons moved).

Feedback – To be continued in the fall 2020

- Interested in feedback about the logic and coherence of the realignment plans.
- Other areas - are we missing any other areas of consideration?

Realignment

Steps Taken – Fall and Winter

1. Review and finalize the associate dean job description (by February 14).
2. Update and review executive dean for Humanities, and for Social Science (by February 20).
3. Review tentative plan with each Division Planning Council (DPC) during February.
4. Review tentative plan with impacted departments (Communication Studies, Business, PE, Library).
5. Review tentative plan with each division from February 17 through February 25.
6. Present tentative realignment to BOT on February 26, 2020.

Steps Taken - Spring Quarter

1. Present to temporary realignment to BOT on April 22, 2020 - Temporary Status
2. Elements of preserved model and timeline.



Temporary Realignment Plan

To balance FTE and staff size amongst instructional divisions using parallel structures, supports, and synergies of work.

Move

Move department of Business from HO/PE to Social Sciences.

Move department of Communication Studies from Humanities to Social Sciences.

Move PE from HO/PE to Health Occupations.

Create

Redevelop and utilize existing senior SL positions to create three associate deans.

Ensure support positions such as: Administrative Assistant 4s, Senior Secretary's, and Program Coordinators are distributed appropriately.

Four Divisions; Division of Humanities, Division of STEM and Workforce, Division of Social Sciences, Business, and Communication Studies; and Division of Health Occupations, Nursing and PE (HO/PE).



Dr. Cheryl Roberts

President





Campus Hours of Operation – Survey Results

Proposed Service Hours Change

- The summer work schedule of a 4.5-day work week works well, No overwhelming interest to move this to a year-round schedule.
- There was interest in individual employees alternating their work hours.

Proposed Additional Week of Campus Closure

- There was interest to closing the Friday before Labor Day as opposed to the entire last week of August.

Proposed Weekly Closure for Programmatic Work

- There was no interest in shifting working hours per week to close a specific time each week. (We will continue to do close on a specific day each week for the departments involved with ctcLink work.)

This information provides a pulse on what works best for our employees to do their work.



Bill Saraceno, MBA

Interim Chief Financial Officer (CFO)

Campus Fiscal and Capital Update



State Auditor's Update

- WE ARE DONE!!!
- We will be receiving the final audit report the week of April 27th
- Thanks again to Satoko, Jennifer, and everyone who helped get this done!
- Clifton Larsen Allen is putting the final touches on our 2018-2019 Financials
- The State Auditor will start that audit with a target completion in June (COVID-19 dependent)

Student Housing Update

Weekly Statistics:

Current Occupancy:	51.8%
Total Leased %:	49.0%
Total Leased w/enrollment verification:	49.0%

Net to rent current:	127 beds (51.0%)
Net to rent previous week:	116 beds (46.6%)

Current Demographics

- 50.3% Domestic Applicants
- 49.7% International Applicants

Traffic:

- 2 Interest List Additions
- 4 Fall Quarter Applications

This past week we reached our April 8th deadline for students pursuing the option to end their agreement and move out of the building. We had lots of movement and keys returned, which landed us currently at around 52% occupied. That being said, we have several residents who are likely still moving out later on and turning their keys after the 8th for varying unforeseen circumstances. If anyone missed our April 9th update – we are expecting that by the end of May we should land around 48-49% occupied. Despite the move outs, a bit of good news! On Friday we were able to move in two new Housing Scholarship students sent by the Foundation and we also received four new applications for students incoming for fall quarter.

Board 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.

Expense by Program

3-Year Comparison March 31, 2020 - 2018

	March 31, 2020		March 31, 2019		March 31, 2018	
Instruction (01x)	18,220,040.78	54%	17,044,915.76	54%	17,888,169.38	55%
Budget Planning Reserve (02x)	0.00	0%	0.00	0%	0.00	0%
IT / Instructional Support (04x)	1,909,093.27	6%	1,898,794.26	6%	1,647,624.48	5%
Library / Media (05x)	1,051,823.04	3%	1,015,041.76	3%	1,170,056.72	4%
Student Services (06x)	4,136,522.85	12%	3,556,428.84	11%	3,611,931.90	11%
Institutional Support (08x)	5,387,190.72	16%	4,868,634.81*	16%	5,644,338.53	17%
Plant Operations (09x)	3,101,962.02	9%	2,898,776.89	9%	2,745,307.12	8%
Total	33,806,632.68	100%	31,282,592.32	100%	32,707,428.13	100%

*Among \$4,868,634.81, we received reimbursement of \$1,836,133.45 from OST
FY19-20 includes an 8% salary increase + 17% benefits also Nursing Allocation

Expense by Category

	March 31, 2020		March 31, 2019		March 31, 2018	
FT Faculty	6,252,075.80	18%	5,831,055.94	19%	5,686,294.75	17%
PT Faculty, Pro-Rata, Stipend	7,163,433.59	21%	6,415,802.24	21%	7,591,737.23	23%
Classified	4,714,740.45	14%	4,138,560.11	13%	3,974,516.03	12%
Exempt	3,307,835.41	10%	3,214,153.37	10%	2,775,944.68	8%
Overtime, Sick & Terminal Leave	287,706.04	1%	289,765.58	1%	145,295.82	0%
Hourly, Student, Others	453,469.05	1%	377,981.81	1%	320,334.89	1%
Benefit	7,375,039.12	22%	6,922,127.56	22%	6,990,044.89	21%
Subtotal – Labor Cost	29,554,299.46	87%	27,189,446.61	87%	27,484,168.29	84%
Goods & Services	2,829,011.66	8%	2,787,748.52**	9%	2,924,968.23	9%
Travel	91,016.01	0%	176,370.93	1%	123,961.42	0%
Furniture & Equipment	188,072.59	1%	144,435.31	0%	126,172.67	0%
Client Services/Financial Aid	554,760.32	2%	429,357.88	1%	662,340.67	2%
Debt Finance	51,790.08	0%	58,613.55	0%	2,735.95	0%
Personal Services	537,682.56	2%	496,619.52	2%	1,383,080.90	4%
Subtotal – Non-Labor Cost	4,252,333.22	13%	4,093,145.71	13%	5,223,259.84	16%
Grand Total	33,806,632.68	100%	31,282,592.32	100%	32,707,428.13	100%

**Among \$2,787,748.52, we received reimbursement of \$1,836,133.45 from OST

Balance Remaining

3-Year Comparison, March 31, 2020 - 2018

	March 31, 2020	March 31, 2019	March 31, 2018
State Allocation (#5)	27,537,499	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	45,739,953	41,714,785	41,853,634
Cumulative Expense at Month-End	33,806,633	31,282,592	32,707,428
Balance [Over / (Short)]	11,933,320	10,432,193	9,146,206

Tuition Revenue 2019-2020

YRQ	Domestic Tuition		International Education		Running Start		CEO Program		All Sources of Tuition Revenue available to support Operating Funds
	Enrollment	Projected Amount	Enrollment	Projected Amount	Enrollment	Projected Amount	Enrollment	Projected Amount	
8901	1484	\$1,359,156.41	349	\$1,139,144.20	0	\$0.00	67	\$55,738.07	Domestic Tuition \$8,283,281.27
8902	3394	\$3,862,574.93	830	\$2,581,102.00	306	\$771,152.24	215	\$493,049.48	International Education \$5,887,171.30
8903	8071	\$2,911,782.53	811	\$2,593,751.07	299	\$558,576.71	215	\$473,055.56	Running Start \$1,777,705.93
8904	Estimate 1%	\$7,940,900.36	Estimate -4%	\$2,490,001.03	Estimate 16%	\$647,948.98	Estimate 5%	\$494,343.06	CEO \$889,767.17
Total		\$11,074,414.23		\$8,803,998.30		\$1,977,677.93		\$1,516,186.17	Total Estimate for available Funds for Operating Funds \$16,837,925.67
Tuition Distribution (Use TR)									
	Distribution To	Rate	Amount						
Building Fund	0.10525177		\$1,165,601.69	IE Operating Budget		RS Operating Budget		CEO Operating Budget	Approved by the BOT
Innovation	0.0239949		\$265,773.73		(\$2,876,827.00)		(\$199,972.00)		Domestic Tuition \$10,774,260.00
Operating Fund	0.74796554		\$8,283,281.27	Shared Funding (\$35 x # of IE Students)		Available	\$1,777,705.93	Available	International Education \$5,010,574.00
S&A	0.0877817		\$971,153.04		(\$40,000.00)				Running Start \$1,430,413.00
Financial Aid	0.035		\$387,604.50						CEO \$718,589.00
Total	1		\$11,074,414.23	Available	\$5,887,171.30				Total Transfer Amount
Presented to BOT			\$10,774,260.00		\$5,010,974.00		\$1,430,413.00		Approved by the BOT \$17,934,236.00
Over / Short			(\$2,490,978.73)		\$876,197.30		\$347,292.93		Short/Over
									Domestic Tuition (\$2,490,978.73)
									International Education \$876,197.30
									Running Start \$347,292.93
									CEO \$171,178.17
									Estimated Shortfall (\$1,096,316.33)

Cash Balance Report

Account Summary for 04/10/2020

Account Search

Search



Printable Format

Account Name / Account Number	Bank Name	CCY	Ledger Balance	Collected Balance	Opening Available Balance
SHORELINE C C GENERAL	US Bank Washington	USD	\$22,784,755.24	\$22,772,493.98	\$22,784,755.24
MUNICIPAL INVESTMENT ACCT	US Bank Washington	USD	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00

Cash Uses for FY2019-2020

Using the US Bank Balance on 2/11/2020 (Slide)

Present Cash Balance	\$23,784,755
- Current Budget Shortfall	(\$1,929,016)
- Tuition Shortfall	(\$1,096,310)
- City of Shoreline Traffic Mitigation est.	(\$1,750,000)
Subtotal	\$19,009,429
Less: Board Reserves to be set aside	\$10,014,253
Cash Available Balance for Operation	\$8,995,176

- * Traffic Mitigation could be as high as \$2,000,000

Board Reserve Accounts

BOT Reserve

Budget Account	Title	GL1110 Balance	Note
149-500-RBOT	Reserve Board Trustee	\$643,284.00	
149-500-RCAP	Reserve Capital Fund	\$1,500,000.00	
149-500-RGEN	Reserve General Fund	\$4,258,576.00	
149-500-RINO	Reserve Innovation Fund	\$1,776,884.00	Awarded \$223,116 for FY1920 Innovation Grants. Prev Balance was \$2,000,000.
149-500-RTUI	Reserve Tuition Cont	\$1,835,509.00	
Total Reserve Fund		\$10,014,253.00	

CARES Act

(Coronavirus, Aid, Relief and Economic Security Act)

- Shoreline's allocation = \$2,400,000
- The college has one year to expend the funds.
 - \$1,200,000 for Student Aid
 - Funds due any day
 - Application process to help student's with tuition and fees, housing expenses, food, technology, healthcare, daycare etc.
 - \$1,200,000 for College Fiscal and Operational Support
 - These funds will be allocated in the near future
 - To help college with impact to tuition revenue, technology
 - Clear guidance has not been provided by the Department of Education for these funds

COVID-19 Expenses to Date

- To date the college has expended an estimated \$300,000. The biggest of these expenses has been the purchase of laptops and accessories for our students and staff.

Dr. Cheryl Roberts

President

Bill Saraceno, MBA

Interim Chief Financial Officer (CFO)

**Health, Science & Advanced Manufacturing
Classroom Complex (HSAMCC)**

Health, Science & Advanced Manufacturing Classroom Complex (HSAMCC)

Permitting

- Building application was submitted to the City on December 19, 2019
- City approved our application as complete which vested us into the 2015 IBC Code on January 22, 2020

Status of Project design

- The team plans to be 100% complete with design drawings on May 24
- There will be minor updates to follow limited to building permit comments and interior selections
- May 24 is an important milestone that allows the contractor time to price these so we can submit our final budget to SBCTC by early July
- Start up plan in place January -July 2021
- Working with the State Board for Community & Technical Colleges (SBCTC) on the capital projects 2021-23 legislative request for HSAMCC

Board of Trustees Special Session



Bill Saraceno, MBA
Interim Chief Financial Officer (CFO)

Report: Business Operations, Budget & Revenue

State Auditor's Update

- WE ARE DONE!!!
- We will be receiving the final audit report the week of April 27th
- Thanks again to Satoko, Jennifer, and everyone who helped get this done!
- Clifton Larsen Allen is putting the final touches on our 2018-2019 Financials
- The State Auditor will start that audit with a target completion in June (COVID-19 dependent)

Student Housing Update

Weekly Statistics:

Current Occupancy:	51.8%
Total Leased %:	49.0%
Total Leased w/enrollment verification:	49.0%

Net to rent current:	127 beds (51.0%)
Net to rent previous week:	116 beds (46.6%)

Current Demographics

- 50.3% Domestic Applicants
- 49.7% International Applicants

Traffic:

- 2 Interest List Additions
- 4 Fall Quarter Applications

This past week we reached our April 8th deadline for students pursuing the option to end their agreement and move out of the building. We had lots of movement and keys returned, which landed us currently at around 52% occupied. That being said, we have several residents who are likely still moving out later on and turning their keys after the 8th for varying unforeseen circumstances. If anyone missed our April 9th update – we are expecting that by the end of May we should land around 48-49% occupied. Despite the move outs, a bit of good news! On Friday we were able to move in two new Housing Scholarship students sent by the Foundation and we also received four new applications for students incoming for fall quarter.

Board 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.

Expense by Program

3-Year Comparison March 31, 2020 - 2018

	March 31, 2020		March 31, 2019		March 31, 2018	
Instruction (01x)	18,220,040.78	54%	17,044,915.76	54%	17,888,169.38	55%
Budget Planning Reserve (02x)	0.00	0%	0.00	0%	0.00	0%
IT / Instructional Support (04x)	1,909,093.27	6%	1,898,794.26	6%	1,647,624.48	5%
Library / Media (05x)	1,051,823.04	3%	1,015,041.76	3%	1,170,056.72	4%
Student Services (06x)	4,136,522.85	12%	3,556,428.84	11%	3,611,931.90	11%
Institutional Support (08x)	5,387,190.72	16%	4,868,634.81*	16%	5,644,338.53	17%
Plant Operations (09x)	3,101,962.02	9%	2,898,776.89	9%	2,745,307.12	8%
Total	33,806,632.68	100%	31,282,592.32	100%	32,707,428.13	100%

*Among \$4,868,634.81, we received reimbursement of \$1,836,133.45 from OST FY19-20 includes an 8% salary increase + 17% benefits also Nursing Allocation

Expense by Category

	March 31, 2020		March 31, 2019		March 31, 2018	
FT Faculty	6,252,075.80	18%	5,831,055.94	19%	5,686,294.75	17%
PT Faculty, Pro-Rata, Stipend	7,163,433.59	21%	6,415,802.24	21%	7,591,737.23	23%
Classified	4,714,740.45	14%	4,138,560.11	13%	3,974,516.03	12%
Exempt	3,307,835.41	10%	3,214,153.37	10%	2,775,944.68	8%
Overtime, Sick & Terminal Leave	287,706.04	1%	289,765.58	1%	145,295.82	0%
Hourly, Student, Others	453,469.05	1%	377,981.81	1%	320,334.89	1%
Benefit	7,375,039.12	22%	6,922,127.56	22%	6,990,044.89	21%
Subtotal – Labor Cost	29,554,299.46	87%	27,189,446.61	87%	27,484,168.29	84%
Goods & Services	2,829,011.66	8%	2,787,748.52**	9%	2,924,968.23	9%
Travel	91,016.01	0%	176,370.93	1%	123,961.42	0%
Furniture & Equipment	188,072.59	1%	144,435.31	0%	126,172.67	0%
Client Services/Financial Aid	554,760.32	2%	429,357.88	1%	662,340.67	2%
Debt Finance	51,790.08	0%	58,613.55	0%	2,735.95	0%
Personal Services	537,682.56	2%	496,619.52	2%	1,383,080.90	4%
Subtotal – Non-Labor Cost	4,252,333.22	13%	4,093,145.71	13%	5,223,259.84	16%
Grand Total	33,806,632.68	100%	31,282,592.32	100%	32,707,428.13	100%

**Among \$2,787,748.52, we received reimbursement of \$1,836,133.45 from OST

Balance Remaining

3-Year Comparison, March 31, 2020 - 2018

	March 31, 2020	March 31, 2019	March 31, 2018
State Allocation (#5)	27,537,499	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	45,739,953	41,714,785	41,853,634
Cumulative Expense at Month-End	33,806,633	31,282,592	32,707,428
Balance [Over / (Short)]	11,933,320	10,432,193	9,146,206

Tuition Revenue 2019-2020

YRQ	Domestic Tuition		International Education		Running Start		CEO Program		All Sources of Tuition Revenue available to support Operating Funds
	Enrollment	Projected Amount	Enrollment	Projected Amount	Enrollment	Projected Amount	Enrollment	Projected Amount	
B901	1484	\$1,359,156.41	349	\$1,139,144.20	0	\$0.00	67	\$55,738.07	Domestic Tuition \$8,283,283.27
B902	3894	\$3,862,574.93	830	\$2,581,102.00	306	\$771,152.24	235	\$493,049.48	International Education \$5,887,171.30
B903	3071	\$2,911,782.53	811	\$2,591,751.07	299	\$558,576.71	255	\$473,055.56	Running Start \$1,777,705.93
B904	Estimate 1%	\$2,940,900.36	Estimate -4%	\$2,499,001.03	Estimate 10%	\$647,948.98	Estimate 5%	\$494,343.06	CEO \$889,767.17
Total		\$11,074,414.23		\$8,800,998.30		\$1,977,677.93		\$1,516,186.17	Total Estimate for available Funds for Operating Funds \$16,837,925.67
Tuition Distribution (Use TR)									
Distribution To	Rate	Amount							
Building Fund	0.10525177	\$1,165,601.69	IE Operating Budget		RS Operating Budget		CEO Operating Budget		Approved by the BOT
Innovation	0.0239989	\$265,773.73		(\$2,876,827.00)		(\$199,972.00)		(\$626,419.00)	Domestic Tuition \$10,774,260.00
Operating Fund	0.74796064	\$8,283,283.27	Shared Funding (\$35 x # of E. Students)		Available	\$1,777,705.93	Available	\$889,767.17	International Education \$5,010,974.00
S&A	0.0877817	\$972,153.04		(\$40,000.00)					Running Start \$1,430,413.00
Financial Aid	0.035	\$387,604.50							CEO \$718,589.00
Total	1	\$11,074,414.23	Available	\$5,887,171.30					Total Transfer Amount Approved by the BOT \$17,934,236.00
Presented to BOT		\$10,774,260.00		\$5,010,974.00		\$1,430,413.00		\$718,589.00	Short/Over
Over / Short		(\$2,490,978.73)		\$876,197.30		\$347,292.93		\$171,178.17	Domestic Tuition (\$2,490,978.73)
									International Education \$876,197.30
									Running Start \$347,292.93
									CEO \$171,178.17
									Estimated Shortfall (\$1,086,310.81)

Cash Balance Report

Account Summary for 04/10/2020

Account Search

Search



Printable Format

Account Name / Account Number	Bank Name	CCY	Ledger Balance	Collected Balance	Opening Available Balance
SHORELINE C C GENERAL	US Bank Washington	USD	\$22,784,755.24	\$22,772,493.98	\$22,784,755.24
MUNICIPAL INVESTMENT ACCT	US Bank Washington	USD	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00

Cash Uses for FY2019-2020

Using the US Bank Balance on 2/11/2020 (Slide)

Present Cash Balance	\$23,784,755
- Current Budget Shortfall	(\$1,929,016)
- Tuition Shortfall	(\$1,096,310)
- City of Shoreline Traffic Mitigation est.	(\$1,750,000)
Subtotal	\$19,009,429
Less: Board Reserves to be set aside	\$10,014,253
Cash Available Balance for Operation	\$8,995,176

- * Traffic Mitigation could be as high as \$2,000,000

Board Reserve Accounts

BOT Reserve

Budget Account	Title	GL1110 Balance	Note
149-500-RBOT	Reserve Board Trustee	\$643,284.00	
149-500-RCAP	Reserve Capital Fund	\$1,500,000.00	
149-500-RGEN	Reserve General Fund	\$4,258,576.00	
149-500-RINO	Reserve Innovation Fund	\$1,776,884.00	Awarded \$223,116 for FY1920 Innovation Grants. Prev Balance was \$2,000,000.
149-500-RTUI	Reserve Tuition Cont	\$1,835,509.00	
Total Reserve Fund		\$10,014,253.00	

CARES Act

(Coronavirus, Aid, Relief and Economic Security Act)

- Shoreline's allocation = \$2,400,000
- The college has one year to expend the funds.
 - \$1,200,000 for Student Aid
 - Funds due any day
 - Application process to help student's with tuition and fees, housing expenses, food, technology, healthcare, daycare etc.
 - \$1,200,000 for College Fiscal and Operational Support
 - These funds will be allocated in the near future
 - To help college with impact to tuition revenue, technology
 - Clear guidance has not been provided by the Department of Education for these funds

COVID-19 Expenses to Date

- To date the college has expended an estimated \$300,000. The biggest of these expenses has been the purchase of laptops and accessories for our students and staff.

Dr. Cheryl Roberts
President

Bill Saraceno, MBA
Interim Chief Financial Officer (CFO)

Report: Health, Science & Advanced Manufacturing
Classroom Complex (HSAMCC)

Health, Science & Advanced Manufacturing Classroom Complex (HSAMCC)

Permitting

- Building application was submitted to the City on December 19, 2019
- City approved our application as complete which vested us into the 2015 IBC Code on January 22, 2020

Status of Project design

- The team plans to be 100% complete with design drawings on May 24
- There will be minor updates to follow limited to building permit comments and interior selections
- May 24 is an important milestone that allows the contractor time to price these so we can submit our final budget to SBCTC by early July
- Start up plan in place January -July 2021
- Working with the State Board for Community & Technical Colleges (SBCTC) on the capital projects 2021-23 legislative request for HSAMCC

Dr. Cheryl Roberts
President

Rosie Bellert, RDH, BS, MEd
Director, Dental Hygiene

Evelyn Hobbs, RDH, BS, MEd
Dental Hygiene Consultant

Report: Dental Hygiene Program

Dental Hygiene (DH) Program

2020-21 Second Year Cohort:

- Location in 2500 building

Off-campus location options:

- Community Health Center (CHC) of Snohomish County
- Edmonds Community College
- UW School of Dentistry

On-campus location options:

- Reviewing 1300 & 1400

- Met with Arcora (Delta Dental's Foundation) to discuss funding for our joint partnership
- Working on reports for the Commission on Dental Accreditation (CODA)
- Working on plans to reduce the cost of the DH program



Dr. Cheryl Roberts
President

Phillip King
VP for Student Learning

Report: Recommended Budget Reduction(s) for FY 2020-21



Phillip King
VP for Student Learning

Recommended Budget Reductions
and Budget Process



Budget Development Process

(Spring 2019) and then Fall, Winter, and Spring 19-20

The College undertook a review of budgets – at a macro and micro level – from July 2019 through March 2020 that involved area/departments, divisions, and the whole College to recommend reductions and additions. A tentative recommendation of budget reductions was made in January 2020. This budget process, along with an internal review, informed this final recommended budget reduction(s) for FY 2020-21.

Original Proposed Overall Position Changes

	Filled Positions	Vacant Positions	New Positions	Total Positions Impacted
Administrative	-5	-1	1.5	-4.5
Classified	-3	-9	7.25	-4.75
Faculty	-1		3	2

Recommended Overall Position Changes

	Filled Positions	Vacant Positions	New Positions	Total Positions Impacted
Administrative	-3	-1	1.5	-2.5*
Classified	-3	-9	7.25	-4.75**
Faculty			3	3

**Two positions were reconsidered – EA for VPBAS and Director of Honors based on feedback from students and other internal analysis.*

***All classified staff persons at the College will have a position opportunity after final positions descriptions are developed.*

Other Recommended Reductions

Our decision to reduce/eliminate Men's Soccer is based on the following rationale:

- Historically low academic retention, low GPA's and low persistence towards completion.
- Overall loss in enrollment and the impact on student services that are supported by student fees.
- Increased costs associated with Insurance, facility and field maintenance.

Our decision to maintain Women's Soccer is based on the following rationale:

- Women's Soccer has demonstrated a marked improvement in this last year in their GPA and persistence rates as a sport.
- Keeping Women's Soccer allows us to show greater commitment to our goal of Title IX parity in Athletics.
- Women's Soccer demonstrated a commitment to making the program successful and shared a commitment to increased fundraising.

Recommended Areas of Reductions

Areas of Reduction	Amount
Extended Days	\$69,414
Goods and Services	\$475,000
New Funding Revenue	\$295,257
Travel	\$115,600
Utilities	\$30,000
PT Faculty Salary & Benefits	\$485,009
Temp/Hourly Salary & Benefits	\$49,415
Permanent Full-Time Salary & Benefits	\$489,472
Stipends	\$200,000
Total	\$2,209,167

Total represents ~\$ 171,000 more from proposal, as we reconsidered keeping 2 more positions (Honors and EA for VPBAS)



Budget Process for Spring Quarter

Spring Quarter 2020

- Board of Trustees (BOT) takes action on the proposed budget reductions (April 22, 2020 BOT meeting).
 - Executive Team (ET) presents 2020-21 budget to the Board of Trustees at the May BOT meeting with BOT action at the June meeting
 - Associated Student Government (ASG) presents to the BOT their 2020-21 Budget at the May BOT meeting with BOT action at the June meeting
- 



Realignment

Principles and Process of the Instructional Realignment

Budget reductions require us to consolidate areas. Guided by three core ideas:

Saving money, Reduce administrative positions, Repurpose existing positions for more effectiveness

- Need to rebalance the structure and workload of the divisions as much as possible. Using resources such as - student FTE, faculty headcount, overview of current structure, and feedback from deans and ET.
- Not a full reorganization, limit the number to areas changed or shifted (persons moved).

Feedback - To be continued in the fall 2020

- Interested in feedback about the logic and coherence of the realignment plans.
 - Other areas - are we missing any other areas of consideration?
- 

Realignment

Steps Taken – Fall and Winter

1. Review and finalize the associate dean job description (by February 14).
2. Update and review executive dean for Humanities, and for Social Science (by February 20).
3. Review tentative plan with each Division Planning Council (DPC) during February.
4. Review tentative plan with impacted departments (Communication Studies, Business, PE, Library).
5. Review tentative plan with each division from February 17 through February 25.
6. Present tentative realignment to BOT on February 26, 2020.

Steps Taken - Spring Quarter

1. Present to temporary realignment to BOT on April 22, 2020 – Temporary Status
2. Elements of preserved model and timeline.

Temporary Realignment Plan

To balance FTE and staff size amongst instructional divisions using parallel structures, supports, and synergies of work.

Move

- Move department of Business from HO/PE to Social Sciences.
- Move department of Communication Studies from Humanities to Social Sciences.
- Move PE from HO/PE to Health Occupations.

Create

- Redevelop and utilize existing senior SL positions to create three associate deans.
- Ensure support positions such as: Administrative Assistant 4s, Senior Secretary's, and Program Coordinators are distributed appropriately.
- Four Divisions; Division of Humanities, Division of STEM and Workforce, Division of Social Sciences, Business, and Communication Studies; and Division of Health Occupations, Nursing and PE (HO/PE).



Dr. Cheryl Roberts

President



Campus Hours of Operation – Survey Results

Proposed Service Hours Change

- The summer work schedule of a 4.5-day work week works well, No overwhelming interest to move this to a year-round schedule.
- There was interest in individual employees alternating their work hours.

Proposed Additional Week of Campus Closure

- There was interest to closing the Friday before Labor Day as opposed to the entire last week of August.

Proposed Weekly Closure for Programmatic Work

- There was no interest in shifting working hours per week to close a specific time each week. (We will continue to do close on a specific day each week for the departments involved with ctcLink work.)

This information provides a pulse on what works best for our employees to do their work.



President's Report
April 22
Board of Trustee Meeting

Good afternoon Board Chair and Trustees, Members of our College Community, and Guests joining us via ZOOM.

As this public health crisis continues, I want to acknowledge that this is a stressful time for all of us and I am so grateful for the hard work of all our employees to ensure our students continue learning and our campus continues safely operating. I also want to acknowledge the impact of this health crisis on so many people and the physical and emotional toll it is taking on all of us. These are uneasy times and what does provide a steady place to renew is what we provide at Shoreline, a caring and inspiring place of hope for so many including ourselves.

Show photos of the campus on the screen...

Spring is always a time of hopefulness and rebirth as it brings together the culmination of our academic year and all our efforts in support of our students. It's also a time when the campus comes to life with flowers and trees in full bloom. Although we will not physically be there to experience this special time of year, the spirit of

spring will be present in everything we do for our students and the diverse communities we serve.

We've made a monumental shift in how we operate every function of the College in little over a month with more change ahead as we settle into our final quarter of the academic year. As we enter spring quarter, in spite of the pandemic nature of the COVID-19 virus, we will want to hold onto our traditions like commencement and our retirement celebrations while doing it in a new and novel way to mark these significant milestones.

Shoreline's signature strengths are our ability to innovate and lead with heart and care. I look forward to sharing the lessons learned and how we can use them going forward as a College.

Key updates:

On a positive note, we continue to make good strides with our SCCFT faculty leadership on coming to agreement on disbursement of the Nurse Educator funds appropriated in the first half of this biennium.

As I shared with SCCFT President Hamako,

The potential impact of the COVID-19 virus on the State's revenue and the impending downturn of the economy on our current and future state allocations to the College for fiscal years 2020 and 2021 are becoming more evident.

Governor Inslee has directed the Office of Financial Management to identify savings to offset revenue losses this biennium. Given the fact that we have not expended the Nurse Educator Funds, these funds are vulnerable. With the loss in revenue across the state, the Governor's response may require an immediate reduction in our current operating budget. With that said, I shared the vulnerability of unspent Nurse Educator funding in this new economic environment. Once the funds are requested to be returned by the Office of Financial Management, it will be out of the College's control and the opportunity to expend over \$900,000 to our nurse educators will be lost. My intention was to provide this information in hopes it would be helpful in their decision making.

The CARES ACT fund is a welcomed source of support for students and the loss of enrollment and increased

costs of operating the College in a fully remote manner all in response to the COVID-19 virus. In spite of these events, the Executive leadership and I, along with our extraordinary faculty and staff have kept focused providing a place where students can count on caring and reliable support as they enter spring quarter ready to learn, engage, and achieve.

Today we are fully remote with a small core of employees on campus to ensure we can keep the College's physical plant operational why we work off-site in our new work environments – our homes.

I want to begin by sharing some great things that are happening at the College.

Foundation:

- Over 3600 students have taken Smarter Balance to help students assess their online needs...
- Donors have contributed an additional \$8,500 to the Emergency funds and another formerly homeless student is now living in the residence hall bringing the total to seven
- Shoreline Community College donated over 30,000 supplies to local healthcare providers thanks to the work of Faculty members

Kira Wennstrom (biology) and Torrey Stenmark (chemistry) who organized a campus-wide effort with the support of Safety and Security officers to retrieve N95 masks from those kits and, despite campus operating remotely due to COVID-19, the Nursing and Dental Hygiene programs.

An example of we're all in this together!

I want to spend time assuring our campus community that:

- There has been some confusion shared about the approval of our budget by the Board of Trustees. The Board of Trustees has approved a budget for the College each year. They have done so every year. The Board receives fiscal reports that outline the financial position of the College each month and at each Board meeting. And, because of the change in the allocation model, the budget included the use of innovation funds, as well as cash reserves to close the revenue and expenditure gap so we could grow our enrollment which we did until the spring 2018.
- We have completed financial statements for 2015-16, 2016-

17, and 2017-18, with 2018-19 in the hands of Clifton Larson Allen to review. We will hold our audit meeting with the Chair and Vice Chair and the State Auditor Office (SAO) next week. The SAO completed audits on the same financial statements with only one technical finding which Bill will address in his presentation.

I will have more to share throughout the remainder of our special meeting: information about our Health, Science & Advancement Manufacturing Classroom Complex and the Dental Hygiene program.

Let me close by saying how proud I am to share how we at Shoreline have come together as a college to serve our students, learn new ways of doing our work and interacting, all with our signature style of gentle humor and unrelenting dedication.

Shared with a heart full of gratitude!

Discuss the Health, Science & Advanced Manufacturing Classroom Complex Pause...

- The Certificate of Participation (COP) was not included in the Governor's Supplemental budget
- Neither the House or Senate Capital Committees included it in their legislative recommendation (Currently, no COPs are being considered.)
- Approval of the COP is essential to covering the gap in escalation and infrastructure costs associated with the HSAMCC

The pause preserves the project and:

- Provides time for short and long-term solutions for dental hygiene and advanced manufacturing
- The College has made a request to the SBCTC for the HSAMCC to be placed at the top SBCTC Capital priority list along with the COP for the 2021-23 Capital request
- This pause also allows the College to ask for additional costs associated with construction costs which may reduce the request for the COP

Work to complete the design of the HSAMCC in preparation for the 2021-21 legislative session and beginning construction in July 2021 is underway.

Dental Hygiene Program Update

Tremendous progress has been made with regard to the DH program's short and long-term solution.

As was stated at the January BOT meeting, the Dental Hygiene program is not being proposed for elimination and is not part of the budget reductions for 2020-21. However, like 20 other programs, we are asking the dental hygiene to become more fiscally viable by making efficiencies associated with operating the program going forward.

The College is actively collaborating with key DH faculty and key leadership within the UW School of Dentistry to identify short- and long-term solutions to a two-for challenge:

- The second-year of the program will complete its program in the 2500 building with opportunities to hold clinical rotations at the UWSO D beginning fall term 2020
- We are finalizing an addendum with the UWSO D to enter into a joint partnership with them to provide clinical rotations for our DH students in the second-year of their program with a long-term plan to move the entire program to UWSO D.

- In the interim, Building 1300 is being considered to house the first-year of the DH program
- UWSO D and Shoreline held a conversation with ARCORA – Delta Dental's Foundation to discuss support for our dental hygiene program and the joint partnership with UWSO D.
- The Conversation went very well...
- A key issue to be addressed is addressing the program's high cost of instruction. The program's costs need to be brought into alignment for conversation to continue with ARCORA

Now I would like to introduce Rosie Bellert, DH Program Director and Evelyn Hobbs, our Commission on Dental Accreditation advisor to give you an update on the work they are doing to address short and long-term matters associated with the DH program.

Budget Reduction Recommendations: Introduction to the Recommendation to accept the budget reductions for 2020-21 budget

Even though we have put incredible efforts into our Strategic Enrollment Management work, the College has continued to experience a 2% decline in enrollment each quarter and faces a \$2.9 million shortfall. This year the College has focused on realigning its expenses and revenue to bring its budget into balance for the 2020-21 fiscal year.

- These are not easy decisions and never ones a President or Board wants to make.
- We are very sensitive to the impact this has on our students, employees, and the communities we serve. However, we have prioritized the proposed reductions in a way that minimize impact on students and employees as much as possible.
- The budget reductions reflect reductions to align our expenditures within a more predictable revenue source as evidenced by a 9% decrease in enrollment over the past two years.
- Because colleges are people-focused organizations, it is

unfortunate that we are unable to significantly realign the budget without affecting some employee positions – and

- The information gathered from input from across campus will be presented in a report and recommendation to you later in the meeting
- The Board will receive a recommendation from me about how the College plans to make reductions to minimize the impact on students, our employees, and the diverse communities we serve.

VP King will provide the budget reduction recommendation to the Board:

Draft for Presentation to B OT-4-22-20 re DH Prog-4-17-20 EH

Introduction by Rosie re current status of the DH Program.

- As you know, in early March Governor Inslee announced that he requiring colleges to operate remotely except for essential services. Shoreline announced to move operations online with limited services available on campus on March 16. The dental hygiene program made the decision to cancel patient care services at that time, which was the last week of Winter quarter. This affected 2 patient care clinic sessions for 2nd-year students. First year students lost 2 clinical sessions and 3 other practical lab sessions.
- The faculty proposed a schedule offering all didactic courses online the first 5 weeks of Spring with the clinical components in the last 5 weeks, starting May 18. The faculty convened and proposed a Plan B. This moves all patient care to Summer quarter. It also moves some Summer didactic courses in the last 5 weeks of Spring. We hoped by this time that regulations would be more relaxed, patient acceptance would increase, student concerns would decrease.
- Currently, the full-time faculty are teaching all courses online. They quickly developed and converted assignments, added components to their courses and are communicating via ZOOM meetings. Part-time faculty are furloughed at this time. Although, four 1st year part-time faculty will be performing small group ZOOM sessions to evaluate students' performance while they demonstrate the use of several specific instruments on typodonts models.
- The 2nd year students will be graduating Summer quarter. At this time, they are registered for Spring quarter courses. They will receive an "Incomplete" in the clinical courses. The clinical component will be resumed in Summer quarter to complete patient care requirements. Their boards required for licensure after graduation have been delayed until September. Working on patients in the summer is advantageous to the senior student because their practice on patients will be closer to the time the board exams.
- The selection of Class of 2022 has been postponed until late summer. This necessitates changes in DH Websites for potential applicants.
- CODA postponed the Dental Hygiene Site Visit from May 2021 to 2022.

Follow-up by Evelyn (4-5 Min plus any questions)

o Hello, I am consulting with Shoreline Administrators and the Dental Hygiene Program Director to provide support in the development of the reports and supporting documents that are required by the Commission on Dental Accreditation (also known as "CODA").

I have many years of experience as a faculty member. In fact, my first teaching position was at Shoreline's Dental Hygiene Program so I have a vested interest in this program.

I have been a Program Director in four (4) institutions in both Community Colleges and Universities in Oregon, Arizona and New Mexico and was responsible for all CODA reports for those institutions. Most importantly, I was a CODA Commissioner for five years and have kept up with current CODA requirements.

o Since the middle of January, 2020, I have consulted with the Program Director about potential partnerships with other educational institutions. We wanted to determine whether it would be possible

to move Shoreline's DH Program to another site, nearby. Several institutions expressed interest, initially, but in the end, all but the University of Washington withdrew. This was primarily because the other sites had no clinical facilities or what they did have was not sufficient to support the Shoreline Program. {Lake WA DH Program, Edmonds Comm. Coll., Everett Comm. Coll. and Community Health Center of Snohomish County}

o I am now assisting the Program Director and College Administrators with the development of four (4) required CODA reports.

o Originally, we thought only 2 CODA Reports would be needed.

The first (1st) was a "Program Change Report" and the

second (2nd) was to establish the University of Washington School of Dentistry as a "Major Site Where Educational Activities Occur".

When the closure of all college campuses was required in response to COVID- 19, a brief third (3rd) Report was required because the DH Program had to move coursework to a Distance Education format.

Since this is expected to be a temporary situation, all that was required was a brief description about how students are identified for Online Education. This helps ensure at the registered student is the one taking the course and is used to protect the

student's privacy. This Report was sent to CODA on March 31, 2020. Fortunately, we won't have to submit a full "Distance Education" report because this is only a temporary situation.

o A fourth (4th) Report is now required. This is the "Interruption of Education Report" An interruption has definitely occurred and has required a major change in the way the curriculum is sequenced and how professional competencies are evaluated. We will have to document how all this has been handled. The report is DUE Before MAY 15, 2020.

o We still have to complete the Program Change Report and the one regarding how we will establish the UW School of Dentistry as a "Major Site Where Educational Activity Occurs". Thankfully, we were given an extension in the original deadline for these two reports. (They were due April 15) Now the earliest DUE Date is June 1.

o We are currently working with the Dean of the Dental School to identify what we need from the University to complete our reports. This may be somewhat difficult due to the amount of information we need at a time when both programs are struggling just to get back on an even keel.

o CODA has to approve our Major Site before we can utilize it.

§ If we don't manage to get both Shorelines' Reports and the Dental School's Reports in by June 1 and approved by CODA at the Summer meeting in August, then we will have to rely on being able to get both reports in and approved at the December 2020 CODA meeting. This report would be DUE Dec 1,2020.

§ Our plan is to move students in the Class of 2022 (which is to be selected this Fall), to the UW after they have completed their first year on Shoreline's campus. Students and faculty would need to move by about June 2021.

o I hope this has been helpful. I'd be happy to take your questions.

SCCFT President Eric Hamako
Statement to the SCC Board of Trustees
2020.04.22

I ask that my comments be read into the record.

Trustees of the Board:

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

Czech author Milan Kundera wrote, "The struggle of [people] against power is the struggle of memory against forgetting."

During this time of the COVID-19 pandemic, there have been declarations that such a pandemic is "unprecedented." When disasters arise, saying that they are "unprecedented" may imply that the disaster could not have been foreseen or prepared for. But, many disasters declared "unprecedented," do, in fact, have precedents – though those precedents may have been forgotten. For example, Professor Pat D'Antonio of the University of Pennsylvania School of Nursing has said "the [coronavirus] today is not unprecedented. It's a 100-year event. The last time we had a pandemic like this was that 1918-1919 flu." The so-called "Spanish flu" of 1918 is one precedent from which we can learn. Such basic interventions as hand-washing, wearing masks, and social distancing were practiced during the flu of 1918 — precedents to which we now find ourselves returning. And, in the aftermath of the flu of 1918, societies around the world made investments in social infrastructure, including new agencies dedicated to public health and the study of diseases, new respect for and investment in Nursing as a profession, and new traction for the idea of national health insurance. But, the flu of 1918 is also called the "forgotten flu," and forgetting past disasters can leave us underprepared and confused when subsequent disasters hit.

A month or more ago, as the United States began collectively paying more attention to the global COVID-19 pandemic, I went to the grocery store. Walking the aisles, I had a feeling of déjà vu. I remembered back to last year, during the run-up to last year's massive snowstorms, "Snowpocalypse 2019." Only a year ago, we experienced a regional disaster – one that, like the flu of 1918 was a "100-year event." Most people were stuck at home. Travel restrictions were enacted. People were afraid of going out. There were sudden demands for more work to be

done – and done in new ways, often from home. For those who could not work from home, there were increased burdens and new hazards to their work. And, many of us discovered that we had not sufficiently invested in the social and material infrastructure we needed to weather the storm — not individually, not as a College, not as a region. So, it seems, there are many aspects of our current disaster that are not unprecedented at all. Yet, it seems, the College may not have learned key lessons that would have served us well in last year’s or this year’s disaster.

Now, looking back to Snowpocalypse 2019, we can see even more clearly that what we needed was broad investment and development of infrastructure. Development of plans for remote work during lengthy closures. Investment in the tools, hardware and software, needed for remote work. Broad provision of training with the online tools needed for working remotely. And, for those whose essential work cannot be completed online: fully staffed teams that have access to the equipment they need to work safely.

Instead, like our nation, the College has, in many ways, continued with what Naomi Klein calls “the shock doctrine” or “disaster capitalism” — two terms for a neoliberal economic austerity playbook, which professes that each person should be “free” — free from social responsibility and solidarity; free to have as much freedom as one can afford. The individual emergency pouches the College provided at the beginning of this year seem not as useful as the infrastructure that we need and find ourselves developing during this disaster.

Following the shock doctrine’s austerity playbook, necessary social systems are cut and cut again, forced to run so lean that, when disasters strike, there’s little cushion to absorb the shock. In the United States, such is the case with hospitals that, previously praised for running “efficiently,” now find that that “efficiency” means insufficient beds, workers, or resources to serve the increased demands caused by shocks — whether due to weather disasters or pandemics or other disasters. And, at the College, such is the case with our overburdened and understaffed custodians and other Facilities staff. Such is the case with the College taking steps to run online classes at maximum capacity or even overloading the allowed capacity, running “lean,” even if faculty are insufficiently prepared and overloaded with work, even if some students are left without opportunities to enroll — rather than reducing class caps to ensure that more faculty have jobs with reasonable workloads and more students have opportunities to access classes. So, we discover — or remember — that infrastructure is a necessary investment and not something easily built “on-demand” or “just-in-time” during a shock to the system — and the benefits of austerity’s “efficiency” flow toward those at the top, and away from those at the bottom who are starved “lean.”

Remembering the shock doctrine and disaster capitalism also cautions us that, during states of emergency, those in power may seize opportunities to advance their own agendas. During the COVID-19 pandemic, the Trump administration has continued to pursue its agenda of, among other things, restricting immigration, fomenting White supremacy, privatizing public goods, and bail outs that favor the wealthy few. And, it seems, the College may be seizing the opportunity to deepen its proposed cuts to people and jobs, to continue its pattern of circumventing normal hiring processes to hire-by-appointment, and to move ahead with proposed reorganization on a supposedly “temporary” basis. And, in a continuing pattern of impunity, rather than collaboration, the College has recently signaled that it will allow the Strategic Planning & Budget Council no role in determining the use of the \$2.5 million dollars allocated to us by the recent Federal CARES Act. Meanwhile, the College is devolving the costs of additional labor and many material expenses onto workers. For faculty, there has been an as-of-yet uncompensated increase in our workload, as most of us move our courses online on short-notice, as well as learning new online methods — while some of us, particularly Associate Faculty, see our employment, our livelihood cut out from under us during a public health and financial disaster. Remembering how the shock doctrine has operated in past disasters, we are cautioned that supposedly “temporary” or “emergency” measures have a way of quietly becoming “the new normal” once a shock has passed.

But, the College has alternatives to the shock doctrine’s austerity, prescribed by disaster capitalism. Shocks can also reveal new resources by changing our priorities — and reveal new possibilities as the status quo is destabilized. Suddenly, technology options that had previously been considered “too costly” or “unfeasible” — when they were only needed by people with disabilities — are revealed to be feasible and affordable... when non-disabled people discover new accessibility needs of their own. Suddenly, the possibility of Federal programs such as “health care for all,” “universal basic income,” and “high-speed internet for all” each seem less like unrealistic pipe dreams and more like societal responsibilities. At the state level, the Washington State Board of Community and Technical Colleges (SBCTC) is lobbying the state legislature for a stimulus package that includes, among other things, “[funding] for additional faculty and staff positions” and “[investing] in additional faculty positions and equipment to reduce the number of people in classrooms.” And, you, the Board of Trustees, can guide our College away from the austerity of disaster capitalism and toward investment in our workers, who are the backbone of our College’s infrastructure. The Board controls the College’s Board Reserve funds — the College’s “rainy day” fund. If ever there were a rainy day, this is it.

Come next year, as we remember back to this moment, what lessons will we see the College has learned? How will we — the workers, the students, and the community — remember your leadership?

Hello,

My name is Paul Fernandez.

I am the Chief Shop Steward here at Shoreline Community College and I am proud to be representing my fellow Classified Staff members.

Members of the Washington Federation of State Employees, Local 304.

Some of what I am saying,
I have been asked to say.

I could just repeat what I said during the last Board of trustees meeting, because nothing has really changed.

The Administration continues to talk "at" us, and not "with" us.

Even you, the Board has suggested that discussions should take place.

Collectively Classified Staff have a lot to offer, but the Administration never considers asking us. Surveying us, maybe, but true honest input, no.

There is still the lack of transparency, the lack of inclusion and the lack of collaboration. And because of the lack of those three things, there is still little to no trust in the Administration when it comes to the financial things, the RIFs and the Reorganization of the campus.

I would like to thank all my fellow Classified Staff members who have stepped up and adjusted to working from a remote site so that we can still provide nearly the same level of services to our students and fellow community members.

I would also like to thank my fellow Classified Staff members who have been asked to continue to work on campus, without getting hazardous pay. Our Collective Bargaining Agreement (the CBA) does allow the College to pay Classified Staff hazardous pay. In the CBA it is called assignment pay. Shoreline has elected not to do that, but four neighboring King County two year Colleges are paying their Classified Staff members hazardous pay. Shoreline has the ability to do the right thing, this is not a Walmart

I would also like to thank my fellow brothers and sisters in the Faculty Union, for stepping up and creating on-line courses in just a couple of weeks.

On the lack of transparency:

- 1) We had a Classified Staff Lunch and Learn meeting last Friday, via Zoom, and I was asked by a few members to ask the Administration to present something about how the College is spending the roughly 2.5 million dollars that the college just received from the Federal government – The CARES Act of 2020.
- 2) The Administration will still be cutting 12 Classified Staff positions, nine of those are vacant. We have been told multiple times over multiple months that Human Resources (HR) would give us the job descriptions for the newly created positions. We are still waiting for them. As I said multiple times before, with our CBA in the RIF process, one option and the preferred option is to receive an option of a comparable funded vacant position. The College's Administration owes it to the affected employees to give us the job descriptions.
- 3) For CBA reasons, we asked on April 1st, during the last Union Management Communications Committee meeting for a list of all Classified Staff who are still being asked to work on campus. We are still waiting to receive that list from HR.

On the lack of Inclusion and on the lack of Collaboration:

In our CBA, under Article 37 – Mandatory Subjects, the college must notify the Executive Director of the Union of any changes like a reorganization.

IT IS A MANDATORY NEGOTIABLE SUBJECT.

The Administration has advised several employees that their jobs will be changing, but yet they will lay off others. What are they doing? Do they know what they are doing? And, even if they do know, we the Classified Staff, do not see any evidence of that. From the outside, which is where we are, it appears that they do not have a clear logical path. If they did, why on earth would they not have sought buy-in from us? How can we have confidence in the Administration’s decisions without any involvement or insight into the decisions? Inclusion would have gone a long way to trusting the Administration’s decisions.

Over the last couple of months the College Council, A committee that does include Administrators, Faculty, Classified Staff and Students, has been canceled multiple times. We need to continue to meet. Now is not the time to be non-inclusive and non-collaborative. In order to build an inclusive and collaborative environment, all of our College’s Councils and Campus-Wide committees need to continue to meet.

And on Priorities: We have always been told that The Boards’ reserves should be used as a rainy day fund, for times like right now.

Please consider the fact that just moving to a remote college environment adds a lot of stress, that’s without adding layoffs and a reorganization of the college into the mix.

So I am asking the Board of Trustees to reconsider using the Boards’ reserves before making any cuts to the three Classified Staff positions. I also would like to ask the Board to hold the Administration accountable. Like I said before, even you, the Board has suggested that discussions should take place. It is contractual.

Phillip King in his presentation on reduction of staff.

	Filled Positions	Vacant Positions	New Positions	Total Positions Impacted
Administrative	-5	-1	1.5	-4.5
Classified	-3	-9	7.25	-4.75
Faculty	-1		3	2

	Filled Positions	Vacant Positions	New Positions	Total Positions Impacted
Administrative	-3	-1	1.5	-2.5*
Classified	-3	-9	7.25	-4.75**
Faculty			3	3

*Two positions were reconsidered – EA for VPBAS and Director of Honors based on feedback from students and other internal analysis.
**All classified staff persons at the College will have a position opportunity after final positions descriptions are developed.

His slide mentions added 7.25 positions when the Administration is only adding 6.25 positions. There is a Custodial position that the Administration has listed as being a new position. It is not.

So under Classified Staff positions: New Positions = 6.25 Total Positions Impacted is -5.75.

MINUTES

The special meeting of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Tom Lux at 4:03 PM by audio/visual conference and a quorum of the Board was present.

MEMBERS PRESENT

Trustees Catherine D'Ambrosio, Douglass Jackson, Tom Lux, and Eben Pobee were present via audio/visual conference.

Assistant Attorney General (AAG) John Clark represented the Office of the Attorney General via audio/visual conference.

COMMUNICATION FROM THE PUBLIC

Per the notice for the May 1, 2020 (virtual) special meeting of the Board of Trustees:

All Board of Trustees meetings include opportunity for public comment. Due to the continual and changing information related to COVID-19 and the May 1 special meeting to be held virtually, please email public comments to the Board Secretary at lyonemitsu@shoreline.edu by 4:00 PM on Friday, May 1, 2020. Please place "Public Comment" in the subject of your email. Public comments sent to the Board Secretary by 4:00 PM on Friday, May 1, 2020 will be read aloud by Chair Lux. The total public comment period will be no more than twenty (20) minutes and Chair Lux will read up to two (2) minutes of each public comment received, with adjustments made if more than ten (10) public comments are received.)

No public comments were received by 4:00 PM on Friday, May 1, 2020.

ACTION: MEMORANDUM OF UNDERSTANDING REGARDING NURSING EDUCATOR FUNDS

Vice President Phillip King went over the *Memorandum of Understanding Regarding Nursing Educator Funds*. He expressed appreciation to the Federation team for a very thoughtful and cooperative process.

President Roberts, Vice President King, and Shoreline Community College Federation of Teachers (SCCFT) President Eric Hamako responded to questions from the Trustees regarding the *Memorandum of Understanding Regarding Nursing Educator Funds*.

Motion 20:24: Motion made by Trustee Pobee to approve the *Memorandum of Understanding Regarding Nursing Educator Funds*.

Motion seconded by Trustee Jackson.

Chair Lux acknowledged the collaborative work between the administration and the Federation and asked Shoreline Community College Federation of Teachers (SCCFT) President Eric Hamako if he had anything to add.

SCCFT President Hamako asked the Board to advocate for increased salary for all faculty. He acknowledged and expressed appreciation that the administration and the SBCTC (State Board for Community and Technical Colleges) requested salary increases for all faculty and noted, that the legislature approved increases for some (e.g. nursing).

All four Trustees (Catherine D'Ambrosio, Douglass Jackson, Tom Lux, and Eben Pobee) voted *aye* to approve the motion.

ADJOURNMENT

Motion 20:25: Motion made by Trustee D'Ambrosio to adjourn the special meeting of May 1, 2020.

Motion seconded by Trustee Pobee. All four Trustees (Catherine D'Ambrosio, Douglass Jackson, Tom Lux, and Eben Pobee) voted *aye* to approve the motion.

Chair Lux adjourned the meeting at 4:30 PM.

Signed _____
Tom Lux, Chair

Attest: May 27, 2020

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 Tom Lux at 4:03 PM by telephone audio conference and a quorum of the Board was present.

MEMBERS PRESENT

Trustees Catherine D'Ambrosio, Douglass Jackson, Tom Lux, and Eben Pobe were present via telephone audio conference.

EXECUTIVE SESSION

At 4:03 PM, Chair Lux announced that the Board would convene in executive session for seventy minutes review the performance of public employees. He added that the Board would reconvene in open session following the executive session for communication from the public, followed by the adjournment of the meeting.

The executive session commenced via audio/visual conference at 4:05 PM.

At 5:15 PM, Secretary to the Board of Trustees Lori Yonemitsu announced by telephone audio conference that the Board would extend its executive session by ten minutes.

COMMUNICATION FROM THE PUBLIC

Per the notice for the May 22, 2020 (remote) special meeting of the Board of Trustees:

All Board of Trustees meetings include opportunity for public comment. Due to the continual and changing information related to COVID-19 and the May 22 special meeting to be held remotely, please email public comments to the Board Secretary at lyonemitsu@shoreline.edu by 4:00 PM on Friday, May 22, 2020. Please place "Public Comment" in the subject of your email. Public comments sent to the Board Secretary by 4:00 PM on Friday, May 22, 2020 will be read aloud by Chair Lux. The total public comment period will be no more than ten (10) minutes and Chair Lux will read up to two (2) minutes of each public comment received, with adjustments made if more than five (5) public comments are received. All public comments received will be entered into the record, and attached to the minutes of the May 22 special meeting.

No public comments were received by 4:00 PM on Friday, May 22, 2020.

ADJOURNMENT

Motion 20:26: Motion made by Trustee Pobee to adjourn the special meeting of May 22, 2020.

Motion seconded by Trustee D'Ambrosio. All four Trustees (Catherine D'Ambrosio, Douglass Jackson, Tom Lux, and Eben Pobee) voted *aye* to approve the motion.

Chair Lux adjourned the meeting at 5:25 PM.

Signed _____
Tom Lux, Chair

Attest: May 27, 2020

Lori Y. Yonemitsu, Secretary

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) REGULAR MEETING OF MAY 27, 2020

TAB 1

FIRST READING

Subject: Board of Trustees 2021 Regular Meeting Schedule

Proposed regular meeting dates for calendar year 2021

(Meeting place and time: To be determined.)

<u>WINTER 2021</u>		
• <u>January 27, 2021</u> *	• <u>February 24, 2021</u> *	• <u>March 17, 2021</u> ¹ *
<u>SPRING 2021</u>		
• <u>April 28, 2021</u> *	• <u>May 26, 2021</u> *	• <u>June 23, 2021</u> *
<u>SUMMER 2021</u>		
• <u>July 21, 2021</u> ¹		
<u>FALL 2021</u>		
• <u>October 27, 2021</u> *	• <u>December 1, 2021</u> ² *	

¹Third Wednesday of the month.

²First 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
May 22, 2020

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) REGULAR MEETING OF MAY 27, 2020**

TAB 2

ACTION

Subject: Renewal of 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 two second-year tenure track faculty candidates. On May 22, 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>
Lori Simicich	Dental Hygiene	2	Nikki Honey
Chilan Ta	Adult Basic Education	2	Pam Dusenberry

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
May 22, 2020