

SHORELINE COMMUNITY COLLEGE

Board of Trustees

(Virtual) Special Meeting of June 24, 2020

Study Session: 3:00 PM • Main Agenda: 4:00 PM

Zoom Link: <https://zoom.us/j/94114500639> • Webinar (“Meeting”) ID: 941 1450 0639

(See page 3 for information to connect to the meeting via telephone)

AGENDA

3:00 PM – STUDY SESSION			
NO.	AGENDA ITEM	RESPONSIBILITY	TAB
	Fiscal Update & College Operating Budget Development Process	<i>Cheryl Roberts, Phillip King, Dawn Beck & Bill Saraceno</i>	
4:00 PM – MAIN AGENDA			
NO.	AGENDA ITEM	RESPONSIBILITY	TAB
1.	Welcome and Begin Main Agenda of Special 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 ▪ Regular Meeting of May 27, 2020 & Special Meeting of June 16, 2020	<i>Tom Lux & Trustees</i>	
4.	Communication from the Public (Public comments sent to the Board Secretary at lyonemitsu@shoreline.edu by 3:50 PM on Wednesday, June 24, 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">• GM ASEP & Toyota T-TEN FTE Grants• Commencement 2020	<i>Guy Hamilton Marisa Herrera</i>	
6.	Report: Shoreline President	<i>Cheryl Roberts</i>	
7.	Report: Enrollment (Year-End & Perspective for Fall 2020)	<i>Bayta Maring</i>	
8.	First Reading: Parent Education Instruction Fee Change Proposal	<i>Phillip King</i>	1
9.	Action: Parent Education Instruction Fee Change	<i>Phillip King</i>	2
10.	Report: Fiscal Update & Continuing Operations of Shoreline Community College	<i>Cheryl Roberts & Dawn Beck</i>	
11.	Action: Board Resolution No. 157 (Authorizing Continuing Operations of Shoreline Community College)	<i>Dawn Beck</i>	3

12.	Action: 2020-2021 Services & Activities (S&A) Budget	<i>Marisa Herrera & Sundi Musnicki</i>	4
13.	Action: Memorandum of Understanding – Faculty Collective Bargaining Agreement, Appendix A, Article III: Student and Instructional Related Activities	<i>Phillip King</i>	5
14.	Action: Board of Trustees 2021 Regular Meeting Schedule	<i>Tom Lux</i>	6
15.	Action: Board Resolution No. 158 (Resolution of Appreciation for Bill Saraceno Interim Chief Financial Officer)	<i>Tom Lux & Trustees</i>	7
16.	Action: Board Resolution No. 159 (Commending Service of Shoreline Community College Federation of Teachers (SCCFT) • Local No.1950 •AFT Washington/AFT/AFL-CIO President: Professor Eric Hamako)	<i>Tom Lux & Trustees</i>	8
17.	Action: Board Resolution No. 160 (Commending Service of Washington Federation of State Employees (WFSE) Chief Shop Steward Paul Fernandez)	<i>Tom Lux & Trustees</i>	9
18.	Action: Board Resolution No. 161 (Commending Service of Associated Student Government (ASG) President Isaac Tchao)	<i>Tom Lux & Trustees</i>	10
19.	Action: President’s Certification of Compliance Document	<i>Tom Lux & Trustees</i>	11
20.	Constituent Report: Shoreline Faculty	<i>Eric Hamako</i>	
21.	Constituent Report: Shoreline Classified Staff	<i>Paul Fernandez</i>	
22.	Constituent Report: Shoreline Associated Student Government	<i>Isaac Tchao</i>	
23.	Report: Closing Remarks – Board of Trustees	<i>Trustees</i>	
24.	Action: Elect Board of Trustees Officers (2020-2021) •Chair •Vice Chair	<i>Tom Lux & Trustees</i>	12
25.	Executive Session • To discuss with legal counsel matters in litigation &/or potential litigation	<i>Chair Tom Lux</i>	
26.	Adjournment	<i>Chair Tom Lux</i>	
Next Regular Meeting of the Board of Trustees: Wednesday, July 15, 2020			

•To connect to the June 24, 2020 special meeting [study session (3:00 PM) and main agenda (4:00 PM)]

~Via **link**, go to: <https://zoom.us/j/94114500639>

-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

(669) 900-6833

(346) 248-7799

(312) 626-6799

Webinar (“Meeting”) ID: 941 1450 0639

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 3:06 PM by audio/visual conference. A quorum of the Board was present by audio/visual conference.

2020-2021 Services & Activities (S&A) Budget

Vice President Herrera introduced Director Sundi Musnicki, who in turn, introduced Associated Student Government (ASG) President Isaac Tchao and Budget & Finance Officer Krizzia Sunio.

Director Musnicki, ASG President Tchao, and ASG Budget & Finance Officer Sunio presented the Services & Activities Fee Budget Allocation Proposal 2020-2021 which included a/the:

- 2019-2020 S&A Budget Recap
- Plans for 2020-2021
- Financial Impact to Students
- S&A Budget Allocation Process Overview
- 2020-2021 Budget Allocation Breakdown
- Notable Changes
- S&A Fee Increase Proposal
- S&A Fee Awareness Campaign
- Survey Feedback
- Conclusion

(Slide presentation attached.)

Director Musnicki, ASG President Tchao, and/or ASG Budget & Finance Officer Sunio responded to questions from the Trustees related to the Sustainable Commuter Options Fee (SCOF), the S&A reserve, funding for Athletics, and mini grants available to clubs and organizations.

The study session concluded at 3:45 PM.

CONVENE IN REGULAR SESSION

The regular meeting of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Tom Lux at 4:33 PM by audio/visual conference. A quorum of the Board was present by audio/visual conference.

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

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.

REPORT: CHAIR, BOARD OF TRUSTEES

Chair Lux commended the faculty, staff, and administrators for their work during a pandemic and noted, "All of you have had to sacrifice." He spoke of the effects of COVID-19 and of racism, about states competing for personal protective equipment, and the toll of COVID-19 on Washington state's budget. "We have had to make agonizing decisions this year. COVID has turned our world upside down and much is out of our control." Chair Lux closed by thanking everyone for their perseverance.

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 April 22, 2020 and the special meetings of May 1, 2020 and May 22, 2020.

Motion 20:27: Motion made by Trustee Jackson to approve the consent agenda.

Motion seconded by Trustee Pobee. Three of four Trustees (Douglass Jackson, Tom Lux, and Eben Pobee) voted *aye* to approve the motion. (Trustee D'Ambrosio's microphone was muted so her vote was not audible.)

COMMUNICATION FROM THE PUBLIC

Per the notice for the May 27, 2020 (virtual) regular 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 27 regular meeting to be held virtually, please email public comments to the Board Secretary at lyonemitsu@shoreline.edu by 4:20 p.m. on Wednesday, May 27, 2020. Please place "Public Comment" in the subject of your email. Public comments received by 4:20 p.m. on May 27, 2020 will be read aloud by Chair

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

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.

Seven (7) public comments were received by 4:20 PM on Wednesday, May 27, 2020. Chair Lux read the public comments from Stephen Rostkoski, Debbie Sztain, Isaac Devereux, Betty Peace-Gladstone, John Nold, Carla Demich, and Jana Norton. (Statements attached.)

COLLEGE UPDATE(S)

All-Washington Academic Team Members

Professor and Phi Theta Kappa (PTK) Advisor Terry Taylor spoke of the nomination process for the All-Washington Academic Team honors and Shoreline's 2020 All-Washington Academic Team members, Willow Strey and Isaac Tchao. He noted that in addition to receiving All-Washington Academic Team honors, Willow was also recognized as a silver Coca Cola Scholar—one of one-hundred recipients, nationwide. Both Willow and Isaac spoke about their future plans, and expressed appreciation for their transformative experiences at the College.

National Institute for Innovation in Manufacturing Biopharmaceutical (NIIMBL) Project Funding: Cell-Based Therapy Training Program for Incumbent Workers

Executive Dean Guy Hamilton shared information about the College receiving its third NIIMBL grant—a partnership with Juno Therapeutics to develop incumbent worker training. He spoke about the College's role in supporting our local industry by helping to build the workforce, as well as the growth in the biopharmaceutical industry. "This is a great opportunity for Shoreline and for our students." Executive Dean Hamilton thanked Zack Thill, Lisa Malik, and Louise Petruzzella for their work on the grant.

REPORT: SHORELINE PRESIDENT

President Roberts read the *President's Report*. (Report attached.) Following her report, the [To Our Students – From Faculty and Staff](#) video, was shown.

REPORT: FINANCIAL & BUDGET UPDATE

President Roberts provided an overview for the Financial and Budget update. (Remarks attached.)

President Roberts, Vice President Phillip King and Interim Chief Financial Officer (CFO) Bill Saraceno presented the Financial and Budget update which included:

- External Factors Affecting our College
- CARES Act Funding

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

- State Auditor & Financial Statement
- Student Housing Update
- Board-Approved Budget FY 2019-2020
- Tuition Revenue 2019-2020
- Cash & Board Reserve Accounts
- Board Reserve Accounts
- Cash Uses for FY 2019-2020
- Draft Scenarios 20-21 Operating Budget
- Current Position of the College
- Budget Principles
- 2020-21 Budget Development Process
- May 19 – June 1
- June 1 – June 24
- Budget Reduction Strategies
- Next Steps

President Roberts, Vice President Phillip King and/or Interim Chief Financial Officer (CFO) Bill Saraceno responded to questions from the Trustees related to CARES Act monies, employee comments regarding transparency, as well as the probability of freezing the community and technical college growth allocation model.

(Slide presentation attached.)

FIRST READING: BOARD OF TRUSTEES 2021 REGULAR MEETING SCHEDULE

Chair Lux provided an overview of tab 1 (First Reading: Board of Trustees 2021 Regular Meeting Schedule).

ACTION: RENEWAL OF SECOND-YEAR TENURE TRACK FACULTY CANDIDATES

Vice President Phillip King read the background and recommendation contained on tab 2 (Action: Renewal of Second-Year Tenure Track Faculty Candidates), as well as the names of the second-year tenure track faculty candidates.

Second-Year Tenure Track Faculty Candidates: Lori Simicich and Chilan Ta

Motion 20:28: Trustee Jackson stated, “After having given reasonable consideration to the recommendations of the candidates’ respective Appointment Review Committee, the Vice President for Student Learning, and President, I move that the Board continue the tenure-track candidate status of Lori Simicich and Chilan Ta.”

Motion seconded by Trustee D’Ambrosio.

Trustee D'Ambrosio stated that the Board takes the tenure process very seriously and expressed appreciation for the work of the candidates and their committees.

All four Trustees (Catherine D'Ambrosio, Douglass Jackson, Tom Lux, and Eben Pobe) voted *aye* to approve 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 referred to the study session related to the 2020-2021 Services & Activities (S&A) Budget and noted that the ASG is suspending club activity during the summer. He expressed his congratulations to Sunshine Cheng, next year's (2020-2021) ASG President and noted that incoming ASG President Cheng advocated for the Strategic Planning and Budget Council. In closing, ASG President Tchao thanked everyone for making the remote transition and working hard to engage students.

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

Trustee Pobe conveyed, "This is one of the most impressive meetings – the sharing of successes and strategies for the College to sustain." He commended students Willow Strey and Isaac Tchao for "great work."

Trustee D'Ambrosio expressed the need to come together. "We are all trying to do the right thing and divisiveness is not going to help. Coming together as a College is important. Sincere thanks to the distinguished faculty, classified staff, administrators, the leadership team, and our amazing students who have entrusted us with their scholarly aspirations."

Trustee Jackson shared, "This has been a hard meeting for me. While we are celebrating our All-Washington Academic Team members, the NIIMBL grant, the second-year tenure track faculty, these are tough times with what is happening across the nation and with our brothers in Minneapolis."

EXECUTIVE SESSION

At 6:29 PM, Chair Lux announced that the Board would convene in executive session for forty-five minutes to discuss with legal counsel matters in litigation and/or potential litigation, and to discuss the performance of a public employee. He noted that the Board would reconvene in open session following the executive session, to adjourn.

The executive session commenced by audio/visual conference at 6:41 PM.

ADJOURNMENT

Trustees D'Ambrosio, Jackson, and Lux returned to the open session via audio/visual conference.

Motion 20:29: Motion made by Trustee Jackson to adjourn the regular meeting of May 27, 2020.

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

Chair Lux adjourned the meeting at 7:28 PM.

Signed _____
Tom Lux, Chair

Attest: June 24, 2020

Lori Y. Yonemitsu, Secretary



Services & Activities Fee Budget Allocation Proposal 2020-2021

Presented by:
Krizzia Sunio, ASG Budget & Finance Officer
Isaac Tcho, ASG President
Sundi Musnicki, Director of Student Leadership & Residential Life

2019-2020 S&A Budget Recap

In June 2019, S&A allocated \$1.4 million to 18 programs and 50+ student clubs

- Anticipated \$1,282,000 in revenue from S&A fee
- \$108,000 from reserves

As of May 2020, fee has brought in \$1.08 million with additional \$35,000 expected by the end of the year due to international student fee conversion

- \$48,000 of this amount is still unspent
- \$108,000 from reserves has not been accessed

Plans for 2020-2021

The S&A budget for the upcoming year was based on the following:

- Anticipated revenue of \$1 million
- Increase of fee from current \$9.90/credit to \$11/credit
- Accessing \$200,000 from S&A reserve

To help offset the increase in the S&A fee, SCOF is requesting to decrease their fee from the current \$34/quarter to \$30/quarter

- Additionally, ASG will also be voting to suspend the SCOF fee for summer and fall quarter

Financial Impact to Students

Table 2: Current v. Proposed Fee Impact for 2020-2021 Based on 15 Credits

	Cost w/ Current Fee Amounts ¹	Proposed S&A Increase w/ SCOF Reduction ²	Proposed S&A Increase w/ SCOF Reduction & Fall Suspension ³
S&A Fee (3 Qtrs)	\$384.75	\$417.75	\$417.75
SCOF Fee (3 Qtrs)	\$102	\$90	\$60
Total	\$486.75	\$507.75	\$477.75

¹ \$9.90 per credits 1-10 + \$5.85 per credits 11-15 for S&A, \$34/quarter for SCOF

² \$11 per credits 1-10 + \$5.85 per credits 11-15 for S&A, \$30/quarter for SCOF

³ \$11 per credits for 1-10 + \$5.85 per credits 11-15 for S&A, \$30/quarter for SCOF - fall

Fee Comparison

- Amount Requested for 20-21: \$1.6 million+
- Proposed Budget for 20-21: \$1.3 million
 - \$1 million in revenue
 - \$100,000 from fee increase
 - \$200,000 from reserves

College	S&A Fee	College	S&A Fee
Big Bend	11.25	Grays Harbor	11.25
Highline	11.25	Centralia	11.25
North Seattle	11.25	Whatcom	11.25
Cascadia	11.25	South Puget Sound	11.25
Seattle Central	11.25	Spokane	11.18
South Seattle	11.25	Spokane Falls	11.18
Tacoma	11.25	Skagit	10.9
Edmonds	11.25	Green River	10.73
Wenatchee	11.25	Lower Columbia	10.73
Yakima	11.25	Columbia Basin	10.59
Bellevue	11.25	Clark	10.58
Olympic	11.25	Everett	10.57
Pierce	11.25	Shoreline	9.90

Plans for 2020-2021

While preparing the 2020-2021 budget, unexpected factors required us to re-visit our usual process and make some changes:

- Enrollment decline during 2019-2020 and enrollment forecast for 2020-2021
- Full impact of COVID-19 and as-yet-undetermined date of return to campus

Allocating funding for the full academic year without having such important information would be difficult and involves a degree of financial risk. As a result, the S&A Committee has decided to allocate funding for summer & fall only at this time.

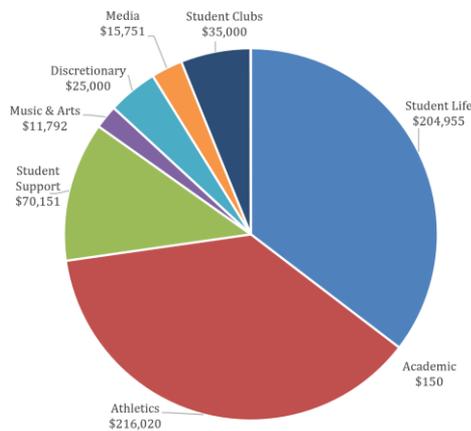
S&A Budget Allocation Process Overview



2020-2021 Budget Allocation Breakdown

S&A Supports:

- 18 Programs
- Student Clubs
- Discretionary Funding: Mini-Grant & Contingency



Programs	2019-2020 Budget	2020-2021 Requested	Summer/Fall 2020 Prop. Allocation
Arts & Entertainment	\$109,614	\$111,109	\$30,115
Art Gallery	\$2,306	\$2,306	\$0
Assoc. Student Gov.	\$100,245	\$113,205	\$40,586
ASG - Student Clubs	\$51,347	\$100,000	\$35,000
ASG - Contingency	\$10,000	\$10,000	\$0
ASG - Mini-Grant	\$75,000	\$75,000	\$25,000
Athletics-Total	\$302,345	\$318,774	\$216,020
Choral Groups	\$21,000	\$26,500	\$3,833
Concert Band	\$10,130	\$29,194	\$1,100
DECA	\$18,319	\$28,712	\$150
Ebftide	\$33,129	\$47,179	\$11,520
Gender Equity Center	\$11,736	\$44,205	\$7,904
Instrumental Music	\$22,959	\$26,854	\$3,114
Multicultural Center	\$21,850	\$36,925	\$10,762
Opera & Musicals	\$37,588	\$44,670	\$0
Parent/Child Center	\$106,000	\$106,000	\$26,500
Plays & Video	\$15,323	\$14,500	\$3,745
Spindrift	\$18,000	\$20,894	\$4,231
Student Life	\$290,774	\$322,495	\$136,027
Theater Tech	\$80,335	\$57,207	\$0
Tutoring	\$82,000	\$94,283	\$38,235
TOTAL	\$1,400,000	\$1,630,012	\$593,842



Notable Changes

	2019-2020 Budget	2020-2021 Requested	Summer/Fall 2020 Prop. Allocation
Athletics-Total	\$302,345	\$318,774	\$216,020

DESCRIPTION: Athletics funds two men’s teams, four women’s teams that compete against 38 other community colleges in the Pacific Northwest, in addition to intramural sports league for students interested in non-collegiate level sports.

CHANGES (Proposed) : Due to the potential impact of COVID-19 on fall 2020 sports seasons and the need to access funding year-round, 70% of goods & services for all teams and men’s & women’s general budgets were allocated at this time. No travel funded. If additional funding is needed prior to winter 2021, it may be requested through the mini-grant process (or SCOF).



Notable Changes

Programs	2019-2020 Budget	2020-2021 Requested	Summer/Fall 2020 Prop. Allocation
Parent/Child Center	\$106,000	\$106,000	\$26,500

DESCRIPTION: The Parent Child Center provides educational and child care services for students, faculty/staff, and community members. The PCC also serves as a lab school for students in the Early Childhood Educational Program at SCC.

CHANGES: Funding was not allocated for summer as the PCC is not currently open but is expected to be open for fall.





Notable Changes

	2019-2020 Budget	2020-2021 Requested	Summer/Fall 2020 Prop. Allocation
Opera & Musicals	\$37,588	\$44,670	\$0

DESCRIPTION: The Opera/Musical Program organizes opera and musical productions. Students gain experience as singers, dancers, actors, etc. This program also employs experienced local professionals.

CHANGES: Only requested funding to purchase rights for a spring 2021 play, directed to mini-grant process in fall if able to proceed.



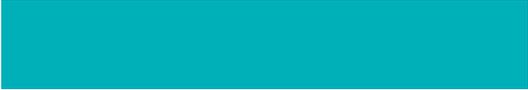
Notable Changes

	2019-2020 Budget	2020-2021 Requested	Summer/Fall 2020 Prop. Allocation
Theater Tech	\$60,335	\$57,207	\$0

DESCRIPTION: The Theater Tech Program supports the production of plays, musicals, concerts, and operas.

CHANGES: No revised budget request submitted, expenses are expected to be minimal. If funding is needed prior to winter 2021, it may be requested through the mini-grant process.





Notable Changes

	2019-2020 Budget	2020-2021 Requested	Summer/Fall 2020 Prop. Allocation
ASG - Contingency	\$10,000	\$10,000	

DESCRIPTION: The contingency fund is the S&A safety net, the most autonomous of the discretionary funds, and requires a vote of ASG to spend.

CHANGES: Any remaining revenue from S&A that is not allocated for summer and fall 2020 will be moved into contingency fund to be allocated for winter and spring 2021.



S&A Fee Increase Proposal



S&A Fee Awareness Campaign

- Opportunity to educate Shoreline students about student fees and programs they support
- Provides an overview of what fee is used for and future potential fee increase to fund additional programs and services

S&A Fee Awareness Campaign

- Campaign & Outreach
 - Posters/A-Boards Around Campus
 - Social media
 - Open Forums (2/26, 3/2, 3/11)
 - Tabling in PUB & at Events
 - Informational Video
 - Anonymous Feedback Form

Survey Feedback

- “I don't have any problem with this, I don't think a \$1.10 fee is that much... I think keeping services and activities alive is worth that.”
- “I think this sounds like a great idea! This will make a huge difference in the resources Shoreline is able to provide. The programs and clubs this fee supports are what make Shoreline distinctive compared to other colleges. Being an officer of one Shorelines many clubs, and also using the tutoring services, I fully support this proposal to increase the Service & Activities fee.”
- “This would be great and beneficial to the programs that are supported by the S&A.”



Survey Feedback

- “Student fees come back to students in ways that enrich their academic and social experience at SCC. A small amount for each individual becomes a powerful collective amount that makes a lot of good things happen on campus. Fee increase is a great idea.”
- “I am in favor of the fee increase. My club has become a great source of joy in my life and a valuable leadership experience... Particularly with the new on-campus living, it is important to keep offering these extracurricular experience.”



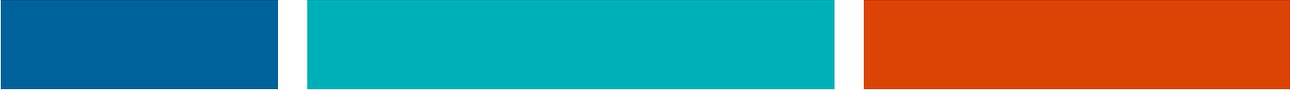
Survey Feedback

- “I don't think we should increase the fee. Not every students use or involved in these programs. I think groups like student clubs or DECA, theater, etc. should create engaging activities to raise funds instead. Overall, I don't think we should increase it.”
- “I am an international student. Sometimes, I use food pantry, and belong to clubs. However, I object to increasing tuition. Also, I think they need to rethink of their budget.”
- “My main concern is for students who are already having a tough time paying for tuition. Increasing the fee could put a heavier strain on students like myself who are already working full time to keep up with their tuition. Although it's only a two-dollar increase it can make a difference in the number of courses students take.



In Conclusion...

- Reduction in S&A due to decreased enrollment will have significant impact on programs and clubs next year
- Over \$1.6 million requested by 18 programs, student clubs, and discretionary funds
- Anticipated S&A revenue with no fee increase = \$1 million
- Proposed fee increase from \$9.90/credit to \$11/credit = additional \$100,000



...In Conclusion

- Additionally, SCOF requests to reduce quarterly fee from current \$34/quarter to \$30/quarter for 2020-2021; also, due to remote operations and online classes for summer/fall, ASG would like to suspend this fee through fall quarter
 - Reduction and suspension of the SCOF fee will help offset some of the impact of the S&A fee increase
- 



Thank You. Questions?



From: [STEVE ROSTKOSKI](#)
To: [Yonemitsu, Lori](#)
Subject: Public comment.
Date: Tuesday, May 26, 2020 12:29:13 PM

My name is Stephen Rostkoski, I've worked at Shoreline Community College for 5 years. We as classified staff are demanding inclusion, transparency, and fairness. No more cuts to front line staff and faculty at our college!

From: [DEBBIE SZTAIN](#)
To: [Yonemitsu, Lori](#)
Subject: Public Comment
Date: Tuesday, May 26, 2020 2:17:12 PM

Dear SCC Board,

My name is Debbie Sztain, I currently work at the SCC Parent Child Center. I am writing to you as I am concerned about the future of the PCC and it's role at Shoreline CC (due to budgetary considerations). At this point we are not scheduled to return to work before 8/20, it is the time afterwards that I would like to address.

Currently child care in King County is only available for essential workers. As we move through the phases there will be a greater need for childcare. Due to new childcare regulations, child care centers may see up to a 50% decrease in available slots for children 1-5 as there may be a maximum of 10 people (children and adults) in a classroom. Between lower ratios and many child care centers/homes having gone out of business, parents will be scrambling for childcare.

I want to focus on our SCC students; students that are both attending school and work, students that are on campus (for classes and labs), students that were able to attend classes remotely because they had the support of a spouse/family member at home (that will now have to go back to work). For these students attending SCC remotely is not equitable.

Families that are in school are working on not only enhancing their own lives but the lives of their families. For this, I am reaching out to advocate for SCC's continued support of this special population that we serve, families with young children.

Sincerely,
Debbie Sztain

From: [Saint-Jean Devereux](#)
To: [Yonemitsu, Lori](#)
Subject: Public Comment
Date: Tuesday, May 26, 2020 8:43:01 PM

My name is Isaac Devereux and I have worked at Shoreline Community College for four years. I am concerned by the way administration is presently addressing the college's budget crisis, and worried by rumors I have heard about proposed solutions.

I acknowledge that our situation is dire, and even the best solutions will require accepting some things we do not want or like, but it is of vital importance that the process for arriving at the solutions be transparent and inclusive, and that we honor our purported values in both ends and means.

Staff here already receive lower compensation than many of our colleagues at similar institutions. Personally, I am not compensated appropriately for my duties managing the library's online resources. This disparity is insulting and unethical, but I love my work and I am proud of its role in supporting students, especially now. I am galled, however, at the prospect of being asked, along with the other lesser-compensated employees of the college, to accept a pay cut. This would not be equitable, but I have heard it may happen, and this is only one of the frightening possibilities I have heard.

Everyone at the college plays a special role, but those of us making the least are among the employees who have the biggest direct impact on students. We deserve to be included in this process in substantive ways, and to be treated fairly and with dignity.

From: [Betty Peace-Gladstone](#)
To: [Yonemitsu, Lori](#)
Subject: Board Meeting Public Input
Date: Wednesday, May 27, 2020 10:19:57 AM

Hi Lori,

I would like to go on record at the Board meeting today with my strong belief that upcoming budget decisions regarding the 2020-2021 budget need to be made with input from the Strategic Planning Council, which has been suspended. The faculty and classified staff representatives to that Council have agreed to participate in summer meetings if the Council is reinstated. I believe it is necessary to have a shared-governance approach to making the upcoming difficult decisions, with input from representatives of the classified staff and faculty. A survey of employees is not sufficient input from the people who will be hugely impacted by decisions that are to be made.

Thank You.

Respectfully Submitted
Betty Peace-Gladstone
Education Faculty (tenured, hired in 2002)

From: [Nold, John](#)
To: [Yonemitsu, Lori](#)
Subject: Public Comment
Date: Wednesday, May 27, 2020 2:04:59 PM

My name is John, I've worked at Shoreline Community College for 14 years. We as classified staff are asking for inclusion, transparency, and fairness. Please, no more cuts to front line staff and faculty at our college!

Sent from my iPhone

From: [C.D](#)
To: [Yonemitsu, Lori](#)
Subject: Public Comment
Date: Wednesday, May 27, 2020 3:14:36 PM

My name is Carla Demich. I worked at Shoreline Community College for six years. We as classified staff are demanding inclusion, transparency and fairness. No more cuts to front line staff and faculty at our college.

From: [Jana Norton](#)
To: [Yonemitsu, Lori](#)
Subject: Front Line Staff and Faculty Cuts
Date: Wednesday, May 27, 2020 3:44:48 PM

To The Board of Trustees,

My name is Jana Norton, and I have worked at Shoreline Community College for over 27 years.

Hourly, classified, staff and faculty are being sacrificed. And yet, we are the educators who engage with our students on a daily basis, driving their educational progress, the reason they come to SCC in the first place.

Preserve essential SCC educators and employers (the front line) but look at the administrative levels to cut. Thoughtful and transparent budget decisions have not been made. We have not been included in those discussions. Instead, learning assistants and classified staff and faculty are losing hours and jobs.

Shouldn't professors, instructors, and hourly learning assistants be the last to be cut?

Thank you,

Jana Norton

Remarks for Board of Trustees Meeting May 27, 2020

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

We are weathering an incredibly disruptive public health emergency with grace and patience demonstrating the core values of our College and our deep commitment to our students' learning. Our enrollment illustrates that students want to be with us even if it's in a remote modality because of the special place we've created – called Shoreline. We don't know what the future will bring, but what we can count on is our unwavering care for our students and each other.

These are unusual times and our focus has been on the safety and learning needs of our students and employees during a rapidly changing health emergency. We've worked hard to respond to routine operations and requests in a timely manner during an extraordinary time at the College, in our region, in our nation, and in our world.

The College has tremendous amount of disruption and I'm so proud of how we've come together with a focus on students and their learning and providing support services. I want to start by saying how very proud I am of the response of our entire College.

Let me say how amazing you've been at such a pivotal time in the lives of our students and the College. We've addressed head on our budget and enrollment shortfall this year and positioned our College for the future...then COVID-19 pandemic came and turned our financial world on its head...

Without the fortitude to face our unvarnished financial situation this year, we would not be in the position to address the budget reductions facing us because of the loss in our permanent state allocation associated with the COVID-19 pandemic.

These are difficult days ahead and this news is not easy to share because we have gone through so much this year...

Last weekend, my husband Miller and I were walking our sweet rescued Golden Retriever, Max. We were crossing the street and all of sudden, I heard my name. It was a graduating student, who just had to let me know how much Shoreline has meant to him and that he has plans to go to UW in the fall. He wanted to thank everyone at Shoreline for helping me move ahead...Peace and Love!

I was so moved as he drove away when the light changed. He's on his way knowing we're all here supporting him through to his goals! That's why we're in this work.

This afternoon I will be sharing difficult news. You know I'm one who wants to manage as much as we can in a situation that is changing hourly, daily, weekly...That is why we want to complete our process before we conclude spring quarter because everything is moving fast and we need everyone's input in order to make decisions that are ahead of us today, this week, this month and into the future!

Washington state is experiencing significant losses that will result in \$7-10B revenue shortfall!

We must prepare for the likelihood of reduced state funding in 2020-21 and most likely through the upcoming biennium 2021-23!

For Shoreline, our most reliable scenario regarding permanent reductions in state allocation may range from \$4.5-7.3M.

Ahead of us...Looking at ways we can reduce expenses, become even more efficient in our operations, and ways we enhance revenues through our innovation.

Honestly, this is going to be a heavy lift...and it's going to require all of our good thinking to ensure we navigate these financially-choppy waters focused on Shoreline and our students at the heart of our decisions.

In closing:

In tough times when our world is turned upside down, there is one thing we can count on, each other and the kind of College we want to build together.

As we go into the head winds of this financial storm, I am reminded of words Jeff Kashiwa shared in our video to employees and students:

Although at a distance; we are not disconnected. Together we are Shoreline strong!

I would like to share a video and some words of inspiration from our employees to our students to encourage them through this new educational landscape of spring quarter. I was so grateful that so many across every employee group shared their voice of support.

Budget & Financial Update

Opening Remarks:

What we all hunger for is certainty in an uncertain time. I will share with you our countless hours and days of analysis, reading countless articles and trends to provide the best path forward for the College now and for the long term.

There are difficult decisions ahead for the College. Any time we are talking about reducing positions, it's a painful process that affects the morale of all employees. It's particularly disheartening to know that we were on track to bring our 2020-21 budget into balance with the budget reduction work we already completed this year, and now we must anticipate a significant permanent budget reduction due to the effects of the COVID-19 pandemic on state revenue.

OFM issued a memo addressed to state agency directors directing participation in a **15% budget cut exercise**. Funding provided by the Workforce Investment Act is also expected to be significantly reduced, but is not a part of the current exercise. State Board staff will survey colleges to collect information about how a 15% budget cut would affect their operations and service to students due Friday, May 29.

It may be helpful to understand how the College's current financial outlook is consistent with statewide, national, and

international economic trends and challenges. *The Seattle Times* recently published two articles about the pandemic's effect on K-12 and higher education: [State Colleges & Universities Are Girding for a Tough Financial Future After the Coronavirus Pandemic](#) and [Washington's Constitution Protects K-12 Funding the Coronavirus Will Test that Promise](#). *Inside Higher Education* also published a recent article on [A Bleak Picture for International Enrollment](#). These articles reiterate the inherent difficulty of organizations to maintain financial solvency in the face of COVID-19.

In this presentation we will share the Budget development process. Because this financial situation affects the entire campus, we have asked them to provide feedback as the impact will touch every corner of the College.

There have been questions about our choice to engage the campus in providing solutions. We believe in the collective wisdom of all our employees and know each has a unique perspective and we wanted each person to have the opportunity to contribute.

There have been questions about the Strategic Planning and Budget Council (SPBC) and its role in this process. First, SPBC was not disbanded. This council, like many other governance groups on campus, was suspended for the remainder of the academic year due to the crisis we are in. If we emerge from

the pandemic before the academic year begins in July 2020, we may see the re-emergence of our councils and committees.

The survey does not replace SPBC. SPBC is not chartered to be a budget development or budget reduction council.

During the fall 2019 quarter, the SPBC was asked to participate in reviewing the departmental assessments and considerations around budget reductions (found on the Budget SharePoint site). At that time, the SPBC indicated that it did not feel adequately prepared to do that type of work.

The combination of a survey with all college input plus ET, Deans, and Executive Directors' input does serve as a model of shared governance, especially given the urgency in which we need to respond to an up to \$7.3 million permanent reduction in our 2020-21 budget.

I want to ensure you both unions have been informed about the recent \$2.2M reduction and now the need to reduce our budget from \$4.5-73M because of the loss in state revenue associated with the COVID-19 pandemic.

Union leaders were present at the Board of Trustees meeting when the proposed reductions were presented and approved. Executive Team members worked with union leaders as part of the

collective bargaining agreement to resolve and move forward the reductions associated with each affected employee.

We also previewed the ZOOM Hall Budget presentation with the union leaders prior to the meeting so they were aware of the budget reductions associated with the impact of COVID-19 pandemic and the accompanying loss of state revenue.

As president, I came into this work to help our College live into its bold vision and mission to be recognized for inclusive excellence in teaching and learning, student success, and community engagement focused on a mission dedicated to serving the educational, workforce, and cultural needs of our diverse students and communities. To grow and build our College and provide the resources and conditions so faculty, staff, and administrators can do their best work in support of our students.

We have exceptional people at Shoreline so considering eliminating positions or temporary furloughing employees among other strategies is not something I consider lightly –

We have difficult times ahead there is no doubt that we be a different College then when we started in the fall of 2019. But with the participation of all our employees, we can make these hard decisions in ways that speaks to what Shoreline values. We cannot make these kinds of deep cuts without becoming a

smaller College, but we will do so keeping in mind what Shoreline is known for: academic rigor, exceptional professional-technical programs, strong adult basic education, and community engagement.

Thank you for the work you do each and every day, and for your fortitude in continuing to ensure students reach their educational goals

Board of Trustees Budget & Financial Update



Cheryl Roberts, Ed.D. President

External Factors Affecting our College

Impact of COVID-19 on state revenue and Shoreline:

- \$7–10 billion state revenue shortfall
- 66% of our operating funds come from the state
 - 9.2% decline in enrollment in the past two years
- State funding loss to the College is estimated to be as high as \$7.3 million
- 86–87% of our budget is people

External Factors Affecting our College

The College needs to be responsive to a fast-moving environment:

- Governor can make a proclamation and we have 30 days to respond
- Legislature will convene in June/July and can make decisions to immediately remove our appropriation
- ET needs everyone's input before we complete spring quarter to be prepared to respond
- The President is keeping Board of Trustees apprised of the changing financial landscape and that budget reductions may need to be made immediately

CARES Act Funding

Shoreline's allocation is \$2.4+ million to be expended over one year

\$1.2+ Million for Student Aid

- \$183k awarded to date to 120 students; Average award \$1310
- Can be used for tuition, fees, housing expenses, food, technology, healthcare, childcare, etc.

\$1.2+ Million for College Fiscal & Operational Support

- Have already spent about \$400k
- Can be used to help College with impact to tuition revenue, technology
- Clear guidance has not been provided by the Dept. of Ed.

Bill Saraceno, MBA
Interim Chief Financial Officer (CFO)



State Auditor & Financial Statement

- We received the final audit report the week of April 27th
 - Full compliance and only one technical finding that has been corrected
- Thanks again to Satoko, Jennifer, and everyone who helped get this done!
- Clifton Larsen Allen finished our 2018-2019 financials
- State Auditor will start that audit with a June target completion (COVID-19 dependent)
- Cliff Frederickson, new Budget Director, will do all future annual financial statements, with approximate \$40k/year savings to the College. Budget Director will schedule annual audits.

Student Housing Update

Weekly Statistics:

- **Current Occupancy:** 46.6%
- **Total Leased %:** 45.8%
- **Total Leased w/enrollment verification:** 45.8%

- **Net to rent current:** 135 beds (54.2%)
- **Net to rent previous week:** 134 beds (53.8%)

Current Demographics

- 46.5% Domestic Applicants
- 53.5% International Applicants

Traffic:

- 9 Interest List Additions
- 2 Spring Quarter Applications
- 4 Fall Quarter Applications

Board-Approved Budget FY 2019-2020

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.

Tuition Revenue 2019-2020

as of 5/11/2020

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	\$8,168,500.97
B902	3394	\$3,862,574.93	830	\$2,581,102.00	306	\$771,152.24	235	\$493,049.48	International Education	\$5,903,241.51
B903	3071	\$2,911,782.53	811	\$2,593,751.07	299	\$558,576.71	255	\$473,055.56	Running Start	\$1,689,201.01
B904	2774	\$2,787,443.71	777	\$2,506,071.24	260	\$559,444.06	205	\$391,823.80	CEO	\$787,247.91
Total		\$10,920,957.58		\$8,820,068.51		\$1,889,173.01		\$1,413,666.91	Total Estimate for available Funds for Operating Funds	\$16,548,191.40
Tuition Distribution (Use TR)										
Distribution To	Rate	Amount	IE Operating Budget		RS Operating Budget		CEO Operating Budget		Approved by the BOT	
Building Fund	0.10525177	\$1,149,450.10							Domestic Tuition	\$10,774,260.00
Innovation	0.0239989	\$262,090.94							International Education	\$5,010,974.00
Operating Fund	0.74796564	\$8,168,500.97	Shared Funding (\$35 x # of IE Students)		Available		Available		Running Start	\$1,430,413.00
S&A	0.0877837	\$958,682.05	(\$40,000.00)						CEO	\$718,589.00
Financial Aid	0.035	\$382,233.52	Available						Total Transfer Amount	\$17,934,236.00
Total	1	\$10,920,957.58							Approved by the BOT	\$17,934,236.00
			Available						Short/Over	
			\$5,903,241.51						Domestic Tuition	(\$2,605,759.03)
Presented to BOT		\$10,774,260.00	\$5,010,974.00		\$1,430,413.00		\$718,589.00		International Education	\$892,267.51
Over / Short		(\$2,605,759.03)	\$892,267.51		\$258,788.01		\$68,658.91		Running Start	\$258,788.01
									CEO	\$68,658.91
									Estimated Shortfall	(\$1,386,044.60)

Cash & Board Reserve Accounts

Account Summary for 05/12/2020

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	\$21,851,650.95	\$21,851,650.95	\$21,851,650.95
MUNICIPAL INVESTMENT ACCT	US Bank Washington	USD	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00

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	

Cash Uses for FY 2019-2020

Using the US Bank Balance on 5/11/2020 (Slide)

Present Cash and Reserve Balance	\$22,851,651
- Current Budget Shortfall	(\$1,929,016)
- Tuition Shortfall	(\$1,386,044)
- City of Shoreline Traffic Mitigation* est.	(\$1,850,000)
Subtotal	\$17,686,591
Less: Board Reserves to be set aside	\$10,014,253
Cash Available Balance for Operation	<u>\$7,672,338</u>

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

Draft Scenarios 20-21 Operating Budget

Draft Initial Operating Budget for FY2020-2021

Revenue Source	Projected Baseline 2020-2021	USING HOUSE BUDGET		
	No Change	Scenario 9 minus 15% & 10%	Scenario 10 minus 20% & 10%	Scenario 11 minus 25% & 10%
State Allocation Estimated (mostly 101)	\$29,948,652	\$25,456,354	\$23,958,921	\$22,461,489
Other State Reimbursement (OBIS)	0	0	0	0
Tuition Revenue (840 to 149)(2.2%)	8,300,000	7,470,000	7,470,000	7,470,000
Internation Education (145 to 149)	5,660,000	5,040,000	5,040,000	5,040,000
Running Start (145 to 149)	2,205,000	1,984,500	1,984,500	1,984,500
CEO (145 to 149)	760,000	684,000	684,000	684,000
	0	0	0	0
	0	0	0	0
Total Operating Budget Revenue	\$46,873,652	\$40,634,854	\$39,137,421	\$37,639,989
Total Estimated Expenditures less 2.4 million 3% COLA increase included in base	\$44,962,876	\$44,962,876	\$44,962,876	\$44,962,876
	\$0	\$0	\$0	\$0
Total/Total	\$44,962,876	\$44,962,876	\$44,962,876	\$44,962,876
Difference Budget Balance	\$1,910,776**	(\$4,328,022)	(\$5,825,455)	(\$7,322,887)

**Only due to end-of-year cost savings, expected 3% COLA and a 2.5 % tuition Increase

Cheryl Roberts, Ed.D.

President



Current Position of the College

- Although very difficult and stressful, prior to COVID-19, our budget reduction process helped us bring our expenditures into alignment with more predictable revenue generation
 - Our deep analysis of each department, placed us in a better position to address these new budget realities associated with COVID-19 in this short timeline
 - We now need to immediately use what we've learned from a process perspective to address – *up to \$7.3 million shortfall for 2020-21*
-

Budget Principles

The Board directs the President of the College to maintain basic aspects of the College's mission, with a balance between equity, quality, and access, to the greatest extent possible. Through our budget development process, we are committed to the following principles and processes:

- Be respectful, inclusive, and treat each person with dignity
- Incorporate long-term planning and forecasting that aligns with the Strategic Plan
- Alignment to realistic projections
 - Washington state allocation model (as a growth model)
 - Forecasting of tuition
 - Enrollment and retention patterns
 - Allow for innovation that increases enrollment, revenue generation, and encourages efficiencies
- Proposals be guided by historical data and future projections with input from all employees
- Budget reductions/efficiencies should not be based simply on reallocating the workload to other employees. As we make budget adjustments, we also adjust how we do our work
- Ensure reserves according to board policy

Phillip King VP for Student Learning



2020-21 Budget Development Process

1. Complete the budget survey by May 31
2. Participate in the three (3) Zoom Hall Budget Meetings
 - May 19
 - May 28
 - June 12
3. Stay informed via Day-At-A-Glance, [Budget SharePoint](#) site, All Staff Emails

May 19 – June 1

1. College-level budget feedback – focus on 3 areas: reductions, efficiencies, and enhancements
 - Open feedback comments and amount needed
 - Using prior assessments
2. Executive Team (ET), Deans, and Exec. Directors – focus on 3 areas: reductions, efficiencies, and enhancements
3. ET, Deans, and Exec. Directors – combine College and ET feedback

June 1 – June 24

1. Review combined proposals
2. Zoom Hall Budget Meeting to present high level proposals and budget update (June 12)
3. Presentation to the Board of Trustees (BOT) of initial 2020-21 Budget Proposal and request BOT to consider a continuing budget resolution

Budget Reduction Strategies

- **Temporary furloughs**
- **Layoffs**
- **Reduction in assigned hours**
- **Reduced contracts**
- **Freezing of positions**
- **Program reductions**
- **Costs savings and efficiencies**
- **Organizational consolidations**

**Temporary furloughs may
start as soon as June 16**



Next Steps

Budget Proposal Survey
Complete by May 31

Zoom Hall Budget Meeting
Thursday, May 28
1:30 – 2:30 p.m.



SCCFT President Eric Hamako
Statement to the SCC Board of Trustees
2020.05.27

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).

Former British Prime Minister Winston Churchill is reputed to have said, "Never waste a good crisis." And, it seems, leaders at many levels continue taking that to heart. The Shock Doctrine's theory of "disaster capitalism" observes that crises can be both precipitated and worsened by neoliberal austerity policies – policies that cut away at social safety nets and undermine civic institutions, leaving us more vulnerable.

During crises, disaster capitalists take advantage of the situation to further consolidate their power. We see this, for example, at the Federal level, with U.S. President Trump firing Inspectors General, the watchdogs within government agencies, and issuing Executive Orders by which captured Federal agencies can slash regulatory protections. These cuts are not intended to be temporary; rather, they are selections from a pre-existing wish list, meant to reduce protections for years to come.

Likewise, in higher education, the steady undermining of shared governance and consolidation of power at the top has created an increasingly autocratic working environment. And that autocracy breeds both impunity and poor decisions. Johns Hopkins University professor Francois Furstenberg (202) recently published a column in *The Chronicle of Higher Education*, titled "University Leaders are failing. The pandemic reveals ineptitude at the top. Change is needed." In that column, using a critique of his own university to explore broader trends in higher education, Professor Furstenberg wrote,

[N]orms of shared and deliberative governance [have] disappeared, replaced by the consolidation of administrative power in the hands of corporate executives. With little appreciation for transparency or inclusiveness, and little understanding of the academy's mission, these managers increasingly make

decisions behind closed doors and execute them from above. ... [T]he coronavirus crisis is a moment of truth — confronting us with the consequences of these transformations. ... If a president and [their] leadership team have one principal responsibility, it is to ensure that the [institution] is on sound enough financial footing to weather unanticipated crises. Ours have not.

Furstenberg's critique has dire resonance with our own situation at Shoreline.

Over the past few years, the College has seen fit to spend from its Board Reserves to fund *some* priorities. For example, the College has used reserves to increase annual spending on Administrative Exempt and Managerial Exempt ranks – increases in the hundreds of thousands of dollars – which leaves our reserves weaker when disasters strike. The College has said that almost 90% of its budget is people – but, those funds are not equitably distributed among all people. In 2018-2019, the salaries paid to the approximately forty Administrative Exempt and Managerial Exempt positions accounted for some \$3.5 million dollars – more than 10% of the total dollars allocated to salaries. As a point of reference, that is approximately half what the College spends on salaries for its *two hundred* Part-Time Faculty.

Despite concerns voiced by workers, the College has pursued a troubled residence hall project. The College has touted that the residence hall was built “under budget” and that it is financially self-sufficient – which is true, except – except in the ways that it is not. To say that the residence hall was built “under budget” is to obscure the additional \$1.8 million dollar traffic mitigation project required for the residence hall's approval. And, just prior to the pandemic, the College reassured us that the residence hall was paying for itself, exceeding the occupancy rate needed to pay the debt service. Then, when the pandemic reduced occupancy by half, the College assured us that it has insurance to cover such losses. But, subsequently, the College has admitted that it hadn't thoroughly understood that policy and that such insurance will cover, at most, a small fraction of the projected multi-million dollar occupancy-related losses. Now, the College warns that it may be unable to pay the debt service for the residence hall without further spending from the Board's Reserves.

Recently, the College has begun saying that it's a good thing it hadn't followed our two unions' recommendations to use Board Reserve funds to protect frontline workers' jobs – it's a “good thing,” because the College now needs those Reserves to deal with this crisis. But, many aspects of this current crisis could have been avoided or prepared for, whether through investing in revenue-generating jobs or by simply not gambling the Board Reserves on bloat and boondoggles.

Like the United States, our College has representative bodies that ward against slides into autocracy – among those key institutions: the faculty’s labor union, the Classified staff’s labor union, and the students’ Associated Student Government. Each send representatives to the College’s governance councils. However, in recent years, the College has significantly cut back the scope and power of such councils; for example, the Strategic Planning/ Budget Council, referred to as “Strat Plan.” Earlier this year, when the College was planning its \$2.2 million dollar cut to next year’s budget, representatives on Strat Plan could not get the information they needed to feel they could meaningfully participate in the process. Rather than act as a rubber stamp, they declared they had had no role in the decision. More recently, when the College received \$2.4 million in CARES Act funding, the College said that it did not need Strat Plan’s participation to decide how to spend those funds. And, in early May, the College suspended many representative governance bodies, including Strat Plan, and currently has no plan for engaging Strat Plan in the strategic planning of budget cuts estimated between four and seven million dollars. To fill that void in representative participation, the College has proposed... an anonymous three-question budget survey. The College President has said that these cuts will change the College for years and years to come – so, those are changes that should include the full participation of the faculty, Classified staff, and students’ representatives.

Earlier this year, our campus community witnessed the power and importance of collaboration between faculty, staff, students, and concerned community members via the work of an ad hoc coalition that fought for the survival of our Dental Hygiene Program and community clinic. Our coalition worked to bring together outside stakeholders and lay the groundwork for the current joint endeavor with the University of Washington School of Dentistry. It was community and solidarity, not autocracy, that created this possibility. The College could learn from that recent experience and meaningfully involve organizations of workers, students, and community members to deal with the current pandemic-related revenue crisis.

First, the College could restore meaningful participation in shared governance institutions. Reinstating the Strategic Planning/ Budget Council – and engage it throughout the Summer. The faculty union’s representatives are willing to continue their work with Strat Plan over the Summer – and Classified Staff and student representatives are also beginning to signal their interest and availability. And, come to the table with the faculty and Classified staff unions’ leaders and the ASG’s leaders regarding the impending budget decisions.

Second, the College could restore and strengthen accountability processes for both the Board of Trustees and the College President. Restore the financial regulations that had been deleted from the College President’s responsibilities. Reinstating “360 degree” evaluations of the Board

and College President. As the Board itself seems fond of saying, everyone has “areas for growth” – and sometimes “improvement plans” may be needed.

And third, the College could collaborate with our labor unions and student government in calling for progressive tax reform at the State and Federal level. To solve our College’s revenue crisis, we need leaders to get us more revenue from those at the top who aren’t paying their fair share. The Board could directly lobby the Governor and our Legislators – and could also indirectly lobby via its role as members of the State Board of Community and Technical Colleges (SBCTC). Rather than pitting our workers into fights over crumbs from a shrinking pie, the Board could take action to get the state to allocate us a bigger pie.

Crises are opportunities – not only for elites, but also for the rest of us. Naomi Klein, author of the *Shock Doctrine*, recently quoted the Southern Poverty Law Center’s Senior Fellow Eric Ward, who said, “The only question that matters is whether liberals are going to stand with labor or stand with capital.” Crises test leaders. Now, in this moment of crisis – moreso than any declarations of “care” or “concern” – it is the Board’s *actions* that will reveal your character, your priorities, and your values.

###

Hello,

My name is Paul Fernandez.

I am The Media Maintenance Technician here at Shoreline Community College and I am also its Chief Shop Steward.

I am proud to be representing my fellow Classified Staff members.

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

Again, 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. The administration has agree to pay hazardous pay / courageous duty pay, for the Classified Staff members being asked to work on campus from May 1st to August 31st. I would like to thank the Administration for that.

We the Classified Staff had three meetings since the Last BOT meeting. The attendance was quite large, 45 for the first one, 52 for the second and 29 for the third. For the third meeting, we only gave a couple hours notice.

There were a few themes that came out of these meetings:

1) The Lack of Inclusion and Transparency:

Collectively Classified Staff have a lot to offer, but the Administration never considers asking us. Surveying yes, but true honest input, no. The Administration continues to talk “at” us, and not “with” us.

Also by not continuing to hold all Councils and Campus-Wide committees you are growing distrust between Classified Staff and the Administration and it also shows a lack of respect to Classified Staff. We need to continue to meet. Now is not the time to be non-inclusive and non-collaborative. We need to build an inclusive and collaborative environment, all of our Councils and Campus-Wide committees need to reconvene and meet.

2) The continuing building of additional layers of management

This has been going on for the last few years and continues even when Classified Staff are being laid off. The Administration should look back to the College’s 2009 structure. We served more students, but were able to so with fewer Vice Presidents. At that time, the College had no Executive Vice Presidents, no Executive Deans, and no Executive Directors and we provided great service to our students.

3) Layoffs or Furloughs

Please consider being fair and equal before you okay what the administration proposes. Last month you agreed to reduce/eliminate 5.75 Classified Staff positions, More than double the number of administrative positions. Please consider reducing administrative positions, If not permanently, then temporary. Reduce Executive positions to non-executive position until the state allocation improves.

In addition, we would also like to know what plans are in place for furloughs for both the administrative staff and Classified Staff. If furloughs are part of the equation, are college administrators also going to be furloughed?

And I hope the Board of Trustees uses some of it reserves to save cuts to the Classified Staff and services to our Students.

Thank You.

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 3:04 PM by telephone audio conference. A quorum of the Board was present.

MEMBERS PRESENT

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

EXECUTIVE SESSION

At 3:05 PM, Chair Lux announced that the Board would convene in executive session for ninety minutes review the performance of a public employee. 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 3:06 PM.

At 4:30 PM, Secretary to the Board of Trustees Lori Yonemitsu announced by telephone audio conference that the Board commenced in executive session at 3:06 PM and noted her return to the telephone audio conference at 4:36 PM regarding how long the Board will be extending its executive session by.

At 4:36 PM, Secretary to the Board of Trustees Lori Yonemitsu announced by telephone audio conference that the Board would extend its executive session by thirty minutes.

At 5:06 PM, Secretary to the Board of Trustees Lori Yonemitsu announced by telephone audio conference that the Board would extend its executive session by nineteen minutes.

At 5:25 PM, Secretary to the Board of Trustees Lori Yonemitsu announced by telephone audio conference that the Board would extend its executive session by five minutes.

COMMUNICATION FROM THE PUBLIC

Trustees D'Ambrosio, Lux, and Pobe returned to the open session via telephone audio conference.

Per the notice for the June 16, 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 June 16 special meeting to be held remotely, please email public comments to the Board Secretary at lyonemitsu@shoreline.edu by 3:00 PM on Tuesday, June 16, 2020.

Please place "Public Comment" in the subject of your email. Public comments sent to the Board Secretary at lyonemitsu@shoreline.edu by 3:00 PM on Tuesday, June 16, 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 June 16 special meeting.

Two public comments were received by 3:00 PM on Tuesday, June 16, 2020.

Chair Lux and Board Secretary Lori Yonemitsu shared in the reading of the public comments received from Jana Norton and Nikki Honey. (Statements attached.)

ADJOURNMENT

Motion 20:30: Motion made by Trustee D'Ambrosio to adjourn the special meeting of June 16, 2020.

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

Chair Lux adjourned the meeting at 5:39 PM.

Signed _____
Tom Lux, Chair

Attest: June 24, 2020

Lori Y. Yonemitsu, Secretary

From: [Norton, Jana A](#)
To: [Yonemitsu, Lori](#)
Subject: Public Comment
Date: Tuesday, June 16, 2020 11:10:53 AM

Board of Trustees Meeting June 16, 2020

Please include this in the minutes.

The Shoreline Community College Administration, after hiring an MBA as Interim Chief Financial Officer and following his advice, continues to cut the budget recklessly, carelessly disregarding the mission of the college. As educators and campus employees, our goal is to provide a quality education for our students in a safe campus environment, with necessary student services, all of which work cohesively for the success of the students. This administration has lost that focus.

Recently, an office worker received a letter from her dean reassuring her that her position was safe and secure. The next week she was told that she was let go and her position would be closed. This young woman went to her office to gather her belongings. Behind her, she discovered, was an individual newly hired for the same job the young woman was laid off from. Yes, they were in the same room at the same time as one replaced the other. Never mind it was a terribly awkward situation. More importantly, the young woman who was first reassured, by her dean, that her job was secure found herself jobless and that she had been lied to. This is an example of ongoing acts of bad faith perpetrated by the SCC administration.

Students and employees depend on campus Safety and Security as its officers respond to emergencies and distress calls, protect campus property, maintain patrols, and keep the peace. They have a lot of work to do when students and employees are on campus. With the pandemic, their mission is just as critical with responsibilities ranging from escorting employees to offices, preventing vandalism and destruction to even disinfecting offices and common areas promptly after people leave a location. Why is the administration cutting our Safety and Security officers? I believe one of them was notified by a text message without any other communication by the administration, yet another example of wimpy leadership.

These specific situations are just two examples of the thoughtless, reckless, and unfair actions taken by this administration to cut the budget on the backs of those who support the students and sustain our safety.

President Roberts and Vice President King have apparently never considered reducing their pay. Had they done so, it would have firmly demonstrated their commitment to reducing the budget deficit and sharing the pain of budget cuts with all the staff. Other administrators have done this before. Instead, this administration cuts employees working with students and campus business and neglects our contracts as they have us bear the pain of budget cuts and terminations all while choosing to put themselves first.

Jana Norton

From: [Honey, Nikki](#)
To: [Yonemitsu, Lori](#)
Subject: Public Comment - Board of Trustees June 16, 2020
Date: Tuesday, June 16, 2020 2:35:45 PM
Importance: High

Lori,

Please include my comment below in the public comments... and also enter into public record and meeting minutes.

To the Shoreline Community College Board of Trustees:

During these times of unpredictable budgets, **please consider carefully when evaluating for any changes in salary levels for public employees.** Our college is still waiting for the exact announcement from Washington State about total revenue reductions, but it was recently discussed at an all campus budget meeting that the college should prepare for at least 15% budget reductions for the future.

Respectfully,

Nikki Honey

Shoreline Community College Employee

Nikki Honey, MS DDS

Professor and Supervising Dentist
HOPE/B Dental Hygiene

Shoreline Community College
www.shoreline.edu | 206.546.5812

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) SPECIAL MEETING OF JUNE 24, 2020**

TAB 1

FIRST READING

Subject: Parent Education Instruction Fee Change Proposal

Background

Historically, Washington state subsidized Parent Education tuition by 85%. When the state removed that subsidy in 2012, Shoreline Community College honored that subsidy (along with many local colleges) and the since then, Parent Education tuition has been \$15-16 per credit.

It is important to continue a significantly discounted tuition for Parent Education, because students also pay a tuition to the preschools (lab schools) of between \$250-\$600 per quarter. This tuition pays for the lab school rent, supplies, facilities, and more. In addition, other Parent Education programs across the state that raised their tuition significantly had negative results in enrollment and shut down many vital community partnerships and supports.

However, to be more fiscally responsible, we propose Parent Education fees increase to \$22 per credit. This maintains an 80% tuition waiver, remains competitive and aligned with our surrounding colleges, and is still accessible to students considering the additional costs of the program paid directly to our affiliate preschools.

Proposal

Increase Parent Education fees from \$16/credit to \$22/credit.

Total projected increase in revenue: **\$25,272 annually**
(Projected 1404 credits per quarter in 2020-21 x \$6 increase = \$8424/qt x 3 quarters = \$25,272)

Prepared by: Frances Coppa
Parent Education Coordinator
Shoreline Community College
June 3, 2020

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) SPECIAL MEETING OF JUNE 24, 2020**

TAB 2

ACTION

Subject: Parent Education Instruction Fee Change

Background

As communicated during the first reading, the proposal is to increase the Parent Education fee from \$16/credit to \$22/credit while maintaining an 80% tuition waiver, remaining competitive and aligned with our surrounding colleges, and accessible to students considering the additional costs of the program paid directly to our affiliate preschools.

Total projected increase in revenue: **\$25,272 annually**
(Projected 1404 credits per quarter in 2020-21 x \$6 increase = \$8424/qt x 3 quarters = \$25,272)

Recommendation

It is recommended that the Board of Trustees take action on the proposal to increase the Parent Education fee from \$16/credit to \$22/credit.

Prepared by: Phillip King
Vice President for Student Learning
Shoreline Community College
June 19, 2020

ACTION

**Subject: Board Resolution No. 157
(Authorizing Continuing Operations of Shoreline Community College)**

**Resolution No. 157
Authorizing Continuing Operations of
Shoreline Community College**

WHEREAS, the statewide outbreak of COVID-19 has not allowed Shoreline Community College the ability to adequately finish its budget process; and

WHEREAS, the Office of Financial Management, and the State Board for Community and Technical Colleges has not yet completed work on the final Fiscal Year 2021 budget allocations to Shoreline Community College; and

WHEREAS, the Board of Trustees budget authorization for operation of Shoreline Community College District No. 7 expires on June 30, 2020 and

WHEREAS, the Board of Trustees of the Shoreline Community College District No. 7 finds that the disruption of operations of the District to be unduly burdensome to the diverse students and communities served by the College; and

WHEREAS, the Shoreline Community College District No. 7 has sufficient available cash balance and expected revenues to operate at regularly expected capacity for a period of at least four months; and

NOW, THEREFORE, BE IT RESOLVED:

The Board of Trustees of District No. 7 authorizes the continued operation of the District under the full delegations of authority to the President. Such authority includes the authority to expend available State, Tuition, Local, Contract, and Grant funds to fully operate the District in accordance with established practices.

The President is authorized to make such legal and compliant Fund Balance and other Fund transfers as necessary to implement this resolution.

This authorization commences July 1, 2020 and is in effect through October 21, 2020.

The Board hereby adopts Resolution No. 157.

Done in Open Public Meeting by the Board of Trustees this 24th Day of June, 2020.

Board of Trustees
Shoreline Community College
District Number Seven

By: _____
Thomas W. Lux, Chair

Recommendation

That the Board of Trustees take action on Resolution No. 157.

Prepared by: Cheryl Roberts, President
Dawn Beck, Vice President for Business & Administrative Services
Shoreline Community College
June 19, 2020

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) SPECIAL MEETING OF JUNE 24, 2020**

TAB 4

ACTION

Subject: 2020 – 2021 Services & Activities (S&A) Budget

Background

At the May 27, 2020 study session of the Board of Trustees, the Board was presented with a Services & Activities (S&A) fee budget allocation proposal of \$593,842 (based on a \$1.10/credit increase of the S&A fee) for the first half of FY 2020-2021 (July-December), with the remaining projected revenue to be allocated after a review of the first two quarters' fee revenue and updated enrollment projections for the year.

The total amount requested by 18 programs, student clubs, and discretionary funds for FY 2020-2021 exceeded \$1.6 million. With the current fee amount, the S&A committee is projecting to bring in approx. \$1 million in revenue (based on an anticipated 10% enrollment reduction). The proposed fee increase would bring in an additional \$100,000. This would be combined with the up to \$200,000 we propose to access from the S&A reserve budget (of \$888,969 that is currently available). This would provide for a total of \$1.3 million to be allocated to 18 programs, 50+ student clubs, and other discretionary funding requests during FY 2020-2021. With the proposed allocation for the first half of the year, approx. \$706,158 would be available in remaining funds for further allocation during winter and spring.

In order to offset the financial impact to students of the S&A fee increase, the Sustainable Commuter Options Fee (SCOF) committee is requesting to reduce their fee from the current amount of \$34/quarter to \$23/quarter. This will result in a zero-net impact to students between the two fees. With the reduced fee and an anticipated 10% reduction in enrollment, the SCOF fee is expected to generate approx. \$457,000 in revenue for FY 2020-2021. Based on expenditures in recent years, this is sufficient to cover anticipated expenses. Additionally, SCOF has a reserve budget of approx. \$2.9 million that will provide funding for any unexpected expenses incurred over the next few years. The ability to increase S&A and decrease SCOF will allow necessary funding to be directed in a way that best meets the current needs of our students.

Recommendation

That the Board of Trustees take action on the following:

- S&A fee increase from \$9.90/credit to \$11/credit (for up to 10 credits)
- S&A budget allocation proposal of \$593,842 for the first half of FY 2020-2021
- SCOF fee reduction from \$34/quarter to \$23/quarter

Prepared by: Sundi Musnicki
Director, Student Leadership & Residential Life
Shoreline Community College
June 18, 2020

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) SPECIAL MEETING OF JUNE 24, 2020**

TAB 5

ACTION

Subject: Memorandum of Understanding – Faculty Collective Bargaining Agreement, Appendix A, Article III: Student and Instructional Related Activities

Background

To follow: Memorandum of Understanding By and Between Shoreline Community College and the Shoreline Community College Federation of Teachers (SCCFT) – Appendix A, Article III: Student and Instructional Related Activities.

The Memorandum of Understanding was generated to correct language “for the purposes of the 2020-2021 through 2021-2022 academic years with regard to compensation for academic employees who serve as “club advisor” for a student club officially recognized by the Associated Student Government.” In addition, the correction was “made based on mutual agreement between the SCCFT and the College related to an unintentional edit in the current contract to the frequency of payment for academic employee club advisors.”

Recommendation

It is recommended that the Board approve the Memorandum of Understanding By and Between Shoreline Community College and the Shoreline Community College Federation of Teachers (SCCFT) – Appendix A, Article III: Student and Instructional Related Activities.

Prepared by: Phillip King
Vice President for Student Learning
Shoreline Community College
June 19, 2020

MEMORANDUM OF UNDERSTANDING

By and Between Shoreline Community College and the
Shoreline Community College Federation of Teachers (SCCFT)

Appendix A, Article III: STUDENT AND INSTRUCTIONAL RELATED ACTIVITIES

For the purposes of the 2020-2021 through 2021-2022 academic years with regard to compensation for academic employees who serve as a “club advisor” for a student club officially recognized by the Associated Student Government, the following language is corrected:

Current Language:

	<u>Club Advising (See Policy 5222)</u>	
Activity Type	Effective 2019-2020	Effective 2020-2021
Level 1 – Contact Advisor	\$ 363 qtr	\$ 374 qtr
Level 2 – Resource Advisor	\$ 695 qtr	\$ 715 qtr
Level 3 – Coordinating Advisor	\$1,057 qtr	\$1,087 qtr

Corrected Language:

	<u>Club Advising (See Policy 5222)</u>	
Activity Type		Effective 2020-2021
Level 1 – Contact Advisor		\$ 374 yr
Level 2 – Resource Advisor		\$ 715 yr
Level 3 – Coordinating Advisor		\$1,087 yr

This correction is being made based on mutual agreement between the SCCFT and the College related to an unintentional edit in the current contract to the frequency of payment reflected above for academic employee club advisors. No payments under the current language for the 2019-2020 academic year shall be recovered by the College pursuant to this agreement. In the 2021-2022 academic year, the payment will be adjusted based on Cost-of-Living-Adjustment (COLA) or other appropriation in a percentage equal to the average percentage increase provided and applied using the same defined calculation applied to faculty salaries.

For the Federation:

By: _____ Date _____
Eric Hamako
SCCFT Local 1950 President

For the College:

By: _____ Date _____
Tom Lux
Board of Trustees, Chair
Shoreline Community College

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) SPECIAL MEETING OF JUNE 24, 2020**

TAB 6

ACTION

Subject: Board of Trustees 2021 Regular Meeting Schedule

Background

The Board of Trustees conducted a first reading of proposed regular meeting dates for calendar year 2021 at its meeting of May 27, 2020.

Proposed regular meeting dates and times for calendar year 2021

<u>WINTER 2021</u>		
<u>•January 27, 2021*</u> •Regular Meeting: 4:30 PM	<u>•February 24, 2021*</u> •Regular Meeting: 4:30 PM	<u>•March 17, 2021¹*</u> •Regular Meeting: 4:30 PM
<u>SPRING 2021</u>		
<u>•April 28, 2021*</u> •Regular Meeting: 4:30 PM	<u>•May 26, 2021*</u> •Regular Meeting: 4:00 PM	<u>•June 23, 2021*</u> •Regular Meeting: 4:00 PM
<u>SUMMER 2021</u>		
<u>•July 21, 2021¹</u> •Regular Meeting: 4:00 PM		
<u>FALL 2021</u>		
<u>•October 27, 2021*</u> •Regular Meeting: 4:30 PM		<u>•December 1, 2021²*</u> •Regular Meeting: 4:30 PM

¹ Third Wednesday of the month.

² First Wednesday of the month.

* Study session to precede regular meeting at 3:00 PM

Recommendation

It is recommended that the Board of Trustees take action on the proposed regular meeting dates and times for calendar year 2021.

Prepared by: Lori Yonemitsu
Executive Assistant to the President
Shoreline Community College
June 19, 2020

ACTION

**Subject: Board Resolution No. 158
(Resolution of Appreciation for Bill Saraceno – Interim Chief
Financial Officer)**

Resolution No. 158
Resolution of Appreciation for
Bill Saraceno
Interim Chief Financial Officer

WHEREAS, Bill Saraceno has served Shoreline Community College as its Interim Chief Financial Officer since March 2019; and

WHEREAS, Mr. Saraceno has advanced the mission and agenda of Shoreline Community College through his steadfast advocacy and passionate commitment to improving the financial operations; and

WHEREAS, Mr. Saraceno communicated with staff, business leaders, and elected officials to set a high standard of excellence and action during times of dramatic change; and

WHEREAS, by implementing and promoting strong fiscal management principles, Mr. Saraceno worked tirelessly to stabilize the financial position of the College and create enduring fiscal practices; and,

WHEREAS, Mr. Saraceno worked diligently to bridge between CliftonLarsonAllen (CLA), the State Auditor’s Office (SAO) and Shoreline Community College staff to guide the completion and audit of four years of financial statements while creating an environment conducive to staff retention; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Shoreline Community College to publicly proclaim its appreciation to Mr. Bill Saraceno for his exemplary and extended service to the College; and,

BE IT FURTHER RESOLVED that the Board highly commends and thanks Mr. Saraceno for his leadership, counsel, good humor, tenacity, endurance and innovative contributions to Shoreline Community College and wishes him well in all his future endeavors.

The Board hereby adopts Resolution No. 158.

Done in Open Public Meeting by the Board of Trustees this 24th Day of June, 2020.

Board of Trustees
Shoreline Community College
District Number Seven

By: _____
Thomas W. Lux, Chair

Recommendation

That the Board of Trustees take action on Resolution No. 158.

Prepared by: Cheryl Roberts, President
Dawn Beck, Vice President for Business & Administrative Services
Shoreline Community College
June 19, 2020

ACTION

**Subject: Board Resolution No. 159
(Commending Service of Shoreline Community College Federation of
Teachers (SCCFT) Local No. 1950, AFT Washington/AFT/AFL-CIO
President: Professor Eric Hamako)**

**Resolution No. 159
Commending Service of
Shoreline Community College Federation of Teachers (SCCFT)
Local No. 1950, AFT Washington/AFT/AFL-CIO President:
Professor Eric Hamako**

WHEREAS, Professor Eric Hamako has represented the Shoreline Community College Federation of Teachers (SCCFT) • Local No. 1950 • AFT Washington/AFT/AFL-CIO to the Board of Trustees since September 2019; and

WHEREAS, Professor Hamako has served during two pandemics—COVID-19 and racial injustices to the Black community; and

WHEREAS, Professor Hamako has served and represented the faculty of Shoreline Community College; and

WHEREAS, Professor Hamako advocated for matters concerning the SCCFT membership through his communication with the Board of Trustees; and

WHEREAS, Professor Hamako demonstrates a commitment to student success;

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

The Board hereby adopts Resolution No. 159.

Done in Open Public Meeting by the Board of Trustees this 24th Day of June, 2020.

Board of Trustees
Shoreline Community College
District Number Seven

By: _____
Thomas W. Lux, Chair

Recommendation

That the Board of Trustees take action on Resolution No. 159.

Prepared by: Lori Yonemitsu
Executive Assistant to the President
Shoreline Community College
June 19, 2020

ACTION

**Subject: Board Resolution No. 160
(Commending Service of Washington Federation of State Employees (WFSE)
Chief Shop Steward Paul Fernandez)**

**Resolution No. 160
Commending Service of
Washington Federation of State Employees (WFSE)
Chief Shop Steward Paul Fernandez**

WHEREAS, Chief Shop Steward Paul Fernandez has served and represented the Shoreline Community College Classified Staff in a leadership capacity for the Washington Federation of State Employees (WFSE) to the Board of Trustees for many years; and

WHEREAS, Chief Shop Steward Fernandez has served during two pandemics—COVID-19 and racial injustices to the Black community; and

WHEREAS, Chief Shop Steward Fernandez serves on numerous campus-wide committees, keeping members of the campus community informed about matters impacting Classified Staff; and

WHEREAS, Chief Shop Steward Fernandez advocated for matters concerning the WFSE membership through his communication with the Board of Trustees; and

WHEREAS, Chief Shop Steward Fernandez demonstrates a commitment to student success;

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

The Board hereby adopts Resolution No. 160.

Done in Open Public Meeting by the Board of Trustees this 24th Day of June, 2020.

Board of Trustees
Shoreline Community College
District Number Seven

By: _____
Thomas W. Lux, Chair

Recommendation

That the Board of Trustees take action on Resolution No. 160.

Prepared by: Lori Yonemitsu
Executive Assistant to the President
Shoreline Community College
June 19, 2020

ACTION

**Subject: Board Resolution No. 161
(Commending Service of Associated Student Government (ASG) President
Isaac Tchao)**

Resolution No. 161
Commending Service of
Associated Student Government (ASG) President Isaac Tchao

WHEREAS, the Associated Student Government (ASG) is the recognized governmental body representing the students of Shoreline Community College; and

WHEREAS, ASG President Isaac Tchao has served during two pandemics—COVID-19 and racial injustices to the Black community; and

WHEREAS, ASG President Tchao has represented the students of Shoreline Community College with exceptional leadership and dedication; and

WHEREAS, ASG President Tchao has provided the Board of Trustees with reports of ASG activities and initiatives; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Shoreline Community College to publicly proclaim its appreciation to ASG President Tchao for his service to students, faculty, staff, administrators, and trustees;

BE IT FURTHER RESOLVED that the Board extends best wishes to ASG President Tchao as he continues his educational, professional and personal goals.

The Board hereby adopts Resolution No. 161.

Done in Open Public Meeting by the Board of Trustees this 24th Day of June, 2020.

Board of Trustees
Shoreline Community College
District Number Seven

By: _____
Thomas W. Lux, Chair

Recommendation

That the Board of Trustees take action on Resolution No. 161.

Prepared by: Lori Yonemitsu
Executive Assistant to the President
Shoreline Community College
June 19, 2020

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) SPECIAL MEETING OF JUNE 24, 2020**

TAB 11

ACTION

Subject: President's Certification of Compliance Document

Background

Duties and responsibilities of the Board of Trustees include an annual evaluation of the College President. Part of the process related to the evaluation of the President by the Board of Trustees includes the certifying, by the President, of the President's Certification of Compliance document at the end of the academic year.

Recommendation

That the Board of Trustees take action on the 2019 – 2020 President's Certification of Compliance document (to follow).

Prepared by: Lori Yonemitsu
Executive Assistant to the President
Shoreline Community College
June 19, 2020

● EXECUTIVE RESPONSIBILITIES AND EXPECTATIONS ●

● POLICY TYPE: EXECUTIVE RESPONSIBILITIES AND EXPECTATIONS
● POLICY TITLE: GLOBAL EXECUTIVE CONSTRAINT
● POLICY NUMBER: ERE-1
<ul style="list-style-type: none"> • Adopted by Board of Trustees in Open Meeting: June 24, 2009 • Revision Adopted by Board of Trustees in Open Meeting(s): September 28, 2011; September 26, 2012; September 28, 2016

The Board of Trustees delegates to the President of Shoreline Community College the authority to exercise in the name of the Board (RCW 28B.10.528) all of the powers and duties vested in or imposed upon the Board by law, except such powers and duties as the Board expressly reserves for the Board. The Executive Responsibilities and Expectations that are described in Section 2 provide clarification to the above delegated responsibility.

Within the college, the College President will allow, practices, activities, decisions, or organizational circumstances that are lawful, prudent, and in compliance with commonly accepted business and professional ethics and practices, and in agreement with the provisions set forth in the State Board for Community and Technical Colleges policy, Office of Financial Management policy, the Shoreline Community College Board of Trustees' Policy and/or take into account any executive order of the Governor of the State of Washington.

● POLICY TYPE: EXECUTIVE RESPONSIBILITIES AND EXPECTATIONS
● POLICY TITLE: TREATMENT OF PEOPLE
● POLICY NUMBER: ERE-2
<ul style="list-style-type: none"> • Adopted by Board of Trustees in Open Meeting: June 24, 2009 • Revision Adopted by Board of Trustees in Open Meeting(s): September 28, 2011; September 26, 2012; September 28, 2016

With respect to treatment of students, employees, volunteers, community members and visitors, the President will promote conditions that are humane, fair, dignified, and non-discriminatory.

- 2.1. The President establishes operational policies and procedures that carry out the Board Policy including those that:
- a. clarify rules for students, employees, volunteers, community members and visitors, in addressing the Board, expressing ethical dissent, and rules and sanctions that provide a civil and non-disruptive learning environment.
 - b. provide for effective handling of grievances, and ensure that students and employees know their rights and responsibilities.
 - c. protect against wrongful conditions, such as nepotism and grossly preferential treatment for personal reasons, and comply with all laws, rules and regulations pertaining to students and employees, including those pertaining to discrimination.
 - d. ensure due process procedures for students, employees, volunteers and visitors without discrimination or retaliation against anyone for expressing non-disruptive ethical dissent.

- 2.2. The President takes prompt and appropriate action when aware of any violation of federal laws, state laws, rules, regulations, State Board for Community and Technical Colleges policy, Office of Financial Management policy, any Executive Order of the Governor of the State of Washington, or Shoreline Board of Trustees policy.
- 2.3. The President protects the academic freedom of the institution, its faculty and its students and establishes rules and necessary sanctions that provide a civil and non-disruptive learning environment.
- 2.4. The President ensures that staff is prepared to deal with emergency situations.
- 2.5. The President attempts to maintain goodwill with community members and external stakeholders.

<p>●POLICY TYPE: EXECUTIVE RESPONSIBILITIES AND EXPECTATIONS</p>
<p>●POLICY TITLE: FINANCIAL PLANNING/BUDGETING</p>
<p>●POLICY NUMBER: ERE-3</p>
<p style="text-align: right;">•Adopted by Board of Trustees in Open Meeting: June 24, 2009</p> <p>•Revision Adopted by Board of Trustees in Open Meeting(s): September 28, 2011; September 26, 2012; September 28, 2016</p>

The President will promote and allow financial planning and budgeting for general, capital, student body, and other funds in any fiscal year or the remaining part of any fiscal year to be in accordance with the Board’s policies, to protect fiscal integrity, to be derived from a multi-year strategic plan, and to be realistic in projections of income and expenses.

The President establishes operational policies and procedures that carry out the Board policy, including those that:

- 3.1. Uphold those situations or conditions described in the Board Policy “Financial Condition and Activities.” (Policy No. ERE-4)
- 3.2. Develop a budget with credible projection of revenues and expenses that separates capital and operating items and that discloses planning assumptions and budget principles.
- 3.3. Plan that expenditure of funds in any fiscal year will not be more than the sum of a) what is conservatively projected to be received during that year and, b) what has been approved by the Board to be carried over for expenditure from previous years.
- 3.4. Develop budget processes that provide opportunities for information and feedback from a broad base, including administrators, faculty, staff and students.
- 3.5. Develop a budget that takes into account the Board priorities.
- 3.6. Allocate a minimum of \$200,000 annually, to be included as a contingency account in the College’s annual budget under the President’s authority, to cover unanticipated expenses during the annual fiscal period.

<p>●POLICY TYPE: EXECUTIVE RESPONSIBILITIES AND EXPECTATIONS</p>
<p>●POLICY TITLE: FINANCIAL CONDITION AND ACTIVITIES</p>
<p>●POLICY NUMBER: ERE-4</p>
<p>•Adopted by Board of Trustees in Open Meeting: June 24, 2009 •Revision Adopted by Board of Trustees in Open Meeting(s): September 28, 2011; September 26, 2012; September 28, 2016; March 21, 2018</p>

With respect to the actual, ongoing financial condition and activities, the President will promote fiscal integrity and avoid material deviation from Board-approved priorities.

The President establishes operational policies and procedures that carry out the Board policy:

- 4.1. Expend only those funds that have been approved by the Board in the fiscal year, unless the Board's approval to do otherwise has been obtained. Notify the Board within 45 days of any expenditure that deviates by more than one-half of one percent (0.5%) of the approved operating budget.
- 4.2. Promote fiscal integrity by expending College funds in a manner that will result in a zero or positive fund balance at the close of the fiscal year, except for Board-designated transfers from reserves.
- 4.3. Provide to the Board, quarterly and annual reports of the College's current financial condition that will continually enhance the Board's ability to meet its fiduciary responsibility, including reserves.
- 4.4. Maintain a general fund balance reserve to provide for such items as adequate cash flow, emergencies, budget contingencies, multi-year planning, revenue shortfalls, unplanned but necessary expenditures, or operating changes that occur outside of the planned annual budget. The general fund balance reserves will be 10-12% of the College's most recently completed fiscal year's actual operating expenditures, unless a different level is necessary to sustain operations.
- 4.5. Maintain, as necessary, local capital fund reserves to manage facilities needs that are not funded, or are underfunded, by the state. The President will annually recommend to the Board of Trustees an amount to be set aside to maintain this fund, which is subject to approval by the Board of Trustees. In recommending local capital reserve levels and expenditures, the President will consider how such levels and expenditures contribute to the attraction of new students and retention of existing students.
- 4.6. Maintain a tuition contingency reserve of 15% of the previous year's tuition collections, to provide financial cover in the event of unforeseen fluctuations in enrollment.
- 4.7. Maintain an innovation and opportunities reserve fund up to 2% of the operating budget to facilitate college investment in initiatives that demonstrate the potential for substantial return on investment, and that are deemed by the President as vital to the College's future. The President will approve all distributions, and will recommend future designations based on the College's overall financial performance. The President will provide the Board of Trustees with at least semi-annual financial reports. Each self-supported program will budget up to 10% of each applicable budget for reserves.

- 4.8. Designate between 5-8% of the most recently completed fiscal year's operating budget surplus to the Board of Trustees Reserve Fund. Under the sole authority of the Board of Trustees, funds may be used for special board initiatives, and/or to ensure that sufficient funds are available in the event of an unbudgeted emergency.

<p>●POLICY TYPE: EXECUTIVE RESPONSIBILITIES AND EXPECTATIONS</p>
<p>●POLICY TITLE: EMERGENCY EXECUTIVE SUCCESSION</p>
<p>●POLICY NUMBER: ERE-5</p>
<p>•Adopted by Board of Trustees in Open Meeting: June 24, 2009 •Revision Adopted by Board of Trustees in Open Meeting(s): September 28, 2011; September 26, 2012; September 28, 2016</p>

To protect the Board from sudden loss of presidential services, the President will have at least two executives sufficiently familiar with board and presidential issues and processes to enable either to take over with reasonable proficiency as an interim successor.

<p>●POLICY TYPE: EXECUTIVE RESPONSIBILITIES AND EXPECTATIONS</p>
<p>●POLICY TITLE: ASSET PROTECTION</p>
<p>●POLICY NUMBER: ERE-6</p>
<p>•Adopted by Board of Trustees in Open Meeting: June 24, 2009 •Revision Adopted by Board of Trustees in Open Meeting(s): September 28, 2011; September 26, 2012; September 28, 2016</p>

The President will protect and maintain College assets.

Accordingly, the President will:

- 6.1. Insure adequately, to the extent appropriate for a state-owned institution of higher education, against:
- a. theft and casualty losses in amounts consistent with replacement values, and
 - b. liability losses to the College itself, Board members, and employees.
- 6.2. Ensure that un-bonded personnel do not have access to funds in amounts considered material for audit purposes.
- 6.3. Promote the proper care and sufficient maintenance of physical plant and equipment.
- 6.4. Protect the College, the Board, and employees against claims of liability.
- 6.5. Receive, process, and disburse funds under controls that are sufficient to meet standards used by all auditors at various federal, state, and local levels that may be reasonably expected to assess the College's controls.



- 6.6. Invest funds in accounts or in investments only as permitted by Washington state law.
- 6.7. Acquire, encumber, name, and dispose of real property only with Board approval.
- 6.8. Protect information, files, and intellectual property from loss, damage, and misuse.
- 6.9. Protect the College’s name and maintain its identity in the community.
- 6.10. Submit the facilities master plan to the Board for approval.

●POLICY TYPE: EXECUTIVE RESPONSIBILITIES AND EXPECTATIONS
●POLICY TITLE: COMPENSATION AND BENEFITS
●POLICY NUMBER: ERE-7
•Adopted by Board of Trustees in Open Meeting: June 24, 2009 •Revision Adopted by Board of Trustees in Open Meeting(s): September 28, 2011; September 26, 2012; September 28, 2016

With respect to employment of, compensation for, and benefits to employees, consultants, and contract workers, the President will protect the financial integrity and public image of the College, and is in accordance to the Ethics and other State Laws.

Accordingly,

- 7.1. Only the Board of Trustees can change the President’s compensation and benefits.
- 7.2. The President cannot establish or change the compensation and benefits of other employees except in accordance with collective bargaining agreements negotiated by the Board or in accordance with salary schedules or plans adopted by the Board.
- 7.3. Not promise or imply permanent or guaranteed employment beyond that provided in Board adopted contractual agreements or Board approved contractual templates.



<p>●POLICY TYPE: EXECUTIVE RESPONSIBILITIES AND EXPECTATIONS</p>
<p>●POLICY TITLE: COMMUNICATION AND SUPPORT TO THE BOARD</p>
<p>●POLICY NUMBER: ERE-8</p>
<p>•Adopted by Board of Trustees in Open Meeting: June 24, 2009 •Revision Adopted by Board of Trustees in Open Meeting(s): September 28, 2011; September 26, 2012; September 28, 2016</p>

The President will inform and support the Board in its work.

Accordingly the President will:

- 8.1. Submit monitoring data required by the Board in a timely, accurate, and understandable manner that directly addresses provisions of the Board policies being monitored.
- 8.2. Inform the Board Chair of relevant trends, anticipated adverse media coverage, actual or anticipated legal actions, or material external and internal changes, including changes in the assumptions upon which any Board policy has been established.
- 8.3. Tell the Board that, in the President's opinion, the Board is not in compliance with its own policies on Governance Process and Board-President Relationship, particularly in the case of Board behavior that is detrimental to the working relationship between the Board and the President.
- 8.4. Not present information that is knowingly inaccurate or incomplete.
- 8.5. Provide a mechanism for official Board communication.
- 8.6. Deal with the Board in a way that indicates no favoritism and privilege towards certain Board members, except when:
 - a. fulfilling individual requests for information, or
 - b. responding to officers or committees duly charged by the Board.
- 8.7. Submit a consent agenda to the Board containing items that although delegated to the President, are required by law, regulation, or contract to be Board-approved, along with applicable monitoring information.



PRESIDENT'S CERTIFICATION OF COMPLIANCE • 2019-2020

●POLICY TYPE: EXECUTIVE RESPONSIBILITIES AND EXPECTATIONS
●POLICY TITLE: TENURE
●POLICY NUMBER: ERE-9
<ul style="list-style-type: none"> •Adopted by Board of Trustees in Open Meeting: June 24, 2009 •Revision Adopted by Board of Trustees in Open Meeting(s): September 28, 2011; September 26, 2012; September 28, 2016

The Board of Trustees reserves the authority to grant tenure, deny tenure, and to issue a final order for dismissal of tenured faculty at Shoreline Community College. Additionally, the Board reserves the authority to renew or not renew contracts for probationary faculty and to issue a final order to dismiss probationary faculty.

Accordingly, the President will:

- 9.1. Submit recommendations to the Board to grant, deny or tenure faculty.
- 9.2. Submit recommendations to the Board to issue the final order to dismiss tenured faculty.
- 9.3. Submit recommendations to the Board for the renewal or non-renewal of contracts for probationary faculty.
- 9.4. Submit recommendations to the Board to issue the final order to dismiss probationary faculty.

●POLICY TYPE: EXECUTIVE RESPONSIBILITIES AND EXPECTATIONS
●POLICY TITLE: NEGOTIATED AGREEMENTS
●POLICY NUMBER: ERE-10
<ul style="list-style-type: none"> •Adopted by Board of Trustees in Open Meeting: June 24, 2009 •Revision Adopted by Board of Trustees in Open Meeting(s): September 28, 2011; September 26, 2012; September 28, 2016

The Board of Trustees reserves the authority to ratify negotiated agreements between the Board of Trustees and any bargaining unit representing the employees of Shoreline Community College.

Accordingly, the President will:

- 10.1. Not ratify any such negotiated agreements on behalf of the Board.

I, the President of Shoreline Community College, hereby certify that I have complied with the Executive Responsibilities and Expectations as set forth herein.

Signed:

Date: June 19, 2020

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) SPECIAL MEETING OF JUNE 24, 2020**

TAB 12

ACTION

**Subject: Elect Board of Trustees Officers (2020 - 2021)
•Chair •Vice Chair**

Background

1. The Board will elect from its membership the Chair and Vice-Chair. As specified by state law, the Secretary will be the President of Shoreline Community College, or their designee.
2. The Board will elect the Chair and Vice-Chair at the regularly scheduled Board meeting in June, to serve for the ensuing year, from July 1 through June 30.
3. The term of the office of Chair and Vice-Chair shall be for one year. The Board may elect the Chair to serve a consecutive term under extraordinary circumstances. Discussions concerning the extraordinary circumstances are to be held in a full Board open meeting.
4. Traditionally, the responsibility as Chair and Vice-Chair will be rotated through all members in the order of appointment or reappointment.
5. Traditionally, the Vice Chair will move into the position of Chair of the Board, at the election of the Board.
6. If a Board member does not wish to serve when their name is moved into officer position, the replacement will be the next senior Board member who qualifies according to the order of appointment or reappointment.
7. Board members reserve the right to nominate candidates to stand for election in addition to those who qualify on the basis of the order of appointment or reappointment. This nomination process and discussion can take place only in an open meeting with a quorum of the Board.
8. In the event of a vacancy in the office of the Chair, the Vice-Chair will succeed as Chair for the remainder of the unexpired term, plus the term for which they were elected. The Board will conduct an election to elect a new Vice-Chair at the next regular meeting after a vacancy has occurred. The new Vice-Chair will serve for the remainder of the unexpired term.

(Board Structure and Elections, 2020)

Recommendation

It is recommended that the Board of Trustees elect its Chair and Vice-Chair for 2020 – 2021 (July – June).

Prepared by: Lori Yonemitsu
Executive Assistant to the President
Shoreline Community College
June 19, 2020