



NOTICE OF VIRTUAL SPECIAL MEETING

(Notice Date & Time: Thursday, September 24, 2020; 1:37 PM)

The Shoreline Community College Board of Trustees will hold a special meeting on Friday, September 25, 2020 beginning at 2:00 PM with a study session. The special session will commence at 3:00 PM.

The business to be transacted in this meeting:

- **Study Session (2:00 PM)**
 - Fiscal Updates

- **Special Session (3:00 PM)**
 - Report: Proposed Budget Reduction(s) for FY 2020-21
 - Action: Potential Reduction in Force of Faculty Positions
 - First Reading: Addition of Debt Reserve Procedure to Board of Trustees Policies Manual
 - First Reading: Capital Reserve Levels Recommendation for Board of Trustees Policies Manual

The special meeting will take place in a virtual space to comply with government restrictions on public gathering due to COVID-19 health risks.

•To connect to the September 25, 2020 special meeting:

- Via **link**, go to: <https://us02web.zoom.us/j/82178992891>

- Via **telephone**:

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

(253) 215-8782
(346) 248-7799
(312) 626-6799
(646) 558-8656

- **Webinar (“Meeting”) ID**: 821 7899 2891

•All Board of Trustees meetings include opportunity for public comment. Due to the continual and changing information related to COVID-19 and the September 25, 2020 special meeting to be held remotely, please email public comments to the Board Secretary at lyonemitsu@shoreline.edu by 2:45 PM on Friday, September 25, 2020. Please place “Public Comment” in the subject of your email. Public comments sent to the Board Secretary at lyonemitsu@shoreline.edu by 2:45 PM on Friday, September 25, 2020 will be read aloud by Chair D’Ambrosio and Vice Chair Jackson. The total public comment period will be no more than thirty (30) minutes and up to three (3) minutes of each public comment received, will be read, with adjustments made if more than ten (10) public comments are received. All public comments received will be entered into the record, and attached to the minutes of the September 25 special meeting.

•The agenda for the September 25, 2020 special meeting will be posted to: <https://www.shoreline.edu/about-shoreline/board/meeting-packets-2018.aspx>

SHORELINE COMMUNITY COLLEGE

Board of Trustees

(Virtual) Special Meeting of September 25, 2020

2:00 PM

Zoom Link: <https://us02web.zoom.us/j/82178992891> • Webinar (“Meeting”) ID: 821 7899 2891

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

AGENDA

2:00 PM – STUDY SESSION			
NO.	AGENDA ITEM	RESPONSIBILITY	TAB
	Fiscal Updates	<i>Cheryl Roberts, Dawn Beck, Phillip King & Veronica Zura</i>	
3:00 PM – SPECIAL SESSION			
NO.	AGENDA ITEM	RESPONSIBILITY	TAB
1.	Convene Special Meeting	<i>Chair Catherine D’Ambrosio</i>	
2.	Communication from the Public (Public comments sent to the Board Secretary at lyonemitsu@shoreline.edu by 2:45 PM on Friday, September 25, 2020 will be read aloud by Chair D’Ambrosio and Vice Chair Jackson. The total public comment period will be no more than thirty (30) minutes and up to three (3) minutes of each public comment received, will be read, with adjustments made if more than ten (10) public comments are received. All public comments received will be entered into the record, and attached to the minutes of the September 25 special meeting.)	<i>Chair Catherine D’Ambrosio</i>	
3.	Report: Proposed Budget Reduction(s) for FY 2020-21	<i>Cheryl Roberts, Dawn Beck, Phillip King & Veronica Zura</i>	
4.	Action: Potential Reduction in Force of Faculty Positions	<i>Cheryl Roberts & Veronica Zura</i>	1
5.	First Reading: Addition of Debt Reserve Procedure to Board of Trustees Policies Manual	<i>Cheryl Roberts & Dawn Beck</i>	2
6.	First Reading: Capital Reserve Levels Recommendation for Board of Trustees Policies Manual	<i>Cheryl Roberts & Dawn Beck</i>	3
7.	Adjournment	<i>Chair Catherine D’Ambrosio</i>	

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**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) SPECIAL MEETING OF SEPTEMBER 25, 2020**

TAB 1

ACTION

Subject: Potential Reduction in Force of Faculty Positions

The College is proposing potential reductions in force affecting full-time faculty positions at the because of declining enrollment, program or services reductions, overstaffing, changes in educational policy and/or goals, and lack of funds/budget limitations (revenue reductions).

During the last 2 1/2 years (AY 2017-18 through AY 2019-20), the College has sustained an overall 8% decline in student enrollment. Additionally, due to COVID-19 Pandemic, the College is experiencing a decline in enrollment campus-wide as well as a reduced rate of reimbursement from the State allocation, which has contributed to a lack of funds and resulting budget limitations. The continued decline in enrollment during Spring, Summer and Fall 2020 has increased the budget deficit to an estimated \$8.3 million requiring a reduction in multiple employment categories and realignment of campus staffing to meet our projected 2020-21 shortfall between revenue and expenditures.

During the last 3 academic years, there has been a shift in our educational goals related to our advising operation and there is overall revenue reduction. As a result, 1 Full-Time faculty tenure line in Advising may be necessary for reduction.

Due to the overall revenue reduction, one full-time faculty tenure track line in Studio Art may be necessary for reduction.

During the last 3 academic years, enrollment in Business Tech courses was 95 FTE in 2017-18, dropped to 69 FTE in 2018-19, then 48 FTE in 2019-20 as reflected by enrollment through spring 2020 and there is overall revenue reduction. As a result, 1 Full-Time faculty tenure line may be necessary for reduction and it may be necessary to eliminate the program.

During the last 3 academic years, there has been a shift in our educational goals related to our counseling operation and there is an overall revenue reduction. As a result, 1 Full-Time faculty tenure line may be necessary for reduction.

During the last 3 academic years, enrollment in ESL courses has declined from over 600 annual FTEs in 2017-18, to annual 531 FTEs at the end of 2018-19, and only 471 annual FTEs for 2019-20 as reflected by enrollment through spring 2020 and there is an overall revenue reduction. Additionally, based on a fairly significant drop in international student enrollment, summer and fall enrollment are also down for ESL courses. As a result, 4 Full-Time faculty tenure lines may be necessary for reduction.

During the last 3 academic years, enrollment in Education courses have been as high as 47 FTE in 2017-18, dropped to 39 FTE in 2018-19, then 47 FTE in 2019-20 as reflected by enrollment through spring 2020. This FTE is one of the lowest with 2 Full-Time faculty members and is overstaffed. Additionally, over the last two years, the program has failed to constitute a program advisory committee, which is a requirement for professional technical programs --thus the program is out of compliance for WA professional technical programs. Lastly, there is an overall revenue reduction. As a result, 2 Full-Time faculty tenure lines may be necessary for reduction and it may be necessary to eliminate the program.

During the last 3 academic years, enrollment in English courses have been as high as 441 FTE in 2017-18, dropping to 416 FTE in 2018-19, and slightly up again at 427 FTE in 2019-20 as reflected by enrollment through spring 2020, and there is an overall revenue reduction. As a result, 1 Full-Time faculty tenure line is recommended for reduction. Additionally, there is an overall drop in English course enrollment and attendance in the writing studio (TWLS) and a shift in our educational goals related to the operation of the TWLS center. As a result, a non-instructional Full-Time faculty line in English, that supports TWLS, may be necessary for reduction.

Over the last 3 academic years, enrollment in Geography have maintained at approximately 24 FTE. However, students may take courses that fulfill the distribution requirement instead of Geography. And noting that the total FTE is one of the lowest of any unit with a FTF member, this area is overstaffed, and there is an overall revenue reduction. As a result, 1 Full-Time faculty member may be necessary for reduction and it may be necessary to eliminate the program.

Over the course of the last 3 academic years, enrollment in Humanities was 8 FTE in 2017-18, 10 FTE in 2018-19, and 25 FTE in 2019-20 as reflected by enrollment through spring 2020. However, given that students may take courses that fulfill the distribution requirement instead of Humanities, and noting that the total FTE is one of the lowest of any unit with a FTF member, and due to overall College revenue reduction, 1 Full-Time faculty tenure line may be necessary for reduction.

Over the course of the last 3 academic years, enrollment in Math was 576 FTE in 2017-18, 491 FTE in 2018-19, and 477 FTE in 2019-20 as reflected by enrollment through spring 2020. Also, based on a fairly significant drop in international student enrollment, summer and fall enrollment are also down for Math courses and there is an overall College revenue reduction. Lastly, there has been an overall drop in Math course enrollments and attendance in the math learning center. As a result, 1 Full-Time faculty tenure line may be necessary for reduction, and 1 Full-Time non-instructional faculty tenure line in Math, that supports the Math Learning Center, may be necessary for reduction.

During the last 3 academic years, enrollment in Music Tech courses has declined from 114 FTEs in 2017-18, to 106 FTEs at the end of 2018-19, and only 88 FTEs for 2019-20 as reflected by enrollment through spring 2020 and there has been an overall College revenue reduction. Additionally, based on a fairly significant drop in international student enrollment, summer and fall enrollment are also down for Music Tech courses. As a result, 1 Full-Time faculty member may be necessary for reduction.

The faculty contract with the Shoreline Community College Federation of Teachers allows the College President and the Board of Trustees to determine whether a reduction in force may be necessary. Upon such determination, notice will then be provided to the Federation so that the parties can participate in the next steps of the reduction in force process.

Recommendations

That the board approve the decision that a reduction in force may be necessary by reducing in the following areas:

- Art/VCT – by 1 full-time tenure track faculty member
- Advising – by 1 full-time (annual contract) faculty member (currently working at 53%)
- Business Tech – by 1 full-time faculty member (and possible program elimination)
- Counseling – by 1 full-time faculty member
- Education – by 2 full-time faculty members (and possible program elimination)
- ESL - by 4 full-time faculty members (one vacant)
- English - by 2 full-time faculty members (one vacant)
- Geography - by 1 full-time faculty member (and possible program elimination)
- Humanities – by 1 full-time faculty member
- Mathematics -- by 2 full-time faculty members
- Music Tech - by 1 full-time faculty member (vacant)

All of the above reductions may be necessary due to declining enrollment, program or services reductions, overstaffing, changes in educational policy and/or goals, lack of funds/budget limitations, and adverse impacts of the COVID 19 Pandemic.

That the board approve the decision that elimination of the following programs may be necessary:

- Business Technology
- Education
- Geography

Prepared by: Cheryl Roberts, President
Veronica Zura, Executive Director of Human Resources
Phillip King, Vice President for Student Learning
Shoreline Community College
September 24, 2020

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) SPECIAL MEETING OF SEPTEMBER 25, 2020**

TAB 2

FIRST READING

Subject: Addition of Debt Reserve Procedure to Board of Trustees Policies Manual

For the Board's consideration as a first reading (and subsequent action at its meeting of October 28, 2020), the addition of a debt reserve procedure to the 100.E50 – College Debt • Financial Planning & Activities section of the [Shoreline Community College Board of Trustees Policies Manual](#):

Designate cash reserves to cover one year of the Certificate of Participation (COP) debt payment requirements to a debt reserve fund.

Prepared by: Cheryl Roberts, President
Dawn Beck, Vice President for Business & Administrative Services
Shoreline Community College
September 24, 2020

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) SPECIAL MEETING OF SEPTEMBER 25, 2020**

TAB 3

FIRST READING

**Subject: Capital Reserve Levels Recommendation for Board of Trustees
Policies Manual**

In compliance with the procedure related to local capital fund reserves* contained in the 100.E50 – College Debt • Financial Planning & Activities section of the [Shoreline Community College Board of Trustees Policies Manual](#), the following recommendation is set forth for the Board’s consideration as a first reading (and subsequent action at its meeting of October 28, 2020) related to the amount to be set aside to maintain the local capital fund reserves.

To increase the amount set aside to maintain the local capital reserves fund from \$1,500,000 to \$2,000,000

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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.
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Prepared by: Cheryl Roberts, President
Dawn Beck, Vice President for Business & Administrative Services
Shoreline Community College
September 24, 2020