

**SHORELINE COMMUNITY COLLEGE****Board of Trustees****(Virtual) Special Meeting of June 23, 2021****3:00 PM – Study Session • 4:00 PM – Special Session**Zoom Link: <https://us02web.zoom.us/j/88394022141>

Webinar (“Meeting”) ID: 883 9402 2141

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

**A G E N D A**

<b>3:00 PM – STUDY SESSION</b>			
	<b>AGENDA ITEM</b>	<b>RESPONSIBILITY</b>	<b>TAB</b>
	<b>2021-2022 College Budget</b>	<i>Dawn Beck</i>	
<b>4:00 PM – SPECIAL SESSION</b>			
<b>NO.</b>	<b>AGENDA ITEM</b>	<b>RESPONSIBILITY</b>	<b>TAB</b>
1.	<b>Convene Special Meeting</b>	<i>Chair Catherine Post D'Ambrosio</i>	
2.	<b>Report:</b> Chair, Board of Trustees	<i>Chair Catherine Post D'Ambrosio</i>	
3.	<b>Consent Agenda</b> <b>a. Approval of Previous Meeting Minutes</b> •Special Meetings of May 24, 2021, May 26, 2021 & May 28, 2021	<i>Chair Catherine Post D'Ambrosio</i>	
4.	<b>Communication from the Public</b> Public comment(s) will be presented to the Board verbally.  <ul style="list-style-type: none"> <li>• <u>For attendees connecting online:</u> Please sign up to provide a public comment via the Chat function in Zoom between 3:45 PM – 4:00 PM on June 23.</li> <li>• <u>For attendees connecting by telephone:</u> Please sign up to provide a public comment between 3:45 PM – 4:00 PM on June 23 by:               <ol style="list-style-type: none"> <li>1. Sending an email to Board Secretary Lori Yonemitsu at <a href="mailto:lyonemitsu@shoreline.edu">lyonemitsu@shoreline.edu</a> with your telephone number and name (optional); or</li> <li>2. Calling Board Secretary Lori Yonemitsu at (206) 546-4552 with your telephone number and name (optional).</li> </ol> </li> </ul> <p>The Board Chair will call upon each speaker signed up to provide public comment. The total public comment period at the June 23 meeting will be no more than thirty (30) minutes with up to two (2) minutes allotted per speaker. Adjustments to the two (2) minute allotment will be made if more than ten (10) individuals sign up to speak. (For the entering of a public comment into the record and attaching to the minutes of the June 23 meeting, please send written public comment to Board Secretary Lori Yonemitsu at <a href="mailto:lyonemitsu@shoreline.edu">lyonemitsu@shoreline.edu</a> following the June 23 meeting.)</p>	<i>Chair Catherine Post D'Ambrosio</i>	

5.	<b>College Update(s)</b> • End-of-Year • Career Education Options (CEO) & King County DCHS Merger	•Phillip King •Jonathan Molinaro	
6.	<b>Report:</b> Enrollment	Phillip King (Bayta Maring)	
7.	<b>Action: New Program – Associate in Computer Science DTA/MRP</b>	Guy Hamilton	<b>1</b>
8.	<b>Report:</b> 2021-2022 College Budget	Dawn Beck	
9.	<b>Action: 2021-2022 College Budget</b>	Dawn Beck	<b>2</b>
10.	<b>Action: 2021-2022 Services &amp; Activities (S&amp;A) Budget</b>	Sundi Musnicki	<b>3</b>
11.	<b>Action: Board of Trustees 2022 Regular Meeting Schedule</b>	Chair Catherine Post D'Ambrosio	<b>4</b>
12.	<b>Constituent Report:</b> Shoreline Faculty	Eric Hamako	
13.	<b>Constituent Report:</b> Shoreline Classified Staff	Ric Doike-Foreman	
14.	<b>Constituent Report:</b> Shoreline Associated Student Government	Sunshine Cheng	
15.	<b>Report:</b> College President	Cheryl Roberts	
16.	<b>Report:</b> Closing Remarks – Board of Trustees	Trustees	
17.	<b>Action: Elect Board of Trustees Officers (2021-2022)</b> •Chair •Vice-Chair	Chair Catherine Post D'Ambrosio & Trustees	<b>5</b>
18.	<b>Executive Session, if necessary, for the following reason(s):</b> 1. To discuss matters of litigation or potential litigation with legal counsel. -or- 2. To discuss matters involving collective bargaining.	Chair Catherine Post D'Ambrosio	
19.	<b>Action: Adjournment</b>	Chair Catherine Post D'Ambrosio	

•To connect to the June 23, 2021 special meeting (study session & special session):

- Via **link**, go to: <https://us02web.zoom.us/j/88394022141>

- 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

- **Webinar (“Meeting”) ID**: 883 9402 2141

SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
(VIRTUAL) SPECIAL MEETING OF MAY 24, 2021

MINUTES

The special meeting of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Catherine D'Ambrosio at 4:00 PM by audio/visual conference. A quorum of the Board was present by audio/visual conference.

MEMBERS PRESENT

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

COMMUNICATION FROM THE PUBLIC

Per the notice for the special meeting of the Board of Trustees on May 24, 2021:

Public comment(s) will be presented to the Board verbally.

- For attendees connecting online: Please sign up to provide a public comment via the Chat function in Zoom between 3:45 PM – 4:00 PM on May 24.
- For attendees connecting by telephone: Please sign up to provide a public comment between 3:45 PM – 4:00 PM on May 24 by: 1. Sending an email to Board Secretary Lori Yonemitsu at [lyonemitsu@shoreline.edu](mailto:lyonemitsu@shoreline.edu) with your telephone number and name (optional); or 2. Calling Board Secretary Lori Yonemitsu at (206) 546-4552 with your telephone number and name (optional).

The Board Chair will call upon each speaker signed up to provide public comment. The total public comment period at the May 24 meeting will be no more than six (6) minutes with up to two (2) minutes allotted per speaker. Adjustments to the two (2) minute allotment will be made if more than three (3) individuals sign up to speak. (For the entering of a public comment into the record and attaching to the minutes of the May 24 meeting, please send written public comment to Board Secretary Lori Yonemitsu at [lyonemitsu@shoreline.edu](mailto:lyonemitsu@shoreline.edu) following the May 24 meeting.)

There were no speakers signed up to provide public comments.

EXECUTIVE SESSION

At 4:02 PM, Chair D'Ambrosio announced that the Board would convene in executive session until 6:15 PM to review the performance of public employees and would reconvene in open session following the executive session, to adjourn the meeting.

The executive session commenced at 4:05 PM.

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DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
(VIRTUAL) SPECIAL MEETING OF MAY 24, 2021

ADJOURNMENT

The Board reconvened in the open session's *Zoom Room*.

Motion 21:30:            Motion made by Trustee Pobe to adjourn the special meeting of  
May 24, 2021.

Motion seconded by Trustee Lux. All three Trustees present  
(Catherine D'Ambrosio, Tom Lux, Eben Pobe) for this action  
item, voted *aye* to approve the motion.

Chair D'Ambrosio adjourned the meeting at 6:16 PM.

Signed \_\_\_\_\_  
Catherine Post D'Ambrosio, Chair

Attest: June 23, 2021

\_\_\_\_\_  
Lori Y. Yonemitsu, Secretary

SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
(VIRTUAL) SPECIAL MEETING OF MAY 26, 2021

MINUTES

STUDY SESSION

The study session of the special meeting of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Catherine D'Ambrosio at 3:00 PM by audio/visual conference. A quorum of the Board was present by audio/visual conference.

2021-2022 Services & Activities (S&A) Budget

Student Leadership & Residential Life Director Sundi Musnicki introduced Associated Student Government (ASG) President Sunshine Cheng and Budget & Finance Officer Nathan Sidik.

ASG President Cheng and ASG Budget & Finance Officer Sidik presented the Services & Activities Fee Budget Allocation Proposal for Summer/Fall 2021 which included:

- 2020-2021 S&A Budget Recap
- Plans for 2021-2022
- S&A Budget Allocation Process Overview
- Summer/Fall 2021 Budget Allocation Breakdown
- Notable Changes
- Conclusion

(Slide presentation attached.)

Based on questions from the Trustees, Director Musnicki, ASG President Cheng, and/or ASG Budget & Finance Officer Sidik confirmed that:

- The proposal is for “the first half of the year” (Summer and Fall 2021).
- The \$503,479 spent as of mid-May (2021), paid for different activities and events over the course of the 2020-2021 year, as well as the operation of several programs, including the Tutoring Center and sports team practices.
- 14 of the 18 programs requested funding for the summer or fall of 2021. (Managers of the four programs not requesting funding, were notified that funding can be requested via the mini-grant process.)

Motion 21:31:                      Motion made by Trustee Lux to adjourn the study session of May 26, 2021.

Motion seconded by Trustee Pobee. All three Trustees present (Catherine D'Ambrosio, Tom Lux, Eben Pobee) for this action item, voted *aye* to approve the motion.

Chair D'Ambrosio adjourned the study session at 3:20 PM.

SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
(VIRTUAL) SPECIAL MEETING OF MAY 26, 2021

SPECIAL SESSION

The special session of the special meeting of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Catherine D'Ambrosio at 4:15 PM by audio/visual conference. A quorum of the Board was present by audio/visual conference.

MEMBERS PRESENT

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

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

REPORT: CHAIR, BOARD OF TRUSTEES

Chair D'Ambrosio thanked everyone for connecting to "a meeting where we celebrate the important faculty milestone associated with the conferral of tenure by the Board of Trustees."

CONSENT AGENDA

Chair D'Ambrosio asked the Board to consider approval of the consent agenda. On the agenda for approval:

- a. Minutes from the special meetings of April 28, 2021, May 4, 2021, and May 14, 2021

Motion 21:32: Motion made by Trustee Lux to approve the consent agenda.

Motion seconded by Trustee Pobe. All Trustees present (Catherine D'Ambrosio, Tom Lux, Eben Pobe) for this action item, voted *aye* to approve the motion.

ACTION: RENEWAL OF FIRST-YEAR TENURE TRACK FACULTY CANDIDATES

Motion 21:33: Trustee Lux stated, "After having given reasonable consideration to the recommendations of the candidates' respective Appointment Review Committees, the Vice President for Student Learning, Equity & Success, and the President, I move that the Board continue the tenure-track candidate status of Robert Reynoso and Destry Turner."

Motion seconded by Trustee Pobe. All three Trustees present (Catherine D'Ambrosio, Tom Lux, Eben Pobe) for this action item, voted *aye* to approve the motion.

SHORELINE COMMUNITY COLLEGE  
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ACTION: TENURE CONSIDERATIONS

Phillip King, Vice President for Student Learning, Equity & Success read tab 2 [Tenure Considerations] which included the names of two, third-year faculty candidates.

Third-Year Faculty Candidates: Lori Simicich and Chilan Ta.

Motion 21:34: Trustee Lux stated, “After having given reasonable consideration to the recommendations of the candidates’ respective Appointment Review Committees, the Vice President for Student Learning, Equity & Success, and the President, I move that the Board award tenure to Lori Simicich and Chilan Ta.”

Motion seconded by Trustee Pobe.

Chair D’Ambrosio stated that the conferring of Faculty tenure: “Commits the State of Washington and its people to the academic and educational excellence of the tenure candidates; confirms the Faculty’s commitment to the candidates; and confirms to the students (who entrust their education to SCC) that this candidate is an outstanding scholar who is committed to academic excellence and our belief that this candidate is fully capable of providing them (the students) with an excellent education.”

All three Trustees (Catherine D’Ambrosio, Tom Lux, and Eben Pobe) voted *aye* to approve the motion.

COMMUNICATION FROM THE PUBLIC

Per the notice for the May 26, 2021 (virtual) special meeting of the Board of Trustees:

Public comment(s) will be presented to the Board verbally.

- For attendees connecting online: Please sign up to provide a public comment via the Chat function in Zoom between 3:45 PM – 4:15 PM on May 26.
- For attendees connecting by telephone: Please sign up to provide a public comment between 3:45 PM – 4:00 PM on May 26 by: 1. Sending an email to Board Secretary Lori Yonemitsu at [lyonemitsu@shoreline.edu](mailto:lyonemitsu@shoreline.edu) with your telephone number and name (optional); or 2. Calling Board Secretary Lori Yonemitsu at (206) 546-4552 with your telephone number and name (optional).

The meeting host will move individuals signed up to provide public comment to the panelist screen and the Board Chair will call upon speakers. The total public comment period at the May 26 meeting will be no more than thirty (30) minutes with up to two (2) minutes allotted per speaker. Adjustments to the two (2) minute allotment will be made if

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more than fifteen (15) individuals sign up to speak. (For the entering of a public comment into the record and attaching to the minutes of the May 26 meeting, please send written public comment to Board Secretary Lori Yonemitsu at [lyonemitsu@shoreline.edu](mailto:lyonemitsu@shoreline.edu) following the May 26 meeting.)

Ten speakers presented her/his/their public comment verbally and submitted the written version for entering into the record (attached). Two public comments were submitted in writing (attached) and not presented verbally.

PRESENTATION: TRUSTEES ROLES & RESPONSIBILITIES BY THE WASHINGTON ASSOCIATION OF COLLEGE TRUSTEES (ACT)

Chair D'Ambrosio welcomed Washington State Association of College Trustees (ACT) Director Kim Tanaka and ACT President & South Puget Sound Community College Trustee Doug Mah. Director Tanaka's and ACT President & Trustee Mah's presentation (attached) included:

- What the ACT does
- Source of Trustee powers and duties
- Significant Powers – The Big Five
- Communication best practices

Chair D'Ambrosio thanked Director Tanaka and ACT President & Trustee Mah and noted, "There are misperceptions of what Trustees can and cannot do" and that she requested the presentation in order to "clarify the roles and responsibilities of Trustees that we operate and serve under."

Director Tanaka and ACT President & Trustee Mah responded to questions from the Trustees, as well as to questions from meeting attendees.

COLLEGE UPDATES

Feedback: Fall 2021 In-Person Reopening Survey

Vice President for Student Learning, Equity & Success Phillip King went over a *Fall 2021 Reopening Update* slide presentation (attached) containing the following:

- Fall 2021 Planning Timeline
- Survey Responses
- Fall Schedule Construction Parameters
- Fall Modality Options
- Fall Instruction & Service Plans

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(VIRTUAL) SPECIAL MEETING OF MAY 26, 2021

REPORT: SHORELINE PRESIDENT

No report.

REPORT: EARLY CHILDHOOD EDUCATION PROGRAM

Vice President for Student Learning, Equity & Success Phillip King went over an *Early Childhood Education Teach-out* slide presentation (attached) containing the following:

- Guidelines from our Accreditors
- Process Timeline for Program Closure
- Students Identified
- Communication timeline (to students)
- Materials developed for students
- NWCCU Communication

In response to Trustee questions, Vice President King noted that the decision to phase out the program was a “very tough decision” and was due to low enrollment and FTE output, and high cost.

REPORT: FINANCIAL & BUDGET UPDATE

Business & Administrative Services Vice President Dawn Beck went over a *Financial & Budget Update* slide presentation (attached) containing the following information:

- Cash Position
- FY 2021 Budget to Actual – Revenues; Budget FY21; Actual 4/30/21; \$ Remaining; % Remaining – “Holding very consistent to the budget; revenues and expenditures are tracking very well.”
- FY22 Budget Development Update

In response to questions from Chair D’Ambrosio, Trustee Lux, and Trustee Pobee regarding an email forwarded to the Trustees concerning a discrepancy in the budget update at the February Board meeting, Vice President Beck stated that she responded to the questions in the email and confirmed that there had not been a change in the budget.

REPORT: PROCESS FOR INTERIM PRESIDENT SELECTION

Human Resources Executive Director Veronica Zura went over an *Interim Presidential Search 2021-22* slide presentation (attached) containing the following:

- Identifying Applicants – Interim President
- Applicant Selection – Interim President

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In response to Trustee Lux's concern about the selection process not occurring until fall 2021, Executive Director Zura referred to summer schedules, noting that feedback from the campus community would be limited if the process were to occur over the summer.

Chair D'Ambrosio spoke about the importance of receiving input from the entire community and that the Board would need to have something in place in the interim – between President Roberts's retirement and the selection of an Interim President.

FIRST READING: NEW PROGRAM – ASSOCIATE IN COMPUTER SCIENCE DTA/MRP

Workforce & STEM Executive Dean Guy Hamilton read tab 3 [First Reading: New Program – Associate in Computer Science DTA/MRP].

Based on questions from the Trustees, Executive Dean Hamilton shared that while neighboring colleges require more credits for its Associate in Computer Science DTA/MRP programs, that the proposed program at Shoreline Community College, is on par with the programs at the neighboring colleges.

REPORT: PROCESS FOR PERMANENT PRESIDENT SELECTION

Human Resources Executive Director Veronica Zura went over a *Presidential Search 2021-22* slide presentation (attached) containing the following:

- Recruitment Management – Option 1, Option 2, Recommendation
- Request for Proposal (RFP) – Details, Recommendation
- Screening/Advisory Committee
- Screening Committee Composition

Executive Director Veronica Zura noted that the next agenda item was an action item related to the selection process of a permanent president.

ACTION: PROCESS FOR PERMANENT PRESIDENT SELECTION

Human Resources Executive Director Veronica Zura read tab 4 [Action: Process for Permanent President Selection].

Motion 21:35:                      Motion made by Trustee Lux to approve the recommendations presented by Executive Director Zura.

Motion seconded by Trustee Pobe. All Trustees present (Catherine D'Ambrosio, Tom Lux, Eben Pobe) for this action item, voted *aye* to approve the motion.

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FIRST READING: BOARD OF TRUSTEES 2022 REGULAR MEETING SCHEDULE

Lori Yonemitsu, Secretary to the Board of Trustees & Executive Assistant to the President read tab 5 [First Reading: Board of Trustees 2022 Regular Meeting Schedule].

REPORT: SHORELINE COMMUNITY COLLEGE COMMITMENTS FOR THE JOINT PROGRAM IN DENTAL HYGIENE

Business & Administrative Services Vice President Dawn Beck provided an overview of an agreement between Shoreline Community College and the University of Washington School of Dentistry (UWSOD) related to the Joint Program in Dental Hygiene, moving Shoreline Community College's Dental Hygiene program to the University of Washington campus, and the costs associated to "upgrade and improve facilities at UWSOD sites and Joint Program equipment, instruments, and facility improvements."

ACTION: BOARD RESERVE AND FUNDING OF SHORELINE COMMUNITY COLLEGE COMMITMENTS FOR THE JOINT PROGRAM IN DENTAL HYGIENE

Business & Administrative Services Vice President Dawn Beck read tab 6 [Action: Board Reserve and Funding of Shoreline Community College Commitments for the Joint Program in Dental Hygiene].

Motion 21:36: Motion made by Trustee Lux to authorize expenditure of \$1,300,00 of the Board Reserve to fund Joint Program equipment, instruments, and facility improvement expenses.

Motion seconded by Trustee Pobee. All Trustees present (Catherine D'Ambrosio, Tom Lux, Eben Pobee) for this action item, voted *aye* to approve the motion.

ACTION: FEE PROPOSALS FOR FY 2021-2022

The Board conducted a first reading of proposed fee updates at its April 28, 2021 meeting. Phillip King, Vice President for Student Learning, Equity & Success read tab 7 [Action: Fee Proposals for FY 2021-2022].

Motion 21:37: Motion made by Trustee Lux to approve: 1. Proposed Change to Fee–Nursing Application; 2. Proposed Reallocation of Fees–Dental Hygiene Program; and 3. Proposed Increase of Fees–Nursing Assistant Certified Program, as presented at the April 28, 2021 Board of Trustees meeting.

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Motion seconded by Trustee Pobee. All Trustees present (Catherine D'Ambrosio, Tom Lux, Eben Pobee) for this action item, voted *aye* to approve the motion.

CONSTITUENT REPORT: SHORELINE FACULTY

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

CONSTITUENT REPORT: SHORELINE CLASSIFIED

Media Maintenance Technician III and WFSE Chief Shop Steward Paul Fernandez read statement (attached).

CONSTITUENT REPORT: SHORELINE ASSOCIATED STUDENT GOVERNMENT

Associated Student Government (ASG) President Sunshine Cheng spoke of the neighboring colleges with representation of a student on its Board of Trustees “to better inform their decisions and insights on how students engage with their institutions.”

ASG President Cheng shared:

- That one of the biggest challenges many students experienced, were the many hurdles that came with online instruction—lacking access to reliable internet connections and appropriate technology.
- There is unanimous sentiment of Zoom fatigue.
- Many students did not know who to turn to, how to reach different departments, where to find information on the website, and wished for more personalized time with an advisor.
- Looking to “what we have learned from the last year and expand online curriculum to open more doors for students who work full time or offer more in person classes outside of normal working hours.”

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

There were no closing remarks from the Board of Trustees.

EXECUTIVE SESSION

At 7:16 PM, Chair D'Ambrosio announced that the Board would convene in executive session for twenty minutes to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. “The Board would reconvene in open session following the executive session for an action item, followed by the adjournment of the meeting.”

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ACTION: POTENTIAL APPOINTMENT OF AN ACTING PRESIDENT  
ADJOURNMENT

At approximately 7:36 PM, Chair D'Ambrosio announced that connectivity with one of the Trustees was lost resulting in the Board's inability to proceed with the executive session, as well as the action items (potential appointment of an acting president; adjournment) due to the absence of a quorum of the Board. Another special meeting of the Board will be scheduled for the action item related to the potential appointment of an acting president.

The meeting ended at 7:37 PM.

Signed \_\_\_\_\_  
Catherine Post D'Ambrosio, Chair

Attest: June 23, 2021

\_\_\_\_\_  
Lori Y. Yonemitsu, Secretary



## **Services & Activities Fee Budget Allocation Proposal Summer/Fall 2021**

***Presented by:***

***Sunshine Cheng, ASG President***

***Nathan Sidik, ASG Budget & Finance Officer***

***Sundi Musnicki, Director of Student Leadership & Residential Life***

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## **2020-2021 S&A Budget Recap**

Over the course of 2020-2021, S&A allocated a total of \$978,621 to 18 programs and approx. 10-15 clubs

- As of mid-May, approx. \$503,479 has been spent

The S&A fee has brought in \$1.05 million

- At least \$400,000 will not be spent and will transfer to S&A reserve
- S&A reserve currently has approx. \$900,000

2

## Plans for 2021-2022

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

- Anticipated revenue of \$1 million based on current year enrollment
- Accessing up to \$200,000 from S&A reserve

Due to continued partial remote operations, programs were asked to submit budget requests for summer & fall 2021 only:

- 14 programs submitted proposals
- \$695,571 was requested, \$678,128 was allocated

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## S&A Budget Allocation Process Overview

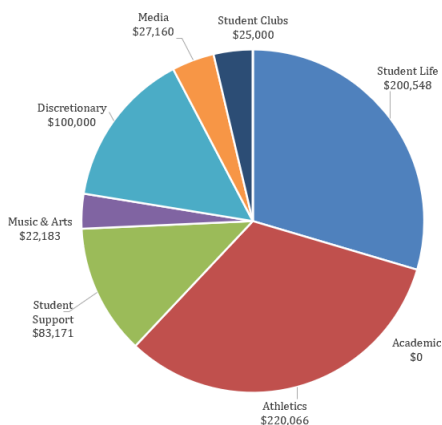


4

## Summer/Fall 2021 Budget Allocation Breakdown

### S&A Supports:

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



Programs	2020-2021 Budget	Summer/Fall 2021 Requested	Summer/Fall 2021 Allocation
Arts & Entertainment	\$57,228	\$37,332	\$37,332
Art Gallery	\$0	\$0	\$0
Assoc. Student Gov.	\$40,586	\$33,120	\$33,120
ASG - Student Clubs	\$35,000	\$25,000	\$25,000
ASG - Contingency	\$0	\$0	\$0
ASG - Mini-Grant	\$75,000	\$100,000	\$100,000
Athletics	\$216,020	\$232,313	\$220,066
Choral Groups	\$3,833	\$7,900	\$7,609
Concert Band	\$1,100	\$0	\$0
DECA	\$150	\$0	\$0
Ebbtide	\$34,848	\$16,845	\$16,845
Gender Equity Center	\$17,229	\$15,280	\$10,375
Instrumental Music	\$4,114	\$0	\$0
Multicultural Center	\$25,585	\$12,964	\$12,964
Opera & Musicals	\$0	\$0	\$0
Parent/Child Center	\$79,500	\$26,500	\$26,500
Plays & Video	\$8,075	\$5,996	\$5,996
Spindrift	\$24,490	\$10,315	\$10,315
Student Life	\$274,168	\$130,096	\$130,096
Theater Tech	\$6,301	\$8,578	\$8,578
Tutoring	\$75,394	\$33,332	\$33,332
<b>TOTAL</b>	<b>\$891,874</b>	<b>\$695,571</b>	<b>\$678,128</b>

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## Notable Changes

Programs	2020-2021 Budget	2021-2022 Requested	2021-2022 Allocation
Athletics	\$216,020	\$232,313	\$220,066

Due to the anticipated return to competition for athletics this fall, sports budgets were fully funded for the 2021-2022 academic year. Due to low spending for intramurals during 2020-2021, the budget was partially funded for summer/fall 2021.

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## Notable Changes

Programs	2020-2021 Budget	Summer/Fall 2021 Requested	Summer/Fall 2021 Allocation
Art Gallery	\$0	\$0	\$0
Concert Band	\$1,100	\$0	\$0
DECA	\$150	\$0	\$0
Instrumental Music	\$4,114	\$0	\$0
Opera & Musicals	\$0	\$0	\$0

Art Gallery, Concert Band, DECA, Instrumental Music, and Opera & Musicals did not request funding for summer/fall 2021.

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## Notable Changes

Programs	2020-2021 Budget	Summer/Fall 2021 Requested	Summer/Fall 2021 Allocation
ASG - Mini-Grant	\$75,000	\$100,000	\$100,000

As a result of several programs not requesting funding at this time, the ASG mini-grant budget was allocated additional funding to be able to accommodate requests during fall 2021.

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## In Conclusion...

- Proposed allocations of \$678,128 to support 13 S&A programs, student clubs, and discretionary budgets during summer/fall 2021
- Projected revenue of \$1 million for 2021-2022
- Up to \$200,000 may be accessed from reserves to provide support for all programs through spring 2022



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## Thank You. Questions?



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## **PUBLIC COMMENTS PRESENTED VERBALLY**

### **1. Tirzah Williamson**

*My name is Tirzah Williamson and I am a member of WFSE local 304. As part of the faculty and staff of Shoreline Community college, I no longer have confidence that the Board of Trustees is representing the best interest of the college or its students. I am here today to publicly demand that our unions be given meaningful representation and a voice in the selection of both the interim and future college president.*

*Thank you*

### **2. Cecily Sherritt – Read by Tirzah Williamson**

*I am reading this on behalf of Cecily Sherritt. "My name is Cecily Sherritt, and I am a member of WFSE local 304. As part of the faculty and staff of Shoreline Community college, I no longer have confidence that the Board of Trustees is representing the best interest of the college or its students. I am here today to publicly demand that our unions be given meaningful representation and a voice in the selection of both the interim and future college president.*

*Thank you"*

### **3. Shobha Malawarair – Read by Tirzah Williamson**

*I am reading this on behalf of Shobha Malawarair. "My name is Shobha Malawarair, and I am a member of WFSE local 304. As part of the faculty and staff of Shoreline Community college, I no longer have confidence that the Board of Trustees is representing the best interest of the college or its students. I am here today to publicly demand that our unions be given meaningful representation and a voice in the selection of both the interim and future college president.*

*Thank you"*

### **4. Staff Member (Anonymous) – Read by Tirzah Williamson**

*I am reading this on behalf of an anonymous staff member. "I am a member of the WFSE union. I wish to remain anonymous due to fear of retaliation - an all-too-real fear at Shoreline these days. As a part of the faculty and staff of Shoreline Community College, I no longer have confidence that the Board of Trustees is representing the best interests of the college or its students. I publicly demand that our unions be given meaningful representation and a voice in the selection of both the Interim and future College President."*

*Thank you.*

### **5. Pamela Kocaturk**

*Hello. My name is Pamela Kocaturk and I am a member of WFSE 304. As part of the faculty and staff of Shoreline Community College, I no longer have confidence that the Board of Trustees is representing the best interest of the college or its students. I am here today to publicly demand that our unions be given meaningful representation and a voice in the selection of both the interim and future college president.*

*Thank you.*

**6. Bonnie Madison – Read by Norah Peters**

To the Shoreline Community College Board of Trustees,

I have been an employee of Shoreline Community College for many, many years and it is with a very heavy heart that I need to express my frustration and exasperation with how the current members of Shoreline Community College Board of Trustees have ignored and disrespected the concerns of the faculty and classified staff.

I do have some understanding of the your position at the college and that you are limited to effect policy but, I do feel it is your obligation to ensure the wellbeing of the college staff and the Shoreline community, to see that the college continues to provide a reputation of educational excellence and integrity.

Even before the pandemic, the college staff and faculty have come to you expressing great concerns about the direction that the college was going. From sounding budget alarms which resulted in a financial state audit, to lawsuits, the lack of accurate information about the dental hygiene programs move to the UW and staff having to resign because supervisors, directors and the executive team have ignored their pleas of lack of respect, passive aggressive threats of retaliation and an overworked environment which, in some cases, has cause physical and mental illness.

Yet there you sit with your inability to effect change. You do have a voice that can be used to question and to investigate these issues that are brought before you and not to put on your rose-colored glasses or put your heads in the sand.

Ignorance is not bliss.

I implore you to see that the college staff and faculty have active role in the decision of who will lead the college after the current college president, Cheryl Roberts, steps down. I believe that a selection from outside the current college executive team who provide fresh, balanced, and impartial view of the needs of the college is needed in order to move forward.

Bonnie Madison

**7. Norah Peters**

Hello,

My name is Norah Peters. I have worked at Shoreline for the better part of 21 years, most recently in the Advising and Running Start office, and I am a proud member of WFSE 304. As part of the faculty and staff of Shoreline Community College, I no longer have confidence that the Board of Trustees is representing the best interest of the college or its students. I am here today to publicly demand that our unions be given meaningful representation and a voice in the selection of both the interim and future college president.

Thank you.

**8. Staff Member (Anonymous) – Read by Norah Peters**

I am a member of AFSCME Council 28. As part of the faculty and staff of Shoreline Community college, I no longer have confidence that the Board of Trustees is representing the best interest of the college or it's students which is sad to say the least. I am here today to publicly demand that our unions be given meaningful representation and a voice in the selection of both the interim and future college president. **This is the only way to ensure that we will obtain leadership that will serve and support our students' futures academically and professional as well as ensure that our staff and faculty will find leadership with shared values and ideas centered around human decency, equity and fair business practices in regards to all employees.**

Thank you.

**9. Joe Andolina**

Hello. My name is Joe Andolina, a Shop Steward and member of the Local 304 of WFSE. As part of the faculty and staff of Shoreline Community college, in support of what's already been said here today, I also no longer have confidence that the Board of Trustees is representing the best interest of the college or its students. I am here today to publicly demand that our unions be given meaningful representation and a voice in the selection of both the interim and future college president. Thank you.

**10. Adam Staffa – Read by Cody Brehm**

I want to thank Dr. Roberts for all that she has done throughout her career in higher education and for Shoreline Community College. She led with compassion and respect. Thank you President Roberts for your service to the community.

---

**PUBLIC COMMENTS SUBMITTED IN WRITING/NOT PRESENTED VERBALLY**

**1. John Cox**

To the Shoreline Community College Board of Trustees:

We have responded to Dawn Beck's answers to our previous questions in the area that has her (Executive Team) responses below. The Board of Trustees should review Dawn Beck's answers, her answers are all wrong, it is as if Dawn Beck does not know what the budget numbers are and changing them from month to month.

We are very concerned about the Board of Trustees apparent lack of financial oversight, especially Trustee Eben Pobee, a Finance Manager as listed in his Board Bio, though he does not appear to be doing an adequate job reviewing things, what is Trustee Pobee doing to prepare for these meetings? Is he reviewing the budget status updates and comparing them from month to month, and what about the other Trustees, are they looking at things here also? Here are the additional questions we have:

1. Budgeted expenses, we see from viewing the 3/31/21 Budget Update that Exempt has changed yet again, from 3,795,911 for 2/28/21 to 4,084,517 for 3/31/21, a 290,000 increase. When was this approved by the Board of Trustees?

2. While budgeted revenues stayed the same from 2/28/21 to 3/31/21 updates at 43,266,081, budgeted expenses increased from 42,868,864 for 2/28/21 to 43,663,298 for 3/31/21, a 794,434 increase in budgeted expenses, and what is AMAZING to us is that the budgeted net income for the 2/28/21 update is 397,217 while there is a budgeted net **deficit** of **(397,217)** at 3/31/21, we find that very strange, unbelievable really, it is as if there is a figure of 397,217 that was in mind for the budgeted bottom line, but the preparer of the Budget Update, apparently Dawn Beck, does not know the difference between income or **deficit**, it looks like Dawn Beck made up budget expense numbers to arrive at a deficit of **(397,217)** instead of a 397,217 budget net income. In case anyone doubts this, we have attached a file that shows screenshots of the 2/28/2021 and the 3/31/2021 budget updates. We do not believe anything that is presented in these budget updates, as This is beyond belief. What is going on here?

3. Trustee Pobee, can you tell us all the difference between a 397,217 budgeted net income and a **(397,217)** budgeted net deficit that are showing from the 2/28/2021 and 3/31/2021 Budget Updates? Dawn Beck does not seem to know the difference.

4. Is President Roberts, Dawn Beck and others in Administration up to something here? We think there is more than enough questions surrounding everything that is being presented as to the accuracy, honesty and validity of these budget updates, that we question the integrity of the financial information presented. We would not be at all surprised if Dawn Beck, realizing the "error", tries to slip a "corrected" version showing a 397,217 budgeted net income into the official record for the 3/31/2021 Budget Update. Questions on these budget updates have been asked about for months, with responses that do not make any sense, it is time we get some honest answers and the truth for a change.

We want the Board to hire an independent investigator to look into these matters, so we can find out the truth, as we have no trust in what is being presented to the Board or the Campus Community at these Budget updates.

These are very serious matters we bring up, the Board has a financial duty to carry out, and we hope they are as concerned about these matters as we are and take proper action.

## **2. Kat Lyfoung**

My name is Kat Lyfoung and I am a member of WFSE Local 304. As part of the faculty and staff of Shoreline Community college, I no longer have confidence that the Board of Trustees is representing the best interests of the college or its students. I am here today to publicly demand that our unions be given meaningful representation and a voice in the selection of both the interim and future college president.

Thank you,

Kat Lyfoung



## INTRODUCTIONS

### Kim Tanaka

- Director - Washington State Association of College Trustees
- Former Executive Analyst, Boards & Commissions, Office of the Governor

### Doug Mah

- President – ACT
- Trustee – South Puget Sound Community College
- Former Mayor – City of Olympia

1

1



## Q: WHAT DOES ACT DO?

## A: TRUSTEE TRAINING AND DEVELOPMENT

- Provides training and educational opportunities to trustees and to assist trustees in their policy and advocacy responsibilities;
- Facilitates communication among community and technical college trustees of the State of Washington;
- Gives trustees opportunities to broaden their knowledge of the community and technical college system, and learn about issues trustees face, and to get the latest information on higher education trends and external factors

2

2



## Q: WHAT DOES ACT DO?

### A: PROVIDES SYSTEM ADVOCACY

- Promote post-secondary education at community and technical colleges within the State of Washington;
- Support development and maintenance of a state-wide community and technical college education system through liaisons with the **SBCTC**, and other community and technical college related organizations and agencies (e.g., **WACTC**);
- Review legislation & initiate policy discussions and to make appropriate recommendations to the **SBCTC** and to all appropriate committees thereof.

3

3



## Q: SOURCE OF TRUSTEE POWERS AND DUTIES ?

### A: RCW 28B.50.140

- RCW 28B.50.140 spells out 21 specific powers and duties of trustees.
- Additional responsibilities outlined in other chapters of that make up the Community and Technical College Act of 1991.

4

4



## **Q: WHAT ARE THE SIGNIFICANT POWERS?**

### **A: THE BIG FIVE**

- Hiring the President - Choosing the chief executive officer and periodically evaluating the person in that position.
- Approving the Strategic Plan: Adopting the mission, goals and objectives and seeing that they are followed.
- Setting policy - Making certain that the policies are updated, available, and implemented to support the mission.
- Approve the budget - Ensure the budget (plan) reflects the college's strategic plan and mission. Monitor fiscal progress.
- Awarding faculty tenure - A reasonable and orderly process for appointment of faculty members to tenure status.

5

5



## **Q: WHAT ARE COMMUNICATION BEST PRACTICES?**

### **A: SET CLEAR EXPECTATIONS**

- Learn and respect communication protocols with other trustees, the President, faculty, staff, students, and the community.
- The Board speaks and acts as a whole. Individual trustees have no powers or authority.
- Direct contact between individual trustees and faculty and students is not encouraged – have a process and channel for grievances and input.
- Recognize that the Board governs and the President administers. The Board decides why and what (sets goals). President decides how and who (plan to achieve goals).

6

6



## **Q: WHAT RESOURCES EXIST?**

### **A: NUMEROUS AND MANY**

- [WA State Association of College Trustees \(ACT\)](#)
- [The Association of Community College Trustees \(ACCT\)](#)
- [Association of Governing Boards \(AGB\)](#)
- [Boards & Commission Resources, Office of the Governor](#)

# Fall 2021 Re-opening Update

## May 26, 2021



1

## Fall 2021 Planning Timeline

<b>January 2021</b>	Feedback collected from students & faculty via survey
<b>February 2021</b>	A group of administrators, faculty & staff met to discuss enrollment priorities & concerns
<b>March 2021</b>	Refined parameters & developed five modality options to guide Fall schedule construction
<b>April 2021</b>	Feedback collected from administration & staff
<b>May 2021</b>	Fall 2021 service planning ongoing

2

## Survey Responses

<b>Students</b>	745 participants from a wide variety of programs. 59% expressed some interest in on-campus instruction. Significant interest in certain in-person services including library, printing, and mental health counseling.
<b>Faculty</b>	175 participants teaching a wide variety of classes. 53% expressed some level of comfort with in-person instruction. A desire for physical distancing & ventilation improvements, and the importance of vaccines were noted.
<b>Admin &amp; Staff</b>	110 participants: 56% classified staff, 37% admin/exempt. 76% able to return in full reopening, no distancing. 85% able to return in a partial reopening with physical distancing.

3

## Fall Schedule Construction Parameters

- Include new offerings that highlight in-person and synchronous options.
- Follow state government requirements on offering higher education classes safely.
- Class caps remain the same.
- Design for maximum enrollment for a late pandemic scenario, accounting for students' varied preferences (including prospective students)
- Design to enable a nimble conversion to C19 online if pandemic conditions worsen
- Limit class modalities to just a few formats to decrease confusion

4

## Fall Modality Options

**Online & C19 Online** - Constructed as 100% online (no specific day/time)

**Hybrid** - A combination of traditional in-person and online instruction (days/time included in schedule)

**Live Online** - Online class that has some scheduled meeting dates/times (days/time included in schedule)

5

## Fall Instruction & Service Plans

### **Blended in Person and Online Instruction and Service Operations**

- Continued on-campus support for residence hall, security, TSS, curbside pickup/drop off.
- Added in person support for enrollment, financial aid, student financial services, and student activity club support.
- All other services online.
- Continued remote instruction with prof-tech/lab in person, lecture online.
- Over 100 courses offered as hybrids or live online.
- Continued request process to access campus.

6

# Early Childhood Education Teach-out

Prepared for VPSL, for Board of Trustees  
May 26, 2021

1

## Guidelines from our Accreditors

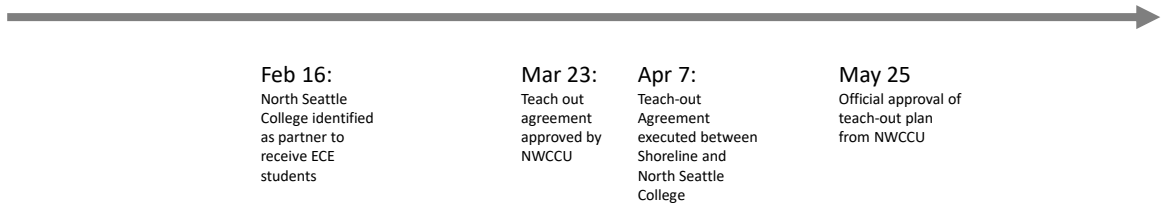
The NWCCU wants a plan "that provides for the equitable treatment of students and a reasonable opportunity for students to complete their program of study".

We honored that by:

- Communicating frequently with students
- Providing access to a point person should students (and staff) have questions
- Identifying a peer institution that could meet students' funding needs (e.g. grants), curricular needs, and online learning needs
- Ensuring that students would not be at risk of incurring additional costs due to transfer
- Conducting transcript analysis for each student and creating a "cross walk" to demonstrate how Shoreline courses transfer and apply to a comparable degree at our partner peer institution

2

## Process Timeline for Program Closure



3

## Students identified

### 140+ students

coded as ECE degree or certificate seekers, enrolled at some point since Winter 2019  
*Includes some students who have switched paths away from ECE*

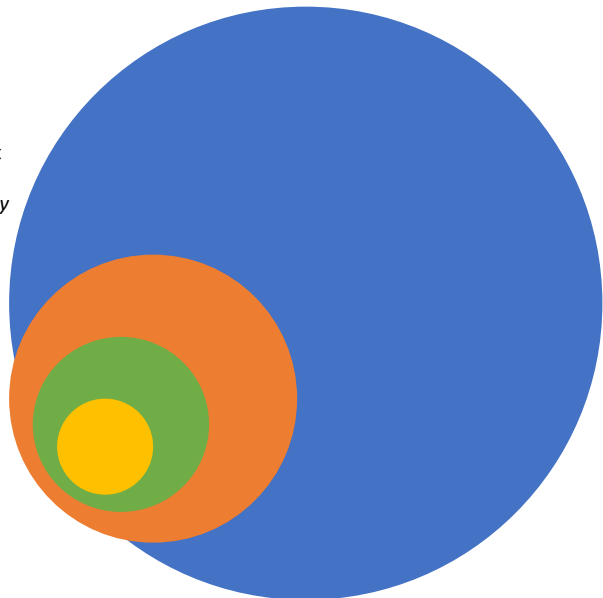
### 50+ students active AY2020-21

*Includes a few students mis-coded as AA-DTA and a few who have switched paths away from ECE*

### 25+ students taking classes this Spring

### ~12 students expected to graduate

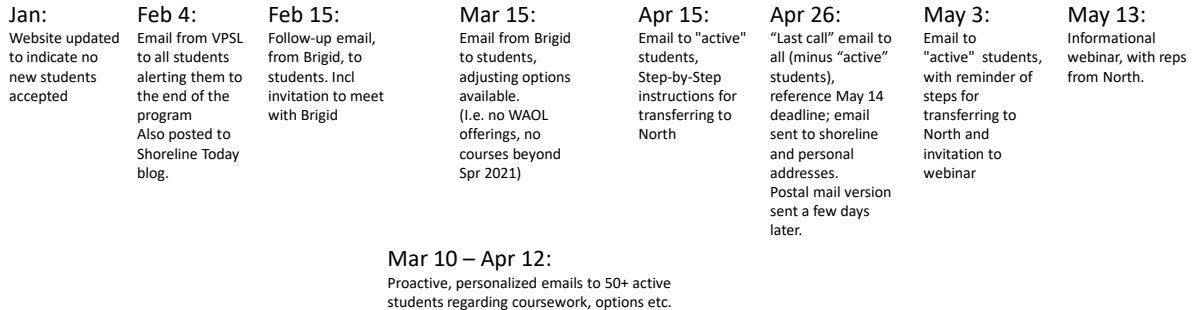
Spring or Summer 2021



4

# Communication timeline (to students)

*These are actual dates, and so differ modestly from our original plan developed in Jan/Feb*



Respond to direct queries by email; schedule 1-on-1 meetings as needed; help students change their degree code, if needed; proactively prepared graduation paperwork

5

## Materials developed for students

### Step-by-Step From Shoreline to North

**Step 1.**

**Step 2.**

**Step 3.**

### Additional Information

**What if I....?**

**How do I....?**

**Who should I ...?**

### Degree Planning Sheet North Seattle College

*Check off courses you've taken at Shoreline*

Check off the completed course	NSC degree in Early Childhood Education course requirements, at North Seattle College	Shoreline
EDUC 240 from Shoreline		
EDUC 100 from NSC		
EDUC 101 Health, Safety, and Nutrition		
EDUC 102 Child Growth and Development		
EDUC 103 Practicum - Building Relationships		
EDUC 104 Infant and Toddler Care		
EDUC 105 Administration		
EDUC 106 Curriculum Development		
EDUC 107 Observation and Assessment		
EDUC 108 Language and Literacy		
EDUC 109 Mathematics for Young Children		
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EDUC 475 Infant and Toddler Care		
EDUC 476 Administration		
EDUC 477 Curriculum Development		
EDUC 478 Observation and Assessment		
EDUC 479 Language and Literacy		
EDUC 480 Mathematics for Young Children		
EDUC 481 Health, Safety, and Nutrition		
EDUC 482 Infant and Toddler Care		
EDUC 483 Administration		
EDUC 484 Curriculum Development		
EDUC 485 Observation and Assessment		
EDUC 486 Language and Literacy		
EDUC 487 Mathematics for Young Children		
EDUC 488 Health, Safety, and Nutrition		
EDUC 489 Infant and Toddler Care		
EDUC 490 Administration		
EDUC 491 Curriculum Development		
EDUC 492 Observation and Assessment		
EDUC 493 Language and Literacy		
EDUC 494 Mathematics for Young Children		
EDUC 495 Health, Safety, and Nutrition		
EDUC 496 Infant and Toddler Care		
EDUC 497 Administration		
EDUC 498 Curriculum Development		
EDUC 499 Observation and Assessment		
EDUC 500 Language and Literacy		

### Stackable Certificates North Seattle College

*Check off courses you've taken at Shoreline*

Check off the completed course	Early Childhood Education stackable certificates, a sequence of courses at North Seattle College	Shoreline
EDUC 100 from NSC		
EDUC 101 Health, Safety, and Nutrition		
EDUC 102 Child Growth and Development		
EDUC 103 Practicum - Building Relationships		
EDUC 104 Infant and Toddler Care		
EDUC 105 Administration		
EDUC 106 Curriculum Development		
EDUC 107 Observation and Assessment		
ED		

# NWCCU Communication

Thank you for submitting notification regarding Shoreline Community College's intention to teach out its Early Childhood Education (ECE) degree and certificate programs, effective June 21, 2021, as required by the Commission's Policy on *Substantive Change*.

The ECE programs to be taught out include:

- Early Childhood Educator/Paraeducator Associate of Applied Arts and Science (90 credits)
- State Short Early Childhood Education Certificate Program (20 credits)
- State Early Initial Childhood Education Certificate Program (12 credits)
- State Early Childhood Education Certificate Program (47 credits)
- Special Education Associate of Applied Arts and Science (90 credits)
- State Short Early Childhood Education - Infants & Toddlers, Certificate Program (20 credits)
- Secondary Education Pre-Major Associate of Arts - Direct Transfer Agreement (90 credits)
- Elementary Education Pre-Major Associate of Arts - Direct Transfer Agreement (90 credits)

The college has entered a teach-out agreement with North Seattle College to continue to serve students who desire to complete their studies. The two colleges are geographically 4.5 miles in distance. A division administrator was assigned as the point of contact for students. Both inactive and currently enrolled students, 144 in total, were advised of the teach-out initially in January 2021, and since then, through regular and frequent updates and advising. Communications about the teach-out will end in June 2022. It is anticipated that most of the 69 actively enrolled students will continue their studies with North Seattle College, however, those students who wish to pursue other options are being advised on an individual basis to identify similar programs at other institutions. Tuition and fees are comparable between North Seattle College and Shoreline Community College, and there are no significant additional costs to students. Continuing students will be afforded the same or higher level of financial aid assistance and availability. Shoreline Community College will maintain student records. Staff at both colleges will meet collaboratively, as needed, to assure a smooth transition for the students.

# **Financial & Budget Update**

## **May 26, 2021 Board of Trustees Meeting**



1

**Dawn Beck, CPA**  
(she, her)  
**Vice President for Business & Administrative Services**

2

## Cash Position

Account Summary for 05/24/2021

Transfer Funds						
Account Name / Account Number	Bank Name	CCY	Ledger Balance	Collected Balance	Opening Available Balance	Transfer Funds
SHORELINE C C GENERAL	US Bank Washington	USD	\$21,049,689.30	\$21,049,689.30	\$21,049,689.30	Select
MUNICIPAL INVESTMENT ACCT	US Bank Washington	USD	\$1,000.00	\$1,000.00	\$1,000.00	Select

3

## FY 2021 Budget to Actual

Revenues	Budget FY21	Actual 4/30/21	\$ Remaining	% Remaining
State Operating Appropriations	\$ 27,461,988	\$ 20,802,453	\$ 6,659,535	
Operating Tuition	9,371,476	9,394,123	(22,647)	
Running Start Tuition	1,501,934	1,251,612	250,322	
International Education Tuition	4,008,779	3,341,649	667,130	
CEO Tuition	646,730	538,940	107,790	
ABE/ESL SBCTC Tuition	275,174	219,803	55,371	
	43,266,081	35,548,580	7,717,501	18%
<b>Expenditures</b>				
Exempt	4,354,521	3,836,902	517,619	
Full-Time Faculty	9,887,588	7,782,420	2,105,168	
Part-Time Faculty	8,000,546	7,059,910	940,636	
Classified and Other	6,285,534	5,702,535	582,999	
Benefits	9,004,042	8,011,685	992,357	
Non-Labor Expenses	5,336,633	3,326,859	2,009,774	
Total Expenditures	42,868,864	35,720,311	7,148,553	17%
<b>Net Income/(Deficit)</b>	<b>\$ 397,217</b>	<b>\$ (171,731)</b>	<b>\$ 568,948</b>	

4

## **FY22 Budget Development Update**

- The budget is nearly complete and is anticipated to be consistent with the current FY21 budget
- There are no planned reductions in personnel in the budget
- There is a delay in the draft presentation of the budget because the state has not yet finalized the allocation model
  - ctcLink costs will be charged to the colleges, but the state has not finalized the amounts or the method (allocation reduction or invoice)
  - The amount is expected to be at or above the amount that would require board approval if changed in the budget
- If this is not resolved by June, we may need to request a Continuation of Operations resolution

# Interim Presidential Search 2021-22



1

## Identifying Applicants – Interim President

- ☐ **Sourcing of Potential Applicants from Retired Presidents or Other Local Officials**
  - Commonly used for temp President positions
  - Allows quick identification of interested/qualified potential applicants
- ☐ **Sourcing of Potential Applicants by external Executive Recruiting Firm Services**
  - Potentially expands applicant pool
  - College funding required for cost of services
  - Timeline for completion significantly longer than direct sourcing of applicants
- ☐ **HR Managed Recruitment Process**
  - Potentially expands applicant pool
  - Additional staffing needed based on limited HR staff capacity and time
  - Timeline for completion longer than direct sourcing of applicants

2



## Applicant Selection – Interim President

- ☐ Selection by Board of Trustees
  - Potentially short timeline for hire, no costs involved
- ☐ Selection by Board of Trustees using Campus Feedback
  - Wouldn't occur until Fall 2021
  - Potential use of interviews/open forums for feedback



3



**Questions?**  
**Thank you!**



4

# Presidential Search 2021-22



1

## Agenda

- ☐ Review Recruitment Management Options
  - Internal (HR) / External (Consultant)
- ☐ If Approved, Review Request for Proposal (RFP) Details
  - Scope of Work
  - Evaluation Criteria
- ☐ Screening/Advisory Committee Composition

2



# Recruitment Management

## Option 1:

Internal (HR) Recruitment	
Pros	Cons
<ul style="list-style-type: none"> <li>• May save money</li> <li>• No RFP Needed</li> <li>• College knowledge in place</li> <li>• Complete control of process</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of ability to source candidates</li> <li>• Lack of national network for execs</li> <li>• No outside perspective</li> <li>• Intense workload for recruitment</li> <li>• Lack of capacity in current staffing</li> </ul>



3



# Recruitment Management

## Option 2:

External (Consultant) Recruitment	
Pros	Cons
<ul style="list-style-type: none"> <li>• Expertise in Exec Searches</li> <li>• Network/Access to Exec Candidates</li> <li>• Can “source” candidates</li> <li>• Supports initial screening process</li> <li>• Brings outside perspective</li> <li>• Relieves workload on HR staff</li> </ul>	<ul style="list-style-type: none"> <li>• Cost / Time (Requires RFP)</li> <li>• May have limited college knowledge</li> <li>• Potential to “sell” a certain candidate</li> <li>• Potential impact to process control</li> </ul>



4



# Recruitment Management

Recommendation:

That the Board of Trustees direct Human Resources to move forward with a Request for Proposals (RFP) to identify an external search consultant for the executive recruitment of Presidential candidates.



5



# Request for Proposal (RFP) Details

Scope of Work:

*The successful consultant will partner with Human Resources and the Board of trustees in support a robust recruitment process to identify qualified executive candidates for the Board's consideration to hire through the following activities:*

- ✓ Utilize national network of resources to advertise recruitment
- ✓ Source candidates directly from similar executive level positions
- ✓ Jointly screen applicant w/ HR for minimum qualifications
- ✓ Meet with the Board, Screening Committee, and others as needed



6



## Request for Proposal (RFP) Details

### Evaluation Considerations:

- ✓ Qualifications and Experience
- ✓ Quality of Prior Performance (references)
- ✓ Internal Controls and Team Structure
- ✓ Capacity to Meet Shoreline's Schedule
- ✓ Costs/Fees



7



## Request for Proposal (RFP)

### Recommendation:


That the Board of Trustees direct Human Resources to including the described scope of work and evaluation criteria in a Request for Proposal (RFP) to external search consultants for the executive recruitment for Presidential candidates.



8



## Screening/Advisory Committee

- ☐ Committee Purpose
    - Provide feedback on candidates based on evidenced strengths/weaknesses
  - ☐ Committee Composition
    - 3 Admin/Exempt, 3 Classified Staff, 3 Faculty & 3 Students
    - 2 Board of Trustees
    - 2 Community Members
  - ☐ 2021 Campus Nomination By Employee Group
    - Open nomination for up to 4 people in each employee group
    - Top 10 shared to campus to vote on top 3
    - Alternates identified by “runner-ups” in each group
- 




## Screening Committee Composition

### Recommendation:

That the Board of Trustees direct Human Resources to solicit screening committee member nominations within each constituency group at the College as follows: 3 administrators, 3 classified staff, 3 faculty, and 3 students.

Further, that the Board of Trustees work with HR to identify 2 community members along with 2 Board of Trustee representatives for screening committee participation.





**Thank you!**





SCCFT President Eric Hamako  
Statement to the SCC Board of Trustees  
2021.05.26  
Permalink: <http://bit.ly/SCCFTtoBOT2021-05>  
Video:

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).

Several years ago, during a different U.S. Presidential election season, I went to a house party with friends. After years of the latest grueling and disheartening U.S. Presidency, some friends' hopes were running high for a new candidate. One friend, a longtime organizer, effused, "If he wins, things are going to be *totally* different!" I was skeptical of the claim and also somewhat surprised that my friend, who had schooled me on many things, would suggest that the entire nation would be entirely changed by the election of a new U.S. President. As it turned out, that candidate would go on to win the Presidency and, despite bona fides as a community organizer and a constitutional scholar, as U.S. President he would go on to head an administration that would engage in, among other things, extra-judicial executions of U.S. citizens, indefinite detentions, intensification of drone warfare, and expansion of mass deportation of immigrants. In short, not so totally different from his predecessor.

But, Critical Race Theory (CRT) proposes two concepts that we can use to make sense of – and be cautioned by – that situation: the "master narrative" and the "homeostatic mechanism." CRT's elaboration of the concept of "master narrative" points out that, in the United States, the master narrative leans heavily on stories about the power of the individual, while downplaying the power of social systems and institutions.

And, CRT's concept of a "homeostatic mechanism" explains that institutions, large or small, seek to maintain homeostasis, that is, a balance that allows them to keep going about their current business. When internal or external forces push the institution off balance or in a different direction, the institution seeks to regain its previous homeostasis, its previous status quo, so that it can continue on as it had before.

CRT's concept of a "homeostatic mechanism" accepts that one Presidential candidate *could* be somewhat better or worse than another, but the viable options will always be within a constrained range; because, the job is the job. To be clear, I don't mean that *who* holds an office of power is unimportant. But, I do mean that the power of the office both influences who will be admitted into such roles and also constrains what they will be able to do once they are in them. So, it is not enough to change *who* sits in the seats of power – what is also needed is to change *how* power is distributed and how it operates. If systems of power, that is, the "rules of the game," are allowed to remain unchanged, then those rules will continue to constrain the selection and actions of the players.

So, with those two concepts at hand, thinking back to that house party years ago, it's understandable that even a seasoned activist might sometimes think that, if *only* we could get the "right" people into seats of power, then our problems could be totally solved. Here at Shoreline Community College, we are also in a moment of transition; here, regarding who will hold the positions of College President and Trustees of the Board. And, CRT's concepts of "master narrative" and "homeostatic mechanism" might also be useful in understanding the College's actions in this period of transition.

Three months ago, the Faculty Senate voted "no confidence" in College President Roberts and, almost simultaneously, College President Roberts announced her plan to retire at the end of her current four-year contract, at the end of June 2022. In response, the Board of Trustees issued statements seeking to invalidate that Vote of No Confidence and reaffirming its own confidence in President Roberts. Further, the Board of Trustees expressed its appreciation that College President Roberts had provided more than a year's notice, which the Board said would provide the College with crucial time needed for the hiring and transition to a new College President to start July 2022. Trustee Lux brought the two events together in a statement, in which he charged that the Vote of No Confidence was not only inaccurate, but also that its timing was "most unfortunate given that we are about to start a search for a new president."

So, it seemed particularly notable that, less than ten weeks later, the Board of Trustees would terminate College President Roberts' contract one year early, "for convenience," while also endorsing a resolution praising her. We can apply Critical Race Theory's concept of "master

narrative” to understand why many people might have been unclear on what has actually been happening. While the Board’s actual motion at a Special Meeting was, *“That the Shoreline Community College Board of Trustees exercise the termination for convenience provision in the College President’s contract and establish a separation date of June 30, 2021,”* the College’s publicity instead spoke more rosily of “Updates to President Roberts’ Retirement Plan Timeline” that involved “establish[ing] an earlier contract separation date.” Because the “master narrative” serves to justify the status quo and to make those in power look good, we can make sense of some of the notable silences and contradictions in the College’s messaging. Of late, the College has not attempted to reconcile its previous statements about its continuing “confidence” in College President and the importance of stable leadership during the search for a new President with its firing of College President Roberts a year early. The College’s messaging has also emphasized its resolution praising College President Roberts, perhaps further underscoring the Board’s statement that the termination was “for convenience,” rather than “for cause.” And, also absent from the College’s messaging has been any details about the potential financial consequences of the Board terminating College President Roberts’ contract early, “for convenience.” However, a review of the Board’s current four-year contract with the College President suggests that the Board’s action entails the College providing “payment of twelve months’ current salary as liquidated damages” – which is approximately a quarter of a million dollars. If this is the case, then in the next fiscal year, the College will, in effect, have one College President for the price for two. What is the Board of Trustees buying for the College with that money, for that “convenience”? Our unions have, for years, called on the College for more financial responsibility, more shared governance, and more accountability. Instead, we have this; yet another example of the lack of all three.

Now, as the Board more abruptly takes the College into this period of transitions in top leadership, our faculty union continues to collaborate with our colleagues in the Classified Staff union and the Associated Student Government leadership. Days after the Board’s termination of the College’s President’s contract, we sent you a joint letter demanding that the Board include us in its process for selecting the Interim College President. At the time of the writing of this statement, the Board has not provided any substantive response to that letter. So, I am attaching another copy of that joint letter here, for the record, and reiterating our joint demand that the Board of Trustees include the leaders of our constituencies as voting members in the Board’s selection of the Interim College President – and, I would add, demanding meaningful representation and a voice in the selection of the Acting and future permanent College President.

With our demands – whether more broadly for more financial responsibility, more accountability, more shared governance power – or more specifically for our inclusion in the

Board's hiring processes for the top leadership – we are demanding not only a hand in *who* the next leaders of our College will be, but also demanding changes in *how* power is distributed and how it operates. Because it *does* matter *who* will fill the roles of College President and Trustees. Some bosses *are* better than others. But, whoever is selected for such positions, those people will still be constrained by their roles. A President will still be a President. A Trustee will still be a Trustee. A boss will still be a boss. So, as a union, we continue to organize ourselves and build our collective power, so that we can fulfill *our* role: to be a check on bosses' power over workers. Because, until there is a fundamental restructuring of power, there will never be a boss so benevolent that we as workers won't need the power of our unions.

Good night.

###

May 6, 2021

TO: Shoreline Community College Board of Trustees  
Dr. Catherine D'Ambrosio, Chair of the Board of Trustees  
Tom Lux, Trustee  
Eben Pobe, Trustee

FROM: Eric Hamako  
President  
AFT Local 1950

Paul Fernandez  
Chief Shop Steward  
WFSE Local 304

Sunshine Cheng  
President  
SCC ASG

On May 4, 2021, the Board of Trustees unanimously voted to terminate College President Cheryl Roberts for convenience, with a separation date of June 30, 2021. The Board's actions necessitate the selection of an Interim College President who would begin work no later than July 1, 2021, some eight weeks from now.

Noting that the Board of Trustees now has only three Trustees for five seats and that each of our constituencies has expressed grave concerns about the Board leadership, **we demand that we, the SCCFT President, the WFSE Chief Shop Steward, and the ASG President be included, as voting members, in the Board's selection of the Interim College President.**

sincerely,

Eric Hamako  
President  
AFT Local 1950

Paul Fernandez  
Chief Shop Steward  
WFSE Local 304

Sunshine Cheng  
President  
SCC ASG

CC: Governor Jay Inslee

**May 26<sup>th</sup>, 2021**

**Hello,**

**My name is Paul Fernandez.**

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

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

**We are Members of the Washington Federation of State Employees, WFSE Local 304.**

**Congratulation to Sunshine on her re-election as Associate Student Body President.**

**I would also like to congratulate the Faculty who were awarded tenure today.**

**WFSE members are a Team.**

**Shoreline has a Community Standard Statement:**

**It states "We value respectful, dynamic interactions and lively discussion. We strive to create an environment where everyone is supported and valued."**

**We are feeling neither supported, nor valued by this administration or this board. We have come to a place to begin healing from the last few years. A first step is to include the classified staff in the selection process for both the interim college president and for the future college president.**

**Survey us. Talk to us. Include us.**

**As I have said in past BOT meetings, classified staff have a lot to offer.**

**We want open honest two-way communication.**

**We want you to know about the pride we take in serving Shoreline students. That pride shows in the way we do our jobs. We care.**

**To The Board of Trustees:**

**You need to hear us.**

**I have been working at Shoreline for over 32 years and I have meet with individual board members many times over the years. I have meet with board members one on one and with them with other classified staff members.**

**Because of the lack of transparency and because of the lack of truly shared governance you are receiving one-sided views.**

**You need to get all sides of the story before decisions are made or you move to defend a position or the administration.**

**I would also like to tell you, that there is a growing number of classified staff who no longer have confidence in the Board of Trustees. I would also like to tell you that many of us would like that to change.**

- **As stewards of the college:**

**When you select the next college president, weather it is acting, interim or permanent, please select them on how well they actually match up with our college's core values.**

**Please remember that our CBA, Our Collective Bargaining Agreement is between the State of Washington (The Administration) and the Classified Staff (WFSE). Classified staff feel that we are not an integral part of the campus community and we are not included in discussions or informed of decisions until after the fact, if at all. This is not effective leadership. Classified staff feel that there are hidden agendas and that futures are already mapped out without input from the people actually doing the work. This troubling fact creates tension, fear, confusion, and quality classified staff elect to leave the college. It doesn't need to be this way.**

**An example is not following the contract - Article 37 Mandatory Subjects in our CBA. This section states that ANY changes to our working environment, to our working hours, to our reporting structure must include sharing with WFSE. I don't think the contract if being followed.**

- **BOT**

**In the past classified staff members (and faculty) were given the opportunity to evaluate the performance of their supervisors.**

**In the past classified staff members (and faculty) were given the opportunity to evaluate the performance of all executive team members, including the college president.**

**We ask that the Board advocate for the college to do this again. It allowed staff to be heard and it gave supervisors and executive team members important information about how they could support staff.**

**We, the classified staff, are proud to be employees of Shoreline Community College. Please hear us.**

**Thank You.**

SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
(VIRTUAL) SPECIAL MEETING OF MAY 28, 2021

## MINUTES

The special meeting of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Catherine D'Ambrosio at 3:30 PM by audio/visual conference. A quorum of the Board was present by audio/visual conference.

## MEMBERS PRESENT

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

## COMMUNICATION FROM THE PUBLIC

Per the notice for the special meeting of the Board of Trustees on May 28, 2021:

Public comment(s) will be presented to the Board verbally.

- For attendees connecting online: Please sign up to provide a public comment via the Chat function in Zoom between 3:15 PM – 3:30 PM on May 28.
- For attendees connecting by telephone: Please sign up to provide a public comment between 3:15 PM – 3:30 PM on May 28 by: 1. Sending an email to Board Secretary Lori Yonemitsu at [lyonemitsu@shoreline.edu](mailto:lyonemitsu@shoreline.edu) with your telephone number and name (optional); or 2. Calling Board Secretary Lori Yonemitsu at (206) 546-4552 with your telephone number and name (optional).

The Board Chair will call upon each speaker signed up to provide public comment. The total public comment period at the May 28 meeting will be no more than six (6) minutes with up to two (2) minutes allotted per speaker. Adjustments to the two (2) minute allotment will be made if more than three (3) individuals sign up to speak. (For the entering of a public comment into the record and attaching to the minutes of the May 28 meeting, please send written public comment to Board Secretary Lori Yonemitsu at [lyonemitsu@shoreline.edu](mailto:lyonemitsu@shoreline.edu) following the May 28 meeting.)

Two speakers presented her/his/their public comments verbally (attached) and one speaker submitted the written version for entering into the record.

## EXECUTIVE SESSION

At 3:34 PM, Chair D'Ambrosio announced that the Board would convene in executive session for 20 minutes to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee and would reconvene in open session following the executive session, to commence with an action item, followed by adjournment of the meeting.

The executive session commenced at 3:39 PM.

SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
(VIRTUAL) SPECIAL MEETING OF MAY 28, 2021

At approximately 3:59 PM, a notice in the open session's *Zoom Room* was posted on the screen, noting that the Board was extending its executive session by 20 minutes.

At approximately 4:19 PM, a notice in the open session's *Zoom Room* was posted on the screen, noting that the Board was extending its executive session by 10 minutes.

At approximately 4:29 PM, a notice in the open session's *Zoom Room* was posted on the screen, noting that the Board was extending its executive session by 20 minutes.

RECONVENE SPECIAL MEETING

The Board reconvened in the open session's *Zoom Room* at 4:50 PM.

ACTION: POTENTIAL APPOINTMENT OF AN ACTION PRESIDENT

Motion 21:38: Motion made by Trustee Pobee to appoint Phillip King to be acting president of Shoreline Community College, starting July 1, 2021, at an annual salary of two-hundred and twenty thousand dollars (\$220,000), prorated, until an interim president or permanent president begins, and that the Board Chair execute an active president contract for this position.

Motion seconded by Trustee Lux.

Chair D'Ambrosio stated, "I am very, very hopeful that the entire college will come together in support of an acting president in order to prepare the college for an interim president and a permanent president."

All Trustees present (Catherine D'Ambrosio, Tom Lux, Eben Pobee) for this action item, voted *aye* to approve the motion.

The Trustees spoke of the importance of input from the campus community for the interim president process.

ADJOURNMENT

Motion 21:39: Motion made by Trustee Lux to adjourn the special meeting of May 28, 2021.

Motion seconded by Trustee Pobee. All three Trustees present (Catherine D'Ambrosio, Tom Lux, Eben Pobee) for this action item, voted *aye* to approve the motion.

SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
(VIRTUAL) SPECIAL MEETING OF MAY 28, 2021

Chair D'Ambrosio adjourned the meeting at 4:56 PM.

Signed \_\_\_\_\_  
Catherine Post D'Ambrosio, Chair

Attest: June 23, 2021

\_\_\_\_\_  
Lori Y. Yonemitsu, Secretary

## **PUBLIC COMMENTS PRESENTED VERBALLY**

### **1. Davis Oldham**

"I've been teaching at Shoreline for 16 years. As part of the faculty and staff from Shoreline Community College, I no longer have confidence that the Board of Trustees is representing the best interests of the college or its students. I am here today to publicly demand that our unions be given meaningful representation and a voice in the selection of both the interim and future college president. Thank you."

### **2. Steve Bogart**

Hi, I'm Steve Bogart, professor of mathematics. I'm pleased I can read this statement directly to the board. That's one of the changes I asked the board to make earlier this year, and I appreciate the change.

As a member of AFT local 1950, I add my voice to those union members demanding that our unions be given meaningful representation and a voice in the selection of both the interim and future college presidents.

I also ask the board to publicly detail the costs for terminating President Roberts's contract. When asked how much the college will pay President Roberts as part of this termination, the administration responded, "The College will pay President Roberts all amounts owed under the terms of her employment contract." This evasive answer lacks transparency. The college may be paying President Roberts a quarter of a million dollars to retire early – a significant financial impact on a college suffering from budget cuts and layoffs. The college community and the taxpayers of the state deserve an open accounting of these costs.

Now my big ask. I understand Chair D'Ambrosio's point about the limitations of the board. Here's my perspective. It's not a comment about President Roberts and Trustees D'Ambrosio, Lux, and Pobee because this situation has been more-or-less the same with almost every president and board in my 20 years at the college.

The president is accountable only to the board, but the board's evaluation of the president is based on information the president herself screens and presents. The board is, in practice, accountable to no one. The board – again, this is a problem with the system, not a criticism of the current board members – is volunteers who only have enough time to develop a surface-level understanding of how the college operates.

I ask the board to lobby the legislature and governor to eliminate the current system of community college boards of trustees and replace it with a structure with more expertise and accountability.

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
(VIRTUAL) SPECIAL MEETING OF JUNE 23, 2021**

**TAB 1**

**ACTION**

**Subject:       New Program – Associate in Computer Science DTA/MRP**

Forthcoming

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
(VIRTUAL) SPECIAL MEETING OF JUNE 23, 2021**

**TAB 2**

**ACTION**

**Subject:        2021-2022 College Budget**

Forthcoming

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
(VIRTUAL) SPECIAL MEETING OF JUNE 23, 2021**

**TAB 3**

**ACTION**

**Subject: 2021 – 2022 Services & Activities (S&A) Budget**

**Background**

At the May 26, 2021 study session of the Board of Trustees, the Board was presented with a Services & Activities (S&A) fee budget allocation proposal of \$678,128 for the first half of FY 2021-2022 (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. With the current fee amount, the S&A committee is projecting to bring in approximately \$1 million in revenue which would be combined with up to \$200,000, which we propose to access from the S&A reserve budget. This would provide for a total of \$1.2 million to be allocated to up to 18 programs, approximately 15-20 student clubs, and other discretionary funding requests during FY 2021-2022. With the proposed allocation for the first half of the year, approximately \$521,872 would be available in remaining funds for further allocation during winter and spring 2022.

**Recommendation**

That the Board of Trustees take action on the following:

- S&A budget allocation proposal of \$678,128 for the first half of FY 2021-2022

Prepared by: Sundi Musnicki  
Director, Student Leadership & Residential Life  
Shoreline Community College  
June 21, 2021

To follow, for reference purposes: 2021-2022 Student Services and Activities (S&A) Fee Allocation Proposal – the document shared with the Trustees in advance of the May 26, 2021 study session.



**2021-2022**  
**Student Services and Activities (S&A) Fee**  
**Allocation Proposal**

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**Shoreline Community College**  
**Associated Student Government**

Shoreline Community College  
16101 Greenwood Avenue North  
Shoreline, WA 98133-5696

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## Executive Summary

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Last summer, the Services & Activities (S&A) Committee presented a plan to allocate up to \$593,842 to support 18 programs and an anticipated 10-15 student clubs for summer and fall 2020. The decision to allocate funding for part of the year was based on an anticipated decline in enrollment through 2020-2021 and an unknown impact of COVID-19 on college operations and activities. Of that amount allocated, approx. \$232,226 was spent by the end of fall quarter.

With the college projected to remain in remote operations through winter and spring quarters, the S&A Committee decided to allocate funding on a per-quarter basis through the remainder of the current school year. It was believed that this would allow for maximum flexibility in responding to programs' needs as well as the uncertain circumstances related to enrollment and fee revenue. Of the total \$978,621 that was allocated during the 2020-2021 academic year, \$503,479 has been spent. A total of \$1,056,406 has been brought in by the S&A fee as of May 12, 2021, and due to the lower than projected amount being spent by all S&A programs and clubs, an anticipated \$400,000 will transfer over to the S&A reserve budget, which as a result will have approx. \$1.3 million at the end of the current fiscal year.

**Table A: 2020-2021 S&A Allocations & Expenditures**

<b>Su/Fa20 Allocation</b>	<b>Su/Fa20 Spent</b>	<b>Allocation Remaining</b>	<b>W21 Allocation</b>	<b>W21 Spent</b>	<b>Allocation Remaining</b>	<b>Sp21 Allocation</b>	<b>Sp21 Spent</b>	<b>Allocation Remaining</b>
\$593,842	\$232,226	\$361,616	\$298,032	\$149,488	\$510,160	\$86,747	\$121,765	\$475,142

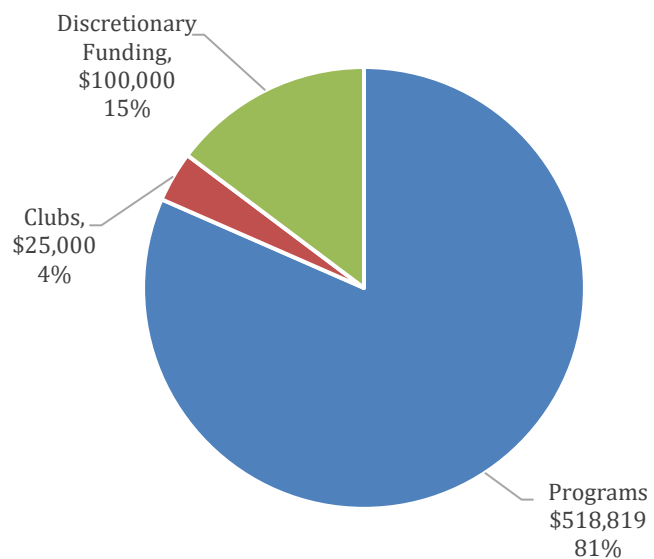
With the college's announcement that it will be partially in-person for fall 2021, S&A programs wait in anticipation to see how this will impact much of their operations. With this still being unknown, the S&A Committee plans to again allocate funding for summer and fall quarters only at this time based on an initial projected revenue of \$1 million for the 2021-2022 academic year. This plan allows for continued flexibility to make decisions in mid-fall based on real-time impacts to the College as it evaluates plans for increased in-person operations for winter or spring.

With this in mind, all S&A funded programs were asked to submit a budget proposal for the first half of the new fiscal year. Of the 18 programs supported by S&A, 14 programs responded. Programs were advised that any items not funded at this time may be requested via ASG's mini-grant process starting in late-September. At that time, programs and student clubs will be asked to provide an overview and budget breakdown for their event/project,

which helps keep ASG apprised of events and initiatives taking place on campus and allows them to provide support and promotions to the greater student body.

A total of \$678,128 has been allocated for summer & fall quarter, and a breakdown of funding for each program is provided in the following pages. Based on the estimated \$1 million projected to be brought in by S&A revenue next year, we may need to access up to \$200,000 from reserves to continue to support S&A programs through the 2021-2022 academic year.

**Figure A: Proposed 2021-2022 S&A Budget  
(Summer/Fall only)**



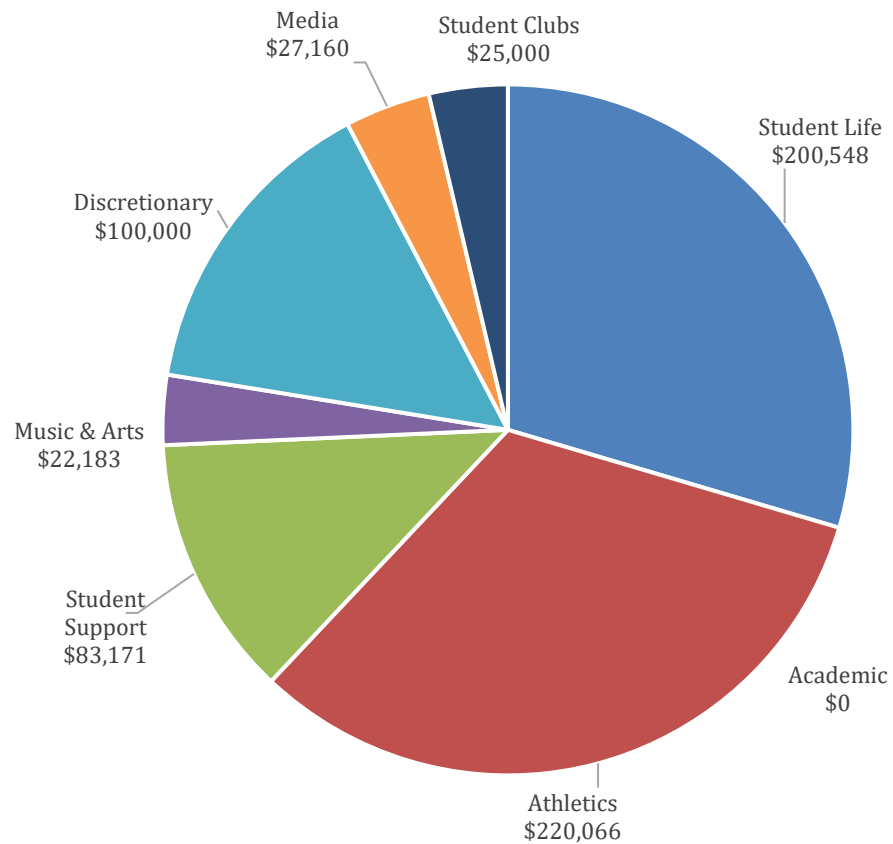
# 2020-2021 S&A Fee Allocation Overview

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The S&A Committee received 21 budget applications from the following programs. The S&A budget will be allocated towards:

- **Discretionary Funding:**
  - Mini-Grants
  - Contingency Fund
- **Recognized Student Organization/Clubs**
- **18 Programs:**
  - Art Gallery
  - Athletics
  - Arts & Entertainment Board
  - Associated Student Government
  - Choral Groups
  - Concert Band
  - DECA
  - Ebbtide
  - Gender Equity Center
  - Instrumental Music
  - Multicultural Center
  - Opera & Musicals
  - Parent/Child Center
  - Plays & Video
  - Spindrift
  - Student Life
  - Theater Tech
  - Tutoring Services

# Summer/Fall 2021 S&A Fee Allocation Breakdown



Program Category
<b>Student Life</b> (Student Life, ASG, A&E)
<b>Athletics</b> (Teams & Intramurals)
<b>Student Support</b> (Multicultural Center, Gender Equity Center, Tutoring Services, Parent/Child Center)
<b>Music &amp; Arts</b> (Art Gallery, Choral Groups, Concert Band, Instrumental Music, Opera/Musicals, Plays & Video, Theater Tech)
<b>Discretionary Funding</b> (Mini-Grant, Contingency)
<b>Media</b> (Ebbtide, Spindrift)
<b>Student Clubs</b>
<b>Academic</b> (DECA)

**Figure B: Anticipated Allocation for Summer/Fall 2021**

**Table 2: S&A Allocation for Summer/Fall 2021**

<b>Programs</b>	<b>2020-2021 Budget</b>	<b>Summer/Fall 2021 Requested</b>	<b>Summer/Fall 2021 Allocation</b>
<b>Arts &amp; Entertainment</b>	\$57,228	\$37,332	\$37,332
<b>Art Gallery</b>	\$0	\$0	\$0
<b>Assoc. Student Gov.</b>	\$40,586	\$33,120	\$33,120
<b>ASG - Student Clubs</b>	\$35,000	\$25,000	\$25,000
<b>ASG - Contingency</b>	\$0	\$0	\$0
<b>ASG - Mini-Grant</b>	\$75,000	\$100,000	\$100,000
<b>Athletics</b>	\$216,020	\$232,313	\$220,066
<b>Choral Groups</b>	\$3,833	\$7,900	\$7,609
<b>Concert Band</b>	\$1,100	\$0	\$0
<b>DECA</b>	\$150	\$0	\$0
<b>Ebbtide</b>	\$34,848	\$16,845	\$16,845
<b>Gender Equity Center</b>	\$17,229	\$15,280	\$10,375
<b>Instrumental Music</b>	\$4,114	\$0	\$0
<b>Multicultural Center</b>	\$25,585	\$12,964	\$12,964
<b>Opera &amp; Musicals</b>	\$0	\$0	\$0
<b>Parent/Child Center</b>	\$79,500	\$26,500	\$26,500
<b>Plays &amp; Video</b>	\$8,075	\$5,996	\$5,996
<b>Spindrift</b>	\$24,490	\$10,315	\$10,315
<b>Student Life</b>	\$274,168	\$130,096	\$130,096
<b>Theater Tech</b>	\$6,301	\$8,578	\$8,578
<b>Tutoring</b>	\$75,394	\$33,332	\$33,332
<b>TOTAL</b>	<b>\$891,874</b>	<b>\$695,571</b>	<b>\$678,128</b>

# Allocation Rationale

In April 2021, programs were asked to submit an anticipated budget for summer and fall quarters. Based on the information provided, allocations were made totaling \$678,128. With an anticipated budget of \$1.2 million (including accessing up to \$200,000 from reserves), approx. \$521,872 will remain for allocation for winter and spring 2022.

**Please Note:** Program budgets will be monitored through fall quarter and budget managers will be asked to resubmit proposals for the remainder of the year based on expenses thus far and an update on the then current enrollment/budget climate. Any unspent funds will be factored into follow-up allocations.

## CATEGORY I: Student Clubs

2020-2021 Allocation	Summer/Fall 2021 Requested	Summer/Fall 2021 Allocation
\$35,000	\$25,000	\$25,000

**Description:** The S&A fee provides funding for all student clubs to support activities, projects, and faculty and classified staff advisors.

**Request Purposes:** Club baseline budgets (\$500) and advisor stipends (\$400-\$1,200 per quarter depending on level of involvement/responsibility).

**Rationale:** Based on an increased number of active clubs anticipated for fall quarter (20), the requested amount covers club baseline budgets and faculty club advisor stipends.

## CATEGORY II: Programs

### Arts & Entertainment Board

2020-2021 Allocation	Summer/Fall 2021 Requested	Summer/Fall 2021 Allocation
\$57,228	\$37,332	\$37,332

**Description:** A&E organizes campus wide programs and events that create an engaging and vibrant student experience. Additionally, A&E provides graphic design, media/tech support, and event planning services for clubs and programs.

**Request Purposes:** Student salaries, printing for survival guide, and supplies for activities

**Rationale:** Funding for 5 student staff positions at reduced hours and supplies for virtual events.

### Art Gallery

2020-2021 Allocation	Summer/Fall 2021 Requested	Summer/Fall 2021 Allocation
\$0	\$0	\$0

**Description:** The Art Gallery, located in the 1000 building, showcases various forms of art produced by students, community members, and faculty.

**Request Purposes:** Artist workshops and lectures, promotional materials.

**Rationale:** No funding requested for summer and fall quarter.

### Associated Student Government

2020-2021 Allocation	Summer/Fall 2021 Requested	Summer/Fall 2021 Allocation
\$40,586	\$33,120	\$33,120

**Description:** ASG serves as the representative student voice at Shoreline Community College. 9 officers and 4 representatives serve on a variety of campus-wide committees, oversee 3 student fee budgets, and organize a variety of events and initiatives throughout the year to support and serve their peers.

**Request Purposes:** Student salaries.

**Rationale:** Funding for 13 student staff positions at reduced hours.

### Athletics

2020-2021 Allocation	Summer/Fall 2021 Requested	Summer/Fall 2021 Allocation
\$216,020	\$232,313	\$220,066

**Description:** The Athletics Program consists of six sports teams that compete in the Northwest Athletic Conference (NWAC). Men's basketball, baseball; and women's basketball, softball, soccer, and volleyball.

**Request Purposes:** Salaries for coaches, travel for away games, mandatory fees as required for NWAC compliance, tournament fees, field rentals, and uniforms.

**Rationale:** Funding for coaches' salaries, equipment, and uniforms for all teams as well as insurance and conference fees. Intramural allocation was reduced due to low spending during 2020-2021, if additional funding is needed it can be requested via ASG's mini-grant process starting in late September.

### Choral Group

2020-2021 Allocation	Summer/Fall 2021 Requested	Summer/Fall 2021 Allocation
\$3,833	\$7,900	\$7,609

**Description:** Choral Ensembles provide students with opportunities to perform a variety of music. This program oversees two performing groups: Chamber Choral and Shoreline Singers.

**Request purposes:** Choral librarian salary, music purchases, venue rentals, and instrumentalist's salary.

**Rationale:** Funding for music librarian, accompanist, and new materials.

### Concert Band

2020-2021 Allocation	Summer/Fall 2021 Requested	Summer/Fall 2021 Allocation
\$1,100	\$0	\$0

**Description:** Concert Band consists of student musicians who rehearse and perform during campus and community events including SCC's commencement.

**Request Purposes:** Student salary (music librarian), sheet music, venue rentals, printing of promo materials.

**Rationale:** No budget request submitted, if funding is needed it can be requested via ASG's mini-grant process starting in late September.

### DECA

2020-2021 Allocation	Summer/Fall 2021 Requested	Summer/Fall 2021 Allocation
\$150	\$0	\$0

**Description:** DECA is a co-curricular activity that aligns with SCC's Business Administration Program. It provides students with real world business experience through preparing students to compete in regional and international business competitions.

**Request Purposes:** Registration, travel, and lodging for three competitions.

**Rationale:** No budget request submitted, if funding is needed it can be requested via ASG's mini-grant process starting in late September.

### Ebbtide

2020-2021 Allocation	Summer/Fall 2021 Requested	Summer/Fall 2021 Allocation
\$34,848	\$16,845	\$16,845

**Description:** The Ebbtide is a student-run news outlet that publishes online and in print. The Ebbtide delivers campus news and views from a student perspective as well as allowing students to practice journalism skills.

**Request Purposes:** Student salaries, advisor stipend, printing, journalism conference, and organization membership fee.

**Rationale:** Funding for student staff and advisor stipend as well as printing for one issue per quarter and website maintenance.

### Gender Equity Center

2020-2021 Allocation	Summer/Fall 2021 Requested	Summer/Fall 2021 Allocation
\$17,229	\$15,280	\$10,375

**Description:** The Gender Equity Center advocates for education and inclusion on our campus. They provide services and resources for women, LGBTQ+ students, and other underserved populations.

**Request purposes:** Student salaries, workshops, and other events.

**Rationale:** Funding for speakers and events and 3 student staff positions was partially funded due to underspending during current year, additional funds can be requested from ASG via mini-grant.

### Instrumental Music

2020-2021 Allocation	Summer/Fall 2021 Requested	Summer/Fall 2021 Allocation
\$4,114	\$0	\$0

**Description:** Instrumental Music provides students with an opportunity to perform in an orchestra and small group ensembles.

**Request purposes:** Student salary and travel for music performances/tours.

**Rationale:** No budget request submitted, if funding is needed it can be requested via ASG's mini-grant process starting in late September.

### Multicultural Center

2020-2021 Allocation	Summer/Fall 2021 Requested	Summer/Fall 2021 Allocation
\$25,585	\$12,964	\$12,964

**Description:** The Multicultural Center engages the entire campus community to create a climate of inclusion, social justice, equity, access for underserved students and develops programs that support retention and student success.

**Request Purposes:** Student salaries, speaker/facilitator stipends for workshops and lectures, travel and lodging for Students of Color Conference.

**Rationale:** Funding for 4 student staff positions and supplies for virtual events.

### Opera/Musical

2020-2021 Allocation	Summer/Fall 2021 Requested	Summer/Fall 2021 Allocation
\$0	\$0	\$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.

**Request Purposes:** Costumes, props, performance rights, and salaries for: stage director, conductor, and choreographers.

**Rationale:** No budget request submitted, if funding is needed it can be requested via ASG's mini-grant process starting in late September.

### Parent Child Center

2020-2021 Allocation	Summer/Fall 2021 Requested	Summer/Fall 2021 Allocation
\$79,500	\$26,500	\$26,500

**Description:** The Parent Child Center provides educational and childcare 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.

**Request Purposes:** Salaries for staff and teachers.

**Rationale:** Funding to cover partial staff salaries.

### Plays, Film, and Video

2020-2021 Allocation	Summer/Fall 2021 Requested	Summer/Fall 2021 Allocation
\$8,075	\$5,996	\$5,996

**Description:** Plays, Film, and Video is a program that helps students learn and develop skills required to work in film and theater industries. They create student produced films and host the Shoreline Shorts (short plays written and directed by students).

**Request Purposes:** Student salaries, guest artist stipends, equipment rentals, production rights, props, etc.

**Rationale:** Salaries and goods & services to produce virtual play and support student projects.

### Spindrift

2020-2021 Allocation	Summer/Fall 2021 Requested	Summer/Fall 2021 Allocation
\$24,490	\$10,315	\$10,315

**Description:** Spindrift is a literary magazine that solicits and publishes written and artistic work from students and community members annually.

**Request Purposes:** Student salaries, advisor stipend, and printing costs.

**Rationale:** Funding for faculty stipends and student hourly positions.

**Student Life**

2020-2021 Allocation	Summer/Fall 2021 Requested	Summer/Fall 2021 Allocation
\$274,168	\$130,096	\$130,096

**Description:** Student Life creates dynamic co-curricular programs and activities that are invested in the transformation of all students. This program provides accessible opportunities for students to build community, develop critical skills, and engage the campus community.

**Request Purposes:** Full time Student Life staff salaries, student salaries, student leadership training, club support, facilitator stipends, and New Student Orientation.

**Rationale:** Salaries for 3 full-time staff positions + 1 student hourly for 6 months.

**Theater Tech**

2020-2021 Allocation	Summer/Fall 2021 Requested	Summer/Fall 2021 Allocation
\$6,301	\$8,578	\$8,578

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

**Request Purposes:** Student salaries (theater technicians), building materials, set pieces, light and equipment rentals, etc.

**Rationale:** Funding for student and non-student staff for virtual and (if allowed) possible in-person activities.

**Tutoring Services**

2020-2021 Allocation	Summer/Fall 2021 Requested	Summer/Fall 2021 Allocation
\$75,394	\$33,332	\$33,332

**Description:** Tutoring Services provides students with free one-on-one tutoring services in various subjects.

**Request Purposes:** Tutor salaries.

**Rationale:** Salaries for student and non-student tutors.

**CATEGORY III: Discretionary Funding****Mini-Grant**

2020-2021 Allocation	Summer/Fall 2021 Requested	Summer/Fall 2021 Allocation
\$75,000	\$100,000	\$100,000

**Description:** Mini-Grants are a supplemental funding source that clubs and programs can access through an application process that is managed by ASG.

**Request Purposes:** Salaries for performers, fees for vendors and rentals, food, and other supplies.

**Rationale:** Amount based on anticipated requests for fall quarters from active clubs and programs needing additional funding prior to winter 2022.

### Contingency Fund

2020-2021 Allocation	Summer/Fall 2021 Requested	Summer/Fall 2021 Allocation
\$0	\$0	TBD

**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.

**Request Purposes:** Unexpected or unknown expenses during the year.

**Rationale:** Any remaining revenue from S&A that is not allocated for summer and fall 2021 will be moved into contingency fund to be allocated for winter and spring 2022.

# Recommendation

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As the college anticipates an increased presence on campus next fall, enrollment numbers remain uncertain. Due to the unknown impact of these factors on S&A's overall budget and individual programs' needs, continued flexibility is required. As a result, the S&A Committee has decided to allocate funding for only summer and fall 2021 at this time. After reviewing the \$695,571 in requests received, the committee recommends that the Board of Trustees approve the proposed \$678,128 in allocations. Based on a projected revenue of \$1 million and an anticipated budget of \$1.2 million (including up to \$200,000 from reserves) for the 2021-2022 academic year, the committee believes that this allocation will allow for ample funding remaining for winter and spring to support S&A programs.

Thank you,

## **2020-2021 Services & Activities Fee Committee**

Sunshine Cheng, ASG President  
Khanh Le, ASG Vice President  
Nathan Sidik, ASG Budget & Finance Officer  
Kelsie Morehead, ASG Sustainability Officer  
Tio Runtukahu, ASG Governmental Affairs Officer  
Krizzia Sunio, ASG Club Affairs Officer  
Jennie Nguyen, ASG Student Representative  
Amber Rose Wong, ASG Student Representative  
Sundi Musnicki, ASG Advisor

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
(VIRTUAL) SPECIAL MEETING OF JUNE 23, 2021**

**TAB 4**

**ACTION**

**Subject: Board of Trustees 2022 Regular Meeting Schedule**

**Background**

The Board of Trustees conducted a first reading of proposed regular meeting dates for calendar year 2022 at its meeting of May 26, 2021.

**Proposed regular meeting dates and times for calendar year 2022**

<b><u>WINTER 2022</u></b>		
• <b><u>January 26, 2022</u></b> * •Regular Meeting: 4:30 PM	• <b><u>February 23, 2022</u></b> * •Regular Meeting: 4:30 PM	• <b><u>March 16, 2022</u></b> <sup>1</sup> * •Regular Meeting: 4:30 PM
<b><u>SPRING 2022</u></b>		
• <b><u>April 27, 2022</u></b> * •Regular Meeting: 4:30 PM	• <b><u>May 25, 2022</u></b> * •Regular Meeting: 4:00 PM	• <b><u>June 22, 2022</u></b> * •Regular Meeting: 4:00 PM
<b><u>SUMMER 2022</u></b>		
• <b><u>July 20, 2022</u></b> <sup>1</sup> •Regular Meeting: 4:00 PM		
<b><u>FALL 2022</u></b>		
• <b><u>October 26, 2022</u></b> * •Regular Meeting: 4:30 PM	• <b><u>December 7, 2022</u></b> <sup>2</sup> * •Regular Meeting: 4:30 PM	

<sup>1</sup> Third Wednesday of the month.

<sup>2</sup> 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 2022.

Prepared by: Lori Yonemitsu  
Executive Assistant to the President  
Shoreline Community College  
June 18, 2021

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
(VIRTUAL) SPECIAL MEETING OF JUNE 23, 2021**

**TAB 5**

**ACTION**

**Subject: Elect Board of Trustees Officers (2021-2022)**  
**•Chair •Vice-Chair**

**Background**

- 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.
- 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.
- 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.
- Traditionally, the responsibility as Chair and Vice-Chair will be rotated through all members in the order of appointment or reappointment.
- Traditionally, the Vice-Chair will move into the position of Chair of the Board, at the election of the Board.
- 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.
- 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.
- 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 2021 – 2022 (July – June).

Prepared by: Lori Yonemitsu  
Executive Assistant to the President  
Shoreline Community College  
June 18, 2021