

SHORELINE COMMUNITY COLLEGE

Board of Trustees

(Virtual) Special Meeting of March 16, 2022

3:00 PM – Study Session • 4:30 PM – Special Session

Zoom Link: <https://us02web.zoom.us/j/81749309210>

Webinar (“Meeting”) ID: 817 4930 9210

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

AGENDA

3:00 PM – STUDY SESSION			
NO.	AGENDA ITEM	RESPONSIBILITY	TAB
	<ul style="list-style-type: none"> • Nursing Education Moving Online & What We’ve Learned <ul style="list-style-type: none"> • Equity Improvements • Learning/Thinking About Teaching • Navigating Student Support 	<i>Phillip King & Mary Burroughs</i>	
4:30 PM – SPECIAL SESSION			
NO.	AGENDA ITEM	RESPONSIBILITY	TAB
1.	Convene Special Meeting	<i>Chair Catherine D’Ambrosio</i>	
2.	Report: Chair, Board of Trustees	<i>Chair Catherine D’Ambrosio</i>	
3.	Consent Agenda <ul style="list-style-type: none"> a. Approval of Previous Meeting Minutes <ul style="list-style-type: none"> • Special Meetings of 2022 February 14, 15, 16, 17 (1), 17 (2), 18, 23; March 2, 11 	<i>Chair Catherine D’Ambrosio & Trustees</i>	
4.	Communication from the Public Public comment(s) will be presented to the Board verbally. <ul style="list-style-type: none"> • For attendees connecting online: Please sign up to provide a public comment via the Chat function in Zoom between 4:15 PM – 4:30 PM on March 16, 2022. • For attendees connecting by telephone: Please sign up to provide a public comment between 4:15 PM – 4:30 PM on March 16, 2022 by: 1. Sending an email to Board Secretary Lori Yonemitsu at 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). <p>The Board Chair will call upon each speaker signed up to provide public comment. The total public comment period at the March 16, 2022 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 fifteen (15) individuals sign up to speak. (For the entering of a public comment into the record and attaching to the minutes of the March 16, 2022 meeting, please send written public comment to Board Secretary Lori Yonemitsu at lyonemitsu@shoreline.edu following the March 16, 2022 meeting.)</p>	<i>Chair Catherine D’Ambrosio</i>	

5.	Action: Renewal of First-Year & Second-Year Tenure Track Faculty Candidates	<i>Phillip King</i>	1
6.	Action: Tenure Considerations	<i>Phillip King</i>	2
7.	College Update(s) <ul style="list-style-type: none"> 2021-22 Connie Broughton Innovation in eLearning Award Winner: Stephanie Bartlett, Physics & Astronomy Professor & Faculty Program Coordinator 	<i>Ann Garnsey-Harter</i>	
8.	Report: 2022-23 Budget Development Update	<i>Bob Williamson</i>	
9.	First Reading: 2021-2022 Services & Activities (S&A) Budget & Spring 2022 Allocations	<i>Sundi Musnicki</i>	3
10.	First Reading: College Calendars: 2021-2022; 2022-2023; 2023-2024; 2024-2025	<i>Chris Melton</i>	4
11.	Report: College President	<i>Steve Hanson</i>	
12.	Constituent Report: Shoreline Faculty	<i>Eric Hamako</i>	
13.	Constituent Report: Shoreline Classified Staff	<i>Ric Doike-Foreman</i>	
14.	Constituent Report: Shoreline Associated Student Government	<i>Sunshine Cheng</i>	
15.	Report: Closing Remarks – Board of Trustees	<i>Trustees</i>	
16.	Executive Session, if necessary, to discuss a matter or matters contained in RCW 42.30.110	<i>Chair Catherine Post D'Ambrosio</i>	
17.	Action: Adjournment	<i>Chair Catherine D'Ambrosio</i>	

•To connect to the March 16, 2022 special meeting:

- Via **link**, go to: <https://us02web.zoom.us/j/81749309210>
- Via **telephone**:
Call/Dial/Key-in: (253) 215-8782

Webinar ID (“Meeting ID”): 817 4930 9210

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) SPECIAL MEETING OF FEBRUARY 14, 2022

MINUTES

The special meeting of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Catherine Post D'Ambrosio at 2:01 PM by audio/visual conference. A quorum of the Board was present by audio/visual conference.

MEMBERS PRESENT

Trustees Rebecca Chan, Catherine Post D'Ambrosio, Tom Lux, Eben Pobe, and Kim Wells were present via audio/visual conference.

COMMUNICATION FROM THE PUBLIC

Per the notice for the February 14, 2022 (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 1:45 PM – 2:00 PM on February 14, 2022.
- For attendees connecting by telephone: Please sign up to provide a public comment between 1:45 PM – 2:00 PM on February 14, 2022 by: 1. Sending an email to Board Secretary Lori Yonemitsu at 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 February 14, 2022 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 February 14, 2022 meeting, please send written public comment to Board Secretary Lori Yonemitsu at lyonemitsu@shoreline.edu following the February 14, 2022 meeting.)

Lianne Almugirah read statement (attached).

CONVENE IN EXECUTIVE SESSION TO EVALUATE THE QUALIFICATIONS OF APPLICANTS FOR PUBLIC EMPLOYMENT

At 2:07 PM, Chair Post D'Ambrosio announced that the Board would convene in executive session for one-hundred twenty minutes (two hours) or as extended by the Board to evaluate the qualifications of applicants for public employment and noted that the only action the Board would take upon reconvening in open session following the executive session, would be for the adjournment of the meeting.

Board Secretary Lori Yonemitsu notified Chair Post D'Ambrosio that the executive session may not take two hours and requested to reset the executive session to ninety-minutes. Chair Post D'Ambrosio reset the time for the executive session from one-hundred twenty minutes to ninety minutes.

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) SPECIAL MEETING OF FEBRUARY 14, 2022

At 3:37 PM, it was noted/announced in the open session's *Zoom Room* that the Board was extending its executive session by thirty minutes.

At 4:07 PM, it was noted/announced in the open session's *Zoom Room* that the Board was extending its executive session by thirty minutes.

At 4:37 PM, it was noted/announced in the open session's *Zoom Room* that the Board was extending its executive session by twenty-three minutes.

At 5:00 PM, it was noted/announced in the open session's *Zoom Room* that the Board was extending its executive session by three minutes.

At 5:03 PM, it was noted/announced in the open session's *Zoom Room* that the Board was extending its executive session by two minutes.

RECONVENE SPECIAL MEETING
ADJOURNMENT

The Board reconvened in open session.

Motion 22:09: Motion made by Trustee Lux to adjourn the special meeting of February 14, 2022.

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

Chair Post D'Ambrosio adjourned the meeting at 5:06 PM.

Signed _____
Catherine Post D'Ambrosio, Chair

Attest: March 16, 2022

Lori Y. Yonemitsu, Secretary

From: [Almughirah, Lianne](#)
To: [Yonemitsu, Lori](#)
Subject: BOT Comment - To be entered into minutes.
Date: Monday, February 14, 2022 2:26:53 PM
Importance: High

Good afternoon and Happy Valentine's Day!

Thank you all for giving me the chance to express a concern.

Staff across the College talk about the importance of an individual's story. We need to listen, value and support. It is unlikely that staff at this College would disparage the story of a student. Why then, would it be okay for the College to treat a fellow co-worker that way?

I have heard comments of an extremely unfair nature related to Phillip's story. I have heard these comments across all employee groups, they tend to be most prevalent from a group that holds a lot of power on campus. How could I not reflect on those past comments and the committee's decision not to select him as a finalist?

While I look forward to learning about the four finalists, knowing that each have unique strengths to bring to Shoreline, it is hard for me to imagine that Phillip with his experience, knowledge of the campus, his ability to allow others to shine and, to allow others to be the expert in the room, would not be selected as a finalist.

As the former Title IX and EEO Coordinator for the College I feel like I need to ask respectfully that the search committee reconsider their decision not to select Phillip King as a finalist for President.

To the board, please support this idea of critical reflection and to my campus colleagues, for the sake of everyone's story, please reflect on this situation and ask tough questions.

Respectfully,
Lianne Almughirah

Lianne Almughirah, M.Ed., MLA

Director, International Admissions and Student Services
International Education

Shoreline Community College

www.shoreline.edu/international | 206-533-6664

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) SPECIAL MEETING OF FEBRUARY 15, 2022

MINUTES

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

MEMBERS PRESENT

Trustees Rebecca Chan, Catherine Post D'Ambrosio, Tom Lux, Eben Pabee, and Kim Wells were present via audio/visual conference.

COMMUNICATION FROM THE PUBLIC

Per the notice for the February 15, 2022 (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 3:15 PM – 3:30 PM on February 15, 2022.
- For attendees connecting by telephone: Please sign up to provide a public comment between 3:15 PM – 3:30 PM on February 15, 2022 by: 1. Sending an email to Board Secretary Lori Yonemitsu at 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 February 15, 2022 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 February 15, 2022 meeting, please send written public comment to Board Secretary Lori Yonemitsu at lyonemitsu@shoreline.edu following the February 15, 2022 meeting.)

No one signed up to provide public comment(s).

CONVENE IN EXECUTIVE SESSION TO EVALUATE THE QUALIFICATIONS OF AN APPLICANT FOR PUBLIC EMPLOYMENT

At 3:32 PM, Chair Post D'Ambrosio announced that the Board would convene in executive session for ninety minutes or as extended by the Board to evaluate the qualifications of an applicant for public employment and noted that the only action the Board would take upon reconvening in open session following the executive session, would be for the adjournment of the meeting.

At 5:02 PM, it was noted/announced in the open session's *Zoom Room* that the Board was extending its executive session by ten minutes.

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) SPECIAL MEETING OF FEBRUARY 15, 2022

RECONVENE SPECIAL MEETING
ADJOURNMENT

The Board reconvened in open session.

Motion 22:10: Motion made by Trustee Wells to adjourn the special meeting of February 15, 2022.

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

Chair Post D'Ambrosio adjourned the meeting at 5:16 PM.

Signed _____
Catherine Post D'Ambrosio, Chair

Attest: March 16, 2022

Lori Y. Yonemitsu, Secretary

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) SPECIAL MEETING OF FEBRUARY 16, 2022

MINUTES

The special meeting of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Catherine Post D'Ambrosio at 3:31 PM by audio/visual conference. A quorum of the Board was present by audio/visual conference.

MEMBERS PRESENT

Trustees Rebecca Chan, Catherine Post D'Ambrosio, Tom Lux, Eben Pobe, and Kim Wells were present via audio/visual conference.

COMMUNICATION FROM THE PUBLIC

Per the notice for the February 16, 2022 (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 3:15 PM – 3:30 PM on February 16, 2022.
- For attendees connecting by telephone: Please sign up to provide a public comment between 3:15 PM – 3:30 PM on February 16, 2022 by: 1. Sending an email to Board Secretary Lori Yonemitsu at 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 February 16, 2022 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 February 16, 2022 meeting, please send written public comment to Board Secretary Lori Yonemitsu at lyonemitsu@shoreline.edu following the February 16, 2022 meeting.)

No one signed up to provide public comment(s).

CONVENE IN EXECUTIVE SESSION TO EVALUATE THE QUALIFICATIONS OF AN APPLICANT FOR PUBLIC EMPLOYMENT

At 3:33 PM, Chair Post D'Ambrosio announced that the Board would convene in executive session for ninety minutes or as extended by the Board to evaluate the qualifications of an applicant for public employment and noted that the only action the Board would take upon reconvening in open session following the executive session, would be for the adjournment of the meeting.

At 5:03 PM, it was noted/announced in the open session's *Zoom Room* that the Board was extending its executive session by twelve minutes.

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) SPECIAL MEETING OF FEBRUARY 16, 2022

RECONVENE SPECIAL MEETING
ADJOURNMENT

The Board reconvened in open session.

Motion 22:11: Motion made by Trustee Chan to adjourn the special meeting of February 16, 2022.

Motion seconded by Trustee Pobee. All five Trustees present (Rebecca Chan, Catherine Post D’Ambrosio, Tom Lux, Eben Pobee, Kim Wells) for this action item, voted *aye* to approve the motion.

Chair Post D’Ambrosio adjourned the meeting at 5:19 PM.

Signed _____
Catherine Post D’Ambrosio, Chair

Attest: March 16, 2022

Lori Y. Yonemitsu, Secretary

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) SPECIAL MEETING 1 OF FEBRUARY 17, 2022

MINUTES

The first special meeting of the Board of Trustees of Shoreline Community College District Number Seven on February 17, 2022, was called to order by Chair Catherine Post D'Ambrosio at 3:32 PM by audio/visual conference. A quorum of the Board was present by audio/visual conference.

MEMBERS PRESENT

Trustees Rebecca Chan, Catherine Post D'Ambrosio, Tom Lux, Eben Pobe, and Kim Wells were present via audio/visual conference.

COMMUNICATION FROM THE PUBLIC

Per the notice for the February 17, 2022 (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 3:15 PM – 3:30 PM on February 17, 2022.
- For attendees connecting by telephone: Please sign up to provide a public comment between 3:15 PM – 3:30 PM on February 17, 2022 by: 1. Sending an email to Board Secretary Lori Yonemitsu at 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 February 17, 2022 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 February 17, 2022 meeting, please send written public comment to Board Secretary Lori Yonemitsu at lyonemitsu@shoreline.edu following the February 17, 2022 meeting.)

No one signed up to provide public comment(s).

CONVENE IN EXECUTIVE SESSION TO EVALUATE THE QUALIFICATIONS OF AN APPLICANT FOR PUBLIC EMPLOYMENT

At 3:34 PM, Chair Post D'Ambrosio announced that the Board would convene in executive session for ninety minutes or as extended by the Board to evaluate the qualifications of an applicant for public employment and noted that the only action the Board would take upon reconvening in open session following the executive session, would be for the adjournment of the meeting.

At 5:04 PM, it was noted/announced in the open session's *Zoom Room* that the Board was extending its executive session by twelve minutes.

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) SPECIAL MEETING 1 OF FEBRUARY 17, 2022

RECONVENE SPECIAL MEETING
ADJOURNMENT

The Board reconvened in open session.

Motion 22:12: Motion made by Trustee Wells to adjourn the special meeting of February 17, 2022.

Motion seconded by Trustee Pobee. All five Trustees present (Rebecca Chan, Catherine Post D’Ambrosio, Tom Lux, Eben Pobee, Kim Wells) for this action item, voted *aye* to approve the motion.

Chair Post D’Ambrosio adjourned the meeting at 5:17 PM.

Signed _____
Catherine Post D’Ambrosio, Chair

Attest: March 16, 2022

Lori Y. Yonemitsu, Secretary

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) SPECIAL MEETING 2 OF FEBRUARY 17, 2022

MINUTES

The second special meeting of the Board of Trustees of Shoreline Community College District Number Seven on February 17, 2022 was called to order by Chair Catherine Post D'Ambrosio at 5:30 PM by audio/visual conference. A quorum of the Board was present by audio/visual conference.

MEMBERS PRESENT

Trustees Rebecca Chan, Catherine Post D'Ambrosio, Tom Lux, Eben Pobee, and Kim Wells 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 Post D'Ambrosio announced that the Board has been conducting interviews of candidates for the College President position. "Four finalists have emerged, and Trustee Chan and Trustee Wells served on the committee with the faculty, the classified, and the administrative staff to select the four candidates for the Board of Trustees to interview." She spoke of the three responsibilities of the Board of Trustees: Fiduciary responsibilities for the financial health of the College; to hire and release the President and evaluate the President's performance; and tenure responsibilities."

CONSENT AGENDA

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

- a. Minutes from the special meetings of January 26 & 28, 2022.
- b. 2021-2022 Board of Trustees Professional Learning Goals

Motion 22:13: Motion made by Trustee Lux to approve the consent agenda.

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

COMMUNICATION FROM THE PUBLIC

Per the notice for the February 17, 2022 (virtual) special meeting #2 of the Board of Trustees:

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) SPECIAL MEETING 2 OF FEBRUARY 17, 2022

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 5:15 PM – 5:30 PM on February 17, 2022.
- For attendees connecting by telephone: Please sign up to provide a public comment between 5:15 PM – 5:30 PM on February 17, 2022 by: 1. Sending an email to Board Secretary Lori Yonemitsu at 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 February 17, 2022 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 fifteen (15) individuals sign up to speak. (For the entering of a public comment into the record and attaching to the minutes of the February 17, 2022 meeting, please send written public comment to Board Secretary Lori Yonemitsu at lyonemitsu@shoreline.edu following the February 17, 2022 meeting.)

No one signed up to provide public comment(s).

COLLEGE UPDATES

ctcLink GoLive on February 28

Organizational Change & Project Manager Joe Chiappa's presentation (attached) included the following:

- ctcLink Deployment Groups & Timeline
- Readiness Activities
- What to Expect? Preparing to Go Live
- Supporting Shoreline
- What to Expect? Post-Go Live
- Stabilization & Sustainability

In response to questions from Trustees:

- Manager Chiappa shared that payroll and student finance are the two functional areas of focus in relation to Go Live and noted that the state was providing support to the areas.
- Manager Chiappa communicated that he expects “to fall within the original allocation” for ctcLink.
- Acting Vice President Bob Williamson noted that “ctcLink is going to have an ongoing impact on the budget—for about a year after Go Live” and spoke about the ongoing costs that will have to be added to the operating budget.
- Acting Director Gavin Smith spoke of the very careful process to validate data, following the SBCTC's direction “for transferring from the Legacy system” (which will be left

SHORELINE COMMUNITY COLLEGE
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(VIRTUAL) SPECIAL MEETING 2 OF FEBRUARY 17, 2022

running for a while, and can be accessed), and the retaining of data sets on a local file for resource purposes.

University of Washington’s School of Dentistry & Shoreline Community College’s Dental Hygiene Program – Clinic Site & Update

Dean Mary Burroughs shared information related to the Shoreline Community College Dental Hygiene’s (clinic and program) move to the University of Washington’s School of Dentistry (UWSOD).

- The transition began in the fall of 2021 – “with a select group of students doing their clinical rotations at the University of Washington with the Dental Hygiene faculty.”
- In June of 2021, the move of the “entire clinic and program from the Shoreline campus to the UWSOD” started. “At that time, we had expected that the clinic would be ready for the Dental Hygiene students.” Issues related to old buildings, asbestos, and plumbing caused a delay in the opening of the clinic. The UWSOD accommodated “us very well” during the “construction of the clinic for the Shoreline students.”
- Delta Dental donated \$1 million for the construction of the new clinic. Funding for the new clinic was also provided by Shoreline and the UWSOD.
- There was a “challenge grant for an additional \$500,000 and there was a matching grant” which resulted in over \$2 million brought in from fundraising. “All of that money will go to the University of Washington to improve the clinic space, to expand their simulation space, and to support the Dental Hygiene Program as well.”
- The clinic opened on the first day of the winter 2022 quarter. “It is absolutely beautiful.”
- The UWSOD Dean said that the Dental students have requested to work with our Dental Hygiene students. “Four-Handed Dentistry (Dental student and Dental Hygiene student) will begin in about a week. We are the only school in the country that is doing this.”
- Dean Burroughs shared photos of the clinic and simulation center.
- The proposal for a Bachelor of Applied Science in Dental Hygiene was recently submitted to the SBCTC and the proposal is scheduled to be presented to the State Board in early May 2022.
- The accreditation visit for the Dental Hygiene Program is scheduled for May 11-12, 2022.

The Trustees, referring to “the dilemma we were in a few years ago,” shared congratulatory sentiments, noting that the move to the UWSOD “was a really good one.”

REPORT: FINANCIAL & BUDGET UPDATE

Acting Vice President Bob Williamson mentioned that he neglected to introduce the College’s new Director of Facilities & Capital Projects Kimberlee Clark at the Board’s January meeting. Director Clark “started on January 3 and is the person who will be leading and managing many of the major capital projects.”

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) SPECIAL MEETING 2 OF FEBRUARY 17, 2022

Acting Vice President Williamson went over a *2021-2022 Revised Operating Budget, Revenues and Expenses – January 2022* report (attached). He shared that he and Budget Director Cliff Frederickson have been meeting with Trustee Chan prior to Board meetings and credited Trustee Chan for her suggestions (inclusion of (as of date) to the Variance Favorable column; Notes on Variances), which have been incorporated into the report.

“Overall, seven months into the fiscal year, I think the College is in a pretty good position. Still, reason to be cautious, particularly as we go live with ctcLink—we don’t know what the impact that’s going to have on spring enrollment. A dip could impact our operating tuition revenue.”

Director Kimberlee Clark shared that she is very happy to be at Shoreline and enjoys working with the “great facilities team, tackling the projects that are here on campus, as well as assisting with any preventative maintenance that needs to take place on the campus.”

ACTION: BOARD RESOLUTION NO. 163 (STEAM BUILDING LOCAL CASH RESERVE COMMITMENT)

Acting Vice President Bob Williamson went over a Science, Technology, Engineering, Arts, and Math (STEAM) building document (attached). In response to a question from Trustee Lux about previous capital projects and the impact on the College’s budget due to cost escalations, Acting Vice President Williamson confirmed that escalation costs are included in the STEAM building project cost.

Acting Vice President Williamson read tab 2 [Action: Board Resolution No. 163 (STEAM Building Local Cash Reserve Commitment)].

Motion 22:14: Motion made by Trustee Lux to adopt Resolution No. 163.

Motion seconded by Trustee Wells.

Chair Post D’Ambrosio inquired if the Board Reserves would not have to be used “if we’re able to procure donations.” Interim President Hanson responded in the affirmative and stated that “we will work with our Foundation Board to look for additional opportunities to cover that cost. This is simply to demonstrate that the College is committed to this portion of the budget.”

All five Trustees present (Rebecca Chan, Catherine Post D’Ambrosio, Tom Lux, Eben Pabee, Kim Wells) for this action item, voted *aye* to approve the motion.

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) SPECIAL MEETING 2 OF FEBRUARY 17, 2022

ACTION: FACULTY SABBATICAL LEAVE PROPOSALS (2022-203)

Vice President Phillip King stated that along with Chair Stephanie Bartlett, the 2022-2023 Faculty Sabbatical Selection Committee also included faculty members Gloria Anderson, Katie Fleming, Tom Genest, and Cynthia Okawara. He read tab 3 [Action: Sabbatical Leave Proposals (2022-2023)] which included the following recommendation(s):

- That sabbatical leaves during the 2022 – 2023 academic year, at 100 % compensation, be granted to: Alison Armstrong, Shana Calaway, and Amy Kinsel for (2) quarters each.
- That sabbatical leaves during the 2022 – 2023 academic year, at 100% compensation, be granted to: Tony Doupe, Joyce Fagel, and Scott Main for (1) quarter each.

Motion 22:15: Motion made by Trustee Wells to approve the 2022 – 2023 sabbatical leaves as read by Vice President Phillip King.

Motion seconded by Trustee Pobe.

Trustee Pobe expressed excitement about “what is in store and looking at what each of these wonderful individuals will be doing.”

Trustee Lux requested that those granted sabbaticals be reminded that “the Board would really like to hear back from them about how the sabbaticals went.”

Chair Post D’Ambrosio concurred with Trustee Lux and spoke about assembling a Shoreline 101 “to get a summary and a presentation of what’s completed on sabbaticals.”

All five Trustees present (Rebecca Chan, Catherine Post D’Ambrosio, Tom Lux, Eben Pobe, Kim Wells) 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 STAFF

IT Administrator & Chief Shop Steward Ric Doike-Foreman read statement (attached).

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) SPECIAL MEETING 2 OF FEBRUARY 17, 2022

CONSTITUENT REPORT: SHORELINE ASSOCIATED STUDENT GOVERNMENT

Associated Student Government (ASG) President Sunshine Cheng read statement (attached).

REPORT: SHORELINE PRESIDENT

Interim President Hanson's report included that:

- Shoreline Faculty member Stephanie Bartlett received the 2021-2022 Connie Broughton Innovation in eLearning Award.
- He had the honor to give congratulatory comments at the Trajal Hospitality Program's 2021-2022 virtual graduation ceremony. "This is bittersweet. The students in the program have spent the last ten months here. This is the 29th year of the College's partnership with the Program and over 1,700 students have taken part in it and it's the longest running educational contract program at the College. The bittersweet part is that the program will be on hiatus due to the impact of COVID on international travel."
- He met recently with Vince Madden, the President of the Foundation Board, as well as joined Diana Dotter and Bob Williamson for the Foundation Board's meeting on February 16. "Bob provided an overview of a proposed agreement between the College and the Foundation that will allow the Foundation to act as a limited fiscal agent for the College when necessary for the emergency payment of outstanding liabilities and student support during the College's transition to the ctcLink administrative software platform."
- The Shoreline International Film Festival (SIFF) will return to Shoreline and there will be an opening event on April 15.
- He, along with Acting Vice President Bob Williamson, Budget Director Cliff Frederickson, and Trustee Chan, participated in an entrance conference with representatives from the Office of the Washington State Auditor. "This is a formality for the annual financial audit for July 1, 2020 through June 30, 2021 and basically provides an overview of the process. The exit conference is expected to happen at the end of March."
- The state revenue projection increased by more than \$2.7 billion over what was originally expected through mid-2025.

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

Trustee Lux spoke about the variety of events at ACCT's recent National Legislative Summit in Washington, DC and noted that the primary purpose of the Summit "is to talk to our legislators about the needs of community colleges and our students." The group from Washington state had meetings with Senator Murray and Senator Cantwell and Trustee Lux met with Representative Pramila Jayapal's staff. "It was a very successful conference."

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) SPECIAL MEETING 2 OF FEBRUARY 17, 2022

Trustee Chan stated that she is “really excited that the College is going to have a STEAM building” and that her two (2) children went to a STEAM school in the Shoreline School District. “Great synergy...Shoreline is in alignment with the school district.”

Trustee Pobee conveyed his excitement about ctcLink while also expressing concern about ongoing operational costs related to ctcLink. “How do we maintain this moving forward considering staffing or other costs tied to it?” He added that he was also excited about the Dental Hygiene Program at UW.

Trustee Wells thanked everyone for their participation in the presidential search process.

Chair Post D’Ambrosio thanked Trustee Wells and Trustee Chan for devoting so much time to the presidential search process.

ADJOURNMENT

Motion 22:16: Motion made by Trustee Lux to adjourn the special meeting of 2022.

Motion seconded by Trustee Pobee. All five Trustees present (Rebecca Chan, Catherine Post D’Ambrosio, Tom Lux, Eben Pobee, Kim Wells) for this action item, voted *aye* to approve the motion.

Chair Post D’Ambrosio adjourned the meeting at 7:14 PM.

Signed _____
Catherine Post D’Ambrosio, Chair

Attest: March 16, 2022

Lori Y. Yonemitsu, Secretary

ctcLink Update
GoLive on February 28th

February 17, 2022


Joe Chiappa
Organizational Change
& Project Manager

Shoreline
COMMUNITY COLLEGE
Engage. Achieve.

1

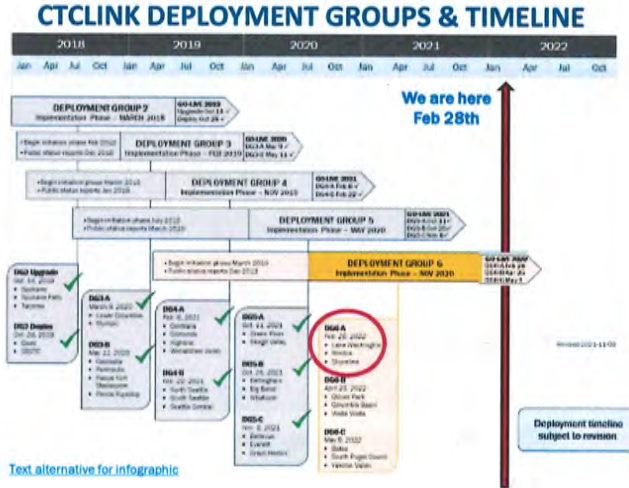
Agenda

- ctcLink Readiness & Preparation
- What to Expect?
 - Transition Activities and Support
- Stabilization & Support



2

2



3

Readiness Activities

Activities	Teams	Upcoming Tasks (2/17)
<input checked="" type="checkbox"/> User Acceptance Testing (UAT)	<input checked="" type="checkbox"/> All Subject Matter Experts	<input type="checkbox"/> Complete Critical Testing Items <input type="checkbox"/> Create Local "To-Do" List for Post GoLive
<input checked="" type="checkbox"/> Building Schedule of Classes	<input checked="" type="checkbox"/> Scheduler + Division Support Staff	<input type="checkbox"/> Spring Schedule Available to Students 2/22 <input type="checkbox"/> Advisors Begin Student Prep for Registration
<input checked="" type="checkbox"/> Transition Preparation	<input checked="" type="checkbox"/> All Subject Matter Experts & Departments	<input type="checkbox"/> Campus Communication/Expectations <input type="checkbox"/> Business Process Reviews <input type="checkbox"/> Dept. Deadlines & Record Reconciliation
<input checked="" type="checkbox"/> Training & Support	<input checked="" type="checkbox"/> Students, Faculty & Staff	<input type="checkbox"/> Training Support Teams <input type="checkbox"/> Finalizing Training Plans <input type="checkbox"/> Website and Knowledge Base

4

4

What to Expect? Preparing to Go Live

February 14-24

- Reduced Services/Office Closures Begin for Enrollment Services, Financial Aid & Human Resources
- Behind the Scenes Work Continues
- HP Systems Begin Shutdown

February 25-27 Conversion & Validation Weekend

GoLive!!

February 28-March 14

- Gradual Return to Services

5

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Supporting Shoreline

SUPPORT NETWORK
Student & Enrollment Support
Faculty Support
Staff/Admin Support

TECHNICAL SUPPORT CENTER
Knowledge Base
Live Chat

WEBSITE RESOURCES
Home for Student Resources
www.shoreline.edu/ctcLink
Events Calendar


TRAINING OPPORTUNITIES
Live Trainings (F2F & Zoom)
Canvas Trainings
Drop-In Sessions

6

6

What to Expect? Post-Go Live		
	Activity	Support
2/28: Staff & Faculty	Activate ctclink Accounts	Support Network Via Live Chat, Email, Phone, FTF & Web • Drop-In Zoom Sessions Required Timecard Training
	Begin Submitting Timesheets	
	Daily SBCTC Training Sessions	
	Validation of HR, Financial & Enroll Data	
3/7: Students	Activate ctclink Accounts	Support Network & Zoom Advising Registration Prep & Support
3/14: Students, Staff & Faculty	3/14: Special Populations Registration Begins (e.g., Veterans, Athletes, etc...)	Offices Fully Reopen to Support Students
	Faculty Focus Trainings Begin	Support Network Remains in Place
	Payroll Drop-In/Refresher Session	Faculty to Receive Just In Time Training for Grade Submission & other activities
	3/16: Continuing, (Then New) Student Registration Begins	Continued Troubleshooting & Support

7

Stabilization & Sustainability	
<ul style="list-style-type: none"> GoLive Will Not Be Perfect- There Will Be Hiccups! <ul style="list-style-type: none"> ctclink Team, SMEs and SBCTC will be there to support us! Stabilization May Take One Year+ Issues Will Be Organized, Prioritized & Addressed Business Processes Will Be Reviewed Regularly Process Improvement Opportunities Will Be Identified and Prioritized for Post Stabilization 	
8	

8



Questions?



You can also email us at support@shoreline.edu



SHORELINE COMMUNITY COLLEGE

2021 - 2022 Revised Operating Budget, Revenues and Expenses - January 2022

Revenues	FY22 Revised Budget			Variance Favorable (as of	
	FY22 Revised Budget	Thru January	Actuals Thru January 31, 2022	January 2022)	Percentage
State Operating Appropriations	\$ 31,057,551	\$ 18,116,905	\$ 15,281,957	\$ (2,834,948)	84.35%
Operating Tuition (0424)	10,354,133	6,039,911	6,264,832	224,921	103.72%
International Education reimbursement of Operating Budget expenditures	3,287,030	1,917,434	1,917,434	-	100.00%
Running Start reimbursement of Operating Budget expenditures	2,116,982	1,234,906	1,234,906	-	100.00%
CEO reimbursement of Operating Budget expenditures	727,701	424,492	424,492	-	100.00%
	<u>47,543,397</u>	<u>27,733,648</u>	<u>25,123,622</u>	<u>(2,610,027)</u>	
Natural Classification Expenditures	FY22 Revised Budget			Variance Favorable (as of	
	FY22 Revised Budget	Thru December	Actuals Thru January 31, 2022	January 2022)	Percentage
Exempt	5,175,112	3,018,815	2,774,093	244,722	91.89%
Full-Time Faculty	10,197,564	5,948,579	4,744,009	1,204,570	79.75%
Part-Time Faculty	9,124,446	5,322,594	4,954,635	367,959	93.09%
Classified	6,365,784	3,713,374	3,414,981	298,393	91.96%
Hourly, Students and Others	578,233	337,303	384,437	(47,134)	113.97%
Benefits	10,146,056	5,918,533	5,094,662	823,871	86.08%
Personal Services Contracts	320,500	186,958	221,638	(34,680)	118.55%
Goods and Services	3,926,457	2,290,433	1,875,470	414,963	81.88%
Travel	102,270	59,658	10,139	49,519	17.00%
Capital Outlays - Fixed Assets	533,999	311,499	16,175	295,324	5.19%
Computers and Related Hardware	205,923	120,122	7,908	112,214	6.58%
Client Services and Financial Aid	828,543	483,317	433,244	50,073	89.64%
Debt Service	392,419	228,911	37,753	191,158	16.49%
Subtotal	<u>47,897,306</u>	<u>27,940,095</u>	<u>23,969,144</u>	<u>3,970,951</u>	
Intra Agency Reimbursements	(368,200)	(214,783)	(214,783)	-	100.00%
Total Expenditures	<u>47,529,106</u>	<u>27,725,312</u>	<u>23,754,361</u>	<u>3,970,951</u>	
Surplus/(Deficit)	\$ 14,291	\$ 8,336	\$ 1,369,261	\$ 1,360,924	

Shoreline January 2022

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Notes on Variances

State operating revenue is tied to wage and benefit expenses, which remain underspent pending faculty balloon payments in the spring.

Full-time faculty wages are awaiting balloon payments in the spring.

Hourly employee expenses are higher than expected due to increase need for part-time workers while full-time vacancies are being filled.

Personal Services Contracts includes costs for 25th Hour.
Costs are offset by corresponding savings in personnel budget.

YTD underspending in Goods and Services is due largely to processing time in accounts payable.

Travel remains underspent due to continued impact of COVID-19

2

Science, Technology, Engineering, Arts, and Math (STEAM) Building

Brief Description

A new, 41,500 square foot, three-story STEAM building will house programs associated with Math, Nursing, Music, and Music Technology. It will replace the 800, 2200, and 2300 buildings.

Project Schedule

- Predesign August 2021 – January 2022
- Design March 2022 – April 2023
- Bidding/Award June – September 2023
- Construction September 2023 – March 2025
- Move and Occupancy June – September 2025
- Demo/Site Restoration September 2025 – January 2026

Project Cost

\$36,453,000 (includes predesign, design, equipment, furniture, construction, commissioning and decommissioning, and project management).

Project Budget

- State capital appropriation \$35,000,000
- Local college contribution \$1,453,000





SCCFT President Eric Hamako
Statement to the SCC Board of Trustees
2022.02.17
Permalink: <https://bit.ly/SCCFTtoBOT2022-02>

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).

In his *Seven Habits of Highly Effective People* franchise, professor and management entrepreneur Stephen R. Covey, told a story known as "Rocks in a Jar." In that story, a professor presents a large glass jar to her students and places in it enough large rocks to reach the brim. She asks her students whether the jar is full and, in a series of exchanges, proceeds to further fill the jar with gravel, then sand, then water, each time asking whether the jar is full. Finally, the professor asks her students the meaning of the lesson. One student suggests, "You can probably put in more than you think you can?" In response, the professor suggests an alternate meaning, "Put the big things in first or you won't have room for them." Covey suggests that this "Rocks in a Jar" story is instructive for both our personal lives and also for organizational management.

Today, I would like to speak to you about a foundational concern for faculty: our workload. More specifically, today I'll address one aspect of faculty workload: the College's management of our "service work" or "other academic responsibilities." I'll apply the "Rocks in a Jar" story to examine the College's management of the service work faculty do as part of our responsibilities, outside our core instructional or student services functions. As an allegory, we can read the jar as the labor capacity that the College pays faculty to provide and the rocks, gravel, sand, and water as the various types of service work the College must accomplish by distributing into faculty's jars. But, Covey's allegory may assume two things, which appear to be problems at the

College: first, that management knows the capacity of the jars for which it's paying and, second, that management can differentiate the "big things" from the "little things," the high priority service work from the lower priority service work.

First, we should consider the size of the jars – that is, the labor capacity that the College pays for, for faculty's "service work." Via collective bargaining in 2018-2019, the College and the faculty agreed that Full-Time Faculty members' workload consists of two primary components: our core instructional or student services duties and our "other academic responsibilities," which we might also call "service work." Such Full-Time Faculty service work includes responsibilities such as advising students, attending department and division meetings, completing mandatory trainings, serving on committees, and participating in College governance. Meanwhile, Associate Faculty (who are often imprecisely called "part-time" or "adjunct" faculty") are neither required nor paid for that "service work" as part of their regular contracts – although the College sometimes pays them at an hourly rate, via supplemental contracts. The College employs approximately 120 Full-Time Faculty. The College also employs another 250 Associate Faculty, with the number fluctuating from quarter to quarter. And, the College and the faculty union agreed that Full-Time Faculty's workload should consist of 80% core instructional or student services work – such as teaching courses or providing Library, Advising, or Counseling services – and 20% service work. So, based on our contractually agreed upon workload, the College and faculty agreed that the amount of core instructional or student services work should be 301 hours per quarter and the service work should be 75 hours per quarter. That is the College's quarterly labor capacity – or size of its jar – per Full-Time Faculty member per quarter: 75 hours. Into that 75 hours, the College should be fitting all the service work that one Full-Time Faculty member should be working in a quarter.

Of course, based on our actual workloads, many faculty are surprised to learn that there *is* an agreed upon "jar size" for which we're paid – and to which the College has agreed. The organizational culture at Shoreline, as with the broader teaching profession, tends toward self-sacrifice – that is, sacrificing our own personal capacity at no additional cost to the employer. As an organization, Shoreline Community College's operation relies on Full-Time Faculty – and Associate Faculty and other workers – supplying additional "jars" of our own labor capacity into which the College puts its rocks of work. That additional, personal labor capacity goes unpaid and often unrecognized, other than through workers' normalized commiserations about being overworked, behind, tired, or burnt out.

Often, neither the College nor individual faculty members are conscious of where the College's paid-for jar ends and our personal, uncompensated jars begin. That has consequences for both workers and the College. When an employer believes it has more capacity than it is actually paying for, it's easier to make imprudent decisions about how much to put into its jars, because

more jars seem to magically appear. But it's not magic; it's labor that's paid for by workers ourselves, rather than by the College. When individual faculty members pay those unacknowledged costs, it takes a toll on those individual faculty members, on the faculty as a collective, on the College, and on our students.

For individual faculty, we pay in stress, burnout, and harm to our health, as well as tolls taken on our time with family, loved ones, and community – and sometimes paid in years off a faculty member's life. Some faculty members are taking medical leave, to seek treatment and to recuperate from carrying too much for too long. One faculty member recently sought a medical accommodation, not seeking a reduction in her full-time workload – but in an attempt to push back against creeping pressures to work *beyond* her contracted workload. Some faculty members are opting to retire sooner than they had planned or wanted. And some faculty, not yet of retirement age, are leaving the College or even the profession.

This overloading of our capacity also affects the faculty as a collective. Over time, the College has increased its reliance on temp-ified Associate Faculty jobs – jobs for which the College does not pay for service work. By not “seeing” faculty service work in its totality, the College may give the mistaken impression that it's still accomplishing the necessary service work with a decreasing proportion of Full-Time Faculty jobs – “doing more with less” – Full-Time Faculty jobs that many Associate Faculty have been desperately seeking for years, even as such Full-Time Faculty jobs become more and more rare. To be clear: Associate Faculty need more Full-Time Faculty job opportunities and Colleges need the service labor provided by increasing the proportion of stable, Full-Time Faculty jobs.

Eventually, the overloading and burning-out of faculty has financial costs to the College, with each turnover requiring additional resources for recruiting, hiring, onboarding, and acclimating of new faculty. And, the burnout and turnover caused by overloading workers has unquantified impacts on College morale and on students' learning experiences.

So, the College has had and continues to have problems recognizing the capacity of the workload for which it's actually paying – the size of the jars it's paying for. It has *also* demonstrated problems with distinguishing the “big stuff” from the “little stuff” as it decides what to load onto workers. With regard to faculty's service work, the College leadership has demonstrably failed to direct faculty's service work toward numerous high-priority, must-have service work.

As an analogous failure to differentiate the big stuff from the little stuff at the Board level, in 2017, the College's upper administration began directing the Board of Trustees to review College policies that were actually the purview of the College President, something the Board

had previously said it would no longer do. The College administration's misdirection of Board members' labor, along with the Board's complicity, meant that the Board's attention was directed away from more crucial Board-level work, such as paying closer attention to the College's budgetary and financial practices, with, for example, the College going years without annual financial statements or external financial audits. Or attending to the College's performance for regional accreditors, with, for example, the College having received two "recommendations" from the accreditors in 2012 that, nine years later, were found to still be "out of compliance."

In recent years, the College leadership has similarly had difficulties differentiating and prioritizing "the big stuff" from "the little stuff." For example, former College President Roberts created a host of new, discretionary "steering committees" with minimal authority, while at the same time eroding the power and purview of core governance structures, such as the Strategic Plan & Budget Council.

Or, for example, returning to the subject of our College's regional accreditation – which is what allows our College to exist – the College administration has not been adequately directing faculty service labor toward the regular review & revision of student outcomes, at the College-level, the program-level, or the course-level. This was one of the areas in which the NWCCU regional accreditors found our College to be "out of compliance" with its standards.

Or, for example, directing sufficient faculty service work to produce necessary professional-technical programs' accreditation reports – such as the report required for our Dental Hygiene Program, whose reporting workload ballooned because of the College's handling of the Dental Hygiene Program's eventual move to the University of Washington.

Or, for example, the College's management of faculty's collective service labor for the impending transition to the ctclink system. While the College has provided additional compensation to some faculty for their ctclink-related work, it has also sent out messages to workers, pleading for "volunteer" labor that it says will be crucial to a successful ctclink transition – such is the pervasive expectation that additional jars of labor might magically appear without additional cost to the College.

Or, for example, the College's prioritizing of Full-Time Faculty's service work, such that Appointment Review Committees – that is, tenure committees – are having increasing difficulty recruiting and retaining tenured faculty members to serve on those tenure committees. And, unless the College can better differentiate the "big stuff" from the "little stuff" – that is, the must-do faculty service work from the nice-to-have faculty service work – this particular problem will catastrophically worsen next year, as the College will struggle, under current

conditions, to find full-time faculty who can serve on the approximately eighteen new tenure committees that will be forming for new Full-Time Faculty hires.

To be clear, as with Covey's "Rocks in a Jar" allegory, we are not saying that the College should stop supporting the varied breadth of faculty service work that makes our College distinctive and excellent. Instead, we are saying that the College must better recognize that the faculty's labor is not a jar of infinitely-expandable size – whether it's the College or individual faculty paying the price – and that the College must better differentiate and prioritize, so that we're sure that "the big stuff" – such as the things that ensure faculty participation in shared governance and the things that allow our College to continue to be accredited – is going in first.

Good night.

###

I ask that my comments be read into the record. Good evening everyone. My name is Ric Doike-Foreman. I am presently serving as the Washington Federation of State Employees (WFSE) Chief Shop Steward.

I sat and thought about what I wanted to say tonight and opted to try for a different tact. I am presently trying to manage some familial issues that are creating some very interesting challenges in my life right now. Probably the most complicated challenges revolves around communication, empathy, and understanding from an alternative point of view. Already the odds are stacked against me as I fall short on all these counts.

My father is now in his 80s with questionable health and dressed in prejudice, bigotry, racism, arrogance, egotism, pride, and several other accessories that are no longer in fashion. There has always existed an interesting and very strained relationship between us. In a conversation with my father last night, I was struck by an uncanny resemblance to another part of my life after I made a fatal mistake and chose to engage with logic and process to better understand his situation. I listened to him as he expressed his outrage and discontent regarding the different aspects of his life. In each situation he placed himself at the center of persecution as he shrugged off responsibility for his roles in the circumstances. After each pause, I would attempt to iterate my understanding of the situation from his perspective and attempt to discuss and have him attain an understanding of the situation from an alternative perspective. Needless to say, bringing logic and process where empathy was the more appropriate choice resulted in me receiving a very intentional disconnect.

I made mention of an uncanny resemblance to another part of my life earlier. At previous Board of Trustees meetings, I have spoken to improving communication, working together, constituency class equality, being able to move forward, etc. These issues were presented in a context where again empathy would be the more appropriate choice, yet these were addressed by logic and process. At the very least this maintains the distance between the classified staff and leadership. Maybe I have failed to clearly state that communicating from a place of privilege with an imbalance between intent and impact is not conducive to maintaining a healthy productive environment. Maybe I have failed to clearly state that the most damaging of these conversations exists not on the campus-wide level but rather exists within the departmental level. There is a perceived arrogance and egotism barbing the communication. There seems to be a belief that because they are in a leadership role, they are superior to all others; that their viewpoint and opinions are the only ones that matters.

I am never the smartest person in a room. Nor am I the most articulate. I am not loudest nor the quietest. As with all members of my constituency, I am a person with thoughts, feelings, perspective, and experience. All I am asking tonight is you make the choice to actively and intentionally listen. Sometimes all that is needed is to be truly heard.

Thank you.

To the board of trustees, good evening. My name is Sunshine Cheng, I am the student body president.

Midterms are upon us and we are equal parts determined and tired. For those who are transferring, I wish my peers the best of luck in their applications and thank our faculty and staff for the grace they have shown us during these busy times. I hope everyone is finding opportunity for rest and recovery. As usual, Student Life has continued to host a variety of workshops and events, and are looking ahead into the spring for some of our larger ambitions, such as our SCOF sustainability challenge and opportunities to engage with the legislature. We are pleased to have allocated funding for the reinstatement of the men's soccer team as well as approved allocations to partially fund the benefits hub coordinator salary and renovations around campus. We are also thankful to have been able to participate in open forums for our new presidential candidates and are excited to see who will be the next to guide Shoreline in the direction of our collective goals. On behalf of ASG, we look forward to taking on the things that are to come and bringing our ongoing initiatives through to fruition.

Thank you.

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) SPECIAL MEETING OF FEBRUARY 18, 2022

MINUTES

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

MEMBERS PRESENT

Trustees Rebecca Chan, Catherine Post D'Ambrosio, Tom Lux, Eben Pobe, and Kim Wells were present via audio/visual conference.

COMMUNICATION FROM THE PUBLIC

Per the notice for the February 18, 2022 (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 3:15 PM – 3:30 PM on February 18, 2022.
- For attendees connecting by telephone: Please sign up to provide a public comment between 3:15 PM – 3:30 PM on February 18, 2022 by: 1. Sending an email to Board Secretary Lori Yonemitsu at 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 February 18, 2022 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 February 18, 2022 meeting, please send written public comment to Board Secretary Lori Yonemitsu at lyonemitsu@shoreline.edu following the February 18, 2022 meeting.)

No one signed up to provide public comment(s).

CONVENE IN EXECUTIVE SESSION TO EVALUATE THE QUALIFICATIONS OF AN APPLICANT FOR PUBLIC EMPLOYMENT

At 3:32 PM, Chair Post D'Ambrosio announced that the Board would convene in executive session for ninety minutes or as extended by the Board to evaluate the qualifications of an applicant for public employment and noted that the only action the Board would take upon reconvening in open session following the executive session, would be for the adjournment of the meeting.

At 5:02 PM, it was noted/announced in the open session's *Zoom Room* that the Board was extending its executive session by fourteen minutes.

At 5:17 PM, it was noted/announced in the open session's *Zoom Room* that the Board was extending its executive session by five minutes.

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) SPECIAL MEETING OF FEBRUARY 18, 2022

RECONVENE SPECIAL MEETING
ADJOURNMENT

The Board reconvened in open session.

Motion 22:17: Motion made by Trustee Pobee to adjourn the special meeting of February 18, 2022.

Motion seconded by Trustee Wells. All five Trustees present (Rebecca Chan, Catherine Post D’Ambrosio, Tom Lux, Eben Pobee, Kim Wells) for this action item, voted *aye* to approve the motion.

Chair Post D’Ambrosio adjourned the meeting at 5:23 PM.

Signed _____
Catherine Post D’Ambrosio, Chair

Attest: March 16, 2022

Lori Y. Yonemitsu, Secretary

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) SPECIAL MEETING OF FEBRUARY 23, 2022

MINUTES

The special meeting of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Catherine Post D'Ambrosio at 11:00 AM by audio/visual conference. A quorum of the Board was present by audio/visual conference.

MEMBERS PRESENT

Trustees Rebecca Chan, Catherine Post D'Ambrosio, Tom Lux, and Eben Pobee were present via audio/visual conference upon the calling to order of the meeting. (Trustee Kim Wells joined Trustees Chan, Post D'Ambrosio, Lux, and Pobee for the executive session segment.)

COMMUNICATION FROM THE PUBLIC

Per the notice for the February 23, 2022 (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 10:45 AM – 11:00 AM on February 23, 2022.
- For attendees connecting by telephone: Please sign up to provide a public comment between 10:45 AM – 11:00 AM on February 23, 2022 by: 1. Sending an email to Board Secretary Lori Yonemitsu at 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 February 23, 2022 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 February 23, 2022 meeting, please send written public comment to Board Secretary Lori Yonemitsu at lyonemitsu@shoreline.edu following the February 23, 2022 meeting.)

No one signed up to provide public comment(s).

CONVENE IN EXECUTIVE SESSION TO EVALUATE THE QUALIFICATIONS OF APPLICANTS FOR PUBLIC EMPLOYMENT

At 11:02 AM, Chair Post D'Ambrosio announced that the Board would convene in executive session for two hours (one-hundred twenty minutes) or as extended by the Board to evaluate the qualifications of applicants for public employment and noted that the only action the Board would take upon reconvening in open session following the executive session, would be for the adjournment of the meeting.

At 1:03 PM, it was noted/announced in the open session's *Zoom Room* that the Board was extending its executive session by twenty-seven minutes.

At 1:30 PM, it was noted/announced in the open session's *Zoom Room* that the Board was extending its executive session by thirty-three minutes.

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) SPECIAL MEETING OF FEBRUARY 23, 2022

At 2:03 PM, it was noted/announced in the open session's *Zoom Room* that the Board was extending its executive session by twelve minutes.

RECONVENE SPECIAL MEETING
ADJOURNMENT

The Board reconvened in open session.

Motion 22:18: Motion made by Trustee Lux to adjourn the special meeting of February 23, 2022.

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

Vice Chair Pobe adjourned the meeting at 2:05 PM.

Board Secretary Lori Yonemitsu stated that the Board returned to open session earlier due to a disconnect in the time and returned to open session at 2:05 PM and adjourned.

Signed _____
Catherine Post D'Ambrosio, Chair

Attest: March 16, 2022

Lori Y. Yonemitsu, Secretary

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) SPECIAL MEETING OF MARCH 2, 2022

MINUTES

The special meeting of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Catherine Post D'Ambrosio at 3:31 PM by audio/visual conference. A quorum of the Board was present by audio/visual conference.

MEMBERS PRESENT

Trustees Rebecca Chan, Catherine Post D'Ambrosio, Tom Lux, Eben Pobee, and Kim Wells were present via audio/visual conference.

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

COMMUNICATION FROM THE PUBLIC

Per the notice for the March 2, 2022 (virtual) special meeting of the Board of Trustees:

- 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 March 2, 2022.
- For attendees connecting by telephone: Please sign up to provide a public comment between 3:15 PM – 3:30 PM on March 2, 2022 by: 1. Sending an email to Board Secretary Lori Yonemitsu at 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 March 2, 2022 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 March 2, 2022 meeting, please send written public comment to Board Secretary Lori Yonemitsu at lyonemitsu@shoreline.edu following the March 2, 2022 meeting.)

No one signed up to provide public comment(s).

CONVENE IN EXECUTIVE SESSION TO EVALUATE THE QUALIFICATIONS OF AN APPLICANT OR APPLICANTS FOR PUBLIC EMPLOYMENT

At 3:32 PM, Chair Post D'Ambrosio announced that the Board would convene in executive session for thirty minutes or as extended by the Board to evaluate the qualifications of an applicant or applicants for public employment and noted that the Board would reconvene in open session for one (1) action item, followed by the adjournment of the meeting.

At 4:02 PM, it was noted/announced in the open session's *Zoom Room* that the Board was extending its executive session by three minutes.

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) SPECIAL MEETING OF MARCH 2, 2022

RECONVENE SPECIAL MEETING
ACTION: SELECTION OF COLLEGE PRESIDENT

The Board reconvened in open session.

Motion 22:19: Motion made by Trustee Lux that the “Shoreline Community College Board of Trustees appoint Dr. Jack Kahn as the new President of Shoreline Community College with a start date of July 1st, 2022, at an annual salary of two-hundred seventy thousand dollars (\$270,000), and that the Board Chair execute a three-year contract with Dr. Kahn.”

Motion seconded by Trustee Pobe.

Trustee Wells stated how excited she is about “this motion and decision. Dr. Kahn not only had the full campus’s highest level of support and enthusiasm; he was one of the top candidates from the recruiting committee and the Board of Trustees—really delighted that we have a well-rounded and seasoned person with a stellar academic background, as well as a proven track record of digging into challenges, listening to constituencies, and working very collaboratively with constituencies. I’m really looking forward to his presence on campus and want to thank both the recruiting committee and Veronica Zura.”

Chair Post D’Ambrosio added, “If he is voted by the Board of Trustees, then accepts the offer, it would be a really exciting prospect for the College because he is definitely the person that has the most support from the community.”

Trustee Lux expressed that “the process worked really well with all aspects of the College and community, involved.” While conveying that the process went faster than he expected, he felt “it was quite smooth, and everybody had a chance to weigh in. As Kim” (Trustee Wells) “said earlier, Dr. Kahn did get the highest marks from the campus as a whole.”

All five Trustees present (Rebecca Chan, Catherine Post D’Ambrosio, Tom Lux, Eben Pobe, Kim Wells) for this action item, voted *aye* to approve the motion.

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) SPECIAL MEETING OF MARCH 2, 2022

ADJOURNMENT

Motion 22:20: Motion made by Trustee Wells to adjourn the special meeting of March 2, 2022.

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

Chair Post D'Ambrosio adjourned the meeting at 4:10 PM.

Signed _____
Catherine Post D'Ambrosio, Chair

Attest: March 16, 2022

Lori Y. Yonemitsu, Secretary

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) SPECIAL MEETING OF MARCH 11, 2022

MINUTES

The special meeting of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Catherine Post D'Ambrosio at 9:00 AM by audio/visual conference. A quorum of the Board was present by audio/visual conference.

MEMBERS PRESENT

Trustees Rebecca Chan, Catherine Post D'Ambrosio, Tom Lux, Eben Pobe, and Kim Wells were present via audio/visual conference.

COMMUNICATION FROM THE PUBLIC

Per the notice for the March 11, 2022 (virtual) special meeting of the Board of Trustees:

- For attendees connecting online: Please sign up to provide a public comment via the Chat function in Zoom between 8:45 AM – 9:00 AM on March 11, 2022.
- For attendees connecting by telephone: Please sign up to provide a public comment between 8:45 AM – 9:00 AM on March 11, 2022 by: 1. Sending an email to Board Secretary Lori Yonemitsu at 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 March 11, 2022 meeting will be no more than ten (10) minutes with up to two (2) minutes allotted per speaker. Adjustments to the two (2) minute allotment will be made if more than five (5) individuals sign up to speak. (For the entering of a public comment into the record and attaching to the minutes of the March 11, 2022 meeting, please send written public comment to Board Secretary Lori Yonemitsu at lyonemitsu@shoreline.edu following the March 11, 2022 meeting.)

No one signed up to provide public comment(s).

CONVENE IN EXECUTIVE SESSION TO REVIEW THE PERFORMANCE OF PUBLIC EMPLOYEES

At 9:01 AM, Chair Post D'Ambrosio announced that the Board would convene in executive session until 1:50 PM or as extended by the Board to review the performance of public employees and noted that the only action the Board would take upon reconvening in open session following the executive session, would be for the adjournment of the meeting.

RECONVENE SPECIAL MEETING
ADJOURNMENT

The Board reconvened in open session.

Motion 22:21: Motion made by Trustee Chan to adjourn the special meeting of March 11, 2022.

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) SPECIAL MEETING OF MARCH 11, 2022

Motion seconded by Trustee Wells. All three Trustees present (Rebecca Chan, Catherine Post D'Ambrosio, Kim Wells) for this action item, voted *aye* to approve the motion.

Chair Post D'Ambrosio adjourned the meeting at 1:50 PM.

Signed _____
Catherine Post D'Ambrosio, Chair

Attest: March 16, 2022

Lori Y. Yonemitsu, Secretary

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) SPECIAL MEETING OF MARCH 16, 2022**

TAB 1

ACTION

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

Background

The Board received copies of the Appointment Review Committees' comprehensive evaluation reports and recommendations for nine (9) first-year and four (4) second-year tenure track faculty candidates. The Board met in executive session with the chair of each first-year Appointment Review Committee (ARC) on March 14, 2022 and met in executive session with the chair of each second-year Appointment Review Committee (ARC) on March 11, 2022.

Listed below are the tenure track faculty candidates and committee chairs.

<u>Faculty Member</u>	<u>Discipline/Area</u>	<u>Years on Probation</u>	<u>Committee Chair</u>
Jessica Custis	Business Administration	1	Lucas Rucks
Wendy Hill-Sargizi	Nursing	1	Pru Arnquist
Emily Howerter	Nursing	1	Joyce Fagel
Kayla Jang	Applied Computing	1	Claire Fant
Matt Jorgensen	Music Technology	1	Al Yates
Kayleen Kondrack-Caranto	English	1	Dutch Henry
Esther Lim	Medical Laboratory Technology	1	Melanie Meyer
Joanne Pinner	Nursing	1	Claire Putney
Jennifer Stevens	Medical Laboratory Technology	1	Gloria Anderson
Irene Ferrante	Business	2	Don Christensen
Rachel Lee	Anthropology	2	Amy Kinsel
Rachel Rawle	Biology	2	Leon Gines
Nollan Worrell	Automotive/Toyota T-TEN	2	Jeff Cromwell

Recommendation

At this time the Board may consider taking action on the tenure track faculty candidates, either:
1) continue probation or 2) discontinue probation.

Prepared by: Phillip King
Vice President for Student Learning, Equity, & Success
Shoreline Community College
March 14, 2022

**SHORELINE COMMUNITY COLLEGE
 DISTRICT NUMBER SEVEN
 BOARD OF TRUSTEES
 (VIRTUAL) SPECIAL MEETING OF MARCH 16, 2022**

TAB 2

ACTION

Subject: Tenure Considerations

Background

The Board received copies of the Appointment Review Committees’ comprehensive evaluation reports and recommendations for three (3) third-year faculty candidates.

The Board met in executive session with the chair of each third-year Appointment Review Committee (ARC) on March 11, 2022. Listed below are the tenure candidates and committee chairs.

<u>Faculty</u>	<u>Discipline/Area</u>	<u>Committee Chair</u>
Jeff Kashiwa	Music Technology	Jeff Junkinsmith
Sheryl Rasmussen	Nursing	Christine Shafner
Mollie Sharp	Nursing	Anna Sterner

Recommendation

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

Prepared by: Phillip King
 Vice President for Student Learning, Equity & Success
 Shoreline Community College
 March 14, 2022

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) SPECIAL MEETING OF MARCH 16, 2022**

TAB 3

FIRST READING

Subject: 2021-2022 Services & Activities (S&A) Budget & Spring 2022 Allocations

Background

To date, the Board of Trustees have approved an S&A budget allocation of \$933,056 for fall through winter quarters. As of February 23, 2022, S&A fees have generated \$744,965 in revenue and a total of \$460,286 has been used by S&A programs, student clubs, and other discretionary budgets.

With Shoreline Community College's continued re-opening of campus and a return to in-person classes and activities in mind, the S&A Committee invited programs to submit their budget requests for spring quarter in February 2022. A total of \$125,015 was requested and of that, S&A approved \$119,015 in allocations. Programs whose funding was not approved or whose request was not received during this formal process may request funding through the Associated Student Government's (ASG's) mini-grant process, beginning in early April 2022.

To Follow

- Spring 2022 Services and Activities (S&A) Fee Allocation Proposal

Prepared by: Sundi Musnicki
Director, Student Leadership & Residential Life
Shoreline Community College
March 9, 2022



Spring 2022
Services and Activities (S&A) Fee
Allocation Proposal

Shoreline Community College
Associated Student Government

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

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Executive Summary

At the December 2021 Board of Trustees meeting, the Board approved the allocation of funding for S&A programs, student clubs, and discretionary funds for winter quarter 2022. The S&A committee advised the Board at that time that funding for the remainder of the 2021-2022 academic year would be allocated on a per-quarter basis to allow for continued flexibility as the college continued to navigate its post-pandemic re-opening. A revenue of \$1 million was projected for the current academic year, and in June 2021 the Board approved accessing (if needed) an additional \$200,000 from S&A reserves. A total of \$933,056 was allocated to 23 budgets for summer through winter quarters; as of February 23, 2022, a total of \$460,286 has been spent. To date, the S&A fee has brought in total revenue of \$744,965.

Table 1: Summer 2021 to Winter 2022 S&A Expenses to Date

Programs	Summer-Winter Allocation	Summer-Winter Spent	Summer-Winter Remaining
Arts & Entertainment	\$48,682	\$31,757	\$16,925
Art Gallery	\$0	\$0	\$0
Assoc. Student Gov.	\$33,120	\$24,355	\$8,765
ASG - Student Clubs	\$25,000	\$0	\$25,000
ASG - Mini-Grant	\$100,000	\$32,695	\$67,305
Athletics	\$258,736	\$126,154	\$132,582
Choral Groups	\$16,414	\$2,593	\$13,821
Concert Band	\$0	\$0	\$0
DECA	\$25	\$0	\$25
Ebbtide	\$16,845	\$6,789	\$10,056
Gender Equity Center	\$10,375	\$3,906	\$6,469
Instrumental Music	\$0	\$140	-\$140
Multicultural Center	\$15,531	\$2,653	\$12,878
Opera & Musicals	\$0	\$0	\$0
Parent/Child Center	\$53,000	\$26,500	\$26,500
Plays & Video	\$9,078	\$1,750	\$7,328
Spindrifft	\$13,663	\$5,638	\$8,025
Student Life	\$270,192	\$162,595	\$107,597
Theater Tech	\$13,879	\$11,299	\$2,580
Tutoring	\$48,516	\$21,462	\$27,054
TOTAL	\$933,056	\$460,286	\$472,770

Please Note: A detailed breakdown of budget expenses and requests begins on page 7.

In February 2022, all S&A programs were invited to submit their budget requests for spring quarter. Budget managers were asked to provide updates regarding their spending up to that point and to submit a projection as to their anticipated costs for the remainder of the academic year. 13 programs responded, 3 of them asking for no funding at this time. The S&A committee made decisions based on the information provided and available at the time; programs will have the ability to request mini-grant funding from ASG for any budget items not funded through this process. During the mini-grant process, programs and student clubs are required 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.

Of the \$125,015 requested for spring quarter, \$119,015 was approved. A breakdown of funding for each program is provided in the following pages.

Table 2: Spring 2022 S&A Request & Allocation

Programs	Spring 2022 Requested	Spring 2022 Allocation
Arts & Entertainment	\$20,266	\$20,266
Art Gallery	\$0	\$0
Assoc. Student Gov.	\$12,322	\$12,322
ASG - Student Clubs	\$0	\$0
ASG - Mini-Grant	\$0	\$0
Athletics	\$0	\$0
Choral Groups	\$8,800	\$2,800
Concert Band	\$1,200	\$1,200
DECA	\$0	\$0
Ebbtide	\$10,518	\$10,518
Gender Equity Center	\$0	\$0
Instrumental Music	\$0	\$0
Multicultural Center	\$0	\$0
Opera & Musicals	\$0	\$0
Parent/Child Center	\$26,500	\$26,500
Plays & Video	\$3,948	\$3,948
Spindrift	\$15,031	\$15,031
Student Life	\$0	\$0
Theater Tech	\$10,697	\$10,697
Tutoring	\$15,733	\$15,733
TOTAL	\$125,015	\$119,015

Spring 2022 S&A Fee Allocation Overview

The S&A budget will be allocated towards the following programs, club funding, and discretionary budgets:

- **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

Table 3: 2021-2022 S&A Allocation & Expenses to Date (Detailed)

Programs	Summer-Winter Allocation	Summer-Winter Spent	Summer-Winter Remaining	Spring 2022 Requested	Spring 2022 Allocation
Arts & Entertainment	\$48,682	\$31,757	\$16,925	\$20,266	\$20,266
Art Gallery	\$0	\$0	\$0	\$0	\$0
Assoc. Student Gov.	\$33,120	\$24,355	\$8,765	\$12,322	\$12,322
ASG - Student Clubs	\$25,000	\$0	\$25,000	\$0	\$0
ASG - Mini-Grant	\$100,000	\$32,695	\$67,305	\$0	\$0
Athletics-Intramurals	\$22,981	\$5,805	\$17,176	\$0	\$0
Athletics-W Gen	\$26,874	\$23,185	\$3,689	\$0	\$0
Athletics-M Gen	\$23,541	\$17,670	\$5,871	\$0	\$0
Athletics-W Vball	\$27,895	\$16,477	\$11,418	\$0	\$0
Athletics-M Soccer	\$16,700	\$759	\$15,941	\$0	\$0
Athletics-W Soccer	\$28,174	\$20,225	\$7,949	\$0	\$0
Athletics-W Bball	\$24,359	\$12,838	\$11,521	\$0	\$0
Athletics-M Baseball	\$36,786	\$10,650	\$26,136	\$0	\$0
Athletics-W Softball	\$28,683	\$6,302	\$22,381	\$0	\$0
Athletics-M Bball	\$22,743	\$12,243	\$10,500	\$0	\$0
Choral Groups	\$16,414	\$2,593	\$13,821	\$8,800	\$2,800
Concert Band	\$0	\$0	\$0	\$1,200	\$1,200
DECA	\$25	\$0	\$25	\$0	\$0
Ebbtide	\$16,845	\$6,789	\$10,056	\$10,518	\$10,518
Gender Equity Center	\$10,375	\$3,906	\$6,469	\$0	\$0
Instrumental Music	\$0	\$140	-\$140	\$0	\$0
Multicultural Center	\$15,531	\$2,653	\$12,878	\$0	\$0
Opera & Musicals	\$0	\$0	\$0	\$0	\$0
Parent/Child Center	\$53,000	\$26,500	\$26,500	\$26,500	\$26,500
Plays & Video	\$9,078	\$1,750	\$7,328	\$3,948	\$3,948
Spindrift	\$13,663	\$5,638	\$8,025	\$15,031	\$15,031
Student Life	\$270,192	\$162,595	\$107,597	\$0	\$0
Theater Tech	\$13,879	\$11,299	\$2,580	\$10,697	\$10,697
Tutoring	\$48,516	\$21,462	\$27,054	\$15,733	\$15,733
TOTAL	\$933,056	\$460,286	\$472,770	\$125,015	\$119,015

Allocation Rationale

In February 2022, programs were asked to provide updates regarding their spending up to that point and to submit a projection as to their anticipated costs for winter quarter. Based on the information provided, allocations were made totaling \$119,015. Based on summer-winter expenses to date of \$460,286 it is estimated that no more than \$600,000 will be spent by the end of winter. This combined with the allocation for spring will result in an estimated \$725,000 in annual expenditures of the \$1.2 million annual budget.

CATEGORY I: Student Clubs

Summer 2021-Winter 2022 Allocation	Spring 2022 Requested	Spring 2022 Allocation
\$25,000	\$0	\$0

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.

Rationale: Based on current active club roster (16), current allocation is more than sufficient for baseline budgets and advisor stipends. No additional funding is requested at this time.

CATEGORY II: Programs

Arts & Entertainment Board

Summer 2021-Winter 2022 Allocation	Spring 2022 Requested	Spring 2022 Allocation
\$46,682	\$20,266	\$20,266

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

Request Purposes: Student salaries and supplies for activities

Rationale: Funding for 5 student staff positions and supplies for virtual and in-person events.

Art Gallery

Summer 2021-Winter 2022 Allocation	Spring 2022 Requested	Spring 2022 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: No funding requested for the 2021-2022 academic year due to gallery being closed.

Associated Student Government

Summer 2021-Winter 2022 Allocation	Spring 2022 Requested	Spring 2022 Allocation
\$33,120	\$12,322	\$12,322

Description: ASG serves as the representative student voice at Shoreline Community College. 9 officers serve on a variety of campus-wide committees, oversee 2 student fee budgets, and organize a variety of events and initiatives throughout the year to support/serve students.

Request Purposes: Student salaries.

Rationale: Funding for 11 student staff positions and supplies for virtual and in-person events and projects.

Athletics

Summer 2021-Winter 2022 Allocation	Spring 2022 Requested	Spring 2022 Allocation
\$258,736	\$0	\$0

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

Request Purposes: Salaries for coaches, 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 was fully allocated during Summer 2021. Therefore, no additional funding has been requested at this time.

Choral Group

Summer 2021-Winter 2022 Allocation	Spring 2022 Requested	Spring 2022 Allocation
\$16,414	\$8,800	\$2,800

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, and instrumentalist’s salary.

Rationale: Very little from summer-winter allocation has been spent. Funding for goods & services was allocated at this time. Additional funding for salaries may be requested if needed via ASG’s mini-grant process.

Concert Band

Summer 2021-Winter 2022 Allocation	Spring 2022 Requested	Spring 2022 Allocation
\$0	\$1,200	\$1,200

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.

Rationale: No funding requested for summer-winter quarters. Funding for venue rentals for spring rehearsal and concert.

DECA

Summer 2021-Winter 2022 Allocation	Spring 2022 Requested	Spring 2022 Allocation
\$25	\$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 state and national competitions.

Rationale: No funding requested for summer-winter quarters. No spring funding has been requested at this time.

Ebbtide

Summer 2021-Winter 2022 Allocation	Spring 2022 Requested	Spring 2022 Allocation
\$16,845	\$10,518	\$10,518

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: A portion of summer-winter allocation has been spent. Funding for student salaries, advisor stipend, and printing costs.

Gender Equity Center

Summer 2021-Winter 2022 Allocation	Spring 2022 Requested	Spring 2022 Allocation
\$10,375	\$0	\$0

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: Minimal funding was used for fall-winter quarters, so remaining funds will be used for programming for spring quarter; no additional funding is requested at this time.

Instrumental Music

Summer 2021-Winter 2022 Allocation	Spring 2022 Requested	Spring 2022 Allocation
\$0	\$0	\$0

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

Request purposes: Fees for guest clinicians and performers for zoom workshops

Rationale: No funding requested for summer-winter quarters. No spring funding requested at this time.

Multicultural Center

Summer 2021-Winter 2022 Allocation	Spring 2022 Requested	Spring 2022 Allocation
\$15,531	\$0	\$0

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, and supplies for virtual events.

Rationale: Budget remaining from fall-winter will cover costs for spring. No additional funding requested at this time.

Opera/Musical

Summer 2021-Winter 2022 Allocation	Spring 2022 Requested	Spring 2022 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: No funding requested for the 2021-2022 academic year due to no productions scheduled.

Parent Child Center

Summer 2021-Winter 2022 Allocation	Spring 2022 Requested	Spring 2022 Allocation
\$53,000	\$26,500	\$26,500

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

Request Purposes: Salaries for staff and teachers.

Rationale: Funding for staff salaries for continued operation of the center.

Plays, Film, and Video

Summer 2021-Winter 2022 Allocation	Spring 2022 Requested	Spring 2022 Allocation
\$9,078	\$3,948	\$3,948

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 and staff salaries and supplies for online production.

Rationale: Funding for salaries and goods & services to produce virtual and in-person projects and support student projects.

Spindrift

Summer 2021-Winter 2022 Allocation	Spring 2022 Requested	Spring 2022 Allocation
\$13,663	\$15,031	\$15,031

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: Budget remaining from summer-winter in addition to spring request will cover costs for student salaries, advisor stipends, and printing costs.

Student Life

Summer 2021-Winter 2022 Allocation	Spring 2022 Requested	Spring 2022 Allocation
\$270,192	\$0	\$0

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 and supplies for student leadership training, club support, facilitator stipends, and New Student Orientation.

Rationale: Salaries for 3 full-time staff positions + 1 graduate intern was fully allocated as of January 2022. No additional requested at this time.

Theater Tech

Summer 2021-Winter 2022 Allocation	Spring 2022 Requested	Spring 2022 Allocation
\$13,879	\$10,697	\$10,697

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

Request Purposes: Student and staff salaries and building materials for online production.

Rationale: Funding requested for salaries and goods & services to produce virtual and in-person projects and support student projects for spring.

Tutoring Services

Summer 2021-Winter 2022 Allocation	Spring 2022 Requested	Spring 2022 Allocation
\$48,516	\$15,733	\$15,733

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 for spring quarter.

CATEGORY III: Discretionary Funding

Mini-Grant

Summer 2021-Winter 2022 Allocation	Spring 2022 Requested	Spring 2022 Allocation
\$100,000	\$0	\$0

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 speakers, and other supplies for virtual events.

Rationale: Amount based on anticipated requests for current academic year from active clubs and programs needing additional funding.

Recommendation

S&A programs have continued to demonstrate flexibility and persistence as they creatively work to support students during this transition back to in-person classes and activities. Because of this, the S&A Committee recommends that the Board of Trustees approve the proposed \$119,015 in allocations for spring quarter. As the S&A fee has already brought in a revenue for \$744,965 for summer thru winter quarters and spending to date has been \$460,286 the committee feels comfortable that the amounts allocated are still well within the existing and projected budget for the 2021-2022 academic year.

Thank you,

Services & Activities Fee Committee

Kate Nguyen, ASG Budget & Finance Officer

Sunshine Cheng, ASG President

Jessyln Tilon, ASG Communications Officer

Joel Sitanggang, ASG Student Representative

Velizca Mackenzie, Student At-Large

Alyshia Josleyn, Director of Financial Services

Sundi Musnicki, ASG Advisor/Director of Student Leadership & Residential Life

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) SPECIAL MEETING OF MARCH 16, 2022**

TAB 4

FIRST READING

Subject: College Calendars: 2021-2022; 2022-2023; 2023-2024; 2024-2025

Background

Four (4) academic calendars are being presented to the Board of Trustees for a first reading: **2021-2022; 2022-2023; 2023-2024; 2024-2025**. To note:

- The **2021-2022** calendar was updated to include the new Juneteenth holiday.
- The **2022-2023** calendar was updated to include the Juneteenth holiday, the change of the Day of Learning to the first Friday in May, and two (2) changes to grades as a result of the ctcLink conversion (eliminate the V grade and change the P/NC option to P/NP).
- The **2023-2024** calendar, approved as tentative last year, was updated to include the Juneteenth holiday, the change of the Day of Learning to the first Friday in May, and two (2) changes to grades as a result of the ctcLink conversion (eliminate the V grade and change the P/NC option to P/NP).
- The **2024-2025** calendar is included and is considered as a “Draft Tentative Calendar.”

The following recommendations by the Joint Union Management Committee (JU/MC) were used to develop the tentative 2024-2025 academic calendar:

1. Ensure continued adherence to Policy 6000.
2. Each quarter of the academic year should contain 49 or 50 instructional days.
3. Have three (3) final exam days for each of the academic year quarters (excludes Summer).
4. Have a prep day (a day without classes immediately before final exams) for each of the academic quarters (excludes Summer).
5. Schedule 5 non-instructional contract days. Opening week shall consist of four (4) days with one (1) day, for the purpose of professional learning in spring quarter per Article 7.b.5. When scheduling the professional day of learning day, include the following considerations:
 - a. Avoid the last two (2) weeks before the quarter ends.
 - b. Consider positive and/or negative impact on students when determining the date.
6. Attempt to have the same number of instructional days for each day of the week.
7. Commencement should be held the day after finals and can be held in the evening.
8. Have a full week of instruction following Thanksgiving.
9. Allow several days after the week of campus closure that the College is open before starting Winter quarter for necessary student services to be offered.

10. Where possible, have summer quarters begin in June, to ensure that faculty get a paycheck on July 10 and to provide a minimum four (4) week break between Summer and Fall Quarters.
11. Consider expanding the break between Winter and Spring quarter to more than five (5) days.

The Calendar Committee attempted to comply with the above parameters.

To follow: **2021-2022; 2022-2023; 2023-2024; 2024-2025** academic calendars.

Prepared by: Chris Melton
Shoreline Community College
March 14, 2022

SHORELINE COMMUNITY COLLEGE DISTRICT NUMBER SEVEN 2021-2022 CALENDAR

(Revised since approved 1/23/20)

KEY

- Shaded, bolded areas = Instructional Days
- Boxed, bolded, italic numbers = Holidays
- () Faculty Prep Days
- < > Exam Days
- Grades Due
- [] First/Last Day Instruction
- FT Faculty Contract Days
- { } Commencement
- * Campus closed

FALL QTR 2021	
INSTR	50
FAC/PREP	1
EXAMS	3
TOTAL	54

WINTER QTR 2022	
INSTR	49
FAC/PREP	1
EXAMS	3
TOTAL	53

SPRING QTR 2022	
INSTR	49
FAC/PREP	1
EXAMS	3
TOTAL	53

SUMMER QTR 2022	
INSTR	31
FAC/PREP	0
EXAMS	--
TOTAL	31

Additional undesignated FT faculty days = 7 (excluding summer quarter)

SEPTEMBER 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MARCH

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	(22)	<23>	<24>	<25>	26
27	28	(29)	30	31		

10/13-11/10
After 11/10
11/2

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

FALL QUARTER

- 9/6 Holiday* - Campus Closed
- 9/23 Opening Week Begins
- 9/29 Instruction Begins
- 11/11 Holiday* - Campus Closed
- 11/25 & 11/26 Holiday* - Campus Closed
- 12/10 Instruction Ends
- 12/13 Prep Day
- 12/14, 12/15, 12/16 Exams
- 12/21 Grades Due
- 12/24 Holiday* - Campus Closed

OCTOBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL

S	M	T	W	T	F	S
					1	2
3	[4]	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1/25-2/23
After 2/23
2/11

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

WINTER QUARTER

- 12/31 Holiday* - Campus Closed
- 1/10 Instruction Begins
- 1/17 Holiday* - Campus Closed
- 2/21 Holiday* - Campus Closed
- 3/21 Instruction Ends
- 3/22 Prep Day
- 3/23, 3/24, 3/25 Exams
- 3/29 Grades Due

NOVEMBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

4/18-5/17
After 5/17
5/9

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

SPRING QUARTER

- 4/4 Instruction Begins
- 4/29 Day of Learning
- 5/30 Holiday* - Campus Closed
- 6/13 Instruction Ends
- 6/14 Prep Day
- 6/15, 6/16, 6/17 Exams
- 6/18 Commencement
- 6/20 Holiday* - Campus Closed
- 6/21 Grades Due

DECEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	(13)	<14>	<15>	<16>	17	18
19	20	(21)	22	23	24	25
26	27	28	29	30	31	

JUNE

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	[13]	(14)	<15>	<16>	<17>	{18}
19	20	(21)	22	23	24	25
26	27	28	29	30		

7/7-7/28
After 7/28
7/21

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

SUMMER QUARTER

- 6/27 Instruction Begins
- 7/4 Holiday* - Campus Closed
- 8/18 Instruction Ends
(Exams on last day of class)
- 8/23 Grades Due

JANUARY 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	[10]	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JULY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

AUGUST

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	(23)	24	25	26
27	28	29	30	31		

SHORELINE COMMUNITY COLLEGE DISTRICT NUMBER SEVEN 2022-2023 CALENDAR

(Draft - Revised since 3/18/21 approval)

KEY

- Shaded, bolded areas = Instructional Days
- Boxed, bolded, italic numbers = Holidays
- () Faculty Prep Days
- < > Exam Days
- Grades Due
- [] First/Last Day Instruction
- FT Faculty Contract Days
- { } Commencement
- * Campus closed

FALL QTR 2021	
INSTR	50
FAC/PREP	1
EXAMS	3
TOTAL	54

WINTER QTR 2022	
INSTR	49
FAC/PREP	1
EXAMS	3
TOTAL	53

SPRING QTR 2022	
INSTR	49
FAC/PREP	1
EXAMS	3
TOTAL	53

SUMMER QTR 2022	
INSTR	31
FAC/PREP	0
EXAMS	--
TOTAL	31

Additional undesignated FT faculty days = 7 (excluding summer quarter)

SEPTEMBER 2022

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MARCH

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	(21)	<22>	<23>	<24>	25
26	27	28	29	30	31	

10/12-11/9 Drops show as W
After 11/9 Drops show as Z or NP
11/1 Last day for P/NP option

FALL QUARTER

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

OCTOBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL

S	M	T	W	T	F	S
						1
2	[3]	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

1/24-2/22 Drops show as W
After 2/22 Drops show as Z or NP
2/13 Last day for P/NP option

NOVEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

WINTER QUARTER

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

DECEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	(12)	<13>	<14>	<15>	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	(13)	<14>	<15>	<16>	{17}
18	19	20	21	22	23	24
25	26	27	28	29	30	

4/17-5/16 Drops show as W
After 5/16 Drops show as Z or NP
5/8 Last day for P/NP option

JANUARY 2023

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JULY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SPRING QUARTER

- 4/3 Instruction Begins
- 5/5 Day of Learning
- 5/29 Holiday* - Campus Closed
- 6/12 Instruction Ends
- 6/13 Prep Day
- 6/14, 6/15, 6/16 Exams
- 6/17 Commencement
- 6/19 Holiday* - Campus Closed
- 6/20 Grades Due

7/6-7/27 Drops show as W
After 7/27 Drops show as Z or NP
2/24 Last day for P/NP option

FEBRUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

AUGUST

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SUMMER QUARTER

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

SHORELINE COMMUNITY COLLEGE DISTRICT NUMBER SEVEN 2023-2024 CALENDAR

(Draft Calendar)

KEY

Shaded, bolded areas = Instructional Days
 Boxed, bolded, italic numbers = Holidays
 () Faculty Prep Days
 < > Exam Days
 ○ Grades Due
 [] First/Last Day Instruction
 FT Faculty Contract Days
 * Campus closed

FALL QTR 2023	
INSTR	50
FAC/PREP	1
EXAMS	3
TOTAL	54

WINTER QTR 2024	
INSTR	49
FAC/PREP	1
EXAMS	3
TOTAL	53

SPRING QTR 2024	
INSTR	50
FAC/PREP	1
EXAMS	3
TOTAL	54

SUMMER QTR 2024	
INSTR	31
FAC/PREP	0
EXAMS	-
TOTAL	31

Additional undesignated FT faculty days = 6 (excluding summer quarter)

SEPTEMBER 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	[27]	28	29	30

MARCH

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	[18]	(19)	<20>	<21>	<22>	23
24	25	(26)	27	28	29	30
31						

10/11-11/8 Drops show as W
After 11/8 Drops show as Z or NP
10/31 Last day for P/NP option

FALL QUARTER

9/4 Holiday - Campus Closed *
 9/21 Opening Week Begins
 9/27 Instruction Begins
 11/10 Holiday - Campus Closed *
 11/23 & 11/24 Holiday - Campus Closed *
 12/8 Instruction Ends
 12/11 Prep Day
 12/12, 12/13 & 12/14 Exams
 12/19 Grades Due
 12/25 Holiday - Campus Closed *

OCTOBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL

S	M	T	W	T	F	S
	1	2	[3]	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1/23-2/21 Drops show as W
After 2/21 Drops show as Z or NP
2/9 Last day for P/NP option

NOVEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

WINTER QUARTER

1/1 Holiday - Campus Closed *
 1/8 Instruction Begins
 1/15 Holiday - Campus Closed *
 2/19 Holiday - Campus Closed *
 3/18 Instruction Ends
 3/19 Prep Day
 3/20, 3/21 & 3/22 Exams
 3/26 Grades Due

DECEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	[8]	9
10	(11)	<12>	<13>	<14>	15	16
17	18	(19)	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	[13]	(14)	15
16	<17>	<18>	19	<20>	{21}	22
23	24	(25)	26	27	28	29
30						

4/17-5/15 Drops show as W
After 5/15 Drops show as Z or NP
5/7 Last day for P/NP option

JANUARY 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	[8]	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JULY

S	M	T	W	T	F	S
	[1]	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SPRING QUARTER

4/3 Instruction Begins
 5/3 SCC Professional Development
 5/27 Holiday - Campus Closed *
 6/13 Instruction Ends
 6/14 Prep Day
 6/17, 6/18 & 6/20 Exams
 6/19 Holiday - Campus Closed *
6/21 Commencement
 6/25 Grades Due

FEBRUARY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

AUGUST

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	[22]	23	24
25	26	(27)	28	29	30	31

7/11-8/1 Drops show as W
After 8/1 Drops show as Z or NP
7/25 Last day for P/NP option

SUMMER QUARTER

7/1 Instruction Begins
 7/4 Holiday - Campus Closed *
 8/22 Instruction Ends
 (Exams on last day of class)
 8/27 Grades Due

SHORELINE COMMUNITY COLLEGE DISTRICT NUMBER SEVEN 2024-2025 CALENDAR

(Draft Tentative Calendar)

KEY

Shaded, bolded areas = Instructional Days
 Boxed, bolded, italic numbers = Holidays
 () Faculty Prep Days
 < > Exam Days
 ○ Grades Due
 [] First/Last Day Instruction
 FT Faculty Contract Days
 * Campus closed

FALL QTR 2024	
INSTR	50
FAC/PREP	1
EXAMS	3
TOTAL	54

WINTER QTR 2025	
INSTR	49
FAC/PREP	1
EXAMS	3
TOTAL	53

SPRING QTR 2025	
INSTR	50
FAC/PREP	1
EXAMS	3
TOTAL	54

SUMMER QTR 2025	
INSTR	32
FAC/PREP	0
EXAMS	--
TOTAL	32

Additional undesignated FT faculty days = 6 (excluding summer quarter)

SEPTEMBER 2024

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MARCH

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	(18)	<19>	<20>	<21>	22
23	24	(25)	26	27	28	29
30	31					

10/10 - 11/1 Drops show as W
 After 11/1 Drops show as Z or NP
 10/29 Last day for P/NP option

FALL QUARTER

7/2 Holiday - Campus Closed *
 9/19 Opening Week Begins
 9/25 Instruction Begins
 11/11 Holiday - Campus Closed *
 11/28 & 11/29 Holiday - Campus Closed *
 12/6 Instruction Ends
 12/9 Prep Day
 12/10, 12/11, 12/12 Exams
 12/17 Grades Due
 12/25 Holiday - Campus Closed *

OCTOBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL

S	M	T	W	T	F	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

1/21 - 2/12 Drops show as W
 After 2/12 Drops show as Z or NP
 2/7 Last day for P/NP option

NOVEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

WINTER QUARTER

1/1 Holiday - Campus Closed *
 1/6 Instruction Begins
 1/20 Holiday - Campus Closed *
 2/17 Holiday - Campus Closed *
 3/17 Instruction Ends
 3/18 Prep Day
 3/19, 3/20, 3/21 Exams
 3/25 Grades Due

DECEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	(9)	<10>	<11>	<12>	13	14
15	16	(17)	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	(13)	14
15	<16>	<17>	<18>	19	{20}	21
22	23	(24)	25	26	27	28
29	30					

4/16 - 5/14 Drops show as W
 After 5/14 Drops show as Z or NP
 5/7 Last day for P/NP option

JANUARY 2025

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JULY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SPRING QUARTER

4/2 Instruction Begins
 5/2 SCC Professional Development
 5/26 Holiday - Campus Closed *
 6/12 Instruction Ends
 6/13 Prep Day
 6/16, 6/17, 6/18 Exams
 6/19 Holiday - Campus Closed *
6/20 Commencement
 6/24 Grades Due

FEBRUARY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

AUGUST

S	M	T	W	T	F	S
						1
2						3
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	(26)	27	28	29	30
31						

7/9 - 7/30 Drops show as W
 After 7/30 Drops show as Z or NP
 7/24 Last day for P/NP option

SUMMER QUARTER

6/30 Instruction Begins
 7/4 Holiday - Campus Closed *
 8/21 Instruction Ends
 (Exams on last day of class)
 8/26 Grades Due