

SHORELINE COMMUNITY COLLEGE

Board of Trustees

(Virtual) Special Meeting of May 25, 2022

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

Zoom Link: <https://us02web.zoom.us/j/87905210496>

Meeting ID: 879 0521 0496

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

AGENDA

3:00 PM – STUDY SESSION			
NO.	AGENDA ITEM	RESPONSIBILITY	TAB
	Board of Trustees Conversation with Shoreline Faculty: COVID-19 Impacts & Learning from the Pandemic	<i>Phillip King & LeAnn De Luna</i>	
4:00 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 a. Approval of Previous Meeting Minutes • Special Meeting of April 21, 2022	<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">• <u>For attendees connecting online</u>: Please sign up to provide a public comment via the Chat function in Zoom between 3:45 PM – 4:00 PM on May 25, 2022.• <u>For attendees connecting by telephone</u>: Please sign up to provide a public comment between 3:45 PM – 4:00 PM on May 25, 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 May 25, 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 May 25, 2022 meeting, please send written public comment to Board Secretary Lori Yonemitsu at lyonemitsu@shoreline.edu following the May 25, 2022 meeting.)	<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: Memorandum of Understanding By and Between Shoreline Community College and the Shoreline Community College Federation of Teachers – Regarding HB 2158 High Demand Supplemental Salary	<i>Phillip King</i>	2
7.	College Update(s) <ul style="list-style-type: none"> Shoreline Community College’s 2022 All-Washington Academic Team Members 	<i>Terry Taylor</i>	
8.	First Reading: Summer & Fall 2022 Services & Activities (S&A) Budget	<i>Sundi Musnicki</i>	3
9.	First Reading: Board of Trustees 2023 Regular Meeting Schedule	<i>Chair Catherine D’Ambrosio</i>	4
10.	Report: Financial & Budget Update	<i>Bob Williamson</i>	
11.	Report: College President	<i>Steve Hanson</i>	
12.	Constituent Report: Shoreline Associated Student Government	<i>Sunshine Cheng</i>	
13.	Constituent Report: Shoreline Faculty	<i>Eric Hamako</i>	
14.	Constituent Report: Shoreline Classified Staff	<i>Ric Doike-Foreman</i>	
15.	Report: Closing Remarks – Board of Trustees <ul style="list-style-type: none"> Eben Pabee, Vice Chair Tom Lux Kim Wells Rebecca Chan 	<i>Trustees</i>	
16.	Executive Session to discuss with legal counsel: <ul style="list-style-type: none"> Matters of litigation or potential litigation with legal counsel. Strategies and/or positions to be taken in labor proceedings. 	<i>Chair Catherine Post D’Ambrosio</i>	
17.	Action: Adjournment	<i>Chair Catherine D’Ambrosio</i>	

•To connect to the May 25, 2022 special meeting:

- Via **link**, go to: <https://us02web.zoom.us/j/87905210496>
- Via **telephone**:
Call/Dial/Key-in: (253) 215-8782

Meeting ID: 879 0521 0496

MINUTES – STUDY SESSION

The study session of the special meeting of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Vice Chair Eben Pobe at 3:02 PM by audio/visual conference. A quorum of the Board was present by audio/visual conference.

GUIDED PATHWAYS

The Guided Pathways presentation by Director of Guided Pathways Brigid Nulty and Professor & Guided Pathways Faculty Co-Lead Dutch Henry included the following:

- What is our Obligation Gap?
- What is Guided Pathways?
- History of Guided Pathways in Washington state
- History of Guided Pathways at Shoreline Community College
- Example of data-driven work (e.g., in Gateway Courses)
- Current Guided Pathways work at Shoreline Community College
- Priority Areas
 - Pathways (Areas of Study, and Course Sequencing)
 - Outcomes Alignment and Assessment
 - Advising
 - Intake/Onboarding

Motion 22:28: Motion made by Trustee Wells to adjourn the study session of April 21, 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 study session at 4:30 PM.

MINUTES – SPECIAL SESSION

The special session of the special meeting of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Catherine Post D'Ambrosio at 4:40 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.

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

REPORT: CHAIR, BOARD OF TRUSTEES

Chair Post D'Ambrosio expressed appreciation to/for Director Brigid Nulty, Professor Dutch Henry, and Vice President King for the presentation on Guided Pathways during the Board's study session. She noted that incoming President Dr. Jack Kahn is connected to the meeting and will connect to the Board meetings in May and June as well.

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 March 14 & 16, 2022.
- b. College Calendars: 2021-2022; 2022-2023; 2023-2024; 2024-2025.

Motion 22:29: Motion made by Trustee Chan to approve the consent agenda.

Motion seconded by Trustee Lux. 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.

COMMUNICATION FROM THE PUBLIC

Per the notice for the April 21, 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 4:15 PM – 4:30 PM on April 21, 2022.
- For attendees connecting by telephone: Please sign up to provide a public comment between 4:15 PM – 4:30 PM on April 21, 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 April 21, 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 April 21, 2022 meeting, please send written public comment to Board Secretary Lori Yonemitsu at lyonemitsu@shoreline.edu following the April 21, 2022 meeting.)

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

COLLEGE UPDATES

Washington Campus Compact Student Civic Leadership Award Recipient

Interim President Hanson announced that Sunshine Cheng, ASG President, is the recipient of the Washington Campus Compact Student Civic Leadership award and noted that he and Sunshine attended the April 15, 2022 awards ceremony at the Museum of Flight. Interim President Hanson provided an overview of Washington Campus Compact and the award. He spoke about the campus committees and community organizations that Sunshine has been involved with or is currently involved with, her work as a Public Policy Fellow with *Disability Rights Washington*, and her work as a community organizer for the grassroots organization *Communities for Our Colleges*.

Sunshine Cheng thanked everyone who has supported her throughout her time at Shoreline. “I’ve really learned a lot from everyone.”

ACTION: 2021-2022 SERVICES & ACTIVITIES (S&A) BUDGET & SPRING 2022 ALLOCATIONS

Director Sundi Musnicki read tab 2 [Action: 2021-2022 Services & Activities (S&A) Budget & Spring 2022 Allocations].

Motion 22:30: Motion made by Trustee Wells to approve the allocation as written.

Motion seconded by Trustee Chan.

Chair Post D’Ambrosio expressed appreciation “for the work and for always considering what the students want when it comes to spending their money.”

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.

REPORT: FINANCIAL & BUDGET UPDATE

Acting Vice President Bob Williamson went over the *2021-22 Revised Operating Budget, Revenues and Expenses – February 2022* spreadsheet (attached), as well as the 2022-23 Process Update (April 21, 2022) slide presentation (attached) which included:

- Process status
- Revenue
- Expenses

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- 2022-23 scenarios
- Timeline

Regarding questions from the Trustees, Acting Vice President Williamson:

- Confirmed that the State Allocation of 56.70% in the % *Received* column are actuals that have been received and explained the rationale for holding the state allocation “to time it with the payment for faculty that they’re going to be expecting in a couple of months. We hold off on the state allocation so that we can make the contractual payments to faculty.”
- Explained the difference between a COLA and wage adjustment.

REPORT: SHORELINE PRESIDENT

Interim President Hanson’s report included information on his:

- Providing public comment at the March 21, 2022 Shoreline City Council meeting in support of a partnership with the City in bringing a small business development center to the College.
- Attendance at the March 24, 2022 10 quarter and 6 quarter in-person Nursing Graduation ceremonies.
- Participation in an April 6, 2022 meeting with community and technical college presidents, SBCTC Executive Director Jan Yoshiwara, State Board staff, college trustees, and state legislators to discuss the community and technical college system’s progress on Senate Bills 5194 and 5227. “One of the takeaways from the meeting was that colleges with an Executive Director of Diversity & Inclusion are much further ahead with their implementation efforts.”
- Attendance at the April 12, 2022 Foundation Board of Directors meeting.
- Attendance at the April 15, 2022 Washington Campus Compact Presidents’ meeting and awards ceremony.
- Attendance at the April 15, 2022 Seattle International Film Festival (SIFF) Opening Night at the College.

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).

CONSTITUENT REPORT: SHORELINE ASSOCIATED STUDENT GOVERNMENT

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

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

Trustee Lux communicated that he is a “little disheartened that I’m still hearing about unilateral decisions and lack of communication. We’ve talked about the need for better communication for a long time now and I would hope that all parties are working toward fixing this problem. If there’s proper communication, we shouldn’t have to take everything through the grievance process; you should be able to work it out. I implore everyone to help this process along.”

Trustee Wells:

- Spoke about being “very excited to begin to work with President Kahn and enjoying working with President Hanson, someone who understands the Washington state system.”
- Referred to hearing about the trust problems on campus during the presidential search and shared that based on her long tenure at work, finds that things are “always somewhere in the middle. I welcome continued discussion because I think we have to come more in the middle and find out what’s going on. I’m still reflecting on what I’m hearing.”
- Congratulated Sunshine Cheng.

Trustee Chan:

- Shared that she is trying to get to know the community more and attended the Nursing graduation ceremonies. “Very exciting to see everyone get pinned and hear their stories about where they’re going to be working or what they’re going to be doing after graduation.”
- Spoke about attending the Seattle International Film Festival (SIFF) fundraiser. “It was great to see faces and meet a lot of you in-person.”
- Expressed that she is looking forward to the Board doing onboard planning for our new President.

Chair Post D’Ambrosio spoke about the Board working “within the laws that confine us to fiduciary responsibilities, selecting, evaluating, and releasing presidents, and making tenure decisions. We hear everything you say, we discuss things. It’s an honor and a privilege to serve our community, our college.”

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EXECUTIVE SESSION, IF NECESSARY, TO DISCUSS A MATTER OR MATTERS
CONTAINED IN RCW. 42.30.110

There was no executive session.

ADJOURNMENT

Motion 22:31: Motion made by Trustee Chan to adjourn the special meeting of April 21, 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 5:32 PM.

Signed _____
Catherine Post D'Ambrosio, Chair

Attest: May 25, 2022

Lori Y. Yonemitsu, Secretary

SHORELINE COMMUNITY COLLEGE

2021-22 Revised Operating Budget, Revenues and Expenses - February 2022

Revenues	2021-22 Budget	As of 2/28/22	Difference	% Received
State Allocation	\$ 31,057,551	\$ 17,608,581	\$ 13,448,970	56.70%
Operating Tuition (0424)	10,354,133	6,795,891	3,558,242	65.63%
International	3,287,030	2,191,353	1,095,677	66.67%
Running Start	2,116,982	1,411,431	705,551	66.67%
CEO/LCN	727,701	485,134	242,567	66.67%
TOTAL REVENUE	\$ 47,543,397	\$ 28,492,390	\$ 19,051,007	59.93%

Expenditures	2021-22 Budget	As of 2/28/22	Difference	% Spent
Exempt	5,175,112	3,194,713	1,980,399	61.73%
Full-Time Faculty	10,197,564	5,367,862	4,829,702	52.64%
Part-Time Faculty	9,124,446	5,974,865	3,149,581	65.48%
Classified	6,365,784	3,917,963	2,447,821	61.55%
Hourly, Students and Others	578,233	493,175	85,058	85.29%
Benefits	10,146,056	5,880,694	4,265,362	57.96%
Personal Services Contracts	320,500	370,038	(49,538)	115.46%
Goods and Services	3,926,457	2,170,728	1,755,729	55.28%
Travel	102,270	12,720	89,550	12.44%
Capital Outlays - Fixed Assets	533,999	123,433	410,566	23.11%
Computers and Related Hardware	205,923	35,304	170,619	17.14%
Client Services and Financial Aid	828,543	453,242	375,301	54.70%
Debt Service	392,419	37,753	354,666	9.62%
Subtotal	47,897,306	28,032,490	19,864,816	58.53%
Intra Agency Reimbursements	(368,200)	(245,467)		
TOTAL EXPENDITURES	47,529,106	27,787,023	19,742,083	58.46%
Surplus/(Deficit)	\$ 14,291	\$ 705,367		

Notes

State allocation will be spent down in spring to cover faculty balloon payments
Tuition revenue is slightly below target
International, Running Start, and CEO/LCN revenue are on target
Faculty salaries will increase with balloon payments this spring
Due to vacancies in FT positions, PT staff were hired to fill gaps
Contracts includes extension of agreement with 25th Hour for communications
All other spending is at or below target

2022-23 Budget Process Update

Board of Trustees

April 21, 2022



Process status

- **We have:**
 - Identified enrollment projections for 2022-23
 - Converted enrollment into revenue estimates using new tuition and Running Start rates
 - Incorporated draft state funding allocation into our model
- **We are:**
 - Verifying baseline expenditures using “net-zero” approach
 - Adding “must fund” items to spending projections
 - Engaging SPBC in budget discussions and development



Revenue

- Revenue estimates are based on enrollment projections
- Using conservative analysis of data, we are projecting small declines or no growth in enrollment for 2022-23:
 - 2.5% decline in state-support FTE
 - 11% decline in International Program FTE
 - No change in Running Start or CECO FTE
- Overall: projecting enrollment decline of 175 FTE (4106 vs. 3931)



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Revenue

- **State allocation –**
 - Draft state allocation includes increase of \$2.279 million
 - New funding is earmarked, primarily for wage adjustments
- **Tuition -**
 - 2.4% tuition increase – not enough to offset domestic and International enrollment decline
- **Running Start -**
 - 7.06% reimbursement increase



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Expenses

- ET is using a “net zero” approach for budgeting expenditures
 - Current operating budget serves as baseline for 2022-23
 - Managers can move funds between accounts, so long as net effect of change on budget is zero
- Advantages: not complex, recognizes other workload demands, facilitates continuity
- Disadvantages: doesn’t shift funding to highest areas of need, assumes current budget is basically right



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Expenses

- In addition to using current year operating budget as a baseline, ET also identified “must fund” increases that are:
 - Contractual, such as classified increments, tenure promotions, and support for the Foundation
 - Statutory, such as state-mandated changes in wages, health benefits, and retirement (state doesn’t fully fund these changes)
 - Required, such as payments on the Certificate of Participation for HSAMCC



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2022-23 scenarios

- Budget scenarios are a function of subtracting spending estimates from revenue estimates
 - If expenses > revenue, deficit will need to be closed
 - If expenses < revenue, unallocated funds will be available
 - If expenses = revenue, college will have a status quo budget
- Right now, ET is projecting a status quo budget with no cuts in personnel or programs for 2022-23

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Timeline

- April: ET will finalize budget projections
- April/May: Projections will be presented to SPBC
- May: ET will present draft budget to Board of Trustees
- June: ET will present 2022-23 budget to BOT for approval
- July: Final 2022-23 budget will be entered into system and posted on college intranet site

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Questions?

Thank You!





SCCFT President Eric Hamako
Statement to the SCC Board of Trustees
2022.04.21
Permalink: <https://bit.ly/SCCFTtoBOT2022-04>

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 recent months, workers in the United States have mobilized a surge of union organizing, drawing attention to the power and possibilities that we, as workers, can create through unionization. For example, workers employed at corporations such as Amazon and Starbucks have won workplace organizing victories – victories in sectors that, ten years ago, had been considered “un-unionizable.” Here at Shoreline Community College, faculty have organized ourselves as a union for decades. But, when we inherit something for which our predecessors fought to win, it can be harder to recognize what others are struggling to achieve. So, I'd like to address a question that workers striving to unionize also confront: Why should workers unionize?

In short, workers unionize because there is power in a union. As workers, we have more power when we are united than when we attempt to act alone. Together, we have more power to counterbalance the power and impunity of our employers. Together, we organize; together, we bargain with you, our employer; together, we protect the rights that we win. Together, workers have greater power over our wages, hours, and working conditions.

Together, in a union, we as workers have greater say over our wages than we would alone.

For example, recently, middle managers at Shoreline Community College misinformed some Full-Time Faculty, telling those faculty that they could not have their pay for teaching moonlight courses until months after faculty completed the work. But, because we as faculty are together, in a union, we have a collectively bargained agreement with you, the employer – an agreement that spells out many of our rights and the practices by which the College has agreed to abide. And, it spells out processes through which we, as workers, can seek redress when the College violates that agreement. So, together, in a union, we grieved the College for failing to appropriately pay those faculty their wages on time – and we had the power to compel the College to pay those wages appropriately.

And, for example, in 2017, the faculty bargained to give up hundreds of thousands of dollars in specific benefits, so that we could re-allocate those dollars as wage increases that would proportionately benefit faculty who have gone longer without raises. When the College unilaterally decided how those dollars would be distributed, in violation of our agreement, our faculty, as a union, filed an Unfair Labor Practice charge against the College. Together as a union, we were able to pursue our rightful wage increases to the Washington Public Employee Relations Commission and then through the Washington courts. And, even though the Washington State Supreme Court turned away our case, we are continuing to pursue our faculty's rightful wage increases, now through the grievance process. We are seeking back pay for those faculty who were underpaid their wages in the past and correct payment of wages in the future.

And, for example, this past month, the College unilaterally decided that it would not pay Priority Associate and Associate Faculty their agreed upon wages at the agreed upon times. The College cited issues with ctcLink implementation as its reasons, noting that making the procedural changes needed to pay Associate Faculty their wages as agreed in our CBA would be a lot of additional work. So, the College unilaterally decided that Priority Associate Faculty's wages would be spread out over a longer period of time, with each paycheck being smaller. Consequently, on short notice, Priority Associate faculty found that the wages in their paychecks would be less than they had anticipated, less than they might need to pay their bills, and less than what had been collectively bargained. Similarly, the College unilaterally decided that it would not pay Associate Faculty their wages on the agreed upon dates – rather, the College would delay paying Associate Faculty's wages by one pay period. Consequently, Associate Faculty found that they would not receive any of their wages on April 11 – and they would have to wait another two weeks to begin receiving their wages, despite having started working weeks prior. These Associate Faculty have the least amount of job security of all faculty – individually, they have the least power to advocate for themselves and are most at risk of the College “not rehiring” them, without the College needing give any reason. Individually, what recourse would

they have, when the College says to them, “It’ll be too much work for us to pay your wages on time, so we’re changing the when and how much you’ll be paid”? But, our Associate Faculty are *not* alone. Together, in a union, our faculty have the power to grieve the College for violating its collectively bargained agreement with us – and to seek from the College redress for our missing wages – and so, our faculty union *is* grieving the College.

Together, in a union, we as workers have greater say over our hours and workload than we would alone.

In Winter 2020, when the COVID pandemic’s outbreak forced a sudden shift from in-person courses to online courses, faculty experienced a sudden increase in our workload as we converted our courses to continue our work of educating students. Some faculty converted their entire Spring workload from in-person to online – some for the first time. Together, in a union, we as faculty demanded to bargain with the College over the effects of its pandemic-related changes – and we secured for ourselves, among other things, additional pay for those additional hours worked.

And, in Winter 2021, the College again compelled faculty to shift their in-person courses to online courses on short notice, first for two weeks and then for four weeks, increasing those faculty’s workload. So, together, in a union, we as faculty again demanded to bargain with the College over the effects of those changes to our workload. And, we continue to pursue additional pay for those additional hours worked through our ability to collectively bargain with the College.

And, more recently, the College has begun paying more attention to how it uses Full-Time Faculty’s “service work.” Together, in a union, we as faculty have previously bargained that that “service work” should comprise 20% of Full-Time Faculty’s workload – and that individual faculty have the right to request that their supervisor adjust their workload if it exceeds reasonable, agreed upon hours. But, this current provision relies on individuals’ ability to negotiate with their supervisor, who acts on behalf of the College. As it happens, few faculty currently exercise this right. Some faculty don’t know they *can* request a workload adjustment. Some faculty don’t know the boundaries of their service work “container,” when they might exercise this right. And some Full-Time Faculty, even with their relative job security, may be reluctant to exercise that right. So, together, in a union, our faculty’s Joint Union Management Committee (JUMC) team is advocating for greater transparency and accountability from the College regarding our service workload. With that greater transparency and accountability, the faculty’s over-work can be more readily recognized and collectively addressed – rather than

requiring individual faculty to go it alone to try to negotiate with the College for a less overburdened workload.

Together, in a union, we as workers have greater say over our working conditions than we would alone.

As the COVID pandemic burned through its first year, our faculty, together, in a union demanded to bargain with the College over pandemic-related changes to our working conditions. Included in that bargained memorandum of understanding, COVID MOU #1, our faculty bargained our ability to request remote work accommodations for faculty who are at high-risk from COVID, had high-risk family members, or had childcare needs impacted by modified school schedules. But, now the Federal and State governments are rolling back public health precautions and, consequently, the College has declared that COVID MOU #1 is no longer in effect. As a faculty, we continue to have family members who are at high-risk from COVID and we have children who continue to be affected by pandemic-driven changes to our lives. So, even as neoliberal governments and employers roll back public health practices and leave each person to fend for themselves during the ongoing pandemic, we as workers, together in a union, continue to demand to bargain with the College over pandemic-related changes to our working conditions, including the effects of the College rolling back previously agreed to pandemic precautionary measures.

Each of the fights I've discussed are possible only because we faculty are together in a union. To advocate for ourselves as the College exercises its power over our wages, hours, and working conditions, we as workers need more power than we would have as individuals, acting alone. So, together, we organize ourselves, we speak out, we bargain, we exercise our hard-won rights -- because there is power in a union.

Good night.

###

Board of Trustees Meeting – April 21st, 2022

Good Evening. My name is Ric Doike-Foreman. I have the honor of serving as the Washington Federation of State Employees Chief Shop Steward, Local 304, Council 28 in representation of the Shoreline Community College Classified Staff. I ask that these comments be read into the record.

Every month rolls around bring with it a sense of dread, reticence, a tinge of remorse as I look to figure out what am I going to say to you, the Board of Trustees, this month. I do not see this process changing in the near future. Dread as my concern that I am wasting time and effort. Reticence, Remorse for being unable to change the tune and present a report with a shiny, happy, people filter. I have given up on the “it has to be me”, “if I could only find a better way to say it” methodology. Why, because I have come to the realization that those who should know better, those who should be wise enough to listen, those who should care do not.

Maybe you are listening this time. Maybe you are lending a courteous ear. Either way, I am hoping this next set of questions arouses your interest to generate some engagement. Why are you here? What is your intent? What are we, the college, receiving from your participation on our Board of Trustees? I was speaking to these questions in an earlier conversation and I cannot come to any tangible reason other than a participation badge or discussion topic in your social circles. Outside of Trustee Chen and Trustee Wells very much appreciated participation in the presidential search committee, I have not seen nor heard of any active participation ventures from the remaining trustees or chairpersons. Maybe this is due to the lack of engagement opportunities for the Board to connect with the constituent groups; to get to know the college? Maybe this is representative of the lack of communication throughout the college?

You must give grace; people are under pressure. Now that phrase has been transposed from a meaning of peace to weaponized piece of verbal armament. That is now used as a carefully veiled warning to step back as you are treading on dangerous waters. You have crossed a line and we are now rallying our defenses. Why has the college become so adversarial? That this question continues to be asked in varying degrees is proof that no one is listening. This is a problem faced by all constituencies. Why are most engagements viewed in private as antagonistic? Because there are always ulterior motives. Employing common sense and working together toward common goals has never shown fruitful results ... ever ...

We have become a learning institution where good enough has become something to be proud of. We exist in a system that quickly turns on those that wish to call out inequity, question processes, require actual validated sources. We exist in a system that favors opinion over fact, personal belief over greater good. We exist in a system that does not communicate to the whole for the greater good but rather to the a-list few. You cannot have trust, participation, sense of value without continuous truthful accurate communication. Why does siloed partial vague communication practice affording no accountability or ownership still employed as the best practice.

Speaking of truthful ... or rather the lack thereof. The move to ctcLink has been difficult and time consuming. It was discovered that SSNs, Birthdays, and other identity-theftable data bit

Board of Trustees Meeting – April 21st, 2022

were able to be seen by individuals outside of restricted pillars. The college response was a poorly contrived gaslighting attempt that satisfied no one's inquiries. This was a ShorelineCC problem and only related to employees ... oh, those employees having been a student ... oh, within the past six years – despite the fact that the data showed all employees from a wide range of colleges. But wait, surely everyone must have been a student at some community or technical college in the state of Washington then. Forgot there was also the King County employees whose information was visible. Pushing through the college obstacles to find answers, this was finally escalated outside the college to union labor advocacy and the state board where it discovered that this was not just a ShorelineCC issue. It is reported there are over 60 navigations and 100 forms throughout the system where there exists potential exposure risk. The SBCTC and CTCs workgroup is working diligently to mitigate and resolve the issue. The outstanding question is why wasn't the college simply forthright and honest about this situation in the first place?

Speaking of trust ... Earlier I received an email identifying how Shoreline leadership, Human Resources specifically, is now further souring its tarnished relationship with the classified staff through neglectful behavior that actively prevented employees from being gainfully employed. Our tutors have been denied the support and resources necessary to meet employment requirements and have lost wages over the past two weeks. In addition to that, students have not been able to rely on the services provided by the tutors. Attempts to contact HR by the tutors were met with the response "... Please be aware that HR/Payroll office is fully engaged in system conversion activities." Why should we be expected to think this acceptable?

I have no answers or recommendations; at none that anyone wants to hear. The current direction implies a saddening increase to the ambivalence for the care of our employees, affiliates, students and their respective data. Opinion without factual representation creates great discussion but provides for poor decision making. Just because you say everything is going great, does not mean that it is.

Thank you. Good night.

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

This month, Student Life has continued to host a variety of events, recently partnering with different departments around campus to host club and resource fairs. In celebration of Earth week, today we held an Earth week fair with adopt-a-plant booths, mushroom kits, and various sustainable snacks and goodies. In the interest of mindfulness, the S&A committee has made the decision to allocate funding for summer and fall quarters together, and re-evaluate our process for next winter and spring when the time comes.

The gradual return to campus brings a warmth and liveliness fitting for springtime. Still, I hear concern from some students about the removal of masks, and from others who tell me there are those who say they have never attested to their vaccination status yet are still on campus. I can tell my peers are tired, but eager for the next chapter. Lately, thinking about the new year and the start of a new presidency, I wonder how we will hold ourselves accountable to our equity goals and the mission of higher education. After the last two years, everyone around me seems exhausted, and I worry for our educators and staff, who have given it their all to make this place everything it is and has been to me.

Shoreline may be but one college in a sea of many, but I can't help but think of the difference that one can make. My hope for the college is that it will prove to be a leader in equity in higher education, and will make it a priority to center the safety and interests of all of its constituencies in our journey forward.

Thank you for listening.

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) SPECIAL MEETING OF MAY 25, 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 two (2) first-year and two (2) second-year tenure track faculty candidates. The Board met in executive session with the chair of each first-year and second-year Appointment Review Committee (ARC) on May 24, 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>
Lauren Bryant	Library	1	Amy Kinsel
Caitlan Maxwell	Library	1	Neal Vasishth
Robert Reynoso	Nursing	2	Tom Genest
Destry Turner	Nursing	2	Sean Rody

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, Ed.D.
Vice President for Student Learning, Equity, & Success
Shoreline Community College
May 24, 2022

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) SPECIAL MEETING OF MAY 25, 2022**

TAB 2

ACTION

Subject: Memorandum of Understanding By and Between Shoreline Community College and the Shoreline Community College Federation of Teachers Regarding HB 2158 High Demand Supplemental Salary

Background

The Memorandum of Understanding (MOU) regarding HB 2158 High Demand Supplemental Salary relates to the defining and distribution of the second-year appropriated dollars in HB 2158 for the purpose of providing High Demand Supplemental Salary (HDSS) for instructional faculty positions in High Demand Departments.

To Follow

Memorandum of Understanding By and Between Shoreline Community College and the Shoreline Community College Federation of Teachers Regarding HB 2158 High Demand Supplemental Salary.

Recommendation

That the Board of Trustees approve:

The Memorandum of Understanding By and Between Shoreline Community College and the Shoreline Community College Federation of Teachers Regarding HB 2158 High Demand Supplemental Salary, as presented.

Prepared By: Phillip King
Vice President for Student Learning, Equity & Success
Shoreline Community College
May 23, 2022

MEMORANDUM OF UNDERSTANDING
By and Between Shoreline Community College and the
Shoreline Community College Federation of Teachers

Regarding: HB 2158 High Demand Supplemental Salary

Date: April 26, 2022

Upon approval by the membership of the Shoreline Community College Federation of Teachers (SCCFT or Union), AFT Local #1950, and Shoreline Community College (SCC or College) Board of Trustees, the College and Union enters into this memorandum of understanding (MOU) agreement to define and distribute the second-year and on appropriated dollars in HB 2158 for the purpose of providing High Demand Supplemental Salary (HDSS) for instructional faculty positions as agreed below.

The parties hereby recommend that the below paragraphs be added to APPENDIX A (Compensation) as a new Article in the CBA.

1. The HDSS shall be provided to instructional faculty teaching any of sixteen disciplines identified here as meeting the requirements of HB 2158, Part IV, Section 5, Paragraph (5), high demand programs. Funds shall be provided as supplemental salary to the faculty base salary amounts identified on Salary Schedules in Appendix A. The HDSS does not supplant any federal, state, and local funding already in place, nor change placement on the salary schedules.

High Demand Departments

Dept / Program	ESD High Demand*	Skills GAP CIP*	STEM Weighted CIP*
Dental Hygiene	X	X	
Computer Science	X	X	X
Engineering		X	X
Automotive	X	X	
Machining	X	X	
Business/Accounting	X		
Chemistry			X
Biology			X
Biotechnology		X	X
Clean Energy		X	
Criminal Justice		X	
HIIM	X	X	
Math			X
Medical Lab Technology	X	X	
Physics			X
VCT		X	

(*see paragraph 9.b.)

MEMORANDUM OF UNDERSTANDING
By and Between Shoreline Community College and the
Shoreline Community College Federation of Teachers

2. Base salary for Full-Time annual, Pro-Rata, Tenured/Tenure-Track faculty is defined as the total salary amount associated with placement on the Full-Time Salary Schedule (Annual Base) (Appendix A. Article I. Section A. Paragraph 1.).
3. Base salary for Part-Time Faculty and Moonlight is defined as the total salary amount associated with placement on the Part-Time Salary Table (Quarterly Base at 100% load) (Appendix A. Article I. Section A. Paragraph 2.).
4. It is understood that the four pay categories identified on the HDSS Schedule developed for the 2020-2021 will remain unaffected to the individual faculty even though the total number of Full-Time Equivalent Faculty (FTEF or FTEf) hours (equivalent to a full-time faculty load) may be affected by changes in enrollment and the Community and Technical Colleges (CTC) allocation model.

Annual and Quarterly HDSS Increases by Salary Group

Area	Annual HDSS Increase	Quarterly HDSS Increase	Salary Group
HIIM	\$3,308	\$1,103	1
Medical Technology	\$3,308	\$1,103	1
VCT	\$3,308	\$1,103	1
Criminal Justice	\$3,308	\$1,103	1
Clean Energy Technology	\$3,308	\$1,103	1
Machining	\$3,308	\$1,103	1
Automotive	\$3,308	\$1,103	1
Dental Hygiene	\$5,954	\$1,985	2
Biology/Biotechnology	\$5,954	\$1,985	2
Chemistry	\$5,954	\$1,985	2
Business Administration	\$6,933	\$2,311	3
Accounting	\$6,933	\$2,311	3
Computer Science	\$8,038	\$2,680	4
Engineering	\$8,038	\$2,680	4
Math	\$8,038	\$2,680	4
Physics	\$8,038	\$2,680	4

5. This HDSS Schedule will be used until the parties renegotiate which departments meet HDSS. Faculty will be paid according to which of the four salary groups their department is in using the above chart.

MEMORANDUM OF UNDERSTANDING
By and Between Shoreline Community College and the
Shoreline Community College Federation of Teachers

6. The 2021-22 HDSS payment shall be:
- Retroactive to Summer Quarter 2021 and also includes Fall 2021, Winter 2022, and Spring 2022; and,
 - Payment shall be distributed to all eligible faculty having taught any quarter of the retroactive period by the June 25, 2022 pay date regardless of employment status.
7. All future HDSS payments beginning Summer 2022 shall be distributed as follows:
- Full-Time Faculty will receive HDSS payments based on faculty selected number of pay periods (either 19 or 24) across the applicable academic contract period.
 - Full-Time Faculty will receive HDSS payments during the summer across the applicable summer quarter pay dates.
 - Part-Time Faculty and Moonlight Faculty assignments will receive the HDSS payment across the applicable pay dates for each quarter of employment.
8. The entire HDSS Schedule shall be reviewed as a part of the regular three-year CBA bargaining cycle for determination of departments that may qualify. This review shall be based on a formula applied to all departments and may include other possible revisions of the entire schedule. All changes must be agreed upon by both parties.

High Demand Supplemental Salary Schedule.

Department	Program	Total Annual FTEf Load (S, F, W, S)	Annual FTEf Count	Admin 90% Group Average	Average Salary (SCC Faculty)	Delta	Total Funds Needed to Close Gap	Percentage of Total Funds	Proportional payment	Proportional Pay After 17% Deduction	Per FTEf (Plus Cost of Benefits - 17%)	Per Full-Time Individual	
												Annual Supplemental Pay	Quarterly Supplemental Pay
Health Occ	Dental Hygiene	30.91	10.30	\$135,884	\$61,000	\$74,884	\$771,532	9.3%	\$71,767	\$61,339	\$6,966	\$5,954	\$1,985
	HIIM	16.27	5.42	\$102,606	\$61,000	\$41,606	\$225,581	2.7%	\$20,983	\$17,934	\$3,870	\$3,308	\$1,103
	MLT	8.56	2.85	\$102,606	\$61,000	\$41,606	\$118,764	1.4%	\$11,047	\$9,442	\$3,870	\$3,308	\$1,103
Humanities	VCT	12.70	4.23	\$102,606	\$61,000	\$41,606	\$176,192	2.1%	\$16,389	\$14,008	\$3,870	\$3,308	\$1,103
Soc Sci - Bus	Accounting	13.33	4.44	\$148,196	\$61,000	\$87,196	\$387,516	4.7%	\$36,046	\$30,809	\$8,111	\$6,933	\$2,311
	Business	23.52	7.84	\$148,196	\$61,000	\$87,196	\$683,666	8.2%	\$63,594	\$54,354	\$8,111	\$6,933	\$2,311
Soc Sciences	Criminal Justice	5.67	1.89	\$102,606	\$61,000	\$41,606	\$78,585	0.9%	\$7,310	\$6,248	\$3,870	\$3,308	\$1,103
STEM	Biology	54.20	18.07	\$135,884	\$61,000	\$74,884	\$1,352,832	16.3%	\$125,839	\$107,555	\$6,966	\$5,954	\$1,985
	Chemistry	32.80	10.93	\$135,884	\$61,000	\$74,884	\$818,674	9.9%	\$76,152	\$65,087	\$6,966	\$5,954	\$1,985
	Clean Energy Tech	2.77	0.92	\$102,606	\$61,000	\$41,606	\$38,480	0.5%	\$3,579	\$3,059	\$3,870	\$3,308	\$1,103
	Computer Science	8.53	2.84	\$162,099	\$61,000	\$101,099	\$287,559	3.5%	\$26,748	\$22,862	\$9,404	\$8,038	\$2,680
	Engineering	5.21	1.74	\$162,099	\$61,000	\$101,099	\$175,686	2.1%	\$16,342	\$13,968	\$9,404	\$8,038	\$2,680
	Math	56.39	18.80	\$162,099	\$61,000	\$101,099	\$1,900,213	22.9%	\$176,756	\$151,073	\$9,404	\$8,038	\$2,680
	Physics	15.13	5.04	\$162,099	\$61,000	\$101,099	\$509,964	6.1%	\$47,436	\$40,544	\$9,404	\$8,038	\$2,680
STEM-Auto	Automotive	41.30	13.77	\$102,606	\$61,000	\$41,606	\$572,744	6.9%	\$53,276	\$45,535	\$3,870	\$3,308	\$1,103
	Machining	14.13	4.71	\$102,606	\$61,000	\$41,606	\$195,905	2.4%	\$18,223	\$15,575	\$3,870	\$3,308	\$1,103
Grand Total		341.42	113.81				\$8,293,894		\$771,488	\$659,391			

MEMORANDUM OF UNDERSTANDING
By and Between Shoreline Community College and the
Shoreline Community College Federation of Teachers

9. The current HDSS Schedule was developed using the following criteria:
 - a. Midpoint faculty salaries were determined from the midpoint (\$61,000 for this calculation) of the full-time faculty schedule found in 2019-22, Federation of Teachers, Local No. 1950, CBA Appendix A.
 - b. The High Demand (HD) programs were identified as in-demand using three data sources: [2021 Employment Security Department \(ESD\)](#), Shoreline Skills Gap Classification of Instructional Programs (CIP), and [High FTE STEM Weighted CIP](#). See the full list attached in Appendix A.
 - c. Salary wage gap was identified using [May 2019 Metropolitan and Nonmetropolitan Area Occupational Employment and Wage Estimates Seattle-Tacoma-Bellevue, WA, Bureau of Labor Statistic](#) data, for equivalent jobs classification, identifying average salaries in each job family, and aggregating the average salaries into one of 4 groupings (see attached Appendix B), as applied to faculty job qualifications.
 - d. Total annual FTEFs for the identified programs were determined using each academic quarter FTEF including summer quarter FTEF. After the spring quarter 10th day census data was calculated, all quarterly FTEFs were calculated to determine the total for each faculty member, including releases for Faculty Program Coordination, grant-funded projects, and sabbatical leaves.
 - e. Total annual FTEFs for each HD program was multiplied by the industry salary wage gap for the program's group to establish the total funding needed to close the wage gaps per program. The percentage of total funding needed for each program was calculated and multiplied by the total amount available.
 - f. The total amount of HD funding available to each program was divided by the total number of FTEs in the program to determine the supplemental salary increase per FTE per year, reduced by 17% for benefits and payroll taxes.
10. The parties explicitly agree that the HDSS amounts shall be treated as salary, subject to all withholdings and/or fringe benefits applicable to base salary payments including but not limited to: all payroll taxes; retirement; personal days; any life or disability insurance benefit based on salary; sick leave (both current period usage and long-term payout); elective deductions for AFP; release time; and other applicable leave called out in ARTICLE XIV: LEAVES such as sabbatical, personal, disability, family leave, paid family leave, bereavement; military, professional, and jury duty.
11. HDSS shall continue to the extent the state declares or appropriates the provisions of HB 2158 including but not limited to any declared additional funds (such as cost-of-living-allocation (COLA)) specifically applicable to HDSS. This means a COLA will not apply to HDSS funds unless the legislative specifically allocates funds sufficient appropriates for such COLA. In the event the state legislature ceases to fund the provisions of HB 2158, this differential pay shall cease, and the College shall provide notice to the Federation and impacted faculty of the State's decision changing the provisions of HB 2158.

MEMORANDUM OF UNDERSTANDING
By and Between Shoreline Community College and the
Shoreline Community College Federation of Teachers

Additional affected areas of the CBA to be revised as shown in redlining:

ARTICLE III: Section L. Release Time for Federation President and/or Members, shall be revised to include a new Paragraph to read as follows:

-
3. All release time used to compensate faculty members shall include any applicable HDSS differential applied to the course from which the faculty member is released. Additionally, any applicable HDSS appropriate to the released course shall be paid to the replacement faculty member. In the case of the Federation purchasing release time of its members, the reimbursement will also include any applicable HDSS and benefits as described in the paragraph above.

APPENDIX A ARTICLE I: Section D. Academic Employee Advancement, shall be revised to specifically state Salary Grid Movement will refer to base salary only for both:

1. Full-Time.

- i. Salary Grid Movement.

All advancement for Full-Time faculty is contingent upon the submission of a professional development report (see Section E. (Professional Development Report) below) and a legislatively authorized funding source that has been mutually bargained, including for funds other than a legislative appropriation. Base salary advancement shall specifically exclude HDSS. Consistent with other provisions of this Agreement, Full-Time academic employees shall be eligible to advance one (1) increment upon the completion of each full year of service and contingent upon authorized funding.

...

3. Part-Time Salary Grid Movement.

All advancement for Part-Time faculty is contingent upon a legislatively authorized funding source that has been mutually bargained, including for funds other than a legislative appropriation. Base salary advancement shall specifically exclude HDSS.

APPENDIX A ARTICLE I: Section F. Substitutes, shall be revised to read:

MEMORANDUM OF UNDERSTANDING
By and Between Shoreline Community College and the
Shoreline Community College Federation of Teachers

Employment of substitutes is an administrative responsibility. The rate of pay for substitutes who work less than the total classes scheduled in a week period (Sunday through Saturday) is at General Hourly Rate of Pay (\$50.00 per hour). The rate of pay for substitutes who work the full number of classes scheduled within a week period (Sunday through Saturday) or more in the same assignment shall be the appropriate Part-Time faculty rate of pay and shall include the HDSS for the pro-rated period of substitution.

APPENDIX A ARTICLE IV: SUMMER QUARTER shall be revised to read:

Base pay for summer quarter Full-Time faculty whose work is limited to classroom instruction and office hours shall be based upon the following:

$$\text{Salary} = \text{Annual Base Salary} \times 0.264 \times \text{teaching load}$$

Where:

- Annual Base Salary = Salary in effect for the preceding quarter.
- Teaching Load = percent of one-third (1/3) of normal annual Full-Time teaching load.

APPENDIX A ARTICLE X: FACULTY PROGRAM COORDINATORS Section A. Compensation Paragraph. 2. General Guidelines for Modes of Compensation. Shall be revised as follows:

-
- b. Stipend: For faculty paid off the Full-Time faculty salary schedule, stipends shall be offered for duties essential to ongoing operations of the department/program at the individual faculty rate of pay based on their placement on the salary schedule plus any applicable HDSS for FPC designated assignments. These duties may vary from quarter to quarter. Stipends will be offered for assignments that require more than thirteen (13) hours but less than twenty-five percent (25%) of a quarter workload, with exceptions made at the approval of the unit administrator. For faculty paid off the Part-Time faculty salary schedule, stipends shall be offered for FPC designated assignments at General Hourly Rate of Pay (\$53.00 per hour).
 - c. Release time: Release time shall be offered for FPC duties in which the scope of the work is in excess of twenty-five percent (25%) instructional contact hours. The faculty current Full-Time salary plus any applicable HDSS continues for release time.
 - (1) Release time for Full-Time faculty will be a fraction of the Full-Time contact load as defined in Article VII: (Terms and Conditions of Employment) Section D. (Specific Workload Conditions).
 - (2) Duties that are expected to be performed will be commensurate with the release time.
 - (3) Unless agreed upon by the unit administrator and the involved faculty member, release time will not be offered for assignments less than twenty-five percent (25%) loads. Decisions

MEMORANDUM OF UNDERSTANDING
By and Between Shoreline Community College and the
Shoreline Community College Federation of Teachers

regarding release time versus stipends will be transparent, consistent, and explained upon request.

APPENDIX B FACULTY COMPENSATION CALCULATIONS will be amended as appropriate to include the HDSS including:

- _____
- (1) Part-Time Instructional Assignments;
 - (4) Substitutions;
 - (8) Superseding part-time/moonlight faculty payments.

For the Federation:

By: _____
Eric Hamako
SCCFT Local 1950 President

Date

For the College:

By: _____
Catherine D'Ambrosio
Chair, Board of Trustee
Shoreline Community College

Date

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) SPECIAL MEETING OF MAY 25, 2022**

TAB 3

FIRST READING

Subject: Summer & Fall 2022 Services & Activities (S&A) Budget

Background

In June 2021, the Board of Trustees approved an initial S&A allocation for the first half of FY 2021-2022 of \$678,128 to support 15 programs, 10-15 student clubs, and discretionary budgets based on an estimated annual budget of \$1.2 million (including \$1 million in student fee revenue and \$200,000 from S&A reserves). An additional \$216,233 was allocated for winter quarter and \$119,015 was allocated for spring quarter. As of May 10, 2022, a total of \$1.019 million has been brought in by the S&A fee and \$611,101 has been spent. S&A programs were asked to submit their budget requests for the first half of FY 2022-2023 in April 2022. Based on the information submitted, the S&A committee allocated funds based on an estimated budget of \$1.4 million (including \$1 million in student fee revenue and \$400,000 from S&A reserves).

To Follow

- The S&A committee's presentation of their proposed budget for the first half of FY 2022-2023 to support 15 programs, 20-25 anticipated student clubs, and discretionary budgets.

Prepared by: Sundi Musnicki
Director, Student Leadership & Residential Life
Shoreline Community College
May 23, 2022



Summer & Fall 2022

Student 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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• Ebbtide	
• Gender Equity Center	
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• Multicultural Center	
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Executive Summary

Over the last year, the Services & Activities (S&A) Committee has continued to allocate funding to its 18 programs and an anticipated 10-15 student clubs on a per-quarter basis. This decision was made to allow for continued flexibility as the College has navigated its re-opening following the COVID-19 pandemic and impacts to enrollment and student engagement were still unknown. For summer and fall 2021, a total of \$678,128 was allocated to 15 programs and discretionary budgets. By the end of fall quarter, approx. \$210,255 had been spent. An additional \$216,233 was allocated for winter quarter, and \$119,015 was allocated for spring. Of the total \$1,013,376 that was allocated during the 2021-2022 academic year, \$611,101 has been spent to date. A total of \$1,019,635 has been brought in by the S&A fee as of May 10, 2022, and due to the lower than projected amount being spent by all S&A programs and clubs, an anticipated \$350,000 will transfer over to the S&A reserve budget, which as a result will have approx. \$1.65 million at the end of the current fiscal year.

Table A: 2021-2022 S&A Allocations & Expenditures

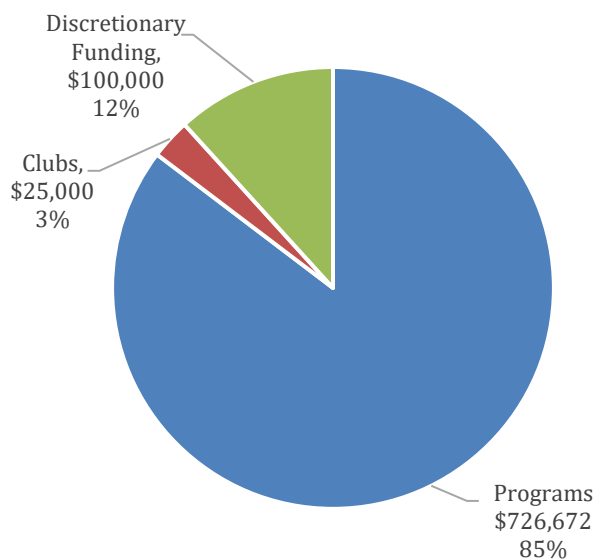
Su/Fa21 Allocation	Su/Fa21 Spent	Allocation Remaining	W22 Allocation	W22 Spent	Allocation Remaining	Sp22 Allocation	Sp22 Spent	Allocation Remaining
\$678,128	\$210,255	\$467,873	\$216,233	\$460,286	\$434,075	\$119,015	\$611,101	\$402,275

With the College's decision to continue an increasing but still lower in-person course offering for fall 2022, the S&A Committee plans to again allocate funding for summer and fall quarters only at this time, based on an initial projected revenue of \$1 million for the 2022-2023 academic year. This plan allows for continued adaptability to make decisions in mid-fall based on real-time impacts to the College as it evaluates plans for winter and spring.

With this in mind, all S&A funded programs were asked to submit a budget proposal for the first half of the new fiscal year. Of the 19 programs supported by S&A, 15 programs

responded. Programs were advised that any items not funded at this time may be requested via ASG's mini-grant process starting in late-September. At that time, programs and student clubs will be asked to provide an overview and budget breakdown for their event/project, which helps keep ASG apprised of events and initiatives taking place on campus and allows them to provide support and promotions to the greater student body.

Figure A: Proposed 2022-2023 S&A Budget (Summer/Fall only)



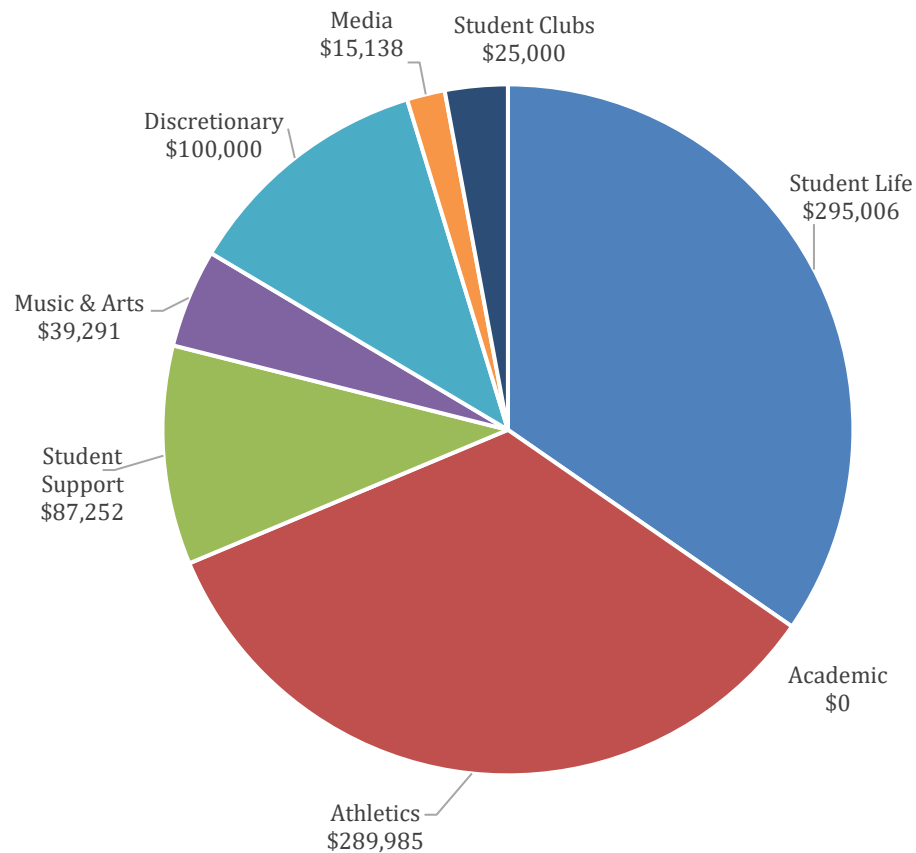
A total of \$851,672 has been allocated for summer & fall quarter, and a breakdown of funding for each program is provided in the following pages. Based on the estimated \$1 million projected to be brought in by S&A revenue next year, we may need to access up to \$400,000 from reserves to continue to support S&A programs through the 2022-2023 academic year.

2022-2023 S&A Fee Allocation Overview

The S&A Committee received 15 budget applications from the following programs. The S&A budget will be allocated towards:

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

Summer/Fall 2022 S&A Fee Allocation Breakdown



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

Figure B: Anticipated Allocation for Summer/Fall 2022

Table 2: S&A Allocation for Summer/Fall 2022

Programs	2021-2022 Budget	Summer/Fall 2022 Requested	Summer/Fall 2022 Allocation
Arts & Entertainment	\$68,948	\$44,515	\$44,515
Art Gallery	\$0	\$0	\$0
Assoc. Student Gov.	\$45,442	\$41,868	\$41,868
ASG - Student Clubs	\$25,000	\$25,000	\$25,000
ASG - Mini-Grant	\$100,000	\$100,000	\$100,000
Athletics-Intramurals	\$14,481	\$49,339	\$24,670
Athletics-W Gen	\$21,404	\$33,699	\$33,699
Athletics-M Gen	\$23,541	\$34,570	\$34,570
Athletics-W Vball	\$22,895	\$24,210	\$24,210
Athletics-M Soccer	\$0	\$26,270	\$26,270
Athletics-W Soccer	\$26,174	\$26,685	\$26,685
Athletics-W Bball	\$23,359	\$26,930	\$26,930
Athletics-M Baseball	\$36,786	\$37,297	\$37,297
Athletics-W Softball	\$28,683	\$29,194	\$29,194
Athletics-M Bball	\$22,743	\$26,460	\$26,460
Benefits Hub		\$1,600	\$1,600
Choral Groups	\$19,214	\$9,712	\$9,712
Concert Band	\$1,200	\$2,532	\$2,532
DECA	\$0	\$0	\$0
Ebbtide	\$27,363	\$15,138	\$15,138
Gender Equity Center	\$10,375	\$15,241	\$15,241
Instrumental Music	\$0	\$0	\$0
Multicultural Center	\$15,531	\$10,579	\$10,579
Opera & Musicals	\$0	\$18,219	\$18,219
Parent/Child Center	\$79,500	\$26,500	\$26,500
Plays & Video	\$13,026	\$8,828	\$8,828
Spindrift	\$28,694	\$0	\$0
Student Life	\$270,192	\$208,623	\$208,623
Theater Tech	\$24,576	\$0	\$0
Tutoring	\$64,249	\$33,332	\$33,332
TOTAL	\$1,013,376	\$876,341	\$851,672

Allocation Rationale

In April 2022, programs were asked to submit an anticipated budget for summer and fall quarters. Based on the information provided, allocations were made totaling \$851,672. With an anticipated budget of \$1.4 million (including accessing up to \$400,000 from reserves), approx. \$548,328 will remain for allocation for winter and spring 2023.

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

CATEGORY I: Student Clubs

2021-2022 Allocation	Summer/Fall 2022 Requested	Summer/Fall 2022 Allocation
\$25,000	\$25,000	\$25,000

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

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

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

CATEGORY II: Programs

Arts & Entertainment Board

2021-2022 Allocation	Summer/Fall 2022 Requested	Summer/Fall 2022 Allocation
\$68,948	\$44,515	\$44,515

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

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

Rationale: Funding for 7 student staff positions and supplies for in-person and virtual events.

Art Gallery

2021-2022 Allocation	Summer/Fall 2022 Requested	Summer/Fall 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: Artist workshops and lectures, promotional materials.

Rationale: No funding requested for summer and fall quarter.

Associated Student Government

2021-2022 Allocation	Summer/Fall 2022 Requested	Summer/Fall 2022 Allocation
\$45,442	\$41,868	\$41,868

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

Request Purposes: Student salaries.

Rationale: Funding for 13 student staff positions and in-person and virtual engagement opportunities.

Athletics

2021-2022 Allocation	Summer/Fall 2022 Requested	Summer/Fall 2022 Allocation
\$220,066	\$314,654	\$289,985

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, travel for away games, mandatory fees as required for NWAC compliance, tournament fees, field rentals, and uniforms.

Rationale: Funding for coaches' salaries, equipment, and uniforms for all teams as well as insurance and conference fees. Includes funding for recently restarted men's soccer program. Intramural allocation was reduced due to low prior spending.

Choral Group

2021-2022 Allocation	Summer/Fall 2022 Requested	Summer/Fall 2022 Allocation
\$19,214	\$9,712	\$9,712

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

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

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

Concert Band

2021-2022 Allocation	Summer/Fall 2022 Requested	Summer/Fall 2022 Allocation
\$1,200	\$2,532	\$2,532

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

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

Rationale: Funding for guest artist and venue rental for fall concert.

DECA

2021-2022 Allocation	Summer/Fall 2022 Requested	Summer/Fall 2022 Allocation
\$0	\$0	\$0

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

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

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

Ebbtide

2021-2022 Allocation	Summer/Fall 2022 Requested	Summer/Fall 2022 Allocation
\$27,363	\$15,138	\$15,138

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

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

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

Gender Equity Center

2021-2022 Allocation	Summer/Fall 2022 Requested	Summer/Fall 2022 Allocation
\$10,375	\$15,241	\$15,241

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

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

Rationale: Funding for 2 student staff positions and in-person and virtual events.

Instrumental Music

2021-2022 Allocation	Summer/Fall 2022 Requested	Summer/Fall 2022 Allocation
\$0	\$0	\$0

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

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

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

Multicultural Center

2021-2022 Allocation	Summer/Fall 2022 Requested	Summer/Fall 2022 Allocation
\$15,531	\$10,579	\$10,579

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

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

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

Opera/Musical

2021-2022 Allocation	Summer/Fall 2022 Requested	Summer/Fall 2022 Allocation
\$0	\$18,219	\$18,219

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

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

Rationale: Funding for student and non-student salaries and goods & services for fall performance.

Parent Child Center

2021-2022 Allocation	Summer/Fall 2022 Requested	Summer/Fall 2022 Allocation
\$79,500	\$26,500	\$26,500

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

Request Purposes: Salaries for staff and teachers.

Rationale: Funding to cover partial staff salaries.

Plays, Film, and Video

2021-2022 Allocation	Summer/Fall 2022 Requested	Summer/Fall 2022 Allocation
\$13,026	\$8,828	\$8,828

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

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

Rationale: Salaries and goods & services for fall productive and to support student projects.

Spindrifft

2021-2022 Allocation	Summer/Fall 2022 Requested	Summer/Fall 2022 Allocation
\$28,694	\$0	\$0

Description: Spindrifft 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: No budget request submitted. If funding is needed it can be requested via ASG's mini-grant process starting in late September.

Student Life

2021-2022 Allocation	Summer/Fall 2022 Requested	Summer/Fall 2022 Allocation
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\$270,192	\$208,623	\$208,623
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Description: Student Life creates dynamic co-curricular programs and activities that are invested in the transformation of all students. This program provides accessible opportunities for students to build community, develop critical skills, and engage the campus community.

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

Rationale: Salaries for 4 full-time staff positions and student salaries plus goods & services to support New Student Orientation and tech/printing support for clubs and student-focused events.

Theater Tech

2021-2022 Allocation	Summer/Fall 2022 Requested	Summer/Fall 2022 Allocation
\$24,576	\$0	\$0

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

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

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

Tutoring Services

2021-2022 Allocation	Summer/Fall 2022 Requested	Summer/Fall 2022 Allocation
\$64,249	\$33,332	\$33,332

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

Request Purposes: Tutor salaries.

Rationale: Salaries for student and non-student tutors.

CATEGORY III: Discretionary Funding

Mini-Grant

2021-2022 Allocation	Summer/Fall 2022 Requested	Summer/Fall 2022 Allocation
\$100,000	\$100,000	\$100,000

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

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

Rationale: Amount based on anticipated requests for fall quarter from active clubs and programs needing additional funding prior to winter 2023.

Contingency Fund

2021-2022 Allocation	Summer/Fall 2022 Requested	Summer/Fall 2022 Allocation
\$0	\$0	TBD

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

Request Purposes: Unexpected or unknown expenses during the year.

Rationale: Any remaining revenue from S&A that is not allocated for summer and fall 2022 will be moved into contingency fund to be allocated for winter and spring 2023.

Recommendation

As the college continues to navigate a gradual re-opening of campus, its impact on student participation in co-curricular activities and overall enrollment remain unknown. In order to remain most flexible and responsive to the evolving situation and our programs' needs, the S&A Committee has decided to allocate funding for summer and fall 2022 only at this time. After reviewing the \$876,341 in requests received, the committee recommends that the Board of Trustees approve the proposed \$851,672 in allocations. Based on a projected revenue of \$1 million and an anticipated budget of \$1.4 million (including up to \$400,000 from reserves) for the 2022-2023 academic year, the committee believes that this allocation will allow for ample funding remaining for winter and spring to support S&A programs.

Thank you,

2021-2022 Services & Activities Fee Committee

Kate Nguyen, ASG Budget & Finance Officer
Sunshine Cheng, ASG President
Jesslyn Tilon, ASG Club Affairs Officer
Joel Sitanggang, ASG Student Representative
Maral Atayeva, ASG Club Affairs Officer
Velizca Kwee, Student At-Large Member
Sundi Musnicki, ASG Advisor

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) SPECIAL MEETING OF MAY 25, 2022

TAB 4

FIRST READING

Subject: Board of Trustees 2023 Regular Meeting Schedule

Proposed regular meeting dates and times for calendar year 2023

<u>WINTER 2023</u>		
• <u>January 25, 2023</u> * •Regular Meeting: 4:30 PM	• <u>February 22, 2023</u> * •Regular Meeting: 4:30 PM	• <u>March 15, 2023</u> ¹ * •Regular Meeting: 4:30 PM
<u>SPRING 2023</u>		
• <u>April 26, 2023</u> * •Regular Meeting: 4:30 PM	• <u>May 24, 2023</u> * •Regular Meeting: 4:00 PM	• <u>June 28, 2023</u> * •Regular Meeting: 4:00 PM
<u>SUMMER 2023</u>		
• <u>July 19, 2023</u> ¹ •Regular Meeting: 4:00 PM		
<u>FALL 2023</u>		
• <u>October 25, 2023</u> * •Regular Meeting: 4:30 PM	• <u>December 6, 2023</u> ² * •Regular Meeting: 4:30 PM	

¹ Third Wednesday of the month.

² First Wednesday of the month.

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

Prepared by: Lori Yonemitsu
Executive Assistant to the President
Shoreline Community College
May 23, 2022