

SHORELINE COMMUNITY COLLEGE
BOARD OF TRUSTEES REGULAR MEETING OF JANUARY 25, 2023
4:30 PM Regular Session – Board Room (#1010M), Bldg. 1000
Remote Option via Zoom: <https://us02web.zoom.us/j/88349708605> -or-
(253) 215-8782 ▪ Meeting ID: 883 4970 8605

AGENDA

3:30 PM – STUDY SESSION			
NO.	AGENDA ITEM	RESPONSIBILITY	TAB
1.	Convene Study Session	<i>Chair Kim Wells</i>	
2.	Presentation by MIG: Strategic Plan Development for Shoreline Community College	<i>Bill Saraceno, Interim Vice President</i>	
3.	Action: Adjournment of Study Session	<i>Chair Kim Wells</i>	
4:30 PM – REGULAR SESSION			
1.	Convene Regular Session & Land Acknowledgement	<i>Chair Kim Wells</i>	
2.	Report: Chair, Board of Trustees	<i>Chair Kim Wells</i>	
3.	Consent Agenda a. Approval of Previous Meeting Minutes ▪ Regular Meeting of 2022 December 7	<i>Chair Kim Wells & 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 attending in-person:</u> Please sign-up to provide a public comment on the speaker sign-in sheet in the Board Room between 4:15 PM–4:30 PM on January 25, 2023. • <u>For attendees connecting online:</u> Please sign up to provide a public comment via the Chat function in Zoom between 4:15 PM–4:30 PM on January 25, 2023. • The Board Chair will call upon each speaker signed up to provide public comment. The total public comment period at the January 25, 2023 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 January 25, 2023 meeting, please send written public comment to Board Secretary Lori Yonemitsu at lyonemitsu@shoreline.edu following the January 25, 2023 meeting.) 	<i>Chair Kim Wells</i>	
5.	Report: College President & Executive Team Representatives (10 minutes)	<i>Jack Kahn, President; Melanie Dixon, Vice President, Phillip King, Vice President; Veronica Zura, Executive Director</i>	

6.	Report: 2023 Washington ACT Transforming Lives Award(s) <ul style="list-style-type: none"> • Campus Nominees • Board's Recipient 	<i>Rebecca Chan, Trustee & Rebecca Ringer, Trustee</i>	
7.	Constituent Report: Shoreline Associated Student Government	<i>Chloe Mok, ASG President</i>	
8.	Constituent Report: Shoreline Faculty (SCCFT)	<i>Eric Hamako, SCCFT President</i>	
9.	Constituent Report: Shoreline Classified Staff (WFSE)	<i>Ric Doike- Foreman, WFSE Chief Shop Steward</i>	
10.	Report: Finance & Budget (15 minutes) <ul style="list-style-type: none"> • Draft 3-Year Forecast • Critical Path Improvements 	<i>Bill Saraceno, Interim Vice President</i>	
11.	Report: ctcLink (10 minutes)	<i>Ann Garnsey- Harter, Associate Vice President</i>	
12.	Report: Audit of Systems Improvements (15 minutes)	<i>Phillip King, Vice President</i>	
13.	Waves of Gratitude	<i>Jack Kahn, President</i>	
14.	First Reading: Amendments to 100.E50 College Debt: Financial Planning & Activities in the Shoreline Community College Board of Trustees Policies Manual (10 minutes)	<i>Bill Saraceno, Interim Vice President</i>	1
15.	Action: 2022-2023 Services & Activities (S&A) Budget & Second Half of FY 2022-2023 (January-June 2023) Allocations (5 minutes)	<i>Sundi Musnicki</i>	2
16.	Action: Board of Trustees 2022-2023 Strategic Goals (10 minutes)	<i>Chair Kim Wells</i>	3
17.	Report: Closing Remarks – Board of Trustees	<i>Trustees</i>	
18.	Action: Adjournment	<i>Chair Kim Wells</i>	

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF DECEMBER 7, 2022

MINUTES – REGULAR SESSION

The regular meeting (“session”) of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Kim Wells at 4:30 PM. A quorum of the Board was present either in-person or remotely.

Chair Wells read a section of Shoreline Community College’s [Land Acknowledgement](#).

MEMBERS PRESENT

Trustees Rebecca Chan, Tom Lux, Eben Pobe, Rebecca Ringer, and Kim Wells were present either in-person or remotely.

Assistant Attorney General (AAG) Tricia Boerger represented the Office of the Attorney General in-person.

CONSENT AGENDA

Chair Wells asked the Board to consider approval of the consent agenda. On the agenda for approval:

- a. Minutes from the regular meeting of 2022 October 26.
- b. Minutes from the special meeting of 2022 November 9.

Motion 22:61: Motion made by Trustee Lux to approve the consent agenda.

Motion seconded by Trustee Chan. All Trustees present for the action item, voted *aye* to approve the motion.

COMMUNICATION FROM THE PUBLIC

Per the agenda for the December 7, 2022 regular meeting (“session”) of the Board of Trustees:

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

- For attendees attending in-person: Please sign-up to provide a public comment on the speaker sign-in sheet in the Board Room between 4:15 PM–4:30 PM on December 7, 2022.
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 December 7, 2022.
- The Board Chair will call upon each speaker signed up to provide public comment. The total public comment period at the December 7, 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 December 7, 2022 meeting, please send written public comment to Board Secretary Lori Yonemitsu at lyonemitsu@shoreline.edu following the December 7, 2022 meeting.)

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

REPORT: COLLEGE PRESIDENT & EXECUTIVE TEAM REPRESENTATIVES

Reports from Executive Team (ET) representatives Vice President Phillip King (Student Learning, Equity & Success), Executive Director Veronica Zura (Human Resources), Interim Vice President Bill Saraceno (Business & Administrative Services), and President Kahn can be found during this [segment](#) (approximately 4:34 – 18:32) on the December 7, 2022 Board of Trustees meeting recording.

Written December 2022 Report to the Board (attached).

CONSTITUENT REPORT: SHORELINE FACULTY (SCCFT)

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

CONSTITUENT REPORT: SHORELINE ASSOCIATED STUDENT GOVERNMENT

Associated Student Government (ASG) President Chloe Mok read report (attached).

CONSTITUENT REPORT: SHORELINE CLASSIFIED STAFF (WFSE)

IT Administrator & Chief Shop Steward Ric Doike-Foreman spoke of “a lot of changes going on and on behalf of the Classified Staff,” expressed his appreciation “to administration for opening up communication, having effective communication, working with us throughout all of the dynamic changes and everything else that has gone on.” He spoke of the recent snow event over the weekend and called out the “spectacular support given by our facilities folks, our campus security, and our custodial staff who went above and beyond the call of duty.”

REPORT: FINANCE & BUDGET

The report from Business & Administrative Services Interim Vice President Bill Saraceno, including a discussion regarding enrollment, can be found during this [segment](#) (approximately 35:19 – 45:49) on the December 7, 2022 Board of Trustees meeting recording.

WAVES OF GRATITUDE

President Kahn expressed appreciation for the facilities and security teams, staff, and the leadership regarding their “coming up with creative ways” to handle the recent snow and icy conditions on campus.

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SECOND READING: BOARD OF TRUSTEES 2022-2023 STRATEGIC GOALS

Chair Wells and Vice Chair Chan streamlined the Board's 2022-2023 strategic goals that were presented as a first reading at the October 26, 2022 Board meeting.

The Board conducted a second reading of its streamlined 2022-2023 strategic goals and recommended minor revisions.

ACTION: PRESIDENT'S 2022-2023 GOALS

President Kahn went over the President's Goals Draft (October 2022 – October 2023). The discussion between the Board and President Kahn related to the President's 2022-2023 goals, can be found during this [segment](#) (approximately 1:00:23 – 1:15:00) on the December 7, 2022 Board of Trustees meeting recording.

Motion 22:62: Motion made by Trustee Lux to approve the President's goals in principle.

Motion seconded by Trustee Chan. All Trustees present for the action item, voted *aye* to approve the motion.

REPORT: TRUSTEE ASSOCIATION EVENTS

Association of Community College Trustees (ACCT) October 2022 Leadership Congress

Chair Wells, Trustee Lux, and President Kahn attended the October 2022 Association of Community College Trustees (ACCT) Leadership Congress in New York, NY.

Trustee Lux spoke about some of the sessions he participated in (many of which were led by community and technical colleges from the state of Washington) on the following topics: Improving educational outcomes for men of color; Building an anti-racist institution (Pierce College); Faculty hiring, tenure, professional development, policies and practices to better support faculty and meeting college goals for black and brown students; Student equity and the imperative of turning words into actions and relationship to the college's strategic plan, through the lens of DEI (Green River); and Enhancing student persistence using a case management approach to meeting student basic needs (Puget Sound Community College).

Chair Wells added that she attended a lot of DEI sessions as well and spoke about a session regarding a community college in New Jersey who had an incredibly strong partnership with its Korean community, as well as a session on how a community college in Flint, Michigan is looking at its own student enrollment rates, which are quite low for BIPOC students.

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Washington Association of College Trustees (ACT) November 2022 Legislative Advocacy & Fall Conference

Trustee Chan, Trustee Lux, Trustee Ringer, and President Kahn attended the November 2022 Washington Association of College Trustees (ACT) Legislative Advocacy & Fall Conference in SeaTac, Washington.

Trustee Ringer shared that conference participants heard from colleges, state legislators, leadership trainers, and business and industry. “The highlight was the presentation by Shoreline.” Thank you to President Kahn, Dean Guy Hamilton, Tesla Instructor John Hennig, and Tesla graduate Dominique Timal. The Biotech program was also featured.” In addition, Trustee Ringer:

- Shared the State Board’s position “on the budgeting from the state” and the four areas of focus: 1. Compensation; 2. DEI; 3. Workforce; and 4. Expand learning technology. “We were also told to have realistic expectations about the capital portion of the budget with one billion of the state’s capital budget going to Western State Hospital this year. DEI, as it should be, is a big focus.”
- Learned that “Washington state has the best student financial aid program in the United States for college kids but ranks 49th in the country in terms of FAFSA completion rate and that the state exports high school grads—we’re sending more out than we are keeping.”

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

Trustee Chan shared that she attended a virtual People of Color Legislative Summit over the weekend where priorities for the upcoming legislative session were being determined and that she was in a breakout session with former ASG President Sunshine Cheng, as well as with Representative and soon-to-be Senator Valdez and Representative Cindy Ryu. “I did submit some feedback for what’s of importance to the College.”

Chair Wells noted that the Nursing Graduation ceremony is next week and that she’ll be speaking at the ceremony. “Have a safe and happy holiday!”

ADJOURNMENT

Motion 22:63: Motion made by Trustee Ringer to adjourn the meeting.

Motion seconded by Trustee Chan. All Trustees present for the action item, voted *aye* to approve the motion.

Meeting adjourned: 6:08 PM

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Signed _____
Kim Wells, Chair

Attest: January 25, 2023

Lori Y. Yonemitsu, Secretary

President's Report

From the desk of Dr. Jack Kahn

Shoreline
COMMUNITY COLLEGE

Shoreline
COMMUNITY COLLEGE

Activities and Visits for the President

November has been a very busy month for the president's office. We had two hires take place this month for positions reporting to the President—including Melanie Dixon as our new VP of Diversity, Equity, & Inclusion. We are very excited about Melanie joining us! I am pleased to announce that it has hired Dr. Ann Gamsey-Harter as Associate Vice President (AVP) - Planning, Institutional Effectiveness, & Project Management after conducting a standard recruitment process. The recruitment for the Executive Director of Strategic Communications & Marketing position has commenced and we will soon launch the recruitment for the Executive Director of Advancement and the Foundation positions, soon.

Two (2) Requests for Proposals (RFPs) are in process. We are working with MIG on a contract to work with us to create a new DEI-based strategic plan. We hope that will be wrapped up soon. We have also begun the first steps of doing an RFP for bringing coffee back to campus! More on that to come.

The President continues to engage with the community and has met with Dr. Cauce, president of the University of Washington, Dr. Murray, president of Cascadia College, and Dr. Singh, president of Edmonds College. The College hosted members from the Shoreline School District for a tour of our campus. Dr. Kahn attended WACTC (WA Association of Community & Technical Colleges) meeting, as well as the ACT (WA Association of College Trustees) fall conference where our colleagues spoke about our Tesla and Biotech programs (see below). The presentations went so well, we were invited to present to the State Board in December. Dr. Kahn met with 46th Legislative District state Representative/Senator-Elect Javier Valdez to advocate for the community & technical college legislative priorities, as well as participated in Governor Inslee's Equity Summit Working Together for Results. In addition to external community engagement activities, Dr. Kahn attended/participated in campus events including the Foundation's Student Success Lunch, the Public Service Job Fair, and the International Coffee & Tea.

In addition, several personnel in the Financial Services area, resigned. A plan will be shared with campus to help us move work forward and to support our staff during this transition. Updates will also be shared at the provided at the December 7th Board of Trustees meeting.

Finally, there was a new communication method attempted from the President's office (a video) which got a lot of good feedback. We have had a lot of progress on the "trust exercise" project including good discussions on shared governance changes to the College Council, a DRAFT of the Strategic Enrollment Committee, the first meeting of the Professional Development Committee, the centralization of Communications & Marketing, additional opportunities for DEI conferences for staff and new DEI trainings available, discussion of required meetings at a Classified Staff Supervisors & Admin Team meeting, and an updated remote work policy going to the College Council for review.



President's Report

From the desk of Dr. Jack Kahn



Events- Fall 2022

Shoreline Community College hosted a series of events since the last Board Meeting.

November 14-18th

[International Education Week](#) - Coffee and Tea Tasting event held today on campus! Join us all week for fun events and experiences.



Student Life attracted lots of club enthusiasts to the Main Dining Room Wednesday, November 3rd, where they learned about and signed up to participate in Shoreline's numerous clubs. The fair was originally scheduled in October but was postponed due to air quality concerns that closed campus. Organizers Sundi Musnicki, Director of Student Life, and Michaela Smith, Program Manager weren't sure whether the new time slot would bring out enough students but were delighted when so many showed. Instructor Jeff Kashiwa and his student band entertained fair attendees and others in the PUB lobby. Several campus employees commented on the excitement in the air from the vitality of returning to campus.



CLUB
FAIR
FALL 2022

THURS. 10/20 11:30AM-1:30PM
WEDS. 11/2 3:00PM-5:00PM
PUB (9000) MAIN DINING ROOM

Shoreline
Student Life

What's Happening on Campus

Campus Events and Outreach

SHORELINE COMMUNITY COLLEGE PRESENTS

THE 25TH ANNUAL PUTNAM COUNTY SPELLING BEE

DECEMBER 2, 3, 4, 9, 10, 11
FRIDAYS & SATURDAYS AT 7:30PM
SUNDAYS AT 3:00PM

A MUSICAL COMEDY WITH MUSIC AND LYRICS BY WILLIAM FRIN, A BOOK BY SACHEL SHEININ
CONCEIVED BY REBECCA FELDMAN WITH ADDITIONAL MATERIAL BY JAY REISS

SHORELINE COMMUNITY COLLEGE THEATRE
16101 GREENWOOD AVE. N SHORELINE, WA 98133

\$5 STUDENTS, \$10 SENIORS/SCC STAFF,
\$15 GENERAL ADMISSION
AVAILABLE THROUGH BROWN PAPER TICKETS,
GOLD STAR, OR AT THE DOOR

ORIGINALLY PRODUCED ON BROADWAY BY DAVID STONE, JAMES MCDONAGH, BARBARA PETERLIN, ANDREW GARFIO, BARRINGTON STAGE COMPANY, SECOND STAGE THEATRE
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DIRECTOR AND PRODUCER: BRYAR GOLDEN
MUSICAL DIRECTOR: PAUL LINNES
CHOREOGRAPHER: MOLLY HALL

SHORELINE COMMUNITY COLLEGE

TITLE IX STUDENT TRAINING

OCTOBER 18TH 1:00PM-2:00PM
IN THE GREAT ROOM

SNACKS PROVIDED!

OCTOBER 11TH IS?

NATIONAL COMING OUT DAY

COME TO THE GENDER EQUITY CENTER RM 9202 IN THE PUB FOR PICTURES AND PRIZES FROM 11:30AM-2:00PM!

Public Service Job Fair

Law Enforcement, Fire, Public Works, Medical Centers, and more!

Tuesday, November 15th, 2022

10:00AM – 2:00 PM

Hosted at: Shoreline Community College

16101 Greenwood Ave N, Shoreline, WA

Building 9000, Room 9215 (Main Dining Room)

Come out and learn about opportunities with local law enforcement, fire service, medical centers, public works, and various local government agencies. There are numerous positions open, including but not limited to:

- Police Officers - Firefighters - Forensic Technicians - Nurses - Human Resources
- Field Maintenance Technicians - Corrections Officers - Medical Assistants
- High School and College Internships - Administrative Support Positions
- Cadet and Explorer Programs - Finance Office Positions - Customer Service
- Animal Control Officers - Communications Specialists/Dispatch - Records Specialists

You'll also have an opportunity to learn about programs offered at Shoreline Community College that can assist with pursuing careers with these agencies.

If you have questions, please contact Director of Safety & Security via email, gcranson@shoreline.edu



14th ANNUAL SEATTLE LATINO FILM FESTIVAL

OCT 7-15 2022

Attend a Seattle Latino Film Festival Showing at Shoreline!

MARK YOUR CALENDARS:
Wednesday, October 12 • 7:00 pm
Thursday, October 13 • 7:00 pm
Friday, October 14 • 6:00 pm

Shoreline COMMUNITY COLLEGE FOUNDATION

SWEET STEPS FOR SUCCESS

Tues. 10.11 | 11:30AM-1:30PM | PUB LOBBY

ENJOY SOME ICE CREAM AND LEARN ABOUT PUB RESOURCES AT THIS SWEET EVENT!

VEGAN AND DAIRY & GLUTEN-FREE OPTIONS AVAILABLE

Shoreline COMMUNITY COLLEGE

Connections and Outreach

- International Education Week – we had lots of events. The highlight was the Tea and Coffee Tasting event
- Shoreline’s ranking in the Open Doors report [INSERT LINK](#)
- Shoreline’s very own Samira Pardanani interviewed with the Enrollment Clinic podcast: <https://open.spotify.com/episode/47mZuhnEnfe2R7xHy9AP8A?si=mOcD2mxDQfSfKKvTASVb8Q>

International Transfer Fair that we hosted – 70 universities from around the country attended

- Approximately 70 colleges and universities sent admissions representatives who set up in our Main Dining Room, ready to tell students all about their offerings. Shoreline collaborates with our neighboring SBCTC colleges to schedule transfer fairs during the same week, making it easier for more institutions to participate in multiple fairs during one trip.
- Well over 100 students attended the event, including about 30 students visiting from Whatcom Community College! Representatives reported that students were well-prepared and asked focused questions about their institutions. They're just as excited as we are to be back in person!
- Thank you to everyone who stopped by, including President Kahn! Stay tuned for the Winter Transfer Fair, coming January 31 - all students and staff are welcome!



Farmer's Market

This fall the Shoreline Outreach and Recruitment team were able to continue our sponsorship of the Shoreline Farmers Market by representing at the Shoreline Harvest Festival. Many attendees visited the booth and expressed interest in the College. In addition to visiting with potential interest in attending Shoreline, we handed out 250 Halloween treats! Our next major event is the Holiday Market on December 18!

High School Events

The Shoreline Outreach and Recruitment team also participated in the Shorewood and Shorecrest High School Financial Aid Night on October 25. Dean Chippi Bello represented our college at Shorewood High School. Benefit Hub and Financial Aid Outreach Specialist, Fabian Fuentes represented the college at Shorecrest High School with Career Navigator Katie Rousso. They assisted students and parents in completing their financial aid application. Fabian and Dean Bello also participated at a Financial Aid Event at Mary's Place where they did a presentation on different funding options and promoted the college.

National College Fair

Another big event the team participated in is the National College Fair at the Seattle Convention Center on November 4 and 5. This is a huge event we are proud to be a part of every year. This year, more than 1000 potential students visited the Shoreline Information Booth.

Campus Tours and High School Events

Campus tours and high school visits are returning! We have visited West Seattle High School, Everett High School, Mariner High School, Cascade High School, Gig Harbor High School, North Kitsap High School, and others.

We are excited schools are beginning to have field trips to Shoreline again. We have had campus tours in October and November for Inglemoor High School, Mountlake Terrace High School, and Meadowdale Middle School. Each of these included a group tours of up to 80 students each. Many more are scheduled to follow, and many smaller group tours continue too.

Staff and Team Updates

Career Navigator Katie Rousso continues her important work with Shorewood and Shorecrest High Schools. Katie represents at Shorecrest every 9:30am – 1:00pm Monday and Tuesday and Shorewood 9:30am – 1:00pm Thursday and Friday. In addition to her recruitment work, Katie provides “case-manager” like support to these students. The students and school staff are very appreciative of her holistic approach to her work. Kudos, Katie!

Steve Marshall, our Communications Consultant and CRM expert, has been graciously helping Enrollment Services with application processing. This is vital to ensure that we are assisting all students who want to enroll.

There are a lot of other exciting endeavors coming up for our team. We are in the process of hiring a couple of vacant positions in our areas. We are also excited to report that our team will be combining with Enrollment Services under one director. This alignment will help streamline our work. As we move into next year initiative our team is working closely with Dean Bello and Communications and Marketing to realign strategic outreach efforts. For example, in collaboration with Communication & Marketing, Crystal Berry, we are doing a zip code analysis to see where and where we are not getting our students.



FALL 2022

- o Total enrollment for Fall 2022 is down ~8% from same day last year Fall 2021*
- o Actual FTES enrolled exceed budgeted FTES (103.5% of budgeted FTES)
- o New to Shoreline enrollment is up by ~10% over last fall
- o Online enrollment is also up, in part due to course coding changes (we have started coding courses previously listed as online due to Covid-19 as “true” online)

Fall Quarterly Enrollment Update			
	Fall 2021	Fall 2022	Change
Total FTE	3893	3589	-7.8%
State-Supported	2811	2595	-7.7%
International Contract	616	591	-4.1%
Running Start	272	264	-2.9%
Center for Education and Career Opportunities (CECO)	157	130	-17.1%
Other	37	9	-75.0%
	Fall 2021	Fall 2022*	Change
New to Shoreline	1163	1280	+10.1%
Veterans	139	101	-27.7%
Online^	959	1642	+71.2%
Basic Skills	288	348	+21.1%

WINTER 2023 Preview

- o Total enrollment is down by 9% over same day last year*
- o State-Supported is down by 18% (-204 FTE)
- o International Contract is up by 25% (+65 FTE)
- o Running start is down by 3% (-4 FTE)
- o Center for Career Education Options (CECO) is approximately unchanged
- o New to Shoreline enrollment is up by ~24% over same day last year

Facilities Updates

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Taking advantage of a November dry spell, Forma, the general contractor for the Health Sciences and Advanced Manufacturing Classroom Complex (HSAMCC) has been able to begin brick work on the south side of the building, continue installation of weather resistant barriers, flashing, and window frame installation on the north side, and initiated interior framing on the second floor. The project remains on schedule for completion in August 2023.

Minor capital projects underway include:

- 3000 fitness center remodel – the small gym and racquet ball courts in the 3000 building are being remodeled to accommodate the fitness center, creating greater ease access to the space. Expected completion date is May 2023.
- Structural improvements – new air handler units are being added to the 4000 building, minor roof and window glazing work is taking place in the 2700 and 2900 buildings, and the roof was replaced on the 5000 building.
- Using student funds, the first floor gender neutral restroom in the 9000 building is being remodeled to comply with code and gender specific restrooms on the second floor are being converted into gender neutral facilities.

Foundation Updates

Capital Campaign:

- The Foundation paid the college \$345,000 out of the foundation's capital campaign fund to cover the college's COP payment scheduled for December 1, 2022.

Fall Quarter 2022

- Scholarship Awards:
- In Fall 2022 the Foundation Received 252 scholarship applications, awarded 65 scholarships for a total of \$43,428.76 (32 of these scholarships were New International Student scholarships), awarded 122 students United Way of King County grant funding for a total of \$60,342.75, and awarded 2 students Student Success emergency aid for a total of \$742.74.
- New Scholarships:
- Two new scholarships were created: Brenda & Don Mallett and Dina Kovarik Biotechnology Scholarship.
- Brenda Mallet is the Vice President of the SCCF Board of Directors

Winter Quarter 2022

- Scholarship Awards:
- The Foundation received 222 scholarship applications for the winter quarter.
- Scholarship applications are currently being reviewed and awards will begin being made December 14.
- If you are interested in becoming a scholarship reviewer, please contact mcimaroli@shoreline.edu

Winter College Support

- The foundation is providing funding to support a reception for the student/faculty art exhibit being held on campus in December, which is open to the public.
- Executive Director Position:
- Diana Dotter's final day at Shoreline is February 8, 2023. She will assist in the onboarding of a new Executive Director during the remainder of her tenure.

Department Updates

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Human Resources

The HR Office continues to focus on the numerous recruitments across campus, with a total of (28) position currently accepting applications. HR has also brought back the monthly in-person new hire orientations both for the completion of employment documents and the initial orientation to campus for new staff.

Safety & Security

The College has experienced a dramatic increase in the last year with regards to high profile security incidents on campus. Based on that recent increase, the College has identified multiple proactive measures to support ongoing campus safety which include hiring 3 additional Campus Security Officers to provide 2 officers on campus on a 24/7 basis, implementing a phased update to campus doors to allow for immediate lockdown in the event of an active threat, providing increased training and resources to campus such as the "Civilian Response to Active Shoot Events" or CRASE offered, and partnering with campus Facilities to evaluate additional lighting needed across campus for evening activities among many others. More information will be provided as additional measures are approved and put in place.

DEI Updates

As already shared with campus, Shoreline is excited to welcome Melanie Dixon as our new Vice President for Diversity, Equity & Inclusion. In the VP-DEI role, Melanie will provide leadership to campus-wide DEI, as well as the Student Equity and Support, Student Accessibility Services, and Asian American Native American Pacific Islander programs on campus.

Melanie shared the following quote in advance of her arrival to Shoreline:

"My mission is to put the community back in the community college system to address educational equity, poverty, and gainful employment in the regions I serve," said Dixon. "The emphasis should be on relationships and co-creation, and I believe professional development is the mechanism for systemic change and dismantling systems of oppression."

Melanie is scheduled to join Shoreline in early 2023 and will be introduced to the Trustees at the January 25th Board meeting.

Waves of Gratitude for Huyen Jahed for Respect and Dedication. Huyen is the facilities person for our building. She has redesigned my office to look professional and welcoming. She has the best ideas! She truly cares about us and takes the best care of our building and staff. Thank you Huyen for going above and beyond! Submitted by Anonymous

Waves of Gratitude for Cody Verochio of Financial Services/Accounting Office for respect and staff support. Cody is awesome! Cody works in the Accounting Office. He is always there to help with accounting issues AND travel questions. He showed us how to submit Travel Authorization and Travel Expenses in ctcLink! He made sure invoices are paid at the end of the fiscal year. Even in difficult situations, Cody manages to be calm and work through the problems. He is so amazing to work with. Thank you, Cody! Submitted by Anonymous

Waves of Gratitude for Erik Falk of Facilities and Capital Projects for Community Engagement. Expressing gratitude for Erik for keeping our campus clean and welcoming - I saw Erik during my walks this week cleaning the fallen leaves around campus. Your work is appreciated, especially in this colder weather! Submitted by Anonymous

A Shoreline Shoutout to Safety and Security. Thanks to our officers on duty every day. We appreciate all you do for our students, the campus, and the community. You all are dedicated to serve and we wouldn't be as successful or safe without you. - Anonymous

To All My Friends and Colleagues at Shoreline,

Three and a half years ago my family and I moved to the Pacific Northwest so that I could help the college through a difficult transition. We didn't know at the time how difficult things would get as the world was seemingly turned upside-down with unprecedented challenges. Despite the circumstances, I witnessed our community persevere, balancing both personal and professional struggles while continuing to focus on our students and still move ctcLink from a project to our reality. As I prepare to move on to a new opportunity, I wanted to thank each and every one of you for your kindness and support as well as the countless hours and late nights you have put in over this time. I am so proud to have worked with you and to see what you have accomplished. You have paved the way for a new chapter at Shoreline and I look forward to seeing how this chapter unfolds. Best wishes, Joe Chiappa

College Calendar

Important Dates:

- Fall Quarter Finals December 13th - December 15th, 2022
- [Campus Closed December 26th, 2022 - January 2nd, 2023](#)
- First Day of Winter Quarter- January 9th, 2023

Important College Updates (DAAG)

- [Shoreline Community College DACA Statement](#)
- [State of Emergency and Vaccination Update 10/28/22](#)
- [2022-23 DEI Advisory Group](#)
- [From J. Kahn: Campus Update...on video!](#)
- [Update on 2022-23 Budget](#)
- [From President Kahn: Working Together to Support and Assess Student Learning](#)
- [ctcLink Survey Results Summary](#)
- [2022-23 Suspended Operations Guidance](#)

[Employee Calendar](#)

[College Calendar](#)

[Academic Calendar](#)



SCCFT President Eric Hamako
Statement to the SCC Board of Trustees
2022.12.07
Permalink: <https://bit.ly/SCCFTtoBOT2022-12>

Good evening. 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).

This evening, I'd like to address two topics of central importance to faculty: wages and workplace safety.

Regarding wages, I'll begin with an acknowledgement of a positive development. Last month, the College and Federation reached a [settlement](#) regarding a conflict over salary increases that has spanned approximately five years. The internal workings of the College's decision to work with the Federation to settle the case remain opaque to us, but I'll venture that both the Federation's tenacious commitment to faculty and the College's desire to signal changes to its previous direction contributed to making this settlement possible.

With that one conflict settled, we now turn to addressing other wage-related problems – and, the College may again have opportunities to work with the Federation on issues where our interests align. Over the past fifteen years, the Washington State legislature has regularly failed to fund salary increases for faculty, leading to wage stagnation for long-time faculty, worker recruitment and retention problems for the College, and less stable educational services for students. Now, the American Federation of Teachers Washington (AFT Washington) is again

mounting a legislative campaign to advocate for the state funding that students and workers need, with [the Bridge to the Future campaign](#).

One plank in the Bridge to the Future campaign advocates for improved funding for CTC faculty salaries – a 13% raise to help redress years of stagnant wages. This funding would be a direct investment in our state’s economy, as Community and Technical Colleges (CTCs) contribute an estimated \$20 billion dollars each year to the state economy. Improving faculty salaries also provides indirect investments, too, as CTCs serve half of all college students in Washington state, providing pathways to higher income jobs, which benefit both workers and the broader state economy. Improving faculty salaries also improves CTCs ability to recruit and retain faculty – particularly those faculty who are marginalized by various forms of oppression. And, a more stable workforce also benefits the students we serve. Improving faculty salaries particularly benefits our adjunct faculty by decreasing their need to work multiple jobs to make ends meet.

A second plank in the Bridge to the Future campaign advocates for pay equity for adjunct faculty. Most CTCs, including Shoreline, are heavily reliant on contingent, temp-ified adjunct faculty labor. Across the CTC system, adjunct faculty are paid less for the same work that full-time faculty perform. That is, setting aside the service work that full-time faculty do, many state CTCs pay adjunct faculty less than full-time faculty to teach the same courses and to perform the same work as their full-time advisor, counselor, and librarian counterparts. At Shoreline, we recently won pay parity for adjunct faculty in our most recent contract bargaining cycle. However, the lack of statewide pay parity for adjunct faculty is still a concern for our faculty and for our union. Many of our adjunct faculty also work at other CTCs, who do not pay the same wages for the same work. And, as our College cannot provide full employment to all of our adjunct faculty, improving pay parity across the CTC system is another way to improve faculty’s lives and the quality of their work.

While the College’s management and our labor union conflict over many issues, improving state funding for faculty salaries seems an area in which we might work together.

Regarding workplace safety, working conditions during the continuing COVID-19 pandemic continues to be a broad subject of conflict between the College and our faculty union. As we head into the Winter, COVID cases are predictably rising again, with King County currently reporting 78 cases per 100,000 people – this, despite decreases in statewide testing and problems with case reporting. And, in this same moment, [influenza activity is “very high” in Washington State](#), with thirteen deaths caused by the flu so far. As it turns out, the public health precautions that had been reducing COVID impacts had also been reducing other airborne viruses, such as the flu. And, now that the United States, the state government, and colleges are

rolling back those precautions, we're seeing predictable increases in COVID cases and other diseases, such as influenza.

The College continues to simultaneously reduce workplace safety precautions and require more in-person work. President Kahn has noted that providing more in-person services can help better serve students who are oppressed by racism and classism. But, increasing in-person work requirements without strengthening workplace safety precautions may thwart some of those intentions. As the College further considers how its decisions relate to diversity, equity, and inclusion (DEI), I offer you an idea not so widely embraced in higher education discussions of DEI. [Geographer Ruth Wilson Gilmore](#) offers this pointed and concrete definition of racism: Racism is the *"state-sanctioned and/or extralegal production and exploitation of group-differentiated vulnerability to premature death."* Here, the College is one example of a state institution, acting with the sanction of other state institutions, such as the US CDC and the Washington State Department of Health. And the College's decisions can be evaluated for the degree to which they contribute to the group-differentiated vulnerability to premature death. If the College intends to increase in-person instruction as a means to advance DEI, then how will the College do so in ways that do not also increase the "production and exploitation of group-differentiated vulnerability to premature death" – vulnerabilities not only for workers and students, but also for the families and communities in which we live?

The College, following the state, ended COVID vaccination requirements for faculty and students. Yet, we know that COVID vaccination reduces the risk of severe symptoms, hospitalization, and death. Vaccination also reduces the spread of COVID, which also helps slow the production of new COVID variants. So, with vaccination and booster uptake waning, the increase of COVID variants will increase the health risks to both unvaccinated and vaccinated workers and students. COVID vaccines are most effective on known variants – and, as public health measures are abandoned, the development of new variants, for which current vaccines will likely provide less protection, increases.

Masking continues to be an effective means of reducing COVID transmission. And, as I've cited [in a previous statement](#) to you, the Board, if faculty in our workspaces are wearing a mask and someone else in our workspace is not, that's fifty times less effective at reducing transmission than if both people were wearing a mask. [A recent study in the New England Journal of Medicine \(NEJM\)](#) found that Massachusetts schools that had universal masking had significantly fewer COVID cases AND fewer illness-related absences than those schools who eliminated their masking requirements. This, despite the fact that the schools that required masking had worse ventilation, more crowding, and higher proportions of vulnerable students than those schools that eliminated mask requirements. Reporting on that NEJM study, [Time Magazine reported](#),

“Wealthier communities may feel they can unmask more readily because of lower transmission risk and because of higher vaccination rates. The study suggests that this perception is incorrect, as cases increased substantially among schools that lifted mask requirements, despite the fact that many of these were better-resourced schools structurally more prepared to avoid and mitigate disease.” Yet, the College has eliminated its own masking requirements, making masks “optional,” and even disallowing faculty the option to require masking in our own workspaces.

At the same time, access to COVID testing also continues to decline. Federal and state testing sites continue to be drawn down. And, at the end of this month, [the state will stop providing free at-home COVID tests](#) via the mail. For the moment, faculty continue to have access to COVID testing through our health insurance – but, to be clear, not all faculty qualify for health insurance. Likewise, those of our students who lack access to adequate health care – whether un-insured or under-insured – will also have decreasing access to COVID testing.

The state and the College are also making decisions regarding sick leave that will affect both workers’ and students’ health outcomes. Currently, the Federal Health Emergency Labor Standards Act (HELSEA) includes the presumption that if a frontline worker who is required to be in-person with the public – which includes many faculty – contracts COVID, then they are presumed to have contracted it at work and are therefore eligible for Labor & Industries benefits. HELSEA also protects workers who are at high-risk from COVID when they seek accommodations or use leave when accommodations aren’t possible. But, the Federal government currently plans to allow HELSEA protections to expire on March 1 of 2023, in approximately four months. With the undermining of broad public health protections – such as vaccination, masking, and testing – the likelihood that workers and students will get sick with COVID increases. And, as public health precautions are stripped away, the state and the College devolves more and more of the costs of the pandemic onto workers. For example, with dwindling COVID precautions, workers are more and more likely to need to expend our accrued sick leave as we’re more and more responsible for managing COVID risk at an individual, rather than public, level. The US Department of Health & Human Services estimates that approximately one in three Americans who get COVID will also have long COVID; some estimates put the rate closer to one in two. At present, [CNBC](#) has reported that as many as 23 million Americans are affected by long COVID – that’s approximately 7% of the United States population.

Further, the health risks of COVID increase with each reinfection. A study recently published in the journal [Nature](#) found that repeated COVID reinfection increases risks of death, hospitalization, and long COVID – and that “the risks were evident regardless of vaccination status.” In July 2022, White House Press Secretary Karine Jean-Pierre said, [“As we have said,](#)

almost everyone is going to get COVID.” That is not inevitable – rather, it is the consequence of decisions to strip away public health and workplace safety precautions. Decisions that treat COVID as something that students and workers will repeatedly contract – perhaps several times a year – is to consign students and workers, vaccinated and unvaccinated, to increased risks of death, hospitalization, and long COVID.

Our union stands against such decisions. We advocate decisions that reduce the “state-sanctioned or extralegal production and exploitation of group-differentiated vulnerability to premature death.” So, we will continue to advocate for responsible public health and workplace safety provisions during the ongoing COVID pandemic.

Good night.

###

Good evening to the Board of Trustees. My name is Chloe Mok, and I am the Associated Student Government President.

First, I would like to note that the up-coming Services and Activities Fee Budget Allocation Proposal would review both Winter and Spring quarter. With that being said, the presentation would take place in the next board meeting in January next year.

Which speaking of, I cannot believe how fast time flies. Moving forward to Spring quarter, we have up to 39 active clubs as of right now. The student government is overjoyed that we are slowly but surely approaching pre-covid numbers, and I can't wait to see what the future Shoreline holds for us.

In the office, there is incessant talk of our many exciting future events, including our plans for Earth Week which will take place April next year. We are motivated to take that as an opportunity for our students to engage with one another while simultaneously raising awareness about the importance of protecting our planet through sustainable ways, and most importantly, taking action.

Furthermore, Student Life is excited to be hosting 2 more New Student Orientations in the first week of the quarter on the 5th and 6th of January. We are ecstatic to meet, as well as introducing all our wonderful resources to all the new additions to our Shoreline Family.

This holiday season reminds us of what a close-knit family we are in Shoreline. Here, I would like to take the opportunity to wish you all a blessed, cozy Christmas and a happy new year. I will see you all again next quarter!

Thank you

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JANUARY 25, 2023**

TAB 1

FIRST READING

Subject: Amendments to 100.E50 College Debt: Financial Planning & Activities in the Shoreline Community College Board of Trustees Policies Manual

Background

Amendments are proposed to the 100.E50 College Debt: Financial Planning & Activities section in the Shoreline Community College Board of Trustees Policies Manual.

To follow/attached: *Side-by-Side* document containing the current policy and the proposed revisions to the 100.E50 College Debt: Financial Planning & Activities section.

Prepared by: Bill Saraceno
Interim Vice President – Business & Administrative Services
Shoreline Community College
January 20, 2023

100.E50 COLLEGE DEBT: FINANCIAL PLANNING & ACTIVITIES

CURRENT POLICY	RECOMMENDED REVISIONS TO CURRENT POLICY
<p>The President establishes operational policies and procedures that carry out the Board policy:</p> <ol style="list-style-type: none"> 1. Expend only those funds that have been approved by the Board in the fiscal year, unless the Board’s approval to do otherwise has been obtained. Notify the Board within 45 days of any expenditure that deviates by more than one-half of one percent (0.5%) of the approved operating budget. 2. Promote fiscal integrity by expending College funds in a manner that will result in a zero or positive fund balance at the close of the fiscal year, except for Board-designated transfers from reserves. 3. Provide to the Board, quarterly and annual reports of the College’s current financial condition that will continually enhance the Board’s ability to meet its fiduciary responsibility, including reserves. 4. Maintain a general fund balance reserve to provide for such items as adequate cash flow, emergencies, budget contingencies, multi-year planning, revenue shortfalls, unplanned but necessary expenditures, or operating changes that occur outside of the planned annual budget. The general fund balance reserves will be 10-12% of the College's most recently completed fiscal year’s actual operating expenditures, unless a different level is necessary to sustain operations. 5. Maintain, as necessary, local capital fund reserves to manage facilities needs that are not funded, or are underfunded, by the state. The President will annually 	<p>Purpose The purpose of this policy is to define the Board Operational Reserves for Shoreline Community College.</p> <p>Board Policy Manual, Fiscal Responsibility</p> <p>Definitions <i>Fund:</i> A fiscal and accounting entity with a self-balancing set of general ledger codes in which cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, are recorded and segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.</p> <p><i>Fund Balance (Reserves):</i> The difference between a fund’s assets and liabilities.</p> <p><i>Budget:</i> A plan of financial operation embodying an estimate of proposed expenditures for a given period of time and the proposed means of financing them.</p> <p><i>Operating Budget:</i> A plan of current expenditures and proposed means of financing them. The operating budget is the primary means of ensuring that the financing acquisition, spending, and service delivery activities of the College are controlled.</p> <p>Policy In compliance with the Shoreline Community College Board of Trustee’s direction, the College will maintain an operational reserve balance to ensure the College can conduct its mission. The Board in its fiduciary capacity for prudent fiscal management, directs the College to accumulate and maintain sufficient reserves to accomplish specific, strategic objects of the College. The Shoreline Community College Board of Trustees has directed the college to begin each fiscal year with local operating reserves of no less than 15% of the annual operating revenue</p>

recommend to the Board of Trustees an amount to be set aside to maintain this fund, which is subject to approval by the Board of Trustees. In recommending local capital reserve levels and expenditures, the President will consider how such levels and expenditures contribute to the attraction of new students and retention of existing students.

- 6. Maintain a tuition contingency reserve of 15% of the previous year’s tuition collections, to provide financial cover in the event of unforeseen fluctuations in enrollment.
- 7. Maintain an innovation and opportunities reserve fund up to 2% of the operating budget to facilitate College investment in initiatives that demonstrate the potential for substantial return on investment, and that are deemed by the President as vital to the College’s future. The President will approve all distributions, and will recommend future designations based on the College’s overall financial performance. The President will provide the Board of Trustees with at least semi-annual financial reports. Each self-supported program will budget up to 10% of each applicable budget for reserves.
- 8. Designate between 5-8% of the most recently completed fiscal year’s operating budget surplus to the Board of Trustees Reserve Fund. Under the sole authority of the Board of Trustees, funds may be used for special board initiatives, and/or to ensure that sufficient funds are available in the event of an unbudgeted emergency.
- 9. Designate cash reserves to cover one year of the Certificate of Participation (COP) debt payment requirements to a debt reserve fund.

budget of the College except for Board-approved expenditures.

The operational reserves are intended for use in non-recurrent situations. Examples of such situations may be:

- One-time expenditures for program start-up
- Expenditures to cover building damages from natural disasters
- Non-government-funded portions of capital projects
- Other situations as determined by the President and/or approved by the Board of Trustees

Procedure

Assessment of this reserve balance will be provided through the annual budgeting process. The funds included for this assessment are:

Fund 148 – Dedicated Local - exclusive of restricted fee revenue

Fund 149 – Operating Local

Fund 145 – Grants and Contracts – exclusive of restrictions, reimbursable grants.

All recommendations to expend reserve funds will be forwarded to the Executive Team and the President. Board Approval must be obtained prior to expenditure.

Expenditures of greater than \$50,000 will be submitted by the President to the Board of Trustees for approval prior to the use of such funds.

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JANUARY 25, 2023**

TAB 2

ACTION

Subject: 2022-2023 Services & Activities (S&A) Budget & Second Half of FY 2022-2023 (January-June 2023) Allocations

Background

The Board of Trustees approved the Services & Activities (S&A) Committee's budget allocation proposal of \$851,672 for the first half of FY 2022-2023 (July-December 2022) at its June 22, 2022 meeting. As of late fall 2022, S&A had generated \$457,665 in revenue and a total of \$262,399 has been used by eighteen (18) programs, thirty-four (34) currently active student clubs, and other discretionary budgets.

15 S&A programs submitted requests for funding for the 2023 winter & spring quarters. The S&A Committee proposes the allocation of \$530,714 from the S&A fee budget for disbursement to these programs through the end of the current academic year.

To follow: Winter & Spring 2023 Services and Activities (S&A) Allocation Proposal

Recommendation

That the Board of Trustees approve the allocations of \$530,714 from the S&A fee budget for disbursement to programs and clubs for the second half of FY 2022-2023 (January-June 2023).

Prepared by: Sundi Musnicki
Director, Student Leadership & Residential Life
Shoreline Community College
January 23, 2023



Winter & Spring 2023
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 June 2022 Board of Trustees meeting, the Board approved the allocation of funding for S&A programs, student clubs, and discretionary funds for summer and fall quarters rather than the full 2022-23 year to allow the S&A committee continued flexibility to respond to program needs and the College's continued return to pre-pandemic conditions. A revenue of \$1 million was projected for the 2022-2023 academic year, and the Board approved accessing (if needed) an additional \$400,000 from S&A reserves. At that time, a total of \$851,672 was allocated to 25 budgets for summer and fall quarters; as of early December 2022, a total of \$262,399 had been spent. To date, the S&A fee has brought in a total revenue of \$457,665.

Table 1: 2022-2023 S&A Expenses to Date

Programs	Summer/Fall 2022 Allocation	Summer/Fall 2022 Spent	Summer/Fall 2022 Remaining
Arts & Entertainment	\$44,515	\$16,480	\$28,035
Art Gallery	\$0	\$0	\$0
Assoc. Student Gov.	\$41,868	\$12,364	\$29,504
ASG - Student Clubs	\$25,000	\$6,035	\$18,965
ASG - Mini-Grant	\$100,000	\$11,080	\$88,920
Athletics	\$289,985	\$72,485	\$217,500
Benefits Hub	\$1,600	\$503	\$1,097
Choral Groups	\$9,712	\$760	\$8,952
Concert Band	\$2,532	\$0	\$2,532
DECA	\$0	\$0	\$0
Ebbtide	\$15,138	\$6,679	\$8,459
Gender Equity Center	\$15,241	\$2,596	\$12,645
Instrumental Music	\$0	\$0	\$0
Multicultural Center	\$10,579	\$1,601	\$8,978
Opera & Musicals	\$18,219	\$2,179	\$16,040
Parent/Child Center	\$26,500	\$0	\$26,500
Plays & Video	\$8,828	\$6,430	\$2,398
Spindrifft	\$0	\$87	-\$87
Student Life	\$208,623	\$100,649	\$107,974
Theater Tech	\$0	\$5,041	-\$5,041
Tutoring	\$33,332	\$17,430	\$15,902
TOTAL	\$851,672	\$262,399	\$589,273

Please Note: A detailed breakdown of budget expenses and requests begins on page 6.

The S&A committee initially intended to allocate funding on a quarterly basis for the remainder of the 2022-2023 academic year, so in October all programs were invited to provide updates on their spending to-date and to request funding for winter quarter that would be presented to the Board of Trustees at their December meeting. 13 programs submitted budget requests at that time. In late November, the committee was notified that a combined request for winter and spring 2023 should instead be

Table 2: Winter & Spring 2023 S&A Request & Allocation

Programs	Winter/Spring 2023 Requested	Winter/Spring 2023 Allocation
Arts & Entertainment	\$46,231	\$46,231
Art Gallery	\$4,343	\$4,343
Assoc. Student Gov.	\$30,670	\$30,670
ASG - Student Clubs	\$0	\$0
ASG - Mini-Grant	\$0	\$0
Athletics	\$0	\$0
Benefits Hub	\$0	\$0
Choral Groups	\$0	\$0
Concert Band	\$5,637	\$5,337
DECA	\$10,000	\$10,000
Ebbtide	\$31,516	\$23,784
Gender Equity Center	\$18,786	\$8,647
Instrumental Music	\$4,287	\$4,287
Multicultural Center	\$47,785	\$47,785
Opera & Musicals	\$0	\$0
Parent/Child Center	\$106,000	\$53,000
Plays & Video	\$12,895	\$12,895
Spindrift	\$24,875	\$24,875
Student Life	\$188,623	\$188,623
Theater Tech	\$23,370	\$23,370
Tutoring	\$59,189	\$46,867
TOTAL	\$614,207	\$530,714

presented at the January Board meeting. Programs were then asked to submit an additional request for spring quarter to be reviewed by the S&A committee. 12 programs submitted funding requests. These were reviewed and allocations for spring were combined with previously approved allocations for winter which results in the amounts outlined below.

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 \$614,207 requested for winter and spring quarters, \$530,714 was approved. A breakdown of funding for each program is provided in the following pages.

Winter & Spring 2023 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 Organizations/Clubs**

- **18 Programs:**
 - Art Gallery
 - Athletics
 - Arts & Entertainment Board
 - Associated Student Government
 - Benefits Hub
 - 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: 2022-2023 S&A Allocation & Expenses to Date (Detailed)

Programs	Summer/Fall 2022 Allocation	Summer/Fall 2022 Spent	Summer/Fall 2022 Remaining	Winter/Spring 2023 Requested	Winter/Spring 2023 Allocation
Arts & Entertainment	\$44,515	\$16,480	\$28,035	\$46,231	\$46,231
Art Gallery	\$0	\$0	\$0	\$4,343	\$4,343
Assoc. Student Gov.	\$41,868	\$12,364	\$29,504	\$30,670	\$30,670
ASG - Student Clubs	\$25,000	\$6,035	\$18,965	\$0	\$0
ASG - Mini-Grant	\$100,000	\$11,080	\$88,920	\$0	\$0
Athletics-Intramurals	\$24,670	\$4,542	\$20,128	\$0	\$0
Athletics-W Gen	\$33,699	\$6,344	\$27,355	\$0	\$0
Athletics-M Gen	\$34,570	\$6,344	\$28,226	\$0	\$0
Athletics-W Vball	\$24,210	\$9,253	\$14,957	\$0	\$0
Athletics-M Soccer	\$26,270	\$18,422	\$7,848	\$0	\$0
Athletics-W Soccer	\$26,685	\$13,305	\$13,380	\$0	\$0
Athletics-W Bball	\$26,930	\$2,715	\$24,215	\$0	\$0
Athletics-M Baseball	\$37,297	\$4,276	\$33,021	\$0	\$0
Athletics-W Softball	\$29,194	\$2,007	\$27,187	\$0	\$0
Athletics-M Bball	\$26,460	\$5,277	\$21,183	\$0	\$0
Benefits Hub	\$1,600	\$503	\$1,097	\$0	\$0
Choral Groups	\$9,712	\$760	\$8,952	\$0	\$0
Concert Band	\$2,532	\$0	\$2,532	\$5,637	\$5,337
DECA	\$0	\$0	\$0	\$10,000	\$10,000
Ebbtide	\$15,138	\$6,679	\$8,459	\$31,516	\$23,784
Gender Equity Center	\$15,241	\$2,596	\$12,645	\$18,786	\$8,647
Instrumental Music	\$0	\$0	\$0	\$4,287	\$4,287
Multicultural Center	\$10,579	\$1,601	\$8,978	\$47,785	\$47,785
Opera & Musicals	\$18,219	\$2,179	\$16,040	\$0	\$0
Parent/Child Center	\$26,500	\$0	\$26,500	\$106,000	\$53,000
Plays & Video	\$8,828	\$6,430	\$2,398	\$12,895	\$12,895
Spindrift	\$0	\$87	-\$87	\$24,875	\$24,875
Student Life	\$208,623	\$100,649	\$107,974	\$188,623	\$188,623
Theater Tech	\$0	\$5,041	-\$5,041	\$23,370	\$23,370
Tutoring	\$33,332	\$17,430	\$15,902	\$59,189	\$46,867
TOTAL	\$851,672	\$262,399	\$589,273	\$614,207	\$530,714

Allocation Rationale

In October 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. In December, they were asked to submit an additional projection for costs for spring quarter to be combined with their winter request as one allocation. Based on the information provided, allocations were made totaling \$530,714. Expenses of \$262,399 (as of late fall) combined with the allocation for winter and spring should fall within the \$1.4 million budget for the current academic year.

CATEGORY I: Student Clubs

Summer/Fall 2022 Allocation	Winter/Spring 2023 Requested	Winter/Spring 2023 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 (34), current allocation should be sufficient for baseline budgets and advisor stipends. No additional funding is requested at this time.

CATEGORY II: Programs

Arts & Entertainment Board

Summer/Fall 2022 Allocation	Winter/Spring 2023 Requested	Winter/Spring 2023 Allocation
\$44,515	\$46,231	\$46,231

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

Art Gallery

Summer/Fall 2022 Allocation	Winter/Spring 2023 Requested	Winter/Spring 2023 Allocation
\$0	\$4,343	\$4,343

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

Request Purposes: Funding for student staff to create and distribute promotional materials and supplies for exhibits planned for the remainder of the year.

Associated Student Government

Summer/Fall 2022 Allocation	Winter/Spring 2023 Requested	Winter/Spring 2023 Allocation
\$41,868	\$30,670	\$30,670

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 workshops, tabling, and other engagement activities.

Athletics

Summer/Fall 2022 Allocation	Winter/Spring 2023 Requested	Winter/Spring 2023 Allocation
\$289,985	\$0	\$0

Description: The Athletics Program consists of seven sports teams that compete in the Northwest Athletic Conference (NWAC). Men’s basketball, baseball, 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 2022. Therefore, no additional funding has been requested at this time.

Choral Group

Summer/Fall 2022 Allocation	Winter/Spring 2023 Requested	Winter/Spring 2023 Allocation
\$9,712	\$0	\$0

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 of the summer/fall allocation has been spent. No additional funding has been requested at this time.

Concert Band

Summer/Fall 2022 Allocation	Winter/Spring 2023 Requested	Winter/Spring 2023 Allocation
\$2,532	\$5,637	\$5,337

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: Funding for guest artists and venue rental for planned performances.

DECA

Summer/Fall 2022 Allocation	Winter/Spring 2023 Requested	Winter/Spring 2023 Allocation
\$0	\$10,000	\$10,000

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: Funding for students to travel to and participate in DECA state competition during winter quarter.

Ebbtide

Summer/Fall 2022 Allocation	Winter/Spring 2023 Requested	Winter/Spring 2023 Allocation
\$15,138	\$31,516	\$23,784

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 salaries and faculty advisor stipend, printing for 1-2 editions per quarter, and website maintenance. Only a portion of summer/fall allocation has been spent to-date; balance will carry forward to be used for the remainder of the year.

Gender Equity Center

Summer/Fall 2022 Allocation	Winter/Spring 2023 Requested	Winter/Spring 2023 Allocation
\$15,241	\$18,786	\$8,647

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 student staff salaries and supplies for events. Only a portion of summer/fall allocation has been spent to-date, balance will carry forward to be used for the remainder of the year.

Instrumental Music

Summer/Fall 2022 Allocation	Winter/Spring 2023 Requested	Winter/Spring 2023 Allocation
\$0	\$4,287	\$4,287

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: Funding for student and non-student salaries and supplies.

Multicultural Center

Summer/Fall 2022 Allocation	Winter/Spring 2023 Requested	Winter/Spring 2023 Allocation
\$10,579	\$47,785	\$47,785

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: Funding for student staff salaries and supplies for events.

Opera/Musical

Summer/Fall 2022 Allocation	Winter/Spring 2023 Requested	Winter/Spring 2023 Allocation
\$18,219	\$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: Very little of the summer/fall allocation has been spent. No additional funding has been requested at this time.

Parent Child Center

Summer/Fall 2022 Allocation	Winter/Spring 2023 Requested	Winter/Spring 2023 Allocation
\$26,500	\$106,000	\$53,000

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

Request Purposes: Salaries for staff and teachers.

Rationale: Funding for staff salaries. Allocation based on quarterly amount of \$26,500 for remainder of current academic year.

Plays, Film, and Video

Summer/Fall 2022 Allocation	Winter/Spring 2023 Requested	Winter/Spring 2023 Allocation
\$8,828	\$12,895	\$12,895

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/Fall 2022 Allocation	Winter/Spring 2023 Requested	Winter/Spring 2023 Allocation
\$0	\$24,875	\$24,875

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

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

Rationale: Funding for student staff salaries and faculty advisor stipends, printing cost for annual publication, and supplies.

Student Life

Summer/Fall 2022 Allocation	Winter/Spring 2023 Requested	Winter/Spring 2023 Allocation
\$208,623	\$188,623	\$188,623

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 for remainder of the academic year as well as supplies for New Student Orientation and Commencement reception.

Theater Tech

Summer/Fall 2022 Allocation	Winter/Spring 2023 Requested	Winter/Spring 2023 Allocation
\$0	\$23,370	\$23,370

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 winter.

Tutoring Services

Summer/Fall 2022 Allocation	Winter/Spring 2023 Requested	Winter/Spring 2023 Allocation
\$33,332	\$59,189	\$46,867

Description: Tutoring Services provides students with free one-on-one tutoring services in various subjects.
Request Purposes: Tutor salaries.
Rationale: Funding for student and non-student salaries. Only a portion of summer/fall allocation has been spent to-date, balance will carry forward to be used for the remainder of the year.

CATEGORY III: Discretionary Funding

Mini-Grant

Summer/Fall 2022 Allocation	Winter/Spring 2023 Requested	Winter/Spring 2023 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: Funding for ad-hoc requests from clubs and programs for the remainder of the academic year. No additional funding has been requested at this time.

Recommendation

S&A programs have helped to reinvigorate the campus this year as students, faculty, and staff adjust to post-pandemic life at the college. An increased student presence has been accompanied by a greater need for services and engagement opportunities. Because of this, the S&A committee recommends that the Board of Trustees approve the proposed \$530,714 in allocations for winter and spring quarter. As the S&A fee has already brought in a revenue to-date of \$457,665 for summer and fall quarter expenses as of late fall totaled \$262,399 the committee feels comfortable that the amounts allocated are still within the existing and projected budget for the 2022-2023 academic year.

Thank you,

Services & Activities Fee Committee

Kate Nguyen, ASG Budget & Finance Officer
Chloe Mok, ASG President
Kai Hinch, ASG Communications Officer
Helene Tran, ASG Club Affairs Officer
Saul Gonzalez, ASG Social Justice Officer
Tan Solip Chea, ASG Student Representative
Sundi Musnicki, ASG Advisor/Director of Student Life

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JANUARY 25, 2023**

TAB 3

ACTION

Subject: Board of Trustees 2022–2023 Strategic Goals

Background

The Board conducted a first reading of its 2022-2023 Strategic Goals at the October 26, 2022 regular meeting of the Board of Trustees and a second reading of its 2022-2023 Strategic Goals at the December 7, 2022 regular meeting of the Board of Trustees. Chair Kim Wells edited the Board's 2022-2023 Strategic Goals to the following based on input from the trustees at the Board's December 7, 2022 meeting.

Board of Trustees 2022–2023 Strategic Goals

1) Demonstrate, through specific actions and approach to policy setting, the Board's commitment to Diversity Equity Inclusion (DEI) and anti-racism.

Specific Outcomes:

- Board policy/By Law regarding our commitment to DEI and the institution's commitment to being an anti-racist organization.
- Established set of questions for use when reviewing data, policies, By Laws or any other actions affecting the college to allow for an intentional DEI focus.
- Foundational microaggression and unconscious bias training in solidarity with DEI Vice President.
- Solid understanding of what higher learning institutional structures support DEI.
- Specific policy/By Law regarding pronoun usage with community engagement.

2) Continue to onboard both the President and new trustees; focus on support for building community relationships and providing background information regarding practices and policies.

Specific Outcomes:

- ACT Onboarding Checklists (30/90 days and one year) are used as a guide and supplemented with specific policies and practices of Shoreline CC.
- Introductions to elected officials, building relationships to foster Shoreline Community College as a valued resource.
- Strong relationship with the Foundation Board--bring in new Foundation Board members and align on strategies to support the college.

3) Create and implement new processes for President and Board evaluations, paying attention to best practices of utilizing both qualitative and quantitative data and stakeholder input.

Specific Outcomes:

- Visible process and status reports posted to the college website.
- Clear feedback for both the Board and President on progress made and opportunities for growth.

Recommendation

That the Board of Trustees take action on its 2022–2023 Strategic Goals.

Prepared by: Lori Yonemitsu, Executive Assistant to the President
Shoreline Community College
January 23, 2023