

**SHORELINE COMMUNITY COLLEGE
BOARD OF TRUSTEES REGULAR MEETING OF APRIL 24, 2024**

3:30 PM Study Session – Board Room (#1010M), Bldg. 1000

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 Rebecca Chan</i>	
2.	Institutional Effectiveness	<i>Ann Garnsey-Harter, Associate Vice President</i>	
3.	Action: Adjournment of Study Session	<i>Chair Rebecca Chan</i>	
4:30 PM – REGULAR SESSION			
1.	Convene Regular Session & Land Acknowledgement	<i>Chair Rebecca Chan</i>	
2.	Report: Chair, Board of Trustees	<i>Chair Rebecca Chan</i>	
3.	Consent Agenda a. Approval of Previous Meeting Minutes ▪Regular Meeting of 2024 March 20 b. Academic Calendars: 2025-2026; 2026-2027	<i>Chair Rebecca Chan</i>	1
4.	Communication from the Public 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 (#1010M) between 4:15 PM–4:30 PM on April 24, 2024. -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 24, 2024. The Board Chair will call upon each speaker signed up to provide public comment. The total public comment period at the April 24, 2024 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 24, 2024 meeting, please send written public comment to Board Secretary Lori Yonemitsu at lyonemitsu@shoreline.edu following the April 24, 2024 meeting.)	<i>Chair Rebecca Chan</i>	
5.	Report: 2022-2023 Sabbatical Leave Highlights	<i>Lucas Rucks, Acting Vice President</i>	
6.	Constituent Report: Shoreline Associated Student Government (5 minutes)	<i>Lina Chung, ASG President</i>	
7.	Constituent Report: Shoreline Classified Staff (WFSE) (5 minutes)	<i>Norah Peters, WFSE Chief Shop Steward</i>	
8.	Constituent Report: Shoreline Faculty (SCCFT) (5 minutes)	<i>Kristine Petesch, SCCFT President</i>	

9.	Constituent Report: Shoreline Faculty Senate (5 minutes)	<i>Jessica Strickland, Faculty Senate Chair</i>	
10.	Report: College President & Executive Team Representatives (5 minutes) <ul style="list-style-type: none"> • Lucas Rucks, Acting Vice President (Instruction) • Derek Levy, Acting Vice President (Student Services) • Veronica Zura, Executive Director (Human Resources) 	<i>Jack Kahn, President</i>	
11.	Report: Accreditation (10 minutes)	<i>Ann Garnsey-Harter, Associate Vice President</i>	
12.	Report: Finance & Budget (10 minutes)	<i>Joe Mazur, Vice President</i>	
13.	Action: Fee Proposals for FY 2024-2025 <ul style="list-style-type: none"> • Instruction: Student Fees 	<i>Lucas Rucks, Acting Vice President</i>	2
14.	Action: Exceptional Faculty Awards Amounts	<i>Wendy Coates, Executive Director</i>	3
15.	Waves of Gratitude	<i>Jack Kahn, President</i>	
16.	Report: Closing Remarks – Board of Trustees	<i>Trustees</i>	
17.	Executive Session pursuant to: <ul style="list-style-type: none"> • RCW 42.30.140(4)(a) • RCW 42.30.110(1)(i) 	<i>Chair Rebecca Chan</i>	
18.	Action: Adjournment	<i>Chair Rebecca Chan</i>	

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The March 20, 2024 study and regular sessions were held via hybrid modality.

- In-person: Quiet Dining Room (#9208)-Building 9000
 - Remotely
 - Via link: <https://us02web.zoom.us/j/88349708605>
 - Via telephone: (253) 215-8782 • Meeting ID: 883 4970 8605
-

MINUTES – STUDY SESSION

The [study session](#) of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Vice Chair Ringer at 3:47 PM. A quorum of the Board was present.

ACCREDITATION

Planning, Institutional Effectiveness & Project Management Associate Vice President Ann Garnsey-Harter provided information related to [accreditation](#)—including speaking about the April 18-19, 2024 Mid-Cycle Accreditation Visit, the Accreditation Visit Peer Evaluation Team, the Spring 2024 Mid-Cycle Self-Evaluation Report, the Assessment Cycle, Telling Our Story, and Area Reviews. (Slide presentation attached.)

STRATEGIC PLAN

President Kahn provided information on the next steps related to the College’s [strategic plan](#). (Slide presentation attached.)

ADJOURNMENT OF STUDY SESSION

Motion 24:10: Motion made by Trustee Wells to adjourn the study session.

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

Chair Chan adjourned the study session at 4:27 PM.

MINUTES – REGULAR MEETING (“Session”)

The [regular meeting \(“session”\)](#) of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Rebecca Chan at 4:37 PM. A quorum of the Board was present.

MEMBERS PRESENT

Trustees Rebecca Chan, Eben Pabee, Rebecca Ringer, James (Jamie) Stark, and Kim Wells were

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present either in-person or remotely.

Assistant Attorney General Tricia Boerger represented the Office of the Attorney General.

REPORT: CHAIR, BOARD OF TRUSTEES

Chair Chan's [report](#) included information on House Bill 2209 (Lunar New Year), the research brief from the Washington Student Achievement Council (WSAC), and her attendance at a recent performance by the Shoreline Concert Band. (Written report attached.)

CONSENT AGENDA

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

- a. Minutes from the regular meeting of 2024 February 28 and the special meeting of 2024 March 13.

Motion 24:11: Motion made by Trustee Wells to approve the minutes, including a correction for the February 28, 2024 regular meeting minutes pertaining to motion 24:07 where she abstained from voting on the motion.

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

COMMUNICATION FROM THE PUBLIC

Per the agenda for the March 20, 2024 regular meeting 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 Quiet Dining Room (#9208) between 4:15 PM–4:30 PM on March 20, 2024.

-For attendees connecting online: Please sign up to provide a public comment via the Chat function in Zoom between 4:15 PM–4:30 PM on March 20, 2024.

The Board Chair will call upon each speaker signed up to provide public comment. The total public comment period at the March 20, 2024 meeting will be no more than thirty (30) minutes with up to two (2) minutes allotted per speaker. Adjustments to the two (2) minute allotment will be made if more than fifteen (15) individuals sign up to speak. (For the entering of a public comment into the record and attaching to the minutes of the March 20, 2024 meeting, please send written public comment to Board Secretary Lori Yonemitsu at lyonemitsu@shoreline.edu following the March 20, 2024 meeting.)

Faculty members [Don Christensen](#), [John Tankersley](#), and [Rosemary Whiteside](#) provided public comments.

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ACTION: RENEWAL OF FIRST-YEAR & SECOND-YEAR TENURE-TRACK FACULTY CANDIDATES

Acting Vice President of Instruction Lucas Rucks read [tab 1](#) [Action: Renewal of First-Year & Second-Year Tenure-Track Faculty Candidates].

First-Year Tenure-Track Faculty Candidates

1. Ashley Castaneda
2. Anjali Chudasama
3. Parisa Ghaderi
4. Niki Kirby
5. Rachel McCluskey
6. Bani Rassaian
7. Andrew Stephens
8. Vasudha Sundaravaradan
9. Eric Thompson
10. Matthew Versdahl

Second-Year Tenure-Track Faculty Candidates

1. Amber Avery-Graff
2. Orlando de Lange
3. Asha Dore
4. Sarah Fletcher
5. Henry García
6. Madeleine Gorges
7. Tasha Nālei Jugas
8. Ajay Mendoza
9. Leo Novsky
10. Astrid Perez
11. Carlos Sibaja García
12. Rashawn Smith
13. Jessica Strickland
14. Trysteen Thanh-Binh Tran
15. Chris Vongvithayamathakul
16. Benjamin Wiggins

Motion 24:12: Motion made by Trustee Wells to continue probation of first-year candidates Ashley Castaneda, Anjali Chudasama, Parisa Ghaderi, Niki Kirby, Rachel McCluskey, Bani Rassaian, Andrew Stephens, Vasudha Sundaravaradan, Eric Thompson, and Matthew Versdahl.

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

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Motion 24:13: Motion made by Trustee Wells to continue probation of second-year candidates Amber Avery-Graff, Orlando de Lange, Asha Dore, Sarah Fletcher, Henry García, Madeleine Gorges, Tasha Nālei Jugas, Ajay Mendoza, Astrid Perez, Carlos Sibaja García, Rashawn Smith, Jessica Strickland, Trysteen Thanh-Binh Tran, Chris Vongvithayamathakul, and Benjamin Wiggins.

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

Motion 24:14: Motion made by Trustee Wells to discontinue probation of second-year candidate Leo Novsky.

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

ACTION: TENURE CONSIDERATIONS

Acting Vice President of Instruction Lucas Rucks read tab 2 [Action: Tenure Considerations].

Third-Year Faculty Candidates

1. Jessica Custis
2. Wendy Hill
3. Emily Howerter
4. Matt Jorgensen
5. Esther Lim
6. Joanne Pinner

Motion 24:15: Motion made by Trustee Wells to award tenure to third-year candidates Jessica Custis, Wendy Hill, Emily Howerter, Matt Jorgensen, Esther Lim, and Joanne Pinner.

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

Chair Chan read a [statement](#) pertaining to constituent reports.

CONSTITUENT REPORT: SHORELINE ASSOCIATED STUDENT GOVERNMENT

Associated Student Government (ASG) President Lina Chung was unable to attend the March 20, 2024 meeting due to studying for her final exams.

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CONSTITUENT REPORT: SHORELINE CLASSIFIED STAFF (WFSE)

Program Coordinator and Classified Staff Union/WFSE Local 304 Chief Shop Steward Norah Peters read the Classified Staff Union's [report](#) (attached).

CONSTITUENT REPORT: SHORELINE FACULTY (SCCFT)

Professor and SCCFT Local 1950 Union President Kristine Petesch gave a [report](#) on behalf of the SCCFT. (Written report attached.)

CONSTITUENT REPORT: SHORELINE FACULTY SENATE

Faculty member and Faculty Senate Chair Jessica Strickland gave a [report](#) on behalf of the Faculty Senate. (Written report attached.)

REPORT: COLLEGE PRESIDENT & EXECUTIVE TEAM REPRESENTATIVES

The [report](#) from the College President & Executive Team Representatives included reports from Student Services Acting Vice President/Student Support Services Dean Derek Levy, Strategic Communications & Marketing Executive Director Cat Chiappa, and President Kahn. (Written March 2024 Report to the Board attached.)

FIRST READING: ACADEMIC CALENDARS: 2025-2026; 2026-2027

Admissions, Enrollment & Outreach Director David Berner went over [tab 3](#) [First Reading: Academic Calendars: 2025-2026; 2026-2027].

ACTION: AMENDMENTS TO 100.E50 COLLEGE DEBT: FINANCIAL PLANNING & ACTIVITIES IN THE SHORELINE COMMUNITY COLLEGE BOARD OF TRUSTEES POLICIES MANUAL

President Kahn went over [tab 4](#) [Action: Amendments to 100.E50 College Debt: Financial Planning & Activities in the Shoreline Community Board of Trustees Policies Manual].

Motion 24:16: Motion made by Trustee Wells to approve the proposed amendments.

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

REPORT: FINANCE & BUDGET

Business & Administrative Services Vice President Joe Mazur went over the [2023-24 Operating Budget and Year-to-Date Revenues and Expenses as of February 29, 2024 and the 2023-2024 Grants & Contracts Year-to-Date Revenues and Expenses as February 29, 2024, as well as the Statement of Net Position](#) (attached).

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FIRST READING: FEE PROPOSALS FOR FY 2024-2025

Instruction: Student Fees

Acting Vice President of Instruction Lucas Rucks went over [tab 5A](#) [First Reading: Fee Proposals for FY 2024-2025—Instruction: Student Fees].

Campus Safety Fee

Acting Director of Safety & Security Greg Cranson went over [tab 5B](#) [First Reading: Fee Proposals for FY 2024-2025—Campus Safety Fee].

REPORT: FAFSA (FREE APPLICATION FOR FEDERAL STUDENT AID)

Student Services Acting Vice President/Student Support Services Dean Derek Levy spoke about the [challenges that have resulted from the FAFSA Simplification Act and how the College is mitigating some of the challenges at the front end and at the back end.](#)

WAVES OF GRATITUDE

President Kahn [expressed appreciation to/for the Board of Trustees and Strategic Communications & Marketing Executive Director Cat Chiappa.](#)

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

[Trustee Ringer](#) spoke about discussion the Board had at its retreat on tenure, how the Board’s discussion appears to have been misconstrued, conveyed being in support of tenure, and shared that “we” knew all of our options for each of the candidates. “There is a statute that says these decisions” (tenure) “are made by the Board of Trustees...”

[Trustee Wells](#) congratulated those “who received tenure today. The tenure process is really key and I would echo Trustee Ringer’s comments—not only is it state law but is something we support because academic freedom is absolutely critical.”

[Trustee Pobee](#) stated that when the Board makes decisions, it is for the best interest of the majority...the students. They come first. We appreciate and respect everybody’s work.”

EXECUTIVE SESSION

At 6:38 PM, Chair Chan announced that the Board would “convene in executive session for 45 minutes or as extended by the Board to:

- Discuss matters pertaining to collective bargaining pursuant to RCW 42.30.140.(4)(a);
- Review the performance of a public employee pursuant to RCW 42.30.110.(1)(g); and to
- Discuss with legal counsel representing the agency litigation that has been specifically threatened to which the agency, the governing body, or a member acting in an official capacity

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is, or is likely to become, a party, pursuant to RCW 42.30.110 (1)(i).”

Chair Chan noted that upon reconvening in open session following the executive session, the only action taken by the Board will be to adjourn the meeting.

Trustees in attendance in-person, convened in the Central Conference Room (#1020M) in building 1000 for the executive session, and were joined by trustees attending remotely, via virtual meeting.

The executive session commenced at 6:47 PM.

The Board reconvened in open session in the Quiet Dining Room (#9208) in building 9000 at 7:32 PM.

ADJOURNMENT

Motion 24:17: Motion made by Trustee Wells to adjourn the meeting.

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

Chair Chan adjourned the meeting at 7:32 PM.

Signed _____
Rebecca Chan, Chair

Attest: April 24, 2024

Lori Y. Yonemitsu, Secretary



Accreditation Study Session

Board of Trustees

March 2024

Dr. Ann Garnsey-Harter

Associate VP – Planning, Institutional Effectiveness, &

Project Management

Accreditation Liaison Officer

1

1

Mid-Cycle Accreditation Visit



April 18-19th, 2024



2

2

Accreditation Visit Peer Evaluation Team

- Dr. Rick Aman, President, College of Eastern Idaho - CHAIR
- Brenda Hanson, Dean of Students, Flathead Valley CC (MT)
- Dr. Jessica Hopkins, Senior Instructional Dean, Science, Mathematics, and Engineering Division; Lane CC (OR)
- Kurt P. Simonds, VP-Strategy, Policy, and Integrated Planning; Portland CC
- [Details here](#)



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Spring 2024 Mid-Cycle Self-Evaluation Report

Submitted March 7, 2024
to the Northwest Commission on Colleges and Universities

Dr. Jack Kahn
President

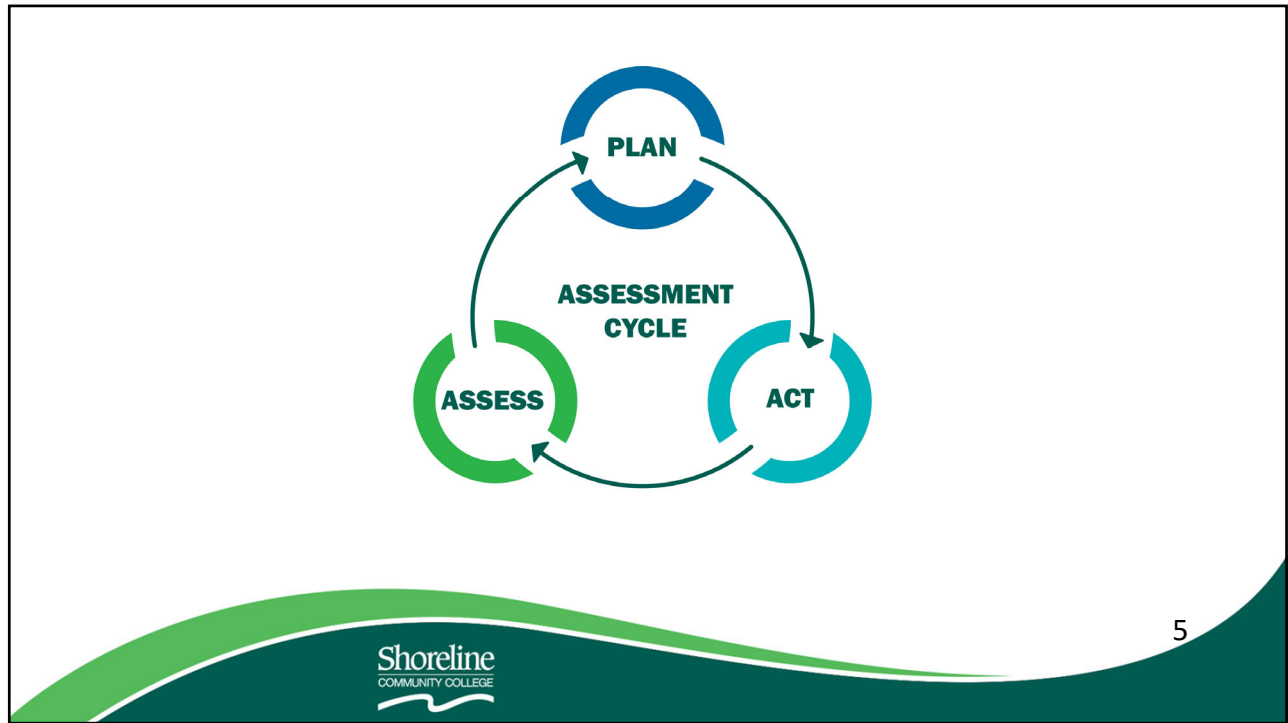
and
Dr. Ann Garmsley-Harter

Associate Vice President - Planning, Institutional Effectiveness, & Project Management
Accreditation Liaison Officer



4

4




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Telling Our Story

Home > About Shoreline > **Accreditation**

Accreditation

Shoreline Community College is accredited by the [Northwest Commission on Colleges and Universities](#) and has been since 1966. Shoreline is a [Member institution](#) with the Northwest Commission on Colleges and Universities (NWCCU). The NWCCU is an institutional accrediting agency recognized by the [U.S. Department of Education](#) and the [Council for Higher Education Accreditation](#).



NWCCU
Northwest Commission on Colleges and Universities

Accreditation of an institution of higher education by the NWCCU indicates that it meets or exceeds standards of institutional quality as evaluated through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

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Telling Our Story

Home > About Shoreline > Board of Trustees

Board of Trustees

The Shoreline Community College Board of Trustees derives its leadership authority from statutes in the Revised Code of Washington (RCW) Chapter 28B. The Board is a five-member board appointed by the Governor of the State of Washington and confirmed by the Washington State Senate. The role of the Board is to provide leadership through policy governance of the College, and through selection, supervision, and evaluation of the College President.

James Stark

Appointed: October 2023

James Stark is a Principal Product Manager at Microsoft Corporation with more than 20 years of experience with the development, sales and marketing of commercial software. He graduated with honors from California State University, Chico with a degree in Information and Communication Systems with a minor in Computer Science. He enjoys playing music and spending time with family and kids in the Lake Forest Park area.



Telling Our Story

Home > About Shoreline > College Leadership

College Leadership

Board of Trustees

The **Board of Trustees** is a five-member board appointed by the Governor of the State of Washington and confirmed by the Washington State Senate. The role of the Board is to provide leadership through policy governance of the College, and through selection, supervision, and evaluation of the College President.

President



Dr. Jack Kahn
President

✉ jkahn@shoreline.edu | ☎ (206) 546-4552

Dr. Jack Kahn joined Shoreline Community College on July 1, 2022.

With over 25 years of experience in higher education, including more than a decade in leadership roles, Dr. Kahn often shares his career goal of "bringing diverse people together to create systems that are integrated with the broader community to serve students, particularly with a lens toward equity."



Samira Pardanani

Associate Vice President - International Education & Global Engagement

✉ spardana@shoreline.edu | ☎ (206) 546-6940

Samira Pardanani is the Associate Vice President of International Education and Global Engagement, charged with providing leadership to programs integral to the student experience at the College.

In her previous role as Executive Director of Shoreline's dynamic International Education department, she led a high-functioning and innovative team whose work placed the College among the country's top 20 community colleges hosting international students. The College has been featured in multiple national



Telling Our Story

Home > About Shoreline > Strategic Plan

Equity-Centered Strategic Plan



In the winter of 2023 Shoreline Community College (SCC) began the visioning and planning process of preparing a 5-year Equity-Centered Strategic Plan. The intention of a Strategic Plan is to define and layout the vision, mission, and values that will guide the College for the years to come.

Shoreline Community College's Equity-Centered Strategic Plan

This Strategic Plan specifically deals with challenges experienced by the College over the past few years. It highlights the opportunities and elevates the strengths of the College to ensure it remains an example of academic



Area Reviews Due March 15, 2024

Division	Types of Review	Area	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028
Admin Services	Service Area	VP-BAS Office	SA - Annual	SA - Annual	SA - Comp	SA - Annual	SA - Annual	SA - Annual
Advancement	Service Area	Advancement	SA - Annual	SA - Annual	SA - Annual	SA - Comp	SA - Annual	SA - Annual
Advancement	Service Area	Foundation	SA - Annual	SA - Annual	SA - Comp	SA - Annual	SA - Annual	SA - Comp
BCS	Program	Accounting	IP - Annual	IP - Annual	IP - Annual	IP - Comp	IP - Annual	IP - Annual
BCS	Department	Anthropology	ID - Annual	ID - Comp	ID - Annual	ID - Annual	ID - Comp	ID - Annual
BCS	Service Area	BCS Dean's Office	SA - Annual	SA - Annual	SA - Comp	SA - Annual	SA - Annual	SA - Annual
BCS	Department	Business - Transfer	ID - Annual	ID - Comp	ID - Annual	ID - Annual	ID - Annual	ID - Comp
BCS	Program	Business Administration	IP - Comp	IP - Annual	IP - Annual	IP - Annual	IP - Comp	IP - Annual
BCS	Program	Business Intelligence	IP - Annual	IP - Annual	IP - Comp	IP - Annual	IP - Annual	IP - Comp
BCS	Department	Communication Studies	ID - Annual	ID - Annual	ID - Annual	ID - Annual	ID - Comp	ID - Annual
BCS	Program	Criminal Justice	IP - Annual	IP - Annual	IP - Comp	IP - Annual	IP - Annual	IP - Comp
BCS	Department	Economics	ID - Annual	ID - Annual	ID - Comp	ID - Annual	ID - Annual	ID - Annual
BCS	Department	Equity & Social Justice	ID - Annual	ID - Annual	ID - Comp	ID - Annual	ID - Annual	ID - Comp
BCS	Department	History & EASIA	ID - Annual	ID - Annual	ID - Comp	ID - Annual	ID - Annual	ID - Annual



Next Month

- April Board of Trustees Study Session
- Institutional Effectiveness Performance Measures



Questions?











Next steps Strategic Plan

Jack S. Kahn, Ph.D.
Shoreline Community College
President

Next Steps Strategic Plan

- Strategic Plan Action Teams

Team & Focus	Lead
DEIA & Equity-Gap Focus & Anti-racist Framework 	VP DEIA
Data & Community 	President
Instructional Programs & Alignment 	VPI
Student Support & Retention 	VPSS
Admin SVCS & HR 	ED HR
Communication & Marketing 	Dir C&M
Robust International Enrollment 	AVP IE



Cluster
Objectives
Per Team

President's Office

C2 Implement participatory governance

C4 Align the strategic plan with mission and best practices

C9 Legislative advocacy

E1 Collaborate with Shoreline and neighboring cities, King and Snohomish Counties, and Washington State to maintain the most up-to-date socio-economic demographic data

E2 Strengthen ongoing relationships in order to increase enrollment and expand opportunities for students.

E8 Strengthen Alumni Network

	A	B	C
1	Goal #	Goal Text	Responsible VPs
2	A1	Identify success gaps by focusing on performance measures and developing a systematic method to collect, track, and evaluate student performance over time; disaggregate data by race, ethnicity, age, gender, socioeconomic status, and whether a student is first-generation or has special needs; incorporate guided pathways, counseling, and other navigation services accordingly.	Associate Vice President - Planning, Institutional Effectiveness, and Project Management Vice President of Diversity, Equity, Inclusion, and Accessibility. Vice President of Instruction
3	A10	Develop and implement a data-informed Academic Plan outlining current and potential future program offerings. Ensure that academic programs and services are provided through a Guided Pathways lens at times and in all modalities that meet the needs of the growing adult population by evaluating career technical program offerings and student support services annually and developing new or adjusting existing modalities and services (evening/part-time, etc.) to support adult learners as they pursue and complete training in high-demand programs in the region.	Vice President of Student Services Vice President of Business and Administrative Services
4	A9	Assess student needs on an ongoing basis so all students receive an equitable and consistent level of support, attention, and guidance (e.g., financial aid, advising, counseling, childcare, mentorship, transportation, bookstore, etc.) throughout their time at Shoreline.	Vice President of Instruction Vice President of Student Services
5	B1	Define the ideal level of student support and evaluate, on an annual basis, student support services and programs using data on student demand (e.g., food insecurity, transportation, childcare, etc.) to identify opportunities for improvement, implement necessary changes, and clearly communicate the process and procedures for students to seek and obtain the support they need.	Associate Vice President - International Education & Global Engagement Vice President of Student Services
6	B2	Prioritize student support services programs for First Generation, Historically Underrepresented Groups, and Students with Disabilities (e.g., develop a tiered model of advising and navigation services to achieve an equitable distribution of College resources).	Vice President of Diversity, Equity, Inclusion, and Accessibility Vice President of Student Services.
7	B3		Vice President of Diversity, Equity, Inclusion, and Accessibility Vice President of Student Services.

Track progress Internally Part Two

Strategic Plan Budget Council

STRATEGIC PLAN PROGRESS

2020-2025 Strategic Plan

UPDATED WINTER 2023

Overview

Key Performance Indicators (KPIs) are the critical (key) quantifiable indicators of progress toward an intended result. KPIs provide a focus for strategic and operational improvement, create an analytical basis for decision making and help focus attention on what matters most (Harlow, 2022).

To learn more about the KPI dashboards below, please click on the information (i) page in the top right corner of the dashboard. If you have questions or feedback about the dashboards, please submit this form or reach out to the IR office at (734) 384-4237 or qwygonik@monroeccc.edu.

GOAL 1: STUDENT ACCESS AND SUCCESS

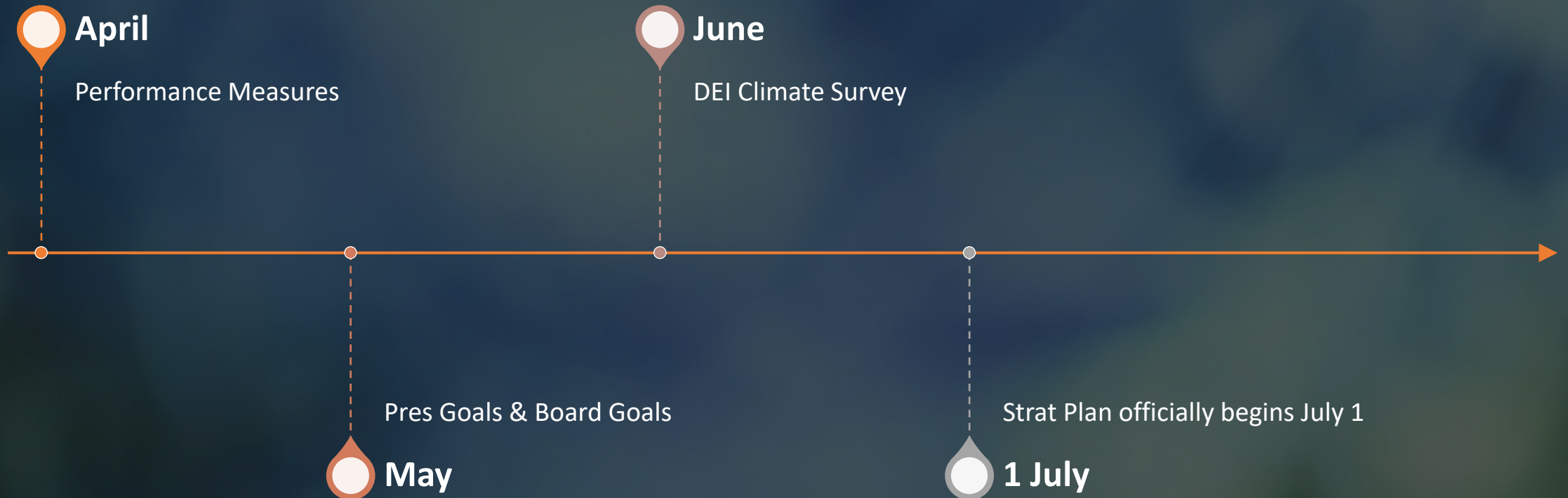
OBJECTIVE 1.1: IMPROVE ACADEMIC ADVISING



1.1.A) IMPLEMENT A 30-HOUR DEGREE AUDIT COMMUNICATION SYSTEM.

Track
progress
Externally:
Website

Board Meeting Study Session suggestions & Launch



March 20, 2024 Report – Chair Rebecca Chan

Lunar New Year is now an officially recognized holiday in Washington State! Last week, Governor Inslee signed [House Bill 2209](#) into law. This was sponsored by our representative Cindy Ryu. Recognizing this sends a clear signal that our heritage is respected and celebrated and along with ethnic studies ensure that we belong.

Other highlights, Washington Student Achievement Council (WSAC) [research brief](#) with fall 2023 data from public institutions in Washington, showed the first positive shift in enrollment since the onset of the COVID-19 pandemic.

- Enrollment at community & technical colleges (CTCs) increased by 5% in fall 2023 compared to fall 2022. Enrollment decreased by 1% at public four-year institutions. However, this is smaller than the 3% drop over the prior three years during the pandemic.
- Despite the shifting trends, enrollment remains considerably lower than before the pandemic. About 28,000 fewer students enrolled at CTCs (-21%) and about 12,000 fewer students enrolled at public four-year institutions (-11%) in fall 2023 compared to fall 2019.
- In fall 2023, enrollment gains were most substantial among American Indian/Alaska Native (+17%), Black/African American (+13%), and Latino (+8%) students at CTCs. Likewise, at four-year institutions, American Indian/Alaska Native (+2%), Black/African American (+5%), and Latino (+2%) students also saw increased enrollment.
- Both sectors saw growth in new student enrollment, which increased by 6% at CTCs and 1% at four-year institutions in fall 2023 compared to the prior year.

Read the full research brief: [Washington Public Enrollment Trends: Fall 2023 Enrollment Update](#)

The Shoreline School District strategic planning committee work is moving forward with identified focus on BIPOC students particularly Latinx students. In April, the committee will review data and indicators that we can use to set targets for each of growth area and monitor progress.

Four components of the plan:

1. Successful Students
2. Safe, Welcoming, and Inclusive Schools
3. Effective, Caring, and Diverse Staff
4. Engaged Families and Community

Thank you, members of the board. My name is Norah Peters. I am the Chief Shop Steward of the Classified staff Union, WFSE local 304 and I would like my comments entered into the record.

I would like to take this opportunity to thank the Executive Team for inviting the classified Union leadership team, the faculty senate and the faculty Union to their meeting on March 12th to learn about the Climate Survey that was conducted by the Hanover Group. We enjoyed learning about the results with a mixed group of employees and the discussions that followed.

That being said, it was concerning to learn that only 1/3 of the classified staff actually answered the survey, and there were even less faculty. With so little participation, can we really say that this survey was a good representation of our campus? How can we rely on data that captures so few of our voices? Or perhaps a better question would be, why did so few classified staff members answer the survey?

I believe there are a few reasons behind this. The first is survey saturation. We have been inundated by surveys at Shoreline. It appears that every time a question about campus comes up, the answer is "Send out a Survey". While I can see the usefulness of them, as I said in my last BOT statement, I find them very impersonal and lacking in a sense of community.

Another reason that classified staff may not answer surveys is the fear of retaliation. We are told that these surveys are anonymous but, when some of the first questions are about our job classification and what office we work in, it doesn't seem very anonymous to us. Speaking as someone who is the only full-time classified staff member in my office, that is concerning. Is it any wonder that we would not feel comfortable answering?

It was good to hear that the Executive Team is going to work on ways to increase participation the next time this Climate Survey rolls around. More Union involvement, clearer messaging, and scheduled times during the workday to take the survey may be helpful. Clearer messaging around the importance of the survey and statements about how the survey will ensure anonymity will also help. Hopefully, these things, as well as reworking the survey to get more reliable data, will ensure that the survey is more accurate and representative.

I do want to take the time to mention the upcoming hiring of several High-Level Administrators on campus. I have always been glad that the campus community is given the opportunity to participate in forums for these roles. It gives us the chance to feel like we are part of the process by asking questions and learning about the candidates in this setting. My main hope for these forums is that the hiring committees and the President really listens to what happens during these forums and keeps our college vision and mission of "equity, diversity and inclusion" at the forefront when making these hiring decisions.

Thank you for your time.



Dear Rebecca Chan, Eben Pobee, Rebecca Ringer, James Stark, and Kim Wells,

We, as a Union, appreciate the time and dedication that each of you have put into evaluating all 38 tenure-track candidates.

The process of receiving tenure, although not without areas of improvement, is an intensive process that requires candidates to challenge themselves in many areas of their teaching and campus involvement, with the hopes of helping to prepare them to be long-term, active contributing members of the SCC community, while also giving them time to decide if this path is right for them. The College benefits from this symbiotic relationship whereby dedicated and skilled faculty and the college make each other better.

As a part of Union leadership, I have the responsibility to make sure that we are advocating for each faculty member based on rights outlined in the CBA.

In the CBA and according to the law (RCW 28B.50.850 through RCW 28B.50.869), the Board of Trustees has the ability, as a unified body, to grant tenure, to deny tenure, to offer early tenure, or to extend tenure to tenure-track faculty, "given reasonable consideration to the recommendations of the Appointment Review Committee" (CBA Article XIII, Section C, 3), the ARC.

Furthermore, the President, in accordance with the newly adopted strategic plan, is holding all of the SCC community to the high standards of creating an environment of inclusivity, diversity, and belonging for students, staff, faculty, and administration, through dedication to transparency, collaboration, and communication.

With these in mind, we are concerned about scenarios in which the decision by the Board of Trustees goes against the recommendations of an ARC, without insight into why a different conclusion was reached. Especially since the candidate and the ARC members have all worked for several years with each other in this intensive process.

Without this communication, candidates and ARC members are often left confused. Did the board have all of the information to make these decisions? Were enough questions asked or answered? How could the ARC and/or the Candidate have better presented their position to support tenure? Are the years of time, energy, and work put into this process by the candidates and the other ARC members that contributed to the ultimate recommendation no longer valued?



The Union recognizes the decision ultimately is in each of your hands. We also recognize that when past practices of heeding the recommendations of ARCs are changed without transparency and explanation, the strong possibility of creating division in the community exists. The potential to break trust is real. This leads to individuals feeling like their time, hard work, and opinions do not matter and that they are excluded from understanding the result of a process for which they devoted so much time and work to.

Just as the President has advocated through his strategic plan for the college, we ask the board to lead by example, both through actions and words, that you too are striving to create an environment of inclusivity, transparency, and communication to strengthen the culture and trust within our community here at SCC.

The Union strongly encourages the board to heed the decision of ARCs and asks for communication when or if the board does not. The Union also advocates that the board meet with every ARC chair who is recommending tenure, regardless of their time within the tenure process. Who wouldn't want to hear from the person deemed to oversee a hiring or promotion process as to why that individual should or should not be given the position or promotion? These are norms and expectations that faculty members have come to rely on in this process.

We have to trust that each of you does your due diligence for each tenure candidate. That you are evaluating the uniqueness of each candidate and their circumstances. That you recognize that even if the importance or process of tenure is foreign to you, that you understand the passion with which individuals have in their career, the time and work so many people put into this process, and the importance of listening to recommendations from those experts in a field different from your own. That you yourselves will model the behavior and goals set forth for the college when it comes to decisions of tenure, a process that is so important to so many faculty members.

Trust is fragile and so necessary for a culture that strives to build healthy relationships in which every individual is seen, heard, and valued, as so many of us are trying to do here at SCC.

When trust has been broken, rebuilding of that trust is hard work and often requires everyone involved to be more willing to communicate than before, to be more transparent than before, to collaborate more than before, as so many of us are trying to do here at SCC, leading by example.

We ask that each of you keep this critical and fragile trust-building work at the focal point of your decision-making for the College and join us to do that work, the many faculty, the many staff, the many administrators, and the many, many students, who deserve nothing less than all of us,



working together, to create a space, a community, where we all choose to be and where the students are proud to say that they graduated from Shoreline Community College.

BOT Meeting 3/20/24:

***FSC Report to Board:**

1. FSC was involved in the VPI interviews for all three candidates this week
2. FSC is in the process of creating a Learning Communities subcommittee for faculty to collaborate and share best practices in the spirit of educator growth and scholarly support.
3. Climate Survey results presented at ET and College Council had concerning responses from classified staff and faculty. This prompted the goal for monthly meetings with the Faculty Union, Classified Union, and Faculty Senate so we can collaborate together to make SCC a happier place to work for all.
 1. Faculty losing faith in Trustees and their commitment to faculty excellence and student success as SCC

Jessica Strickland

Faculty Senate Council Chair
Adult Basic Education Professor
ABE/I-BEST FPC
Transitional Studies

President's Report

From the desk of Dr. Jack Kahn

Since our last meeting we have had cold weather and some snow (that actually stuck to the ground) here at Shoreline Community College. Some creative folks put together a snowperson-who appeared sad to me, but was still an impressive feat due to the minimal amount of snow. I think we have a lot to celebrate this month, so cheer-up snowperson!

Community Connections

This month we had a really interesting meeting with the Korean Consulate General of the Republic of Korea in Seattle Seo Eun-Ji- & her assistant Jing Chung to discuss all the projects we are doing to support the Korean community, and to explore if there are other things our college can do to support her vision. It was a really good conversation, and we came out of it with some tangible ways to support our WAVES/AANAPISI Center, International Education connections with Korea, and a burgeoning language project with the United Seattle & Bellevue Korean School.

College Infrastructure

As you know, the College also took part in a Mock Accreditation visit. It was invaluable. While we have done a great deal of work in preparation, the team helped us on all aspects of the visit including communication and areas to improve. Thank you to Dr. Ann Garnsey-Harter who did an exceptional job organizing as our ALO and special thanks to the Mock Accreditors Jeff Wagnitz, Ruby Hayden and Zachary Morgan for their wonderful insight and great sense of humor! Our report was submitted on time- and now we are preparing for the April visit. More information on that will be coming soon! We were also very happy to finalize our new Strategic Plan this month which will be great to help us in the next steps of planning for the College.

College Events

There have been numerous events on campus since the last Board meeting, but I wanted to highlight a couple I had to pleasure to attend. Shoreline Community College International Student Leaders hosted an awesome global showcase. It was great learning more about the nations our students come from, and I really enjoyed the eclectic fashion and music, but my favorite part was sampling the different teas!

What's Happening on Campus

President's Report

From the desk of Dr. Jack Kahn

Another wonderful event was the Juried Student Art Show celebration - this time I had the daunting challenge of choosing a winner for the President's Choice award. IT WAS SO HARD! The president's award went to Ashley Mwalimu who had several beautiful pieces. Thank you to our donors and the Shoreline Community College Foundation for sponsoring both the awards, and the event.

Finally, Tim Wise came to campus and delivered a terrific presentation on Critical Race Theory. Mr. Wise also did a training with our Administrators on anti-racist leadership at the institution. It was a great conversation and really sets the stage for the next steps in growth and action for the College.

It's been a very full month of planning and community connections. I'm looking forward to the meeting later this week!

Cheers,

Jack



Juried Art Exhibition Award Winners

What's Happening on Campus

President's Report

From the desk of Dr. Jack Kahn

Events – Winter 2024

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




Top: A Night with Time Wise

Bottom Left: Snarky Jazz Ensemble Concert

Bottom Right: Korean Consulate General of the Republic of Korea in Seattle

What's Happening on Campus

The American Ethnic Studies Program proudly presents:
The Attack on Critical Race Theory and Anti-Racist Education - A Talk with Tim Wise



Thursday, March 7, 2024
6:00-8:00 p.m.
Main Dining Room Building 9000, PUB
 16101 Greenwood Avenue N., Shoreline, WA 98133

Please join us for a thought-provoking evening with Tim Wise, one of the Nation's foremost anti-racist educators as he discusses the current state of anti-racist education in the U.S.

Presented by:
 SCC American Ethnic Studies Program with support from the Office of DEIA, The W.A.V.E.S. Program and the Multicultural Center



bit.ly/tim-wise-flyer-1

www.shoreline.edu

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SHORELINE COMMUNITY COLLEGE MUSIC DEPARTMENT PRESENTS



FARAWAY PLACES

SHORELINE CONCERT BAND
 WINTER QUARTER CONCERT

MARCH 18TH, 2024
 7:30PM
 SHORECREST PERFORMING ARTS CENTER
 15343 25TH AVE NE, SHORELINE, WA
 FREE ADMISSION

FEATURING MUSIC BY:
 VIET CHUNG
 CHANG SH KIM
 JULIE GIROUX
 ROBERT W SMITH
 CHRISTOPHER M NELSON
 ZAHNE TEXIDOR



ROCK ENSEMBLE



FREE ADMISSION

★ ★ **FRIDAY, MARCH 15** ★ ★

12-1:30 pm
Music Building (800)
Room 818



STUDENT SHOWCASE

FRIDAY, MARCH 8
12:30-1:30PM
MUSIC BUILDING
ROOM 818



Continuing Education
 Spring 2024 Classes
 Unlock Your Potential, Enrich Your Life



Continuing Education offers online and on-campus courses taught by passionate educators and local experts. Classes begin throughout the quarter and are fun, easy, and affordable!

Classes for Spring quarter include:

- Advanced Drawing
- Athletics: Tai Chi, Pickleball, Weight Training/Cardio Fitness & Yoga
- Before You Go: End of Life Planning Workshop
- Card Making with Dried flowers & botanicals
- Cascade Music - Adult & Youth Piano
- Computer Basics
- CPR, AED & Basic First Aid Training
- Dandyon Youth Performers
- Flower Pressing
- Garden Series: Flower Gardens for 4 seasons
- Intro to Excel Spreadsheets
- Personal Safety & Awareness
- Photography Series: Let there be Light & Night Photography
- Podcasting 101
- Spanish, Chinese and Japanese Language
- Traditional Calligraphy & Italic Script
- Wine Sensory Experiences
- ...and more!

Register now!
 shoreline.edu/continuing-ed

Summer Youth Camps open for registration March 1, 2024



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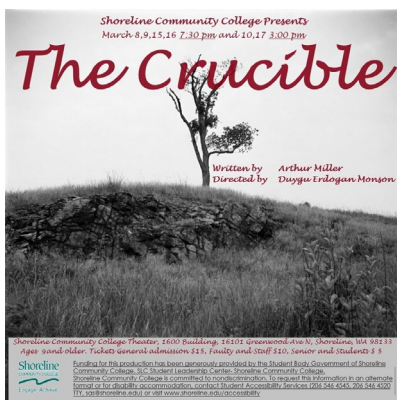
TIE-BREAKER GAME
CHAMPIONSHIP QUALIFIER

Men's Basketball v. Peninsula
 Sat. 3/2 @ 2pm | Gym 3000

Shoreline Community College Presents
 March 8, 9, 15, 16 7:30 pm and 10, 17 3:00 pm

The Crucible

Written by Arthur Miller
 Directed by Dayna Erlogyan-Manson

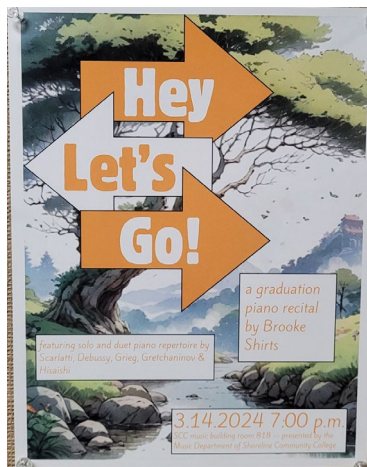


Shoreline Community College Theater, 1600 Building, 16101 Greenwood Ave N., Shoreline, WA 98133
 Ages: 16 and older. Tickets general admission \$15, Faculty and Staff \$10, Senior and Students \$ 5

Funding for this production has been generously provided by the Student Body Government of Shoreline Community College, the Student Leadership Center, Shoreline Community College, Shoreline Community College, and the Shoreline Community College Foundation. To request this information in an alternate format or for disability accommodation, contact Student Accessibility Services (206) 546-6545, usd@shoreline.edu or visit www.shoreline.edu/accessibility.

Hey Let's Go!

a graduation piano recital by Brooke Shirts



Featuring solo and duet piano repertoire by Liszt, Debussy, Grieg, Glinka, Chopin, and Beethoven

3.14.2024 7:00 p.m.
 100 Music Building room 818 - presented by the Music Department of Shoreline Community College



SNARKY ENSEMBLE

Friday, March 15
 2-2:30pm
 Music Building (800)
 Room 818





Community Colleges for International Development
Local Access • Global Opportunities

Dr. Jack Kahn, President
Shoreline Community College
16101 Green Avenue North
Shoreline, WA 98133

March 1, 2024

Dear Dr. Kahn,

Welcome to the Board of Directors of Community Colleges for International Development (CCID). As the Executive Director of CCID, I am delighted to have you as part of our organization, pursuant to the Board of Directors' recent vote to add Shoreline Community College as a fellow Board Member.

You will receive the full Board Meeting Minutes from our last gathering on February 24, 2024.

As the President of a CCID Board Member college, you will be making a clear commitment to enhancing international programs at your institution while supporting like-minded efforts at institutions worldwide.



President Kahn/Shoreline Community College elected to CCID's board!

Danish high school students return to Shoreline for short-term program



The Sir Cyril Taylor Memorial Scholarship Institutional Recipients Announced

AIRC is excited to announce the new institutional recipients of [The Sir Cyril Taylor Memorial Scholarship for Study in the United States](#), a scholarship program for underrepresented or disadvantaged students from the United Kingdom to study in the United States in its second year award cycle. Each of the institutions has demonstrated their commitment to the mission and purpose of the award and will be utilizing the funding to enroll students at their institution during the 2024-2025 academic year. Thank you to the AIRC Institutional Application Reviewers for selecting an outstanding

Shoreline receives the Sir Cyril Taylor Memorial grant



Shoreline's international students display their cultures and traditions at the 2024 Global Showcase

Shoreline's Colleen Ferguson takes the lead in planning the WCCCSA consortium's (WA state's study abroad consortium) new Costa Rica program



Leadership Team

<p>Jennifer Evanuk</p>  <p>Georgia State University Chair, International Education Leadership Knowledge Community</p> <p><small>Jennifer Evanuk is the Senior Director of International Initiatives and Deputy SIO at</small></p>	<p>Samira Pardanan</p>  <p>Shoreline Community College Chair-Elect, International Education Leadership Knowledge Community</p> <p><small>Samira Pardanan leads a comprehensive international education department at</small></p>	<p>Kate Jennings</p>  <p>Jennings International Education Leadership & Training Past Chair, International Education Leadership Knowledge Community</p> <p><small>Kate Jennings has over two decades of</small></p>
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AVP Pardanan begins her elected leadership term at NAFSA, the world's largest international education association



Connections and Outreach



Spring 2024

Daily Enrollment - New Allocation Model (ENRALLOC)

This report shows current FTES (full-time equivalent students) enrolled to date in the selected registration quarter. One Full-Time Equivalent Student (FTEs) is the equivalent of one student enrolled for 15 community college credits per quarter. Final FTEs from the previous year quarter are provided for comparison.

First day to Enroll:		Monday, February 26, 2024
First Day of Classes Spring 2024:		Wednesday, April 3, 2024
Date:		Thursday, March 21, 2024
Census Date:		Tuesday, April 16, 2024
First day to enroll last year		Tuesday, February 21, 2023

FTEs per funding source	Friday, March 15, 2024 ~ Current Qtr (Spring 2024)	Last Year Same Enrollment Date (Spring 2023)	Percent Change
State-Supported	1441	1474	-2.21%
International Contract	425	424	0.17%
Running Start	156	67	133.28%
Center for Education and Career Opportunities (CECO)	61	40	53.25%
Other	0	3	-92.33%
Total	2084	2008	3.78%

FTEs per funding source	Friday, March 15, 2024 ~ Current Qtr (Spring 2024)	Last Year Final (Spring 2023)	Percent Change
State-Supported	1441	2398	-39.88%
International Contract	425	634	-33.06%
Running Start	156	221	-29.19%
Center for Education and Career Opportunities (CECO)	61	96	-36.08%
Other	0	18	-98.70%
Total	2084	3366	-38.09%

DEPARTMENTAL UPDATES

Our team continues to develop the Strategic Plan for the Outreach & Recruitment department, identifying areas where this team can contribute to the ongoing development of Shoreline's Strategic Enrollment Management. We continue to work on building collaboration between our department and the different academic departments to develop strategies in providing more visibility of our programs to students at local and community events.

Liam O'Connor is also going to be transitioning from the Outreach & Recruitment department to the Workforce Department on a temporary contract and will not be performing his normal roles and responsibilities with Outreach & Recruitment until the beginning of the Summer 2024 term.

OUTREACH EFFORTS

Amy Stapleton led many tours in February. North Creek High School in Bothell brought 40 AVID students for an engaging tour on February 12. They enjoyed seeing the possibilities for them in the new Cedar Building and all areas of study. Amy also assisted the DECA students and others in the planning and logistics of hosting the Pacific Northwest DECA Competition on February 23 & 24. It was inspiring to see students from all over the state competing in this competition on campus.

On February 24, we also participated in the 'Lantern Lighting Festival, Celebrating the Lunar New Year'. This event was sponsored by ShoreLake Arts and the City of Shoreline. The college provided an art project, making traditional flags. Our Chinese Culture Club students performed the Dragons Dance. It was amazing!

Liam O'Connor, our Adult Learner Outreach Recruiter, has been connecting with local community-based organizations and businesses to share about Workforce Education and professional-technical programs available at SCC. He recently met with the Family Works program through Seattle Public Schools, which connects families with employment and education support services such as those offered through SCC and Workforce Education. Liam shared SCC information with employers at the Opportunity Center for Employment and Education (OCE&E) career fair, in addition to regular tabling at Ballard Food Bank, Hopelink, and local libraries. He also participated in a Biotech/manufacturing info session in the new Cedar building, sharing about tuition funding sources with potential students.

Katie Rousso, has assisted several high school students at both Shorewood and Shorecrest. She has continued to support students at the high school level, specifically with program exploration, as well as students at the college-level, specifically with registration for Winter, and just general prep for Winter Quarter. She continues to meet with students at the high school level, targeting FAFSA completion and applying for SCC, along with other community colleges. She also continues to prep for the SOAR event happening on May 21st and 23rd and has conducted several meetings with department members and campus partners to make sure that this event is ready in the coming months.

Foundation Updates

The Foundation is completing its Spring Quarter Scholarship applications review and awards this week. The window for annual scholarships is open and students are encouraged to apply at <https://shoreline.awardspring.com>

We are seeking scholarship evaluators. Reading and evaluating student scholarships is a rewarding experience. Many SCC scholarship applicants have overcome long odds and personal hardship during their educational journey. Reading their stories is an honor. If you would like to volunteer to evaluate scholarships, please contact Michelle Cimaroli, mcimaroli@shoreline.edu

The Foundation has recently assembled a Scholarship Committee made up of SCC faculty, staff, Foundation board members, and community members. The purpose of the committee is to engage campus partners in the process, evaluation and awarding of Foundation scholarships. The committee will also help review our process and systems with a DEIA lens. The first committee meeting is 3/14.

The foundation was honored to participate in two campus events in March. The first was the Student Art Exhibit, where we provided funds for student artist awards. We were also able to select 2 student artists to show in our soon to be constructed *Foundation Gallery of Honor*. The second event was the Tim Wise event, which was funded in part through innovation grants provided by the Foundation. It was wonderful to help the Ethnic Studies Department with event logistics and invite our donors and board members to attend the event.

The Foundation continues to rebuild its financial reporting systems that were lost during ransomware. This process has been complicated and difficult due to the lack of resources, subject experts, and people-hours available to address it. I am hopeful that fund account balances and reporting will be restored by the end of April.

Human Resources Updates

HR is in the process of recruitment for new Title IX/EEO Coordinator and HR-Manager positions with recruitments scheduled across the remainder of Winter into Spring quarters. Stay tuned for more updates on these critical positions with campus-wide impact.

With the 2023 Admin 360 Evaluation process complete, HR has solicited feedback from the campus community as part of the assessment loop related to ongoing process improvements. Feedback from the classified and faculty union has also been requested with the responses from all three groups used to shape updates to the 2024 Admin evals procedure.

The College's 2024 Day of Learning event scheduled for May 3rd is fast approaching. This year's theme will be centered around the theme of "Employee Engagement" within the context of creating community at work and expanding professional development opportunities in support of increased employee retention. In addition to the campus-wide learning opportunities, the College will also be celebrating employee anniversary milestones during the lunch hour for this event. A total of 1,215 years across 80 employees are scheduled for recognition.

A Shoreline Shout-out to the Health Occupations and Nursing Division

Recently, Dean M. Burroughs retired from the College as well as FPC J. Reiland. Prof. LeAnn DeLuna and now Faculty Program Coordinator and tenure-track instructor Emily Howerter have stepped up to the call for program leadership in Nursing during a turbulent time for the College, the Division, and the discipline. The entire Health Occupations Division has overcome great adversity and continues to strive for excellence and show up for our students and each other. An inspiring group of faculty and staff with big hearts. Submitted anonymously.

The graphic features the Shoreline Community College logo on the left. To its right, the text reads "Winter Quarter IMPORTANT DATES". Below this, the calendar is organized by month with yellow calendar icons and corresponding dates and events:

Month	Date	Event
January	8	First Day of Instruction
January	15	Campus Closed
February	19	Campus Closed
March	18	Last Day of Instruction
March	20-22	Final Exams
March	27	Grades Available

Important Dates:

- [Employee Calendar](#)
- [College Calendar](#)
- [Academic Calendar](#)

Important College Updates (DAAG)

- [Campus Updates 3/1/24](#)
- [Save the Date for Vice President of Instruction Campus Open Forum](#)
- [Mark Your Calendars! Important Commencement Info](#)
- [2024 Planning Memo- Instruction](#)
- [Campus Updates 3/8/24](#)
- [Incident Report 3/12/24](#)
- [Campus Updates 3/15/24](#)

Important Dates & Updates

SHORELINE COMMUNITY COLLEGE

**2023-24 Operating Budget and Year-to-Date Revenues and Expenses
As of February 29, 2024**

	2023-24 Budget	Year-to-Date Actuals at 2/29/2024	Percent of Total Budget
Operating Revenues			
State Operating Appropriations	\$ 37,722,364	\$ 21,702,591	57.5%
Operating Tuition	8,776,901	7,268,947	82.8% (1),(2)
International Education reimbursement of Operating Budget expenditures	4,895,681	2,447,838	50.0%
Running Start reimbursement of Operating Budget expenditures	1,863,620	931,812	50.0%
CECO reimbursement of Operating Budget expenditures	473,048	236,526	50.0%
CEP	150,000	75,000	50.0%
Total Revenues	\$ 53,881,615	\$ 32,662,715	60.6%
Expenses			
Exempt Employee Salaries and Wages	\$ 5,945,584	3,630,039	61.1% (3)
Full-Time Faculty Salaries and Wages	11,334,725	5,961,896	52.6% (4)
Part-Time Faculty Salaries and Wages	9,652,752	4,754,571	49.3%
Classified Employee Salaries and Wages	6,984,585	3,995,119	57.2%
Hourly, Students and Others Wages	1,128,927	732,211	64.9%
Employee Benefits	10,929,493	5,918,652	54.2%
Personal Services Contracts	568,226	536,361	94.4% (5)
Goods and Services	4,377,387	2,512,124	57.4%
Travel	356,106	81,300	22.8%
Capital Outlays - Fixed Assets	663,906	255,554	38.5%
Computers and Related Hardware	106,289	92,658	87.2%
Client Services and Financial Aid	1,063,635	801,055	75.3%
Debt Service	770,000	-	0.0% (6)
Subtotal	53,881,615	29,271,539	54.3%
Intra Agency Reimbursements	-	-	
Total Expenditures	\$ 53,881,615	\$ 32,662,715	60.6%
Surplus (Deficit)	\$ -	\$ 3,391,176	

Notes:

- (1) 2023-24 Tution Revenue Budget based upon flat enrollment projection of 12,037 Quarterly FTE or 4,012 Annualized FTE.
- (2) 2023-24 Actual Enrollment through 3/7/2024: 10,116 Quarterly FTE or 3,372 Annualized FTE.
- (3) Number of Employees at 2/29/2024: Full-time: 376, Part-time: 249, Workstudy / Student: 148, Total: 773.
- (4) Does not include Compensation Bargaining or Summer "balloon" payment.
- (5) Funded by lapse salaries and benefits in vacant positions.
- (6) Debt Service Payments occur later in the fiscal year.

SHORELINE COMMUNITY COLLEGE

2023-24 Grants & Contracts Year-to-Date Revenues and Expenses As of February 29, 2024

Revenues	YTD Grants (Fund 145)	YTD Contracts (Fund 146)	Totals as of 2/29/2024
Intercollege and Interagency Charges & Reimbursements	\$ 606,655	\$ 635,706	\$ 1,242,361
Federal Grants & Contracts	543,041	-	543,041
Local Grants & Contracts		7,086,225	7,086,225
Private Grants & Contracts	-	376,216	376,216
Total Revenues	\$ 1,149,695	\$ 8,098,147	\$ 9,247,842

Expenses	YTD Grants (Fund 145)	YTD Contracts (Fund 146)	Totals as of 2/29/2024
Exempt Employee Salaries and Wages	\$ 169,393	\$ 475,747	\$ 645,140
Full-Time Faculty Salaries and Wages	64,323	247,963	312,286 (1)
Part-Time Faculty Salaries and Wages	181,691	140,954	322,645
Classified Salaries and Wages	196,272	477,247	673,519
Hourly, Students and Others Wages	58,246	87,554	145,800
Employee Benefits	217,546	493,214	710,761
Personal Services Contracts	27,141	248,206	275,346
Goods and Services	87,906	279,369	367,275
Travel	3,409	144,476	147,885
Capital Outlays - Fixed Assets	-	15,602	15,602
Computers and Related Hardware	65,244	112,470	177,715
Client Services and Financial Aid	52,146	410,725	462,870
Debt Service	-	343,636	343,636 (2)
Reimbursement of Operating Budget Expenses	-	3,691,176	3,691,176
Total Expenses	\$ 1,123,318	\$ 7,168,338	\$ 8,291,656
Surplus (Deficit)	\$ 26,378	\$ 929,809	\$ 956,186

Notes:

(1) Does not include Compensation Bargaining or Summer "balloon" payment.

(2) Payment made by Foundation.

Shoreline Community College
Statement of Net Position
As of February 29, 2024
For Internal Management Use Only- Unaudited and Unadjusted

Assets

Current Assets

Cash and cash equivalents	\$ 17,269,687
Due from State Treasurer	2,778,308
Accounts receivable, net	9,171,319
Student loans receivable, net	437,699
Interest receivable	6,676
Inventories	28,107
Total current assets	<u>29,691,797</u>

Non-Current Assets

Student loans receivable, net	160,488
Land and construction in progress	15,718,216
Capital assets, net of depreciation	59,773,590
Total non-current assets	<u>75,652,294</u>
Total Assets	<u>105,344,091</u>

Deferred Outflows

Deferred outflows related to pensions	3,386,820
Deferred outflows related to OPEB	2,486,374
	<u>5,873,194</u>

Liabilities

Current Liabilities

Accounts payable and accrued expenses	\$ 5,308,732
Compensated absences	13,978
Unamortized bond premium	180,363
Total OPEB liability	403,852
Certificates of Participation	951,396
Net pension liability	67,248
Unearned revenues	1,732
Vendor Payment Advance	337,800
Total current liabilities	<u>7,265,101</u>

Non-Current Liabilities

Compensated absences	3,400,028
Total OPEB liability	22,556,255
Certificates of Participation	29,598,071
Unamortized bond premium	3,411,865
Net pension liability	5,227,429
Total non-current liabilities	<u>64,193,648</u>
Total Liabilities	<u>71,458,750</u>

Deferred Inflows

Deferred inflows related to pensions	4,630,397
Deferred inflows related to OPEB	8,269,134
	<u>12,899,531</u>

Net Position

Net investment in capital assets	38,160,298
Restricted non-expendable	3,009
Restricted expendable	(9,765)
Unrestricted (deficit)	(11,294,536) (1)
Total Net Position	<u>\$ 26,859,005</u>

(1) The deficit in Unrestricted Net Position can be attributed to the full recognition of long-term liabilities (i.e. compensated absences payable, other postemployment benefits (OPEB) payable, and net pension liabilities) in the college's operating and contracts funds.

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF APRIL 24, 2024**

TAB 1

CONSENT AGENDA

Subject: Academic Calendars: 2025-2026; 2026-2027

Background

Two (2) academic calendars (2025-2026; 2026-2027) were presented to the Board of Trustees as a first reading at the Board's March 20, 2024 meeting.

To note:

- The **2025-2026** calendar was approved as tentative last year.
- The **2026-2027** calendar is considered a "Draft Tentative Calendar."

Recommendation

It is recommended that the Board of Trustees approve, in its consent agenda, the **2025-2026** and **2026-2027** academic calendars that were presented as a first reading at the March 20, 2024 Board of Trustees meeting.

To follow: **2025-2026; 2026-2027** academic calendars for reference.

Prepared by: David Berner, Director
April 19, 2024

SHORELINE COMMUNITY COLLEGE DISTRICT NUMBER SEVEN 2025-2026 CALENDAR

(Draft Tentative Calendar)

KEY

Shaded, bolded areas = Instructional Days

Boxed, bolded, italic numbers = Holidays

() Faculty Prep Days

< > Exam Days

○ Grades Due

[] First/Last Day Instruction

— FT Faculty Contract Days

* Campus closed

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

WINTER QTR 2026	
INSTR	49
FAC/PREP	1
EXAMS	3
TOTAL	53

SPRING QTR 2026	
INSTR	50
FAC/PREP	1
EXAMS	3
TOTAL	54

SUMMER QTR 2026	
INSTR	30
FAC/PREP	0
EXAMS	--
TOTAL	30

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

SEPTEMBER 2025

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

MARCH

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

10/9-11/5 Drops show as W
After 11/5 Drops show as Z or NP
10/28 Last day for P/NP option

FALL QUARTER

9/1	Holiday - Campus Closed *
9/18	Opening Week Begins
9/24	Instruction Begins
11/11	Holiday - Campus Closed *
11/27 & 11/28	Holiday - Campus Closed *
12/5	Instruction Ends
12/8	Prep Day
12/9, 12/10, 12/11	Exams
12/16	Grades Due
12/25	Holiday - Campus Closed *

OCTOBER

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

APRIL

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

1/21-2/18 Drops show as W
After 2/18 Drops show as Z or NP
2/6 Last day for P/NP option

NOVEMBER

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

MAY

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

WINTER QUARTER

1/1	Holiday - Campus Closed *
1/5	Instruction Begins
1/19	Holiday - Campus Closed *
2/16	Holiday - Campus Closed *
3/16	Instruction Ends
3/17	Prep Day
3/18, 3/19, 3/20	Exams
3/24	Grades Due

DECEMBER

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

JUNE

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

4/16-5/14 Drops show as W
After 5/14 Drops show as Z or NP
5/6 Last day for P/NP option

JANUARY 2026

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

JULY

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

SPRING QUARTER

4/1	Instruction Begins
5/1	SCC Professional Development
5/25	Holiday - Campus Closed *
6/11	Instruction Ends
6/12	Prep Day
6/15, 6/16, 6/17	Exams
6/18	Commencement
6/19	Holiday - Campus Closed *
6/23	Grades Due

7/14-8/3 Drops show as W
After 8/3 Drops show as Z or NP
7/27 Last day for P/NP option

FEBRUARY

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

AUGUST

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

SUMMER QUARTER

7/1	Instruction Begins
7/3	Holiday - Campus Closed *
8/20	Instruction Ends
	(Exams on last day of class)
8/25	Grades Due

SHORELINE COMMUNITY COLLEGE DISTRICT NUMBER SEVEN 2026-2027 CALENDAR

(Draft Tentative Calendar)

KEY

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

FALL QTR 2026	
INSTR	50
FAC/PREP	1
EXAMS	3
TOTAL	54

WINTER QTR 2027	
INSTR	50
FAC/PREP	1
EXAMS	3
TOTAL	54

SPRING QTR 2027	
INSTR	50
FAC/PREP	1
EXAMS	3
TOTAL	54

SUMMER QTR 2027	
INSTR	31
FAC/PREP	0
EXAMS	--
TOTAL	31

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

SEPTEMBER 2026

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

MARCH

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

10/8 - 11/12 Drops show as W
After 11/12 Drops show as Z or NP
10/27 Last day for P/NP option

FALL QUARTER

- 9/7 Holiday - Campus Closed *
- 9/17 Opening Week Begins
- 9/23 Instruction Begins
- 11/11 Holiday - Campus Closed *
- 11/26 & 11/27 Holiday - Campus Closed *
- 12/4 Instruction Ends
- 12/7 Prep Day
- 12/8, 12/9, 12/10 Exams
- 12/15 Grades Due
- 12/25 Holiday - Campus Closed *

OCTOBER

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

APRIL

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

1/22 - 2/19 Drops show as W
After 2/19 Drops show as Z or NP
2/10 Last day for P/NP option

NOVEMBER

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

MAY

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

WINTER QUARTER

- 1/1 Holiday - Campus Closed *
- 1/6 Instruction Begins
- 1/18 Holiday - Campus Closed *
- 2/15 Holiday - Campus Closed *
- 3/18 Instruction Ends
- 3/19 Prep Day
- 3/22, 3/23, 3/24 Exams
- 3/30 Grades Due

DECEMBER

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

JUNE

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

4/22 - 5/21 Drops show as W
After 5/22 Drops show as Z or NP
5/11 Last day for P/NP option

JANUARY 2027

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

JULY

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

SPRING QUARTER

- 4/7 Instruction Begins
- 5/7 SCC Professional Development
- 5/31 Holiday - Campus Closed *
- 6/17 Instruction Ends
- 6/18 Holiday - Campus Closed *
- 6/21 Prep Day
- 6/22, 6/23, 6/24 Exams
- 6/25 Commencement**
- 6/29 Grades Due

FEBRUARY

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

AUGUST

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

7/16 - 8/2 Drops show as W
After 8/2 Drops show as Z or NP
7/29 Last day for P/NP option

SUMMER QUARTER

- 7/5 Holiday - Campus Closed *
- 7/6 Instruction Begins
- 8/26 Instruction Ends
- (Exams on last day of class)
- 8/31 Grades Due

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF APRIL 24, 2024**

TAB 2

ACTION

Subject: Fee Proposals for FY 2024-2025 — Instruction: Student Fees

Background

Proposed changes to student fees for FY 2024-2025 were presented to the Board of Trustees as a first reading at the Board's March 20, 2024 meeting.

Note: These fees apply to specific courses, programs, or services.

1. PROPOSED ADDITION OF FEES – BIOMANUFACTURING PROGRAM
2. PROPOSED INCREASE OF FEES – CLEAN ENERGY TECHNOLOGY (CET) PROGRAM
3. PROPOSED INCREASE OF FEES – CHEMISTRY LAB
4. PROPOSED ADDITION OF FEES – ENVIRONMENTAL SCIENCE LAB
5. PROPOSED ADDITION OF FEES – HEALTH INFORMATICS & INFORMATION TECHNOLOGY (HIIM) CODING LAB
6. PROPOSED ADDITION OF FEES – MEDICAL LABORATORY TECHNOLOGY (MLT) LAB

Recommendation

It is recommended that the Board of Trustees approve, in its consent agenda, the proposed changes to student fees for FY 2024-2025 that were presented as a first reading at the March 20, 2024 Board of Trustees meeting.

To follow: Fee proposals 1-6 for FY 2024-2025 for reference.

Prepared by: Lucas Rucks, Ed.D., Acting Vice President for Instruction
April 19, 2024

Memo

To: Dalila Paredes, Executive Dean of STEM
From: Rachel Rawle, Biotechnology FPC
Date: 01 March 2024
Re: Addition of fees for BIOL 245 & 247

ADDITION OF LAB FEES FOR BIOMANUFACTURING COURSES BIOL 245 & 247

Background

Our biomanufacturing lab courses require specialized materials, reagents, and equipment that are expensive but required to properly train students for the workforce. Two of our newer biomanufacturing courses, BIOL 245 and 247, have had no fees associated with them prior to now. We are requesting to add a lab fee of \$60.50 to each of these courses. This is for two primary reasons: 1) the cost of the lab supplies used in these courses is high (e.g. sterile gowning materials) and 2) we have increased the number of in-person lab classes for these two courses at the request of our industry partners. The dollar amount we are requesting to add is the same as our other biotechnology and biomanufacturing lab courses.

It is also important to note that the tuition and fees for students who take these courses are typically covered by our industry partners, so it should not impose an additional cost to our students.

Request

Beginning in Fall 2024, we would like to add lab fees for the following courses:

Course: BIOL 245, 247

Fee: \$60.50

Memo

To: Dalila Paredes, Executive Dean of STEM
From: Lindsey Virdeh, Instructor Pro-Rata, Clean Energy Technology and Entrepreneurship
Date: February 29, 2024
Re: Clean Energy Technology and Entrepreneurship Course Fee Increases

CLEAN ENERGY TECHNOLOGY FEE INCREASE

Background

The Clean Energy Technology and Entrepreneurship Program has maintained the same course fees for over ten years. As a result, our program budget reflects our low course fees, which prevents us from purchasing equipment, curriculum, or providing services to students to keep our program relevant to the industry, and students ready for the workforce. To provide our students with the best education possible, including more hands-on learning with the latest industry-approved equipment, industry-recognized curriculum, and annual fees to be a testing provider for the NABCEP exam, a nationally recognized Photovoltaic Associate credential, we need to increase our course fees to increase our program budget.

Request

This request proposes increasing all online courses to \$15.00 per course, and all hybrid courses to \$25.00 per course, starting in Fall 2024.

Courses: NRG 101, NRG 102, NRG 104, NRG 180, NRG 162, NRG 202, NRG 290.

Fee: \$15.00

Courses: NRG 120, NRG 220, NRG 163, NRG 200, NRG 181, NRG 225.

Fee: \$25.00

Memo

To: Dalila Paredes, Executive Dean of STEM
From: David Phippen, Chemistry FPC
Date: 29 February 2024
Re: Chemistry Lab Fee Increases

CHEMISTRY LAB FEE INCREASES

Background

Chemistry laboratories, requiring specialized equipment and chemicals, are inherently expensive to run and maintain. Shoreline's Chemistry program has always regarded high lab fees as a potential barrier for underrepresented students wanting to access STEM education. This is why we have the lowest lab fees compared to other 2- and 4-year institutions in the region. While we have tried to keep our lab fees low, we now need to bring our lab fees into closer alignment with the actual cost of running the chemical experiments to engage and train students in proper lab theory and techniques. These requests still will keep Shoreline's Chemistry lab fees the lowest in the region.

In addition, the upper-level organic labs require more expensive glassware and chemicals which necessitates a higher lab fee structure for those courses.

Request

Starting in Fall 2024, the Chemistry Program would like to increase our lab fees for Intro and General Chemistry labs to \$25, and for Organic labs to \$35

Courses: CHEM& 110, 121, 131; and CHEM 181, 182, 183

Fee: \$25

Courses: CHEM 271, 272, 273

Fee: \$35

Memo

To: Dalila Paredes, Executive Dean of STEM
From: Matthew Loper, Professor of Biology & Environmental Science
Date: March 1st, 2024
Re: Environmental Science Lab Fee increase

ENVIRONMENTAL SCIENCE LAB FEE INCREASE

Background

Environmental Science courses have been using a set of online laboratory exercises made by the company SimBio, that specializes in lab simulations on a variety of topics (evolution, ecosystem dynamics, water pollution, etc.). These simulations incorporate tutorial-based exercises that give students excellent experience in applying the scientific method to different scientific models. These simulations have been instrumental in supplementing our in-person lab exercises for hybrid courses and as well as totally online sections that utilize self-guided field trips in addition to online labs. Initially, students were asked to pay the cost for these exercises, but we transitioned to a model where we have been using lab fees to cover the costs to reduce the financial burden which disproportionately impacts low-income students' access to STEM education. The cost of \$7.50 per exercise is not sustainable to be covered by our current lab fee of \$16.50, as we use between 3-4 online labs per quarter.

Request: Starting in Fall, 2024, we would like to increase the lab fee for Environmental Science from \$16.50 to \$25.50

Course: ENVS&101

Fee: \$25.50

Memo

To: Lucas Rucks
From: Melanie Meyer
Date: 2/05/2024
Re: Health Informatica & Information Management (HIIM) Coding Lab Fee

NEW – HIIM CODING LAB FEE

Background

HIIM coding students require use of coding applications to complete their assignments. We currently have the bookstore purchase these subscriptions which are then significantly marked up. The process with the bookstore has not worked effectively in the past and we would like to change to using a standard course fee for the required subscription. We will then purchase the subscriptions directly from the American Health Information Management Association (AHIMA) and make them available to students in the class.

Request

Course: HIIM 171 (offered in winter quarter)

Subscription: AHIMA VLab Medical Coder Package (1 year subscription)

Fee: \$75

We would like to request adding this fee to starting in Winter Quarter 2024.

Please let me know if you need anything further to move forward with this request.

Memo

To: Lucas Rucks
From: Esther Lim
Date: 3/11/2024
Re: Medical Laboratory Technology Program (MLT) Student Lab Fee

NEW - MLT STUDENT LAB FEE

Background

MLT program had historically operated with expired items and out of date instrumentations. In May 2023, the MLT program endured the loss of most supplies and equipment (laboratory analyzers, computers, printers, reagents, and other supplies) in the student laboratory due to the 2600 building fire. We did have some virtual simulations to make up for some of the lab we had to cancel, and we will continue to use these subscriptions for prelab and supplemental purposes in the curriculum. Additionally, the MLT program moved into the new Cedar building and updated with all new equipment to keep it current and in alignment with the technology used in the clinical lab industry. The upgraded analyzers and equipment require in date reagents and other cartridges/discs for operations and maintenance. This benefits students as they become familiar with the current technologies and ultimately have the technical acumen and dexterity for a successful employment post-graduation.

Request

Course: MLT 231, 232, 234, 235, and 236

Fee: Increase to \$175 per student.

The current student fees for MLT student labs are set at \$150 and this did not account for the virtual simulation subscriptions or for the new equipment acquired post 2600 building fire. The new equipment consumables and other laboratory procedure supplies, along with the virtual simulation subscriptions come to a total of +\$27,000 to operate and teach the curriculum, which averages out to about ~\$188 per student. We request that the student lab fee be increased from \$150 per student to \$175 per student for MLT 231, 232, 234, 235, and 236.

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF APRIL 24, 2024**

TAB 3

ACTION

Subject: Exceptional Faculty Award(s) Amount(s)

Background

Shoreline Community College has annually recognized one or more faculty member(s) through the Exceptional Faculty Award Program. Established in 1998 with funds from the State Board for Community and Technical Colleges, the Shoreline Community College Foundation Exceptional Faculty Award endowment, is used for exceptional faculty awards pursuant to [RCW 28B.50.844](#). The endowment established by these funds is used to annually recognize exceptional faculty at Shoreline Community College.

[WAC 131-16-450](#)

(g) The process for determining awards shall be subject to collective bargaining, except that the amount of individual awards and the recipient(s) shall be determined by the district board of trustees.

(h) Only individuals, groups, or the faculty as a whole, who hold faculty assignments as defined by [RCW 28B.52.020\(2\)](#) shall be eligible to receive awards under this section.

Proposal:

1. To grant up to three (3) individual faculty, who hold faculty assignments as defined by [RCW 28B.52.020\(2\)](#), an award amount of \$1,000 (one-thousand dollars) each and;
2. To grant up to one (1) group who hold faculty assignments as defined by [RCW 28B.52.020\(2\)](#), an award amount of \$5,000 (five-thousand dollars).

Recommendation

It is recommended that the Board of Trustees approve proposals 1 and 2 as denoted above.

Prepared by: Wendy Coates, Executive Director
April 19, 2024