

**SHORELINE COMMUNITY COLLEGE
BOARD OF TRUSTEES REGULAR MEETING OF JUNE 26, 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.	DEI Survey Results & Next Steps with Hanover Research	<i>Jack Kahn, 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 •Special Meeting of 2024 May 21 •Regular Meeting of 2024 May 22 b. Board of Trustees 2025 Regular Meeting Schedule	<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 June 26, 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 June 26, 2024. The Board Chair will call upon each speaker signed up to provide public comment. The total public comment period at the June 26, 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 June 26, 2024 meeting, please send written public comment to Board Secretary Lori Yonemitsu at lyonemitsu@shoreline.edu following the June 26, 2024 meeting.)	<i>Chair Rebecca Chan</i>	
5.	Action: FY 2024-2025 College Operating, Grants, and Contracts Budget	<i>Joe Mazur, Vice President</i>	2
6.	Action: FY 2024-2025 Services & Activities (S&A) Budget	<i>Sundi Musnicki, Director</i>	3
7.	Action: Ratify Agreement By and Between The Board of Trustees Of Shoreline Community College District Number VII and the Shoreline Community College Federation of Teachers, Local No. 1950, AFT Washington/AFT/AFL-CIO (Effective: July 1, 2024 - June 30, 2027)	<i>Lucas Rucks, Acting Vice President & Trevor Pelletier, Professor & SCCFT Treasurer</i>	4

8.	Action: Signing of City of Shoreline Declaration of Covenant For Maintenance and Inspection of Stormwater Facilities and/or BMPs by Grantor(s) Shoreline Community College	<i>Joe Mazur, Vice President</i>	5
9.	Constituent Report: Shoreline Classified Staff (WFSE) (5 minutes)	<i>Norah Peters, WFSE Chief Shop Steward</i>	
10.	Constituent Report: Shoreline Faculty (SCCFT) (5 minutes)	<i>Kristine Petesch, SCCFT President</i>	
11.	Constituent Report: Shoreline Faculty Senate (5 minutes)	<i>Jessica Strickland, Faculty Senate Chair</i>	
12.	Report: College President & Executive Team Representatives (5 minutes) <ul style="list-style-type: none"> • Lucas Rucks, Acting Vice President (Instruction) • Ryan Aiello, Vice President (Student Services) • Ernest Johnson, Acting Vice President (Diversity, Equity, Inclusion & Accessibility) • Veronica Zura, Executive Director (Human Resources) 	<i>Jack Kahn, President</i>	
13.	Report: Accreditation (5 minutes)	<i>Ann Garnsey-Harter, Associate Vice President</i>	
14.	Report: Finance & Budget (10 minutes)	<i>Joe Mazur, Vice President</i>	
15.	Action: Parking Services and Operations Plan	<i>Joe Mazur, Vice President</i>	6
16.	Action: President's COLA Amendment	<i>Chair Rebecca Chan</i>	
17.	Action: Elect Board of Trustees Officers (2024-2025) • Chair • Vice Chair	<i>Chair Rebecca Chan & Trustees</i>	7
18.	Waves of Gratitude	<i>Jack Kahn, President</i>	
19.	Report: Closing Remarks – Board of Trustees	<i>Trustees</i>	
20.	Executive Session pursuant to: • RCW 42.30.110(1)(i) • RCW 42.30.110(1)(g)	<i>Chair Rebecca Chan</i>	
21.	Action: Adjournment	<i>Chair Rebecca Chan</i>	

The May 21, 2024 special meeting was held via hybrid modality.

- In-person: Small Conference Room (#1004M)-Building 1000
 - Remotely:
 - Via link: <https://us02web.zoom.us/j/88349708605>
 - Via telephone: (253) 215-8782 • Meeting ID: 883 4970 8605
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MINUTES

The special meeting of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Rebecca Chan at 4:01 PM. A quorum of the Board was present.

MEMBERS PRESENT

Trustees Rebecca Chan, Eben Pabee, Rebecca Ringer, and James (Jamie) Stark were present either in-person or remotely.

COMMUNICATION FROM THE PUBLIC

Per the agenda for the May 21, 2024 special 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 outside the Small Conference Room (#1004M) between 3:45 PM–4:00 PM on May 21, 2024.

-For attendees connecting online: Please sign up to provide a public comment via the Chat function in Zoom between 3:45 PM–4:00 PM on May 21, 2024.

The Board Chair will call upon each speaker signed up to provide public comment. The total public comment period at the May 21, 2024 meeting will be no more than six (6) minutes with up to two (2) minutes allotted per speaker. Adjustments to the two (2) minute allotment will be made if more than three (3) individuals sign up to speak. (For the entering of a public comment into the record and attaching to the minutes of the May 21, 2024 meeting, please send written public comment to Board Secretary Lori Yonemitsu at lyonemitsu@shoreline.edu following the May 21, 2024 meeting.)

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

EXECUTIVE SESSION

At 4:01 PM, Chair Chan announced that the Board would “convene in executive session until 5:35 PM or as extended by the Board to “review the performance of public employees pursuant to RCW 42.30.110.(1)(g).”

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) for the executive session and were joined by trustees attending remotely, via virtual meeting.

The executive session commenced at 4:05 PM.

The Board reconvened in open session at 5:35 PM.

ADJOURNMENT

Motion 24:23: Motion made by Trustee Ringer 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 5:35 PM.

Signed _____
Rebecca Chan, Chair

Attest: June 26, 2024

Lori Y. Yonemitsu, Secretary

The May 22, 2024 study and regular sessions were held via hybrid modality.

- In-person: Board Room (#1010M)-Building 1000
 - 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 Chair Chan at 3:30 PM. A quorum of the Board was present.

FY 2024-2025 COLLEGE OPERATING BUDGET

Business & Administrative Services Vice President Joe Mazur, along with President Kahn, went over the [draft 2024-25 Budget proposal](#) and the budget development process.

FY 2024-2025 SERVICES & ACTIVITIES (S&A) BUDGET

ASG Budget & Finance Officer Jessie Chan and ASG President Lina Chung presented the [Services & Activities Fee Budget Allocation Proposal 2024-2025](#).

ADJOURNMENT OF STUDY SESSION

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

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

Chair Chan adjourned the study session at 4:22 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 Chan at 4:31 PM. A quorum of the Board was present.

MEMBERS PRESENT

Trustees Rebecca Chan, Rebecca Ringer, James (Jamie) Stark, and Kim Wells were present in-person.

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

REPORT: CHAIR, BOARD OF TRUSTEES

Chair Chan's [report](#) highlighted the work of the Shoreline School District's Strategic Planning Team and noted that the team presented its "goals, initial actions, and indicators to the school board" and her attendance at the May 21st career fair on campus.

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 April 24

Motion 24:25: Motion made by Trustee Wells to approve the consent agenda.

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 May 22, 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 Board Room (#1010M) between 4:15 PM–4:30 PM on May 22, 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 May 22, 2024.

The Board Chair will call upon each speaker signed up to provide public comment. The total public comment period at the May 22, 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 May 22, 2024 meeting, please send written public comment to Board Secretary Lori Yonemitsu at lyonemitsu@shoreline.edu following the May 22, 2024 meeting.)

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

ACTION: RENEWAL OF FIRST YEAR TENURE TRACK FACULTY CANDIDATE

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

First Year Tenure Track Faculty Candidate

1. Raphael Smither

Motion 24:26: Motion made by Trustee Ringer to continue probation of first year

candidate Raphael Smither.

Motion seconded by Trustee Stark. 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. Caitlin Maxwell
2. Kayleen Kondrack-Caranto
3. Lauren Valentino Bryant

Motion 24:27: Motion made by Trustee Ringer to award tenure to third year candidates Caitlin Maxwell, Kayleen Kondrack-Caranto, and Lauren Valentino Bryant.

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

REPORT: 2024 ALL-WASHINGTON ACADEMIC TEAM MEMBERS

Trustee Ringer spoke about the [All-Washington Academic Team](#) program and Shoreline Community College's 2024 All-Washington Academic Team members.

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

CONSTITUENT REPORT: SHORELINE ASSOCIATED STUDENT GOVERNMENT

Associated Student Government (ASG) President Lina Chung read a [report](#) (attached) on behalf of Student Life.

CONSTITUENT REPORT: SHORELINE CLASSIFIED STAFF (WFSE)

Program Specialist 2/Loan Specialist and Classified Staff Union/WFSE Local 304 Assistant Chief Shop Steward Tirzah Williamson read the Classified Staff Union's [report](#) (attached).

CONSTITUENT REPORT: SHORELINE FACULTY (SCCFT)

Professor and SCCFT Local 1950 Union 2nd Vice President DuValle Daniel read the SCCFT's [report](#) (attached).

CONSTITUENT REPORT: SHORELINE FACULTY SENATE

Faculty member and Faculty Senate Chair Jessica Strickland went over the [Faculty Senate Council Statement to the Board of Trustees](#) (attached).

REPORT: COLLEGE PRESIDENT & EXECUTIVE TEAM REPRESENTATIVES

The [report](#) from the College President & Executive Team Representatives included reports from Acting Vice President of Instruction Lucas Rucks and President Kahn. (Written May 2024 Report to the Board attached.)

Acting Vice President Rucks [recognized Professor Larry Clarke](#), who has been at Shoreline Community College for fifty-five years! Professor Clarke was presented with a framed photograph of him receiving a standing ovation from the campus community at the May 3, 2024 Day of Learning.

REPORT: ACCREDITATION

Planning, Institutional Effectiveness & Project Management Associate Vice President Ann Garnsey-Harter's [accreditation report](#) included a summary of the report from the evaluation team who conducted the accreditation mid-cycle visit in April 2024.

REPORT: FINANCE & BUDGET

Business & Administrative Services Vice President Joe Mazur's [report](#) included an overview of the following documents: [2023-24 Operating Budget and Year-to-Date Revenues and Expenses as of April 30, 2024](#) and the [2023-2024 Grants & Contracts Year-to-Date Revenues and Expenses as of April 30, 2024](#).

FIRST READING: BOARD OF TRUSTEES 2025 REGULAR MEETING SCHEDULE

The Board conducted a [first reading](#) of the proposed regular meeting schedule for calendar year 2025. Request: To schedule the October 2025 regular meeting on Wednesday, October 29, 2025 instead of on Wednesday, October 22, 2025 due to conflicts with the annual Association of Community College Trustees (ACCT) Leadership Congress.

WAVES OF GRATITUDE

President Kahn [extended his Waves of Gratitude to ASG President Lina Chung](#), a "great advocate for the students."

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

There were no closing remarks from the Board.

EXECUTIVE SESSION

At 5:48 PM, Chair Chan [announced](#) that the Board would “convene in executive session for 30 minutes or as extended by the Board to:

- Discuss matters pertaining to collective bargaining pursuant to RCW 42.30.140.(4)(a); 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 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 Board has the option of acting on an emergent item, if necessary, or to adjourn the meeting.

Trustees in attendance in-person, convened in the Central Conference Room (#1020M) in building 1000 for the executive session.

The executive session commenced at 5:52 PM.

The Board reconvened in open session in the Board Room (#1010M) in building 1000.

ADJOURNMENT

Motion 24:28: Motion made by Trustee Wells to adjourn the meeting.

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

Chair Chan adjourned the meeting at 6:23 PM.

Signed _____
Rebecca Chan, Chair

Attest: June 26, 2024

Lori Y. Yonemitsu, Secretary

Good afternoon everyone, I am Lina Chung, the Associated Student Government President. It is an honor to be here to share with you some exciting updates from Student Life.

There are a variety of events that have taken place on campus over the past few weeks that I want to highlight. Student Life hosted a Bowl & Skate Night, laser tag, and Craft & Snack event which provided students with an opportunity to take a break from their studies and relax before or after mid-terms while enjoying different activities and fun treats.

Clubs and campus offices have also hosted a broad range of events, for example:

- The Computer Science Club recently took a tour of the Microsoft campus in Redmond
- The Engineering Club & Math Club recently toured Boeing's facility in Everett
- The Multicultural Center has continued their outdoor event series, which has included hiking, camping, and indoor climbing
- The Culinary Club and The Alliance of Latin American Students have hosted cultural food workshops
- The Career Center hosted a Career Fair yesterday that featured over 50 local companies and had over 300 people in attendance. Students could learn about available positions, mingle with potential employers, and get professional headshots taken.
- The honors College hosted a poster presentation event today to showcase their student research.

And more exciting events are coming up over the next few weeks, for example:

- The Hong Kong Student Association & Taiwanese Student Association will host an end of year BBQ on May 31st.
- Student Life will host our annual SunFest from June 4th-6th featuring a petting zoo, inflatables, free food truck lunch, and more!
- Survive with Music & Entertainment will host an all-day music festival on June 5th featuring solo and group performances by members of the campus community.
- The International Club and International Education will be hosting a Prom on June 7th featuring the theme "Under the Sea".

As I mentioned at the last Board of Trustees meeting, Student Life has been actively working on hiring student staff for the upcoming year. We are looking forward to a new team who will bring their individual talents to the various positions. I am particularly excited for ASG, and excited to announce that they will be led by next year's President, Liz Ho.

As the spring quarter comes to an end, Student Life will be hosting our annual Student Leadership Awards tomorrow, May 23rd from 5:30-8:00pm in the PUB Main Dining Room. Awards will be given out in a variety of categories, including Outstanding Student Leader, Cultural Ambassador, School Spirit, Outstanding Campus Event, and more. We are excited to recognize the students, clubs, and programs that have positively impacted our campus community over the last year.

Regrettably, this will be my last Board of Trustees meeting. It has been a truly wonderful experience working with all of you. Thank you for the opportunity and for your support throughout this time.

Thank you.

Thank you, members of the board. My name is Tirzah Williamson, I am the Assistant Chief Shop Steward of the Classified Staff Union, WFSE Local 304 and I would like my comments entered into the record.

As we head to the end of one academic year and the start of another, there is an enormous amount of work being done by our classified staff. Chief Shop Steward, Norah Peters, and I have made a habit of starting our constituent reports by thanking those in admin and faculty that have made our classified work lives better, but today I want to thank and highlight our amazing staff for the Board.

I reached out to a few classified staff members this week to learn more about what has been happening beyond the confines of my office and heard about some wonderful work:

At our recent Day of Learning, held on May 3rd – Miranda Levy, from the Student Accessibility Services (SAS) office, led a presentation on Employee Accommodations, followed by a presentation on the accessibility support available to students. The SAS office staff have also been making changes to increase accessibility and build community for all. From putting together baskets of fidget toys available to students, to getting ready to begin an update to the AIM portal that will make it far more accessible for students and employees. The classified staff that make up that office are doing great things.

In the Gender Equity Center, Roberto Lopez, let me know how fantastic the River Rafting/Camping trip with staff and students went this past weekend. The weekend was led by Jamie Ardena from Student Support Services, and they took over 30 students to Lake Wenatchee State Park and had a great community building time together in nature. I also know that the Gender Equity Center, under Roberto's lead, has been planning for upcoming Pride events and working on supporting both students and employees through a trying political climate that has already brought us one anti-trans group to campus and will likely bring a wide variety of opinions as we get closer to the election.

The classified staff in Student Financials, aka the cashier's office, are making their way through end of year reconciliation, which is hard, rather unglamorous, and incredibly vital. Additionally, of the three staff that work their front line in Foss, Shobha Malawarair celebrated her 10th year and Jocelyn Lucero recently celebrated 25 years with Shoreline.

From the office I personally work in, Financial Aid, classified staff are spending hours tying up our various funding sources for fiscal year end as well as preparing for all the changes coming at us due to the FAFSA "simplification" act which has delayed FAFSA processing throughout the country.

Last, but not least, I want to mention the hard work of everyone who makes this campus function on a physical and technical level. We would be swimming in a lot of mess if it wasn't for facilities. A lot of our facilities employees work after our standard hours and are often missed at our community building events. Yet we see the evidence of their hard work every single day. Clean and functioning spaces take the (absolutely) skilled labor of many and we are so thankful for the crew we have, some of whom have been dedicated to Shoreline for the last 20 plus years. Our staff in Safety and Security are also here keeping us all safe, some at hours that find the rest of us sleeping. Finally, Technology Support Service (TSS) staff are working hard to keep us moving on the daily, from ransomware clean up down to the possibly mundane calls for assistance, they are everywhere. As someone who's desktop has gone on strike a few times this year – I am exceedingly thankful.

There are simply too many examples and too many offices to choose from when it comes to highlighting our staff. We have an amazing group of people on this campus working to make all the pieces line up so

students can succeed. While composing this statement, I was struck again with deep appreciation for all these amazing humans.

There are many needs we bring on behalf of our constituents each month and will continue to do so. It can sound canned at times, and I am sure it can be easy to start to ignore, but I need the board to understand why Norah and I and whomever comes after us as union leadership, carry on. It is for these people.

As Norah stated last month, we need support on issues of retention and succession planning. We have a lot of seasoned employees who have dedicated their working life to this college and when they leave, a huge amount of knowledge walks out the door with them. We need to support new staff by, where possible, bringing them in to learn from their predecessors before they retire. When I see the levels of work we do at Shoreline, it boggles my mind how often we leave training to chance. While we absolutely need to hear new employees when it comes to ideas of how to change and update our work, we also need to stop creating situations where we are asking people to reinvent the wheel.

Likewise, we need the issues of salaries to be continually highlighted. The reason we bring it to the board, while knowing the issue must be fought at the table with the Office of Fiscal Management, is because you have access to the ears of people in higher offices. When you have a chance to meet with anyone from Olympia, we want to believe you each, as individuals, will state that you know the staff at Shoreline work hard for their students but are struggling to afford their lives. Eventually the state needs to be embarrassed by how much they request from us and yet how little they think that should cost. Your support is vital.

Finally, we want to encourage the board to protect all our employees and students by listening to the policy suggestions that will be brought up by President of the Faculty Senate, Jessica Strickland, regarding Diversity, Equality, Equity, Inclusion, Accessibility, and Anti-Racism, Anti-Hate Speech protections. I know from conversation at the college council how restricted we are as a campus in addressing the “expressive activities”, and I certainly am in favor of freedom of speech even when that speech does not align with my own personal beliefs. I know it is a short-sighted group that cuts off freedoms when it serves them to do so, not realizing how easily the tides can turn. It wasn’t all that many years ago that I would not have been allowed to marry my wife and that along with the upcoming pride month is all due to years of fights against the people in power often through using our freedom of speech. That said, we need to do what we can to stand by our own community standards. I believe in this community of people and the work done here. I know we can do better in terms of supporting each other as we go into a potentially contentious season between now and the end of the year. Let us work together to provide ways for all employees and staff to feel like they are truly wanted and supported here, regardless of what people come to campus to say.

As always, I appreciate your time. Thank you.

Please include my comments in the minutes:

Hello, I'm DuValle Daniel. I'm the 2nd VP for the Union. Our president, Kristine, is unable to make it today and asked me to speak for our members in her place.

First, I want to congratulate Kayleen, Lauren, and Caitlen on receiving tenure. I've had the pleasure of working closely with each of them, and I can say that Shoreline is richer because they are here.

Second, I want to offer the Union's support for the Faculty Senate's DEIAAA Policy: Diversity, Equity, Inclusion, Accessibility and Anti-Racist and Anti-Hate Speech. Having just been introduced to it today, I am impressed that our faculty senate is taking on the very difficult task of supporting free speech and expression and condemning and denying hate speech. With all that is going on in our country, it is important for faculty to be proactive in protecting students and protecting our colleagues. Thank you, Jessica, for your continued fearless leadership.

Third, we've just hired a slew of new VPs. There is always some excitement that comes with new leadership at Shoreline. There is also a slight feeling of uneasiness with the unknown. Faculty are curious about what the transition plans are. No communication has been provided yet. I hope that our new leaders will have integrity, compassion, an interest in social justice, and a desire to make things better. I see this change in leadership as an opportunity to make Shoreline CC a place that we can all be proud to work at and to attend as a student. A place where DEIAAA means something and become goals to which faculty, staff, students, and administrators aspire.

I so enjoy celebrating positive things about the College, but my responsibility tonight is to bring attention to some ongoing issues and concerns for faculty and to remind administrators and members of the BOT of how impactful your actions and decisions are. I think sometimes you forget that real people are affected by what you do.

I'll start with a couple of issues that have been ongoing and need to be addressed sooner rather than later.

The union is getting many complaints about HR. There's a constant flow of concerns regarding problems with insurance, payments, sick leave, investments, evaluations, etc. The department appears to be understaffed and some are undertrained. We've been patient because of all the turnover, the hijack, the number of people in "acting" positions across the college, but at some point, we must answer to our constituents and what they are saying is that too many mistakes are happening that affect their paychecks, benefits, etc. We are asking for these problems to be fixed.

Another issue is the out-of-cycle student evaluations that occurred in the winter quarter. Since then, it has come to our attention that again, probably due to the high turnovers, the number of acting administrators, and understaffing in HR, evaluation cycles are not being tracked sufficiently. Lots of fingers are being pointed, but the union wants to make it clear that the answer is not to have all faculty receive student evaluations every quarter because it is too difficult to determine who is supposed to be evaluated this year or this quarter. Our CBA outlines when and how evaluations will occur. So, again, we are asking that attention be given to this situation. The Union delayed a grievance because we were assured we'd be able to fix the problem in JUMC before spring quarter evaluations. It has not been fixed. Every time it occurs, it is a new violation of the CBA.

Now, I'd like to turn to what I can only identify as a systemic problem at Shoreline that is becoming more and more difficult to contend with as an employee and as a union representative.

I find that it doesn't matter if I'm in a meeting regarding a grievance or potential grievance, JUMC, or at a BOT meeting, I am struck by how important it is for administrators to protect the college, no matter how egregious the actions being perpetrated on faculty or staff. Lately, I sat in step 1 and step 2 grievance meetings and in both situations, it was obvious that the administrators' sole reason for being in the room was to see if they

could find a clause in the CBA to hold on to so that they can uphold the actions of the college and absolve the college of any responsibility. There was no interest in understanding what happened or if it was fair or reasonable. Justice and compassion were told to stop at the door. That isn't how it is supposed to be at a DEIA college.

Recently, you, the BOT denied Leo Novsky's (he's permitted me to use his name) the right to continue in the tenure process and then proceeded to celebrate the newly tenured faculty immediately following. Leo chose not to disappear, not to accept the offer to resign in silence before the BOT meeting but to accept the public tenure denial to bring to light not only what happened to him, but what will continue to happen to faculty and staff if people are not held accountable for their actions.

The decision to deny Leo's tenure appeared to be based on Dean Reedy's administrative evaluation in the tenure report because, before early February, there was nothing in Leo's report that should have caused any concern. I've read the reports, so I know. I've talked to all involved in writing the report, except for you. So, I'm very familiar with the entire situation.

If you as a Board had done your due diligence, you would have noticed that the administrator's evaluation had no context. There had not been conversations with the candidate about any of the performance improvements in meetings prior to the month before the tenure report was due. Nor was there any description of any actions taken by Leo that formed the basis for the improvements. Student evaluations were good. The faculty and the student on the ARC said, and wrote in the report, and told you directly during the March BOT meeting, that they didn't observe any of the issues brought up suddenly by Exec Dean Reedy, and the ARC recommended he continue with the tenure process. And yet you denied his tenure anyway.

I don't blame Dean Reedy for her behavior, introducing these concerns just in time to tank Leo's chance to get approved to continue with the tenure process. Administrators who have been rewarded for bad behaviors in the

past and have questionable mentors are unlikely to change their behaviors when they see opportunities for harm. However, you, the Board of Trustees, I do hold responsible. You had a responsibility to discover the truth. You have an obligation to make sure that when you deny someone tenure, you have made sure that person has had an opportunity to defend themselves and, if needed, to redeem themselves. You never allowed Leo to defend himself against the last-minute concerns brought up by Deen Reedy. Never questioned if there was any substance to the issues identified. Didn't do any investigation. Never asked if Deen Reedy was objective or fair. Didn't follow up to learn that 2 days after you denied him tenure, on the last day of the winter quarter, Dean Reedy and Acting VP Rucks stripped Leo of all of his assigned classes for the upcoming spring quarter. They wasted our state funds to hire part-time faculty to teach his classes while assigning him busy work. No explanation was given when asked. It was suggested to Leo that he should "consider this an in-house paid sabbatical." No compassion.

As the Board of Trustees, you had choices, but you chose the most expedient one. Why? Because you can. You don't even have to see the people you harm. There's no grieving your decision because you don't even have to explain or justify your decision. You get to make these life-altering decisions and never have to see the fallout. You have no accountability and unfortunately, you appear to have no compassion.

You can and should do better. Shoreline should do better. There's little point in changing faces on the BOT and of administrators if the system remains toxic.

DuValle Daniel,
2nd VP SCCFT 1950
English Professor, 29 years.

Faculty Senate Council Statement to the Board of Trustees

22 May 2024



1



Faculty Senate Council plans to...

- work with Marketing to promote New Courses
- meet with Executive Admin to revitalize Interdisciplinary (IDS) Courses

Shoreline
COMMUNITY COLLEGE



2



At today's FSC meeting...

- Approved updated FSC bylaws
- Unanimously approved Professor Emeritus Status to Irene Ferrante (Business & Accounting).



3



DEIAAA Policy Request

- FSC is working with ET, the CS Union, and the Faculty Union to workshop a Diversity, Equity, Inclusion, Accessibility, Anti Racism, and Anti-hate policy for our college.
- It is up to ET, College Council, and the Assistant Attorney General to create policies for the college, so we're merely offering suggestions/ideas and getting the ball rolling.



4



Highlights for DEIAAA



“...Shoreline Community College recognizes that systemic racism, particularly anti-Black racism, has had a devastating impact on individuals, communities, and society. Our College will combat the root causes of injustice and create paths to a more equitable world. We do so by affirming, caring for, and promoting the full humanity and of all persons, especially those who have been historically oppressed....”

“...The College affirms the dignity and value of all individuals and does not tolerate hate speech in order to protect the learning, living, and working environment from violence, harassment, and discrimination...”

“...Hate speech (as a form of behavior promoting violence, harassment, and discrimination whether in person, on social media, or via other electronic medium) is prohibited at Shoreline Community College as it violates our Non-Discrimination Statement and our Equal Opportunity in Recruitment and Hiring Policy.”

President's Report

From the desk of Dr. Jack Kahn

Since the last board meeting, the President's Office has been remarkably busy with hiring, budget preparation and organizing and attending events.

This month we were able to hire three permanent positions for the Executive Team. Our new Vice President of Instruction Ben Weng and our new VP of DEIA Brian Ramos begin July 1st. Our new VP for Student Services, Ryan Aiello, begins on June 1st. We are very excited to onboard these folks and welcome them to our community.



Dr. Pangyen (Ben) Weng
Vice President of Instruction



Dr. Ryan Aiello
Vice President of Student Services



Brian Crisantos Ramos
Vice President of DEIA

Trustee Ringer and I attended the All-Washington Academic Team event, which was wonderful. Four students from Shoreline Community College are members of the 2024 All-Washington Academic Team and two were ranked in the top 16 students across the state! I was able to spend time with two very impressive students: Isabella Perez Briones and Joshua Fox. Governor Inslee did an inspirational presentation too!

I attended several events (and many for AANHPI heritage month) including a lei making workshop at the WAVES Center, Matika Wilbur's "Changing The Way We See Native America: Dismantling Native American Stereotypes," Troy Osaki (Art and Social Justice), and the Seattle International Film Festival (SIFF) kick-off amongst others.

We had a great Day of Learning event on campus (detailed below) with guest speaker Jeff Harry. Jeff has worked with many organizations including Google, Microsoft, Southwest Airlines, Adobe, the NFL, Amazon, and Facebook, with the focus of using positive psychology to lead from a strength-based place and help staff to infuse more play into work. It was really fun and interesting, and I am in the process of integrating some suggestions into our leadership work and training.

What's Happening on Campus



President's Report

From the desk of Dr. Jack Kahn

We had a fantastic CEDAR (ᄒᄂᄂᄂᄂ) grand opening! Wendy Coates, Cat Chiappa, and the faculty, staff and students did such an excellent job engaging the community with tours of the academic programs, music, food trucks and community spirit! My favorite quote from a community partner was "If all my professors in undergrad were this enthusiastic about teaching, I would have paid much more attention!" We were honored to have Denita Holmes from the Suquamish Tribe Council and Elise Bill-Gerrish from the Muckleshoot Indian Tribe present beautiful inspiring words about the naming of the building, honoring Pacific Northwest Indigenous Peoples and the flora on campus.

This month, a book chapter I was working in collaboration with Samira Pardanani was published in the textbook: "Narratives and Strategies of Effective Leadership in Community Colleges." Our chapter is called "The Evolution of a Successful International Education Program at a Community College: Harnessing Leadership to Create Meaningful Global Engagement at Shoreline Community College".

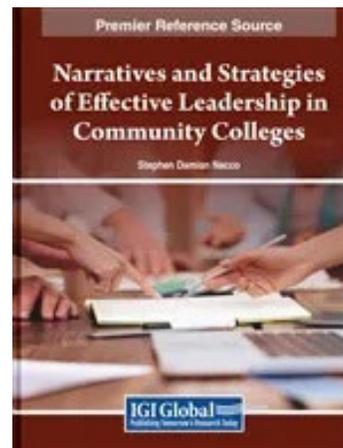
Lucas Rucks and I were also able to visit our Dental Hygiene program at UW this month where we connected with their Dean of Dentistry and some of our faculty and staff. It really is an impressive space. We are lucky to have it and look forward to rolling out our new bachelor's degree in Dental Hygiene!

Lastly, I also had the pleasure of meeting with Korean officials from the Jeonbuk State Office of Education. We discussed possible new summer programs and future collaborations here at Shoreline.

I think that does it for our office-- looking forward to the meeting this week.

Cheers,

Jack



Left: Korean Officials from Jeonbuk State Office of Education

Right: Cover of the book Samira and I contributed to

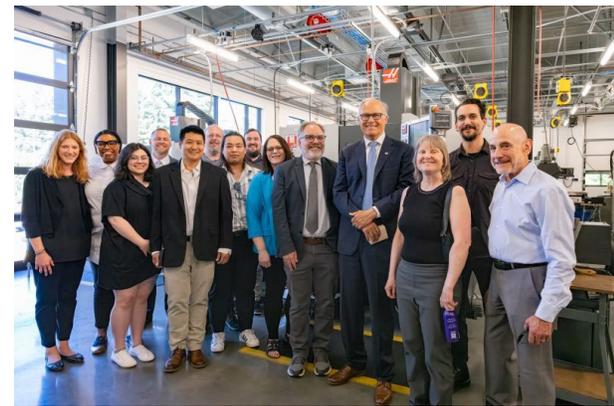
What's Happening on Campus

President's Report

From the desk of Dr. Jack Kahn

Events – Spring 2024

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



Images: Upper Left and Upper Middle- Cedar Grand Opening Celebration images, Upper Right- Day of Learning 2024, Lower Left All-Washington Academic Team, Lower Middle- "Lei Day" part of AAPI month, Lower Right- Governor Inslee visits campus

What's Happening on Campus



Please join us for the Cedar Building Grand Opening Celebration!

Thursday, May 2, 2024 | 4:00 - 6:00 pm
Be our guest, there's no cost to attend

- Guided Building Tours
- Classroom Demonstrations with Shoreline Faculty & Students
- Special Guest Speakers
- Entertainment provided by the Shoreline Music Department
- Community Blood Drive
- Light Refreshments

ASIAN AMERICAN & PACIFIC ISLANDER HERITAGE MONTH

All events are open and free to Shoreline students, faculty, staff and community!

MAY 01	Mei Day is Lei Day! Make a traditional Hawaiian Lei Poi 11-2pm in APISC RM 1305	MAY 20	Speaker: Anida Youu Ali Artist & Global Agitator's Performance & Talk with Multicultural Center 10-30am - 12pm Workshop & 12:30-2pm Artist Talk in QR RM 8208
MAY 01, 08, 15, 22, 29	Karaoke with FASA Club Sing w/ Filipino-American Students & Allies Club 2-5pm in APISC RM 1305	MAY 21, 28	Inner Wellness & Part Series Mental Health Workshops 8-9pm Live on Zoom, Facebook & UCCe radio Zoom: https://linkingyou.com/join/68325115870
MAY 02, 09, 16, 23, 30	Joy Luck Club Social Explore the best of cultural richness 2-4pm in APISC RM 1305	MAY 22	Karaoke with Faculty & Staff Have fun singing with SCC faculty & staff 2-4pm in APISC RM 1305
MAY 07	Speaker: Troy Osaki Spoken Word & Writing Workshop 10am-12pm in QR RM 8208	MAY 22	AAPI Heritage Month Celebration API Cultural Performances, Vendors, and Food Trucks 5-9pm in Shoreline CC Theatre
MAY 07, 09, 23, 30	Self Defense Workshop with Gender Equity Center 12:30-2pm in APISC RM 1305	MAY 24	Oceania Health Summit Student Leadership Conference 8am-4pm at Weyerhaeuser Aquatic Center in Tacoma, WA Transportation and Food provided Email: sguan@shoreline.edu to sign up
MAY 13	Speaker: Troy Osaki Art & Social Justice Presentation 12-3:30pm in RM 1508 For SCC Faculty & Staff	MAY 24	She Marches in Chinatown Film Event of Director Dalia Chen & Drift Team Performance 6-8pm in Shorewood High School Theatre
MAY 15	Running Start Info Night High School students take College Classes 6-7pm in Main Dining RM 9215	MAY 29	Native Workforce Workshop Seattle Labor Workshop with Career Center 11:30am-12:30pm in QR RM 8208
MAY 16	Speaker: Matika Wilbur Dismantling Native American Stereotypes 5:30-7:30pm in Main Dining RM 9215		
MAY 17	Across the Pacific Heritage API Community Celebration 6-9pm in Shorewood High School Common		

All events sponsored by and in collaboration with SCC WAVES Program through the AANAPII Grant.

Follow us on Instagram @WAVESapisc for more information!

PLEASE JOIN US FOR THE SIFF AT SHORELINE COMMUNITY COLLEGE OPENING NIGHT PARTY

Shoreline Community College Foundation | 50th SEATTLE INTERNATIONAL FILM FESTIVAL

Andrea Wilbur-Sigo

ARTIST WALKTHROUGH
Th May 2 // 3 - 4pm
SHORELINE ART GALLERY
Building 1000, Lobby
Mon - Fri 9 - 5pm

CAREER FAIR

Don't miss your chance to attend the SCC Career Fair! You can meet up to 20 employers face-to-face and learn about job openings and career opportunities.

WHAT TO EXPECT?
Professional headshots, resume reviews, GIVEAWAY, PS4, etc.

MAY 21ST 11:30 AM - 2 PM

lip sync performance and contest

May 10th at 5:00 PM
Black Box Theater
\$100 PRIZE

sign up here

Changing The Way We See Native America: Dismantling Native American Stereotypes

Multicultural Speaker Series

Thursday, May 16, 2024 | 5:30 - 7:30 p.m. | Main Dining Room

Presented by American Ethnic Studies Program, The WAVES Program, the Office of ODA and the SCC Foundation.

Shoreline Community College is committed to nondiscrimination. To request this information in an alternate format or for disability accommodation, contact Student Accessibility Services (206-646-4545, 206-646-4520 TTY, taa@shoreline.edu) or visit www.shoreline.edu/accessibility.

Running Start Information Night

Get a head start on college - tuition free

It's the perfect time to become a Running Start student.

Wednesday, May 15, 2024
6 p.m. - 7:15 p.m.
Main Dining Room, PUB Building



SCC Accounting & Business Department presents THE BIG EVENT

Tuesday, May 14, 2024
3:30 - 5:30 PM
Shoreline Student Union, Building 9000, PUB

Are you ready to take a big step forward in your career or ready to start a new one?

Virtual Details:
Attend in-person at the Student Union-PUB OR attend remotely via Zoom.
Remote attendees will receive Zoom link.

Agenda:
3:30 - 3:45 pm Welcome and Introductions
3:45 - 4:30 pm Speaker Panel and Discussion Q&A
4:30 - 4:50 pm Student Panel and Discussion Q&A
4:50 - 5:30 pm Informal meet & greet and networking with our program advisors
Light refreshments provided

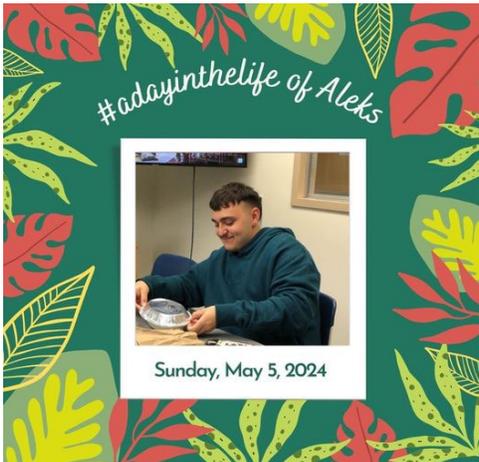
International Education



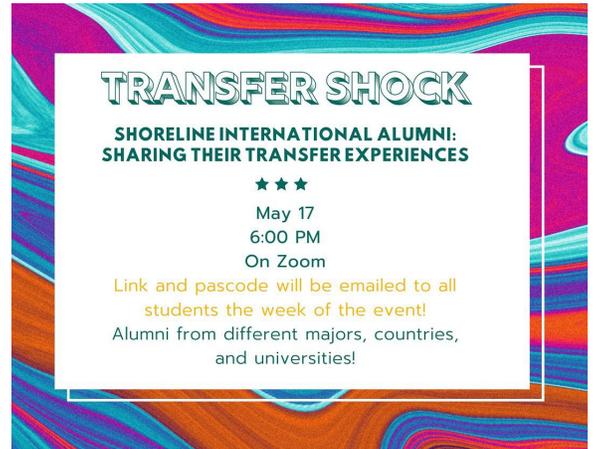
International Education hosted partners from Ivory Coast, Senegal, and Mali on May 6 and 7



Visit from University Bridge to discuss collaboration



Current students share their stories for the benefit of future students!



Shoreline alumni share their experiences with current students!

This is the time when soon-to-graduate SCC students start receiving admission letters! Here are some of the universities students have been admitted to:

- UCLA
 - UW
 - UC Berkeley
 - UC Davis
 - Barnard College
- and many more ...

Connections and Outreach



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.

As we make our way to the end of this academic year, we are putting together structures and processes to achieve our goals towards improving our outreach efforts, as well as our data tracking. In addition, we are developing connections between the Outreach & Recruitment department with our Admissions Department to ensure that prospective students are being helped in regard to information gathering, as well as the application process.

OUTREACH EFFORTS

Amy Stapleton met many potential students on campus in April, welcoming them and their families for information and a tour. These are students who are local, but many are travelling just to visit Shoreline from Colorado, Hawaii, Nevada, Massachusetts, and other states. These out of state visitors share that our website and word of mouth are what interested them in our college.

We welcomed 45 8th graders from Einstein, our feeder middle school for an exciting campus tour. We are planting seeds for them to consider for Running Start and College options. It's amazing! We also held tours for Scriber Lake High School and Monroe High School.

Amy attended College Fairs at Shorecrest High School, Mountlake Terrace High School, and an Edmonds School District wide college fair at Edmonds/Woodway High School. Additionally, Amy tabled at Mariner High School and Lynnwood High School.

Amy led tours for our various Vice President candidates this month.

Katie Rousso continues her work in both the Shorewood and Shorecrest high schools, assisting a large caseload of students who are preparing to graduate from high school and are looking for guidance in post-secondary education. She continues to prepare for SOAR (coming up on 05/21 and 05/23) in putting together the events' agendas and coordinating all of the participants. She attended the Future Focus Event at Shorecrest to present on transfer degrees with director of advising Mari Kosin. She has hosted application workshops at Shorewood high school during their home room (SAS) and continues to support students at both the high school, and college level, with 24-25 FAFSA.

BrynDel has been tabling at multiple venues including the Lake City Library, Shoreline Library, Ballard Foodbank, HopeLink, and was able to make several connections with individuals at the libraries, as well as with staff members to schedule more optimal times to attend, such as Storytime and Adult Tutoring.

For the opening of the Cedar Building, she invited former Seattle City Council President Debora Juarez to attend the May 2 dedication. Councilwoman Juarez served as the first Indigenous member of the Seattle City Council in its 150-year history and the first Indigenous Council President. She served as Executive Director for Tribal Affairs for Governor Lowry and Governor Locke before becoming a King County Superior Court Judge.

BrynDel provided information regarding the Gates Foundation initiative for dual enrollment programs that Shoreline Community College is currently looking into to see how we can partake in this program to be able to provide further assistance to our student community. She continues to develop connections with important members of the City of Shoreline and King County to explore programs that could benefit current and prospective students at Shoreline Community College.

Forma has wrapped up the 2nd phase of Cedar. The landscape, walk paths, and EV charging stations are all complete. Signage has been posted around the landscape requesting people to stay off while we give it time to grow. The final phase will be the directional signage and greenhouse/pond which will be starting shortly. As for the STEAM project, our contractor, Bayley, has received their NTP (notice to proceed) for 5/20/24. A schedule and map of the staging area is in process and will be shared out to the campus community shortly. The first phase for STEAM will be to reroute utilities and fire from 2200 and install an accessible walk path on the west side of 1800. Once this is completed Bayley will start phase 2 which will be to demo 2200.

Minor capital projects:

- Roof repairs – funding has been provided to repair 4 roofs on campus. The Architect is finalizing their assessment to determine the order of repairs.
- Boiler replacements – funding has been provided to replace boilers in 3 buildings (2000, 5000, and 9000). The Architect is providing a bid package for review. Once this has been approved, we will go out to bid.
- Building 3000 bridge – repair undercarriage and seal pedestrian bridge. The Architect has assessed the pedestrian bridge and is working on a bid proposal.
- Transformer – replacement of 2900 building transformer. The Architect has assessed the current transformer and is formalize their proposal for review.

Non-Minor capital projects to be scheduled include:

- 2900 Learning Center North – Funding has been provided by a King County grant to remodel 2 spaces. We are finalizing the bid proposal and will be going out to bid by the end of May 2024.
- 9000 coffee service – A contract has been awarded to Black Coffee NW to provide onsite coffee service. We are in the early process of converting a space in the 9000-cafeteria area into a coffee area. Scheduled to be opened by Fall quarter.
- Emergency Repairs – We received approval from DES to proceed with emergency repairs in the 1900 building Ladybug room. These repairs are due to water damage from a burst hot water pipe. We are halfway through with the repairs for this contract. Completion scheduled for 5/24/24.

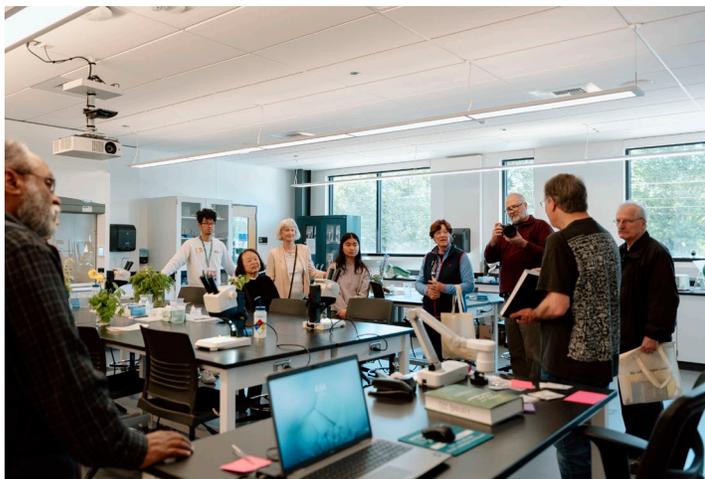
Safety & Security Updates

Director Cranson was nominated 'Council Chair Elect' for the Safety, Security, and Emergency Management Council (Washington State Board of Community and Technical Colleges SSEMC) with voting taking place May 17, 2024. This role allows Director Cranson to engage with his peers in a leadership capacity with regards to training, topics of interest, and shared resources between our CTC system partners.

On June 3, 2024, Shoreline will host a virtual training by Assistant Attorney General Juliana Rice on the topic of Campus Protests and First Amendment Rights. Registration details to be shared with campus shortly.

Foundation Updates

We just want to take a moment to say an enormous thank you to the many, many hands that worked tirelessly to put on the amazing Cedar Grand Opening Celebration earlier this month. It was a beautiful event, attended by over 300 community members and donors.



Images: Cedar Grand Opening Celebration

The Annual Scholarship cycle is nearly over- 294 students applied for 60 scholarships with awards ranging between \$500 and \$3,000.

We are also right in the middle of the Summer cycle. If you would like to be a scholarship evaluator, please let Wendy in the Foundation office know.

A Wave of Gratitude to Amy Easton of The Biology Department for her Inclusive Excellence Respect, Student Engagement and Community Engagement

This week sees the end of an era; our beloved biology technician Amy Easton will be retiring after supporting countless STEM classes, faculty, and students. With her transition into a lot more fun hours and a lot fewer bespoke disasters to fix, it is a great time for us to think back on all the times that her calm, insightful leadership has made the difference.

Amy signs her emails with 'Yours in Science', and she has truly lived science throughout her time at Shoreline. You will not find a more caring advocate for students or a better organized and prepared professional. For all of us, putting students in positions to ask their own meaningful scientific questions and seeing themselves in the jobs they will have someday starts with years of clear-visioned logistics and inquiry.

I'm going to keep this short, because Amy has always stayed true to the work and recoils from the spotlights she deserves. If you come to the grand opening of Cedar (and you should! this Thursday 4-6pm!), you will walk into teaching and teamwork spaces that owe a huge debt of gratitude to Amy Easton and everything that she has done for all of us. Congratulations, Amy, and thank you from the inferior aspects of our left ventricles. ~Submitted Anonymously



Spring Quarter **IMPORTANT DATES**

April



First Day
of Instruction

June



Last Day
of Instruction

May



Campus
Closed



Final Exams



Campus
Closed



Campus
Closed



Grades
Available

Important Dates:

[Employee Calendar](#)

[College Calendar](#)

[Academic Calendar](#)

Important College Updates (DAAG)

[Campus Updates 4/19/24](#)

[Press Release: Shoreline Community College Announces First-Ever Bachelor's Degree in Dental Hygiene](#)

[Introducing Dr. Pangyen \(Ben\) Weng as the New Vice president of Instruction](#)

[Introducing Dr. Ryan Aiello as Shoreline's New Vice President of Student Services](#)

[Campus Updates 4/26/24](#)

[Campus Updates 5/2/24](#)

[Campus Updates 5/9/24](#)

[Campus Updates 5/17/24](#)

[Introducing Brian Crisanto Ramos as Shoreline's New Vice President of Diversity, Equity, Inclusion, and Accessibility](#)

Important Dates & Updates



**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JUNE 26, 2024**

TAB 1

CONSENT AGENDA

Subject: Board of Trustees 2025 Regular Meeting Schedule

Background

The Board of Trustees conducted a first reading of proposed regular meeting dates and times for calendar year **2025** at the May 22, 2024 regular meeting of the Board. One change to the date proposed for the October 2025 regular meeting: changing the date of the meeting from October 22, 2025 to October 29, 2025.

<u>WINTER 2025</u>		
January 22, 2025 -Study Session: 3:30 PM -Regular Session: 4:30 PM	February 26, 2025 -Study Session: 3:30 PM -Regular Session: 4:30 PM	March 19, 2025 <i>(Third Wednesday of the month)</i> -Study Session: 3:30 PM -Regular Session: 4:30 PM
<u>SPRING 2025</u>		
April 23, 2025 -Study Session: 3:30 PM -Regular Session: 4:30 PM	May 28, 2025 -Study Session: 3:30 PM -Regular Session: 4:30 PM	June 25, 2025 -Study Session: 3:30 PM -Regular Session: 4:30 PM
<u>SUMMER 2025</u>		
July 16, 2025 <i>(Third Wednesday of the month)</i> -Regular Session: 4:30 PM		
<u>FALL 2025</u>		
September 24, 2025 -Study Session: 3:30 PM -Regular Session: 4:30 PM	October 22, 2025 October 29, 2025 -Study Session: 3:30 PM -Regular Session: 4:30 PM	December 3, 2025 <i>(First Wednesday of the month)</i> -Study Session: 3:30 PM -Regular Session: 4:30 PM

Recommendation

That the Board of Trustees approve the regular meeting dates and times for calendar year **2025** as presented above in its June 26, 2024 consent agenda.

Prepared by: Lori Yonemitsu
 Executive Assistant to the President
 Shoreline Community College
 June 2024

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JUNE 26, 2024**

TAB 2

ACTION

Subject: FY 2024-2025 College Operating, Grants, and Contracts Budget

Background

Per the Board of Trustees Policy Manual, Section “100. B60 – Board Duties and Responsibilities,” the Board will “10. Review and approve an annual budget to finance the operation of the District in accordance with the statutes of Washington and lawful and applicable regulations (page 10).”

The Board has authorized in Section “100.C30 – President” that the President shall be the executive officer through which the Board implements its policies and specifically the responsibility and duty to “5. Prepare and submit to the Board an annual budget and administer the Board approved budget (page 16).”

College Administration presents the attached operating, grants, and contracts budget for the July 1, 2024 through June 30, 2025 fiscal year, hereafter “FY 2024-25,” to the Board for final review and recommends approval. The initial draft of the FY 2024-2025 College Operating Budget was presented to the Board of Trustees at its study session of May 22, 2024. The final version presented for approval includes operating budget adjustments since that time and a proposed budget for both the grants and contracts funds.

In summary, College Administration presents a FY 2024-2025 balanced budget as follows:

- Operating Budget of total estimated revenues and expenses each equal to \$57,305,839.
- Grants Budget of total estimated revenues and expenses each equal to \$2,331,935.
- Contracts Budget of total estimated revenues and expenses each equal to \$19,471,949.

Recommendation

That the Board of Trustees, by motion and subsequent action, approve the Operating, Grants, and Contracts Budget as presented for Fiscal Year 2024-2025 in the amounts of \$57,305,839, \$2,331,935, and \$19,471,949 respectively; and FURTHER MOVED, that the College President may adjust the operating budget up or down by up to one (1) percent of estimated operating revenues.

Prepared by: Joe Mazur, Vice President of Business & Administrative Services
Shoreline Community College
June 2024

**Shoreline Community College
2024-25 Operating Budget - Proposed
June 26, 2024 Board of Trustees Meeting**

	Approved 2023-24 Budget	Proposed 2024-25 Budget	%	Increase / Decrease	Notes
Operating Revenues					
State Operating Appropriations	\$ 37,722,364	\$ 40,085,208	69.9%	\$ 2,362,844	Incl. COLA passthrough, earmarks, and provisos.
Operating Tuition	\$ 8,776,902	\$ 9,776,902	17.1%	\$ 1,000,000	Budgeted Flat to EOY Projection.
International Education reimbursement of Operating Budget Expenses	\$ 4,895,681	\$ 4,995,681	8.7%	\$ 100,000	Add'l support for one-time costs.
Running Start reimbursement of Operating Budget Expenses	\$ 1,863,620	\$ 1,925,000	3.4%	\$ 61,380	Add'l support for Bookloan program and staff.
CECO reimbursement of Operating Budget Expenses	\$ 473,048	\$ 473,048	0.8%	\$ -	
CEP	\$ 150,000	\$ 50,000	0.1%	\$ (100,000)	PY \$150,000 was one-time.
Total Operating Revenues	\$ 53,881,615	\$ 57,305,839	100.0%	\$ 3,424,224	
Operating Expenses					
Exempt Employee Salaries and Wages	\$ 5,945,584	\$ 6,123,952	12.5%	\$ 178,368	Includes 3% COLA eff. 7/1/2024
Full-Time Faculty Salaries and Wages	\$ 11,334,725	\$ 11,601,617	23.7%	\$ 266,892	Includes 5.834% COLA eff. 7/1/2024
Part-Time Faculty Salaries and Wages	\$ 9,652,752	\$ 9,652,752	19.8%	\$ -	
Classified Employee Salaries and Wages	\$ 6,984,585	\$ 8,851,434	18.1%	\$ 1,866,849	Incl. 3% COLA. PY Budget based upon YE Actuals.
Hourly, Students and Others Wages	\$ 1,128,927	\$ 1,221,077	2.5%	\$ 92,150	Add'l P/T support in various areas.
Employee Benefits	\$ 10,929,493	\$ 11,422,504	23.4%	\$ 493,011	Includes COLA adjustments.
Sub-Total Salaries, Wages, and Benefits:	\$ 45,976,066	\$ 48,873,335	85.3%	\$ 2,897,269	
Personal Services Contracts	\$ 568,226	\$ 756,226	1.3%	\$ 188,000	CY Tracking Higher.
Goods and Services	\$ 4,377,387	\$ 4,491,289	7.8%	\$ 113,902	Strategic Planning and Accreditation Platform.
Travel	\$ 356,106	\$ 392,408	0.7%	\$ 36,302	Increased Req'd Travel and Prof. Dev.
Capital Outlays - Fixed Assets	\$ 663,906	\$ 698,318	1.2%	\$ 34,412	Instructional and Academic Support Equipment.
Computers and Related Hardware	\$ 106,289	\$ 423,346	0.7%	\$ 317,057	Costs-to-Cont., Cybersecurity, and Redundant Fiber
Client Services and Financial Aid	\$ 1,063,635	\$ 1,078,474	1.9%	\$ 14,839	
Debt Service	\$ 770,000	\$ 592,443	1.0%	\$ (177,557)	Bond Series WASCOP14A Paid Off
Total Operating Expenses	\$ 53,881,615	\$ 57,305,839	100.0%	\$ 3,424,224	
Unallocated Budget Funds (Deficit Funds)	\$ -	\$ -		\$ -	

**Shoreline Community College
2024-25 Grants & Contracts Budgets - Proposed
June 26, 2024 Board of Trustees Meeting**

	Proposed 2024-25 Grants F145 Budget	Proposed 2024-25 Contracts F146 Budget	Proposed Total Grants and Contracts Budget		Notes
Grants & Contracts Revenues					
Intercollege and Interagency Charges & Reimbursements	\$ -	\$ 1,000,000	\$ 1,000,000	5.1%	
Federal Grants & Contracts	\$ 1,508,617	\$ -	\$ 1,508,617	7.7%	
Local Grants & Contracts	\$ 758,818	\$ 15,990,014	\$ 16,748,832	86.0%	F146, Int'l Ed. includes add'l \$400,000 for Parking Svcs.
Private Grants & Contracts	\$ 64,500	\$ 150,000	\$ 214,500	1.1%	
Total Revenues	\$ 2,331,935	\$ 17,140,014	\$ 19,471,949	100.0%	
Grants & Contracts Expenses					
Exempt Employee Salaries and Wages	\$ 286,685	\$ 710,309	\$ 996,994	13.1%	
Full-Time Faculty Salaries and Wages	\$ 132,951	\$ 2,321,733	\$ 2,454,684	32.2%	
Part-Time Faculty Salaries and Wages	\$ 375,917	\$ 246,668	\$ 622,585	8.2%	
Classified Employee Salaries and Wages	\$ 353,556	\$ 1,002,174	\$ 1,355,730	17.8%	
Hourly, Students and Others Wages	\$ 131,316	\$ 164,794	\$ 296,110	3.9%	
Employee Benefits	\$ 412,812	\$ 1,496,075	\$ 1,908,887	25.0%	
Sub-Total Salaries, Wages, and Benefits:	\$ 1,693,238	\$ 5,941,752	\$ 7,634,990	39.2%	
Personal Services Contracts	\$ 55,250	\$ 577,091	\$ 632,341	3.2%	
Goods and Services	\$ 265,496	\$ 574,959	\$ 840,455	4.3%	
Travel	\$ 24,715	\$ 237,041	\$ 261,756	1.3%	
Capital Outlays - Fixed Assets	\$ -	\$ 471,450	\$ 471,450	2.4%	
Computers and Related Hardware	\$ -	\$ 112,470	\$ 112,470	0.6%	
Client Services and Financial Aid	\$ 293,236	\$ 1,037,886	\$ 1,331,122	6.8%	
Debt Service	\$ -	\$ 343,636	\$ 343,636	1.8%	
Operating Budget and Parking Services Transfers	\$ -	\$ 7,843,729	\$ 7,843,729	40.3%	F146, Int'l Ed. includes add'l \$400,000 for Parking Svcs.
Total Grants & Contracts Expenses	\$ 2,331,935	\$ 17,140,014	\$ 19,471,949	100.0%	
Unallocated Budget Funds (Deficit Funds)	\$ -	\$ -	\$ -		

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES REGULAR MEETING OF JUNE 26, 2024**

TAB 3

ACTION

Subject: 2024-2025 Services & Activities (S&A) Budget

Background

At the May 22, 2024, study session of the Board of Trustees, the Board was presented with the 2024-2025 Services & Activities (S&A) budget proposal.

To follow: 2024-2025 Student Services and Activities (S&A) Fee Allocation Proposal.

Recommendation

That the Board of Trustees approve the proposed \$1.55 million budget, including funding for 17 programs, 40-50 student clubs, discretionary budgets, and the students they serve.

Prepared by: Sundi Musnicki, Director
Student Leadership & Residential Life
Shoreline Community College
June 2024



2024-2025
Student Services and Activities (S&A) Fee
Allocation Proposal

Shoreline Community College
Associated Student Government

16101 Greenwood Avenue North
Shoreline, WA 98133-5696

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Executive Summary

With the return to mostly normal operations for the 19 programs and 40-50 student clubs supported by Services & Activities (S&A) fees, the S&A committee decided last spring to transition back to an annual budget allocation process for the 2023-2024 academic year. In June 2023, the Board of Trustees approved an increase to the S&A fee, resulting in students currently paying

Table 1: Current Year S&A Programs Allocation & Spending (as of 3/3/24)

Programs	2023-2024 Allocation	2023-2024 Allocation Spent	2023-2024 Allocation Remaining
Arts & Entertainment	\$81,271	\$25,627	\$55,644
Art Gallery	\$6,993	\$821	\$6,172
Assoc. Student Gov.	\$90,842	\$29,097	\$61,745
ASG - Student Clubs	\$40,000	\$7,001	\$32,999
ASG - Contingency	\$15,000	\$0	\$15,000
ASG - Mini-Grant	\$85,000	\$30,509	\$54,491
Athletics	\$328,969	\$249,892	\$79,077
Choral Groups	\$10,019	\$2,079	\$7,940
Concert Band	\$6,250	\$5,042	\$1,208
DECA	\$12,997	\$272	\$12,725
Ebbtide	\$38,222	\$9,455	\$28,767
Gender Equity Center	\$45,318	\$21,888	\$23,430
Instrumental Music	\$7,569	\$445	\$7,124
Multicultural Center	\$92,069	\$51,136	\$40,933
Opera & Musicals	\$0	\$0	\$0
Parent/Child Center	\$82,210	\$82,210	\$0
Plays & Video	\$12,676	\$11,761	\$915
Spindrift	\$27,868	\$4,638	\$23,230
Student Life	\$396,483	\$185,598	\$210,885
Theater Tech	\$50,291	\$15,672	\$34,619
Tutoring	\$69,819	\$69,819	\$0
TOTAL	\$1,499,866	\$802,962	\$696,904

\$12/credit for credits 1-10 and \$5.85/credit for credits 11-18. The fee was expected to bring in approx. \$1.1 million in revenue with an additional \$400,000 pulled from the S&A reserve budget for a total of \$1.5 million in allocated funds.

As of early April 2024, a total of \$842,033 has been brought in by S&A fees with additional revenue anticipated before the end of the fiscal year. Based on a college-wide budget update from March 3, 2024, a total of

\$802,962 has been spent by S&A programs (see Table 1 above). The S&A reserve budget currently has approx. \$1.5 million, an amount that has been maintained since last year.

Almost \$1.8 million in requests were received from programs and discretionary budgets for the 2024-2025 academic year. Due to increased needs exceeding the projected revenue, programs were advised that a budget reduction would likely be necessary and were therefore asked to identify areas where those reductions could take place. Based on increased enrollment figures and the existing reserve, a budget of \$1.55 million was established, comprised of an anticipated revenue of \$1.1 million in addition to up to \$450,000 being accessed from reserves.

In February 2024, programs were invited to submit proposals for funding, and in April they were given the opportunity to present their budget requests to the committee over the

course of three weeks. 17 programs submitted requests and a total of \$1,549,789 has been allocated to those budgets in addition to discretionary budgets support clubs as well as ASG's mini grant fund. For any budget items not fully funded through this process, programs will have the ability to request mini-grant funding from ASG starting in early October, however that funding has also been reduced as part of reductions made across all budgets. During the mini-grant process, student clubs and programs are required to provide an overview and budget breakdown for their event, which helps keep ASG apprised of events and initiatives taking place on campus and allows them to provide support and promotions to the greater student body.

A breakdown of the allocations for each program is provided in the following pages (including overviews in Figure B and Table 4 below).

2024-2025 S&A Fee Allocation Overview

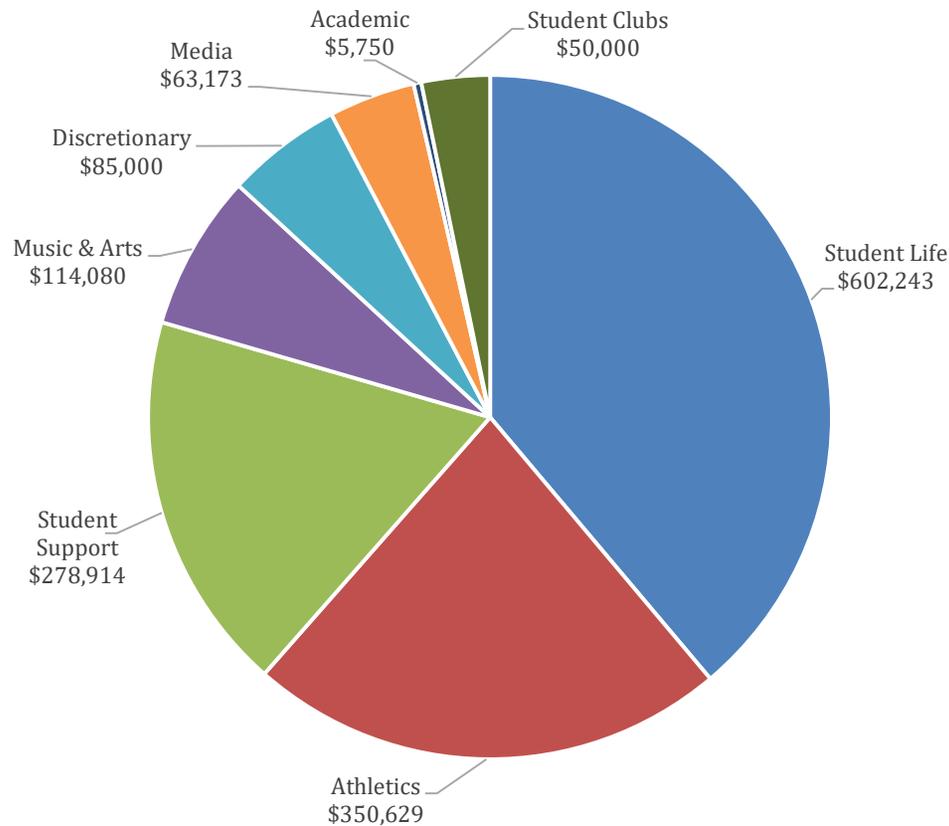
The S&A Committee received 19 budget applications from the following programs and discretionary budgets. The S&A budget will be allocated towards:

- **Discretionary Funding:**
 - Mini-Grants
 - Contingency Fund

- **Recognized Student Organization/Clubs**

- **17 Programs:**
 - Art Gallery
 - Athletics
 - Arts & Entertainment Board
 - Associated Student Government
 - Concert Band
 - DECA
 - Ebbtide
 - Gender Equity Center
 - Instrumental Music
 - Multicultural Center
 - Opera & Musicals
 - Parent/Child Center
 - Plays & Video
 - Spindrift
 - Student Life
 - Theater Tech
 - Tutoring Services

2024-2025 S&A Fee Allocation Breakdown



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

Figure B: Proposed Allocation for 2024-2025

Table 4: S&A Allocation for 2024-2025

Programs	2023-2024 Allocation	2024-2025 Requested	2024-2025 Allocation
Arts & Entertainment	\$81,271	\$93,203	\$87,203
Art Gallery	\$6,993	\$8,464	\$7,313
Assoc. Student Gov.	\$90,842	\$121,273	\$110,223
ASG - Student Clubs	\$40,000	\$50,000	\$50,000
ASG - Contingency	\$15,000	\$15,000	\$10,000
ASG - Mini-Grant	\$85,000	\$85,000	\$75,000
Athletics	\$328,969	\$359,129	\$350,629
Choral Groups	\$10,019	\$0	\$0
Concert Band	\$6,250	\$6,137	\$6,137
DECA	\$12,997	\$13,750	\$5,750
Ebbtide	\$38,222	\$41,323	\$35,305
Gender Equity Center	\$45,318	\$77,741	\$56,403
Instrumental Music	\$7,569	\$24,024	\$11,024
Multicultural Center	\$92,069	\$97,587	\$70,482
Opera & Musicals	\$0	\$34,472	\$32,139
Parent/Child Center	\$82,210	\$127,602	\$82,210
Plays & Video	\$12,676	\$10,676	\$7,176
Spindrift	\$27,868	\$33,603	\$27,868
Student Life	\$396,483	\$414,317	\$404,817
Theater Tech	\$50,291	\$62,579	\$50,291
Tutoring	\$69,819	\$122,948	\$69,819
TOTAL	\$1,499,866	\$1,798,828	\$1,549,789

Allocation Rationale

In February 2024, programs were asked to submit an updated budget that reflects anticipated expenses for the upcoming year. Almost \$1.8 million in requests were received. With an anticipated revenue of \$1.1 million and the intention to access up to \$450,000 from reserves, allocations were made totaling \$1,549,789. A breakdown of the allocation for each budget is outlined below.

CATEGORY I: Student Clubs

2023-2024 Allocation	2024-2025 Requested	2024-2025 Allocation
\$40,000	\$50,000	\$50,000

Description: The S&A fee provides funding for all student clubs to support activities, projects, and faculty and classified staff advisors. Club baseline budgets (\$500) and advisor stipends (\$400-\$1,100 per year depending on level of involvement/responsibility).

Rationale: Based on an anticipated increase in the number of active clubs for next year, this budget was increased to provide additional support to club budgets and advisors.

CATEGORY II: Programs

Arts & Entertainment Board

2023-2024 Allocation	2024-2025 Requested	2024-2025 Allocation
\$81,271	\$93,203	\$87,203

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 support for clubs and programs.

Rationale: Funding for student salaries including projected wage increases and supplies for events and activities.

Art Gallery

2023-2024 Allocation	2024-2025 Requested	2024-2025 Allocation
\$6,993	\$8,464	\$7,313

Description: The Art Gallery, located in the 1000 building, showcases various forms of art produced by students, faculty, and community members. The Gallery also sponsors workshops featuring guest artists throughout the year.

Rationale: Increased funding for artist workshops, mounting of artwork, and promotional materials.

Associated Student Government

2023-2024 Allocation	2024-2025 Requested	2024-2025 Allocation
\$90,842	\$121,273	\$110,223

Description: ASG serves as the representative student voice at Shoreline Community College. 8 officers and 3 representatives serve on a variety of campus-wide committees, oversee 3 student fee budgets, and organize a variety of events and initiatives throughout the year to support and serve their peers.

Rationale: Funding for 11 student staff positions including projected wage increases, student outreach, and engagement opportunities.

Athletics

2023-2024 Allocation	2024-2025 Requested	2024-2025 Allocation
\$328,969	\$359,129	\$350,629

Description: The Athletics Program consists of seven sports teams that compete in the Northwest Athletic Conference (NWAC): men’s basketball, baseball, and soccer; and women’s basketball, softball, soccer, and volleyball. The Intramural program also provides a variety of fitness and wellness classes including yoga and personal training and supports open gym and fitness center hours.

Rationale: Salaries for coaches, team equipment, mandatory fees as required for NWAC compliance, tournament fees, field rentals, and uniforms.

Choral Group

2023-2024 Allocation	2024-2025 Requested	2024-2025 Allocation
\$10,019	\$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.

Rationale: Funding was not requested for the 2024-2025 academic year at this time.

Concert Band

2023-2024 Allocation	2024-2025 Requested	2024-2025 Allocation
\$6,250	\$6,137	\$6,137

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

Rationale: Funding for music purchases, venue rentals, and guest performers.

DECA

2023-2024 Allocation	2024-2025 Requested	2024-2025 Allocation
\$12,997	\$13,750	\$5,750

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.

Rationale: Partial funding for registration for state conference due to budget reductions. Additional funding for travel may be requested through ASG's mini-grant process next year.

Ebbtide

2023-2024 Allocation	2024-2025 Requested	2024-2025 Allocation
\$38,222	\$41,323	\$35,305

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.

Rationale: Funding for student salaries, advisor stipend, printing, and organization membership/entry fee.

Gender Equity Center

2023-2024 Allocation	2024-2025 Requested	2024-2025 Allocation
\$45,318	\$77,741	\$56,403

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.

Rationale: Increased funding for student salaries, workshops, and other activities.

Instrumental Music

2023-2024 Allocation	2024-2025 Requested	2024-2025 Allocation
\$7,569	\$24,024	\$11,024

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

Rationale: Funding for music purchases, and venue rentals. Partial funding was allocated for travel due to budget reductions, additional funding may be requested through ASG’s mini-grant process next year.

Multicultural Center

2023-2024 Allocation	2024-2025 Requested	2024-2025 Allocation
\$92,069	\$97,587	\$70,482

Description: The Multicultural Center advocates for and supports students from underserved populations and facilitates activities that support retention and student success.

Rationale: Funding for student salaries, and supplies for workshops and other activities. Over \$60,000 in funding was allocated for wellness and outdoor programming through Fall 2024.

Opera & Musicals

2023-2024 Allocation	2024-2025 Requested	2024-2025 Allocation
\$0	\$34,472	\$32,139

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.

Rationale: Funding requested to purchase production rights, costumes, and student/faculty salaries for winter production.

Parent Child Center

2023-2024 Allocation	2024-2025 Requested	2024-2025 Allocation
\$82,210	\$127,602	\$82,210

Description: The Parent Child Center provides educational and childcare services for students, faculty/staff, and community members.

Rationale: Funding for student salaries. Funding level was maintained because of continued lower enrollment by student parents.

Plays, Film, and Video

2023-2024 Allocation	2024-2025 Requested	2024-2025 Allocation
\$12,676	\$10,676	\$7,176

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).

Rationale: Funding for student salaries, equipment rentals, production rights, and supplies to support student projects. Partial reduction was due to re-establishment of Musical Theater program.

Spindrifft

2023-2024 Allocation	2024-2025 Requested	2024-2025 Allocation
\$27,868	\$33,603	\$27,868

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

Rationale: Funding for student salaries, advisor stipends, and printing costs.

Student Life

2023-2024 Allocation	2024-2025 Requested	2024-2025 Allocation
\$396,483	\$414,317	\$404,817

Description: Student Life offers 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.

Rationale: Funding for full-time staff salaries, student salaries, leadership training, club & S&A program support, New Student Orientation, and Commencement.

Theater Tech

2023-2024 Allocation	2024-2025 Requested	2024-2025 Allocation
\$50,291	\$62,579	\$50,291

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

Rationale: Funding for student and non-student salaries to support full schedule of productions including higher costs for building materials, lighting/equipment rentals, and technical event staff.

Tutoring Services

2023-2024 Allocation	2024-2025 Requested	2024-2025 Allocation
\$69,819	\$122,948	\$69,819

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

Rationale: Funding for student and non-student salaries. Funding level was maintained because of lack of tutor availability.

CATEGORY III: Discretionary Funding

Mini-Grant

2023-2024 Allocation	2024-2025 Requested	2024-2025 Allocation
\$85,000	\$85,000	\$75,000

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

Rationale: Funding for club and program support for performers, fees for vendors and rentals, food, and other supplies. Allocation reduced because funding was not fully used during 2023-2024.

Contingency Fund

2023-2024 Allocation	2024-2025 Requested	2024-2025 Allocation
\$15,000	\$15,000	\$10,000

Description: The contingency fund provides support to ASG’s mini-grant and clubs budgets requires a vote of ASG to access.

Rationale: Allocation reduced because funding was not needed during 2023-2024.

Recommendation

It has been an exciting year with a return to a more vibrant campus life akin to what existed pre-pandemic. Much of this was due in large part to the S&A programs and student clubs that continue to contribute tremendously to the engagement landscape, helping students to find purpose, community, and a sense of belonging. As we look ahead to supporting their efforts in the next academic year, the S&A Committee recommends that the Board of Trustees approve the proposed \$1.55 million budget which includes allocation of funding for 17 programs, 40-50 student clubs, and discretionary budgets, and the students that they serve.

Thank you,

2023-2024 Services & Activities Fee Committee

Jessie Chan – ASG Budget & Finance Officer, Committee Chair
Lina Chung – ASG President
Chris Van Hoosier – ASG Sustainability Officer
Laura Tambwe Mwibashiye – ASG Governmental Affairs Officer
Issac Lee – ASG Club Affairs Officer
Orpheus Bradley – ASG Social Justice Officer
Natalia Belles – ASG Student Representative
Sundi Musnicki – Director, Student Leadership & Residential Life

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JUNE 26, 2024**

TAB 4
(Updated 06/26/24)

ACTION

Subject: Ratify Agreement By and Between The Board of Trustees Of Community College District Number VII and the Shoreline Community College Federation of Teachers, Local No. 1950, AFT Washington/AFT/AFL-CIO (Effective: July 1, 2024 through June 30, 2027)

Background

Shoreline Community College recognizes the Shoreline Community College Federation of Teachers (SCCFT) as the exclusive negotiating representative for academic employees as defined in RCW 28B.52. A team consisting of members of the SSCFT Local No. 1950 and the Shoreline Community College administration entered into a new bargaining period in Fall quarter of 2022. A Tentative Agreement was reached in June 2024.

1. General Contract Updates

- a. Updated dates of this agreement. This contract would be for the term July 1, 2024, through June 30, 2027.
- b. A supplementary Memorandum of Understanding (MOU) is an agreement that the term July 1, 2023 through June 30, 2024 is extended to be covered under the 2019-2022 CBA, with exception of specific retroactivity contained in the new Collective Bargaining Agreement (CBA) (e.g. Compensation).
- c. Removed outdated explicit mentions of the dollar amount for General Hourly Rate, instead, reference a single place in Appendix A.
- d. Updated various terms to be more consistent with ctcLink.
- e. Added Applied Computing and American Ethnic Studies to RIF (Reduction in Force) list.
- f. Cleaned up several instances where “may” should be “shall.”

2. Compensation

- a. Cost-of-Living Adjustment (COLA) funding will be used to advance current faculty up the existing salary scale. Faculty will gain increments equal to the COLA allocation for 23-24 year (retroactively) and for the 24-25 year.
- b. Effective July 1, 2024, steps 1-3 are removed from the placement scale, all affected faculty will be moved to step 4. Effective July 1, 2025, steps 4-6 are removed from the placement scale, all affected faculty will be moved to step 7.
- c. Incorporated High Demand Supplemental Salary MOU into the contract.
- d. Incorporated Music Private Instruction MOU into the contract.

3. Evaluations

- a. Rewrote the Evaluations section to better clarify the roles, timelines, and processes for a Faculty Evaluation.
- b. Separates procedures by faculty-type.

4. Personal Leave

- a. Updated some language to be more consistent with ctcLink.
- b. Updated time computations in reporting personal leave.
- c. Incorporated a mechanism for faculty to seek approval to shift work online in an emergency.

5. Workload Assignment

- a. Consolidated pieces from around the contract into a single workload assignment list.
- b. Changes computation method for number of Reserved Sections.
- c. Reconfigured timelines for class cancellation and Priority Associate class assignment.
- d. Expanded opportunities for PAs to add classes to their Qualifying Course List.

6. Shortened Tenure-track Recommendation

- a. Outlined qualifications and processes for an ARC to recommend a candidate for a six-quarter tenure process.

7. Grievance Procedure

- a. Clarified roles of the Federation and the individual in the Grievance Procedure.
- b. Updates arbitration lists to a cheaper option.
- c. Expands the window to file a grievance.

8. Reopeners/Bargaining still in Progress

- a. Agreed to a limited reopener for the Advising/Counseling Matrix
- b. Continuing to bargain over Club Advising and Nursing Educator Supplemental Salary

Recommendation

It is recommended that the Board approve the changes made to the Agreement By and Between The Board of Trustees of Community College District Number VII and the Shoreline Community College Federation of Teachers, Local No. 1950, AFT Washington/AFT/AFL-CIO, effective July 1, 2024 through June 30, 2027.

Prepared by: Lucas Rucks, Acting Vice President of Instruction
Trevor Pelletier, Professor & SCCFT Treasurer
Shoreline Community College
June 2024

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JUNE 26, 2024**

TAB 5

ACTION

Subject: Signing of City of Shoreline Declaration of Covenant for Maintenance and Inspection of Stormwater Facilities and/or BMPs by Grantor(s) Shoreline Community College

Background

Shoreline Community College received a DECLARATION OF COVENANT For Maintenance and Inspection of Stormwater Facilities and/or BMPs as a condition of the City of Shoreline, Permitting Division to issue a permanent Certificate of Occupancy for the Cedar (HSAMCC) Building:

Grantor(s): Shoreline Community College

Grantee: City of Shoreline

Tax Parcel ID No.: 1226039013

Property Address: 16101 Greenwood Ave N, Shoreline 98133

Board of Trustees Policy Manual, Asset Protection (page 23) provides that the President will: “(7) Acquire, encumber, name, and dispose of real property only with Board approval.” College Administration inquired and the Assistant Attorney General confirmed that this Covenant encumbers the College’s real property and requires Board approval.

Recommendation

That the Board of Trustees, by motion and subsequent action, approve President Jack S. Kahn to sign and complete all other necessary legal documents to execute the City of Shoreline Declaration of Covenant for Maintenance and Inspection of Stormwater Facilities and/or BMPs by Grantor(s) Shoreline Community College.

Prepared by: Joe Mazur, Vice President of Business & Administrative Services
 Shoreline Community College
 June 2024

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JUNE 26, 2024**

TAB 6

ACTION

Subject: Parking Services and Operations Plan

Background

The Parking Service and Operations Department had many years of deficit spending with many unrelated expenses charged to the department and no plan to eliminate the historical, accumulated deficit and to fund ongoing, related expenses going forward.

Attached for the Board's review is an updated analysis of the Parking Services and Operations Department as of 6/23/2024 with an accumulated cash deficit of \$4,248,965. College Administration recommends the following actions to eliminate this deficit:

1. Transfer expenses from the Parking Services and Operations Department to the Operating and Contract Fund Reserves in the estimated \$2.4 million amount for the fiscal years beginning 2019-20 through the current fiscal year ending 6/30/2024.
2. Transfers of \$400,000 per year for the next five (5) years from International Education (I.E.) Reserves to eliminate the remaining \$2 million deficit.

A plan to fund future Parking Services and Operations Department expenses will be developed over the summer with a report to the Board in the Fall 2024 Quarter.

Recommendation

That the Board of Trustees, by motion and subsequent action, approve the Parking Services and Operations Plan as presented.

Prepared by: Joe Mazur, Vice President of Business & Administrative Services
Shoreline Community College
June 2024

Shoreline Community College		
Analysis of Parking Services and Operations Department		
As of June 23, 2024		
Description		Amount
Cash Deficit as of 6/23/2024		(\$4,248,965)
Adjust Payroll and Other Expenses to Correct Depts.		
Fiscal YTD 2023-24	\$ 371,412	
Prior Fiscal Year 2022-23	\$ 743,264	
Prior Fiscal Year 2021-22	\$ 307,804	
Prior Fiscal Year 2020-21	\$ 469,756	
Prior Fiscal Year 2019-20	\$ 392,066	
Subtotal of Expenses Reclassed:	\$ 2,284,302	
Adjusted Amount of Cash Deficit as of 6/30/2019		(\$1,964,664)

Shoreline Community College		
Analysis of Operating and Contracts Reserves to All College Reserves		
As of June 23, 2024		
Operating Reserves at 7/1/2023:	\$ 6,059,560.00	
Contract Reserves at 7/1/2023:	\$ 14,607,840.00	
		\$ 20,667,400
All College Reserves at 7/1/2023		
Investment in Plant:	\$ 38,160,298	
Cash in Bank as of 6/23/2024 (unreconciled):	\$ 14,821,411	
Other Current and Long-Term Assets:	\$ 11,229,228	
		\$ 64,210,937
Operating and Contract Reserves as a Percentage of all College Reserves:		32.19%

- Parking Services and Operations Cash Deficit Elimination Plan:**
1. Action Item: Request BOT approval to transfer expenses from the Parking Services and Operations Fund to the Operating and Contract Fund Reserves in the estimated \$2.4 million amount for the fiscal years beginning 2019-20 through the current fiscal year ending 6/30/2024.

 2. Action Item: Request BOT approval to transfers of \$400,000 per year for the next five (5) years from International Education (I.E.) Reserves to eliminate historical \$2 million Parking Services and Operations cash deficit.

 3. Information Only: Future Parking Services and Operations Expenses funding will be developed over the summer with a report to the Board in the Fall 2024 Quarter.

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JUNE 26, 2024**

TAB 7

ACTION

Subject: Elect Board of Trustees Officers (2024-2025)
• Chair • Vice-Chair

Background

1. The Board will elect from its membership the Chair and Vice-Chair. As specified by state law, the Secretary will be the President of Shoreline Community College, or their designee.
2. The Board will elect the Chair and Vice-Chair at the regularly scheduled Board meeting in June, to serve for the ensuing year, from July 1 through June 30.
3. The term of the office of Chair and Vice-Chair shall be for one year. The Board may elect the Chair to serve a consecutive term under extraordinary circumstances. Discussions concerning the extraordinary circumstances are to be held in a full Board open meeting.
4. Traditionally, the responsibility as Chair and Vice-Chair will be rotated through all members in the order of appointment or reappointment.
5. Traditionally, the Vice-Chair will move into the position of Chair of the Board, at the election of the Board.
6. If a Board member does not wish to serve when their name is moved into officer position, the replacement will be the next senior Board member who qualifies according to the order of appointment or reappointment.
7. Board members reserve the right to nominate candidates to stand for election in addition to those who qualify on the basis of the order of appointment or reappointment. This nomination process and discussion can take place only in an open meeting with a quorum of the Board.
8. In the event of a vacancy in the office of the Chair, the Vice-Chair will succeed as Chair for the remainder of the unexpired term, plus the term for which they were elected. The Board will conduct an election to elect a new Vice-Chair at the next regular meeting after a vacancy has occurred. The new Vice-Chair will serve for the remainder of the unexpired term.

-Board Structure and Elections-Board of Trustees Policies Manual

Recommendation

It is recommended that the Board of Trustees elect its Chair and Vice-Chair for 2024-2025 (July – June).

Prepared by: Lori Yonemitsu, Executive Assistant to the President
Shoreline Community College
June 2024