

SHORELINE COMMUNITY COLLEGE
BOARD OF TRUSTEES REGULAR MEETING OF OCTOBER 30, 2024
3:30 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

3:00 PM – EXECUTIVE SESSION			
1.	Convene Executive Session	<i>Chair Rebecca Ringer</i>	
2.	Executive Session pursuant to: <ul style="list-style-type: none"> • RCW 42.30.110(g) • RCW 42.30.110(i) 	<i>Chair Rebecca Ringer</i>	
3.	Action: Adjournment of Executive Session	<i>Chair Rebecca Ringer</i>	

REGULAR SESSION			
1.	Convene Regular Session & Land Acknowledgement	<i>Chair Rebecca Ringer</i>	
2.	Report: Chair, Board of Trustees	<i>Chair Rebecca Ringer</i>	
3.	Report: Opening Remarks – Board of Trustees	<i>Trustees</i>	
4.	Consent Agenda a. Approval of Previous Meeting Minutes •Regular Meeting of 2024 September 25	<i>Chair Rebecca Ringer</i>	
5.	Communication from the Public Public comment(s) will be presented to the Board verbally. - <u>For attendees attending in-person:</u> Please sign-up to provide a public comment on the speaker sign-in sheet in the Board Room (#1010M) between 3:15 PM–3:30 PM on October 30, 2024. - <u>For attendees connecting online:</u> Please sign up to provide a public comment via the Chat function in Zoom between 3:15 PM–3:30 PM on October 30, 2024. The Board Chair will call upon each speaker signed up to provide public comment. The total public comment period at the October 30, 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 October 30, 2024 meeting, please send written public comment to Board Secretary Lori Yonemitsu at lyonemitsu@shoreline.edu following the October 30, 2024 meeting.)	<i>Chair Rebecca Ringer</i>	
6.	Action: Parent Child Center Rate Increases <i>(5 Minutes)</i>	<i>Joe Mazur, Vice President & Junaid Haq, Director</i>	Tab 1
7.	Action: Board of Trustees Strategic Goals for 2024 – 2025 <i>(15 Minutes)</i>	<i>Ann Garnsey-Harter, Associate Vice President</i>	Tab 2

8.	Action: Amendments to Shoreline Community College Policy 5353 (General Tuition and Fee Waivers) Student Athlete Waiver Procedure	<i>Derek Levy, Dean</i>	Tab 3
9.	Action: Updated Board of Trustees 2025 Regular Meeting Schedule	<i>Chair Rebecca Ringer</i>	Tab 4
10.	Constituent Report: Shoreline Associated Student Government (5 minutes)	<i>Liz Ho, ASG President</i>	
11.	Constituent Report: Shoreline Classified Staff (WFSE) (5 minutes)	<i>Norah Peters, WFSE Chief Shop Steward</i>	
12.	Constituent Report: Shoreline Faculty (SCCFT) (5 minutes)	<i>Kristine Petesch, SCCFT President</i>	
13.	Constituent Report: Shoreline Faculty Senate (5 minutes)	<i>Rashawn Smith, Faculty Senate Chair</i>	
14.	Report: College President & Executive Team Representatives (10 minutes) <ul style="list-style-type: none"> • Ryan Aiello, Vice President (Student Services) • Joe Mazur, Vice President (Business & Administrative Services) • Brian Crisanto Ramos, Vice President (Diversity, Equity, Inclusion & Accessibility) • Ben Weng, Vice President (Instruction) • Veronica Zura, Executive Director (Human Resources) 	<i>Jack Kahn, President</i>	
15.	Report: Accreditation (5 minutes)	<i>Ann Garnsey-Harter, Associate Vice President</i>	
16.	Report: Finance & Budget (20 minutes)	<i>Joe Mazur, Vice President</i>	
17.	Waves of Gratitude	<i>Jack Kahn, President</i>	
18.	Action: Adjournment of Regular Session	<i>Chair Rebecca Ringer</i>	
19.	STUDY SESSION Internal Controls & Budget Process Updates	<i>Joe Mazur, Vice President</i>	

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The September 25, 2024 regular meeting was 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 – 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 Ringer at 3:00 PM. Chair Ringer read a section of the College’s land acknowledgment.

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 Ringer noted that there would be no executive session and spoke about the changes in the structure of Board meetings resulting from discussion at the Board’s summer retreat—including the start time of regular meetings to 3:00 PM and the order in which items on the agenda occur. She added that she did a thorough review of the Board minutes of more than half of the other colleges in the system noting:

- There is no set way to do Board meetings.
- The Board will try some different approaches to meetings, “to hopefully, make them more efficient for everyone.”
- “We are in no way trying to shorten the meeting.”
- Receiving written reports, including constituent reports, in advance of a Board meeting, would allow the Board the time to read the reports, and ask questions during oral presentations.
- “We read the reports carefully and thoughtfully.”
- “We are about the only college that records” its Board meetings—the September 25, 2024 Board of Trustees meeting will be the last meeting to be recorded.

Chair Ringer reported on items from a recent Washington State Association of College Trustees (ACT) Trustee Tuesday meeting focused on legislative matters and priorities for the upcoming 2025 legislative session.

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- Competitive compensation for faculty and staff is the number one priority of the Washington State Board for Community and Technical Colleges (“SBCTC”) for operating budget requests.
- Increasing the general-purpose funding without limitations, “because colleges simply have different needs.”
- There are a few policy bills in development pertaining to Running Start, Colleges in the High Schools, Financial Aid Navigators, and Mental Health Counseling.

Chair Ringer conveyed that she had hoped Trustee Pobee would be able to attend what would be his last Board meeting but that an emergency precluded him from joining the meeting. She concluded by expressing her appreciation to/for Trustee Pobee.

REPORT: OPENING REMARKS – BOARD OF TRUSTEES

Trustee Stark extended his congratulations on an “exciting first day of instruction,” sharing that he had an opportunity to be on campus before the meeting. “The energy on the campus is great and inspiring. There were a lot of activities happening. Wonderful to see and delightful.”

Trustee Wells echoed Trustee Stark. “Congratulations on the first day. We can feel the excitement in the air.” Noting that her comments come from a philosophical perspective, Trustee Wells stated, “Getting us the reports earlier versus having perfection is key. As a board member, if I’m going to come really prepared and mentally be able to ask great questions, I don’t need perfection.”

Trustee Chan shared that she attended a Shoreline Community Business Champion Awards event at Shoreline City Hall sponsored by Representative Cindy Ryu and wanted to “call attention to Representative Lauren Davis and Senator Jesse Salomon. President Kahn has built good relationships with them. They approached me and were very kind and friendly.” Her report also included excitement for Black Coffee Northwest to be on campus, seeing college representatives at the South Shoreline Light Rail opening, sharing a quote she was given from a woman she met at an international human trafficking conference, her attendance at a recent listening session related to the University of Washington’s presidential search, and her plans to apply to serve on an Association of Community College Trustees (ACCT) Board Committee.

CONSENT AGENDA

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

- a. Minutes from the regular meeting of 2024 July 17 and the special meeting of August 14, 2024.

Motion 24:44: Motion by Trustee Chan to approve the consent agenda.

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

COMMUNICATION FROM THE PUBLIC

Per the agenda for the September 25, 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 2:45 PM–3:00 PM on September 25, 2024.

-For attendees connecting online: Please sign up to provide a public comment via the Chat function in Zoom between 2:45 PM–3:00 PM on September 25, 2024.

The Board Chair will call upon each speaker signed up to provide public comment. The total public comment period at the September 25, 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 September 25, 2024 meeting, please send written public comment to Board Secretary Lori Yonemitsu at lyonemitsu@shoreline.edu following the September 25, 2024 meeting.)

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

FIRST READING: PARENT CHILD CENTER RATE INCREASES

Business & Administrative Services Vice President Joe Mazur and Parent Child Center Director (and Shoreline CC alumnus) Junaid Haq went over the PCC Tuition Increase Proposal Background Information document (attached).

- The last Parent Child Center (PCC) increase presented to the Board was in 2017.
- “We wanted the parents to be a part of this” and the PCC’s “Parent Advisory Group was tasked to look at other local childcare center rates. The data gathered by the parents showed that we were \$100-\$300 less than a lot of local childcare centers.”
- Rationale for the \$200 increase: “to increase compensation to attract and retain qualified teachers, to continue to provide breakfast, lunch and afternoon snacks, to increase family events, update classroom materials and the playground, purchase supplies to support learning and development, increase frequency of teacher and staff professional development, improve functionality of software the PCC uses for payments, and building reserves for future repairs.”
- Forty children are currently enrolled in the PCC. (Six are children of Shoreline CC students, four are children of Shoreline CC faculty or staff, and thirty are children of community members.)

Director Haq and Vice President Mazur responded to questions from the trustees related to the childcare centers the parents chose for comparison, the rate differential between the infant, toddler and preschool age groups, where the funding for the PCC from the Student Government S&A fees

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are applied (e.g. subsidizing the tuition of the children of Shoreline CC students; general operations), the trend with colleges continuing to have childcare centers on campuses, and prioritizing spots for students.

Vice President Mazur spoke about the “numbers” associated with operating the PCC.

ACTION: PRESIDENT’S STRATEGIC GOALS FOR 2024-2025

The Board reviewed and discussed a draft of the president’s strategic goals for 2024-2025 at its July 17, 2024 study session. Planning, Institutional Effectiveness & Project Management Associate Vice President Ann Garnsey-Harter stated, “Based on that discussion, we finalized the goals with the final version included in tab 2” [Action: President’s Strategic Goals for 2024-2025].

Recommendation: “That the Board approve the president’s strategic goals for 2024-2025.”

Discussion:

Re: Goal 1 Action—Continue to create opportunities to engage faculty and staff into building a stronger community and presence on campus.

- How can we make this a measurable action? Recommend: Create at least three additional opportunities...

Re: Goal 5—Improve college infrastructure.

- It is very important to have a plan.

Motion 24:45: Motion by Trustee Wells to accept, with the edits, the set of president’s goals.

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

ACTION: PROPOSED AMENDMENT TO WAC-132G-104-010 (TIME AND PLACE OF BOARD MEETINGS)

Chair Ringer went over tab 3 [Action: Proposed Amendment to WAC 132G-104-010 (Time and place of board meetings.)]

Motion 24:46: Motion by Trustee Wells to approve the proposed amendment.

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

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September 25, 2024 marked the first Board of Trustees meeting of the academic year, as well as the first day of fall quarter instruction thus impacting the ability of some constituents to attend the meeting either in-person or remotely.

CONSTITUENT REPORT: SHORELINE ASSOCIATED STUDENT GOVERNMENT

Associated Student Government (ASG) President Liz Ho was unable to attend the meeting and provide a report on behalf of the Associated Student Government.

CONSTITUENT REPORT: SHORELINE CLASSIFIED STAFF (WFSE)

Program Specialist & Classified Staff Union/WFSE Local 304 Chief Shop Steward Norah Peters was unable to attend the meeting and submitted a written report (attached) which was read by Board Secretary Lori Yonemitsu.

CONSTITUENT REPORT: SHORELINE FACULTY (SCCFT)

Professor and SCCFT Local 1950 Union President Kristine Petesch was unable to attend the meeting and provide a report on behalf of the SCCFT.

CONSTITUENT REPORT: SHORELINE FACULTY (SCCFT)

Faculty member and Faculty Senate Chair Rashawn Smith joined the meeting remotely and spoke of the conflict with the Board of Trustees meeting with a Faculty Senate meeting. Chair Smith shared that he was voted in to the Faculty Senate Vice Chair position during the last quarter and voted into the Chair position this quarter due to former Faculty Senate Chair Jessica Strickland moving into an administrative position.

Chair Smith also shared that:

- The Faculty Senate Council and the Faculty Union had an opportunity to hold a joint meeting during Opening Week to discuss shared governance, the importance of transparency, and the community as a collective. “Transparency and community are my two biggest things when it comes to being a leader.”
- The Faculty Senate is currently going through a lot of changes and transitions.
- He is a graduate of Shoreline Community College and is currently the instructor leading the Honda PACT Program.
- In addition to being the Faculty Senate Chair, the Honda PACT Program instructor, he is also the Black Student Union’s advisor.
- He has over sixteen years of experience in the automotive industry, two and a half years of experience as a teacher and is in the middle of his tenure track position. “It’s been an amazing journey. I absolutely love what I do and am passionate about being able to create new experiences and pushing individuals into their new career pathways.”

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REPORT: COLLEGE PRESIDENT & EXECUTIVE TEAM REPRESENTATIVES

Reports from the College President & Executive Team Representatives included updates from Vice Presidents Ben Weng, Ryan Aiello, and Brian Crisanto Ramos.

Instruction–Ben Weng, Vice President

Spoke of the launch of the College’s first bachelor’s degree program in Dental Hygiene and receiving approval from the state to add twenty seats to the Nursing Program.

Student Services–Ryan Aiello, Vice President

Highlighted the Guided Pathways work during opening week, the focus on Running Start, and building relationships with the two high schools in Shoreline.

Diversity, Equity, Inclusion & Accessibility–Brian Crisanto Ramos, Vice President

Spoke about the ALOHA professional development session led by Dr. Gerry Ebalaroza-Tunnell (“Dr. G”) for classified and administrative staff along with plans to have Dr. G return to campus to conduct more sessions. In addition, Vice President Crisanto Ramos shared that he is working closely with the Seattle Latino Film Festival, that work with other members of the campus community in revising the College’s land acknowledgement is transpiring, and that a contract with Black Coffee Northwest was signed.

Written September 2024 Report to the Board attached.

REPORT: BOARD OF TRUSTEES POLICIES ON COLLEGE WEBSITE

In response to a request from the Board regarding the location of the current Board Policies Manual in one section of the College’s website and other Board related policies (which are contained in the Board Policies Manual) located in another section of the College’s website, President Kahn shared that the other Board related policies will be removed from the College’s website.

REPORT: ENROLLMENT UPDATES

Planning, Institutional Effectiveness & Project Management Associate Vice President Ann Garnsey-Harter and Student Services Vice President Ryan Aiello included the following:

- An overview of the Daily Enrollment Tracking Report (DENTR), Fall 2024 (attached).
- The impact on the enrollment data resulting from the timing of the “Drop(s) for Non-Payment” last year and this year, as well as improvements in identifying fraudulent (“ghost”) students more quickly.
- Reimagining the way the College does some of its outreach events to better support a wider range of students, including a strategic calling campaign.

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REPORT: ACCREDITATION

Planning, Institutional Effectiveness & Project Management Associate Vice President Ann Garnsey-Harter's update included information on/about:

The request from the Northwest Association on Colleges and Universities (NWCCU) for the College to submit an article for the NWCCU's newsletter, with credit to (former) Outcomes Assessment Acting Director Romina Plozza for "doing the bulk of the work."

[V711: From a Culture of "Why do it?" to "Let's do it!" – Lessons Learned on Creating a Culture of Learning Outcomes Assessment](#)

- Romina Plozza's return to the faculty ranks, the hiring of David Owens to fill the Outcomes Assessment Director position, and the hiring of two senior research analysts.
- Area reviews are now called program reviews, reflecting accreditation language.

REPORT: FOUNDATION BOARD UPDATE

Trustee Kim Wells is the Board Liaison to the Foundation's Board of Directors and asked the members of the Board to consider serving as a table captain or a sponsor for the November 1 luncheon. The goal: to raise over \$100,000 for student scholarships.

Trustee Wells also spoke of opportunities for collaboration between the Board and the Foundation's Board of Directors.

REPORT: OFFICE OF FINANCIAL MANAGEMENT (OFM) UPDATE

President Kahn recapped OFM's "overpayment to the community college system last year and this year" resulting in chaos across the system as by the time the colleges were made aware of the situation, all thirty-four colleges had approved budgets. The impact to the colleges range "somewhere between \$300,000 and \$2.7 million."

The State Board held an emergency meeting to vote on a resolution which "essentially is a recognition that there was an overpayment, understanding that it was a mistake, that the funds have to be returned, and the state should find an alternate way to pay" the colleges. The resolution was presented to OFM, along with ideas of where to find the funding.

President Kahn spoke about another issue related to tuition. "Tuition is capped, and current tuition is not keeping up with inflation in Washington state. While a great deal for students, it's a significant revenue loss for the colleges.

The only solution to the OFM overpayment error is through legislative action.

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REPORT: FINANCE & BUDGET

Business & Administrative Services Vice President Joe Mazur’s report included an overview of the following documents: Analysis of Change in FYE 6/30/2024 Operating Reserves from Pre-Year-End Close to Final Close (attached), Financial Report – Operating Funds Month Ended August 31, 2024 (attached), Financial Report – Grant Funds 145 Month Ended August 31, 2024 (attached), and Financial Report – Contracted Funds 146 Month Ended August 31, 2024 (attached).

DISCUSSION: PRESIDENT’S EVALUATION PROCESS

The president’s evaluation subcommittee of the Board: Chair Ringer and Trustee Wells. Discussion amongst the trustees and President Kahn included having a report from the president “responding to how well he met his goals,” inclusion of stakeholder feedback, and climate survey results.

WAVES OF GRATITUDE

President Kahn extended waves of gratitude to Mari Kosin and Jill Marquis for their work in organizing an open house, essentially changing the way the College orients its new students.

ADJOURNMENT

Motion 24:47: Motion by Trustee Wells to adjourn the meeting.

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

Chair Ringer adjourned the meeting at 5:31 PM.

Signed _____
Rebecca Ringer, Chair

Attest: October 30, 2024

Lori Y. Yonemitsu, Secretary

PCC Tuition Increase Proposal Background Information

PCC is self-supporting and receives income from three main revenue streams:

- Student Government (to subsidize childcare rates for Shoreline Students)
- Tuition payments from students/faculty and community members
- Washington State Working Connections Childcare Subsidies for eligible low-income Students/Families.

Student Government financial support

- Funding from Student Government S&A Fees is \$82,210 for 2024-2025.

Rationale for current fee increase request

- Increase compensation to attract and retain qualified teachers and staff.
- Continue to provide meals for breakfast and lunch and snacks throughout the day.
- Increase family events.
- Classroom material updates, playground, and natural climbing playscape updates.
- Increase frequency of teacher and staff professional development.
- Better utilize Brightwheel functionality.
- Build up reserves for future repairs and refresh.

2024-2025 PCC \$200.00 Tuition Increase Proposal Across all Age Groups and Categories						
Age Range	Student (Current)	Student (Proposed)	Faculty/Staff (Current)	Faculty/Staff (Proposed)	Community (Current)	Community (Proposed)
Infant (6 weeks – 1 year)	FT: \$1,449 PD: \$1,224 HD: \$848	FT: \$1,649 PD: \$1,424 HD: \$1,048	FT: \$1,961 PD: \$1,657 HD: \$1,147	FT: \$2,161 PD: \$1,857 HD: \$1,347	FT: \$1,961	FT: \$2,161
Toddler (1-3 yrs.)	FT: \$1,224 PD: \$1,034 3FD: \$955 2FD: \$636 HD: \$716	FT: \$1,424 PD: \$1,234 3FD: \$1,155 2FD: \$836 HD: \$916	FT: \$1,656 PD: \$1,400 3FD: \$1,291 2FD: \$861 HD: \$968	FT: \$1,856 PD: \$1,600 3FD: \$1,491 2FD: \$1,061 HD: \$1,168	FT: \$1,656	FT: \$1,856
Preschool (3-5 yrs.)	FT: \$1,041 PD: \$880 3FD: \$812 2FD: \$541 HD: \$609	FT: \$1,241 PD: \$1,080 3FD: \$1,012 2FD: \$741 HD: \$809	FT: \$1,408 PD: \$1,190 3FD: \$1,099 2FD: \$733 HD: \$825	FT: \$1,608 PD: \$1,390 3FD: \$1,299 2FD: \$933 HD: \$1,025	FT: \$1,408	FT: \$1,608

Abbreviation Key:

- FT: Full Time: 7:30am – 5:15pm (M-F)
- PD: Partial Days: 8:00am - 1:30pm (M-F)
- 3FD: Any Three Full Days: 7:30am – 5:15pm
- 2FD: Any Two Full Days: 7:30am – 5:15pm
- HD: Half Days: 8:00am - 11:30am (M-F)

Full-Time Tuition Rate Comparisons for Childcare Centers in the Area							
Age Range	SCC – PCC (current)	SCC – PCC (proposed)	Trike Stop	Main Street Kids	Edmonds Community College	Grow With Us	La Petite Academy
Infant	\$1,961	\$2,161	\$3,033	\$2,077	\$2,090	N/A	N/A
1-2 yrs.	\$1,656	\$1,856	\$2,730	\$1,881	\$1,900	\$1,895	\$2,200
2-3 yrs.	\$1,656	\$1,856	\$2,557	\$1,779	\$1,900	\$1,895	\$2,200
3-4 yrs.	\$1,408	\$1,608	\$2,470	\$1,675	\$1,700	\$1,795	\$2,000
4-5 yrs.	\$1,408	\$1,608	\$2,383	\$1,675	\$1,700	\$1,765	\$2,000

Current PCC Enrollment by Category as of 9/12/2024	
Category	Headcount
SCC Student	6
SCC Faculty and Staff	4
Community Member	30
Total Headcount	40

Thank you, members of the board. My name is Norah Peters, and I am the Chief Shop Steward of the Classified Union, WFSE local 304. I would like my statement submitted for the minutes.

As you are aware, today starts the Fall Quarter of the 24-25 academic year. Which means this may be a tad on the brief side, given I work in advising, and we are a bit busy these days. We are, of course, excited to welcome back our students and help them get ready for another successful year at Shoreline.

The Classified Staff have had a busy summer. I would like to, again, thank Veronica Zura and her office, as well as Dr. Kahn, for hearing our request for more focus on classified staff development. We had a great all day training event focused on staff and admin on August 29th, and it was well attended and very appreciated. It was also truly nice to have some time during our lunch break and between sessions to catch up with colleagues that we do not necessarily see often.

Classified Staff welcomed in new leadership in a couple divisions this summer, notably our new VP of DEIA, Dr. Brian Ramos, VP of instruction, Dr. Ben Weng, and VP of Student Services, Dr. Ryan Aiello. Ryan's division, in particular, is full of classified staff, including both myself and the Assistant Chief Shop Steward, Tirzah Williamson. Tirzah and I had a productive meeting with Ryan, and really appreciated his willingness to hear us about the needs of staff in his division.

We recently had our convocation, at which Classified Staff Star of the year was announced, and I would like to take this moment to congratulate the recipient of this year's award, Janel Middleton. Janel works in our Enrollment Services office and has been a constant source of support for the past 10+ years. During times of changing leadership, pandemics, and ransomware, Janel has been the backbone of the office. Thank you, Janel, for all you do.

We, all, are facing challenges as we start this quarter. Just days before our convocation, we were informed that the Office of Financial Management over allocated funds to all the ctc schools during the last two academic years. I want to give a sincere thank you for how quickly Dr. Kahn reached out to myself along with the faculty union and faculty senate leaders regarding the issue. Cuts to the budget will and already are directly impacting classified staff. Many, if not most, of the open positions that are now on hold are classified staff. Positions we have been asking for to help lift the burden felt in our understaffed offices. This is through no fault of our college or it's leadership, in fact their response saves us from losing people who are currently in classified positions. We are, however, deeply disappointed in the Office of Financial Management and their lack of ability to actually

manage taxpayer monies while simultaneously being the barrier between staff and a livable wage. Truly shameful.

While we know there is possibly nothing we can do to change the reality of the current situation, we do welcome any voices that want to join ours in sharing concerns with our state leaders.

In the meantime, classified staff will go on, as we tend to do, but please bear with us if we seem a bit exhausted these days.

Thank you for your time.



President's Report

From the desk of Dr. Jack Kahn

It has been a busy summer in the President's Office. As you know, we are currently engaged in planning local and regional responses to the Office of Financial Management (OFM) error in allocations. I sent emails to the campus community on 9/13 and 9/19 informing them of the incident, and where we are in the discussions. No updates exist as of this report's writing, but the Board will be kept up to date as we receive more information.

One highlight I am excited to share is the meeting I had with Dr. Weng, Dean Paredes, Representative Ryu, and a representative from Life Sciences Washington to discuss how SCC is currently providing training to support Washington's goals, and to learn ways we might increase our collaborations. The meeting went very well, and I am looking forward to our next steps.

The summer is a time for folks to take well deserved vacations, but it is also a time to move projects forward, complete needed trainings, and connect with the community. The Executive Team took part in a series of emergency management training courses, as well as one in-person training from Greg Cranson (which is also being made available to the whole campus). In addition, I attended a few online trainings and met with other college presidents to learn about various policies we have within our system. We also spent much of the summer getting our Strategic Action Teams organized and began working on projects related to our new strategic plan.

We held several on-campus events I attended, including a packed International Student Orientation. Yushin Wung and her team did an excellent job organizing the event. I enjoyed providing some welcoming remarks and Samira Pardanani gave a wonderful intro and conducted an activity in which she asked students to share what regions they are from, and then asked others from the same nation to stand. We counted at least 22 regions in the room, but some folks were shy and didn't stand, so there may have been more. Recently I attended the first day of Tibetan Language and Culture school held on campus. We are so lucky to have this collaboration with the Tibetan Association of Washington. At the end of August, we hosted the very first Classified & Administrators all-day summer training. It is part of work we are doing with our classified staff union to build more systemic annual support program for staff and admin employees. It was open to faculty as well but was more focused

What's Happening on Campus



President's Report

From the desk of Dr. Jack Kahn

on our staff. We were so inspired by our keynote Dr. Gerry Ebalagoza-Tunnell who did a wonderful presentation entitled "A.L.O.H.A in Action." We know we have a lot more to do to provide professional development support for our employees, but this is a powerful addition.

This summer we hosted two big summer events off-campus for employees as well. Many of us enjoyed visiting the Shoreline Historical Museum (SHM) together. Kenneth Doult and his team were so great in teaching us some indigenous history and the development of the city. The Miyawaki forest and exhibits were fun, and the SHM team even kindly brought out historic materials from SCC!

We also brought 50+ employees and their family members to see the Seattle Mariners play the Detroit Tigers in early August at T-Mobile Center. Mitch Haniger hit a game-ending three-run double, and the Mariners triumphed 4-3! Thanks so much to our awesome donors and the Shoreline Community College Foundation for providing this wonderful opportunity for us to spend meaningful and fun time together outside of work.

This summer we took part in several community events. I want to thank Brian Ramos and Ryan Aiello for representing SCC at the Suquamish Tribe Ancestral Waterways event. I was out of town and unable to attend, but I am really looking forward to learning about their experience and the new colleagues they made.

Lastly, I want to share that we had a GREAT meeting last month at Shoreline Community College with amazing leaders from King County, WA, City of Shoreline, Shoreline Community College Foundation, SCC Board Members, and Blanton Turner to discuss our shared Housing Insecurity Pilot. Using funds from the county, we are fully funding housing for three (soon to be four) housing-insecure students in our residence hall- right here on campus. This gives students access to wrap-around services provided by the county AND the college. We will be watching progress and hope to increase opportunities for more students soon. Keep an eye out for the press release! I'm really excited about this effort! It's a small step in this housing crisis, but it matters.

Cheers,
Jack

What's Happening on Campus

President's Report

From the desk of Dr. Jack Kahn

Events – Summer 2024

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



Top: Images from Bracken Groundbreaking Event

Bottom: Housing Meeting to discuss Housing Insecurity Pilot

What's Happening on Campus

President's Report

From the desk of Dr. Jack Kahn

Events – Summer 2024

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



Top: Images from Classified & Admin Staff Training Day



Bottom: SCC at the Mariners Game

What's Happening on Campus

Daily Enrollment Tracking Report (DENTR), FALL 2024

Report date: 09/24/2024

Reflects enrollment through: 9/24/2024 12:32:16 AM (Monday reports may not reflect full weekend enrollment)

Equivalent enrollment date, previous year: 09/25/2023

This report summarizes enrollment using quarterly Full-Time Equivalent (FTE) units. One quarterly FTE is equivalent to 15 credits.

Total FTEs: 3690, -6.3% compared to same day last year

	Today	Current Yr. Pre-Conversion**	Same Day Previous Year*	Previous Yr. Pre-Conv.**	FTEs Change	% Change	Previous Year Final	Prev. Yr. Final Pre-Conv.**
State Supported	2586	2586	2884	2884	-298	-10.3%	2623	2623
Contract (Total)	1,088		1056		+32	+3.0%	1067	
International Contract	691	691	693	693	-2	-0.3%	681	681
RS Contract	264		255		+9	+3.6%	265	
CECO Contract [^]	129		108		+21	+19.2%	122	
Other Contract	4		N/A	N/A	N/A	N/A	0	
Self-supporting	17		0		+17	+0.0%	18	
TOTAL	3690		3939		-249	-6.3%	3709	

* QARS_Actual: Previous year's data is pulled from a QARS report in the previous year reflecting the equivalent enrollment date.

** CONVERSION NOTES

Under the current state allocation model, each college may convert international contract FTEs to state-supported FTEs for allocation purposes, up to 2% of the college's District Enrollment Allocation Base (DEAB).

--> **A total of 0 FTEs have been converted from international contract to state FTEs this quarter.**

--> Note that FTEs and % change from previous year compare pre-conversion numbers.

--> Current count of unconverted state-supported FTEs this quarter is: 6

[^] Due to the rolling enrollment structure of the CECO program, today's numbers will not be comparable to Previous Year Final until after the 10th day of the quarter.

Financial Aid Updates

- 2024-2025 FAFSA still has outstanding issues, but FA staff are still making progress with student files.
- Due to FAFSA and SBCTC readying ctcLink we could not begin file processing for 2024-25 until June.
 - Between June 1, 2024, to September 18, 2024, the office has packaged aid (federal, state, Workforce, emergency funds, etc.) for 922 students and disbursed aid totaling \$1162750.
 - For comparison, we packaged 785 students between April 1, 2023, and September 18, 2023.
- The office is continuing to review files for Fall quarter for students who submitted their completed applications after September 1, 2024 (approximately 115)
- Financial Aid Labs were hosted on September 11, 18 and 25
- The annual FISAP report is due October 1, 2024
- The annual Unit Record Report is due October 14, 2024

Grant Updates

September Snapshot

Total Current Awards: \$8,267,170

Total Indirect: \$187,972

Fiscal Year	Total Grant Awards	Indirect Costs
2022-23	\$7,472,959	\$41,529
2023-24	\$7,659,721	\$71,258
2024-25 CURRENT	\$8,267,170	\$187,972

New Awards for 2024-25:

- National Science Foundation ITYC (Innovation in Two-Year College STEM Ed): \$499,954 (3 yrs.)
- SBCTC FY25 SSEH (Supporting Students Experiencing Homelessness) grant: \$115,000
- United Way of King County “Bridge to Finish” (Benefits Hub) grant: \$160,000
- SBCTC Math Placement Grant: \$10,000, led by Dalila Paredes
- WA Department of Commerce: Clean Energy Grant: \$533,389
- SBCTC 2024-25 BEdA (Basic Education for Adults) grants
 - Master Grant: \$267,694
 - IELCE (International ELCE) Grant: \$67,331
 - New Arrivals Funds: \$195,000
 - SBCTC 2024-25 Perkins Plan: \$278,033
 - SBCTC 2024-25 Worker Retraining Program: \$1,412,698
 - SBCTC 2024-25 WorkFirst Delivery Agreement: \$423,129
- SBCTC 2024-25 BFET (Basic Food, Employment & Training) grant: \$529,163

Pending: SBCTC Nursing FTE Expansion grant: Requesting up to 20 FTEs @ \$9,000/FTE

Financial Aid & Grant Updates

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 towards the beginning of a new academic year, we are putting together structures and processes to achieve our goals towards improving our outreach efforts, as well as our data tracking. We are currently in the final stages of interviews for the Career Navigator position who will be working directly with our partners in the Shoreline School District. We also will be starting the hiring process to replace Liam O'Connor, who has moved over to the Title IX position here at Shoreline Community College.

OUTREACH EFFORTS

Amy Stapleton met many potential students on campus this summer, welcoming them for admissions information and campus tours. Some of these students are enrolling this Fall quarter, others are planning for the next few years. We are planting Shoreline Community College seeds for them!

It has been a busy summer of outreach events, representing Shoreline Community College at many community events, including the Richmond Beach Strawberry Festival, ShoreLake Arts in the Park, North City Jazz Walk, Celebrate Shoreline, and numerous Saturdays at the Shoreline Farmers Market. Community members and potential students love to see our participation in City of Shoreline events.

We proudly represented Shoreline Community College at the historic grand opening of the Shoreline Light Rail at the 148th street station on August 30. What an amazing event that was. The energy and excitement were incredible. It was awesome to share new ways for people to travel to Shoreline Community College from the south end and further north.

It has been a great and productive summer!

Liam O'Connor, our Adult Learner Outreach Recruiter, has connected with numerous potential students in the community who could be eligible for Workforce Education funding and resources. He expanded upon existing partnerships with community-based organizations, specifically those which support underserved populations. Patrons of Ballard Food Bank and Shoreline Hopelink have been especially receptive to the availability of programs and resources at SCC. Liam met with various businesses and agencies to share SCC/WFE information during career fairs catering to justice-involved individuals at the Opportunity Center for Employment and Education at North Seattle College. He recently attended the Community Resource Fair hosted by the King County Libraries Shoreline branch.

Phase Two for Cedar is under way. This phase consists of wayfinding, greenhouse, pond, and PV arrays. As for Bracken, our contractor, Bayley, has rerouted data, fire, and power from 2200 to 2300. They have also demoed building 2200 and have started pouring walls. They will have foundation completed and start steel the week of November 1st.

Minor capital projects:

Roof repairs – This project was to be out to bid in June however, additional roof concerns came about that required more inspections. The final bid proposal is completed with all roof concerns and will be out to bid by the end of this week.

Boiler replacements – funding has been provided to replace boilers in three buildings (2000, 5000, and 9000). We applied for a SPI grant and was awarded a grant for \$259,088. This project will be completed as an ESCO project. We are working with ATS and DES Energy to finalize the cost proposal for this project.

Building 3000 bridge – repair undercarriage and seal pedestrian bridge. The project is currently out to bid.

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:

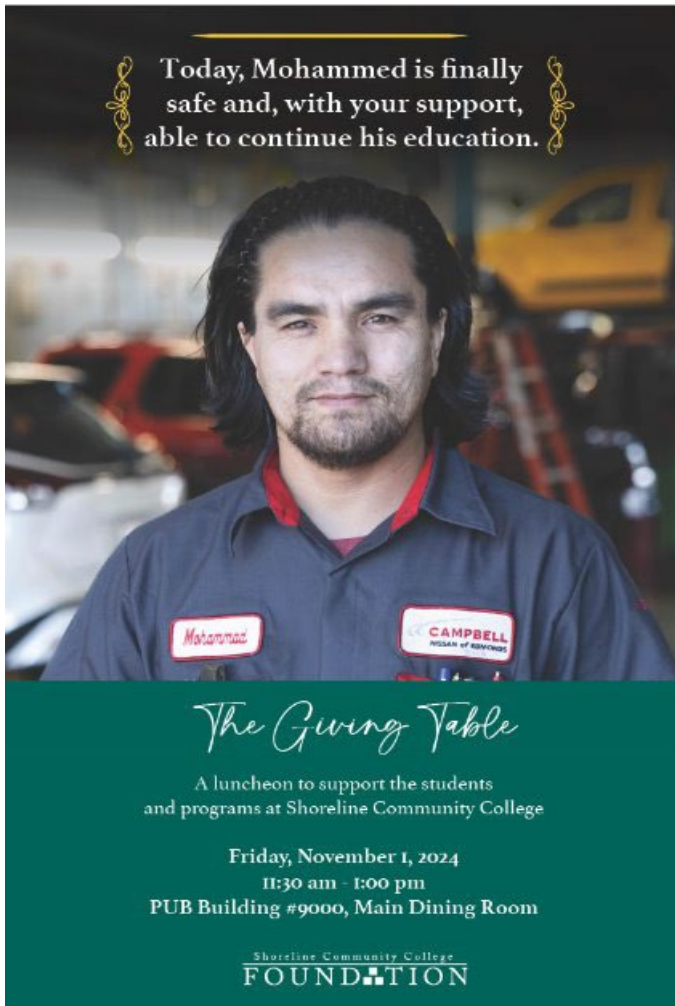
2900 Learning Center North – Construction for this project began on 9/9/24.

9000 coffee service – This project is on hold while we work with Black Coffee NW to complete and submit for the health permit. The space is still under renovations. The schedule has been pushed out at this time.

Emergency Repairs for 1600 Orchestra pit – we are in the early process of requesting emergency repairs for the orchestra pit in the 1600 building. Due to a long-standing issues with flooding in the pit, this area needs to be sealed, and flooring replaced quickly to avoid disruption to productions.

Safety & Security Updates

Annual Fire Alarm and Suppression testing was completed. Campus parking lots and roadways were restriped. The daily shuttle service added the Shoreline North/185th Station Link Light Rail stop as one of pick-up/drop-off locations. This greatly increases access to campus for those using public transportation when considering that community members from Lynnwood to SeaTac can now hop on the light rail and daily shuttle, instead of having to transfer between multiple bus routes. Still working on hiring for 2 open Campus Security Officer positions.



Thank you to our sponsors who help to defray the cost of this event so that every dollar raised can support the students and programs at SCC!

Coastal Community Bank
Dick & Beth Stucky
Garde Capital
HomeStreet Bank
Jack Kahn & Jackie Denmon
Mithun
Reid Middleton
Spectrum Development Solutions
Starling, Whitehead & Lux Architects
Vine Dahlen
Brenda Mallett
Bruce and JoAnn Amundson
Eben Pobee
Howard & Wendy Schneider
Jack Malek, LLC
Pearl & Ken Noreen
LewerMark Student Insurance
Rebecca Ringer & Bill Cohon
Ruth Kagi
Scott Saunders & Irene Wagner
Wendy & Stephen Coates
Kim Wells
Ben Weng

During the Summer Quarter, the SCCF provided just over \$10,000 in Emergency Assistance through the Benefits Hub. The majority of these funds helped with rental and utilities assistance.

We are happy to announce that the Alvin M. Taniguchi, D.D.S. Endowed Memorial Scholarship Fund was established this month and has already awarded a scholarship to a student for the 24/25 academic year. This fund was established in loving memory of Alvin with the sole purpose to help SCC dental hygiene students cover the costs of tuition and fees.

Stay tuned for news about a second new endowment in support of nursing students and two planned gifts that will provide basic needs funding.

The SCC Foundation Board resumes meeting on October 1 after a summer hiatus. At this meeting, new officers will be elected, and the conversations will focus on bringing in new board members, creating board goals, and looking at how the SCCF can best serve our donors and the students and programs of SCC.

Professional Development Day:

Keynote & facilitator Dr. Gerry Ebalagoza-Tunell hosted our first ALOHA training which centers the five-components of ALOHA and their application. Together we learned how to build trust and empathy and laid the foundation for future training & workshops.

Seattle Latino Film Festival:

Shoreline Community College will be hosting the Seattle Latino Film Festival in collaboration with our Theater Department, foundation, and SLFF. Each film was reviewed and selected by the Office of DEIA and promises to be a wonderful opportunity for our community to come together and showcase Latinx film directors & stories.

Land Acknowledgement:

We are currently updating & revising our Land Acknowledgement for the campus. A new version will be presented to the Board for feedback once the draft is ready.

Team:

We are happy to welcome our New Director of ANNIPISI, Scott Kurashige, this summer! Scott will be taking lead over the ANNIPISI grant and joins us with a rich background in higher ed and amazing scholarly work.

Community:

This quarter we are excited to build strong relationships with diverse community partners from around King County. I was lucky to be a guest at El Centro Cultural Mexicanos event called, El Grito!, where I was able to connect with local Latino families and listen to the needs of the community while supporting Mexican Independence Day. Centro Cultural Mexicano serves the Latinx Community in King County, and we are eager to connect & create new ways to support our Latino students & their families.

We are also looking forward to building a stronger relationship with our local tribes this year. We were fortunate to visit the Suquamish Tribe in Seattle during an outreach event they hosted. We are excited about the new possibilities this relationship will bring and are hoping to connect further on best ways we can support all tribal students.

The graphic features the Shoreline Community College logo at the top left, followed by the text "Fall Quarter" and "IMPORTANT DATES" in large, bold letters. Below this, the calendar is organized into four quadrants, each with a calendar icon and a date range. The top-left quadrant is for September, with the 25th marked as the "First Day of Instruction". The top-right quadrant is for December, with the 6th marked as the "Last Day of Instruction". The bottom-left quadrant is for November, with the 11th marked as "Campus Closed" and the 28-29th also marked as "Campus Closed". The bottom-right quadrant is for December and January, with the 10-12th marked as "Final Exams" and the 23-1st marked as "Campus Closed".

Shoreline COMMUNITY COLLEGE **Fall Quarter**
IMPORTANT DATES

September
25 First Day of Instruction

December
6 Last Day of Instruction

November
11 Campus Closed
28-29 Campus Closed

December / January
10-12 Final Exams
23-1 Campus Closed

Important Dates:

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

Important College Updates (DAAG)

- [Campus Updates 9/17/24](#)
- [OFM Correction to Funds Issued Memo #2](#)
- [College Update: OFM Correction to Funds Issued](#)
- [Campus Updates 9/12/24](#)
- [Campus Updates 9/5/24](#)
- [Fall 2024 Welcome Week is Coming](#)
- [Campus Updates 8/29/24](#)
- [Campus Updates 8/22/24](#)
- [Campus Updates 8/15/24](#)
- [Introducing Cameron Dollar as Shoreline's New Director of Athletics and PE](#)
- [Campus Updates 8/8/24](#)
- [Campus Updates 8/1/24](#)
- [Campus Updates 7/25/24](#)

Important Dates & Updates

Daily Enrollment Tracking Report (DENTR), FALL 2024

Report date: 09/25/2024

Reflects enrollment through: 9/25/2024 12:32:25 AM (Monday reports may not reflect full weekend enrollment)

Equivalent enrollment date, previous year: 09/26/2023

This report summarizes enrollment using quarterly Full-Time Equivalent (FTE) units. One quarterly FTE is equivalent to 15 credits.

Total FTEs: 3815, -5.0% compared to same day last year

	Today	Curent Yr. Pre-Conversion**	Same Day Previous Year*	Previous Yr. Pre-Conv.**	FTEs Change	% Change	Previous Year Final	Prev. Yr. Final Pre- Conv.**
State Supported	2687	2687	2944	2944	-257	-8.7%	2623	2623
Contract (Total)	1,111		1072		+39	+3.6%	1067	
International Contract	703	703	707	707	-4	-0.5%	681	681
RS Contract	270		256		+14	+5.4%	265	
CECO Contract^	134		109		+25	+22.6%	122	
Other Contract	4		N/A	N/A	N/A	N/A	0	
Self-supporting	17		1		+16	+1643.2%	18	
TOTAL	3815		4016		-201	-5.0%	3709	

* QARS_Actual: Previous year's data is pulled from a QARS report in the previous year reflecting the equivalent enrollment date.

** CONVERSION NOTES

Under the current state allocation model, each college may convert international contract FTEs to state-supported FTEs for allocation purposes, up to 2% of the college's District Enrollment Allocation Base (DEAB).

--> **A total of 0 FTEs have been converted from international contract to state FTEs this quarter.**

--> Note that FTEs and % change from previous year compare pre-conversion numbers.

--> Current count of unconverted state-supported FTEs this quarter is: 7

^ Due to the rolling enrollment structure of the CECO program, today's numbers will not be comparable to Previous Year Final until after the 10th day of the quarter.

Important Dates Fall 2024

Tuition Due Date 9/11/2024
 First DNP Drop 9/12/2024
 Second Drop for Non-Payment 9/19/2024
 N/A 9/23/2024

Important Dates Fall 2023

Ghost Student Drop 9/13/23
 N/A 9/14/23
 N/A 9/21/23
 Tuition Due Date 9/25/23

First Day of Class 9/25/2024
Third Drop for Non-Payment 9/26/2024
Fourth Drop for Non-Payment 10/3/2024
10th Day of Class; Fifth DNP 10/8/2024
Last Day of Instruction 12/6/2024
Prep Day 12/9/2024

First Day of Class; First DNP Drop 9/27/23
October 30, 2024 Board Packet: page 27 of 45
N/A 9/28/23
N/A 10/5/23
10th Day of Class; Late DNP Drop 10/10/23
Last Day of Instruction 12/8/23
Prep Day 12/11/23

Report generated: 9/25/2024 6:45:08 AM

**SHORELINE COMMUNITY COLLEGE
ANALYSIS OF CHANGE IN FYE 6/30/2024 OPERATING RESERVES
FROM PRE-YEAR-END CLOSE TO FINAL CLOSE**

<u>Board Reports:</u>	<u>Amount</u>
PRE-Year-End Close Oper. Res. Increase presented at 7/18/24 BOT Meeting:	\$ 401,051
FINAL-Year-End Close Oper. Res. (Decrease) presented at 9/25/24 BOT Meeting:	\$ (1,986,800)
Change in Operating Reserves between PRE- and FINAL-Year-End Close:	<u><u>\$ (2,387,851)</u></u>

<u>Items Causing Decrease to Operating Reserves:</u>	
BOT Approved Parking Operations Expense Reclasses to Reserves	\$ (600,943)
FYE 2023 Unearned Revenue for Summer 2023 Not Recorded in Prior FYE2023 Close	\$ (1,317,157)
Return of Funds Owed to USDOE for Nursing Loan Program	\$ (236,317)
Year-End Accounts Payable Expense Accruals	\$ (233,434)
Item Total	<u><u>\$ (2,387,851)</u></u>

Unearned Revenue that SHOULD have been recorded during fiscal year close:		
Enrollment Quarter	2023	2024
Summer	(1,317,156.91)	(1,389,884.90)
Fall	(649,354.53)	(901,663.30)
Total Unearned Revenue	(1,966,511.44)	(2,291,548.20)

Unearned Revenue that was ACTUALLY recorded during fiscal year close:		
Quarter	2023	2024
Summer	-	(1,389,884.90)
Fall	(649,354.53)	(901,663.30)
Total Unearned Revenue	(649,354.53)	(2,291,548.20)

Difference in reported Unearned Revenue:	1,317,156.91	-
---	---------------------	---

Result: FYE 2023 Revenue was overstated and FYE 2024 is understated:		
	FYE 2023	FYE 2024
Operating Tuition Revenue Reported	10,127,595.67	7,483,201.55
If Unearned Revenue was properly reported*	(1,317,156.91)	1,317,156.91
Correct Operating Tuition Revenue	8,810,438.76	8,800,358.46

*Note: Per SBCTC, we cannot adjust prior fiscal year periods.

PRO-FORMA Operating Reserves at 6/30/2024 with items backed out:	
FINAL-Year-End Close Oper. Res. (Decrease) presented at 9/25/24 BOT Meeting:	\$ (1,986,800)
FYE 2023 Unearned Revenue for Summer 2023 Not Recorded in Prior FYE2023 Close*	\$ 1,317,157
BOT Approved Parking Operations Expense Reclasses to Reserves	\$ 600,943
Return of Funds Owed to USDOE for Nursing Loan Program	\$ 236,317
PRO-FORMA 6/30/2024 Operating Reserves Increase:	<u><u>\$ 167,617</u></u>

SHORELINE COMMUNITY COLLEGE

2023-24 Operating Budget and Year-to-Date Revenues and Expenses

As of June 30, 2024

(Final as of 8/15/2024 SBCTC Year-End Close)

	2023-24 Budget	Year-to-Date Actuals at 6/30/2024	Percent of Total Budget
Operating Revenues			
State Operating Appropriations	\$ 37,722,364	\$ 38,477,601	102.0%
Operating Tuition	8,776,901	7,483,202	85.3% (1),(2),(3)
Int'l. Education reimbursement of Operating Budget expenditures	4,895,681	4,895,681	100.0%
Running Start reimbursement of Operating Budget expenditures	1,863,620	1,863,620	100.0%
CECO reimbursement of Operating Budget expenditures	473,048	473,048	100.0%
CEP	150,000	150,000	100.0%
Total Revenues	\$ 53,881,615	\$ 53,343,152	99.0%

	2023-24 Budget	Year-to-Date Actuals at 6/30/2024	Percent of Total Budget
Expenses			
Exempt Employee Salaries and Wages	\$ 5,945,584	5,595,449	94.1% (4),(5)
Full-Time Faculty Salaries and Wages	11,334,725	10,785,043	95.2% (6)
Part-Time Faculty Salaries and Wages	9,652,752	10,945,426	113.4%
Classified Employee Salaries and Wages	6,984,585	7,355,391	105.3%
Hourly, Students and Others Wages	1,128,927	1,123,498	99.5%
Employee Benefits	10,929,493	11,142,159	101.9%
Personal Services Contracts	568,226	1,199,155	211.0% (7)
Goods and Services	4,377,387	4,650,754	106.2%
Travel	356,106	121,050	34.0% (8)
Capital Outlays - Fixed Assets	663,906	514,699	77.5%
Computers and Related Hardware	106,289	187,767	176.7%
Client Services and Financial Aid	1,063,635	1,107,157	104.1%
Debt Service	770,000	602,403	78.2%
Total Expenditures	\$ 53,881,615	\$ 55,329,952	102.7%
Operating Reserves Increase (Decrease)	\$ -	\$ (1,986,800)	

Notes:

- (1) 2023-24 Tuition Revenue Budget based upon flat enrollment projection of 12,037 Quarterly FTE or 4,012 Annualized FTE.
- (2) 2023-24 Actual Enrollment through 4/22/2024: 12,380 Quarterly FTE or 4,126 Annualized FTE.
- (3) During Prior FYE23 close, \$1.3 million of unearned Summer 2023 tuition revenue was not properly booked. Cannot adjust prior year per SBCTC.
- (4) Number of Employees at 6/10/2024: Full-time: 369, Part-time: 223, Workstudy / Student: 147, Total: 739.
- (5) Large jump in salary expense due to proper year-end close processing of State Appropriation and Fund 146 expense transfers.
- (6) Includes accrued expense for Faculty Retro Pay that was paid on August 10, 2024.
- (7) Funded by lapse expenses & salaries and benefits in vacant positions.
- (8) During Prior FYE23 close, \$106,346.79 of Travel Expense accrual was not properly booked. Cannot adjust prior year per SBCTC.

SHORELINE COMMUNITY COLLEGE

2023-24 Grants & Contracts Year-to-Date Revenues and Expenses

As of June 30, 2024

(Final as of 8/15/2024 SBCTC Year-End Close)

Revenues	YTD Grants (Fund 145)	YTD Contracts (Fund 146)	Totals as of 6/30/2024
Intercollege and Interagency Charges & Reimbursements	\$ 1,075,548	\$ 1,474,375	\$ 2,549,923
Federal Grants & Contracts	787,974	-	787,974
Local Grants & Contracts	371,352	10,700,598	11,071,951 (1)
Private Grants & Contracts	-	739,823	739,823
Total Revenues	\$ 2,234,874	\$ 12,914,796	\$ 15,149,670

Expenses	YTD Grants (Fund 145)	YTD Contracts (Fund 146)	Totals as of 6/30/2024
Exempt Employee Salaries and Wages	\$ 217,314	\$ 730,114	\$ 947,428
Full-Time Faculty Salaries and Wages	80,269	410,531	490,800
Part-Time Faculty Salaries and Wages	289,978	238,825	528,803
Classified Employee Salaries and Wages	285,858	715,772	1,001,630
Hourly, Students and Others Wages	107,262	154,681	261,944
Employee Benefits	312,754	757,635	1,070,389
Personal Services Contracts	57,380	699,709	757,089
Goods and Services	178,082	625,259	803,340
Travel	6,097	239,610	245,708
Capital Outlays - Fixed Assets	100,877	708,406	809,283
Computers and Related Hardware	71,032	1,493	72,524
Client Services and Financial Aid	80,428	917,574	998,002
Debt Service	-	129,647	129,647 (2)
Transfer-In of Operating Budget Expenses	-	7,352,724	7,352,724
Total Expenses	\$ 1,787,331	\$ 13,681,980	\$ 15,469,311
Surplus (Deficit)	\$ 447,543	\$ (767,185)	\$ (319,641)

Notes:

(1) Transfer of Contract Revenues to clear negative cash balances.

(2) Payment made by Foundation.

	Year-over-Year Comparison of Actuals				YTD Percent of Budget	
	(A) Prior YTD at 9/30/2023	(B) Current YTD at 9/30/2024	(B) - (A) CY to PY Inc./((Decr.) % Change		(C) 2024-25 Budget	(B) / (C) % of Budget
Operating Revenues and Transfers						
State Operating Appropriations	\$ 3,662,908	\$ 3,900,715	\$ 237,807	6.5%	\$ 40,085,208	9.7% (1)
Operating Tuition	2,121,549	4,181,413	2,059,864	97.1%	9,776,902	42.8% (2),(3)
Subtotal Operating Approps. and Tuition	5,784,457	8,082,128	2,297,671	39.7%	49,862,110	16.2%
Operating Expense Transfers:						
International Education	-	14,014	14,014	0.0%	4,995,681	0.3%
Running Start	-	-	-	-	1,925,000	0.0%
CECO	-	83,436	83,436	0.0%	473,048	17.6%
CEP	-	-	-	-	50,000	0.0%
Subtotal Operating Expense Transfers	-	97,450	97,450	0.0%	7,443,729	1.3%
Total Revenues and Expense Transfers	\$ 5,784,457	\$ 8,179,578	\$ 2,395,121	41.4%	\$ 57,305,839	14.3%
Operating Expenses						
Personnel Expenses						
Exempt Employee Salaries and Wages	1,601,998	1,579,880	(22,119)	-1.4%	\$ 6,123,952	25.8%
Full-Time Faculty Salaries and Wages	1,100,940	1,286,067	185,127	16.8%	11,601,617	11.1%
Part-Time Faculty Salaries and Wages	2,422,610	2,725,970	303,359	12.5%	9,652,752	28.2%
Classified Employee Salaries and Wages	1,882,708	1,964,607	81,898	4.4%	8,851,434	22.2%
Part-Time Hourly and Students Wages	29,592	65,920	36,328	122.8%	1,221,077	5.4%
Employee Benefits	2,527,132	2,742,238	215,106	8.5%	11,422,504	24.0%
Subtotal Personnel Expenses	9,564,981	10,364,682	799,701	8.4%	48,873,335	21.2% (4)
Current and Capital Expenses						
Goods and Services	694,082	797,805	103,723	14.9%	4,491,289	17.8%
Supplies and Materials	95,625	85,766	(9,859)	-10.3%		
Other Goods and Services	62,213	46,981	(15,231)	-24.5%		
Utilities, Recycling, and Waste Disposal	49,777	174,263	124,486	250.1%		(5)
WA State Agency Services	51,530	29,954	(21,576)	-41.9%		
Legal, Acct., and Audit Services	29,951	14,440	(15,511)	-51.8%		
Insurance Premiums	67,896	168,219	100,322	147.8%		(6)
Furniture and Equipment - Non-Cap.	(19,635)	494	20,130			
Software License And Maint. - Non-Cap.	202,008	138,665	(63,344)	-31.4%		(7)
Subscriptions and Periodicals	100,676	76,010	(24,666)	-24.5%		
Repairs and Maintenance	17,253	33,921	16,668	96.6%		
Voice and Data Transmission Services	36,610	24,436	(12,174)	-33.3%		
Banking and Merchant Fees	178	4,656	4,477	2508.5%		
Contracted Services	156,921	138,689	(18,231)	-11.6%	756,226	18.3%
Capital Outlays - Fixed Assets	360	19,385	19,025		698,318	2.8%
Computers and Related Hardware - Non-Cap.	13,984	9,120	(4,864)	-34.8%	423,346	2.2%
Travel and Training	(27,267)	78,100	105,367	-386.4%	392,408	19.9% (8)
Client Services and Direct Aid	321,143	185,921	(135,222)	-42.1%	1,078,474	17.2% (9)
Debt Service	-	-	-	-	592,443	0.0%
Subtotal Current and Capital Expenses	\$ 1,159,222	\$ 1,229,021	\$ 69,798	6.0%	\$ 8,432,504	14.6%
Total Operating Expenses	\$ 10,724,203	\$ 11,593,703	\$ 869,499	8.1%	\$ 57,305,839	20.2%
Operating Reserves Increase (Decrease)	\$ (4,939,747)	\$ (3,414,125)	\$ 1,525,621	-30.9%	\$ -	
Operating Reserves Beg. Balance at July 1	\$ 6,059,561	\$ 4,072,760	\$ (1,986,801)	-32.8%	\$ 4,072,760	
Operating Reserves at September 30	\$ 1,119,814	\$ 658,635	\$ (461,179)	-41.2%	\$ 4,072,760	

Notes:

- (1) SBCTC now sending state approps based upon general ledger expenses without having to manually request funds.
- (2) During Prior FYE23 close, unearned revenue for Summer 2023 tuition was not properly booked. Cannot adjust prior year per SBCTC.
- (3) State support enrollment was flat at 9/30/2024.
- (4) Recurring salary rate increases this year due to COLA and Faculty Union prior year compensation bargaining completed in June 2024.
- (5) Electricity and Sewage Utility Bills not paid as of 9/30 last year compared to this year.
- (6) Insurance premiums not paid as of 9/30 last year compared to this year.
- (7) Canceled invoice from SBCTC for cTcLink reducing expense this year.
- (8) During Prior FYE23 close, Travel expense accrual was not properly booked. Cannot adjust prior year per SBCTC.
- (9) Less Opportunity Grant and Worker Retraining client services and direct aid expenses this year compared to prior year.

	Year-over-Year Comparison of Actuals				YTD Percent of Budget	
	(A) Prior YTD at 9/30/2023	(B) Current YTD at 9/30/2024	(B) - (A) CY to PY Inc./ (Decr.)	% Change	(C) 2024-25 Budget	(B) / (C) % of Budget
Grant Revenues						
Intercollege and Interagency Charges & Reimbursements	\$ 292,205	\$ 200,412	\$ (91,793)	-31.4%	\$ -	#DIV/0!
Federal Grants	280,340	122,913	(157,428)	-56.2%	1,508,617	8.1% (1)
State and Local Grants	(15,000)	(386,352)	(371,352)	2475.7%	758,818	-50.9% (2)
Private Grants	-	-	-		64,500	0.0%
Total Grant Revenues	\$ 557,546	\$ (63,028)	\$ (620,573)	-111.3%	\$ 2,331,935	-2.7%
Grant Expenses						
Personnel Expenses						
Exempt Employee Salaries and Wages	81,646	40,031	(41,615)	-51.0%	\$ 286,685	14.0% (3)
Full-Time Faculty Salaries and Wages	9,645	15,417	5,773	59.9%	132,951	11.6%
Part-Time Faculty Salaries and Wages	123,064	35,154	(87,910)	-71.4%	375,917	9.4% (4)
Classified Employee Salaries and Wages	88,987	67,778	(21,210)	-23.8%	353,556	19.2%
Part-Time Hourly and Students Wages	9,325	17,929	8,604	92.3%	131,316	13.7%
Employee Benefits	105,292	51,910	(53,382)	-50.7%	412,812	12.6%
Subtotal Personnel Expenses	417,959	228,219	(189,741)	-45.4%	1,693,238	13.5%
Current and Capital Expenses						
Goods and Services	37,025	18,917	(18,108)	-48.9%	265,496	7.1%
Supplies and Materials	3,735	4,615	880	23.6%		
Other Goods and Services	24,496	14,186	(10,309)	-42.1%		
Utilities, Recycling, and Waste Disposal	-	-	-			
WA State Agency Services	-	-	-			
Legal, Acct., and Audit Services	7,500	-	(7,500)	-100.0%		
Insurance Premiums	-	-	-			
Furniture and Equipment - Non-Cap.	-	-	-			
Software License And Maint. - Non-Cap.	99	-	(99)	-100.0%		
Subscriptions and Periodicals	1,195	-	(1,195)	-100.0%		
Repairs and Maintenance	-	-	-			
Voice and Data Transmission Services	-	116	116	#DIV/0!		
Banking and Merchant Fees	-	-	-			
Contracted Services	10,705	3,206	(7,499)	-70.1%	55,250	5.8%
Capital Outlays - Fixed Assets	-	-	-			
Computers and Related Hardware - Non-Cap.	55,922	-	(55,922)			(5)
Travel and Training	(2,339)	11,083	13,422	-573.9%	24,715	44.8% (6)
Client Services and Direct Aid	28,365	63,514	35,149	123.9%	293,236	21.7%
Debt Service	-	-	-			
Subtotal Current and Capital Expenses	\$ 129,679	\$ 96,721	\$ (32,958)	-25.4%	\$ 638,697	15.1%
Total Grant Expenses	\$ 547,638	\$ 324,939	\$ (222,699)	-40.7%	\$ 2,331,935	13.9%
Grant Reserves Increase (Decrease)	\$ 9,907	\$ (387,967)	\$ (397,874)	-4016.0%	\$ -	

- Notes:
- (1) Less drawdowns of reimbursable expense this fiscal year due to vacant positions in federal grants and no remaining HEERF funds.
 - (2) Grant drawdowns have not occurred.
 - (3) Less SIP Grant salary and wage expenses this year compared to prior year.
 - (4) Less BEDA-Adult Basic Ed salary and wage expenses this year compared to prior year.
 - (5) Equipment purchased last year under Dept. of Commerce Energy Grant.
 - (6) During Prior FYE23 close, Travel expense accrual was not properly booked for FYE24. Cannot adjust prior year per SBCTC.

	Year-over-Year Comparison of Actuals				YTD Percent of Budget	
	(A) Prior YTD at 9/30/2023	(B) Current YTD at 9/30/2024	(B) - (A) CY to PY Inc.//(Decr.)	% Change	(C) 2024-25 Budget	(B) / (C) % of Budget
Contract Revenues						
Intercollege and Interagency Charges & Reimbursements	\$ 103,179	\$ 88,441	\$ (14,738)	-14.3%	\$ 1,000,000	8.8%
Federal Contracts	-	555	555		-	
State and Local Contracts	1,211,500	4,563,079	3,351,579	276.6%	15,990,014	28.5% (1)
Private Contracts	264,181	15,000	(249,181)	-94.3%	150,000	10.0% (2)
Total Contract Revenues	\$ 1,578,859	\$ 4,667,075	\$ 3,088,215	195.6%	\$ 17,140,014	27.2%
Contract Expenses						
Personnel Expenses						
Exempt Employee Salaries and Wages	177,288	160,367	(16,920)	-9.5%	\$ 710,309	22.6%
Full-Time Faculty Salaries and Wages	77,673	116,299	38,626	49.7%	2,321,733	5.0% (3)
Part-Time Faculty Salaries and Wages	55,609	47,363	(8,246)	-14.8%	246,668	19.2%
Classified Employee Salaries and Wages	164,732	180,157	15,425	9.4%	1,002,174	18.0%
Part-Time Hourly and Students Wages	26,839	31,500	4,660	17.4%	164,794	19.1%
Employee Benefits	191,454	185,878	(5,575)	-2.9%	1,496,075	12.4%
Subtotal Personnel Expenses	693,595	721,564	27,970	4.0%	5,941,752	12.1%
Current and Capital Expenses						
Goods and Services	175,608	83,606	(92,001)	-52.4%	574,959	14.5%
Supplies and Materials	35,420	3,572	(31,848)	-89.9%		
Other Goods and Services	313	76,633	76,320	24395.8%		(4)
Utilities, Recycling, and Waste Disposal	-	-	-			
WA State Agency Services	-	-	-			
Legal, Acct., and Audit Services	615	-	(615)	-100.0%		
Insurance Premiums	-	-	-			
Furniture and Equipment - Non-Cap.	15,386	292	(15,094)	-98.1%		(5)
Software License And Maint. - Non-Cap.	19,434	-	(19,434)	-100.0%		(5)
Subscriptions and Periodicals	-	8	8	0.0%		
Repairs and Maintenance	99,459	380	(99,078)	-99.6%		(6)
Voice and Data Transmission Services	4,981	2,722	(2,259)	-45.4%		
Banking and Merchant Fees	-	-	-			
Contracted Services	178,915	51,402	(127,514)	-71.3%	577,091	8.9% (7)
Capital Outlays - Fixed Assets	-	11,120	11,120	0.0%	471,450	2.4%
Computers and Related Hardware - Non-Cap.	-	-	-		112,470	0.0%
Travel and Training	72,100	102,257	30,158	41.8%	237,041	43.1% (8)
Client Services and Direct Aid	244,767	(11,216)	(255,983)	-104.6%	1,037,886	-1.1% (9)
Debt Service	-	-	-		343,636	0.0%
Operating Expense Transfers	-	97,450	97,450	0.0%	7,843,729	1.2% (10)
Subtotal Current and Capital Expenses	\$ 671,390	\$ 334,619	\$ (336,771)	-50.2%	\$ 11,198,262	3.0%
Total Contract Expenses	\$ 1,364,985	\$ 1,056,184	\$ (308,801)	-22.6%	\$ 17,140,014	6.2%
Contract Reserves Increase (Decrease)	\$ 213,874	\$ 3,610,891	\$ 3,397,016	1588.3%	\$ -	

Notes:

- (1) During Prior FYE23 close, unearned revenue for Summer 2023 tuition was not properly booked. Cannot adjust prior year per SBCTC.
- (2) Insurance reimbursement received last year for cybersecurity recovery and mitigation.
- (3) Increase in Int'l Educ. salary and wages expense compared to prior year.
- (4) Int'l Educ. Other Goods Expense Accruals. None entered at prior fiscal year-end close.
- (5) HEERF expenses for Equipment and Software Licenses last year.
- (6) Repairs and Maintenance expense last year for Cybersecurity Recovery and Mitigation.
- (7) Contract Services expense last year for Cybersecurity Recovery and Mitigation.
- (8) Higher Int'l Educ. Training Expense this year compared to last year.
- (9) Delay in invoicing CECO Client Services Expenses due to contract revisions. Negative balance due to prior fiscal year general ledger clean up adjustments.
- (10) Operating expense transfers to International Educ. and CECO Contract Programs.

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF OCTOBER 30, 2024**

TAB 1

ACTION

Subject: Parent Child Center (PCC) Rate Increases

Background

The Board of Trustees conducted a first reading of the proposed rate increases in the Parent Child Center at the September 25, 2024 Board of Trustees meeting.

To follow: PCC Tuition Increase Proposal as presented and additional financial and budget information as requested by the Board at the September 25, 2024 Board of Trustees meeting.

Recommendation

That the Board of Trustees, by motion and subsequent action, approve the rate increases in the Parent Child Center as presented at the September 25, 2024 Board of Trustees meeting.

Prepared by: Junaid Haq, Parent Child Center Director
F. Joseph Mazur III, MS-CIS, CPA, Vice President of Business &
Administrative Services
Shoreline Community College
October 2024

PCC Tuition Increase Proposal Background Information

PCC is self-supporting and receives income from three main revenue streams:

- Student Government (to subsidize childcare rates for Shoreline Students)
- Tuition payments from students/faculty and community members
- Washington State Working Connections Childcare Subsidies for eligible low-income Students/Families.

Student Government financial support

- Funding from Student Government S&A Fees is \$82,210 for 2024-2025.

Rationale for current fee increase request

- Increase compensation to attract and retain qualified teachers and staff.
- Continue to provide meals for breakfast and lunch and snacks throughout the day.
- Increase family events.
- Classroom material updates, playground, and natural climbing playscape updates.
- Increase frequency of teacher and staff professional development.
- Better utilize Brightwheel functionality.
- Build up reserves for future repairs and refresh.

2024-2025 PCC \$200.00 Tuition Increase Proposal Across all Age Groups and Categories						
Age Range	Student (Current)	Student (Proposed)	Faculty/Staff (Current)	Faculty/Staff (Proposed)	Community (Current)	Community (Proposed)
Infant (6 weeks – 1 year)	FT: \$1,449 PD: \$1,224 HD: \$848	FT: \$1,649 PD: \$1,424 HD: \$1,048	FT: \$1,961 PD: \$1,657 HD: \$1,147	FT: \$2,161 PD: \$1,857 HD: \$1,347	FT: \$1,961	FT: \$2,161
Toddler (1-3 yrs.)	FT: \$1,224 PD: \$1,034 3FD: \$955 2FD: \$636 HD: \$716	FT: \$1,424 PD: \$1,234 3FD: \$1,155 2FD: \$836 HD: \$916	FT: \$1,656 PD: \$1,400 3FD: \$1,291 2FD: \$861 HD: \$968	FT: \$1,856 PD: \$1,600 3FD: \$1,491 2FD: \$1,061 HD: \$1,168	FT: \$1,656	FT: \$1,856
Preschool (3-5 yrs.)	FT: \$1,041 PD: \$880 3FD: \$812 2FD: \$541 HD: \$609	FT: \$1,241 PD: \$1,080 3FD: \$1,012 2FD: \$741 HD: \$809	FT: \$1,408 PD: \$1,190 3FD: \$1,099 2FD: \$733 HD: \$825	FT: \$1,608 PD: \$1,390 3FD: \$1,299 2FD: \$933 HD: \$1,025	FT: \$1,408	FT: \$1,608

Abbreviation Key:

- FT: Full Time: 7:30am – 5:15pm (M-F)
- PD: Partial Days: 8:00am - 1:30pm (M-F)
- 3FD: Any Three Full Days: 7:30am – 5:15pm
- 2FD: Any Two Full Days: 7:30am – 5:15pm
- HD: Half Days: 8:00am - 11:30am (M-F)

Full-Time Tuition Rate Comparisons for Childcare Centers in the Area							
Age Range	SCC – PCC (current)	SCC – PCC (proposed)	Trike Stop	Main Street Kids	Edmonds Community College	Grow With Us	La Petite Academy
Infant	\$1,961	\$2,161	\$3,033	\$2,077	\$2,090	N/A	N/A
1-2 yrs.	\$1,656	\$1,856	\$2,730	\$1,881	\$1,900	\$1,895	\$2,200
2-3 yrs.	\$1,656	\$1,856	\$2,557	\$1,779	\$1,900	\$1,895	\$2,200
3-4 yrs.	\$1,408	\$1,608	\$2,470	\$1,675	\$1,700	\$1,795	\$2,000
4-5 yrs.	\$1,408	\$1,608	\$2,383	\$1,675	\$1,700	\$1,765	\$2,000

Current PCC Enrollment by Category as of 9/12/2024	
Category	Headcount
SCC Student	6
SCC Faculty and Staff	4
Community Member	30
Total Headcount	40

**PARENT CHILD CENTER at SHORELINE COMMUNITY COLLEGE
RESULTS OF OPERATIONS
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

REVENUES

Revenues Collected for the 7/1/2023 - 6/30/2024 Fiscal Year
Shoreline Associated Student Government Subsidies

Total Revenues Received

As of 6/30/2024
\$ 836,123
\$ 82,210
\$ 918,333

EXPENSES

Personnel Expenses:

Full-time Salaries and Wages:

\$ 478,240

Part-time Salaries and Wages:

\$ 251,704

Employee Benefits:

\$ 193,319

Total Personnel Expenses:

\$ 923,263

Buildings - LadyBug Room Repairs (Estimated)

\$ 120,000

Materials, Supplies, and Food Products

\$ 41,959

Purchased Services

\$ 4,284

Communication Services

\$ 3,581

Non-Capitalized Assets

\$ 2,285

Software Maintenance

\$ 1,100

Dues/Membership Fees

\$ 893

Other Goods

\$ 310

Freight Expense

\$ 282

Training

\$ 105

Printing and Reproduction

\$ 34

Total Expenses

\$ 1,098,095

Annual Operating Profit / (Loss)

\$ (179,762)

PARENT CHILD CENTER at SHORELINE COMMUNITY COLLEGE
PRO-FORMA BUDGET
FOR JANUARY 1, 2025

REVENUES

Revenues Collected for the 7/1/2023 - 6/30/2024 Fiscal Year	\$ 1,160,316
Shoreline CC Associated Student Government Subsidies	\$ 82,210
Total Revenues Received	\$ 1,242,526

PRO-FORMA
1/1/2025

EXPENSES

Personnel Expenses:		
All Salaries and Wages:	\$ 906,876	
Employee Benefits:	<u>\$ 239,791</u>	
Total Personnel Expenses:		\$ 1,146,667
Playground & Natural Climbing playscape updates		\$ 24,000
Materials and Supplies		\$ 13,092
Food Products		\$ 33,098
Purchased Services		\$ 4,284
Communication Services		\$ 3,581
Non-Capitalized Assets		\$ 2,285
Software Maintenance		\$ 1,100
Dues/Membership Fees		\$ 893
Other Goods		\$ 310
Freight Expense		\$ 282
Training		\$ 900
Repairs		\$ 12,000
Printing and Reproduction		<u>\$ 34</u>
Total Expenses		\$ 1,242,526
Annual Operating Profit / (Loss)		\$ 0

PRO-FORMA
1/1/2025

PCC Enhancements and Future Needs:

- Increase compensation to attract and retain our qualified Teachers and Staff.
- Continue to provide meals for breakfast and lunch and snacks throughout the day.
- Increase Family Events.
- Classroom material updates, playground and natural climbing playscape updates
- Increase frequency of Teacher and Staff Professional Development.
- Better utilize Brightwheel functionality.
- Build up reserves for future repairs.

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF OCTOBER 30, 2024**

TAB 2

ACTION

Subject: Board of Trustees Strategic Goals for 2024 – 2025

Background

The Board reviewed and discussed the Board of Trustees Strategic Goals 2024-25 draft during the Board study session of July 17, 2024.

To follow: Board of Trustees Strategic Goals 2024-25.

Recommendation

That the Board of Trustees, by motion and subsequent action, approve the Board of Trustees Strategic Goals 2024-25.

Prepared by: Ann Garnsey-Harter, Associate Vice President
Planning, Institutional Effectiveness, & Project Management
Shoreline Community College
October 2024

Board of Trustees Strategic Goals 2024-25

Goals for 2024 – 2025 (July 1, 2024 - June 30, 2025)
 Most goals should support the [Equity-Centered Strategic Plan](#).

Goal #1	Supports which Strategic Goal/Objective?	
Demonstrate, through specific actions and the approach to policy governance, the Board’s commitment to Diversity, Equity, Inclusion, and Accessibility (DEIA) and anti-racism.	C5. Instill a culture and practice of cultural humility, inclusion and equity through continuous growth and improvement at the individual and department level through ongoing professional development (e.g., DEI/anti-racism training) for faculty, staff, the Board of Trustees and students related to and aligned with one’s role at the College.	
Action(s) to realize your goal	Action to be completed by	Lead person(s) responsible
Establish a set of questions for use when reviewing data, policies, By Laws, and any other actions affecting the College to allow for an intentional DEIA focus.	End of spring quarter 2025	Trustee Ringer with President Kahn (with VP-DEIA Ramos)
Take trainings on microaggressions and unconscious bias, as well as Get Inclusive training, in solidarity with Vice President-DEIA.	End of spring quarter 2025	Trustee Ringer with President Kahn (with VP-DEIA Ramos)
Develop a solid understanding of what higher learning institutional structures support DEIA.	End of spring quarter 2025	Trustee Ringer with President Kahn (with VP-DEIA Ramos)
The President will bring to the BOT pronoun usage practices that are happening on campus. The BOT then may decide to create a resolution for the College to wrestle with the issue of pronoun usage and make a recommendation to the Board on a specific practice.	End of fall 2024	Trustee Ringer with President Kahn (with VP-DEIA Ramos)

Goal #2		Supports which Strategic Goal/Objective?	
Assess current processes for evaluating the President and Board of Trustees and make changes to improve, paying attention to best practices of utilizing both qualitative and quantitative data, including stakeholder input.		<p>C1. Evaluate, clarify, and restructure Shoreline’s operational infrastructure where necessary (e.g., hiring, onboarding, job descriptions, ctcLink, employee and faculty evaluations, interdepartmental knowledge, collaboration inter-departmentally/departmentally/unions, employee & faculty accountability, etc.) and ensure that new processes are well-documented.</p> <p>C10. Track and evaluate progress on Strategic Plan implementation in a publicly accessible format, identifying how all College-wide projects related to the Strategic Plan.</p>	
Action(s) to realize your goal	Action to be completed by	Lead person(s) responsible	
Ask the President how helpful the prior year’s evaluation process was and how to improve it.	End of winter 2025	Trustee Wells	
Determine if and how the campus Climate survey may be an indicator of the effectiveness of the Board of Trustees and the President.	End of winter 2025	Trustee Wells	
The Board chooses 3-5 key areas to evaluate its own effectiveness such as active support of the President, etc.	End of winter 2025	Trustee Wells	

Goal #3		Supports which Strategic Goal/Objective?	
Work collaboratively with Shoreline Community College’s Foundation Board of Directors to help them create goals that support the College’s Equity-Centered Strategic Plan.		<p>Entire Strategic Plan.</p> <p>E8. Strengthen and leverage the College’s alumni network.</p>	
Action(s) to realize your goal	Action to be completed by	Lead person(s) responsible	

Hold one joint meeting with the Foundation Board.	End of fall quarter 2024	Trustee Ringer and President Jack (with Executive Director of Institutional Advancement & SCC Foundation Coates)
Share Board of Trustees' updates with the Foundation Board and vice versa.	End of fall quarter 2024	Trustee Wells and President Kahn

Goal #4	Supports which Strategic Goal/Objective?	
Continue to foster close and effective relationships with elected officials.	C9. Identify opportunities for the Board of Trustees and College leadership to advocate for increased compensation within our State system. Goal D: Facilities and Technology. Goal F: Enrollment Management and Fiscal Stability.	
Action(s) to realize your goal	Action to be completed by	Lead person(s) responsible
The Board educates itself on how best to get the attention of legislators.	End of spring quarter 2025	Trustee Ringer
Increase the amount of face-to-face time the Board spends with elected officials.	End of spring quarter 2025	Trustee Ringer
Direct reach outs to support specific budget items, fiscal needs, capital needs, and/or new instructional programming/workforce programs throughout the region.	End of spring quarter 2025	Trustee Ringer
Identify ways to include students in Board advocacy work.	End of spring quarter 2025	Trustee Ringer

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF OCTOBER 30, 2024**

TAB 3

ACTION

Subject: Amendments to Shoreline Community College Policy 5353 (General Tuition and Fee Waivers) Student Athlete Waiver Procedure

Background

The Washington State Board for Community and Technical Colleges approved and adopted [Resolution 24-08-50 \(A resolution relating to the waiver of tuition for student athletes\)](#) on August 29, 2024. To align with State Board Resolution 24-08-50, the Shoreline Community College Student Athlete Waiver Procedure needs to be amended from:

STUDENT ATHLETE WAIVER
RCW 28B.15.910

In accordance with State Board for Community and Technical Colleges, Resolution 06-09-29 SHORELINE COMMUNITY COLLEGE may waive up to 25% of the Building, Service & Activities, and Operating Fee rate of the SBCTC established resident student 15 credit tuition, for grant-in-aid eligible student athletes. Resident and non-residents grant-in-aid eligible student athletes are entitled for this 25% fee waiver. Waivers granted for this purpose will not be included in the statutory waiver limit for the community and technical colleges as a whole pursuant to RCW 28B.15.910.

to:

STUDENT ATHLETE WAIVER
RCW 28B.15.910

In accordance with State Board for Community and Technical Colleges, Resolution 24-08-50 SHORELINE COMMUNITY COLLEGE

- May waive up to 50% of the Operating Fee rate of the SBCTC established resident student 15 credit tuition, for grant-in-aid eligible student athletes.
- Resident and non-resident grant-in-aid eligible student athletes are eligible for this 50% fee waiver.
- Within the grant-in-aid eligible student athletes, up to 25 student athletes annually may receive 70% fee waivers, at the discretion of the College, to allow the College to adjust financial assistance for purposes of recruiting and equalizing participation rates in compliance with Title IX regulations.
- Waivers granted for this purpose will not be included in the statutory waiver limit for the community and technical colleges as a whole pursuant to RCW 28B.15.910.

Recommendation

That the Board of Trustees, by motion and subsequent action, approve the proposed amendments to the Shoreline Community College Policy 5353 (General Tuition and Fee Waivers) Student Athlete Waiver Procedure.

Prepared by: Derek Levy, Dean – Student Support Services
October 2024

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF OCTOBER 30, 2024**

TAB 4

ACTION

Subject: Updated Board of Trustees 2025 Regular Meeting Schedule

Background

On June 26, 2024, the Board of Trustees approved the regular meeting dates and times for calendar year 2025. Discussion at the Board’s August 14, 2024 summer retreat resulted in the trustees agreeing in concept to changing the start time of regular meetings from 4:30 PM to 3:00 PM.

Executive sessions, if necessary, would occur at the beginning of a regular meeting. Study sessions, if scheduled, would occur at the end of a regular meeting.

<u>WINTER 2025</u>		
January 22, 2025 3:00 PM	February 26, 2025 3:00 PM	March 19, 2025 <i>(Third Wednesday of the month)</i> 3:00 PM
<u>SPRING 2025</u>		
April 23, 2025 3:00 PM	May 28, 2025 3:00 PM	June 25, 2025 3:00 PM
<u>SUMMER 2025</u>		
July 16, 2025 <i>(Third Wednesday of the month)</i> 3:00 PM		
<u>FALL 2025</u>		
September 24, 2025 3:00 PM	October 29, 2025 3:00 PM	December 3, 2025 <i>(First Wednesday of the month)</i> 3:00 PM

Recommendation

That the Board of Trustees approve the updated regular meeting schedule for calendar year 2025.

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