SHORELINE COMMUNITY COLLEGE
BOARD OF TRUSTEES REGULAR MEETING OF DECEMBER 4, 2024
3:45 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

A G E N D A

	3:00 PM – EXECUTIVE SESSION		
1.	**Convene Executive Session**	*Chair Rebecca Ringer*	
2.	**Executive Session pursuant to:** • RCW 42.30.110(g) • RCW 42.30.110(i)	*Chair Rebecca Ringer*	
3.	**Action: Adjournment of Executive Session**	*Chair Rebecca Ringer*	

	3:45 PM REGULAR SESSION		
1.	**Convene Regular Session & Land Acknowledgement**	*Chair Rebecca Ringer*	
2.	**Report**: Chair, Board of Trustees	*Chair Rebecca Ringer*	
3.	**Report**: Opening Remarks – Board of Trustees	*Trustees*	
4.	**Consent Agenda** a. Approval of Previous Meeting Minutes •Regular Meeting of 2024 October 30	*Chair Rebecca Ringer*	
5.	**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 3:30 PM–3:45 PM on December 4, 2024. -For attendees connecting online: Please sign up to provide a public comment via the Chat function in Zoom between 3:30 PM–3:45 PM on December 4, 2024. The Board Chair will call upon each speaker signed up to provide public comment. The total public comment period at the December 4, 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 December 4, 2024 meeting, please send written public comment to Board Secretary Lori Yonemitsu at lyonemitsu@shoreline.edu following the December 4, 2024 meeting.)	*Chair Rebecca Ringer*	
6.	**Action: Amendments to 2024-2025 & 2025-2026 Academic Calendars** *(5 minutes)*	*David Berner, Director*	**Tab 1**

Next regular meeting of the Board of Trustees: Wednesday, January 22, 2025

7.	**Action: Memorandum of Understanding By and Between Shoreline Community College and the Shoreline Community College Federation of Teachers – Regarding music performances and compensation associated with associated instruction, FPC duties, and community musical events** *(5 minutes)*	*Ben Weng, Vice President*	**Tab 2**
8.	**Action: Memorandum of Understanding By and Between Shoreline Community College and the Shoreline Community College Federation of Teachers – One Year Extension of the Parties Collective Bargaining Agreement 2023-2024** *(5 minutes)*	*Ben Weng, Vice President*	**Tab 3**
9.	**Constituent Report**: Shoreline Associated Student Government *(5 minutes)*	*Liz Ho, ASG President*	
10.	**Constituent Report**: Shoreline Classified Staff (WFSE) *(5 minutes)*	*Norah Peters, WFSE Chief Shop Steward*	
11.	**Constituent Report**: Shoreline Faculty (SCCFT) *(5 minutes)*	*Kristine Petesch, SCCFT President*	
12.	**Constituent Report**: Shoreline Faculty Senate *(5 minutes)*	*Rashawn Smith, Faculty Senate Chair*	
13.	**Report**: College President & Executive Team Representatives *(10 minutes)* • 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)	*Jack Kahn, President*	
14.	**Report**: Accreditation *(5 minutes)*	*Ann Garnsey-Harter, Associate Vice President*	
15.	**Report**: Finance & Budget *(20 minutes)*	*Joe Mazur, Vice President*	
16.	**Discussion:** Board of Trustees Half-Day Winter Retreat in January 2025 *(15 minutes)*	*Chair Rebecca Ringer*	
17.	**Waves of Gratitude**	*Jack Kahn, President*	
18.	**Action: Adjournment of Regular Session**	*Chair Rebecca Ringer*	

SHORELINE COMMUNITY COLLEGE
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REGULAR MEETING OF OCTOBER 30, 2024

The October 30, 2024 regular meeting was held via hybrid modality.
- <u>In-person</u>: Board Room (#1010M)-Building 1000
- <u>Remotely</u>
  - Via link: https://us02web.zoom.us/j/88349708605
  - Via telephone: (253) 215-8782 • Meeting ID: 883 4970 8605

<u>EXECUTIVE SESSION</u>

Chair Ringer convened the executive session of the Board of Trustees at 3:02 PM and announced that the Board would convene in executive session pursuant to RCW 42.30.110(g) and RCW 42.30.110(1) for 30 minutes.

The trustees convened in the Central Conference Room (#1020M) for the executive session and reconvened in the Board Room (#1010M) for the regular session.

<u>M I N U T E S – REGULAR MEETING ("Session")</u>

The regular meeting ("session") of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Ringer at 3:32 PM. Chair Ringer read a section of the College's land acknowledgment.

A quorum of the Board was present.

<u>MEMBERS PRESENT</u>

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.

<u>REPORT: CHAIR, BOARD OF TRUSTEES</u>

Chair Ringer's report included:

- Thanking the College for sending her to the recent ACCT conference which was held in Seattle.
- Noting that the Board is a policy board and is somewhat limited in its responses.
- Communicating that the trustees read what is in the packet and appreciate having items in written form as it gives the trustees time to digest the material.
- Hearing about constituency accomplishments and what the constituency is involved with in the constituent reports so the Board can share the accomplishments and what the constituencies are engaged in when reaching out to the (external) community, as well as supporting/lobbying on behalf of the College constituencies in Olympia.

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Trustee Wells, who is also the Board's liaison to the Foundation's Board of Directors, concurred with Chair Ringer about the advocacy role of the Board. She reiterated that hearing what the constituencies feel the Board needs to advocate for at the state level or in the (external) community is key. Trustee Wells added that she can share the accomplishments, programming, and innovations from the constituent reports, with the Foundation's Board, as well as with people in the community.

Trustee Stark also attended the ACCT conference where the trustees and President Kahn learned about programs, ideas, and innovative funding sources. He added that the information the Board receives assists the Board's in its outreach to the community and in bringing in more opportunities and resources for the College.

Trustee Chan referred to the Board's policy role in line with what the Board would like included in the constituent reports.

Chair Ringer concluded by sharing that Trustee Chan and Dean Dalila Paredes were instrumental in promoting Shoreline Community College at the ACCT conference.

REPORT: OPENING REMARKS – BOARD OF TRUSTEES

Trustee Chan's report included:

- Her attendance and participation in the Asian Pacific Islanders Coalition's Democracy Summit and Washington State's DEIA Summit.
- Her role as the treasurer on the Washington State Association of College Trustees (ACT) sharing, that in support of trustees who are labor leaders, the cancellation of the ACT's November conference due to a strike at the hotel where the conference was to be held.
- Her submission of a letter of interest to the national organization, the Association of Community College Trustees (ACCT), to serve on an ACCT board committee.
- Acknowledging Dean Dalila Paredes for coordinating the joint presentation by Shoreline Community College, Bellingham Technical College, and Skagit Valley College at the ACCT conference.
- Her attendance at the Ching Community Garden listening session, the Career & Technical Education Advisory Committee kick-off event, the King County Public Safety Budget Town Hall, and the Northshore Fire Stations' presentation for a regional fire district.

Trustee Stark shared that he had the opportunity to represent the Shoreline Community College Board of Trustees as its voting delegate at the ACCT conference.

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 September 25.

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Motion 24:48:	Motion by Trustee Wells to approve the minutes from the regular meeting of September 25, 2024.
	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 October 30, 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 3:15 PM–3:30 PM on October 30, 2024.
- -For attendees connecting online: 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.)

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

ACTION: PARENT CHILD CENTER RATE INCREASES

Business & Administrative Services Vice President Joe Mazur noted that no changes were made to what was presented to the Board at the September 25, 2024 Board of Trustees meeting and that Parent Child Center Director Junaid Haq was in attendance to answer questions.

Motion 24:49:	Motion by Trustee Wells to approve the Parent Child Center rate increases as presented at the September 25, 2024 Board of Trustees meeting.
	The motion was seconded by Trustee Chan. All Trustees present for the action item voted *aye* to approve the motion.

Referring to a document containing the Parent Child Center's operating profit/loss, Trustee Chan spoke about the expectation that profits be reinvested in the Parent Child Center.

Director Haq responded about wanting to build reserves for future repairs and updates.

ACTION: BOARD OF TRUSTEES STRATEGIC GOALS FOR 2024-2025

Planning, Institutional Effectiveness & Project Management Associate Vice President Ann Garnsey-

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Harter stated that the Board discussed and finalized its 2024-2025 strategic goals in July 2024 with the final goals included in tab 2 (Board of Trustees Strategic Goals for 2024-2025) for Board approval.

Discussion:

- When the actions are to be completed by and the flexibility to adjust the timelines.
- Adding another joint meeting with the Foundation Board.
- For the future, including policy driven type goals.
- Reviewing the goals at the Board's winter retreat and when to set new goals.

> Motion 24:50: Motion by Trustee Wells to approve the Board of Trustees Strategic Goals for 2024-2025.
>
> The motion was seconded by Trustee Chan. All Trustees present for the action item voted *aye* to approve the motion.

ACTION: AMENDMENTS TO SHORELINE COMMUNITY COLLEGE POLICY 5353 (GENERAL TUITION AND FEE WAIVERS) STUDENT ATHLETE WAIVER PROCEDURE

Student Support Services Dean Derek Levy went over the *Proposed Amendment to Student Athlete Waiver Procedure (Policy 5353)* slide presentation (attached).

Dean Levy and Athletics Director Cameron Dollar responded to questions from the trustees. To note:

- The effectiveness/impact of the change will realistically take 3-4 years.
- Director Dollar is taking on greater responsibility in the recruitment of female athletes and while progress has been made, the waivers will assist in recruiting of female athletes.
- The waiver(s) will be utilized strategically.
- Having robust sports teams and supporting our student athletes is a retention tool, provides visibility of the institution, and is good for enrollment.

> Motion 24:51: Motion by Trustee Stark to approve the proposed amendments to the Shoreline Community College Policy 5353 (General Tuition and Fee Waivers) Student Athlete Waiver Procedure.
>
> The motion was seconded by Trustee Wells. All Trustees present for the action item voted *aye* to approve the motion.

ACTION: UPDATED BOARD OF TRUSTEES 2025 REGULAR MEETING SCHEDULE

Chair Ringer provided an overview of tab 4 (Action: Updated Board of Trustees 2025 Regular Meeting Schedule).

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Motion 24:52:	Motion by Trustee Wells to approve the updated Board of Trustees 2025 regular meeting schedule.
	The motion was seconded by Trustee Stark. All Trustees present for the action item voted *aye* to approve the motion.

CONSTITUENT REPORT: SHORELINE ASSOCIATED STUDENT GOVERMENT

Associated Student Government (ASG) President Liz Ho reported on events organized by the ASG:

- Kicking off the fall quarter with welcoming tables and serving breakfasts to/for students.
- Pizza with the President.
- Providing support to student clubs including cultural events.

ASG President Ho shared the results from a student survey pertaining to food service options on campus. 198 students responded to the survey with primary concerns related to the cost of items and the lack of hot food options.

CONSTITUENT REPORT: SHORELINE CLASSIFIED STAFF (WFSE)

Program Specialist & Classified Staff Union/WFSE Local 304 Chief Shop Steward Norah Peters was out ill and submitted a written report (attached) in advance of the meeting.

CONSTITUENT REPORT: SHORELINE FACULTY (SCCFT)

Professor and SCCFT Local 1950 Union President Kristine Petesch conveyed that she appreciated that the Board took the time to discuss the question she had about what the Board would like to hear about in the constituent reports. Her report included:

- Questions from the faculty about the Board of Trustees and the Board's role, its purview, and what the Board can and cannot do.
- Opportunities to work on issues over the summer with support from Vice President Weng and President Kahn.
- Starting Collective Bargaining Agreement (CBA) training for faculty.
- Starting the Appointment Review Committee (ARC) process for new tenure-track faculty.
- Training for the new tenure-track faculty and their ARCs in November with primary focus on new contract language related to the ARCs, as well as best practices and conflict resolution.

CONSTITUENT REPORT: SHORELINE FACULTY SENATE

Faculty member and Faculty Senate Chair Rashawn Smith was unable to attend the meeting.

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REPORT: COLLEGE PRESIDENT & EXECUTIVE TEAM REPRESENTATIVES

Student Services–Derek Levy, Dean
Dean Levy shared that Vice President of Student Services Ryan Aiello was away from campus attending his first Washington State Student Services Commission (WSSSC) meeting and the Faculty and Staff of Color Conference (FSOCC). He announced that the "Sophomore Night" volleyball game was starting at 7:00 PM.

Instruction–Ben Weng, Vice President
Vice President Weng shared that:

- The Dean Team has been participating in training(s) and completed conflict resolution training today.
- Articulation agreements have been established with Arizona State University.
- Today's transfer fair consisted of over 70 universities and more than 100 students in attendance.
- Korean language classes will start in the winter quarter.

Human Resources–Veronica Zura, Executive Director
Executive Director Zura referred to a recruitment report prepared for the trustees. She responded to a trustee question, noting that peer colleges (Cascadia, Edmonds, Everett, Lake Washington) have also been experiencing administrator transitions.

In addition, President Kahn shared that with Executive Director Zura's guidance and leadership, strategies for administrator retention are being explored and/or implemented including changing administrative/exempt contracts from annual contracts to continuous contracts.

Executive Director Zura credited the Classified Staff Union for highlighting the challenges (e.g., delays) in the College's recruitment activities and the filling vacancies to the administration's attention.

Jack Kahn, President
President Kahn's report included information on:

- Jack Malek joining the Foundation's Board of Directors.
- The Foundation's Giving Table event on Friday, November 1, 2024.
- His trip to China with International Education staff Samira Pardanani and Bo Fu. "Lots of opportunities, meetings with parents—well worth the time."
- Participating in the Higher Education Research and Development Institute (HERDI) West meeting and Association of Community Colleges (ACCT) conference.

October 2024 Report to the Board attached.

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REPORT: ACCREDITATION

Planning, Institutional Effectiveness & Project Management Associate Vice President Ann Garnsey-Harter went over the *Accreditation Updates* slide presentation (attached) which included information on the:

- Change from Area Reviews to Program Reviews
- Assessment Cycle
- New Goals Subsection
- New Due Dates Structure
- Next Accreditation Report

"Goal: to improve our effectiveness."

"Goal as an institution: to have several examples across the institution of closed assessment loops."

Chair Ringer called for a five-minute break at 4:52 PM.

REPORT: FINANCE & BUDGET

Business & Administrative Services Vice President Joe Mazur's report included an overview of the following documents: *Financial Report – Operating Funds Month Ended September 30, 2024* (attached), *Financial Report – Grant Funds 145 Month Ended September 30, 2024* (attached), and *Financial Report – Contract Funds 146 Month Ended September 30, 2024* (attached).

Per Vice President Mazur:

- "We are in a good position."
- "Grants are reimbursable."

Vice President Mazur and/or President Kahn responded to trustee questions regarding the lower balance in the September report in comparison to the balance in the August report, as well as the overpayments from the Office of Financial Management (OFM) to the colleges.

- The balance: "We will continue to get additional revenue and appropriations."
- The overpayment from OFM: "We have a hiring freeze on approximately 10 positions."

WAVES OF GRATITUDE

President Kahn shared that faculty member Rachel Rawle worked with Grants Director Cheryl Allendoerfer on a grant from the Washington Research Foundation which was awarded to the College in the amount of $93,000 and is specifically to help Biotech students get internships.

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ACTION: ADJOURNMENT OF REGULAR SESSION

Motion 24:53:   Motion by Trustee Wells to adjourn the regular session.

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

Chair Ringer adjourned the regular session at 5:20 PM.

STUDY SESSION: INTERNAL CONTROLS & BUDGET PROCESS UPDATES

The study session commenced at 5:22 PM.

Business & Administrative Services Vice President Joe Mazur led the study session by going over the *Internal Controls Over Financial Reporting* slide presentation (attached) which included the following:

- What is Internal Control?
- Why are Internal Controls important?
- Environment: Risk Factors and Fraud
- COSO Framework and Federal Government "Green Book"
- Review of our Control Activities
- Budget Process Vision

The study session ended at 6:23 PM.

Signed _____
             Rebecca Ringer, Chair

Attest: <u>December 4, 2024</u>

_____
Lori Y. Yonemitsu, Secretary

Proposed Amendment to Student Athlete Waiver Procedure (Policy 5353)

Board of Trustees Meeting - October 30, 2024

Cameron Dollar, Director of Athletics & Physical Education
Derek Levy, Dean of Student Support & Success

Shoreline
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Shoreline Student Athletics

7 Sports

Women:
- Soccer
- Volleyball
- Basketball
- Softball

Men:
- Soccer
- Basketball
- Baseball

2023-2024 Student Athletes

46 Women (41%)
66 Men (59%)

71% Residents
20% Non-residents
9% International

2

2023-2024 Student Athletes

2023-24 Student-Athletes

	Ethnicity	#
6%	ASIAN	7
18%	BLACK/AFRAM	20
9%	INTERNATIONAL	10
12%	LATINO	14
10%	PACIF/HAWAIIA	11
3%	NATIV AM	3
40%	WHITE	45
2%	UNKNOWN	2

STUDENT-ATHLETE - ETHNICITY 2023-24
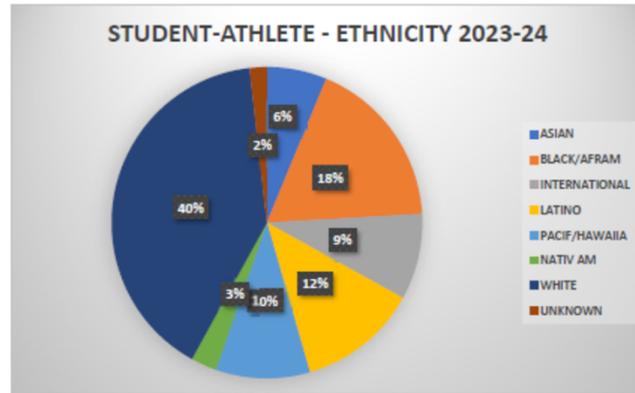
3

Current Status

- Lack of Participation in Women's Sports in WA CCs
  - 2 out of 4 women's teams at Shoreline had to cancel their seasons last year due to injuries/small rosters
- Oregon CCs offer 100% waivers for student athletes
- Washington CCs offer 25% Waivers and up to 40% scholarships
- 7 current Title IX Investigations in WA; 1 in OR
- Response from NWAC, WSSSC, WACTC, SBCTC
- Maintain parity with peer community colleges

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Current Procedure Language

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.

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Proposed Language

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.

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Impact

- Current Waivers Cost (25% for up to 68 students): $81,131 (2023-24 Fees)
- Proposed Waivers Cost (50/70%): $145,971
- Net Reduction (Initial) In Operating Fee due to Waivers: $64,840
- The College receives operating fee revenue for every student athlete's enrollment
- Move from low rosters to fuller rosters
- Higher Waivers > Fuller Rosters
- Higher Enrollment and Greater Student Experience
- Increase Revenue, Flexibility to Ensure Compliance

7

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Questions?

Thank You!

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8

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Hello, my name is Norah Peters, and I am the Chief Shop Steward for the Classified Staff Union, WFSE Local 304. I apologize for not being present this afternoon. I am fighting a bad cold and felt it necessary to be at home resting.

I would like to use this opportunity to thank President Jack Kahn for asking the Unions to join him in signing a letter to the state legislature about the OFM budget issues. As mentioned in our last statement, Dr. Kahn acted quickly when he learned about OFM's overallotment of funds, informing the Unions of what was at stake and continued to keep us updated throughout the last month. We appreciated the request to sign on to the letter to the state regarding this situation. We see this as part of the ongoing efforts to embrace the participatory governance that we have been working on for the last year. Thank you, Dr. Kahn.

In a similar vein, I would also like to thank Dawn Lowe-Wincentsen and Kristine Petesch for taking time out of their busy schedule to attend a Classified Staff Lunch and Learn this past month. They presented Participatory Governance, twice actually – since we always repeat our meeting to hopefully catch the noon and half past lunch crowds. We have been working towards aligning our efforts between our constituents, and this was a great example of that collaboration. Thank you, both.

In other classified news, the classified staff union is proud to be sponsoring a table at the Shoreline Foundation's Giving Table Event this Friday. The Shoreline Shop Stewards put out a request to WFSE Local 304 every year to sponsor a table to show our dedication to supporting students with their educational pursuits.

Finally, the one issue I want to continue to bring up is communication. Communication will always be an issue of focus for us all. This was highlighted for me yesterday when the faculty received an email about the bookstore moving online, but the classified staff did not. Considering classified staff are often the ones who answer questions about the bookstore, especially for programs like Running Start and CECO, this communication, or lack thereof, seemed very inequitable. We have got to stop assuming that only one group needs information or that the information will somehow trickle down to the people who need it. The trickle-down effect has never been a solid way of communicating, it simply does not work.

I did end up sending the email to our Classified List Serve, thanks to a suggestion from one of my colleagues. However, I should not need to do that. Please send these communications to everyone from the start so we don't have to rely on faulty methods to find out vital information.

Thank you all for your time.

October 2024 Report to the Board

President's Report
From the desk of Dr. Jack Kahn

It's hard to believe a month has gone by since our last meeting. A lot has been happening around the College and beyond!

Last month our Associated Student Government (ASG) put on a great Pizza with the President event as part of our Fall Welcome Week events. I really enjoyed connecting and hanging out with students (and eating pizza of course!). Festivities for the beginning of the fall quarter were great overall, and it was wonderful to see the enthusiasm of everyone back on campus, coupled with a continued 2% increase in enrollment.

I also attended the WACTC presidents meeting where we had a visit from President Cauce from UW and discussed a variety of topics including integrating ctcLink practices, the OFM over allocation error, and capital project prioritization.

While I am a little late, Happy Lunar Autumn Festival! Our WAVES/AANAPISI Center put on a wonderful gathering for students, faculty, and staff! I loved sampling the mooncakes, ukulele playing, tea drinking, and friendship bracelet making during the event, but I was particularly enamored with the Chinese ritual of placing pomelos 柚子 (you zi) on your head to signify a prayer for youth as well as a nod to the moon goddess Chang'e who will see us and respond to our prayers! Tasha Nālei Jugas, Scott Kurashige and team did a great job organizing this fantastic community event!

And finally, Lori kept the wheels turning in the President's Office while I was in China for two weeks with Samira Pardanani and Bo Fu promoting our International Education program. The trip was well worth it! We met with colleagues in Shanghai, Beijing, and Qingdao in a variety of settings including international schools, high schools, universities, as well as meetings with agents and parents. We really strengthened our partnerships, and I can see several opportunities for growth in the coming years. Bo and Samira do a great deal of work to organize these trips and create opportunities for our international partners. It's quite impressive to experience. I'll give you more updates in person the next time we meet!

Cheers,

Jack

What's Happening on Campus

Shoreline
COMMUNITY COLLEGE

President's Report
From the desk of Dr. Jack Kahn

Events – Fall 2024
Shoreline Community College hosted a series of events since the last Board Meeting.

Lunar Autumn Festival

Outreach Visit to China Fall 24' (Top and Bottom Images)

Pizza with the President

What's Happening on Campus

JOIN US FOR THE
2024 VICE PRESIDENTIAL DEBATE WATCH PARTY

JD Vance

Tim Walz

TUES. 10/1 @ 5:30PM
PUB QDR (9208)

Open to students, faculty, & staff. Refreshments provided.
Sponsored by ASG & the Political Science Dept.

Shoreline Community College

Shoreline Community College is committed to nondiscrimination and to providing access and reasonable accommodation in its services, programs, and activities for individuals with disabilities. To request disability accommodation contact Student Accessibility Services, at least ten days in advance at: 206.546.4545, or e-mail at sas@shoreline.edu.

IT'S GAME TIME!
MENS SOCCER V. SKAGIT

SATURDAY, OCT. 12 | GAME STARTS AT 12PM
SHORELINE STADIUM (400 NE 185TH ST.)

COME EARLY AND:
Kick a Goal & Win a Prize! Pick Up Free Snacks!
Grab Your Free SCC Spirit Items!!

Free Shuttle Rides to/from Campus 11am-3pm

Shoreline COMMUNITY COLLEGE

National Coming Out Day

- fun movie to watch
- free snacks
- banner coloring

Join us on national coming out day
To celebrate the LGBTQ+ community

Friday
11th october
1pm-3pm
GEC (9202)

Gender Equity Center Shoreline Community College

Ramen-tic Adventure
scholarship workshop.

Gender Equity Center Shoreline Community College

24TH OCT AT 2:30 PM - 4:00PM

At 9208 PUB (9000)

JULY 9 - OCT 17 // 2024

Through the Lens: Documentary Photography

Student Artist: Devin Gaan. From series, *Skate Like a Girl*

SHORELINE ART GALLERY
Building 1000, Lobby
Mon - Fri 9 - 5pm

Artist Reception
Oct 17, 4-6 pm

FALL 2024 CLUB & RESOURCE FAIR

Wednesday, October 23rd
1:00pm-3:00pm
PUB Main Dining Room

Learn about SCC clubs and support services!
Enjoy free snacks and fun giveaways!

Programs & Registered Clubs: Sign up to table by going to bit.ly/SCC_ClubFairFA24 or scan the QR code.

Shoreline Student Life

WELCOME WEEK
SKATE NIGHT

COSTUMES ENCOURAGED

BUS SHUTTLE 5:30 PM & 8 PM

FREE FOOD & DRINKS

OCT 3RD 6PM - 8 PM

Lynnwood Bowl & Skate
6210 200th St SW

WAVES SHORELINE COMMUNITY COLLEGE
Welcome to Fall Quarter

Visit APISC to celebrate Mid Autumn Festival & check out the Asian & Pacific Islander Student Center (APISC), a place to hang out, study and learn about other cultures.

WEDNESDAY- OCTOBER 2ND

10AM-2 PM APISC RM1305

Enjoy tasting moon cake and tea!
Have fun crafting lanterns and charm bracelets!

Follow WAVES on IG to learn about our program services and events for the quarter!

WAVESAPISC

Connections and Outreach

Shoreline COMMUNITY COLLEGE

Strategic Plan Updates

Goal A4: Create new and strengthen existing opportunities for students to acquire college credit for prior learning, community-based service learning, contemporaneous industry learning, and training

We've started this work and have already accomplished:

Improving our procedures for reviewing learning outside the institution. Through examining "extra institutional learning" policy, process, and procedures, we've updated the internal processes to streamline and improved the application process for students. This new, easier approach should take burden off faculty and can be leveraged to improve recruiting (honoring learning elsewhere) and retention/success (reduce time to completion)

We've expanded the preapproved list of experiences that articulate into college credit. This expansion now includes courses equivalent and credit for classes in Medical Lab Technology, Business, and most recently, two classes in the degree pathways for Supply Chain and Retail Management. This latest addition should be attractive to diverse students, especially those with military experiences in areas of supply chain, purchasing, vendor contracts, and inventory controls

Goal B1: Student Support Services: Assess student needs on an ongoing basis so all students receive an equitable and consistent level of support, attention, and guidance (e.g., financial aid, advising, counseling, childcare, mentorship, transportation, bookstore, etc.) throughout their time at Shoreline.

The team reviewed all relevant past college and state-wide assessment data as far back as 2015. Next steps will be to identify new and existing assessment tools and develop an implementation timeline for Shoreline.

Goal C3: Implement participatory governance system that includes ongoing training, coaching, and support that centers on collaborative decision-making and transformative leadership to engage the executive team, faculty, staff, administrators, unions, and students in decision-making processes; ensure that the results of these decision-making processes are communicated to the Shoreline campus community.

Version One of a participatory governance system was presented to campus in Spring 2024 and revised, based on feedback. Version Two was presented at Convocation, Opening Week (week before fall quarter), at a Classified Staff lunch and learn session, to the Faculty Union and Faculty Senate Council, back to Classified Staff leadership, Faculty Senate Council, then College Council, and Executive Team.

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International Education

**Domestic Student Describes his
Costa Rica Study Abroad Experience!**

Isaac
Costa Rica Summer 2024
My experience is Costa Rica was so valuable. Living in Heredia and Samara with host families was such an immersive experience. I learned plenty of Spanish not just because...Read more

It has been a busy overseas outreach season for the College!

*Top Left: President Kahn accompanies AVP Samira and Director Bo Fu to China! Top Right: Alumnus with advisor Cynthia Okawara in Japan. Bottom Left: Alumni in Thailand.
Bottom Right: Sarah Stackhouse in India*

Connections and Outreach

Shoreline
COMMUNITY COLLEGE

10th Day Enrollment Report – Fall 2024

Background

Tenth day census enrollment[1] identifies the number of students officially enrolled in credit courses at the College as of the end of regular registration of a non-summer term. It is intended to provide a snapshot or point-in-time view of enrollment.

10th Day Enrollment (Fall)[2]

The data presented are for the full-time equivalents (FTE[3]) reflected in the 10th day census for Fall 2024 compared to final enrollment figures[4] for previous fall quarters at Shoreline. **Figure 1** presents Total FTE enrollment; **Figure 2** displays the relative trends for three funding sources for students at the College – State-Supported, International Contract, and Running Start. **Based on preliminary data, fall enrollments have seen a continued increase.**
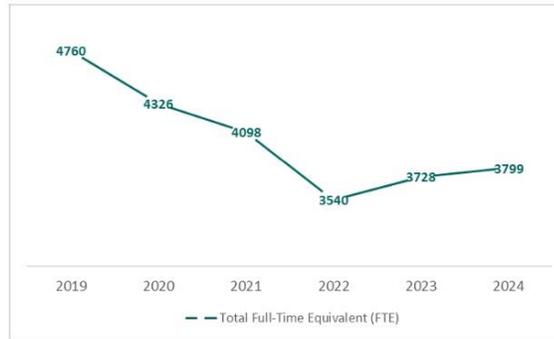
Figure 1. Fall 10th Day Census Enrollment - Total Full-Time Equivalent (FTE).
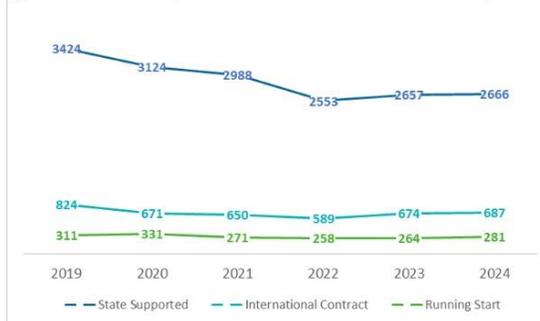
Figure 2. Fall 10th Day Census Enrollment - Full-Time Equivalent (FTE) by Select Funding Source.

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[1] This report illustrates data captured on the 10th class day from the first day of classes, not including weekends or holidays, based on Washington State Board for Community & Technical College Policy Manual Chapter 5 Section 5.40 Enrollment Census Data.

[2] Data table for figures.

[3] Full-time Equivalent (FTE) = 15 credit hours per term, for the purpose of this report.

[4] The data from 2019-2021 are the 10th day enrollment data, except for 2022 which is the final quarter data, due to data constraints related to a recent ransomware incident at the College. For final quarter data comparisons, visit SBCTC: Enrollment Data | SBCTC

Outreach Updates

The month of September has been an active one for our Outreach & Recruitment department. Our partnership with the Amazon Career Choice project has brought multiple students into Shoreline and our participation at the Fulfillment Centers in Dupont and Kent for their onsite events will continue to help educate students about the different programs that we offer. We also attended a special invitation college event to a game with Seattle Reign, where we were able to meet with many of the attendees for the game to provide them more information about our degrees and Running Start program.

We also just welcomed our new Career Navigator, Elle Rivera Soto, who will continue to build our relationship with the Shoreline School District, assisting students who are part of the URM, MLL, and BIPOC communities. We look forward to her expertise in the K-12 system to help further develop our partnership, as well as be a vital component to our strategic plan towards our DEIA efforts in enrollment. Over the course of the next month, we will begin the application process and interview conduction for the Adult Outreach Recruiter position, as we look forward to filling that position to continue our work with our adult-learner community.

As part of our strategic plan in Outreach & Recruitment, we will be focusing our efforts throughout the Fall 2024 term to develop a tracking system that will provide us with a clear understanding towards the efficacy and investment of our events and efforts. This will include not only more clarity into what we are currently doing as a department and the events we are planning on attending, but also to expand our outreach to new events that will focus on specific enrollment targets and programmatic-specific populations.

Amy Stapleton met many potential students on campus this September, welcoming them for admissions information and campus tours. Some of these students are now enrolled this Fall quarter, others are planning for next steps in education for upcoming years. We are planting Shoreline Community College seeds for them!

September brought on many opportunities to attend Beyond High School College fairs and other opportunities to reach potential students. This September, Amy Stapleton attended the Washington Counselors Workshop at University of Washington/Bothell. This annual event brings about 250 high school counselors to hear about WA college opportunities.

Amy Stapleton attended college fairs at North Kitsap High School, and the Peninsula College circuit, which included fairs at Sequim High School, Port Angeles High School, Chimacum High School and Port Townsend High School. Shoreline Community College is a great choice for many of these students who would like to move to the west side of Puget Sound.

It has been a great and productive September!

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COMMUNITY COLLEGE

Enrollment Updates

Facilities Updates

Last week, Forma completed the install for the donor wall and Interpretive wall in the Cedar building. The wayfinding for the core area around the building will be in production soon. As for the Greenhouse/pond, this work will begin in June 2025. As for the Bracken building, the site is coming together nicely. Bayley has prepped the site for utilities and storm sewer. They are currently working on pouring the foundation for the building corners.

Minor capital projects:

- **Roof Repairs:** Final bids have been received. The contractor is finalizing paperwork with DES before staring the project on campus. Once we have a schedule, this will be shared out to the campus.
- **Boiler replacements:** Funding has been provided to replace boilers in 3 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. This project is on hold while DES works to move this project from one architect to another.
- **Transformer:** Replacement of 2900 building transformer. This project is on hold while DES works to move this project from one architect to another.

Non-Minor capital projects to be scheduled include:

- **2900 Learning Center North:** Construction for this project began on 9/9/24. Tentative completion date is December 2024.
- **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 issue with flooding in the pit, this area needs to be sealed, and flooring replaced quickly to avoid disruption to productions.

Foundation Updates

The Giving Table Luncheon in support of the students and programs at Shoreline Community College is happening on Friday, November 1, from 11:30 AM to 1:00 PM in the Main Dining Room. When donors give at this event, they provide funding to help students struggling with basic needs insecurity. Donors directly impact the completion rates of our students. Because of donors, more students will get help meeting their basic needs, which means more students will finish their certificate or degree program, which means more students will move into living-wage jobs.

If you would like to attend, please email the SCC Foundation at sccfoundation@shoreline.edu

We are very grateful to the sponsors who underwrite the cost the of the event so that every dollar raised can be used to support students and programs at SCC!

Coastal Community Bank
Dick & Beth Stucky
HomeStreet Bank
Mithun
Reid Middleton
Spectrum Development Solutions
Starling, Whitehead & Lux Architects
Dr. Jack Kahn & Jackie Denmon
Vine Dahlen
Garde Capital
Chuck Olson Chevrolet Kia
Eben Pobee
Pearl & Ken Noreen

AFSCME WFSE Local #304
Brenda Mallett
Bruce & JoAnn Amundson
Howard & Wendy Schneider
Jack Malek, LLC
Kim Wells
LewerMark Student Insurance
Norwester Youth Fund
Rebecca Ringer & Bill Cohon
Ruth Kagi
Scott Saunders & Irene Wagner
Wendy & Stephen Coates
WSU Everett
Ben Weng

Department Updates

Human Resources Updates

Over 400 employees convened on Thursday, September 19th, for Convocation activities as part of the annual opening week kick-off to the academic year. Attendance was split between in-person (189) and online (229) with a variety of employees sharing their feedback of appreciation for the dual modalities offered. In addition to ongoing events such as new employee welcome, compliance training, and the announcement of annual employee awards, this year's Convocation also provided a spotlight on the College's Communication and Marketing unit as well as presentations on College governance and the ways in which Guided Pathways work is linked to the College's Strategic Plan.

Safety & Security Updates

Safety & Security recently welcomed its first female Officer since 2017, as the 8th Campus Security Officer in the team of 9. October 11th marked the Fall quarter annual All-Campus Fire Drill event for the College, in which all building alarms were deployed and every person on campus practiced safely evacuating from our buildings and convening at their assigned evacuation site across campus. The Annual Security and Fire Safety Report (required by the Clery Act) has been posted to the College's website with the corresponding report to the Board of Trustees scheduled for mid-Fall quarter.

Business and Administrative Services Updates

Business Affairs Council Operating Budget Committee: Joe Mazur was elected by his peers to serve as the 2024-25 Chair of the Business Affairs Council Operating Budget Committee. The Business Affairs Council (BAC) is a Sub-Council authorized by and reports to the WACTC College Presidents.

Parent Child Center (PCC)

PCC Resource Fair on 10/25 from 3:00 PM to 4:00 PM: Junaid Haq, Director, sent out a survey to all families and a few reached out about having training/resources on early childhood education. This gave him the idea to have quarterly resource fairs on topics that families showed interest. Each quarter will be a focused on new topic.

PCC Costume Walk on 10/31 from 9:00 AM to 11:00 AM: This is an annual event that the PCC organizes for the month of October. Costumes for the children are optional. Junaid opens this event up to all departments and if they would like to participate. This event gathers children, faculty, and a few parents to enjoy our beautiful campus, and it builds a sense of community by visiting different departments.

Budget & Capital Finances

2024-25 Budget Upload Complete: Soroush Maleki, Director, has completed the budget upload earlier than prior years. He is scheduling meeting to review the budget upload with E-Team and their respective management teams including providing Budget Position Staffing Plans (new this year) as well as developing and implementing additional budget training.

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COMMUNITY COLLEGE

Department Updates

Business & Administrative Services Updates Cont

Technology Support Services (TSS) Updates

Network Rewiring and Hardwiring Connection Project Update: Jason Brandon, Executive Director, provided an updated building list of the rewired and hardwired network connections that have been restored and those in progress with expected completion dates. As mentioned at the beginning of this project, most of the building wiring has not been updated for over a decade or more (emphasis on more). During this project, we have already encountered several major issues in the buildings as we run new cabling and test the integrity of previous network connections. We continue to utilize our third-party vendor (Milne) and expect to be fully completed in early 2025.

Building	Expected Completion Date	Status
800	24-Jan	
1000		Complete
1100	18-Oct	In progress
1200		Complete
1300		Complete
1400		Complete
1500	8-Nov	In progress
1600	15-Nov	
1700	22-Nov	In progress
1800	29-Nov	In progress
1900	13-Dec	
2000		Complete
2100	25-Oct	In progress
2300	20-Dec	
2900	13-Dec	
3000	25-Oct	In progress
4000	15-Nov	In progress
5000	24-Jan	
9000	14-Feb	

Department Updates

Shoreline
COMMUNITY COLLEGE

Shoreline Alternative Roundabout Proposal

Overview and History:

The College's Residence Hall Bldg. 7000 was completed and received the City of Shoreline's approved Certificate of Occupancy in 2019. During construction, the College did a traffic study for the new housing. It showed that the City of Shoreline's traffic delay standards weren't being met at the intersection of Greenwood Avenue North with 160th Street North and NW Innis Arden Way. The College was granted six years to improve the intersection from when the student housing building is complete as a condition of site permitting and granting of a Certificate of Occupancy. As required, the College paid the City of Shoreline $2 million dollars to fund a substantial portion of this project.

City of Shoreline's Proposed Design and Construction Schedule:	
Design Development:	Q3 2023 – Q1 2024
Right-of-Way Work:	Q2 2024 – Q3 2024
Final Design	Q2 2024 – Q4 2024
Project Advertisement:	Q1 2025
Construction:	Q2 2025 – Q4 2025

Current "Alternative Roundabout Proposal" from Reid Middleton, City's Design Firm:

Waves of Gratitude

A Shoreline Shout-out to Bokai K Zhang, Professor Leoned Gines and Lauren Valentino Bryant for Student Engagement. Bokai K Zhang, a former Shoreline student, worked with Professor Leoned Gines on an Honors project (extra shout out to the Honors Program!). With a gentle nudge from ace librarian Lauren Valentino Bryant, they not only finished the project but published it!
You can read the literature review of cancer preventing mutations in the Journal of Molecular Evolution. This is a major contribution to a growing field, and seeing our students publishing for the greater scientific world is truly inspiring.

Congratulations on the publication, all! – Submitted Anonymously

Waves of Gratitude

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COMMUNITY COLLEGE

Important Dates:
- [Employee Calendar](#)
- [College Calendar](#)
- [Academic Calendar](#)

Important College Updates (DAAG)
- [Campus Updates 10/17/24](#)
- [Press Release: Donors Bridge FAFSA Gap for Students at Shoreline Community College](#)
- [Safety Alert- Robbery Reported on Campus 10/11/24](#)
- [Campus Updates 10/10/24](#)
- [Press Release: Shoreline Community College Secures $500K Grant to Enhance Equity in STEM Education](#)
- [Campus Updates 10/4/24](#)
- [Campus Updates 9/27/24](#)

Important Dates & Updates

Shoreline
COMMUNITY COLLEGE

Accreditation Updates

Board of Trustees

October 2024

Dr. Ann Garnsey-Harter

Associate VP – Planning, Institutional Effectiveness, &

Project Management

Accreditation Liaison Officer

1

1

~~Area~~ Program Reviews

- Updated name
- Shorter, more sustainable
- Updated and new data dashboards
- Operational planning vs. strategic planning
- Full assessment cycles; closing the assessment loop

2

2

3
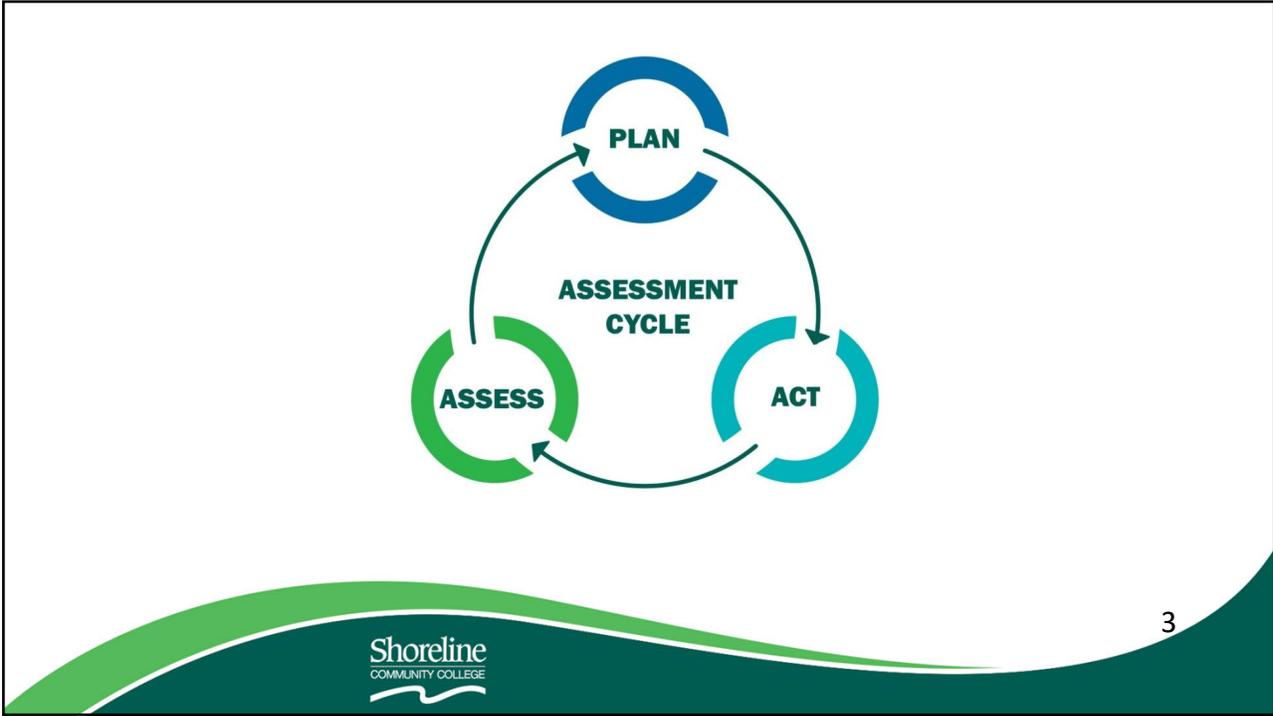
3

New Goals Subsection

Assess your actions	2024-25	2025-26	2026-27
When will you be able to close the assessment loop by assessing the impact of your actions?	[Mark one of the years]		
If you were able to close the assessment loop this year, what was learned? Did your actions/ the intervention make an improvement? If so, what worked? What evidence/data demonstrates that? If there is no evidence of improvement, will you try something else to improve (this should become a goal for next year-see bottom of form).	[add content here]		

4

4

New Due Dates Structure

7. RESOURCE REQUESTS DETERMINE YOUR DUE DATES

To help you realize your goals for the future, are you requesting a change in resources (only items over $1000) for next fiscal year? If, yes, please review the Guiding Principles for Budget Development:

By December 1, 2024:

- **Tenure-track faculty position requests:** complete the above sections "Background," "Equity" and "Activity / Workload." If those sections and your Program/Area Review last year point to a need for a tenure-track faculty position (to be hired with a fall 2025 start date), request a position using this template (Faculty Program Coordinators should share a draft with their deans).

- **Instructional equipment requests:** complete the above sections "Background," "Equity" and "Activity / Workload." If those sections and your Program/ Area Review last year point to a need for instructional equipment, request equipment via this form.

By February 3, 2025:

- **ProRata faculty position requests:** complete the above sections "Background," "Equity" and "Activity / Workload." If those sections and your Program/Area Review last year point to a need for a ProRata faculty position (to be hired with a fall 2025 start date), request a position here by. ProRata position requested by: [add the requestor's name(s) here].

By March 14, 2025:

- **Innovation Grant requests:** does this resource request represent an innovation and meet the criteria for an Innovation Grant? If so, complete this Innovation Grant application by 5 pm (requires your supervisor's signature and collaborating department's signature, if

Shoreline COMMUNITY COLLEGE

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New Due Dates Structure

- **All other resource requests:** resource requests can include personnel, as well as goods and services.
  - All sections of Instructional Program Review completed by Faculty Program Coordinators (FPCs) and team: [add names here].
  - All sections of Service Area Program Reviews completed by first-level administrators and team: [add names here].
  - Where would you place your request on that decision-making rubric and why? [add content here]
  - Are there revenue streams, outside of state-supported funds, that could cover requested items above (such as lab fees, class fees)? [add explanation here]
  - Budget planning tool (as shared by the Budget Office) completed – it lists resources requested: [add first-level budget manager's name here, such as Manager or Director].

By March 21, 2025:

- Budget planning tool (as shared by the Budget Office) completed – it prioritizes resources requested in the Division: [add second-level budget manager's name here, such as Dean/AVP or Executive Director].

By March 31, 2025:

- Budget planning tool (as shared by the Budget Office) completed – it prioritizes resources requested in Executive Team member's area: [add Executive Team member's name here, such as Executive Director or AVP/VP].

If you are NOT requesting a change in resources:

By May 1, 2025:

- Complete Program Review [add name(s) of those subject matter experts, such as Faculty Program Coordinator (FPC) and team or first-level budget manager and team, who completed the Program Review].

By June 12, 2025:

- Dean or next-level administrator ensures Program Reviews are complete: [add name(s) of Dean or next-level administrator].

Shoreline COMMUNITY COLLEGE

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Next Accreditation Report

- Ad Hoc Report
- Due March 1, 2025
- Implementation of new degree level: BAS in Dental Hygiene

Shoreline COMMUNITY COLLEGE

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Questions?

Shoreline COMMUNITY COLLEGE

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SHORELINE COMMUNITY COLLEGE
FINANCIAL REPORT - OPERATING FUNDS
MONTH ENDED SEPTEMBER 30, 2024

	Year-over-Year Comparison of Actuals				YTD Percent of Budget	
	(A)	**(B)**	**(B) - (A)**		**(C)**	**(B) / (C)**
	Prior YTD at	**Current YTD at**	**CY to PY**		**2024-25**	**% of**
Operating Revenues and Transfers	**9/30/2023**	**9/30/2024**	**Inc./(Decr.)**	**% Change**	**Budget**	**Budget**
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.

SHORELINE COMMUNITY COLLEGE
FINANCIAL REPORT - GRANT FUNDS 145
MONTH ENDED SEPTEMBER 30, 2024

	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 & Reimbursem	$ 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.

SHORELINE COMMUNITY COLLEGE
FINANCIAL REPORT - CONTRACT FUNDS 146
MONTH ENDED SEPTEMBER 30, 2024

	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 & Reimbursem	$ 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.

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Board of Trustees Meeting
Study Session on
Internal Controls Over Financial Reporting

Dr. Jack Kahn, President

Joe Mazur, MS-CIS, CPA, VPBAS

10/30/2024

Overview of Today's Study Session

- What is Internal Control?
- Why are Internal Controls Important?
- Environment: Risk Factors and Fraud
- COSO Framework and Federal Gov't "Green Book"
- Review of our Control Activities.
- Budget Process Vision

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What is Internal Control?

- An entity's system of internal control consists of policies and procedures designed to provide management with *reasonable assurance* that the company achieves its objectives and goals including:
  - Reliability of financial reporting
  - Compliance with applicable laws and regulations
  - Effectiveness and efficiency of operations

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"Reasonable Assurance"

- Reasonable assurance involves two considerations:
  - The cost of the entity's internal control should not exceed the expected benefits.
  - Limitations exist in any entity's internal control.
  - For example, collusion among employees or employee and vendor. Management bypass of controls.

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Why are internal controls important?

- Public trust
- Funded by taxpayers
- Funded by users of our service
- Praise when things go right
- Responsibility when things go wrong

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Governmental Risk Factors

- Structure and Governance
  - Complexity of the organization
  - Effectiveness of oversight body and related committees
  - Changes in management
  - Override by management
  - Outsourcing activities

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Governmental Risk Factors (cont'd)

- Industry, Regulatory, and Other External Factors
  - Taxpayer sensitivity
  - New accounting pronouncements
  - Federal, state and local regulations and compliance requirements
  - General economic conditions
  - Litigation and self-insured activities

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Fraud Risks

- Fraudulent Financial Reporting
- Misappropriation of Assets
- Noncompliance
- Cressey's Fraud Triangle
  - Limit Opportunity.
  - Psychological Aspects:
    - Rules don't apply to me, Ask for forgiveness, "Wheeler-Dealer."

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The Fraud Triangle

Rationalization
Justification of dishonest actions.

FRAUD

Opportunity
Ability to carry out misappropriation of cash or organizational assets.

Pressure
Motivation or incentive to commit fraud.
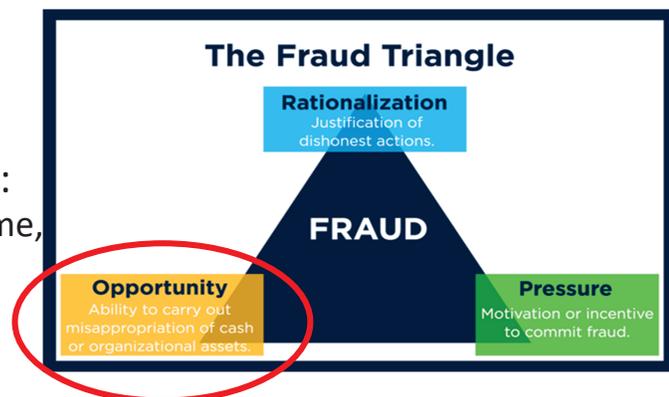
Management Representations Letter

- ==Management== is responsible for establishing and maintaining an adequate internal control structure and procedures for financial reporting.
- ==Management== is responsible to assess the effectiveness of the internal control structure and impact upon financial reporting and compliance with laws and rules.

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COSO: Internal Control – Integrated Framework

- COSO (Committee of Sponsoring Organization of the Treadway Commission)
  - Originally issued in 1992
  - Updated in 2013
- US GOA Standards for Internal Control in the Federal Government a/k/a "Green Book."
  - Proposed 2024 Draft

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Five Components of COSO Framework

- The Control Environment
- Risk Assessment
- Control Activities
- Information and Communication
- Monitoring Activities
- See handout with the 17 principles.
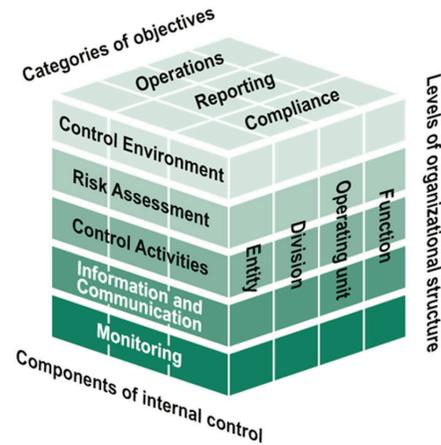
Sources: COSO and GAO. | GAO-14-704G

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Control Activities - Cash

Processing Cash Receipts		
Control Activity	**In place?**	**Timeline**
Timely deposits	Yes	
Bank Reconciliations	No. Over 2.5 years o/s.	12/31/2024
Change Funds / Petty Cash	Yes	☑

Processing cash disbursements		
Control Activity	**In place?**	**Timeline**
System rejections	Yes	
Duplicate vendors	Yes. Entered by SBCTC.	
Supporting documentation	Yes, and strengthening.	☑
Sub-ledger Reconciliations	No. Over 2.5 years o/s.	3/31/2025
Pre-numbered	Yes. System generated.	
Check signers	Yes. We limit access to check printer.	☑

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Control Activities - Revenues & Receivables

Control Activity	In place?	Timeline
Rates and fees - Approved schedule of fees?	Yes, but course fees not re-evaluated in over a decade...	6/30/2025
Sub-ledger Reconciliations	No. Over 2.5 years o/s.	6/30/2025
Pre-numbered documents	Yes. System generated.	
Summary "batch" totals	Yes. System generated.	
Unbilled receivables	No. Amount continues to increase.	6/30/2025
Delinquent receivables; write-offs; allowances	No. Over 2.5 years o/s.	6/30/2025
Review process – budget to actual analysis	Yes, but not at department level.	6/30/2025
Review journal entries against cash	Yes.	☑

Control Activities – Expenditures

Control Activity	In place?	Timeline
Procurement	Yes, and strengthening.	☑
Supporting documentation – prior to payment	Yes, and strengthening.	☑
Coding of expenditures	Yes, and strengthening.	☑
Adding Vendors	Yes, and strengthening.	☑
System rejects	Yes, and strengthening.	☑
Sub-ledgers are reconciled	No. Over 2.5 years o/s.	6/30/2025
Open purchase orders or vouchers	No.	6/30/2025
Significant estimates	Yes, but not in all areas.	6/30/2025
Positive pay- ACH and Checks	Yes.	☑
Dual Approval – ACH and EFT	Yes.	☑

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Control Activities – Payroll

Control Activity	In place?	Timeline
Restricted access	Yes	
Master file change log	Yes	
Time sheet approvals	Yes	
Withholding tables & W-4 Changes	Yes. Entered by SBCTC.	
Payroll Register comparisons	No	6/30/2025
Sub-ledger reconciliations	No	3/31/2025
Reconciliation of quarterly/annual payroll returns	Yes	
PTO accruals	Yes	

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Control Activities – Capital Assets

Control Activity	In place?	Timeline
Capital budgets - acquisitions	No. Over 2.5 years o/s.	6/30/2025
Periodic Physical Inventory	No. Over 2.5 years o/s.	6/30/2025
Secure	No. Over 2.5 years o/s.	6/30/2025
Capitalization policy	Yes	
Reconciliations, sub-ledgers	No. Over 2.5 years o/s.	6/30/2025
Contributed assets	No. Over 2.5 years o/s.	6/30/2025
Compliance, e.g. Perkins Eq.	No. Over 2.5 years o/s.	6/30/2025
Depreciation	No. Over 2.5 years o/s.	6/30/2025
Disposals	No. Over 2.5 years o/s.	6/30/2025

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Control Activities – Debt

Control Activity	In place?	Timeline
Compliance with covenants	Yes, but not reconciled in over 2.5 years.	6/30/2025
Current and advanced refunding	Yes	
Unspent bond proceeds	Yes	
Debt and lease commitment schedules	Yes, but not reconciled in over 2.5 years.	6/30/2025

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Control Activities – Fund Balance/Net Position

Control Activity	In place?	Timeline
Written fund balance policy	Yes	
Supporting documentation	Yes	☑
Reviewed and approved	Yes, but clean up of prior years ongoing.	6/30/2025
Roll-forward	Yes, but clean up of prior years ongoing.	6/30/2025

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Control Activities – Grants

Control Activity	In place?	Timeline
Identifying federal, state, and other awards	No. Many incorrect fund set up.	6/30/2025
Segregation of receipts and expenditures	No.	6/30/2025
Reconciliation of grant financial report	No.	6/30/2025
Unallowable costs	No. Not reviewed to narrative.	6/30/2025
Matching Funds	Partial. Not correct in all cases.	6/30/2025
Tracking property and equipment	No. Over 2.5 years o/s.	6/30/2025
Procurement	No.	6/30/2025
Sub-recipient monitoring	No.	6/30/2025
Timely submittals	No.	6/30/2025

Control Activities – Information Technology

Control Activity	In place?	Timeline
Evaluated regularly	No.	6/30/2025
Backup and retention policy	Yes, but not followed.	6/30/2025
Terminated employees	Yes, but not consistent.	6/30/2025
User rights	Yes, but not consistent.	6/30/2025
Passwords	Yes, but MFA not fully implemented.	6/30/2025
Restricted access	Yes, but not consistent.	6/30/2025
Onboarding and Training	No.	6/30/2025

Control Activities – Financial Close

Control Activity	In place?	Timeline
Authoritative guidance	Yes.	☑
Management Estimates	Yes, but not in all areas.	6/30/2025
Budget to actual	Yes, but not at department level.	☑ 6/30/2025
Journal entries - segregation	Yes, but incompatible roles identified that have access.	☑ 6/30/2025
Disclosure checklists	Yes	☑
Formal closing procedures	Yes	☑
Government-Wide	Yes, with exceptions.	☑

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Budget Process Vision – Where We Are Going

Completion target for all by fiscal year ending 6/30/2025:

- Reestablishing Accounting & Budget Monitoring and Compliance Processes
- Cleaning Previous Years' Budget/Accounting entries
- Setting the Stage for Fiscal Year (FY) 2025-26 Budget Development
- Implementation of Planning Budgeting Cloud Services (PBCS)
- Creating and Providing Budget and Fiscal Processes Tools and Training
  - Establish Periodic Budget Reporting to Dept. Managers
  - Interactive and Live Budget Management

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Summary Timeline

- Target date to complete "Control Activities" is 6/30/2025.
  Risks for Timely Completion:
  - Hiring and Retaining Qualified Staff as part of Re-Org
  - Implementation of key cTcLink Processes
  - Developing Monitoring Tools and Training
  - Policy and Procedure Updates
  - Institutional Culture of Compliance
  - Participatory Governance Processes

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SHORELINE COMMUNITY COLLEGE   **TAB 1**
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF DECEMBER 4, 2024

ACTION

Subject: **Amendments to 2024-2025 & 2025-2026 Academic Calendars**

Background

The 2024-2025 and 2025-2026 academic calendars were first approved by the Board of Trustees at the April 26, 2023 regular meeting of the Board of Trustees.

The grade periods (i.e., dates ranges) were extended for "W" (official withdrawal from course) grades on the 2024-2025 and 2025-2025 academic calendars to not impact students' financial aid awards.

To follow: Amended 2024-2025 and 2025-2026 academic calendars, with amendments highlighted in yellow.

Recommendation

That the Board of Trustees, by motion and subsequent action, approve the amended academic calendars for 2024-2025 and 2025-2026.

Prepared by: David Berner, Ed.D.
                Director of Admissions, Enrollment Services, & Outreach
                November 2024

SHORELINE COMMUNITY COLLEGE DISTRICT NUMBER SEVEN
2024-2025 CALENDAR

(Amended November 2024)

KEY

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

FALL QTR 2024	
INSTR	50
FAC/PREP	1
EXAMS	3
TOTAL	54

WINTER QTR 2025	
INSTR	49
FAC/PREP	1
EXAMS	3
TOTAL	53

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

SUMMER QTR 2025	
INSTR	31
FAC/PREP	0
EXAMS	--
TOTAL	31

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

SEPTEMBER 2024

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

OCTOBER

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

NOVEMBER

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

DECEMBER

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

JANUARY 2025

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

FEBRUARY

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

MARCH

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

APRIL

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

MAY

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

JUNE

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

JULY

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

AUGUST

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

10/9 - 11/6	Drops show as W
After 11/6	Drops show as Z or NP
10/29	Last day for P/NP option

FALL QUARTER

9/2	Holiday - Campus Closed *
9/19	Opening Week Begins
9/25	Instruction Begins
11/11	Holiday - Campus Closed *
11/28 & 11/29	Holiday - Campus Closed *
12/6	Instruction Ends
12/9	Prep Day
12/10, 12/11, 12/12	Exams
12/17	Grades Due
12/25	Holiday - Campus Closed *

1/21 - 2/21	Drops show as W
After 2/21	Drops show as Z or NP
2/7	Last day for P/NP option

WINTER QUARTER

1/1	Holiday - Campus Closed *
1/6	Instruction Begins
1/20	Holiday - Campus Closed *
2/17	Holiday - Campus Closed *
3/17	Instruction Ends
3/18	Prep Day
3/19, 3/20, 3/21	Exams
3/25	Grades Due

4/16 - 5/20	Drops show as W
After 5/20	Drops show as Z or NP
5/7	Last day for P/NP option

SPRING QUARTER

4/2	Instruction Begins
5/2	SCC Professional Development
5/26	Holiday - Campus Closed *
6/12	Instruction Ends
6/13	Prep Day
6/16, 6/17, 6/18	Exams
6/19	Holiday - Campus Closed *
6/20	**Commencement**
6/24	Grades Due

7/10 - 8/07	Drops show as W
After 8/07	Drops show as Z or NP
7/24	Last day for P/NP option

SUMMER QUARTER

7/1	Instruction Begins
7/4	Holiday - Campus Closed *
8/21	Instruction Ends
	(Exams on last day of class)
8/26	Grades Due

SHORELINE COMMUNITY COLLEGE DISTRICT NUMBER SEVEN
2025-2026 CALENDAR

(Draft Revised)

KEY

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

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

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

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

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

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

SEPTEMBER 2025

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

OCTOBER

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

NOVEMBER

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

DECEMBER

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

JANUARY 2026

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

FEBRUARY

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

MARCH

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

APRIL

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

MAY

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

JUNE

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

JULY

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

AUGUST

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

10/8-11/12	Drops show as W
After 11/12	Drops show as Z or NP
10/28	Last day for P/NP option

FALL QUARTER

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

1/20-2/20	Drops show as W
After 2/20	Drops show as Z or NP
2/6	Last day for P/NP option

WINTER QUARTER

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

4/15-5/19	Drops show as W
After 5/19	Drops show as Z or NP
5/6	Last day for P/NP option

SPRING QUARTER

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

7/13-8/6	Drops show as W
After 8/6	Drops show as Z or NP
7/27	Last day for P/NP option

SUMMER QUARTER

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

11/26/2024

SHORELINE COMMUNITY COLLEGE   **TAB 2**
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF DECEMBER 4, 2024

ACTION

Subject: **Memorandum of Understanding By and Between Shoreline Community
College and the Shoreline Community College Federation of Teachers –
Regarding music performances and compensation associated with associated
Instruction, FPC duties, and community musical events**

Background

This is about CBA Appendix A.III

ARTICLE III: STUDENT AND INSTRUCTIONAL RELATED ACTIVITIES

Academic employees whose assignments include activity advising shall be paid a stipend for that activity in accordance with the following schedule. The Employer may, however, grant released time in lieu of the stipend payment.

Club Advising (See Policy 5222)

Activity Type	Effective 2019-2020	Effective 2020-2021
Level 1 – Contact Advisor	$ 363 qtr	$ 374 qtr
Level 2 – Resource Advisor	$ 695 qtr	$ 715 qtr
Level 3 – Coordinating Advisor	$1,057 qtr	$1,087 qtr

Other Advising

Activity Type	Effective 2019-2020	Effective 2020-2021
Funkngroove	$5,025 qtr	$5,166 qtr
Choral Groups	$5,025 qtr	$5,166 qtr
Instrumental Music	$5,025 qtr	$5,166 qtr
Musicals*	$3,742 qtr	$3,847 qtr
Plays*	$5,025 qtr	$5,166 qtr
Video Production	$5,025 qtr	$5,166 qtr
Community Band	$5,025 qtr	$5,166 qtr

The activities covered by this MOU, along with their associated compensation, were previously tied to specific courses and the faculty teaching them. However, this arrangement didn't always result in student performances and concerts.

The proposed MOU would make three key changes:
1) Create a new compensation structure for instructors who produce student performances.
2) Establish and fund an Artistic Director role.
3) Restructure funding for the Film, Drama, and Cinema (FDC) Faculty Program Coordinator.

Important note: This MOU does not modify any existing CBA provisions related to club advising or departmental stipends.

To follow: Memorandum of Understanding By and Between Shoreline Community College and the Shoreline Community College Federation of Teachers – Regarding music performances and compensation associated with associated Instruction, FPC duties, and community musical events.

Recommendation

That the Board of Trustees, by motion and subsequent action, approve the Memorandum of Understanding By and Between Shoreline Community College and the Shoreline Community College Federation of Teachers – Regarding music performances and compensation associated with associated Instruction, FPC duties, and community musical events.

Prepared by: Pangyen (Ben) Weng, Ph.D.
               Vice President of Instruction
               November 2024

MEMORANDUM OF UNDERSTANDING

By and Between Shoreline Community College

and

The Shoreline Community College Federation of Teachers

Regarding music performances and compensation associated with associated instruction, FPC duties, and community musical events

This memo confirms the following understanding and commitment made by and between Shoreline Community College ("the College") and the Shoreline Community College Federation of Teachers (SCCFT or "the Federation") with regard to the extra work completed by Music faculty to offer performances outside of their course curricula, the removal of the course-related Music stipends in the current CBA, and the removal of the Theater-related stipends in the current CBA, which will allow the creation of the Artistic Director position and a realignment of funds for the Film, Drama, Cinema (FDC) Faculty Program Coordinator (FPC). This MOU does not impact unrelated sections of the CBA regarding other club advising or departmental stipends.

1. We agree to remove reference to stipends for the following Music ensembles (A-13): Funkngroove, Choral Groups, Instrumental Music, Community Band.
2. We agree to remove reference to stipends for the following Theater-related work (A-13): Musicals and Plays.
3. We agree to remove reference to stipends for defunct Library-related work (A-13): Video Production.
4. We will adjust the payments for the remaining stipends on A-13 to be per quarter instead of the yearly amount currently listed.
5. We agree to create a position called Artistic Director and include language to describe it.
6. We will add language to Appendix A for work by Music faculty that is beyond the course curriculum.

APPENDIX A.III: Additional Dept Authorized Activities

Activity Type:	2024-2025;	2025-2026
Supplemental Music Ensembles	$577/authorized event	$608/authorized event
Artistic Director	70 Hours	70 Hours

Academic employees whose assignments include College approved activities under the activity types listed above shall be paid a stipend for that activity in accordance with the schedule above. The College may, however, grant released time in lieu of the stipend payment.

1. It is agreed that the activities above are separate from an academic employee's normal duties and, therefore, exempt from tenure application. It is further agreed that nothing in this schedule shall be construed to require the Employer to maintain such programs.

2. All stipends will be adjusted annually based on Cost-of-Living-Adjustment (COLA) or other appropriation in a percentage equal to the average percentage increase provided and applied using the same defined calculation applied to faculty salaries.

3. <u>Music Ensemble Performances</u>. Teaching any music ensemble shall entitle the faculty member to receive a stipend for up to two (2) events, as approved by the Unit Administrator, and as defined below.
    a. These events shall be either open to all students or open to the general public (e.g. cultural event, sporting event, musical, art show opening, community event, college promotion, etc.)
    b. Performances required by the course curriculum and course outline will not be stipended.
    c. Stipend will be paid upon completion of performance.
    d. Faculty may request approval from the Unit Administrator for additional performances paid by stipend.
    e. All such requests for qualifying performance stipends shall not be unreasonably denied.

4. <u>Artistic Director (Film/Drama/Cinema)</u>
    a. The Artistic Director position shall be hired on a yearly basis. This position will be advertised to faculty, and will receive a quarterly stipend commensurate to the Film/Drama/Cinema FPC role, a position allotted approximately 70 hours.
    b. At the determination of the Unit Administrator, the Artistic Director will be assigned responsibility for budgets, production, cross-disciplinary collaboration, and marketing & outreach for Film/Drama/Cinema.

For the Federation: By: _____ Kristine Petesch _____ , _____ 18 November 2024 _____ Kristine Petesch, Date

President SCCFT Local 1950

For the College: By: _____ _____ Rebecca Ringer, Date

Chair, Board of Trustees Shoreline Community College

SHORELINE COMMUNITY COLLEGE   **TAB 3**
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF DECEMBER 4, 2024

ACTION

Subject: **Memorandum of Understanding By and Between Shoreline Community College and the Shoreline Community College Federation of Teachers – One Year Extension of the Parties Collective Bargaining Agreement 2023-2024**

Background

This MOU extends the old contract (2019-2022) for a year (2023-2024) but using the new contract's pay and benefits terms (2024-2027) for that extension period.

To follow: Memorandum of Understanding By and Between Shoreline Community College and the Shoreline Community College Federation of Teachers – One Year Extension of the Parties Collective Bargaining Agreement 2023-2024.

Recommendation

That the Board of Trustees, by motion and subsequent action, approve the Memorandum of Understanding By and Between Shoreline Community College and the Shoreline Community College Federation of Teachers – One Year Extension of the Parties Collective Bargaining Agreement 2023-2024.

Prepared by: Pangyen (Ben) Weng, Ph.D.
                  Vice President of Instruction
                  November 2024

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

One Year Extension of the Parties Collective Bargaining Agreement 2023-2024

Except as otherwise provided in this MOU, the Parties mutually agree to a one-year extension of all terms and conditions of the Parties' previous July 1, 2019 to June 30, 2022 collective bargaining agreement for the term of July 1, 2023 through June 30, 2024.

Compensation and benefits for the term of this MOU, July 1, 2023 to June 30, 2024, shall be as set forth for such period in the Parties' July 1, 2024 to June 30 2027 successor agreement, which is attached hereto and shall be retroactive to July 1, 2023.

For the Federation:

By: _____ *Kristine Petesch* _____   _____ 18 November 2024 _____
        Kristine Petesch   Date
        President
        SCCFT Local 1950

For the College:

By: _____   _____
        Rebecca Ringer   Date
        Chair, Board of Trustees
        Shoreline Community College