

**SHORELINE COMMUNITY COLLEGE  
BOARD OF TRUSTEES REGULAR MEETING OF JANUARY 22, 2025**

**3:20 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** (Updated: 01/21/2025)

<b>3:00 PM – EXECUTIVE SESSION</b>			
1.	<b>Convene Executive Session</b>	<i>Chair Rebecca Ringer</i>	
2.	<b>Executive Session pursuant to:</b> • <a href="#">RCW 42.30.110(g)</a>	<i>Chair Rebecca Ringer</i>	
<b>3:20 PM REGULAR SESSION</b>			
1.	<b>Convene Regular Session &amp; Land Acknowledgement</b>	<i>Chair Rebecca Ringer</i>	
2.	<b>Report:</b> Chair, Board of Trustees	<i>Chair Rebecca Ringer</i>	
3.	<b>Report:</b> Opening Remarks – Board of Trustees	<i>Trustees</i>	
4.	<b>Consent Agenda</b> a. Approval of Previous Meeting Minutes • Regular Meeting of 2024 December 4 • Date Change: September 2025 Regular Meeting	<i>Chair Rebecca Ringer</i>	<b>Tab 1</b>
5.	<b>Communication from the Public</b> 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 3:00 PM–3:20 PM on January 22, 2025. -For attendees connecting online: Please sign up to provide a public comment via the Chat function in Zoom between 3:00 PM–3:20 PM on January 22, 2025. The Board Chair will call upon each speaker signed up to provide public comment. The total public comment period at the January 22, 2025 meeting will be no more than thirty (30) minutes with up to two (2) minutes allotted per speaker. Adjustments to the two (2) minute allotment will be made if more than fifteen (15) individuals sign up to speak. (For the entering of a public comment into the record and attaching to the minutes of the January 22, 2025 meeting, please send written public comment to Board Secretary Lori Yonemitsu at <a href="mailto:lyonemitsu@shoreline.edu">lyonemitsu@shoreline.edu</a> following the January 22, 2025 meeting.)	<i>Chair Rebecca Ringer</i>	
6.	<b>Report:</b> Clery Act <i>(10 minutes)</i>	<i>Gregory Cranson, Director</i>	
7.	<b>Report:</b> Accreditation <i>(5 minutes)</i>	<i>Ann Garnsey- Harter, Associate Vice President</i>	

8.	<b>Constituent Report:</b> Shoreline Associated Student Government (5 minutes)	<i>Liz Ho, ASG President</i>	
9.	<b>Constituent Report:</b> Shoreline Classified Staff (WFSE) (5 minutes)	<i>Tirzah Williamson, WFSE Assistant Chief Shop Steward</i>	
10.	<b>Constituent Report:</b> Shoreline Faculty (SCCFT) (5 minutes)	<i>Kristine Petesch, SCCFT President</i>	
11.	<b>Constituent Report:</b> Shoreline Faculty Senate (5 minutes)	<i>Rashawn Smith, Faculty Senate Chair</i>	
12.	<b>Report:</b> College President & Executive Team Representatives (10 minutes) <ul style="list-style-type: none"> <li>• Ryan Aiello, Vice President (Student Services)</li> <li>• Joe Mazur, Vice President (Business &amp; Administrative Services)</li> <li>• Brian Crisanto Ramos, Vice President (Diversity, Equity, Inclusion &amp; Accessibility)</li> <li>• Ben Weng, Vice President (Instruction)</li> <li>• Veronica Zura, Executive Director (Human Resources)</li> </ul>	<i>Jack Kahn, President</i>	
13.	<b>Report:</b> Finance & Budget (20 minutes)	<i>Joe Mazur, Vice President</i>	
14.	<b>Waves of Gratitude</b>	<i>Jack Kahn, President</i>	
15.	<b>Action: Adjournment of Regular Session</b>	<i>Chair Rebecca Ringer</i>	

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The December 4, 2024 regular meeting was held via hybrid modality.

- In-person: Board Room (#1010M)-Building 1000
  - Remotely
    - Via link: <https://us02web.zoom.us/j/88349708605>
    - Via telephone: (253) 215-8782 • Meeting ID: 883 4970 8605
- 

### EXECUTIVE SESSION

Chair Ringer convened the executive session of the Board of Trustees at 3:00 PM and announced that the Board would convene in executive session pursuant to RCW 42.30.110(g) and RCW 42.30.110(i) for 40 minutes or as extended by the Board.

The executive session commenced at 3:01 PM.

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

### MINUTES – REGULAR MEETING (“Session”)

The regular meeting (“session”) of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Ringer at 3:45 PM. Chair Ringer read a section of the College’s land acknowledgment.

A quorum of the Board was present.

### MEMBERS PRESENT

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

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

### REPORT: CHAIR, BOARD OF TRUSTEES

Chair Ringer referred to the state’s anticipated budget shortfall and the work of the Washington Association of College Trustees (ACT) Legislative Action Committee (LAC) regarding “capital project budget asks,” and welcoming participation in the January 30, 2025 *Hill Climb* in Olympia.

Chair Ringer extended an apology to Norah Peters, Program Specialist & Classified Staff Union/WFSE Local 304 Chief Shop Steward, for not having her report read at the October 30, 2024 Board of Trustees meeting.

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REPORT: OPENING REMARKS – BOARD OF TRUSTEES

Trustee Stark referred to the National Science Foundation (NSF) S-STEM grant proposal and its connection to the strategic plan to “get more people in STEM.”

Trustee Wells shared that she will be watching Professor Tony Doupe’s film *Winter Island*. “This highlights the talents we have at the College.”

Trustee Chan read her report (attached) and stated that she appreciated the strategic plan updates in the written President’s Report to the Board.

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 October 30.

Motion 24:54:                 Motion by Trustee Wells to approve the minutes from the regular meeting of October 30, 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 December 4, 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 3:30 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](mailto:lyonemitsu@shoreline.edu) following the December 4, 2024 meeting.)

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

ACTION: AMENDMENTS TO 2024-2025 & 2025-2026 ACADEMIC CALENDARS

Admissions, Enrollment Services & Outreach Director David Berner provided an overview of the

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action item.

Motion 24:55: Motion by Trustee Wells to approve the amended academic calendars for 2024-2025 and 2025-2026.

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

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

Vice President of Instruction Ben Weng went over the Memorandum of Understanding (MOU) and thanked Professor & SCCFT Local 1950 Union President Kristine Petesch, Associate Vice President Lucas Rucks, and Acting Dean Stephanie Sareeram for their work on the MOU. In response to a trustee question, Vice President Weng and Professor Petesch provided clarification about the role of the Artistic Director, noting that it was a “limited role and specific to film, drama, and cinema.”

Motion 24:56: Motion by Trustee Stark to 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 Instruction, FPC duties, and community musical events.

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

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

Vice President of Instruction Ben Weng provided an overview of the Memorandum of Understanding (MOU).

Motion 24:57: Motion by Trustee Wells to 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.

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

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### CONSTITUENT REPORT: SHORELINE ASSOCIATED STUDENT GOVERNMENT

Associated Student Government (ASG) President Liz Ho reported on recent events (e.g., Halloween activities; relaxation stations in preparation for finals) hosted by the ASG, welcoming a new Governmental Affairs Officer, and the ASG leaders recent meeting with President Kahn. She closed her report by thanking Student Life staff Sundi Musnicki and Michaela Onorati for their support.

### CONSTITUENT REPORT: SHORELINE CLASSIFIED STAFF (WFSE)

Program Specialist & Classified Staff Union/WFSE Local 304 Chief Shop Steward Norah Peters read the Classified Staff Union's report (attached).

Program Specialist & Chief Shop Steward Peters responded to Chair Ringer's questions about items in the Classified Staff Union's report pertaining to the new start time of Board meetings and Board meetings no longer being recorded.

### CONSTITUENT REPORT: SHORELINE FACULTY (SCCFT)

Professor & SCCFT Local 1950 Union President Kristine Petesch noted that she is recording the Board meeting for herself and stated, "I appreciate what you said, Chair Ringer...that you don't want to limit us. So many faculty would have loved to hear that" (through listening to a recording of the meeting).

- "The Board is part of the community. How do we bring you in?"
- "At the last meeting, it felt like there wasn't an interest to be heard. Spoke with Norah, Rashawn, and Tirzah about how we balance our reports."
- "Trying to build the trust back. Jack is not the same as the previous president. The ET is not the same as the previous ET. The Board is not the same as the previous Board."

Professor & SCCFT President Petesch asked that the Board reconsider recording Board of Trustees meetings. "Liked hearing about what each trustee has been doing and would love for other faculty to hear that" (through listening to a recording of the meeting).

"Props to the faculty and College's bargaining teams!"

"Coming up: Faculty workload discussion with Vice President Weng, and the winter break."

### CONSTITUENT REPORT: SHORELINE FACULTY SENATE

Faculty member & Faculty Senate Chair Rashawn Smith read the Faculty Senate's report (attached).

"Personally, this has been an enlightening experience. I am learning about participatory governance. Look forward to continuing. Thank you for supporting faculty and students."

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## REPORT: COLLEGE PRESIDENT & EXECUTIVE TEAM REPRESENTATIVES

### Student Services—Ryan Aiello, Vice President

Vice President Aiello expressed appreciation to/for residence hall staff and Safety & Security personnel for their responsiveness to the aftereffects resulting from the *bomb cyclone*. He shared that Student Services held an election debrief with students and appreciated that Dr. Kahn attended the debrief.

### Brian Crisanto Ramos—Diversity, Equity, Inclusion & Accessibility

Vice President Crisanto Ramos also participated in a post-election debrief and noted, “We should be having these type of discussions every four years.” He shared that the recent Faculty & Staff of Color Conference (FSOCC) was a great opportunity to meet many from other colleges, as well as learn about things to bring back to the campus.

Vice President Crisanto Ramos spoke about the Multicultural Center’s participation in a summit for black and brown men in the system. “Another great leadership opportunity for our students.” He concluded his report by sharing that Indigenous Peoples month events at the College focused on traditional storytelling.

### Instruction—Ben Weng, Vice President

Vice President Weng spoke about work that is transpiring to convert part-time positions to full-time positions, the proposal to have a Ford automotive training program at the College, and the joint work with the Faculty Senate on reviewing academic policies and procedures.

Vice President Weng conveyed, “Thanks to Kristine Petesch” (Professor & SCCFT Local 1950 Union President) “and Maiya Bailey” (Executive Assistant), “the ARC (Appointment Review Committee) process is organized.” He added, “Short reports for the ARCs are no longer required.”

### Human Resources—Veronica Zura, Executive Director

Executive Director Zura shared that the December 4 Soupsgiving event was very successful and well attended.

### Jack Kahn, President

President Kahn’s report included information on/about:

- WACTC Wednesdays—meetings for community & technical college presidents and chancellors.
- The College Council’s agenda items related to supporting our immigrant students, and Title IX changes.
- The Governor’s message and the freezing of state budgets.

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- Pancakes with the President – an event organized by International Education for international partners who were in town for the AIRC (Association of International Enrollment Management) conference.

December 2024 Report to the Board attached.

REPORT: ACCREDITATION

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

- The NWCCU (Northwest Commission on Colleges and Universities) recent conference where there were seven participants from the College.
  - Associate Vice President Garnsey-Harter and Director of Outcomes Assessment David Owens were asked to do a presentation at the conference on the “culture shift that happened at the College.”
  - Participation in a pre-conference workshop on integrated planning shows that “we are on a good track.”

“Every unit is currently working on its program reviews.”

“Thank you to Dean Orlando de Lange for taking a deep dive into the Biotech program.”

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 October 31, 2024* (attached), *Financial Report – Grant Funds 145 Month Ended October 31, 2024* (attached), and *Financial Report – Contract Funds 146 Month Ended October 31, 2024* (attached). Per Vice President Mazur:

- “The State Board is instituting automatic transfers.”
- “Travel accruals were done incorrectly last year.”
- “Will continue to see peaks and valleys.”
- “We are spot on for our tuition revenue forecast.”
- “Not sure when the OFM (Office of Financial Management) debacle numbers (the reduction) will hit the colleges' budgets.”
- “Reminder: Grants are reimbursable via drawdowns.”

The trustees also reviewed and discussed a proposed Current Assets, Liabilities, and Net Assets template. Input from the Board pertaining to the Financial Report and/or the Current Assets, Liabilities, and Net Assets templates:



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- “Appreciate having the annotations on the reports.”
- “Recommend adding all reserves to the template.”
- “Recommend having residence hall revenue information, as well as the corresponding occupancy rate.”

DISCUSSION: BOARD OF TRUSTEES HALF-DAY WINTER RETREAT IN JANUARY 2025

The Board discussed potential dates and topics for its half-day winter retreat.

Date: Wednesday, February 26, 2025 from 12 noon – 3:00 PM.

Topics:

- Progress on Board Goals
- Board Policies Manual Revisions
- The College’s DEI work including:
  - The state of DEI and how the Board can best support,

WAVES OF GRATITUDE

President Kahn expressed appreciation to/for “all who helped with the *bomb cyclone*...especially the residence hall staff.”

ACTION: ADJOURNMENT OF REGULAR SESSION

Motion 24:58: 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.

Signed \_\_\_\_\_  
Rebecca Ringer, Chair

Attest: January 22, 2025

\_\_\_\_\_  
Lori Y. Yonemitsu, Secretary

## 12/4/2024 Remarks

Attended Giving Table, Gerry Pollet's Education Zoom and Our Grandmother The Inlet – great conversations at both events. [State Board of Education](#) is starting to look at new graduation standards with FutureReady initiative.

Education Northwest hosted focus groups for the BIPOC trustee affinity group to support equity-focused systems change for Washington State Community and Technical Colleges leaders of color. The discussion will focus on understanding the successes, challenges, and supports that CTC leaders of color experience. We also want to know your recommendations for improving CTC EDI systems, policies, and practices.

[Make Us Visible](#) proposal to add Asian American - Native Hawaiians/Pacific Islander studies to K-12 schools. WSPTA Legislative Assembly, the delegates voted unanimously in favor of adopting resolution for Inclusive and Historically Accurate Standards, Curricula, and Practices, the full version on WSPTA [website](#).

### Therefore, be it

**Resolved**, that Washington State PTA and its local PTAs and councils will advocate at all levels to support learning standards, curricula, and teaching methods and practices that are inclusive, culturally relevant, historically accurate, age- and developmentally appropriate and that include the histories, contributions, and perspectives of historically marginalized and underrepresented groups; and be it further

**Resolved**, that Washington State PTA and its local PTAs and councils shall spread the awareness of and support efforts toward inclusive instruction, curricula, and teaching methods and practices as a means to combating bullying, hate, and violence, including towards historically underrepresented and marginalized communities.

Monday was the Holiday Harmony: Chamber Chorale & Concert Band. Highlights include holiday music from Estonia and Canadian First Nations right alongside familiar favorites ending with a joint performance of a "Christmas Festival".

Hello, my name is Norah Peters, and I am the Chief Shop Steward for the Classified Staff Union, WFSE Local 304. I would like the following statement to be added to the meeting minutes.

As you may recall, I was unable to attend the last BOT meeting due to illness, I submitted my statement with the expectation that it would be read aloud at the appointed time. I know this was not done, and that Chair Ringer indicated that the Board had read it prior to the meeting and implied that it would be a poor use of time to have it read out loud. I have also been informed that it was the request of the chair that statements be provided in advance.

We do not attend these meetings to be heard by only this Board. These meetings are also where we can hear from and be heard by the public. As a public institution we must maintain transparency between our employed constituents and the community at large. Therefore, our statement is not just for you and dismissing it publicly is not only offensive, but against the very things we claim to be working toward as an institution. It is not in the spirit of participatory governance to shut down our comments. We have and will be using our right to speak here. We strongly object to the request that union statements be provided to the board ahead of time and have no intention of complying with this request, especially when the risk of the statement being censored or being left unread exists.

We also want it known, publicly, that while it may not be required to record the Board of Trustee meetings it is a disservice to our stated institutional goals and values to take away this option for stakeholders who cannot attend. Our equity statement starts with a commitment to “establishing a truly inclusive community” and ends with the assertion that “...we are committed to being a catalyst for radical change and holding ourselves accountable.” However, this meeting has been moved to 3:30pm, which is difficult for community members and students to attend. And it is no longer recorded. Where is there space for accountability as you make it harder for anyone who might hold you accountable to attend? It would seem the current Board of Trustees has no true interest in participatory governance nor working on building inclusive communities. This is a very poor stance to take after years of efforts between our constituent groups to rebuild trust and community at this college.

We will continue to speak here, on behalf of staff and on behalf of the community at large. We will not be silenced by requests to submit our statement in advance where it can be deemed unnecessary or censored. We want to give the Board the opportunity to change direction before these changes become entrenched. We are asking you to move these meetings back to evenings to allow community members, staff and students more opportunities to attend and to continue to record these proceedings for those who cannot attend. If what is decided here matters to the school and community, then it matters to give people access to hearing and participating. If what happens here doesn't matter to the school – then why are we bothering with any of this – that would indeed be a waste of time.

Thank you.

Statement to B.O.T 12/4/2024

## **Fall Quarter Summary Report**

### **1. Faculty Senate Leadership Elections:**

- Ginger Villanueva will initiate elections for new Faculty Senate Leadership next quarter.
- Efforts to start earlier were hindered by ongoing participation challenges and a recent weather closure.

### **2. Participation Challenges:**

- Recruitment for the Faculty Senate Committee (FSC) has been difficult, with many faculty members unaware of the responsibilities associated with the representative position.
- FSC developed a document to share with divisions to improve awareness.
- Barriers to participation include committee meeting schedules and increased workload for full-time faculty.

### **3. eLearning Updates:**

- eLearning visited to update faculty on the RSI training requirements to comply with NWCCU and federal regulations.
- Discussed proposals for auto-publishing early and late-start Canvas courses by noon on the first day of the quarter.
- Revisited timelines for college 101, a collaborative effort between FSC and eLearning.

### **4. Policy and Process Discussions:**

- FSC collaborated with David Berner and the Registrar to discuss proposals for the Hardship Withdrawal process.
- Crystal Hess reviewed revisions to several policies and procedures, including:
  - Faculty Advancement in Rank Procedure.
  - Policies related to Courses, Programs, and Degrees.
- Awaiting final updates to these policies.

### **5. Advancement in Rank and Recognition:**

- This quarter included a request for advancement in rank, and Professor Keith Smith was awarded Emeritus status. Attached you will also find a message to the college from Professor Smith, Special thanks to Professor Smith for his dedication to supporting students and the community.

This report reflects the continued work and dedication of FSC members and faculty this Fall quarter.

This Fall quarter has been an enlightening experience in understanding participatory governance, faculty leadership, and the importance of accessibility and transparency. Success in fostering student achievement relies on openness to partnerships and accountability, even when decisions are not always in agreement. By building trust and understanding, progress can continue to strengthen the community. I look forward to serving in FSC Leadership this winter quarter. Thank you to the Board of Trustees, administration, faculty, and staff for supporting my growth in this leadership role. Wishing everyone a wonderful break and happy holidays!

Dear Colleagues,

Thank you for allowing me the opportunity to participate in assisting the Manufacturing department after I retire and to keep abreast of events taking place at Shoreline.

These are some of the ways I plan to continue to be part of education after retiring from my full-time position at Shoreline.

I belong to two organizations of machinist instructors. One is the Northwest Association of Machinist Instructors. I recently hosted our fall conference which was held here at Shoreline Community College. This conference was attended by instructors from Washington and Idaho.

The other instructor organization I belong to is called HTEC (Haas Technical Educational Community). This is a worldwide organization of machinist instructors. This organization meets yearly at different locations around North America. Last July we met in Minneapolis where I presented a workshop on Geometric Design and Tolerancing.

In addition to teaching, I am co-author of the McGraw Hill textbook: *Machining and CNC Technology*. This book was founded by Michael Fitzpatrick, and I joined him in this endeavor in 2016. I keep the book up to date by rewriting and adding chapters to reflect changes taking place in manufacturing.

I am honored that you have voted to accept my application for emeritus status at Shoreline Community College. It has been a fantastic life experience to have served as lead instructor for Manufacturing during the past 19 years.

Sincerely,

Keith Smith

Keith Smith  
Lead Instructor for Manufacturing  
Shoreline Community College  
16101 Greenwood Ave. N, Shoreline, WA  
Cedar building, Room 6220

## President's Report

### From the desk of Dr. Jack Kahn

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Greetings from the President's office. It has been remarkably busy on campus since our last board meeting and there is much to report. Lori was out for two weeks this month, and we definitely missed her! Welcome back Lori!

There have been a few WACTC meetings (we are now meeting almost every Wednesday morning in addition to the monthly meetings) since our last board meeting. With the issue with OFM and other concerns about potential Federal changes with the new administration starting in January, there is a definite need to bring us together. I have nothing specific to report, but I am looking forward to systemic support/organization around our shared concerns. I also met with a couple of presidents and a chancellor this past month for my regular professional development and collaboration, and many of the same topics were discussed.

There were several local events on campus I was able to attend, and I really enjoyed connecting with our local teams. Our annual "Giving Table" Foundation event was a huge success. The enthusiasm and dedication to providing resources for our diverse student community was contagious as was the community spirit. I was proud of the work of the Foundation and all the different organizations and folks who came together to spend this lunchtime with us.

Other on-campus events included a great chili cook off for Veterans Day put on by our Veterans Resource Center, and several events for Native American Heritage month. Pamela SeaMonster from the Snohomish Tribe of Indians shared her traditional storytelling with us. It was beautiful and moving- I particularly enjoyed the Basket Ogress stories. (Our Tulalip colleagues have a cool website description [here](#)). Our students and staff were so lucky to have this opportunity to be in this space. Also, we screened "Our Grandmother the Inlet" by Kaya George and Jaime Leigh Gianopoulos. This short film sheds light on the mental health challenges faced by Indigenous youth and the enduring spirit to reclaim their connection to culture, water, and land. We were so fortunate to have a discussion post-film with Kaya and Jaime, students, staff, and faculty. Thank you to VP Brian Ramos and the DEIA division for bringing us both special events.

This month we celebrated International Week on campus in November. I was able to join IE's Open House event and did pretty well on the "guess the babies' game" (matching current baby photos to adult pics of staff). It was fun getting some tea and catching up with folks.

I made it to the Clay Club event on November 19th. I told them I come "every year" (which is true, but I don't have a long trajectory yet)- the ceramic work is so beautiful and reasonably priced! I'm so impressed with the work they do for this event.

## What's Happening on Campus



## President's Report

From the desk of Dr. Jack Kahn

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Lastly, I will be attending Soupsgiving event soon (rescheduled due to the storm) and showcasing my soon-to-be famous Mulligatawny soup! I'll keep you posted how I did in the competition. Most importantly the event supports our Benefits Hub!

There were several external events and partnerships that have been strengthened since the last board meeting including the Tibetan School fundraiser, Roosevelt alumni for Racial Equality, meetings with the Suquamish tribe, and meetings with the consulates of Mexico and India. Some really great opportunities have arisen as a function of these, and I am very excited about next steps.

And finally, the Bomb Cyclone! It was a mess everywhere, but our staff really pulled through in an extraordinary way. Thank you to everyone who kept us moving and supported us through this!

Cheers,

Jack



Photo: Meeting with Consulate General of India, Seattle Shri Prakash Gupta

## What's Happening on Campus

# 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.



Top Row: Meeting with creative team of "Our Grandmother the Inlet" after the screening at Shoreline.; Bottom Left: Indigenous storyteller Pamela Seamonster, Bottom Middle: Association of Community College Trustees Bottom Right: Meeting with Kara Laveaga, Consulate of Mexico



## What's Happening on Campus

SHORELINE COMMUNITY COLLEGE THEATRE AND FILM ARTS PRESENTS

## Students + Faculty Short Film Screening Showcase

**FREE ADMISSION!**

FRIDAY, NOVEMBER 8TH  
3:30PM TO 5:30PM  
(DOORS OPEN AT 3PM)

SHORELINE COMMUNITY COLLEGE THEATER (BUILDING 1600)

Q+A IMMEDIATELY TO FOLLOW IN THEATER LOBBY

PIZZA AND LIGHT REFRESHMENTS PROVIDED

For questions, contact Dr. Duygu Erdogan-Monson at [dmonson@shoreline.edu](mailto:dmonson@shoreline.edu)

INTERNATIONAL EDUCATION WEEK 2024

## STUDY ABROAD FAIR

THURSDAY, NOV. 21 | 1:30 - 2:30 PM  
Zoom ([us02web.zoom.us/j/84435270619](https://us02web.zoom.us/j/84435270619))

All Shoreline students, family, and faculty are welcome!

Check out quarter-long and short-term study abroad programs offered by the Washington Community College Consortium for Study Abroad (WCCCSA).

Scholarships available!

Upcoming Programs in 2025:

- Rome, Italy
- South Korea
- Costa Rica
- Barcelona, Spain
- Japan

2024 HERBARIUM CENTER

## TEAS AND TINCTURES

Come join us in making herbal tinctures and enjoy a healing assortment of teas!

WEDNESDAY 11:20 AM - 2:40 PM

LOCATED API Center Rm 1305

SIGN UP



## 2024 ELECTION TALK SERIES PART 3: WHAT IS THE ELECTORAL COLLEGE?

JOIN US FOR AN AFTERNOON OF LEARNING WITH POLITICAL SCIENCE FACULTY HEATHER FRALICK, AS SHE ANSWERS QUESTIONS ABOUT THE PROCESS OF THE ELECTORAL COLLEGE, THE CONSTITUTIONAL PROCESS USED TO ELECT THE PRESIDENT AND VICE PRESIDENT OF THE UNITED STATES. HEATHER WILL ALSO SHARE THE TIMELINE FOR OFFICIAL CERTIFICATIONS OF THE 2024 ELECTION RESULTS AND PROVIDE RESOURCES FOR TRACKING THE PROCESS DURING THE 2024 PRESIDENTIAL ELECTION CYCLE.

**10/24 2:30-4PM**  
RAY HOWARD LIBRARY 4237

The Office of DEIA proudly presents:

## Our Grandmother The Inlet

Film Creators: Kayah George & Jaime Gianopoulos



**Monday, November 18, 2024**

**3:30 - 5:00 p.m.**

**SCC Theater**  
16101 Greenwood Avenue N., Shoreline, WA 98133

Shoreline COMMUNITY COLLEGE

## STUDENT POST-ELECTION CHECK-IN: HEALING THROUGH COMMUNITY



Thursday, November 14th  
4:00pm-5:00pm  
7000 Great Room

Join us for a special post-election session that is focused on coming together to support each other and finding a pathway towards intentional self & community care.

Shoreline COMMUNITY COLLEGE

The Office of DEIA proudly presents:

## Storytelling with Pamela Seamonster



**Thursday, November 14, 2024**

**12:30 - 2:00 p.m.**

**Quiet Dining Room PUB Building**  
16101 Greenwood Avenue N., Shoreline, WA 98133

INTERNATIONAL EDUCATION WEEK 2024

## INTERNATIONAL COFFEE AND TEA TASTING

TUESDAY, NOV. 19 | 8:30-10:30 AM  
PUB Lobby

Students, family, friends, alumni, Shoreline employees are welcome to participate!

Come taste different coffee and tea from around the world! Students, staff, and faculty from the Shoreline community share beverages from their cultures. We will have coffee and tea from Brazil, Mongolia, Japan, Indonesia, South Korea, Thailand, Vietnam, Turkey, Russia, and more!



Shoreline COMMUNITY COLLEGE

## BOARD GAMES & Yogurt Bar

THURS. 11/7  
1PM - 3PM  
PUB 9208



Shoreline COMMUNITY COLLEGE

## CLAY CLUB 2024 HOLIDAY SALE



TUESDAY, NOVEMBER 19TH 10AM - 6PM  
WEDNESDAY, NOVEMBER 20TH 8AM - 3PM

CASH | CREDIT | CHECKS | DEBIT

ART BUILDING 2000

Shoreline COMMUNITY COLLEGE

SHORELINECLAYCLUB@GMAIL.COM

# Strategic Plan Updates

## Enrollment Goals:

- Increase overall Running Start enrollment by 3% in 24-25 School year.
  - Increase the Hispanic/Latinx Running Start population by 5% from our current 4.9% to 9.9% by Fall 2025. This will put us closer to the Shoreline School District percentage of 17.3% but we will still have room to grow.
  - Increase the Native Hawaiian/Pacific Islander Running Start population by 0.5% from our current 0.4% to 0.9% by Fall 2025. This will exceed the average of 0.5% among the high schools and city of Shoreline.
  - Maintain all other HUM groups for Running Start at or above the current percentage. We are doing very well with our Black/African American demographics 11.7%, which is above Shoreline All Programs (10%) and Shoreline School Districts (Shorewood 8.2% and Shorecrest 9.7%)
- Increase overall international student enrollment in by 2-3% in 2024-25. The goal for the 2025-26 is 6-8%.
  - Increase \*new\* international student enrollment by 10% in 2024-25. We have already seen a 17% growth of new international students in summer and fall quarters of this year.

## Goal Milestones

### **A9: Ensure that academic programs and services are provided through a Guided Pathways lens at times and in all modalities...**

- The team has been creating course sequence maps for all academic programs and that process is about 70% complete.

### **C3: Implement a 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...**

- We presented the model to Admin/Classified Supervisors and the Unions, Faculty Senate and College Council

### **C9: Identify opportunities for the Board of Trustees and College leadership to advocate for increased compensation within our State system.**

- Classified and Faculty Union reps have been identified to attend the Hill Climb event in January to advocate for this topic

### **D6: Ensure that all information technology and electronic content provide comparable functionality, experience, and information access to students, employees, and community members with disabilities, including those who use assistive technology; update educational technology to current industry standards.**

- Accessibility Workgroup met to establish timelines and tasks needed to meet the 2026 regulations updates for the College

### **F1: Design and implement user-friendly reporting tools, training programs, and a regular calendar for sharing budget and financial data with the College Community to ensure transparency and accountability.**

- Soroush met with PIE team on TABLEAU reporting to help design and implement user friendly reporting tools for budget and financial reporting

### **F4: Create and implement a grant funding opportunities plan based on the College's strategic priorities with set annual funding targets.**


- We have mapped all grant proposals to one or more of our strategic priorities and we also have quarterly check-ins with Executive Team and the Grants Office



**AIRC** Navigating the Future of International Enrollment Management

BELLEVUE, WA, DECEMBER 4-7, 2024

MEET OUR STUDENT VOICES PANELIST:  
**SHOHEI OGAWA**



"I'm an international student from Japan studying at Shoreline Community College, majoring in Economics. Besides studying, I am an active student on campus. For instance, I work as an International Student Leader. I am also the Vice President of DECA, the Japanese Culture Club, and the Stock Investment Club. All these positions help me interact with students and practice leadership, teamwork, and financial analysis skills. Outside of academic and club commitments, I like to play rugby and have been playing rugby for 8 years. I'm currently a member of the Seattle Raccoons and Snohomish Rhinos rugby teams. Rugby is not only a way to keep me active, but also a way to nurture my teamwork ability. I also like to play violin in my free time which relieves me from stress. In the future, I want to transfer to the University of Chicago and work as an investment banker."

Photos: Top Left: 70 universities across the country attended our recent transfer fair, Top Right: One of three SCC International students highlighted by AIRC, Middle Right: UAE government sponsored students attend transfer fair



Far left and left: AVP Pardanani and Senior Associate Director Stackhouse meet with partners and government education dept. officials in the UAE

## Connections and Outreach

## Daily Enrollment Tracking Report (DENTR), WINTER 2025

Report date: 11/25/2024

Reflects enrollment through: 11/25/2024 1:31:24 AM (OK)

Equivalent enrollment date, previous year: 11/19/2023

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

**Total FTEs: 1204, +16.4% compared to same day last year**

	Today	Current Yr. Pre-Conversion**	Same Day Previous Year*	Previous Yr. Pre-Conv.**	FTEs Change	% Change	Previous Year Final	Prev. Yr. Final Pre-Conv.**
<b>State Supported</b>	<b>727</b>	<b>727</b>	<b>646</b>	<b>646</b>	<b>+81</b>	<b>+12.6%</b>	2516	2516
<b>Contract (Total)</b>	<b>477</b>	<b>477</b>	<b>388</b>	<b>388</b>	<b>+89</b>	<b>+22.9%</b>	1102	1102
International Contract	306	306	308	308	-2	-0.5%	691	691
RS Contract	127		36		+91	+250.6%	259	
CECO Contract <sup>^</sup>	42		44		-2	-4.2%	148	
Other Contract	2		N/A	N/A	N/A	N/A	0	
<b>Self-supporting</b>	<b>0</b>		<b>0</b>		<b>+0</b>	<b>+0.0%</b>	18	
<b>TOTAL</b>	<b>1204</b>		<b>1034</b>		<b>+170</b>	<b>+16.4%</b>	3626	

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

**\*\* CONVERSION NOTES**

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

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

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

--> Current count of unconverted state-supported FTEs this quarter is: 2

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

**Important Dates Winter 2025**

Priority Registration Starts 11/14/2024

Continuing Student Enrollment Begins 11/18/2024

New Student Enrollment Begins 11/25/2024

Holiday 11/28/2024

**Important Dates Winter 2024**

Priority Registration Starts 11/8/23

Continuing Student Enrollment Begins 11/13/23

New Student Enrollment Begins 11/20/23

Holiday 11/23/23

## DEPARTMENTAL UPDATES



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.

Our new Career Navigator, Elle Rivera Soto, has been making headway with her position in acclimating herself with the Shoreline School District, making connections with the counselors, career advisors, and instructors, all the while building communications and making appointments with students to assist them in making the transition from high school to college.

With regards to the Adult Outreach Recruiter position, we have been continually receiving applications and will be conducting interviews during the month of December.

Amy Stapleton met many potential students on campus this October, welcoming them for admissions information and campus tours.

October brought on many opportunities to attend college fairs to reach potential students. She attended college fairs at Arlington High School, Marysville Pilchuck High School/District wide college fair, Jackson High School, Lake Stevens High School and Nova High School. Classroom presentations were also done at Bremerton High School and other.

These college fairs are a great opportunity to meet future students, but also to make connections with teachers, principals and other administrators who will share the wealth of possibilities we offer their students. It has been a great and productive month!

**Connections and Outreach**

## Major Capital Projects:

For the Cedar building, we have finalized the design/language for the wayfinding signage in the core area around the building. The next phase is production and installation. Starting in June 2025, we will begin the installation of the greenhouse and pond.

For the Bracken building, Bayley has completed the new ADA ramp at 1800 building. This ramp will allow Bayley to extend out the fence line and maintain accessible access to the 1800 building. Bayley has also been working to extend out or current stormwater pond on the Greenwood lot. As for the building, Bayley will begin their structural steel phasing plan starting November 25<sup>th</sup>.

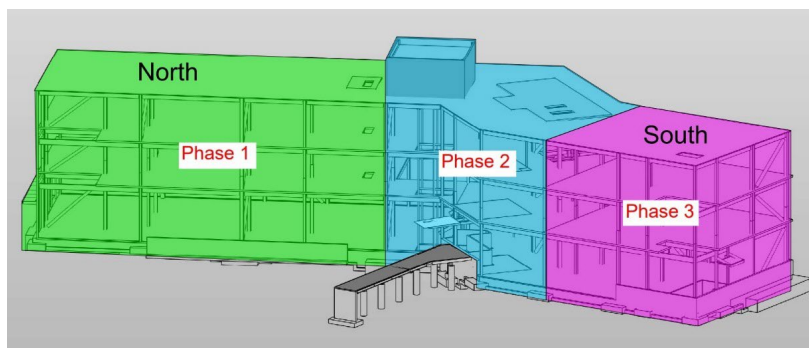


Photo 2: Greenwood Pond – Looking SE



Photo 4: Building 1800 ADA Exit Ramp with Temporary Railings

## Minor capital projects:

- Roof repairs – Contracts have been signed with Krueger Sheet Metal. The notice to proceed was 11/18/24 with completion scheduled for 6/30/24. A project schedule will be shared to the campus once finalized.
- 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. ATS has finalized the contract with DES Energy. A project schedule will be shared to the campus once finalized.



# Facilities Updates Continued

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- Transformer – replacement of 2900 building transformer. The new architect is finalizing the bid proposal for review. Once the bid is approved, DES will post for bids. This project is scheduled to be completed by 6/30/24.
- 3000 Pedestrian Bridge repairs – The new architect is finalizing the bid proposal for review. Once the bid is approved, DES will post for bids. The project is scheduled to be completed by 6/30/24.

## **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 12/31/24.
- 9000 coffee service – We are finalizing procurement and renovations. We are still on hold for submission of the health permit until we receive information from Black Coffee NW.
- Emergency Repairs for 1600 Orchestra pit – 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. An emergency declaration was submitted to DES with a request for additional information. We are waiting for their final review.

## DEI Updates

### **Staff & Faculty Professional Development:**

We had guest speaker Matt Remele of the Lakota Tribe and Tribal Liaison to the Marysville School District join us for the showing of the environmental justice series and a conversation on the impact on Indigenous communities with staff & faculty.

Pamela Seamonster from the Snohomish Tribe hosted an indigenous workshop on community through storytelling with our campus. A small version was done at our Parent Child Center with children ages 4 to 5. This professional development opportunity brought together staff, faculty, and students to learn directly from a cultural leader on our interconnections and indigenous ways of being.

We ended Native American History Month with a viewing of Our Grandmother the Inlet. This short film was open to our campus community and included conversation with Co-Director Kayah George of Tulalip Tribes & Th Tseil-Waututh Nation and Jaime Leigh Gianopoulos.

### **Team:**

We are happy to welcome our newest program specialist in WAVES, Aidan Sweney!

### **Community:**

Connected with a member from the Mexican Consulate Karla Mora Lavega. We discussed projects directed by the consulate and ways in which Shoreline Community College aspires to build and connect with Latinx/e community in our area.

This quarter we are scheduled to meet with Snoqualmie Tribal Council member Jolene Williams on December 20th & the Suquamish Tribe later in December. We are also scheduled to meet with the Director of Central Cultural Mexicano in east king county to learn about Latino Community outreach & support.

Our Multicultural Center organized a group of students to attend the Black and Brown Male Summit at Highline College. This opportunity gave Black & Brown male students an opportunity to connect and grow within their own identity. Opportunities such as this highlight the amazing work that Jamie Ardena offers our students every quarter and builds on the holistic approach to education and wellness that our team creates.

The annual Giving Table Luncheon in support of the students and programs at SCC was held on 11/1. Highlights of the event included the following:

- Consul General of the Republic of Korea, SEO Eunji, shared comments about the importance of education, especially at the Community and Technical college level and gave thanks for the work SCC has done to reach out to the Korean community.
- Jessica Strickland, Acting Dean of Transitional Studies, and Rashawn Smith, Auto CT Instructor, spoke about how critical education and training are to gaining living-wage jobs and how donor funding helps students finish their programs and move into the workforce.
- Nursing Student Maggie Watson gave a moving Keynote describing her journey through nursing school and how donor funded scholarships and the excellent faculty and staff at SCC have empowered her. Her story was quite moving, and she did a terrific job speaking. After Maggie spoke, fellow students addressed the luncheon guests with short examples of how donor funding has impacted their educational journey.
- Two wonderful videos were produced for the event: Our student story of donor impact <https://youtu.be/1KYUQNdw4w8?si=JEceVrVXkJa6gZs4> and a Thank You, Video: [https://youtu.be/sD4zab2ASm0?si=2Uwrl\\_3PCzzKnDnW](https://youtu.be/sD4zab2ASm0?si=2Uwrl_3PCzzKnDnW) the Thank You Video was emailed to every guest who made a gift after the event!

301 registered guests gave just more than \$107,000, which is more than the \$100,000 goal that was set. Moreover, 145 new donors became part of our circle of philanthropy. An event survey was sent to all guests, unfortunately only 13 people responded so it is hard to get definitive data or trends. Based on the 13 results:

- the event length is "perfect" (92%)
- The food was "good" (54%, "very good" 38%)
- Parking and wayfinding were well done (92%)
- The video and student speaker were the highlights for respondents, and
- More staff at check in was the thing to fix



# Grants Updates

## Fall Quarter Grants Snapshot

- Total Current Awards: \$8,540,200\*
  - Includes \$187,972 total Indirect Costs
  - \*Total includes full award amounts for current grants, some of which are multi-year
- New Awards this Fall:
  - Washington Research Foundation grant, \$93,030
    - Led by Rachel Rawle, Professor of Biotechnology, and Orlando de Lange, Dean of Career & Technical Education, to fund student internships in Biotech
  - SBCTC Nursing FTE Expansion Grant
    - Two years, for 20 new FTEs in the 10-Quarter Nursing program @ \$9,000/FTE
    - Led by LeAnn DeLuna, Associate Dean of Nursing
- In Progress:
  - National Science Foundation S-STEM (Scholarships in Science, Technology, Engineering & Mathematics) grant proposal
  - Up to \$1,000,000 for up to 6 years to support students in certain STEM degree-to-career pathways
  - Led by Ben Weng, VP-Instruction; Dalila Paredes, Associate Dean of STEM; and Orlando de Lange, Dean of Career & Technical Education
- Kudos to Ben Wiggins, Tenure Track Instructor of Biology, for his recent National Science Foundation grant award:



Press Release: <https://news.shoreline.edu/2024/10/07/shoreline-community-college-secures-500k-grant-to-enhance-equity-in-stem-education/>

# Human Resources Updates

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Fall 2024 marks the College's second year of using a "360 Evaluation" for administrative/exempt employees at Shoreline. Piloted in Fall 2023, the evaluation process includes input from administrator direct reports, internal colleagues, and external peers where possible. This data is then used by the position supervisor when evaluating admin performance and setting goals for the upcoming year. This year's evaluation process will trial the ability for anonymous input following participant feedback solicited last year as part of assessment loop process.

Also marking its second anniversary at Shoreline is the annual Fall Soupsgiving event at which employees compete for the "Golden Ladle" and "People's Choice" awards with their home-cooked concoctions. All employees are invited to attend, taste, and vote on the soups as part of the ongoing campus engagement events happening throughout the year.


## Safety & Security Updates

The November "bomb cyclone" event caused a variety of campus issues including loss of power and water, as well as downed trees and branches across campus across November 20-22, 2024. A special thanks to the following campus partners:








- Campus Security Officer Brandon Beauvais who not only conducted security patrol operations during the storm but also partnered with Residence Life staff in support of students on campus during the inclement weather.
- Assistant Director of Residential Life Mashaal Shameem and her RA's, who worked to keep the residents of Bldg. 7000 calm, hydrated, and safe throughout the overnight fire watch (required when power is out).
- Director of Facilities Kimberlee Clark who was physically on campus late into the night, working to address concerns for the Bldg. 7000 residents while also planning/coordinating response and recovery efforts.
- Maintenance Supervisor 3 Ron Norimatsu and his team who worked while campus was closed to ensure timely recovery efforts allowing campus to get up and running as soon as possible once power was restored.

## Parent Child Center (PCC) Updates

- The PCC held the Annual Fall Festival with parents and their families attending this engaging event.
- Junaid Haq and Team held the PCC Parents' Site meeting the evening of November 19<sup>th</sup>.
- After the Board's approval of the PCC tuition rate increase effective January 1, 2025, Junaid Haq began formal steps to complete the staffing re-organization and introduced his staff to the Co-Teaching model because that is the direction the PCC is going. On 12/6, he and Peggy will provide a training to teachers about this new service model in more detail.



Fall Quarter  
**IMPORTANT DATES**

<b>September</b>	<b>December</b>
 25 First Day of Instruction	 6 Last Day of Instruction
<b>November</b>	<b>Final Exams</b>
 11 Campus Closed	 10-12 Final Exams
 28-29 Campus Closed	 23-27 Campus Closed
	<b>January</b>
	 1 Campus Closed

**Important Dates:**

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

**Important College Updates (DAAG)**

- [Campus Updates 11/22/24](#)
- [Campus Updates 11/14/24](#)
- [Campus Updates 11/8/24](#)
- [Campus Updates 10/31/24](#)
- [Campus Updated 10/25/24](#)

**Important Dates & Updates**

SHORELINE COMMUNITY COLLEGE  
 FINANCIAL REPORT - OPERATING FUNDS  
 MONTH ENDED OCTOBER 31, 2024

	Year-over-Year Comparison of Actuals				YTD Percent of Budget	
	(A) Prior YTD at 10/31/2023	(B) Current YTD at 10/31/2024	(B) - (A) CY to PY Inc./((Decr.) % Change		(C) 2024-25 Budget	(B) / (C) % of Budget
<b>Operating Revenues and Transfers</b>						
State Operating Appropriations	\$ 4,681,727	\$ 7,578,230	\$ 2,896,502	61.9%	\$ 40,085,208	18.9% (1)
Operating Tuition	1,878,236	3,969,714	2,091,478	111.4%	9,776,902	40.6% (2),(3)
<b>Subtotal Operating Approps. and Tuition</b>	<b>6,559,963</b>	<b>11,547,944</b>	<b>4,987,981</b>	<b>76.0%</b>	<b>49,862,110</b>	<b>23.2%</b>
<b>Operating Expense Transfers:</b>						
International Education	-	12,950	12,950	0.0%	4,995,681	0.3%
Running Start	-	641,672	641,672		1,925,000	33.3%
CECO	375	157,688	157,313	0.0%	473,048	33.3%
CEP	-	-	-		50,000	0.0%
<b>Subtotal Operating Expense Transfers</b>	<b>375</b>	<b>812,310</b>	<b>811,935</b>	<b>0.0%</b>	<b>7,443,729</b>	<b>10.9%</b> (4)
<b>Total Revenues and Expense Transfers</b>	<b>\$ 6,560,338</b>	<b>\$ 12,360,253</b>	<b>\$ 5,799,915</b>	<b>88.4%</b>	<b>\$ 57,305,839</b>	<b>21.6%</b>
<b>Operating Expenses</b>						
<b>Personnel Expenses</b>						
Exempt Employee Salaries and Wages	2,113,137	2,115,516	2,379	0.1%	\$ 6,123,952	34.5%
Full-Time Faculty Salaries and Wages	2,107,796	2,362,761	254,965	12.1%	11,601,617	20.4%
Part-Time Faculty Salaries and Wages	3,338,898	3,734,014	395,115	11.8%	9,652,752	38.7%
Classified Employee Salaries and Wages	2,458,175	2,639,820	181,645	7.4%	8,851,434	29.8%
Part-Time Hourly and Students Wages	72,028	100,076	28,048	38.9%	1,221,077	8.2%
Employee Benefits	3,519,699	3,749,989	230,290	6.5%	11,422,504	32.8%
<b>Subtotal Personnel Expenses</b>	<b>13,609,733</b>	<b>14,702,176</b>	<b>1,092,442</b>	<b>8.0%</b>	<b>48,873,335</b>	<b>30.1%</b> (5)
<b>Current and Capital Expenses</b>						
Goods and Services	961,174	1,346,593	385,419	40.1%	4,491,289	30.0%
Supplies and Materials	166,027	150,941	(15,086)	-9.1%		
Other Goods and Services	118,103	82,272	(35,832)	-30.3%		
Utilities, Recycling, and Waste Disposal	129,554	366,204	236,650	182.7%		(6)
WA State Agency Services	78,204	40,099	(38,105)	-48.7%		
Legal, Acct., and Audit Services	32,391	25,384	(7,007)	-21.6%		
Insurance Premiums	75,041	179,582	104,542	139.3%		(7)
Furniture and Equipment - Non-Cap.	(18,302)	13,617	31,919			
Software License And Maint. - Non-Cap.	202,174	267,921	65,747	32.5%		
Subscriptions and Periodicals	103,902	113,061	9,159	8.8%		
Repairs and Maintenance	25,930	61,274	35,345	136.3%		
Voice and Data Transmission Services	47,737	41,207	(6,531)	-13.7%		
Banking and Merchant Fees	413	5,031	4,617	1117.1%		
Contracted Services	221,594	241,636	20,041	9.0%	756,226	32.0%
Capital Outlays - Fixed Assets	39,366	19,385	(19,981)		698,318	2.8%
Computers and Related Hardware - Non-Cap.	63,992	9,120	(54,872)	-85.7%	423,346	2.2%
Travel and Training	(2,865)	126,304	129,169	-4508.3%	392,408	32.2% (8)
Client Services and Direct Aid	446,722	389,947	(56,775)	-12.7%	1,078,474	36.2%
Debt Service	-	-	-		592,443	0.0%
<b>Subtotal Current and Capital Expenses</b>	<b>\$ 1,729,982</b>	<b>\$ 2,132,985</b>	<b>\$ 403,002</b>	<b>23.3%</b>	<b>\$ 8,432,504</b>	<b>25.3%</b>
<b>Total Operating Expenses</b>	<b>\$ 15,339,716</b>	<b>\$ 16,835,160</b>	<b>\$ 1,495,445</b>	<b>9.7%</b>	<b>\$ 57,305,839</b>	<b>29.4%</b>
Operating Reserves Increase (Decrease)	\$ (8,779,378)	\$ (4,474,907)	\$ 4,304,471	-49.0%	\$ -	
Operating Reserves Beg. Balance at July 1	\$ 6,059,561	\$ 4,072,760	\$ (1,986,801)	-32.8%	\$ 4,072,760	
<b>Operating Reserves at 10/31/2024</b>	<b>\$ (2,719,817)</b>	<b>\$ (402,147)</b>	<b>\$ 2,317,670</b>	<b>-85.2%</b>	<b>\$ 4,072,760</b>	<b>(9)</b>

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 10/31/2024. Up 1.4% overall.
- (4) \$1.7 million of operating expense transfers to Fund 146 - Contracts has not occurred.
- (5) Recurring salary rate increases this year due to COLA and Faculty Union prior year compensation bargaining completed in June 2024.
- (6) Electricity and Sewage Utility Bills not paid as of 10/31 last year compared to this year.
- (7) Insurance premiums not paid as of 10/31 last year compared to this year.
- (8) During Prior FYE23 close, Travel expense accrual was not properly booked. Cannot adjust prior year per SBCTC.
- (9) \$1.6 million from SBCTC and \$1.7 million of operating expense transfers to Fund 146 - Contracts has not occurred.

	Year-over-Year Comparison of Actuals				YTD Percent of Budget	
	(A) Prior YTD at 10/31/2023	(B) Current YTD at 10/31/2024	(B) - (A) CY to PY Inc./.(Decr.)	% Change	(C) 2024-25 Budget	(B) / (C) % of Budget
<b>Grant Revenues</b>						
Intercollege and Interagency Charges & Reimbursements	\$ 385,728	\$ 282,301	\$ (103,427)	-26.8%	\$ -	#DIV/0! (1)
Federal Grants	344,277	180,309	(163,968)	-47.6%	1,508,617	12.0% (2)
State and Local Grants	(15,000)	(386,352)	(371,352)	2475.7%	758,818	-50.9% (3)
Private Grants	-	-	-		64,500	0.0%
<b>Total Grant Revenues</b>	<b>\$ 715,005</b>	<b>\$ 76,258</b>	<b>\$ (638,748)</b>	<b>-89.3%</b>	<b>\$ 2,331,935</b>	<b>3.3%</b>
<b>Grant Expenses</b>						
<b>Personnel Expenses</b>						
Exempt Employee Salaries and Wages	110,841	55,865	(54,976)	-49.6%	\$ 286,685	19.5%
Full-Time Faculty Salaries and Wages	12,859	25,732	12,873	100.1%	132,951	19.4%
Part-Time Faculty Salaries and Wages	132,269	62,280	(69,989)	-52.9%	375,917	16.6%
Classified Employee Salaries and Wages	110,366	97,846	(12,520)	-11.3%	353,556	27.7%
Part-Time Hourly and Students Wages	16,334	30,111	13,776	84.3%	131,316	22.9%
Employee Benefits	128,196	76,402	(51,794)	-40.4%	412,812	18.5%
<b>Subtotal Personnel Expenses</b>	<b>510,866</b>	<b>348,235</b>	<b>(162,631)</b>	<b>-31.8%</b>	<b>1,693,238</b>	<b>20.6%</b> (4)
<b>Current and Capital Expenses</b>						
Goods and Services	47,982	28,720	(19,262)	-40.1%	265,496	10.8%
Supplies and Materials	3,904	3,194	(709)	-18.2%		
Other Goods and Services	35,284	25,072	(10,212)	-28.9%		
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	300	201	202.2%		
Subscriptions and Periodicals	1,195	-	(1,195)	-100.0%		
Repairs and Maintenance	-	-	-			
Voice and Data Transmission Services	-	154	154	#DIV/0!		
Banking and Merchant Fees	-	-	-			
Contracted Services	21,578	7,205	(14,373)	-66.6%	55,250	13.0%
Capital Outlays - Fixed Assets	-	-	-			
Computers and Related Hardware - Non-Cap.	55,922	-	(55,922)			(5)
Travel and Training	(1,785)	13,847	15,632	-875.9%	24,715	56.0% (6)
Client Services and Direct Aid	31,888	74,261	42,373	132.9%	293,236	25.3% (7)
Debt Service	-	-	-			
<b>Subtotal Current and Capital Expenses</b>	<b>\$ 155,586</b>	<b>\$ 124,033</b>	<b>\$ (31,553)</b>	<b>-20.3%</b>	<b>\$ 638,697</b>	<b>19.4%</b>
<b>Total Grant Expenses</b>	<b>\$ 666,452</b>	<b>\$ 472,268</b>	<b>\$ (194,183)</b>	<b>-29.1%</b>	<b>\$ 2,331,935</b>	<b>20.3%</b>
<b>Grant Reserves Increase (Decrease)</b>	<b>\$ 48,553</b>	<b>\$ (396,011)</b>	<b>\$ (444,564)</b>	<b>-915.6%</b>	<b>\$ -</b>	

- Notes:
- (1) \$120,000 less BEDA-Adult Basic Ed Grant Revenue Drawdowns Because of Less Expenses.
  - (2) Less drawdowns of reimbursable expense this fiscal year due to vacant positions in federal grants and no remaining CARES HEERF funds.
  - (3) Correction to Year-End Revenue Accruals Pending.
  - (4) Less AANAPISI, SIP, and NSF Adv. Tech. Grant personnel 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.
  - (7) Increased expenses in WorkFirst Delivery Grant compared to last year.

	Year-over-Year Comparison of Actuals				YTD Percent of Budget	
	(A) Prior YTD at 10/31/2023	(B) Current YTD at 10/31/2024	(B) - (A) CY to PY Inc.//(Decr.)	% Change	(C) 2024-25 Budget	(B) / (C) % of Budget
<b>Contract Revenues</b>						
Intercollege and Interagency Charges & Reimbursements	\$ 130,161	\$ 138,971	\$ 8,811	6.8%	\$ 1,000,000	13.9%
Federal Contracts	-	555	555		-	
State and Local Contracts	1,188,424	4,024,831	2,836,406	238.7%	15,990,014	25.2% (1)
Private Contracts	314,537	30,000	(284,537)	-90.5%	150,000	20.0% (2)
<b>Total Contract Revenues</b>	<b>\$ 1,633,122</b>	<b>\$ 4,194,357</b>	<b>\$ 2,561,235</b>	<b>156.8%</b>	<b>\$ 17,140,014</b>	<b>24.5%</b>
<b>Contract Expenses</b>						
<b>Personnel Expenses</b>						
Exempt Employee Salaries and Wages	239,972	224,252	(15,719)	-6.6%	\$ 710,309	31.6%
Full-Time Faculty Salaries and Wages	114,557	154,406	39,849	34.8%	2,321,733	6.7%
Part-Time Faculty Salaries and Wages	72,628	67,721	(4,906)	-6.8%	246,668	27.5%
Classified Employee Salaries and Wages	226,507	226,991	484	0.2%	1,002,174	22.6%
Part-Time Hourly and Students Wages	34,364	48,324	13,960	40.6%	164,794	29.3%
Employee Benefits	256,137	242,787	(13,350)	-5.2%	1,496,075	16.2%
<b>Subtotal Personnel Expenses</b>	<b>944,164</b>	<b>964,482</b>	<b>20,318</b>	<b>2.2%</b>	<b>5,941,752</b>	<b>16.2%</b> (3)
<b>Current and Capital Expenses</b>						
Goods and Services	180,625	156,816	(23,809)	-13.2%	574,959	27.3%
Supplies and Materials	38,990	20,723	(18,266)	-46.8%		
Other Goods and Services	-	127,629	127,629	#DIV/0!		(4)
Utilities, Recycling, and Waste Disposal	-	-	-			
WA State Agency Services	-	-	-			
Legal, Acct., and Audit Services	615	2,268	1,653	268.8%		
Insurance Premiums	-	-	-			
Furniture and Equipment - Non-Cap.	15,386	292	(15,094)	-98.1%		(5)
Software License And Maint. - Non-Cap.	19,434	1,068	(18,367)	-94.5%		(6)
Subscriptions and Periodicals	100	12	(88)	0.0%		
Repairs and Maintenance	99,459	758	(98,701)	-99.2%		(7)
Voice and Data Transmission Services	6,642	4,068	(2,574)	-38.8%		
Banking and Merchant Fees	-	-	-			
Contracted Services	182,346	63,042	(119,305)	-65.4%	577,091	10.9% (8)
Capital Outlays - Fixed Assets	-	11,120	11,120	0.0%	471,450	2.4%
Computers and Related Hardware - Non-Cap.	1,493	-	(1,493)		112,470	0.0%
Travel and Training	93,736	141,423	47,686	50.9%	237,041	59.7% (9)
Client Services and Direct Aid	298,667	6,828	(291,839)	-97.7%	1,037,886	0.7% (10)
Debt Service	-	-	-		343,636	0.0%
Operating Expense Transfers	375	812,310	811,935	0.0%	7,843,729	10.4% (11)
<b>Subtotal Current and Capital Expenses</b>	<b>\$ 757,243</b>	<b>\$ 1,191,539</b>	<b>\$ 434,296</b>	<b>57.4%</b>	<b>\$ 11,198,262</b>	<b>10.6%</b>
<b>Total Contract Expenses</b>	<b>\$ 1,701,407</b>	<b>\$ 2,156,021</b>	<b>\$ 454,613</b>	<b>26.7%</b>	<b>\$ 17,140,014</b>	<b>12.6%</b>
<b>Contract Reserves Increase (Decrease)</b>	<b>\$ (68,285)</b>	<b>\$ 2,038,336</b>	<b>\$ 2,106,622</b>	<b>-3085.0%</b>	<b>\$ -</b>	

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. personnel expenses 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.
- (7) Repairs and Maintenance expense last year for Cybersecurity Recovery and Mitigation.
- (8) Contract Services expense last year for Cybersecurity Recovery and Mitigation.
- (9) Higher Int'l Educ. Training Expense this year compared to last year.
- (10) Delay in invoicing for CECO Client Services expenses due to contract revisions.
- (11) Operating expense transfers to International Educ., Running Start, and CECO Contract Programs.



**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
REGULAR MEETING OF JANUARY 22, 2025**

**TAB 1**

**CONSENT AGENDA**

**Subject:      Date Change: September 2025 Regular Meeting**

**Background**

The September 2025 regular meeting of the Board of Trustees and the first day of instruction for the fall 2025 quarter are scheduled for Wednesday, September 24, 2025.

**Recommendation**

It is recommended that the Board approve, in its consent agenda, changing the date of the Board's first meeting during the fall 2025 quarter from Wednesday, September 24, 2025 to Wednesday, October 1, 2025.

Prepared by: Lori Yonemitsu, Executive Assistant to the President  
Shoreline Community College  
January 2025