SHORELINE COMMUNITY COLLEGE
BOARD OF TRUSTEES REGULAR MEETING OF FEBRUARY 26, 2025
3:15 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*	

	3:15 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 2025 January 22 b. Faculty Sabbatical Leave Proposals (2025-2026)	*Chair Rebecca Ringer*	**Tab 1**
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 3:00 PM–3:15 PM on February 26, 2025. -For attendees connecting online: Please sign up to provide a public comment via the Chat function in Zoom between 3:00 PM–3:15 PM on February 26, 2025. The Board Chair will call upon each speaker signed up to provide public comment. The total public comment period at the February 26, 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 February 26, 2025 meeting, please send written public comment to Board Secretary Lori Yonemitsu at lyonemitsu@shoreline.edu following the February 26, 2025 meeting.)	*Chair Rebecca Ringer*	
6.	**Action: Amendments to Vice President of Business & Administrative Services Employment Agreement** *(5 minutes)*	*Chair Rebecca Ringer*	
7.	**Report:** Accreditation *(5 minutes)*	*Ann Garnsey-Harter, Associate Vice President*	
8.	**Report:** Hill Climb Update *(10 minutes)*	*Chair Rebecca Ringer*	

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:** Strategic Plan Update *(10 minutes)*	*Jack Kahn*
15.	**Report:** Finance & Budget *(10 minutes)*	*Joe Mazur, Vice President*
16.	**Waves of Gratitude**	*Jack Kahn, President*
17.	**Action: Adjournment of Regular Session**	*Chair Rebecca Ringer*
18.	**STUDY SESSION** **Update:** DEIA at Shoreline Community College	*Brian Crisanto Ramos, Vice President*

The January 22, 2025 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

EXECUTIVE SESSION

Trustee Stark convened the executive session of the Board of Trustees at 3:04 PM and announced that the Board would convene in executive session pursuant to RCW 42.30.110(g) for 10 minutes or as extended by the Board.

The executive session commenced at 3:07 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.

M I N U T E S – 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 3:20 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, and James (Jamie) Stark were present in-person.

Assistant Attorney General (AAG) Tricia Boerger represented the Office of the Attorney General.

REPORT: OPENING REMARKS – BOARD OF TRUSTEES

Trustee Chan spoke about recent events she participated in. (Remarks attached.)

Trustee Stark spoke about attending the "really amazing" Nursing pinning ceremony. He shared that he and President Kahn finished reviewing the Board Policies Manual, submitted suggestions and edits to AAG Boerger, and will share the recommended revisions with the whole Board.

CONSENT AGENDA

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

- Minutes from the regular meeting of 2024 December 4
- Date Change: September 2025 Regular Meeting

Motion 25:01:   Motion by Trustee Chan to approve the consent agenda.

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 January 22, 2025 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 3:00 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 lyonemitsu@shoreline.edu following the January 22, 2025 meeting.)

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

REPORT: CLERY ACT

Safety & Security Director Greg Cranson's *Annual Security and Fire Safety Report 2024 (CLERY)* presentation (attached) contained information from the last three years. He noted, "Crime rates ebb and flow. There has been an increase in car thefts."

In response to questions raised by the trustees and ASG President Liz Ho related to the possibility of the underreporting of crimes and safety concerns in the residence hall, Director Cranson and Human Resources Executive Director Veronica Zura spoke about "continuing to educate" students (e.g., better protections related to consent; calling the Security Officer(s) on duty, directly; not allowing non-residents into the always locked residence hall).

Executive Director Zura stated that there is funding to have a second Security Officer on duty at night and spoke of the challenges in hiring Security Officers.

REPORT: ACCREDITATION

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

Harter's report (attached) included information on/about the:

- Program Review Due Dates
- Next Accreditation Report
- Policies, Regulations, & Financial Review (PRFR)
- Learning Outcomes Recommendation
- Learning Outcomes Assessment Newsletter

CONSTITUENT REPORT: SHORELINE ASSOCIATED STUDENT GOVERMENT

Associated Student Government (ASG) President Liz Ho reported on recent and upcoming events organized by the ASG including a Winter Quarter with Breakfast Kick-Off; Dessert with the Deans; a Bingo event; and a Club and Resources Fair.

ASG President Ho shared that the ASG recently welcomed three new officers and spoke about the Women's basketball games.

CONSTITUENT REPORT: SHORELINE CLASSIFIED STAFF (WFSE)

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

CONSTITUENT REPORT: SHORELINE FACULTY (SCCFT)

Professor & SCCFT Local 1950 Union President Kristine Petesch was unable to attend the January 22, 2025 Board meeting due to illness.

CONSTITUENT REPORT: SHORELINE FACULTY SENATE

Faculty member & Faculty Senate Chair Rashawn Smith was facilitating a Faculty Senate meeting. Lori Yonemitsu read the Faculty Senate's report (attached) on Faculty Senate Chair Smith's behalf.

REPORT: COLLEGE PRESIDENT & EXECUTIVE TEAM REPRESENTATIVES

Student Services–Ryan Aiello, Vice President
Vice President Aiello noted that enrollment is up while work on identifying "ghost students" continues.

Fifty students attended the January 3rd *Dolphin Day*, a collaborative event between faculty and deans for new students. The next *Dolphin Day* is scheduled for March 28th.

The College received its first *Guided Pathways* report.

Brian Crisanto Ramos–Diversity, Equity, Inclusion & Accessibility
Vice President Crisanto Ramos shared that during the fall quarter:

- The Benefits Hub was able to assist 31 students with retention and serve 418 students in the food pantry. "Shout out to the Benefits Hub team and the donors via the Foundation!"
- The Student Accessibility Services team assisted 451 students with accommodation(s).

The Edwin Pratt event is scheduled for January 30th and starts at 5:00 PM. "We will have amazing guest speakers and presenters, including students and elders."

With the changes in the administration, "we are looking at how we can support our communities feeling under threat while determining what we can and cannot do."

Human Resources–Veronica Zura, Executive Director
Executive Director Zura referred to the Human Resources Updates section in the January 2025 written report to the Board pertaining to the College's December 2024 winter closure. "We are one of the few colleges that does this and will continue to look at similar ways to promote work/life balance and retention efforts."

Executive Director Zura shared that "the Payroll Manager was out for a couple of months, unexpectedly" and expressed appreciation to payroll and benefits personnel Terrell Fox, Cyndi Sandoval, and My Mach for their work.

Jack Kahn, President
President Kahn spoke about recent meetings he (and some members of the Executive Team) participated in, including a meeting with a group from RARE (Roosevelt Alumni for Racial Equity) and a local organization about potentially partnering to provide food service on campus.

He also shared the recent campus events he attended including a presentation for Korean American Day and a discussion led by Shoreline Community College Professor Paul Herrick on the philosophy of Dr. Martin Luther King, Jr.

In closing, President Kahn noted, "the focus continues on how we are going to support our students and employees resulting from the change in the administration."

January 2025 Report to the Board attached.

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 December 31, 2024* (attached), *Financial Report – Grant Funds 145/Month Ended December 31, 2024* (attached), and *Financial Report – Contract Funds 146/Month Ended December 31, 2024* (attached).

Vice President Mazur spoke about the meeting topics from the January 13th Finance Committee (Trustee Chan, President Kahn, Vice President Mazur) meeting: review of State Auditor's Office 2020-2024 accountability audit entrance materials; updates on vacancies and position hiring in the Financial Services Department; review of monthly financial reports for month ended 12/31/2024; and discussion of the community and technical colleges legislative agenda talking points for the 2025-27 biennial budget request.

Vice President Mazur stated, "on our radar," in response to trustee questions regarding the impact on grants due to the executive orders.

ACTION: ADJOURNMENT OF REGULAR SESSION

Motion 25:02:   Motion by Trustee Chan 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 4:38 PM.

Signed _____
                 Rebecca Ringer, Chair

Attest: <u>February 26, 2025</u>

_____
Lori Y. Yonemitsu, Secretary

1/22/2025 Remarks

Attended Miyawaki Forest 1st Birthday at Shoreine Historical Museum, had a conversation with Kenneth and thanked him for attending Ching Community Garden focus group. He made sure I knew there were seat still available so I could rest my swollen ankle.

Holiday "recess" included attending Shoreline City Hall's Glow in the Dark Hanukkah Party. It was my first Hanukkah lighting event. Rabbi memorialized President Jimmy Carter.

Attended Shoreline's City Learn: Homelessness Response in person. It's hard to know how many folks are actually engaged because of the virtual options. Lots of hard questions asked of the city staff. Was happy to report our college has a Benefits Hub and started housing homelessness students this summer.

The holiday celebrations continue next week with Lunar New Years. I celebrated Chinese New Years, with 15 days of wearing red for a lucky new year. I will be in Olympia next week for the College Promise Hill Climb, as part of the Association of College Trustees board. This activity is coming back after a pandemic pause.

Annual Security and Fire Safety Report 2024
(CLERY)

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Engage. Achieve.

CRIMINAL OFFENSES:

Offense	On-Campus	On-Campus Housing	Non-Campus	Public Property
Murder/Non-Negligent Manslaughter	**0** *(=)*	**0** *(=)*	**0** *(=)*	**0** *(=)*
Manslaughter by Negligence	**0** *(=)*	**0** *(=)*	**0** *(=)*	**0** *(=)*
Sexual Assault	**1** *(Net +1)*	**1** *(Net +1)*	**0** *(=)*	**0** *(Net -2)*
Robbery	**0** *(Net -1)*	**0** *(=)*	**0** *(=)*	**0** *(Net -1)*
Aggravated Assault	**0** *(Net -2)*	**0** *(Net -1)*	**0** *(=)*	**0** *(=)*
Burglary	**0** *(Net -2)*	**0** *(=)*	**0** *(=)*	**0** *(=)*
Motor Vehicle Theft	**4** *(Net +3)*	**0** *(=)*	**0** *(=)*	**2** *(Net +1)*
Arson	**0** *(=)*	**0** *(=)*	**0** *(=)*	**0** *(=)*

HATE CRIMES:

Offense	On-Campus	On-Campus Housing	Non-Campus	Public Property
Race, Religion, Sexual Orientation, Gender, Gender Identity, Disability, Ethnicity, National Origin	**0** *(=)*	**0** *(=)*	**0** *(=)*	**0** *(=)*

ADDITIONAL OFFENSES:

Offense	On-Campus	On-Campus Housing	Non-Campus	Public Property
ARREST: Weapons: Carrying, Possessing, etc.	**0** *(=)*	**0** *(=)*	**0** *(=)*	**0** *(=)*
DISCIPLINARY REFERRAL: Weapons: Carrying, Possessing, etc.	**1** *(Net +1)*	**1** *(Net +1)*	**0** *(=)*	**0** *(=)*
ARREST: Drug Abuse Violations	**0** *(=)*	**0** *(=)*	**0** *(=)*	**0** *(=)*
DISCIPLINARY REFERRAL: Drug Abuse Violations	**6** *(Net -10)*	**6** *(Net -10)*	**0** *(=)*	**0** *(=)*
ARREST: LIQUOR LAW VIOLATIONS	**0** *(=)*	**0** *(=)*	**0** *(=)*	**0** *(=)*
DISCIPLINARY REFERRAL: LIQUOR LAW VIOLATIONS	**9** *(Net -14)*	**9** *(Net -14)*	**0** *(=)*	**0** *(=)*

VIOLENCE AGAINST WOMEN ACT (VAWA):

Offense	On-Campus	On-Campus Housing	Non-Campus	Public Property
DOMESTIC VIOLENCE	**0** (=)	**0** (=)	**0** (=)	**0** (=)
DATING VIOLENCE	**0** *(Net -3)*	**0** *(Net -3)*	**0** (=)	**0** (=)
STALKING	**0** (=)	**0** (=)	**0** (=)	**0** (=)

Moving Forward

- Tracking crime trends and adapting operations to meet needs

- Increasing campus-wide and Campus Security trainings

- Continued partnership with local law enforcement partners

- Continued partnership with on-campus partners

- Continued partnership with statewide CTC partners

QUESTIONS?

Shoreline COMMUNITY COLLEGE

Accreditation Updates

Board of Trustees

January 2025

Dr. Ann Garnsey-Harter

Associate VP – Planning, Institutional Effectiveness, &

Project Management

Accreditation Liaison Officer

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Program Review Due Dates

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

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Next Accreditation Report

- Ad Hoc Report
- Due March 1, 2025
- Year 4 of Accreditation Cycle
- Implementation of new degree level: BAS in Dental Hygiene
- Nearly done

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PRFR Report

- Regular report
- Policies, Regulations, & Financial Review (PRFR)
- Due September 1, 2026
- Year 6 of Accreditation Cycle (2026-27)
- Preparing now

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Learning Outcomes Recommendation

"Fully implement the systematic learning outcomes assessment process and utilize data for ongoing improvement across all college programs."

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Learning Outcomes Recommendation

Division	Department	Point People	2022-2023 COAR Link
HUM	ABE	Asha Dore	COAR ABE (2022-2023).docx
BCS	Anthropology	Rachel Lee (Anthropology Faculty) and Madeleine Gorges (SAF	COAR Anthropology (2022-2023)
HUM	Art	Matt Allison	COAR Art (2022-2023)
STEM	Astronomy/Physics	Stephanie Bartlett	COAR Astronomy and Physics (2022-2023)
STEM	Biology	Leoned Gines	COAR Biology (2022-2023)
BCS	Business - Transfer	Jessica Custis	COAR BUS 120 (2022-2023)
BCS	Business - Transfer	Jessica Custis	COAR BUS 101 (2022-2023).docx
STEM	Chemistry	Astrid Perez	COAR Chemistry (2022-2023)
HUM	Cinema/Drama	Duygu E. Monson	COAR Cinema Drama (2022-2023)
BCS	Communication Studies	Heather Munsell	COAR CMST LOA Report (2022-2023)
STEM	Earth Sciences (GEOL, OCEAN, ENVS)	Emma Agosta and Matt Loper	COAR GEOLOGY (2022-2023)

Overview | Plan and Resources | Astronomy and Physics | Anthropology | ABE | Art | Biology | Business | Chemistry | CECO | CinemaDrama

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Learning Outcomes Recommendation

Business

Point person: Jessica Custis			1	
Assessing Transfer Program Outcome (TPOs) and Shoreline Student Learning Outcomes (SSLOs)				
Please list any courses (not just core courses) that provide students with a good opportunity to demonstrate (at least part of) the knowledge/skills in the TPOs/SSLOs below;				
OR if you are unable to map your courses onto the outcomes, write N/A. **Note:** QSRv4 was designed primarily for Professional Technical programs.				
Type	**Outcomes**	**List Courses**	2	
SSLO: Information Literacy	Students will locate, retrieve, and analyze or evaluate sources to fulfill an information need.	BUS& 201/ BUS& 101	What is Information Literacy?	
SSLO: Quantitative & Symbolic Reasoning, V1	Version 1: Apply statistical methods to draw evidence-based conclusions.			
SSLO: Quantitative & Symbolic Reasoning, V2	Version 2: Apply a combination of mathematical techniques from the disciplines of algebra, trigonometry, and calculus to analyze information and draw conclusions.	BUS 102		
SSLO: Quantitative & Symbolic Reasoning, V3	Version 3: Apply algebraic techniques or symbolic logic to draw conclusions.			
SSLO: Quantitative & Symbolic Reasoning, V4	Version 4: Use mathematical calculations to investigate situations applicable to a specific program or discipline and draw conclusions.			

Shoreline COMMUNITY COLLEGE

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Learning Outcomes Assessment Newsletter

Assessment Spotlight

"As a leader, you may request feedback from your team, and when you get that feedback, you need to action it."
-Renda Palo, Business Faculty, Shoreline Community College

Leveraging Student Feedback to Enhance Learning:

A Practical Approach for Instructors

Renda Palo, a business instructor, has found an effective and low-stakes method to improve learning outcomes and support her students: mid-quarter feedback. Midway through each term, she sends out a survey to gather input from her students, asking how she can improve her methods and assist in their learning. This proactive approach allows her to address issues before the quarter ends while also demonstrating leadership principles she teaches in class.

Recently, a student highlighted a challenge with group work. The student noted that because classmates didn't know each other well, it was uncomfortable to collaborate effectively. Recognizing this as a barrier to learning, Renda made two simple but impactful changes. She introduced ice breaker activities during class to help students connect and added 10 minutes of socializing time before group exercises.

The results were positive and immediate. Students felt more comfortable in group settings, improving both collaboration and participation. The activities also helped students expand their networks, which Renda sees

In education, the value of student feedback is often underestimated. Yet, it holds the potential to improve teaching methods, resolve

Shoreline COMMUNITY COLLEGE

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Questions?

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Hello, my name is Tirzah Williamson, and I am the Assistant 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 we start 2025, I want to make sure we remember a couple items still on the table from last year. While we understand that time constraints may make moving this meeting back to evenings, which is where they were pre-pandemic, unfeasible. We are still asking that at a minimum we return to recording these meetings so that those unable to attend can watch them later. As previously noted, a written transcript is not the same as being able to hear how information is being presented. We hold firm that if we want participatory governance, we need to make this meeting as accessible as possible.

I do want to acknowledge and thank the board, and specifically Chair Ringer, for taking ownership and apologizing for the skipping of our statement in a prior meeting. It makes us hopeful that we can continue to work and grow as an institution when leadership can acknowledge mistakes. We are all human, and I believe, doing our best to move in a positive direction. We understand that progress and collaboration can get messy, and we truly appreciate a chance to grow together.

We are now a couple weeks into the Winter quarter, and our classified staff are working hard to ensure students are getting into their classes, getting funding, able to pay tuition, getting the advising appointments they need, as well as keeping our offices and classrooms clean and functioning. Our classified staff keep the wheels turning so that faculty can focus on helping and teaching students.

But we are all going to need more support going forward. We started hearing about the Department of Education being on the potential chopping block prior to January 20th, and as extreme as that sounds, our fears are sadly not unfounded. Likewise, there are fears for our most vulnerable communities. The fears of undocumented students are on the rise again, and our staff will need to be trained on how to best help them best. We have already seen some rules and pronouncements that are harmful to trans lives everywhere, and we will need to be ready to protect our trans and queer community members. Our BIPOC community members who are already facing the multitude of issues that come from being non-white in this country and we were already seeing the rolling back of DEIA departments prior to Monday and now we are hearing about Federal moves to block DEIA training and funding. Shoreline's staff (and really all the community) need more support now than ever before.

We have been reminded that the purpose of the Board is policy related. We need your voice and your support, now more than ever. We cannot weather the upcoming changes alone. For instance, we need there to be real focus on safety. Last time there were studies that indicated hate crimes rose 20% during the 4-year tenure. This is not politics, these are just stats, and a reference can be provided. We already have safety and security issues here, that we have mentioned before. In the Student Services building, we had to call security twice in just one day last week, and our staff there were deeply concerned about their ability to get help or lock their area if warranted – which is not currently possible for all staff in that area. I do know this is an area of on-going discussion and hope to hear more about steps we can take soon. However, it needs to be noted that given the political climate, we are very likely to see an upswell in concerning behavior of all kinds. We need the board

to discuss how you can protect everyone moving forward, what policies do we need to implement? How can you, as board members, make a very real difference here?

I don't have a lot of suggestions yet and will update with more concrete actionable requests in future statements. But for now, I wanted to acknowledge where we are and that we will need as much support as possible from the board down.

Thank you for your time.

Reference: https://www.newsweek.com/hate-crimes-under-trump-surged-nearly-20-percent-says-fbi-report-1547870

Board of Trustees Update: Faculty Senate Highlights

We are pleased to provide an update on recent Faculty Senate activities and initiatives as we embark on this academic term. Below are the key discussions, developments, and upcoming opportunities:

Senate Initiatives and Policy Updates

The Senate is currently reviewing updates to policies and procedures (4722, 6250, 6251, 6252).

Professor Emeritus Policy Review: VP of Instruction, Ben Weng, highlighted the need for enhanced guidelines to prevent misuse of Professor Emeritus status. Efforts will focus on reaching out to individuals on the emeritus roster to confirm their current engagement with the college.

Approved updates to hardship accommodations and the withdrawal process will be implemented starting this summer academic term.

Student Accommodations & Withdrawal Process: David Berner proposed improvements to better support specific student groups and streamline the withdrawal process. These include enhanced accessibility to the Petition for Review of Circumstances Formstack.

Faculty Spotlight

Amber Avery-Graff, Automotive Service Technology (AST) Instructor:

Amber Avery-Graff has been selected to participate in the CREATE Norway International Educator Project, an initiative funded by the National Science Foundation (NSF). Amber will have the distinct honor of representing both Shoreline Community College and the United States in developing curriculum centered on clean energy solutions.

Upcoming Faculty Senate Meeting

Date: January 22, 2025, and February 12th, 2025

The Senate will host VP of Instruction Ben Weng, along with other administrators and staff, to discuss key initiatives and campus updates.

Faculty Development Opportunities

Faculty are encouraged to participate in upcoming workshops and training sessions available this term, including:

Trauma-Informed Training for Higher Education: February 7, 2025, 1:00-3:00 PM, PUB Main Dining Room.

Faculty Book Club: Teaching with A.I.

OER 101: January 20 – February 3, 2025.

DEIA Professional Development Opportunities:

NCORE National Conference on Race and Ethnicity: May 27-31, 2025.

NW Regional Equity Conference: February 12-14, 2025.

Election Results and Open Positions

Fall Quarter Election Results:

Chair of Faculty Senate: Rashawn Smith.

Vice Chair: Ajay Mendoza.

Open Representative Positions:

STEM

Business

Social Sciences

Communication

Physical Education

We congratulate our new Faculty Senate leadership and invite representatives from the noted divisions to step forward for these vital roles.

January 2025 Report

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

It is hard to believe it's January already! For much of the time since our last board meeting the college was closed for holiday and a lot of folks took vacation, so I will keep my updates brief.

Toward the end of fall term, we had a great meeting with Ha Yukyung Education Director General from the Korean Department of Education and her colleagues Jeon Gi-Ho, Robin Jeon, Yongwook Lee, Jang Joyoung, and Kim Jooyoung. We discussed our great partnership with the United Seattle & Bellevue Korean School, joint plans to offer Korean for college-credit, SCC's International Education program (set to launch this spring 2025), and possibilities for other projects to support students and the Korean American community. There was some great brainstorming that occurred that may allow us to take our current project to another level. Stay tuned for that!

We were also pleased to host members from the Seattle Mariners again as they dropped off some additional items for the All-Star Benefits Hub. This was part of an employee Day of Giving event where employees packed gift bags with warm Mariners gear to support the Benefits Hub Program.

On-campus events this month included the Nursing Pinning Ceremony & Phi-Theta Kappa meeting. I really enjoyed the wonderful Nursing event this year! Congratulations to all of our champion student nurses, and the faculty, staff, and family members that support them! Great job to LeAnn De Luna and Ben Weng for your work as academic leaders supporting our program! And thank you to Trustees Ringer & Stark for attending.

At the Phi Theta Kappa International Honor Society, I really enjoyed hearing their ideas for an annual project! Audrey Reuter is such an inspirational and encouraging advisor. The students had such creative vision and were also open to my suggestions on how we might work together to do something special for the college

This year I went with a "comfort food" theme for holiday fun for the Executive Team. We all need some comfort this year and pasta & sauce usually hits the spot. It's been entertaining watching them trying to switch flavors with each other (wait I wanted the Mushroom and Truffle etc.!).

Recently VP Ramos, Sarah Swanberg and I met with representatives from Roosevelt Alumni for Racial Equity to learn more about their mission, and to see whether we might work together, as well as with other King County representatives to support black consciousness and collaborations needed to support Black/African American students in K-12 and community colleges. The meeting was very productive, and we look forward to next steps which likely will include a showing of their powerful documentary "Beyond Black & White".

What's Happening on Campus

Shoreline
COMMUNITY COLLEGE

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

This month, we also met a very interesting team from Sheridan College in Wyoming who wanted to tour our Cedar building as they are building a new STEM Lab space and are looking for innovative ideas. They came to the right place!

Finally, I wanted to share our new community page: https://www.shoreline.edu/about-shoreline/community.aspx

And just in case you missed our holiday video: https://www.youtube.com/watch?v=nP_LJnq2CoM
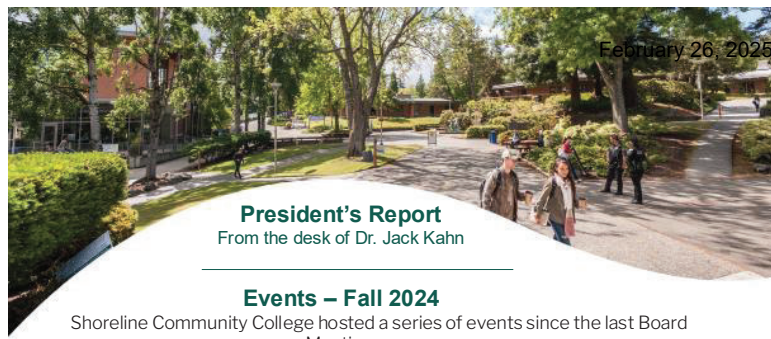
Have a great January!

Cheers,

Jack

Photo: Representatives from United Way King County and the Seattle Mariners visit campus to bring supplies for the All-Star Benefits Hub

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.

Photo: Top Left and Bottom Left & Right- "Pancakes with the President" We had a great time hosting some of our international partners

Photo: Top Right- Meeting with Ha Yukyung-Education Director General from the Korean Department of Education and her colleagues, Middle: Showing off our Soupsgiving soups with AVP Ann Garnsey-Harter, Bottom Right- Celebrating United Arab Emirates National Day here on campus!

What's Happening on Campus

Shoreline COMMUNITY COLLEGE

Campus Events and Outreach

Connections and Outreach

Shoreline COMMUNITY COLLEGE
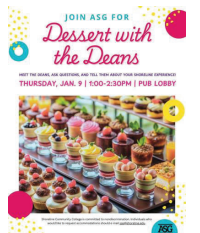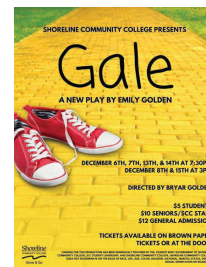
Enrollment Goals:
- Increase overall Running Start enrollment by 3% in 24-25 School year.
  - Increase the Hispanic/Latinx Running Start population by 5% from our current 4.9% to 9.9% by Fall 2025. This will put us closer to the Shoreline School District percentage of 17.3% but we will still have room 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.

IE Targets:
International student enrollment has steadily grown since the pandemic, by 7% in 2022-23 and 9% in 2023-24. We are on track to grow another 3% in 2024-25 despite some staffing instability last year. The growth goal for 2025-26 is 5% and we hope to reach an annualized FTE of 842. It should be noted that there is some concern nationally of a negative "Trump Effect" on international enrollments. Even if this were to occur, Shoreline has a strong and mature international program that has withstood many external disruptions. It would be prudent to stay the course on this long-term investment.

	2023-24	2024-25	2025-26
Annualized FTE	779	802	842
% Difference	9%	3%	5%

Market Segmentation and 2025-26 Growth Targets (First-Time Students)
1. Bread and Butter (e.g., China, Indonesia, etc.): 4%
2. Higher Growth Potential (e.g., Vietnam): 8%
3. Medium Growth Potential (e.g., India, SE Asia): 4%
4. Opportunity (e.g., Central Asia): 4%

Goal Milestones:
We are currently in the process of updating all of our Year 1 Goals into a six-month progress report that will be available by the end of the month. Updates will be found https://www.shoreline.edu/about-shoreline/strategic-plan-year-1-2024-2025.aspx

International Education

Above and left: IE hosts successful event for international education partners in town for the AIRC conference! Our presidential pancakes were a hit. Thanks, President Kahn!

Above right and right: Not one, not two, but THREE Shoreline int'l students selected to present on panel at AIRC conference!

Above left: Our UAE students (sponsored by the Abu Dhabi government on full scholarships) share their culture at the UAE National Day Celebration in the Main Dining Room

Connections and Outreach

Enrollment Updates

Daily Enrollment Tracking Report (DENTR), WINTER 2025

Report date: 01/16/2025
Reflects enrollment through: 1/16/2025 12:32:40 AM (OK)
Equivalent enrollment date, previous year: 01/17/2024

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

Total FTEs: 3719, -2.2% compared to same day last year

	Today	Curent Yr. Pre-Conversion**	Same Day Previous Year*	Previous Yr. Pre-Conv.**	FTEs Change	% Change	Previous Year Final	Prev. Yr. Final Pre- Conv.**
State Supported	2545	2545	2693	2693	-148	-5.5%	2516	2516
Contract (Total)	1141	1141	1089	1089	+52	+4.7%	1102	1102
International Contract	717	717	699	699	+17	+2.5%	691	691
RS Contract	277		261		+16	+6.3%	259	
CECO Contract^	141		129		+12	+9.3%	148	
Other Contract	6		N/A	N/A	N/A	N/A	0	
Self-supporting	33		21		+12	+58.5%	18	
TOTAL	3719		3803		-84	-2.2%	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: 12

^ 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	Important Dates Winter 2024
Priority Registration Starts 11/14/2024	Priority Registration Starts 11/8/23
Continuing Student Enrollment Begins 11/18/2024	Continuing Student Enrollment Begins 11/13/23
New Student Enrollment Begins 11/25/2024	New Student Enrollment Begins 11/20/23
Holiday 11/28/2024	Holiday 11/23/23

Enrollment Updates
Shoreline COMMUNITY COLLEGE

Outreach 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, is now in her second month with Shoreline CC, and is continuing her work towards building communication channels with SSD412, as well as building relationships with the different departments at Shoreline CC. Here are the proposed goals for Elle throughout this upcoming Academic Year (2024-2025):

- **Goal #1**: Support Shoreline School District (SSD412) alum currently enrolled at SCC to increase retention by 5% through Q2 2025. This would mean 2-3 students, but our blue-sky goal is increase retention by 10%, which would equate to 5 students.
- **Goal #2**: Provide 1:1 case management and whole-family wraparound supports for MLL students, particularly Latinx and Black males, at Shoreline School District (SSD412) to increase their rate of enrollment at SCC by 5% (12 more student). As with goal #1, our blue-sky goal is 7-10% by Fall 2025, which is counting ESL and Workforce students, as well as CECO students.
- **Goal #3**: Liaise between Shoreline School District (SSD412), SCC staff, and community members to improve communication, streamline processes, and build cross-team capacity.

Amy Stapleton led many individual and group tours in December. Our feeder middle school, Einstein, brought a group of 30 AVID students to campus. We had a very engaging experience for these students, including an amazing view of our Cedars Building. Special kudos for faculty member Ben Wiggins for showing students how fascinating science is in our amazing anatomy lab.

We also welcomed 25 Upward Bound high school students from Whatcom County, through Whatcom Community College for a visit. These students were from many small communities in Whatcom County and were impressed with possibilities for their future education endeavors.
Amy Stapleton also spent time at Mountlake Terrace High School, visiting students at lunch and giving a presentation.

Our position for Adult Outreach Recruiter has been fulfilled by Lizbeth Agapito, who will be joining our team on January 16th. She comes to us from Big Bend Community College, and we are looking very forward to her being a part of the Shoreline community! Moving forward, we will be developing metrics to identify programs that require extra attention, as well as community partnerships that have been underrepresented.

We are currently working with the STEM department to collaborate on different events, as well as creating methods to increase enrollment in programs that are currently low in registration. For the upcoming February BOT report, we will provide more specifics on these aforementioned goals.

Enrollment Updates
Shoreline COMMUNITY COLLEGE

Foundation Updates

Thank you to everyone that made a gift during our end-of-year campaign! We are excited to report that we exceeded our goal by $7,000 raising a total of $39,082 dollars. These gifts to our Annual Fund are unrestricted and offer the most flexibility for use. We are grateful to our donors who trust us to help our students and programs thrive.

For the past several months, the Foundation has been meeting with groups and individuals across campus to ask questions and learn more about how each department/area interacts with the Foundation scholarship program. We are also talking with other community college foundations in our area to learn more about how they serve both donors and students. To help as many students as possible, honor donor wishes, and ensure integrity in awarding, the following changes are being incorporated into the 25/26 SCCF scholarship process:
- SSCF donor-funded scholarships will be broken into two pools, need-based and merit-based
- All SCCF donor-funded scholarships that are need-based will require students to have a "valid" FAFSA or WAFSA on file.
- There will only be one scholarship period per academic year – no quarterly scholarships will be offered during the 25/26 academic year – this could change for the 26/27 academic year depending on the availability of funds.
- Scholarship funds can be used for tuition, books, and "educational expenses" (this is a huge change as it will allow students to use scholarship funds for transportation, food, rent, etc.)
- The SCC Financial Aid department will take over the distribution of funds to provide better transparency and simplification for students of their entire financial aid package

The 25/26 application window will open at the end of January. We are offering information sessions to departments, clubs, programs, and will be updating the website. Many of the changes we are making are in keeping with the best practices for college and university foundations and are meant to improve the application and awarding processes of the SCCF scholarship program. This is a big job with a lot of moving pieces, and we appreciate all the folks who have helped us!

RSVP for the Edwin Pratt Remembrance Event on 1/30!

[Click here to RSVP](#)
Or scan the code below.

Scan me to RSVP

Human Resources Updates

The College completed its 9th year of a campus-wide Winter closure across the week surrounding the Christmas holiday. Beginning in 2015, this practice provides the opportunity for all employees to enjoy time off during the holiday season across a week of limited traffic (both in person and virtually) to campus. As one of a handful of colleges within our system providing a College-driven week of closure, this practice reflects one of the many ways Shoreline provides support for employee work/life balance.

Safety & Security Updates

The College has recently experienced an increase in the number of car prowls and equipment thefts across campus during overnight hours. Safety & Security is looking to both short-term (outdoor cameras) and long-term (increased patrols once fully staffed) to address this influx of crime.

In other news, about 45% of Shoreline employees recently completed the Commute Trip Reduction (CTR) survey required for Washington State employers on a biennial basis. The CTR survey solicits employee information on commuter patterns and modalities used to identify where the State can best support a reduction in individual commuting and environmental/air pollution.

Grants Updates

Winter Quarter Grants Snapshot
- Total Current Awards: $8,993,764*
  - Includes $187,972 total Indirect Costs
  - *Total includes full award amounts for current grants, some of which are multi-year

- In Progress:
  - Jobs for the Future: Project ACCESS grant
    - Submitted 1/6/24, will hear back in March
    - If awarded: $293,250 to expand our Biotechnology and Medical Lab Technology programs and job placements (includes $38,250 indirect costs)
    - Led by Orlando de Lange (Dean, Career & Technical Education), Rachel Rawle (faculty, Biotechnology), and Esther Lim (faculty, MLT)
  - Renewing Career Launch program endorsements through Career Connect Washington:
    - Biotechnology
    - Automotive – Honda
    - Automotive – Mopar

Department Updates

Benefits Hub Data:

This Fall quarter our staff within the Benefits Hub which includes Rebekah Thorne & Eberth Arias with the leadership of Savena Garrett were able to assist 31 students with a total of $19,490 in aid. This support included assistance with emergency crises that dealt with a variety of issues such as transportation, housing security, and food insecurity. With our team's coordination we were able to work with both on campus and off campus partners to help keep students enrolled and make a significant impact in their lives. In addition, our Food Pantry saw 418 students being served with a total visit of 1647 times to access the pantry, clothing, and hygiene products we provide.

We want to give a special shout out to our foundation donors who have made assisting our students in crisis possible. Through their support we have been able to help students stay enrolled and build the firm footing needed for their persistence at SCC.

Accessibility:

This Fall quarter, our Student Accessibility Office worked with 451 students with a variety of accommodations. With the leadership of Miranda Levy & Clarke Hanson, students were able to receive the accommodation needed to be successful at our college. We are proud of the inclusive environment that our team creates within their space and their continued advocacy.

Team:

We are excited to welcome Anna Ly this Fall. Anna is charged with bringing our DEIA website into compliance with the state RCW work in DEIA.

Community:

Our WAVES center hosted an event for Korean American day on January 14th. Guest speaker Dr. Moon-Ho Jung joined our campus to discuss the history of American & Korean relations and the impact to Korean & identity. This informative event was a critical way to help us frame the past and the defining elements of identity today.

We are excited to invite everyone to our **Edwin Pratt remembrance event** this January 30th at 5:00 pm here on campus in our main dining hall. This community event will bring an amazing line up of BSU student tributes including poetry & song, along with city officials, the Seattle Urban League, and Black Heritage Society of WA. In addition, we will be providing light meals and refreshments and are excited to welcome a variety of Black-owned businesses to table before, during, after the event. We are excited to continue the great partnership with our local Shoreline Police Department and their continued advocacy with the City of Shoreline. A special appreciation to our SCC foundation donors for supporting our community efforts and helping us engage strategically with our local community.

Please share out and join us for this special day to honor the legacy of Edwin Pratt, local civil rights leader, father, husband, and beloved member of the Shoreline community.

Department Updates
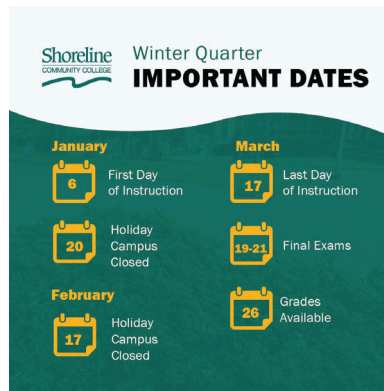
College Calendar

Important Dates:
• Employee Calendar
• College Calendar
• Academic Calendar

Important College Updates (DAAG)
• Campus Updates 1/10/25
• Campus Updates 1/2/25
• Campus Updates 12/20/24
• Campus Updates 12/12/24
• Campus Updates 12/6/24
• Campus Updates 11/27/24

Important Dates & Updates

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

Ln.	Operating Revenues and Transfers	(A) Prior YTD at 12/31/2023	(B) Current YTD at 12/31/2024	(B) - (A) CY to PY Inc./(Decr.)	% Change	(C) 2024-25 Budget	(B) / (C) % of Budget
1.	State Operating Appropriations	$ 10,974,212	$ 13,422,084	$ 2,447,872	22.3%	$ 40,085,208	33.5%
2.	Operating Tuition	4,851,521	6,401,925	1,550,403	32.0%	9,776,902	65.5%
	Subtotal Operating Approps. and Tuition	**15,825,733**	**19,824,009**	**3,998,276**	**25.3%**	**49,862,110**	**39.8%**
	Operating Expense Transfers:						
4.	International Education	-	12,950	12,950	-	4,995,681	0.3%
5.	Running Start	-	962,504	962,504	-	1,925,000	50.0%
6.	CECO	375	236,528	236,153	-	473,048	50.0%
7.	CEP	-	-	-		50,000	0.0%
	Subtotal Operating Expense Transfers	**375**	**1,211,982**	**1,211,607**	**-**	**7,443,729**	**16.3%**
	Total Revenues and Expense Transfers	**$ 15,826,108**	**$ 21,035,991**	**$ 5,209,882**	**32.9%**	**$ 57,305,839**	**36.7%**
	Operating Expenses						
	Personnel Expenses						
8.	Exempt Employee Salaries and Wages	3,108,712	3,167,810	59,098	1.9%	$ 6,123,952	51.7%
9.	Full-Time Faculty Salaries and Wages	4,052,794	4,488,712	435,918	10.8%	11,601,617	38.7%
10.	Part-Time Faculty Salaries and Wages	4,760,451	5,324,063	563,612	11.8%	9,652,752	55.2%
11.	Classified Employee Salaries and Wages	3,614,849	4,005,829	390,981	10.8%	8,851,434	45.3%
12.	Part-Time Hourly and Students Wages	146,011	166,289	20,278	13.9%	1,221,077	13.6%
13.	Employee Benefits	5,359,353	5,788,279	428,926	8.0%	11,422,504	50.7%
	Subtotal Personnel Expenses	**21,042,171**	**22,940,984**	**1,898,813**	**9.0%**	**48,873,335**	**46.9%**
	Current and Capital Expenses						
	Goods and Services	1,916,339	1,875,542	(40,796)	-2.1%	4,491,289	41.8%
14.	Supplies and Materials	247,768	194,671	(53,098)	-21.4%		
15.	Other Goods and Services	152,389	93,425	(58,964)	-38.7%		
16.	Utilities, Recycling, and Waste Disposal	512,848	607,896	95,049	18.5%		
17.	WA State Agency Services	98,841	55,111	(43,730)	-44.2%		
18.	Legal, Acct., and Audit Services	79,040	74,800	(4,240)	-5.4%		
19.	Insurance Premiums	76,626	179,870	103,245	134.7%		
20.	Furniture and Equipment - Non-Cap.	(13,292)	18,003	31,295	-235.4%		
21.	Software License And Maint. - Non-Cap.	410,952	400,818	(10,134)	-2.5%		
22.	Subscriptions and Periodicals	115,501	113,276	(2,225)	-1.9%		
23.	Repairs and Maintenance	57,641	73,360	15,719	27.3%		
24.	Voice and Data Transmission Services	67,226	59,119	(8,107)	-12.1%		
25.	Banking and Merchant Fees	110,799	5,192	(105,607)	-95.3%		
26.	Contracted Services	322,825	334,640	11,816	3.7%	756,226	44.3%
27.	Capital Outlays - Fixed Assets	33,429	19,385	(14,044)	-42.0%	698,318	2.8%
28.	Computers and Related Hardware - Non-Cap.	66,861	14,147	(52,714)	-78.8%	423,346	3.3%
29.	Travel and Training	38,612	188,179	149,567	387.4%	392,408	48.0%
30.	Client Services and Direct Aid	499,806	412,839	(86,967)	-17.4%	1,078,474	38.3%
31.	Debt Service	-	291,265	291,265	-	592,443	49.2%
	Subtotal Current and Capital Expenses	**$ 2,877,872**	**$ 3,135,997**	**$ 258,125**	**9.0%**	**$ 8,432,504**	**37.2%**
	Total Operating Expenses	**$ 23,920,043**	**$ 26,076,982**	**$ 2,156,938**	**9.0%**	**$ 57,305,839**	**45.5%**
	Operating Reserves Increase (Decrease)	$ (8,093,935)	$ (5,040,991)	$ 3,052,944	-37.7%	$ -	
	Operating Reserves Beg. Balance at July 1	$ 6,059,561	$ 4,072,760	$ (1,986,801)	-32.8%	$ 4,072,760	
32.	**Operating Reserves at 12/31/20XX**	**$ (2,034,374)**	**$ (968,231)**	**$ 1,066,143**	**-52.4%**	**$ 4,072,760**	

Note: Please refer to next page for explanations and variance analysis for selected items.

SHORELINE COMMUNITY COLLEGE
FINANCIAL REPORT - OPERATING FUNDS
VARIANCE ANALYSIS OF LINE ITEMS GREATER THAN $100,000 AND 10%
MONTH ENDED DECEMBER 31, 2024

Line	Description	Analysis
REVENUES		
1.	State Operating Appropriations	Timing difference of revenues because SBCTC automatically disbursing state approps to colleges based upon cTcLink general ledger expenses. College no longer manually requests funds reimbursements as in prior years. Additional reimbursements of $800,000 due from State.
2.	Operating Tuition	During Prior Fiscal Year-End (FYE) 2023 close, unearned revenue for Summer 2023 tuition was not properly booked. Cannot adjust prior year per SBCTC.
OPERATING EXPENSE TRANSFERS		
4.	International Education	-Operating expense transfers not completed in the prior FYE 2024.
5.	Running Start	-Additional $2.5 million of operating expense transfers to "Fund 146 - Contracts" has not occurred
6.	CECO	for the current fiscal year (FY) 2025.
PERSONNEL EXPENSES		
9.	Full-Time Faculty Salaries and Wages	Recurring salary rate increases this year due to COLA adjustment, and Faculty Union prior year
10.	Part-Time Faculty Salaries and Wages	compensation bargaining completed and retroactively payments charged in June 2024 and not
11.	Classified Employee Salaries and Wages	reflected in prior FY 2024 expenses column "A."
CURRENT AND CAPITAL EXPENSES		
19.	Insurance Premiums	Timing difference of insurance premiums not paid as of 12/31 last year compared to this year.
25.	Banking and Merchant Fees	Prior FY amount due to Jan-Feb 2022 Bank Reconciliation Entries to post and record banking fees in the general ledger (G/L).
29.	Travel and Training	During Prior FYE 2023 close, Travel expense accrual was not properly booked showing incorrect reduced expenses in prior year. Cannot adjust prior year per SBCTC.
31.	Debt Service	College Certificates of Participation (COP's) bond payment made to WA State Treasury for Dec 1st. Next payment made on June 1st.
32.	Operating Reserves at 12/31/20XX	Amount would be $2.3 million if pending $800,000 State Approps reimbursements (line 1) and $2.5 million of Operational Expense Transfers Out (lines 4,5,6) were in the G/L.

SHORELINE COMMUNITY COLLEGE
FINANCIAL REPORT - GRANT FUNDS 145
MONTH ENDED DECEMBER 31, 2024

Ln.	Grant Revenues	(A) Prior YTD at 12/31/2023	(B) Current YTD at 12/31/2024	(B) - (A) CY to PY Inc./(Decr.)	% Change	(C) 2024-25 Budget	(B) / (C) % of Budget
1.	Intercollege and Interagency Charges & Reimbursem	$ 487,579	$ 452,924	$ (34,655)	-7.1%	$ -	#DIV/0!
2.	Federal Grants	442,706	316,585	(126,121)	-28.5%	1,508,617	21.0%
3.	State and Local Grants	(15,000)	(386,352)	(371,352)	2475.7%	758,818	-50.9%
4.	Private Grants	-	-	-		64,500	0.0%
	Total Grant Revenues	**$ 915,285**	**$ 383,156**	**$ (532,129)**	**-58.1%**	**$ 2,331,935**	**16.4%**
	Grant Expenses						
	Personnel Expenses						
5.	Exempt Employee Salaries and Wages	148,266	89,313	(58,954)	-39.8%	$ 286,685	31.2%
6.	Full-Time Faculty Salaries and Wages	35,750	48,972	13,222	37.0%	132,951	36.8%
7.	Part-Time Faculty Salaries and Wages	147,881	123,335	(24,546)	-16.6%	375,917	32.8%
8.	Classified Employee Salaries and Wages	157,504	167,891	10,388	6.6%	353,556	47.5%
9.	Part-Time Hourly and Students Wages	28,252	51,935	23,683	83.8%	131,316	39.5%
10.	Employee Benefits	172,382	136,493	(35,889)	-20.8%	412,812	33.1%
	Subtotal Personnel Expenses	**690,036**	**617,939**	**(72,096)**	**-10.4%**	**1,693,238**	**36.5%**
	Current and Capital Expenses						
11.	Goods and Services	64,568	44,605	(19,963)	-30.9%	265,496	16.8%
12.	Supplies and Materials	7,319	4,494	(2,825)	-38.6%		
13.	Other Goods and Services	47,688	39,581	(8,107)	-17.0%		
14.	Utilities, Recycling, and Waste Disposal	-	-	-			
15.	WA State Agency Services	-	-	-			
16.	Legal, Acct., and Audit Services	7,500	-	(7,500)	-100.0%		
17.	Insurance Premiums	-	-	-			
18.	Furniture and Equipment - Non-Cap.	-	-	-			
19.	Software License And Maint. - Non-Cap.	165	300	135	81.3%		
20.	Subscriptions and Periodicals	1,895	-	(1,895)	-100.0%		
21.	Repairs and Maintenance	-	-	-			
22.	Voice and Data Transmission Services	-	230	230	#DIV/0!		
23.	Banking and Merchant Fees	-	-	-			
24.	Contracted Services	26,391	7,205	(19,186)	-72.7%	55,250	13.0%
25.	Capital Outlays - Fixed Assets	-	-	-			
26.	Computers and Related Hardware - Non-Cap.	55,922	7,949	(47,973)	-85.8%		
27.	Travel and Training	6,234	18,950	12,716	204.0%	24,715	76.7%
28.	Client Services and Direct Aid	31,970	76,216	44,245	138.4%	293,236	26.0%
29.	Debt Service	-	-	-			
	Subtotal Current and Capital Expenses	**$ 185,085**	**$ 154,924**	**$ (30,161)**	**-16.3%**	**$ 638,697**	**24.3%**
	Total Grant Expenses	**$ 875,120**	**$ 772,863**	**$ (102,257)**	**-11.7%**	**$ 2,331,935**	**33.1%**
	Grant Reserves Increase (Decrease)	**$ 40,165**	**$ (389,707)**	**$ (429,872)**	**-1070.3%**	**$ -**	

Note: Please refer to next page for explanations and variance analysis for selected items.

SHORELINE COMMUNITY COLLEGE
FINANCIAL REPORT - GRANT FUNDS 145
VARIANCE ANALYSIS OF LINE ITEMS GREATER THAN $25,000 AND 10%
MONTH ENDED DECEMBER 31, 2024

Line	Description	Analysis
GRANT REVENUES		
2.	Federal Grants	Less BEDA-Adult Basic Ed Grant Revenue Drawdowns Because of Less Expenses. Federal grants are required to reimburse expenses paid. No cash advances allowed.
3.	State and Local Grants	During Fiscal Year End (FYE) 2024 close, clean up of prior FYE2023 adjustments and year-end accruals caused opposite balances. Working with SBCTC for resolution in current fiscal year.

Line	Description	Analysis
PERSONNEL EXPENSES		
5.	Exempt Employee Salaries and Wages	Less AANAPISI and SIP Grant personnel expenses this year compared to prior year due to position vacancies for a portion of this fiscal year.
10.	Employee Benefits	

Line	Description	Analysis
CURRENT AND CAPITAL EXPENSES		
26.	Computers and Related Hardware - Non-Capitalized	Equipment purchased last year under Dept. of Commerce Energy Grant.
28.	Client Services and Direct Aid	Increased expenses in WorkFirst Delivery Grant compared to last year.

SHORELINE COMMUNITY COLLEGE
FINANCIAL REPORT - CONTRACT FUNDS 146
MONTH ENDED DECEMBER 31, 2024

Ln.	Contract Revenues	(A) Prior YTD at 12/31/2023	(B) Current YTD at 12/31/2024	(B) - (A) CY to PY Inc./(Decr.)	% Change	(C) 2024-25 Budget	(B) / (C) % of Budget
1.	Intercollege and Interagency Charges & Reimbursem	$ 495,402	$ 149,471	$ (345,931)	-69.8%	$ 1,000,000	14.9%
2.	Federal Contracts	-	555	555		-	
3.	State and Local Contracts	4,637,093	6,465,447	1,828,354	39.4%	15,990,014	40.4%
4.	Private Contracts	364,207	30,000	(334,207)	-91.8%	150,000	20.0%
	Total Contract Revenues	**$ 5,496,703**	**$ 6,645,473**	**$ 1,148,771**	**20.9%**	**$ 17,140,014**	38.8%
	Contract Expenses						
	Personnel Expenses						
5.	Exempt Employee Salaries and Wages	365,615	360,204	(5,411)	-1.5%	$ 710,309	50.7%
6.	Full-Time Faculty Salaries and Wages	178,268	229,557	51,289	28.8%	2,321,733	9.9%
7.	Part-Time Faculty Salaries and Wages	102,884	99,618	(3,266)	-3.2%	246,668	40.4%
8.	Classified Employee Salaries and Wages	350,953	332,309	(18,644)	-5.3%	1,002,174	33.2%
9.	Part-Time Hourly and Students Wages	45,753	73,652	27,899	61.0%	164,794	44.7%
10.	Employee Benefits	374,559	362,746	(11,813)	-3.2%	1,496,075	24.2%
	Subtotal Personnel Expenses	**1,418,033**	**1,458,086**	**40,053**	**2.8%**	**5,941,752**	**24.5%**
	Current and Capital Expenses						
11.	Goods and Services	206,416	193,739	(12,677)	-6.1%	574,959	33.7%
12.	Supplies and Materials	43,528	25,912	(17,616)	-40.5%		
13.	Other Goods and Services	18,766	156,373	137,607	733.3%		
14.	Utilities, Recycling, and Waste Disposal	-	-	-			
15.	WA State Agency Services	-	-	-			
16.	Legal, Acct., and Audit Services	615	1,223	608	98.9%		
17.	Insurance Premiums	-	-	-			
18.	Furniture and Equipment - Non-Cap.	15,386	292	(15,094)	-98.1%		
19.	Software License And Maint. - Non-Cap.	20,520	1,175	(19,344)	-94.3%		
20.	Subscriptions and Periodicals	-	503	503	0.0%		
21.	Repairs and Maintenance	99,562	815	(98,747)	-99.2%		
22.	Voice and Data Transmission Services	8,039	7,446	(593)	-7.4%		
23.	Banking and Merchant Fees	-	-	-			
24.	Contracted Services	353,078	251,571	(101,507)	-28.7%	577,091	43.6%
25.	Capital Outlays - Fixed Assets	-	108,746	108,746	0.0%	471,450	23.1%
26.	Computers and Related Hardware - Non-Cap.	1,493	-	(1,493)		112,470	0.0%
27.	Travel and Training	142,883	237,450	94,567	66.2%	237,041	100.2%
28.	Client Services and Direct Aid	317,051	384,479	67,428	21.3%	1,037,886	37.0%
29.	Debt Service	343,636	-	(343,636)		343,636	0.0%
30.	Operating Expense Transfers	375	1,211,982	1,211,607	0.0%	7,843,729	15.5%
	Subtotal Current and Capital Expenses	**$ 1,364,931**	**$ 2,387,966**	**$ 1,023,035**	**75.0%**	**$ 11,198,262**	**21.3%**
	Total Contract Expenses	**$ 2,782,964**	**$ 3,846,052**	**$ 1,063,088**	**38.2%**	**$ 17,140,014**	22.4%
	Contract Reserves Increase (Decrease)	**$ 2,713,738**	**$ 2,799,421**	**$ 85,683**	**3.2%**	**$ -**	

Note: Please refer to next page for explanations and variance analysis for selected items.

SHORELINE COMMUNITY COLLEGE
FINANCIAL REPORT - CONTRACT FUNDS 146
VARIANCE ANALYSIS OF LINE ITEMS GREATER THAN $25,000 AND 10%
MONTH ENDED DECEMBER 31, 2024

Line	Description	Analysis
CONTRACT REVENUES		
1.	Intercollege and Interagency Charges & Reimbursements	Decrease in current Fiscal Year (FY) 2025 CECO invoicing in process due to delay in agreement signing while in legal review by both parties.
3.	State and Local Contracts	During Prior Fiscal Year-End (FYE) 2023 close, unearned revenue for Summer 2023 tuition was not properly booked. Cannot adjust prior year per SBCTC.
4.	Private Contracts	Insurance reimbursement received last year for cybersecurity recovery and mitigation.
PERSONNEL EXPENSES		
6.	Full-Time Faculty Salaries and Wages	Increase in Int'l Educ. personnel expenses compared to prior year.
CURRENT AND CAPITAL EXPENSES		
13.	Other Goods and Services	Int'l Educ. Other Goods Expense Accruals: None entered at prior fiscal year-end close.
21.	Repairs and Maintenance	Repairs and Maintenance expense last year for Cybersecurity Recovery and Mitigation.
24.	Contracted Services	Contract Services expense last year for Cybersecurity Recovery and Mitigation.
25.	Capital Outlays - Fixed Assets	Increase in current FY 2025 due to CECO Learning Center North Remodel Project design and engineering fees. King County reimbursing College for this project.
27.	Travel and Training	Higher Int'l Educ. Training Expense this year compared to last year due to increased recruitment efforts.
28.	Client Services and Direct Aid	Current fiscal year-to-date (YTD) increase primarily due to CECO payment of direct client services compared to prior year.
29.	Debt Service	Foundation billing for Certificate of Participation (COP) debt payment occurred earlier in prior fiscal year compared to current fiscal year.
30.	Operating Expense Transfers	-Operating expense transfers not completed in the prior FYE 2024. -Additional $2.5 million of operating expense transfers to "Fund 146 - Contracts" has not occurred for the current FY 2025.

SHORELINE COMMUNITY COLLEGE **TAB 1**
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF FEBRUARY 26, 2025

CONSENT AGENDA

Subject: Faculty Sabbatical Leave Proposals (2025 – 2026)

Background

From the January 31, 2025 memorandum from President Jack Kahn to SCCFT ("Federation") President Kristine Petesch regarding sabbatical calculation for 2025–2026:

Please consider this confirmation of the annual calculation used to determine the maximum number of sabbatical quarters which can be granted for 2025-26 academic year consistent with provisions of the SCC-SCCFT collective bargaining agreement (CBA), Article XIV.A.1.a, effective July 1, 2024 – June 30, 2027.

Sabbatical Leave Available = 122 (*total faculty**) x .024 = 2.928 x 3 quarters = 8.784 quarters

2025-26 Sabbatical Leave Available = 9 quarters

The award of sabbaticals shall be subject to the terms and conditions of the 2024-27 Faculty CBA and to action by the Board of Trustees. Please take special note that the cost of sabbaticals may not exceed 150% of the cost of salaries which otherwise would be paid to personnel on leave. Depending on funding and with regards to the allowable sabbaticals at the maximum rates and/or the total number of quarters.

* Includes full-time faculty currently on sabbaticals or leaves of absence and excludes temporary or replacement appointments.

The 2025–2026 Faculty Sabbatical Selection Committee (Matthew Allison, Gloria Anderson, Tony Doupé, Katie Fleming, Shannon Flynn (Chair), Linda Kuehnert) recommends:

- The granting of a total of nine (9) quarters of sabbatical leave for the 2025–2026 academic year.
- Sabbatical leaves during the 2025–2026 academic year, at 100% compensation, be granted to: Christine Shafner, Neal Vasishth, Kira Wennstrom, and Brooke Zimmers for **2 quarters each**.
- Sabbatical leaves during the 2025–2026 academic year, at 100% compensation, be granted to: Kayleen Kondrack-Caranto for **1 quarter**.

Name	Division-Department	Quarter(s) Recommended
Christine Shafner	**Humanities-VCT**	**2**

Purpose of Sabbatical: "Refresh my research on best-practice methods for *increasing student engagement* in online-delivered, accessible curriculum as a goal to increase student success and retention […]Study and discover innovative methods for improved classroom experience and curriculum to better support students with *neurodiverse learning challenges* (including for students with Aspergers, Autism Spectrum, ADHD, Dyslexia, Anxiety disorder et al);
to discover any overlaps in techniques in 'universal design' for people in the overall category of neurodiversity—as the VCT program is enrolling a much higher ratio of neurodiversity than in past decades; and to create teaching material to prepare prof-tech industry students to design optimally for a wide audience including neurodivergence populations […] Research Federal accessibility requirements that Shoreline has recently learned of — as noted on the website ADA.gov — The Americans with Disabilities Act Title II Web & Mobile Application Accessibility Rule, which is a new Federal Rule on the Accessibility of Web Content including all material hosted on web pages including all documents; and Mobile Apps; the focus of which is to comply with multiple *newly-described technical requirements* for digital access targeting hearing and sight-impaired populations relying on screen reader technology; *to create instructional modules* to teach students how to make industry content that conforms to this incoming requirement in their preparation for clients/industry. Shoreline CC's Digital Accessibility Focus in summary is that "all content must be accessible" and this is also the new reality for the whole industry of visual communications—pointing to the obvious challenge for curriculum updates for professional-technical programs such as the VCT program".

Name	Division-Department	Quarter(s) Recommended
Neal Vasishth	**Humanities-English**	**2**

Purpose of Sabbatical: "Since 2021, two waves have had serious impact on the teaching of writing as well as other fields. The first was the flourishing of the anti-racist paradigm. Within the field of writing, this paradigm-shift really challenged how writing instructors teach and how we assess writing. Many scholarly books and articles on this topic came out at the time. Some of our English faculty received grants and led discussions on new approaches in program meetings. I was able to attend some of the conferences, do some of the reading, and I made some changes in my curriculum. But I really need time in space to take a deep dive and make more substantial changes in my way of teaching. This would impact how I teach all my courses, especially English 101, English 102, and my English 101/110 Co-Req course […] Another wave that had a substantial impact on writing instructors (and other fields) was the sudden flourishing of AI. Students began using it at a faster pace than I could keep up.   At this point, I have not found an approach in handling it. I primarily inform students that they are not to use AI and that I will be using an AI checker. But this approach is simple and has not worked well. I know I will have to develop a more nuanced to approach as time goes and as the use of AI becomes more pervasive. I will have to figure out how to make sure students do their thinking and writing on their own, but at the same time teach them how to manage AI rather than shut it down".

Name	Division-Department	Quarter(s) Recommended
Kira Wennstrom	**STEM-Biology/Biotech**	**2**

Purpose of Sabbatical: "Create an open educational resource (OER) laboratory atlas for our BIOL&212 Majors Animal Biology courses. Explore opportunities to include 'place-based learning' in BIOL&212, particularly examples related to local indigenous culture".

Brooke Zimmers	Business, Communication Studies & Social Sciences- Communication Studies	2

Purpose of Sabbatical: "I have four themes for my sabbatical focus: Course Design and Redesign; learn about AI and other technological impacts and updating accessibility; explore ways to support the campus climate in its pursuit of being a more anti-racist institution; work in collaboration with DEIA office and Tribal Connections for campus-wide benefits".

Kayleen Kondrack-Caranto	Humanities-English	1

Purpose of Sabbatical: "Research emerging technologies and technical writing instructional pedagogy to update my ENGL& 235 Technical Writing curriculum with contemporary innovations (including OER) to stimulate student interest […] Update the English 279 Writing for New Media course curriculum (with Open Educational Resources) while also drafting revisions for the Master Course Outline to match […] Develop an equity-focused and antiracist assessment framework in ENGL& 235 and 279".

Recommendation

That the Board of Trustees, in its consent agenda, by motion and subsequent action, approve the granting of sabbatical leaves during the 2025–2026 academic year:

- At 100% compensation to: Christine Shafner, Neal Vasishth, Kira Wenstrom and Brooke Zimmers for **2 quarters each**.

- At 100% compensation to: Kayleen Kondrack-Caranto for **1 quarter**.

Prepared by: Pangyen (Ben) Weng, Vice President of Instruction
                February 2025