

SHORELINE COMMUNITY COLLEGE
BOARD OF TRUSTEES SPECIAL MEETING OF MARCH 19, 2025
4:00 PM Special Session – Quiet Dining Room (#9208), Bldg. 9000 (“PUB”)
Remote Option via Zoom: <https://us02web.zoom.us/j/88349708605> -or-
(253) 215-8782 ▪ Meeting ID: 883 4970 8605

AGENDA

2:30 PM – EXECUTIVE SESSION			
1.	Convene Executive Session	<i>Chair Rebecca Ringer</i>	
2.	Executive Session pursuant to: <ul style="list-style-type: none"> • RCW 42.30.110(g) • RCW 42.30.110(i) 	<i>Chair Rebecca Ringer</i>	
4:00 PM – SPECIAL SESSION			
1.	Convene Special Session & Land Acknowledgement	<i>Chair Rebecca Ringer</i>	
2.	Report: Chair, Board of Trustees	<i>Chair Rebecca Ringer</i>	
3.	Report: Opening Remarks – Board of Trustees	<i>Trustees</i>	
4.	Consent Agenda a. Approval of Previous Meeting Minutes <ul style="list-style-type: none"> • Special Meeting of 2025 February 26 • Regular Meeting of 2025 February 26 	<i>Chair Rebecca Ringer</i>	
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 Quiet Dining Room (#9208) between 3:45 PM–4:00 PM on March 19, 2025. -For attendees connecting online: Please sign up to provide a public comment via the Chat function in Zoom between 3:45 PM–4:00 PM on March 19, 2025. The Board Chair will call upon each speaker signed up to provide public comment. The total public comment period at the March 19, 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 March 19, 2025 meeting, please send written public comment to Board Secretary Lori Yonemitsu at lyonemitsu@shoreline.edu following the March 19, 2025 meeting.)	<i>Chair Rebecca Ringer</i>	
6.	Action: Renewal of First-Year Tenure Track Faculty Candidates	<i>Ben Weng, Vice President</i>	1
7.	Action: Renewal Second-Year Tenure Track Faculty Candidates	<i>Ben Weng, Vice President</i>	2
8.	Action: Tenure Considerations	<i>Ben Weng, Vice President</i>	3
<i>10-15 Minute Break</i>			

9.	First Reading: Academic Calendars: 2026-2027; 2027-2028	<i>David Berner</i>	4
10.	Action: Resolution No. 169 (Amending Annual Leave Benefits for Vice President of Business and Administrative Services) (5 minutes)	<i>Chair Rebecca Ringer</i>	5
11.	Action: Resolution No. 170 (Reaffirming the Shoreline Community College Board of Trustees Commitment to Fostering a Diverse, Equitable, and Inclusive Environment) (10 minutes)	<i>Chair Rebecca Ringer</i>	6
12.	Action: President's Contract	<i>Chair Rebecca Ringer</i>	
13.	Action: Instruction Fee & Tuition Adjustment Proposals for FY 2025-2026	<i>Ben Weng, Vice President</i>	7
14.	Action: Recommendation to close Clean Energy Technology Program (10 minutes)	<i>Ben Weng, Vice President</i>	8
15.	Report: Accreditation (5 minutes)	<i>Ann Garnsey-Harter, Associate Vice President</i>	
16.	Report: Finance & Budget (10 minutes)	<i>Joe Mazur, Vice President</i>	
17.	Constituent Report: Shoreline Associated Student Government (5 minutes)	<i>Liz Ho, ASG President</i>	
18.	Constituent Report: Shoreline Classified Staff (WFSE) (5 minutes)	<i>Norah Peters, WFSE Chief Shop Steward</i>	
19.	Constituent Report: Shoreline Faculty (SCCFT) (5 minutes)	<i>Kristine Petesch, SCCFT President</i>	
20.	Constituent Report: Shoreline Faculty Senate (5 minutes)	<i>Rashawn Smith, Faculty Senate Chair</i>	
21.	Report: College President & Executive Team Representatives (10 minutes) <ul style="list-style-type: none"> • Ryan Aiello, Vice President (Student Services) • Joe Mazur, Vice President (Business & Administrative Services) • Brian Crisanto Ramos, Vice President (Diversity, Equity, Inclusion & Accessibility) • Ben Weng, Vice President (Instruction) • Veronica Zura, Executive Director (Human Resources) 	<i>Jack Kahn, President</i>	
22.	Waves of Gratitude	<i>Jack Kahn, President</i>	
23.	Action: Adjournment of Special Session	<i>Chair Rebecca Ringer</i>	

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
SPECIAL MEETING OF FEBRUARY 26, 2025

The February 26, 2025 special meeting was held via hybrid modality.

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

MINUTES

The special meeting (“winter 2025 retreat”) of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Rebecca Ringer at 12:02 PM. A quorum of the Board was present.

MEMBERS PRESENT

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

COMMUNICATION FROM THE PUBLIC

Per the agenda for the February 26, 2025 special meeting of the Board of Trustees:

Public comment(s) will be presented to the Board verbally.

-For attendees attending in-person: Please sign-up to provide a public comment on the speaker sign-in sheet in room 303 in the Board Room between 11:45 AM–12:00 PM on February 26, 2025.

-For attendees connecting online: Please sign up to provide a public comment via the Chat function in Zoom between 11:45 AM–12:00 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 six (6) minutes with up to two (2) minutes allotted per speaker. Adjustments to the two (2) minute allotment will be made if more than three (3) individuals sign up to speak. (For the entering of a public comment into the record and attaching to the minutes of the February 26, 2025 meeting, please send written public comment to Board Secretary Lori Yonemitsu at lyonemitsu@shoreline.edu following the February 26, 2025 meeting.)

Five individuals provided public comment in support of the Parenting Education Program.

Kate: “As a parent with a child in the co-op programs, wanted to reiterate how important it is to the community, how many community members are a part of the program, how many Shoreline children benefit from the program. Want to bring up how this decision was made to change our budget in such a way that was really impactful, especially during registration time. Is there anything being done to transition this program if these funds continue to be contested? What is being done to make sure

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SPECIAL MEETING OF FEBRUARY 26, 2025

that the children and families in this program receive continued support?”

David: “I want to reiterate what Kate said. I’m also a parent whose son is in the Shorenorth childcare program. This has been an important resource for us as parents. We have got so many community relationships out of this, and we want to make sure that to the degree possible, it remains funded so that we can continue benefiting. The way it aligns with your strategic goals to help parents continue developing themselves and for our kids to receive the care they need. This has been a wonderful program. I strongly advocate for continuing to fund that. This is an important program.”

Rossana Lissau: Statement attached.

Jayden: Statement attached.

Nikki (in the Chat): “I am holding my baby for a nap, and I can’t speak so I’d like to comment here. I’m a parent in the co-op and this has been a tremendous part of my growing skills and ability to adjust to being a new parent. Echoing Rossana as a minority, I have been given a lot of encouragement and resources in raising a bilingual child.”

TRAINING/WORKING LUNCH: A.L.O.H.A IN ACTION WITH DR. GERRY EBALAROZA-TUNNELL

Dr. Gerry Ebalagoza-Tunnell started by sharing that the training was done previously for the faculty and staff. Using *The Power of A.L.O.H.A. – Engaging in Complex Conversations* slide presentation (attached) as an outline for dialogue, Dr. Ebalagoza-Tunnell led the Board’s discussion which included:

- What *aloha* means.
- Dr. Ebalagoza-Tunnell’s *Guiding Principles of A.L.O.H.A.*:
 - ASK – Ask with Intention
 - LISTEN – Listen with Presence
 - OBSERVE – Observe with Awareness
 - HEART-FOCUS – Heart-Focus with Compassion
 - ADAPT/ACKNOWLEDGE – Adapt and Acknowledge with Grace

The Board had an opportunity to participate in a *Practicing the Guiding Principles of A.L.O.H.A.* reflection activity by sharing their responses to the following:

- What makes certain principles easier or more challenging to embody in your personal or professional lives? Why?
- Have you seen these principles in action in your communities, families, or educational settings? What stood out for you?
- Share some strategies you currently use or could adopt to strengthen your practice of the more challenging principles.

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Vice President of Diversity, Equity, Inclusion & Accessibility Brian Crisanto Ramos joined the conversation and shared his experiences and insight particularly around the concept of race. He noted that the challenge is moving from the theoretical, to practice.

REVIEW/DISCUSSION: RECOMMENDED REVISIONS TO BOARD OF TRUSTEES POLICIES MANUAL

President Kahn and Trustee Stark worked on revisions to the entire Board of Trustees Policies Manual. President Kahn had hoped that a *strikethrough* version would be ready for the Board’s retreat. As he and AAG Boerger are still discussing items in the manual, he instead went over a document (attached) containing the nine items in the manual which are the “most germane for the Board to discuss.”

The Board and President Kahn discussed each of the nine recommended revisions. President Kahn noted the Board’s input, will continue to work with AAG Boerger on the recommended revisions to the manual, and bring the recommendations back to the Board for further review and/or, for a vote.

REVIEW/DISCUSSION: PROGRESS ON BOARD OF TRUSTEES’ 2024-2025 STRATEGIC GOALS

Planning, Institutional Effectiveness & Project Management Associate Vice President Ann Garnsey-Harter led the Board’s discussion on its progress on the Board’s 2024-2025 strategic goals and updated the document based on feedback from the trustees.

ADJOURNMENT

Motion 25:03: Motion made by Trustee Stark to adjourn the meeting.

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

Chair Ringer adjourned the special meeting at 2:52 PM.

Signed _____
Rebecca Ringer, Chair

Attest: March 19, 2025

Lori Y. Yonemitsu, Secretary

I'm Rossana, a student in the Parenting Education program here at SCC and a board member of Crystal Springs Cooperative Preschool. I am concerned about recent discussions regarding budget cuts to our program, and wanted to raise awareness of our program and its importance to the local community and alignment with SCC's strategic goals.

Through the Parenting Education program, SCC built and sustains long-term relationships with seven cooperative preschools, each a community-based organization. We value this partnership, and would not be able to provide quality education to our diverse membership without it. The Parenting Education Program and Cooperative Preschools fill a crucial gap in our community by providing affordable preschool education that is accessible to families who may not qualify for Head Start/ECEAP but often cannot afford our area's private preschools and the cuts proposed would be devastating to our program.

Parenting Education is in direct alignment with SCC's strategic goals around workforce training, providing certifications for persons who go on to seek additional training and/or pivot into a new field of work. Examples: first entry into higher ed + desire to pivot into other SCC programs, clock hours for professional educators to maintain teaching certification, students who go on to work as paraeducators in our school district, students who re-enter the workforce in a wide variety of industries now that they can list their PARED certificate + leadership experiences on their resume and have letters of recommendation from their PARED faculty.

We invite the Board and Dr. Kahn to visit Shoreline Cooperative Preschool and observe the learning that occurs and the community that is strengthened through this partnership. We look forward to partnering with Dr. Kahn in discussing the future of this program and how our shared goals align.

Lastly, I would like to add that as a member of a minority in our community I find this program to be critical for the community. The Parent Education program is offering something that is not readily available or found otherwise.

Rossana Lissau

Vice Chair | Crystal Springs Co-op Preschool

www.crystalspringpreschool.org

I agree with the sentiments and concerns of the other coop supporters who spoke before me.

Im a returning scc student who graduated in 2016 from the honors college, with high honors, as the president of the public speaking club. I came back to scc and found this program of my positive educational experience I had as a student previously. I am now parent and board member at North City Cooperative Preschool and want to address that it has gotten back to students that executive leadership team members who are making the decisions around program budgets stated their belief that the Parent Education Program serves wealthy, white women. This is factually inaccurate and was a distressing sentiment for students to hear leadership state. SCC's Parent Education Program and Cooperative Preschools fill a crucial gap in our community by providing affordable preschool education that is accessible to families who may not qualify for Head Start/ECEAP but often cannot afford our area's private preschools.

My question to this board is have you visited any of our schools and seen the vast diversity that our coops serve and if not, I'd like to invite you to spend a day at NCCP to understand our program in full before making any decisions.

I would like to Add, SCC is making a policy change and choosing to no longer support workforce development via the Parent Education Program, executive leadership is responsible for transitioning the program or parts of it to other providers. Based on leadership's stated goal to reduce the Parent Education budget in future years, **what is currently being done to transition the program and not leave children and families without vital resources?**

We are more than a lab, we more than a program, we are a diverse community of parents and caregivers building community, actively raising children.

Bests,

Jayden Lynch

She/her

NCCP events and Fundraising Lead

SHORELINE COMMUNITY COLLEGE
BOARD OF TRUSTEES
FEBRUARY 26, 2025

The Power of A.L.O.H.A.
Engaging in Complex
Conversations



Dr. Gerry Ebalagoza-Tunnell
Founder & Co-Creator
Co3 Consulting, LLC



PURPOSE

This session seeks to illuminate the interconnections between spirituality, environmental stewardship, and human relationships as the foundation for holistic governance and equitable leadership.

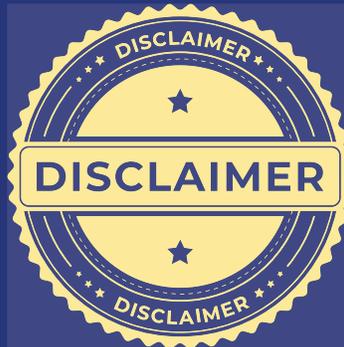
By exploring these principles, the Board of Trustees will gain deeper insights into fostering a culture of integrity, sustainability, and inclusivity, ensuring that decisions are grounded in values that support the well-being of the entire community.

DR. GERRY

E B A L A R O Z A - T U N N E L L

Follow IG: @alohadrg

- **CEO/FOUNDER:** CO3 CONSULTING
- **AUTHOR:** LET'S LIVE ALOHA
- **VP:** COMMUNITY FOUNDATIONS, SNOHOMISH COUNTY
- **KUPUNAADVISORY:** HUMMINGBIRD INDIGENOUS FAMILY SERVICES
- **ORAL HISTORIAN:** NATIONAL NATIVE AMERICAN BOARDING SCHOOL HEALING COALITION
- **WEDDING OFFICIANT:** AMERICAN MARRIAGE MINISTRIES
- **BACHELORS:** WASHINGTON STATE UNIVERSITY-SOCIAL SCIENCES
- **MASTERS:** ANTIOCH UNIVERSITY SEATTLE- WHOLE SYSTEMS DESIGN
- **DOCTORATE:** CALIFORNIA INSTITUTE OF INTEGRAL STUDIES- TRANSFORMATIVE STUDIES AND CONSCIOUSNESS
- **MILITARY SERVICE:** UNITED STATES NAVY



I speak in drafts—what I say today might shift tomorrow because growth demands it. New information, deeper understanding, and lived experience shape my perspective.

It's not inconsistency. It's evolution.

TRIADIC ALIGNMENT



ALOHA AKUA

Cultivate a profound relationship with the divine by recognizing the sacred in **all** aspects of life, fostering spiritual grounding that guides intentional action and inspires harmony within and beyond ourselves.



ALOHA 'ĀINA

Honor the land as **both** teacher and kin, nurturing environmental stewardship that strengthens our bond with nature and sustains the resources essential for collective well-being.



ALOHA KĀNAKA

Embrace the intrinsic value of every individual, fostering relationships rooted in mutual respect, empathy, and **shared** humanity to create inclusive and thriving communities.

Co3 Consulting, LLC

INDIGENOUS VALUES

Foundation for living in balance with oneself, others, and the world.

KULEANA

(Responsibility): Stewardship of people and mission in life.



PONO

(Balance): Aligning actions with values and integrity.



LŌKAHI

(Harmony): Fostering unity and collaboration within your communities.



PILINA

(Connection): Building relational trust.



Co3 Consulting, LLC



"the world will come to **Hawai'i**
in its search for world **peace**...
because Hawai'i has the **key**...
& that key is **ALOHA**"

ALOHA

in the words of Kumu Pilahi Pahi

▽

Akahai - Kindness to be expressed with *tenderness*

Lokahi - Unity to be expressed with *harmony*

'Olu'olu - Agreeable to be expressed with *pleasantness*

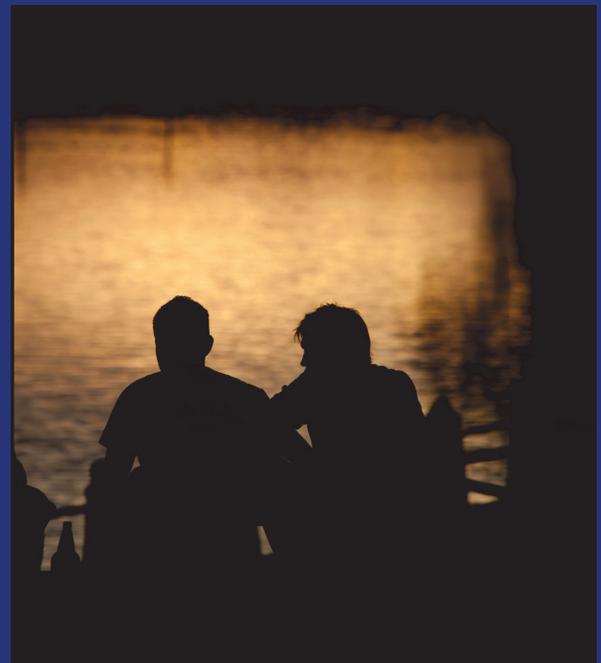
Ha'aha'a - Humility to be expressed with *modesty*

Ahonui - Patience to be expressed with *perseverance*



Presence, Forward Facing

Alo-



Breath of Life

Hā



What travels between us is more than just spoken words; our breath carries forward ideas, perspectives, and thoughts in the presence of another. When we bring mindfulness to the sacredness of our words, every dialogue becomes an opportunity to make a difference.

www.Co3Consulting.net



Co3 Consulting, LLC

GUIDING PRINCIPLES OF A.L.O.H.A

ASK

Ask with Intention:

Engage in meaningful inquiry that honors curiosity and humility, fostering deeper understanding and connection with the divine, the land, and one another.

LISTEN

Listen with Presence:

Cultivate the art of truly hearing the voices of others, the wisdom of nature, and the whisper of spirit, embracing silence as a space for profound learning.

OBSERVE

Observe with Awareness:

See beyond surface appearances to recognize the interconnectedness of all life, allowing insight into the imbalances and possibilities within our relationships and environments.

HEART-FOCUS

Heart-Focus with Compassion:

Approach every interaction with empathy and love, grounding actions in the authentic intention to nurture harmony and reciprocity.

ADAPT/ACKNOWLEDGE

Adapt and Acknowledge with Grace:

Embrace the fluidity of change with resilience and openness, while honoring the past and present by acknowledging both successes and struggles, aligning responses with the values of respect, balance, and collective well-being.

SMALL GROUP REFLECTION ACTIVITY: Practicing the Guiding Principles of A.L.O.H.A.

Each participant reflects silently on the following prompts and writes down their thoughts:

- Which of the Guiding Principles of A.L.O.H.A. do you feel would be the **easiest** for you to practice in your daily life (Ask, Listen, Observe, Heart-focus, Adapt/Acknowledge)? Why?
- Which principle do you think would be the most **challenging** for you to practice? Why?

Group Sharing and Discussion:

In small groups of 3-5, take turns sharing your reflections, focusing on:

- What makes certain principles easier or more challenging to embody in your personal or professional lives. Why?
- Have you seen these principles in action in your communities, families, or educational settings? What stood out for you?
- Share some strategies you currently use or could adopt to strengthen your practice of the more challenging principles.

CONTACT INFO



1. **Recommend:** Orientation for new trustees to begin within 90 days of their date of appointment to the Board of Trustees.
(Currently, there is no time recommendation.)
2. **Recommend:** Committing to **in-person meeting** attendance and preparedness; outside of emergency circumstances.
(Currently, there is no reference to in-person attendance.)
3. **Recommend:** Allocating a minimum of \$100,000 annually, to be included as a contingency account in the College’s annual budget under the President’s authority, to cover unanticipated expenses during the annual fiscal period.
(This was previously \$200,000.)
4. **Recommend:** The bulk of the information and materials pertinent to the agenda of all regular meetings of the Board be sent to the trustees three business days prior to each meeting.”
(Currently, there is no number of days specified for meeting information and materials to be sent in advance of a regular meeting.)
5. **Recommend:** Settlements under \$50,000 to be determined without board action.
(Currently, there is no suggested amount.)
6. **Recommend:** The Shoreline Community College Board of Trustees has directed the College to begin each fiscal year with local operating reserves of no less than 15% of the annual operating revenue.
(It was 15% in the past, then 25%, recommending 15%.)
 - Average typically for Community Colleges: 10%
 - Seattle Colleges: 5-10%
 - Everett: 15%
 - Lake Washington: has general statement but no %
 - Many colleges do not appear to have a clear policy on reserves
7. **Recommend:** Protect the College’s long-term investment in International Education as a critical revenue source and strategic priority. The required reserve amount shall equal at least two years of budgeted expenses for International Education contract programs and must be accounted for separately.
(Currently, this is not clearly delineated.)

8. Do you want the new Shoreline Community College Equity statement in the Board of Trustees Policies Manual?

Equity Statement

Shoreline Community College is committed to establishing a truly inclusive community, and we recognize the profound significance of striving toward equity in education. Equity work compels us to lead from an anti-racist framework, fostering a more supportive and fairer environment. This approach in centering anti-racism benefits all members of the community regardless of their background, as doing so seeks to remove barriers for everyone.

Shoreline Community College recognizes that historical and current structural barriers, deeply rooted in racism and inequality, have long hindered the success of students from underserved backgrounds. We are also dedicated to continuously acknowledging the diversity of our community and the intersections of our physical and mental abilities and our identities which include but are not limited to racial, economic, sexual, and linguistic backgrounds. Our dedication extends to breaking down any barriers that may adversely affect our community members because of any marginalized intersectionality.

We acknowledge that our journey toward equity is ongoing. We embrace the challenge of supporting each other toward becoming an equity-intentional institution by leveraging measurable outcomes from the Equity Centered Strategic Plan to create a culture that fosters retention and reduces opportunity gaps in student success. This approach intentionally aligns our vision with that of the State Board of Community and Technical Colleges.

Our approach towards equity is dynamic, evolving with the needs of our diverse campus, including students, faculty, and staff. We understand that to truly embrace anti-racist principles, our actions must be bold and transformative. We commit to not just speaking about diversity, equity, inclusion, and accessibility, but to living these values through decisive and impactful actions. Our dedication goes beyond mere acknowledgment of inequities in our current structure; we are committed to being a catalyst for radical change and holding ourselves accountable.

9. Do you want a board ethics statement in the Board of Trustees Policies Manual?

Sample Ethics Statement

The Board process will:

Emphasize a culturally sustaining governance process that includes equity-centered decision-making which prioritizes a critical lens, collaborative inquiry and a centering of equity to address policies and procedures that perpetuate inequities.

Board of Trustees Strategic Goals 2024-25

Goals for 2024 – 2025 (July 1, 2024 - June 30, 2025)

Most goals should support the [Equity-Centered Strategic Plan](#).

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

<p>The President will bring to the BOT pronoun usage practices that are happening on campus. The BOT then may decide to create a resolution for the College to wrestle with the issue of pronoun usage and make a recommendation to the Board on a specific practice.</p>		<p>End of fall 2024</p>	<p>Trustee Ringer with President Kahn (with VP-DEIA Ramos)</p>
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Goal #2		Supports which Strategic Goal/Objective?	
<p>Assess current processes for evaluating the President and Board of Trustees and make changes to improve, paying attention to best practices of utilizing both qualitative and quantitative data, including stakeholder input.</p>	<p>C1. Evaluate, clarify, and restructure Shoreline’s operational infrastructure where necessary (e.g., hiring, onboarding, job descriptions, ctcLink, employee and faculty evaluations, interdepartmental knowledge, collaboration inter-departmentally/departmentally/unions, employee & faculty accountability, etc.) and ensure that new processes are well-documented.</p> <p>C10. Track and evaluate progress on Strategic Plan implementation in a publicly accessible format, identifying how all College-wide projects related to the Strategic Plan.</p>		
Action(s) to realize your goal	Progress you’ve made to date	Action to be completed by	Lead person(s) responsible
<p>Ask the President how helpful the prior year’s evaluation process was and how to improve it.</p>		<p>End of winter 2025</p>	<p>Trustee Wells</p>
<p>Determine if and how the campus Climate survey may be an indicator of the effectiveness of the Board of Trustees and the President.</p>		<p>End of winter 2025</p>	<p>Trustee Wells</p>

The Board chooses 3-5 key areas to evaluate its own effectiveness such as active support of the President, etc.		End of winter 2025	Trustee Wells
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Goal #3	Supports which Strategic Goal/Objective?
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Work collaboratively with Shoreline Community College’s Foundation Board of Directors to help them create goals that support the College’s Equity-Centered Strategic Plan.	Entire Strategic Plan. E8. Strengthen and leverage the College’s alumni network.
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Action(s) to realize your goal	Progress you’ve made to date	Action to be completed by	Lead person(s) responsible
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Hold one joint meeting with the Foundation Board.		End of fall quarter 2024	Trustee Ringer and President Jack (with Executive Director of Institutional Advancement & SCC Foundation Coates)
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Share Board of Trustees’ updates with the Foundation Board and vice versa.		End of fall quarter 2024	Trustee Wells and President Kahn
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Goal #4	Supports which Strategic Goal/Objective?
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Continue to foster close and effective relationships with elected officials.	C9. Identify opportunities for the Board of Trustees and College leadership to advocate for increased compensation within our State system. Goal D: Facilities and Technology. Goal F: Enrollment Management and Fiscal Stability.
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Action(s) to realize your goal	Progress you've made to date	Action to be completed by	Lead person(s) responsible
The Board educates itself on how best to get the attention of legislators.		End of spring quarter 2025	Trustee Ringer
Increase the amount of face-to-face time the Board spends with elected officials.		End of spring quarter 2025	Trustee Ringer
Direct reach outs to support specific budget items, fiscal needs, capital needs, and/or new instructional programming/workforce programs throughout the region.		End of spring quarter 2025	Trustee Ringer
Identify ways to include students in Board advocacy work.		End of spring quarter 2025	Trustee Ringer

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

The February 26, 2025 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 15 minutes or as extended by the Board.

The executive session commenced at 3:03 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, James (Jamie) Stark, and Kim Wells were present in-person.

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

REPORT: CHAIR, BOARD OF TRUSTEES

Chair Ringer expressed appreciation to/for those who organized the Edwin Pratt event in January.

REPORT: OPENING REMARKS – BOARD OF TRUSTEES

Trustee Chan: (Remarks attached.)

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Trustee Stark started by saying “I know I’m not alone and the difficulty with all the news that’s coming from the Federal government” and shared a “sentiment” he found online that he wanted to share from former U.S. Attorney Joyce Vance which begins with, “We don’t get through it by pretending it isn't happening or hoping it will go away.”

He also read a statement from the Washington State LGBTQ Commission, “To Two-Spirit and LGBTQIA+ community: your state values you, your state wants you to be here, and your state will fight for your right to exist and thrive. As terrifying as these federal executive orders are, Washington state is committed and prepared to fight against discrimination and oppression from any administration. We have some of the strongest state laws in the country to protect your right to be who you are and love who you love.”

Trustee Wells stated, “The Board has this notion...do you sit back, or do you lean in and push? We just had some great discussion at our Board retreat. I just want you to know that your Board remains committed to doing that. How that looks, stay tuned.”

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 2025 January 22
- b. Faculty Sabbatical Leave Proposals (2025-2026)

Motion 25:04: Motion by Trustee Wells to approve the consent agenda.

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

COMMUNICATION FROM THE PUBLIC

Per the agenda for the February 26, 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–3:15 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

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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.)

Two individuals provided public comment in support of the Parenting Education Program.

Lainey G.: Is a Board Member at Shorenorth Co-op and a student in the Parenting Education Program at SCC and expressed concern about possible future budget cuts to the program. “We really hope you guys can keep funding the program in full. I know there’s a lot of different factors involved, but it’s just had such a huge impact on our family. We had heard that there was discussion—that this program might primarily serve a specific demographic of wealthy, White moms. In our experience, this has not been the case at all. We’ve just felt so lucky to be a part of such a diverse community.” Lainey spoke of being in class with “a diverse group of caregivers” participating in the “Parent Education piece and what we have in common is a love of learning.”

Shelby McIntyre: Statement attached.

ACTION: AMENDMENTS TO VICE PRESIDENT OF BUSINESS & ADMINISTRATIVE SERVICES
EMPLOYMENT AGREEMENT

Motion 25:05: Motion by Trustee Wells “to table the amendments to Vice President of Business & Administrative Services employment agreement to the March meeting and change the agenda accordingly.”

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

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 – Ad Hoc Report: Bachelor of Applied Science in Dental Hygiene
- Policies, Regulations, & Financial Review (PRFR)
- Learning Outcomes Recommendation
- Learning Outcomes Assessment Newsletter

Associate Vice President Garnsey-Harter shared that a draft has already begun for the report due in September.

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REPORT: HILL CLIMB UPDATE

Chair Ringer spoke about the January 30 *Hill Climb*. “The College took an amazing team to Olympia!” The team left campus at 7:00 AM. “Junior Dawes was an amazing driver!”

“We were accompanied by two terrific students—Dévon Smith and Karina Oliveira Vilela.”

Chair Ringer also recognized Tirzah Williamson, Dr. Crystal Hess, President Kahn, Cat Chiappa, and Trustee Chan.

Karina, an international student, shared, “It was really interesting. I felt really happy to be chosen to go and to share my experience at Shoreline because I found a place where I belong. I learned so much and it was nice to talk with all the representatives and share how impactful Shoreline is, not only for me and how they can continue helping us.”

Dr. Hess stated “that it was really great that Jack ceded his time to a very diverse collection of people—we were all able to give our own perspectives, the student perspective, the staff perspective, the faculty perspective. It was great to see so many people out advocating even if they weren’t advocating for the same things that we were advocating for. It was nice to see how so many of the representatives actually had a relationship with the College. They spoke about being on our grounds for the Bracken groundbreaking or being here for other things.”

Tirzah echoed Dr. Hess. “It was a very unique opportunity that I personally, hadn’t had before. I loved that we were able to take students with us. They did seem receptive and some of them have a very good relationship with Jack. I liked the opportunity to witness how it all works. I thought getting to share about the needs of Classified Staff and how the OFM issue has impacted us directly in terms of positions that we were hoping to fill. At least they know we care enough to show up. I was really appreciative to be a part of it.”

CONSTITUENT REPORT: SHORELINE ASSOCIATED STUDENT GOVERNMENT

Associated Student Government (ASG) President Liz Ho spoke about the many recent (e.g., participation in men’s and women’s basketball games; a “celebration of cultures” night market) and upcoming (e.g., winter dance; 9 to 5 musical) ASG sponsored events and activities.

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).

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CONSTITUENT REPORT: SHORELINE FACULTY (SCCFT)

Professor & SCCFT Local 1950 Union President Kristine Petesch’s report included information pertaining to the settlement agreement between the College and the Federation; revisions to the ARC handbook; the six quarter tenure option; the ARC classroom observation form Office of Instruction policy change; the College focus on policies and procedures; the College focus on efficiency and equity; and College focus on a culture shift of problem-solving.

“ARC reports will look different due to a policy change in the Office of the VPI.”

“We are excited about the shared governance model. Appreciate the culture shift.”

CONSTITUENT REPORT: SHORELINE FACULTY SENATE

Faculty member & Faculty Senate Chair Rashawn Smith was unable to join the meeting due to a conflict with a Faculty Senate meeting.

REPORT: COLLEGE PRESIDENT & EXECUTIVE TEAM REPRESENTATIVES

Student Services–Ryan Aiello, Vice President

Vice President Aiello spoke about attending a basketball game with Vice President Weng; the completion of mapping work in Guided Pathways; collaborating with Vice President Mazur to develop solutions in ctclink systems; building partnerships with our union leadership; and his participation in external and internal events.

Business & Administrative Services–Joe Mazur, Vice President

Vice President Mazur shared the work that has been happening in Technology Support Services (e.g., near completion of campus rewiring project; implementing Team text messages for business purposes) and responded to a trustee question about the status of the coffee stand.

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

Vice President Crisanto Ramos spoke about several recent and upcoming events: community check-ins to discuss policy and procedure in terms of immigration; a *Grounding in Aloha* session with Dr. Gerry Ebalagoza-Tunnell; a workshop on *Embracing Hope so that we may thrive* with Robert Britton; and a workshop *Rising from within: Nurturing Holistic Wellness for Faculty and Staff* with Leslie Washington.

“A shift is occurring in the EDI area right now—in terms of less on the education side but taking care of our folks while doing some of that work. The resource page for undocumented students has been posted. We will also be doing the same for our LGBTQI+ community.”

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Instruction—Ben Weng, Vice President

Vice President Weng thanked Vice President Crisanto Ramos, Executive Director Veronica Zura, Vice President Joe Mazur (and team), and Vice President Ryan Aiello for their work in support of teaching and learning. He spoke about items related to the Appointment Review Committee (ARC) reports and work transpiring on a policy pertaining to resolving complaints or disagreements between faculty and students.

Human Resources—Veronica Zura, Executive Director

Executive Director Zura expressed her thanks for the opportunity to work with Vice President Crisanto Ramos. “I want to publicly ensure that it is noted how valued I find him and the work that he’s done for our college and our community.” She thanked “our two union reps who continue to bring forward the voices within their units on particular and group needs so that we as a college can make sure we’re being just as responsive to our employees as we are to our students in these difficult times.” In closing, Executive Director Zura shared annual Day of Learning preparations, have begun.

Jack Kahn, President

President Kahn thanked parents from the co-ops for sharing their concerns. “I would like to start strategizing and working together as a team so that we really can thoughtfully think through ways to continue the program into the future. The current model is based on a restriction that at some point will be a problem—in terms of tuition. Our way of resolving some issues right now is to increase that tuition by a little bit. That will only work for a certain amount of time. In the next several years, we’ll be back to having the same conversation as our costs will go up.”

President Kahn concluded his report by mentioning that “in the context of the assault on DEI, that he may bring a proposal to the Board to use College reserves if some grant programs are forced to shut down.”

February 2025 Report to the Board attached.

REPORT: STRATEGIC PLAN UPDATE

President Kahn introduced and went over a new webpage: [Strategic Plan Year 1: 2024-2025](#).

REPORT: FINANCE & BUDGET

Business & Administrative Services Vice President Joe Mazur went over the *January 31, 2025 month ended* documents pertaining to Operating Funds, Grant Funds 145, Contract Funds 146 (attached).

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WAVES OF GRATITUDE

President Kahn expressed gratitude to the campus personnel who expressed concerns in the *spirit of aloha* related to the guidance sent to campus pertaining to “First Amendment audits.”

ACTION: ADJOURNMENT OF REGULAR SESSION

Motion 25:06: 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 5:08 PM.

STUDY SESSION: UPDATE – DEIA AT SHORELINE COMMUNITY COLLEGE

Vice President Brian Crisanto Ramos facilitated the study session. (Discussion outline, attached.)

The study session concluded at 6:17 PM.

Signed _____
Rebecca Ringer, Chair

Attest: March 19, 2025

Lori Y. Yonemitsu, Secretary

2/26/2025 Remarks

Attended Edwin Pratt Day of Remembrance, this event was much needed after a week of Executive Order fatigue. Thankful for Shoreline Mayor Chris Roberts' strong words stating that as a city we will continue to live our values.

President Kahn, Cat Chippa and I attended the Community College National Legislative Summit and visited each of our Senators and Rep Jayapal. Take aways from summit:

- Executive Orders are not law, and they are being blocked by state courts.
- Association of Community College Trustee's DEI Committee was renamed to Committee on Impact and Success so states with anti-DEI laws can continue to participate.
- Nationally, lower-income students are growing fastest, after having fallen farthest during the pandemic. Gains were driven by dual-enrolled high school students, and by older students.

Back at home, Rep Jayapal hosted a townhall where 2,000 tried to RSVP for 800 sitting capacity (standing room 1,000). As a community organizer, she is calling on each of us to mobilize anywhere we can this includes calling her all the time. There is power when you can say 5,000 constituents are concerned. She asked folks to fill out a card to stay informed and say how they will mobilize.

This weekend I supported the Chinese Expulsion Remembrance & Rally in Chinatown, most well attended in the 18 years it's been hosted at Hing Hay Park. All our API elects and appointed folks spoke for 45 minutes. I walked with Sharon Tomiko Santos which presented an opportunity to hear about her work on the education committee. Learned something new: K-14 used to be considered covered under Basic Education.

Hi, I'm Shelby McIntyre, a student in the Parenting Education program here at SCC and a board member of Crystal Springs Cooperative Preschool. I am concerned about recent discussions regarding budget cuts to our program, and wanted to raise awareness of our program and its importance to the local community and alignment with SCC's strategic goals.

Through the Parenting Education program, SCC built and sustains long-term relationships with seven cooperative preschools, each a community-based organization. We value this partnership, and would not be able to provide quality education to our diverse membership without it. The Parenting Education Program and Cooperative Preschools fill a crucial gap in our community by providing affordable preschool education that is accessible to families who may not qualify for Head Start/ECEAP but often cannot afford our area's private preschools and the cuts proposed would be devastating to our program.

I am one of those families that does not qualify for EAEAP services, yet cannot afford local private preschools, or even the local, district preschool, so we would not have enrolled our children in preschool without this program being available. I also am one of the families that will use this invaluable experience of learning new skills to transition back into the work field. The partnership of the school and the college allows for us to receive quality parent education that has directly impacted myself, my husband and our family, along with countless others, in many positive ways. We value having access to researched-backed family and parenting education. We are a stronger community for it. It is so important to find ways to keep these experiences possible for all the many families that will also benefit from this crucial program.

Parenting Education is in direct alignment with SCC's strategic goals around workforce training, providing certifications for persons who go on to seek additional training and/or pivot into a new field of work. Examples: first entry into higher ed + desire to pivot into other SCC programs, clock hours for professional educators to maintain teaching certification, students who go on to work as paraeducators in our school district, students who re-enter the workforce in a wide variety of industries now that they can list their PARED certificate + leadership experiences on their resume and have letters of recommendation from their PARED faculty.

We invite the Board and Dr. Kahn to visit Shoreline Cooperative Preschool and observe the learning that occurs and the community that is strengthened through this partnership. We look forward to partnering with Dr. Kahn in discussing the future of this program and how our shared goals align.

I appreciate the opportunity to share with you all this afternoon. Thank you.



Accreditation Updates

Board of Trustees

February 2025

Dr. Ann Garnsey-Harter

Associate VP – Planning, Institutional Effectiveness, &

Project Management

Accreditation Liaison Officer

Program Reviews

6. 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 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 applicable).
- **All other resource requests:** resource requests can include personnel, as well as goods and services.
 - All sections of Instructional Program Review completed by Faculty Program Coordinators (FPCs) and team: N/A.
 - All sections of Service Area Program Reviews completed by first-level administrators and team: Nyn Mann and Heather Stevens.
 - Where would you place your request on that [decision-making rubric](#) and why?
 - Are there revenue streams, outside of state-supported funds, that could cover requested items above (such as lab fees, class fees)? No.
 - Budget planning tool (as shared by the Budget Office) completed – it lists resources requested: Ann Garnsey-Harter.

By March 21, 2025:

- Budget planning tool (as shared by the Budget Office) completed – it *prioritizes resources* requested in the Division: Ann Garnsey Harter.

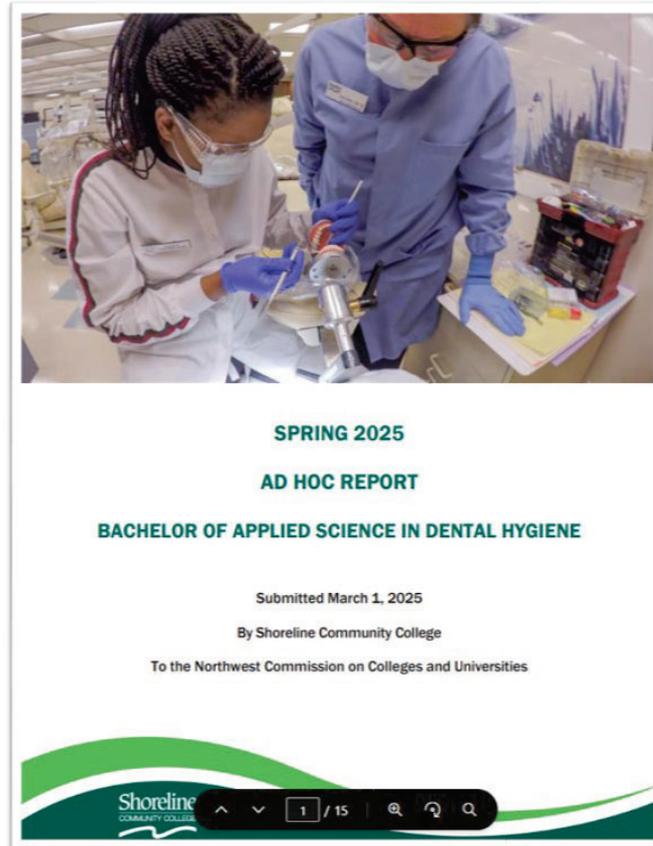
By March 31, 2025:

- Budget planning tool (as shared by the Budget Office) completed – it prioritizes resources requested in Executive Team member’s area: Ann Garnsey-Harter.

If you are NOT requesting a change in resources:

By May 1, 2025:

- Complete Program Review by: N/A (we completed Program Review by the March 14, [2025](#) deadline).



3

Learning Outcomes Recommendation

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

4

Learning Outcomes Assessment Newsletter

Assessment Spotlight

*"By bringing students back to campus and putting them on a team project, everything started clicking."
-Al Yates, Humanities Faculty, Shoreline Community College*



Al Yates sharing his experience on transforming his course post-pandemic

Revolutionizing Learning: How Hybrid Education is Shaping Student Success

At Shoreline Community College, we are always finding new ways to enhance learning outcomes and assessment to prepare students for success. During the shift to online learning during the Pandemic, Professor Al Yates found that students excelling in technical aspect but needed more opportunities for collaboration, teamwork, and hands-on experience...critical skills for their future careers.

To bridge this gap, Professor Yates introduced a 50% hybrid model for his courses, combining flexible online lectures with engaging, in-person, team-based projects. The addition of a high-end PC lab enriched learning, allowing students to apply their skills in a dynamic and interactive setting. This approach not only helped students strengthen their technical abilities but also encouraged creativity, problem-solving, and peer interaction in a way that traditional online learning could not.

The results have been remarkable. Students worked on real-world projects, from branding wearable tech to developing immersive game environments, boosting both their portfolio quality and employability. Additionally, the hybrid model fostered an environment where students could exchange ideas, receive immediate feedback, and develop a sense of community, all essential components of workplace readiness.

"Professor Al Yates spearheaded the transition to a hybrid learning model at Shoreline Community College, combining online flexibility with hands-on, collaborative experiences. His innovative approach has enhanced student engagement, improved learning outcomes,

Questions?

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

I want to start by giving praise where praise is due. Thank you, Brian Ramos, for your work and especially for hosting two recent guests, along with much-needed discussions about our immigration-related policies. I also want to acknowledge Veronica and her work with these policies as well. Additionally thank you, Brian, for taking time to meet with Tirzah and myself to discuss concerns hitting our LGBTQ+ community.

We also want to thank, Ryan Aiello, for hosting members of the Queer Affinity group at the last student services division.

Finally, we would like to thank Chair Ringer and Dr. Kahn for including classified staff in the Climb the Hill event at the end of January.

We as a community at large need to continue to come together to navigate these stressful times. We also want to acknowledge the level of stress everyone is under. We do not expect our leadership to have all the answers, and we know that you are all being hit by an onslaught of fears, anger, and a myriad of suggestions and demands. The worst thing we could do right now is to internally devour our own. That said, we will always bring forth the concerns and needs of our classified workforce.

Classified staff are expressing exhaustion and heightened stress levels, especially in front-facing positions. These positions will need extra support right now so that they can continue to help students while also protecting their own physical and mental safety.

Concern over being filmed has been coming up quite a bit since the incident with a member of the public trying to provoke a reaction while filming in the PUB. We appreciate getting guidance, as we did yesterday, however we need to better understand the very real human experiences our staff represent. We have front line staff who are legitimately afraid and now worry they aren't supposed to ask for help from their supervisors if they are being filmed. They are unsure if they could face repercussions if they choose their safety and remove themselves from the front desk, rather than attempting to just endure while maintaining a calm demeanor. We have staff who have faced previous harassment, stalking, and cyberbullying who now fear they are being told to just let it happen again. And we have provided this feedback and know that the concerns brought forward are being compiled to take back to our AAG for guidance, and we look forward to an open dialogue around it as there has been for

the immigration policy – but we would be remiss to not make sure the Board is aware of these concerns as well.

We are facing uncertain times, and we will continue to keep issues that directly impact our classified staff, as they seek to just do their jobs, on the forefront. We welcome ongoing work towards a more participatory governance at Shoreline along with open conversation between all stakeholders to better meet our goals.

Thank you for your time.



This last month has been filled with wonderful events and several challenges. At this time, it is important that we continue to focus on our Strategic Plan and our Mission and celebrate our students regardless of what is coming our way.

I was able to attend several on-campus events this month including Ann-Marie Stillion's gallery reception. Her beautiful images of the male form inspired a wonderful dialogue about art, gender, and community. Thanks to Zach Mazur and his great students who did all the set up and coordination of the show! Brian Ramos and I stopped by our Black Student Union (BSU) meeting, and we were able to meet Ijeoma Oluo who was presenting on her text *Be a Revolution*. The students were so inspired and excited by the dialogue – our BSU is awesome and growing! Thanks to the Multicultural Center and Rashawn Smith, advisor extraordinaire, for the event – I hope to have Ijeoma Oluo back to campus soon! We also held our first Academic Appreciation event. The event invited faculty to share their sabbatical projects, classroom innovations, and research to the community. We also recognized our annual faculty award winners to a great crowd of faculty, staff, admin, and students! Great job to Ben Weng and Maiya Bailey for their terrific work.

We also hosted the annual Edwin Pratt event to honor a local civil rights activist and beloved community member who was murdered in Shoreline in 1969. All the presenters were passionate and wonderful. Our Mayor Chris Roberts knocked it out of the park in emphasizing the City's support for DEI and presenting a proclamation in support of Mr. Pratt and declaring January 30th the official Edwin T. Pratt Day of Remembrance.

This month we participated in our local and federal Hill Climb events to support our students, staff, and faculty. An amazing team from the College went to Olympia to advocate for our community & technical college system, faculty, staff and students: Board Chair & Trustee Rebecca Ringer, Trustee Rebecca Chan, Cat Chiappa, staff and union rep Tirzah Williamson, faculty rep Crystal Hess, and two awesome students, Devon Smith and Karina Oliveira Vilela. Cindy Ryu, Lauren Davis, Jesse Salomon, Derek Stanford's staff, & Shelley Kloba were great to connect with as usual and were very supportive of our asks.



We were also in Washington, DC the week of February 10th with Trustee Chan and Cat Chiappa meeting with representatives to focus on support for workforce development. It was great connecting with colleagues who are so dedicated to community college success! I also attended the Community Colleges for International Development conference and learned some new ways to support our International students.

I am excited about a couple new partnerships that launched this month. One is with the UNITED SEATTLE & BELLEVUE KOREAN SCHOOL (USBKS). Our Mission with our partners here has been to create a program that will elevate both communities. We are offering Korean language through the USBKS location honoring their many years of language instruction by transforming it into college credits. The second project is an articulation with [ASU](#). This is going to allow us to expand opportunities beyond this articulation – more to come!

As you know, this month has been a whirlwind. With constant chaos coming from DC, we are all doing our best to understand how to respond to these changes and continue to stay on Mission and support our students.

Cheers,
Jack



Photos: In Washington, DC at the Association for Community College Trustees National Legislative Summit.





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

Events – Winter 2025

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



Photos: Top Row (L to R): Edwin Pratt Day of Remembrance, at the CCID Conference. Middle Row (L to R): Black Student Union event with Ijeoma Oluo, Legislative Hill Climb in Olympia. Bottom Row (L to R): in Washington DC for the Association for Community College Trustees Legislative Summit, at the Academic Appreciation Event.



Campus Events and Outreach

Never Again Is Now: Remembering Japanese American Incarceration
Tuesday, February 18, 2025 11am-2pm
Main Dining Room (MDR) RM 1017

Presentation and panel meeting workshop with **Erin Shigaki**

Erin Shigaki is an artist and community activist. She holds an art master's degree in Media, the degree with concentration with her family was incarcerated, and she is also part of Team for Humanity, working to end genocide and human rights abuses. Erin Shigaki's work has been featured in the National Geographic magazine, the National Day of Remembrance was displayed and featured.

South and Japanese meals will be provided

Winter 2025 Club & Resource Fair
Weds. 1/29 | 2pm-4pm | PUB MDR

Learn About SCC's Clubs & Campus Offices and Enjoy Free Snacks & Fun Giveaways!

Programs & Registered Clubs: Sign up to participate by going to bit.ly/SCC_ClubFair25 or scan the QR code.

LETTERS ALOUD
Love Me or Leave Me
Private letters read in public

FREE admission!
Saturday, February 8th at 7:30pm

Shoreline Community College, Physical Arts Center (PAC), Building 200, Shoreline, WA 98132

Winter BLOOD DRIVE
Weds. 2/19 | 10am-4pm | PUB 9208

Book your appointment by calling 1-800-390-7888 or going to bit.ly/SCCblood2025

SELF-CARE AND STRESS MANAGEMENT
Presented by Sarah Plancher
TUES. 1/28 | 1:00-2:00PM | PUB 9208

2025 - 2026 SCC FOUNDATION SCHOLARSHIPS
APPLY NOW!

A SCHOLARSHIP FOR YOU

- Cover your education
- One-time awards of \$2,000 - \$5,000
- Free and priority housing
- Be a part of the scholarship community

REGISTER FOR AN INFO SESSION

- Hear your department's presentation
- Meet with your advisor
- Ask questions of the staff
- Be a part of the scholarship community

APPLICATION OPEN JANUARY 20 - MARCH 30, 2025

International Education Transfer Fair
Tuesday, January 28 | 10:00 am - 12:00 pm
PUB Main Dining Room

Alaska Pacific University	Arizona State University
California State University	Central Washington University
Colorado State University	Eastern Washington University
Florida State University	Georgia State University
Illinois State University	Indiana University
Michigan State University	Minnesota State University
North Carolina State University	Ohio State University
Oregon State University	Pennsylvania State University
Rice University	Texas Tech University
University of California	University of Colorado
University of Florida	University of Georgia
University of Illinois	University of Michigan
University of Minnesota	University of North Carolina
University of Oregon	University of Pennsylvania
University of South Carolina	University of Tennessee
University of Virginia	University of Washington
University of Wisconsin	University of Wyoming

LUNAR NEW YEAR TALENT SHOW and dinner
FEBRUARY 24TH, 2025
Location: Main Dining Room (MDR) 9208
Time: 5pm - 7pm

Performance Sign Up Here

Cheer on the Men's & Women's Basketball Teams!
LET'S PACK THE STANDS!
Weds. 2/12 | 5pm & 7pm | Gym 3000
- Free Giveaways, Halftime Games, & Prizes -



INTERNATIONAL EDUCATION

Goals:

1. Increase overall international student enrollment by 2-3% in 2024-25, with a target of 6-8% growth in 2025-26.
2. Increase "new" international student enrollment by 10% in 2024-25, with a target of 6-8% in 2025-26

Actions:

1. Develop and strengthen 2-3 emerging partnerships in key and high-potential markets by Dec. 2025
2. Produce 2-3 new marketing assets, including videos, testimonials, and localized/customized materials by Dec. 2025.

RUNNING START

Goals:

1. Increase the Hispanic/Latinx Running Start population by 5% from our current 4.9% to 9.9% by Fall 2025.
2. Increase the Native Hawaiian/Pacific Islander Running Start population by 0.5% from our current 0.4% to 0.9% by Fall 2025.
3. Maintain all other HUM groups for Running Start at or above the current percentage.

*Note: Black/African American demographics 11.7%; Shoreline All Programs (10%); Shoreline School Districts (Shorewood 8.2% and Shorecrest 9.7%)

Actions:

1. Enrollment analysis of Running Start eligibility completed between SCC and Shoreline School District and approximately 8.5% of Shorewood LatinX/e students are eligible for Running Start.
2. Running Start publication materials are being translated into Spanish to be completed by Spring Term.
3. Next Shorewood Running Start Information/Enrollment session is February 25, 2025.



Enrollment Goals Continued

SCC & SHORELINE SD PATHWAY PROGRAM

Current Navigator Caseload Enrollment (Winter 2025):
 68 students (16 Shorecrest, 52 Shorewood)
 2 students currently enrolled at SCC from Shorewood School District

Goals:

1. Support Shoreline School District (SSD412) alum currently enrolled at SCC to increase retention by 5% through Q2 2025.
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% through Q3 2025.
3. Liaise between Shoreline School District (SSD412), SCC personnel, and Shoreline community members to improve communication, streamline processes, and build cross-team capacity.

Actions:

1. Goal 1:
 - o Follow-up with current SCC students who worked with previous Career Navigator(s) to establish relationships and offer support.
 - o Host office hours during on-campus days (Wednesdays) for SSD412 alum to expand support.
2. Goal 2:
 - o Provide on-site L1 support for MLL students at Shorewood and Shorecrest including 1:1 check-ins, translating materials, and interpreting at events.
 - o Build a whole-family support model in cooperation with SSD412 to help MLL families successfully enroll in postsecondary programs at SCC.
3. Goal 3:
 - o Create navigation guides to make SCC processes more accessible to external partners.
 - o Meet with closely-collaborating departments at SCC often to streamline communication.

Strategic Plan Updates

Six-month updates on our Year 1 goals are available on the Strategic Plan webpage:

<https://www.shoreline.edu/about-shoreline/strategic-plan-year-1-2024-2025.aspx>





10th Day Enrollment Report – Winter 2025

Background

Tenth day census enrollment¹ identifies the number of students officially enrolled in credit courses at the College as of the end of regular registration of a non-summer term. It is intended to provide a snapshot or point-in-time view of enrollment.

10th Day Enrollment (Winter)²

The data presented are for the full-time equivalents (FTE) reflected in the 10th day census for Winter 2025 compared to final enrollment figures for the previous winter quarters at Shoreline. **Figure 1** presents Total FTE enrollment; **Figure 2** displays the relative trends for three funding sources for students at the College – State-Supported, International Contract, and Running Start. **Based on preliminary data, Winter enrollments show a continued increase.**

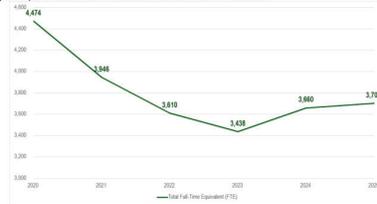


Figure 1. Winter 10th Day Census Enrollment - Total Full-Time Equivalent (FTE).



Figure 2. Winter 10th Day Census Enrollment - Full-Time Equivalent (FTE) by Select Funding Source.

¹ This report illustrates data captured on the 10th class day from the first day of classes, not including weekends or holidays, based on Washington State Board for Community & Technical College Policy Manual [Chapter 5 Section 5.40 Enrollment Census Data](#).
² [Data table](#) for figures.
³ Full-time Equivalent (FTE) = 15 credit hours per term, for the purpose of this report



International Education

A Presentation with Hubert Humphrey Fellow, Ana K. Celis

You're invited!
 Please join us for a free evening presentation by Hubert Humphrey Fellow and underwater archaeologist, Ana K. Celis, from Mexico.

Natural & Cultural Heritage of the Yucatan Peninsula
Wednesday, March 5, 2025
 5:30 p.m. – 6:30 p.m.
 Pagoda Union Building Quiet Dining Room

Please RSVP for more information: katy@shcc.edu

www.shoreline.edu | 16201 Greenwood Avenue N., Shoreline, WA 98133

Above: Save the date! Shoreline is selected to host prestigious Hubert Humphrey fellow from Mexico!



Left: Karina, international student from Brazil goes to Olympia!



Left: IE Staff and VPI Ben Weng host visiting Chinese partner off-campus during snow closure!



Left: Sarah Stackhouse on overseas recruitment trip
 Above: AVP Samira Pardani on "Internationalization Leadership Perspectives" panel at CCID conference.
 Right: President Kahn and AVP Pardani meet with Arizona State University at CCID conference to discuss launch of new partnership.



As part of our strategic planning in Outreach & Recruitment, we are focusing our efforts on developing a tracking system that will provide us with a clear understanding of 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 continuing her work towards building communication channels with SSD412, as well as building relationships with the different departments at Shoreline CC.

Amy Stapleton coordinated many tours for potential students, including athletic prospects, returning students, and Running start inquiries. She continues to hold virtual Experience Shoreline sessions twice a week as requested.

Planning is underway for a visit for 60 high school students to campus and our STEM programs on March 31.

Planning is underway for a bulk mailing to all seniors and juniors in the Shoreline and neighboring school districts.

Outreach & Recruitment staff monitor the Connect@shoreline.edu inbox, assisting a myriad of student questions and requests for next steps towards enrollment information.

Our new Adult Outreach Recruiter, Lizbeth Agapito, has been busy onboarding and learning about outreach opportunities. She has been to Shoreline Library, Broadview Library, Greenwood Library and Ballard Food Bank with Outreach team members to meet potential students. We will develop metrics to identify programs that require extra attention and 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 goals.



Grants Updates

February 2025 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
- Submitted/Pending:
 - Jobs for the Future - Project ACCESS grant: \$293,250 to expand our Biotechnology and Medical Lab Technology programs and job placements (includes \$38,250 indirect costs)
- In Progress:
 - BEdA (Basic Education for Adults) annual application to SBCTC
 - Workfirst annual application to SBCTC
 - Native American Career and Technical Education Program (NACTEP) Grant Partnership
 - SCC would be a sub-awardee on a grant submitted by Muckleshoot Tribal College, which would fund a certificate program in Entrepreneurship, taught by SCC faculty on-site at Muckleshoot Tribal College
- Uncertain federal grant funding landscape:
 - Federal funding includes grants directly from federal agencies (e.g., National Science Foundation, Department of Education) and pass-through federal funding administered by SBCTC
 - Potentially affects up to \$5,707,533 of our total \$8,993,764 in current grant awards
 - New grant proposal reviews are on hold, but existing grant funding is not currently frozen or rescinded.
 - However, we are working to draw down as much funding as is feasible immediately, in case the situation changes.
 - There are concerns around grants and programs being targeted for using prohibited "DEI language." For example:
 - [The List of Trump's Forbidden Words That Will Get Your Paper Flagged at NSF](#)
 - Grant professionals throughout SBCTC are working together to share information and updates, and coordinate on strategies for addressing these challenges.



We are getting close to starting the campus wayfinding and greenhouse pond for HSAMCC phase two. This work will be starting Summer 2025. The STEAM project has been moving along with steel frames going up to form the building. We are working with Nursing, Music, TSS, and CSS to finalize the ordering of furniture, AV, Internet, and program specific needs for the building. We are still on track for completion in Oct/Nov 2025.

Minor capital projects underway include:

- Roof repairs – This project is currently in process with repairs to building 1000, 2900, 3000, 4000, and 1600. Completion is scheduled for June 2025.
- Boiler replacements – This ESCO project will be starting soon. The contractor, ATS, is in process of assessing the existing and ordering equipment. Completion is scheduled for June 2025.
- Transformer – The lowest bidder has been awarded for the project. We will be starting this project soon. Completion is scheduled for June 2025.
- 3000 pedestrian bridge – The lowest bidder has been awarded for the project. We will be starting this project soon. Completion is scheduled for June 2025.
- 1600 Orchestra Pit project – Construction is completed, and we are in the process of closing out the contract.

Non-Minor capital projects to be scheduled include:

- 2900 Learning Center North – This project has been completed. Furniture has been installed, and we are working with LCN to move staff into their new offices. Scheduled to be open after Spring quarter.
- 9000 coffee service – We are close to completion of the coffee area in building 9000.

Foundation Updates

The 2025-26 scholarship application window opened on January 29 and closes on March 30th. One week in, there were 208 applicants, with 37 complete applications.

We are providing workshops throughout February and March to help teach students about scholarships and encourage them to submit applications.

We have completed and launched an OCR approved Pool and Match process for scholarship program. The changes on the back and front ends have been made, and we are hopeful that implementation and awarding will be easy.

The SCC Foundation Board is excited to welcome its newest board director, Amol Parab. A seasoned data modeler in the financial technology industry, Amol brings a strong commitment to innovation and collaboration. His expertise and dedication will be instrumental in supporting students and programs at Shoreline Community College, particularly in STEM and Business



Waves of Gratitude



A Wave of Gratitude to Ric Doike-Foreman for Inclusive Excellence, Respect, and Student Engagement.

I appreciate the significant amount of time that Ric spent with a student, tackling a very unique problem. Ric was, as always, patient and caring with this student and helped them through each step. Thank you for going above and beyond! – Miranda Levy, Student Accessibility Services.

A Wave of Gratitude to Jason Brandon for Inclusive Excellence, Respect, and Student Engagement.

Thank you to Director of TSS Jason Brandon for going above and beyond, inviting a struggling student into his office as a team assisted them with solving some complex problems, and staying with the student for quite a long time. Jason listened and put the student first always, keeping them calm and making them feel safe. Thank you, Jason and the whole TSS team! – Miranda Levy, Student Accessibility Services.





Important Dates:

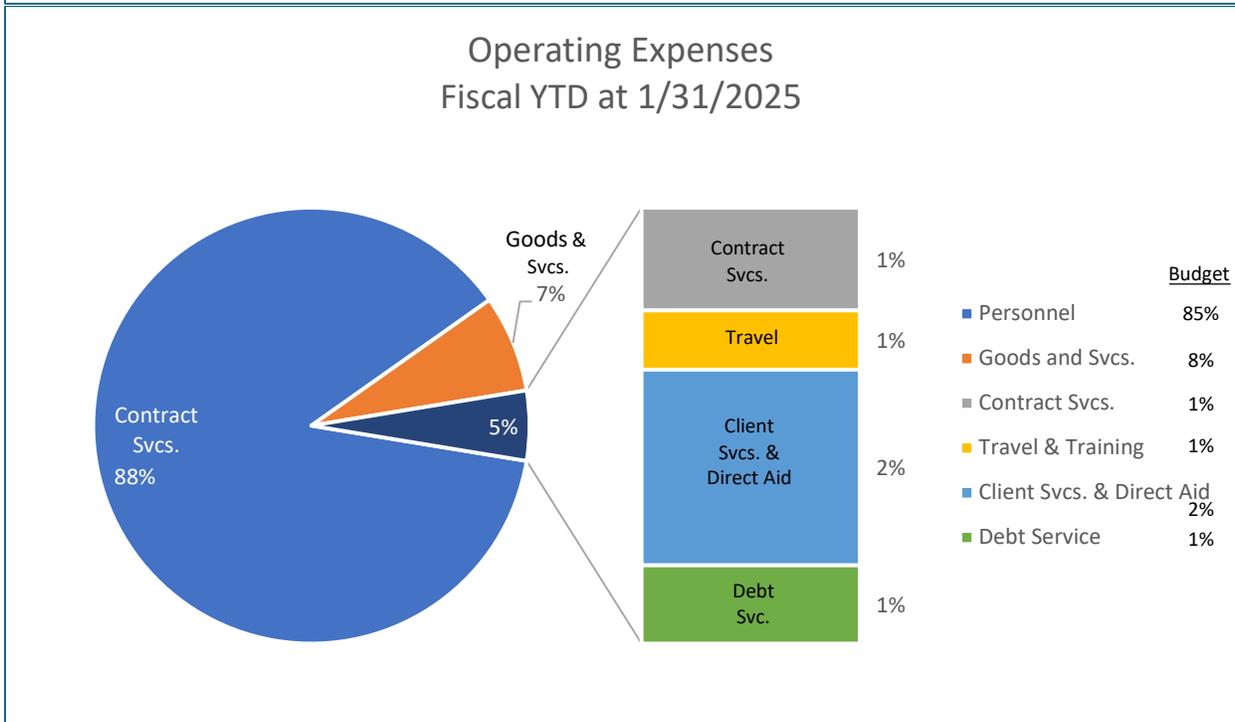
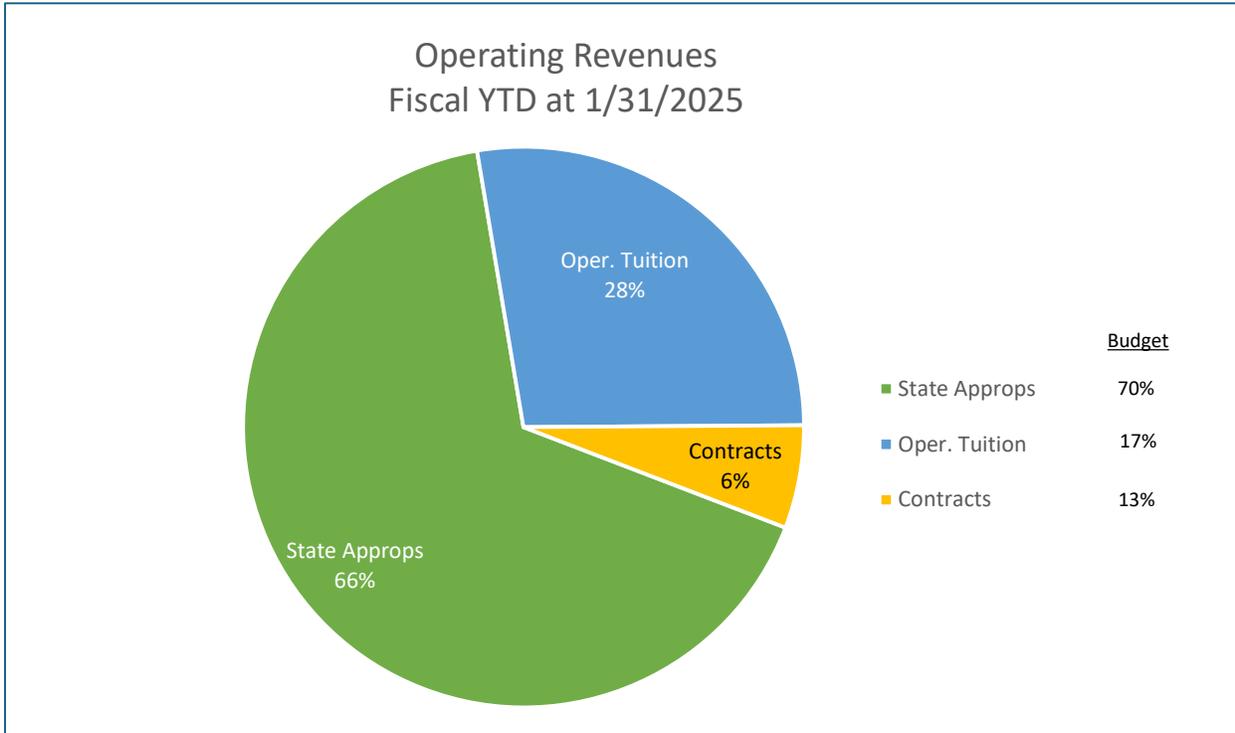
- [Employee Calendar](#)
- [College Calendar](#)
- [Academic Calendar](#)

Important College Updates (DAAG)

- [Campus Update 2/20/2025](#)
- [Campus Update 2/13/2025](#)
- [Campus Updates 2/6/2025](#)
- [Campus Updates 1/31/2025](#)
- [Campus Updates 1/23/2025](#)
- [Campus Updates 1/17/2025](#)



**Shoreline Community College
Operating Funds
Fiscal Year-to-Date (YTD) at 1/31/2025**



	Year-over-Year Comparison of Actuals				YTD Percent of Budget	
	(A) Prior YTD at 01/31/2024	(B) Current YTD at 01/31/2025	(B) - (A) CY to PY Inc./((Decr.)	% Change	(C) 2024-25 Budget	(B) / (C) % of Budget
Ln. Operating Revenues and Transfers						
1. State Operating Appropriations	\$ 14,377,529	\$ 15,643,413	\$ 1,265,884	8.8%	\$ 40,085,208	39.0%
2. Operating Tuition	4,987,143	6,477,978	1,490,835	29.9%	9,776,902	66.3%
Subtotal Operating Approps. and Tuition	19,364,672	22,121,391	2,756,719	14.2%	49,862,110	44.4%
Operating Expense Transfers:						
4. International Education	-	12,950	12,950	-	4,995,681	0.3%
5. Running Start	-	1,109,970	1,109,970	-	1,925,000	57.7%
6. CECO	375	275,948	275,573	-	473,048	58.3%
7. CEP	-	-	-	-	50,000	0.0%
Subtotal Operating Expense Transfers	375	1,398,868	1,398,493	>1,000%	7,443,729	18.8%
Total Revenues and Expense Transfers	\$ 19,365,047	\$ 23,520,259	\$ 4,155,212	21.5%	\$ 57,305,839	41.0%
Operating Expenses						
Personnel Expenses						
8. Exempt Employee Salaries and Wages	3,353,521	3,705,826	352,305	10.5%	\$ 6,123,952	60.5%
9. Full-Time Faculty Salaries and Wages	4,539,483	5,534,779	995,296	21.9%	11,601,617	47.7%
10. Part-Time Faculty Salaries and Wages	5,188,039	6,315,606	1,127,567	21.7%	9,652,752	65.4%
11. Classified Employee Salaries and Wages	3,918,991	4,676,846	757,855	19.3%	8,851,434	52.8%
12. Part-Time Hourly and Students Wages	158,101	211,425	53,324	33.7%	1,221,077	17.3%
13. Employee Benefits	6,053,861	6,830,364	776,502	12.8%	11,422,504	59.8%
Subtotal Personnel Expenses	23,211,997	27,274,847	4,062,850	17.5%	48,873,335	55.8%
Current and Capital Expenses						
Goods and Services	2,408,682	2,241,358	(167,323)	-6.9%	4,491,289	49.9%
14. Supplies and Materials	327,657	236,005	(91,651)	-28.0%		
15. Other Goods and Services	253,490	120,073	(133,417)	-52.6%		
16. Utilities, Recycling, and Waste Disposal	672,174	808,380	136,205	20.3%		
17. WA State Agency Services	108,469	58,545	(49,924)	-46.0%		
18. Legal, Acct., and Audit Services	79,321	119,303	39,982	50.4%		
19. Insurance Premiums	76,744	180,014	103,270	134.6%		
20. Furniture and Equipment - Non-Cap.	530	20,620	20,090	3792.4%		
21. Software License And Maint. - Non-Cap.	487,213	405,195	(82,019)	-16.8%		
22. Subscriptions and Periodicals	122,101	118,756	(3,345)	-2.7%		
23. Repairs and Maintenance	94,237	95,041	804	0.9%		
24. Voice and Data Transmission Services	75,849	73,924	(1,926)	-2.5%		
25. Banking and Merchant Fees	110,896	5,502	(105,394)	-95.0%		
26. Contracted Services	390,207	382,338	(7,869)	-2.0%	756,226	50.6%
27. Capital Outlays - Fixed Assets	33,726	19,385	(14,341)	-42.5%	698,318	2.8%
28. Computers and Related Hardware - Non-Cap.	92,377	21,795	(70,581)	-76.4%	423,346	5.1%
29. Travel and Training	74,701	219,317	144,616	193.6%	392,408	55.9%
30. Client Services and Direct Aid	782,941	727,479	(55,462)	-7.1%	1,078,474	67.5%
31. Debt Service	-	291,265	291,265	-	592,443	49.2%
Subtotal Current and Capital Expenses	\$ 3,782,634	\$ 3,902,938	\$ 120,304	3.2%	\$ 8,432,504	46.3%
Total Operating Expenses	\$ 26,994,630	\$ 31,177,785	\$ 4,183,154	15.5%	\$ 57,305,839	54.4%
Operating Reserves Increase (Decrease)	\$ (7,629,583)	\$ (7,657,525)	\$ (27,942)	0.4%	\$ -	
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 01/31/20XX	\$ (1,570,023)	\$ (3,584,765)	\$ (2,014,743)	128.3%	\$ 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 JANUARY 31, 2025**

Line	Description	Analysis
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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 \$1.7 million 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 \$2.9 million of operating expense transfers to "Fund 146 - Contracts" has not occurred for the current fiscal year (FY) 2025.
6.	CECO	

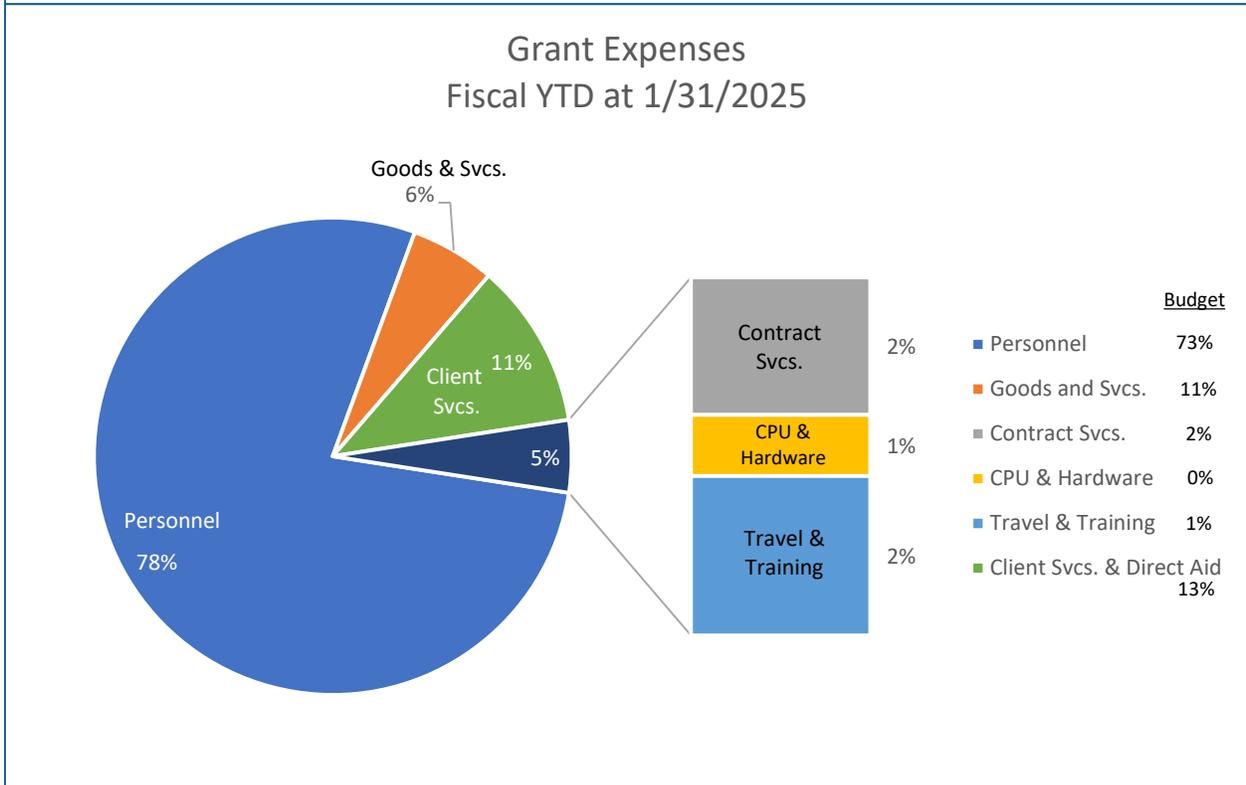
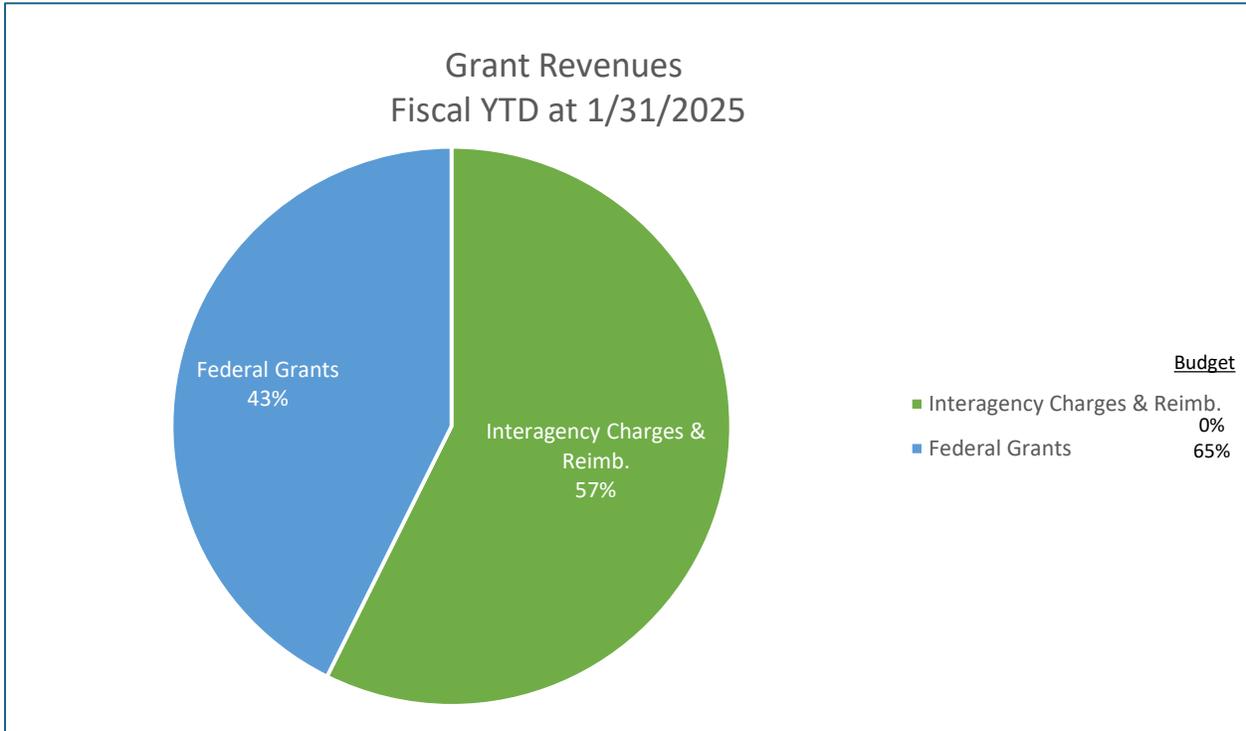
PERSONNEL EXPENSES

8.	Exempt Employee Salaries and Wages	Recurring salary rate increases this year due to COLA adjustment, and Faculty Union prior year compensation bargaining completed and retroactively payments charged in June 2024 and not reflected in prior FY 2024 expenses column "A."
9.	Full-Time Faculty Salaries and Wages	
10.	Part-Time Faculty Salaries and Wages	
11.	Classified Employee Salaries and Wages	
13.	Employee Benefits	

CURRENT AND CAPITAL EXPENSES

15.	Other Goods and Services	Decreases primarily in Nursing Dept. expenses compared to prior year.
16.	Utilities, Recycling, and Waste Disposal	Increase in Natural Gas and Other Utilities compared to prior year.
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 01/31/20XX	Amount would be \$1.1 million if pending \$1.7 million in State Approps reimbursements (line 1) and \$2.9 million of Operational Expense Transfers Out (lines 4,5,6) were in the G/L.

**Shoreline Community College
Grants Funds 145
Fiscal Year-to-Date (YTD) at 1/31/2025**



Ln.	Year-over-Year Comparison of Actuals				YTD Percent of Budget		
	(A) Prior YTD at 01/31/2024	(B) Current YTD at 01/31/2025	(B) - (A) CY to PY Inc./((Decr.) % Change		(C) 2024-25 Budget	(B) / (C) % of Budget	
Ln. Grant Revenues							
1.	Intercollege and Interagency Charges & Reimbursements	\$ 530,888	\$ 540,882	\$ 9,994	1.9%	\$ -	#DIV/0!
2.	Federal Grants	469,828	402,303	(67,525)	-14.4%	1,508,617	26.7%
3.	State and Local Grants	(15,000)	-	15,000	-100.0%	758,818	0.0%
4.	Private Grants	-	-	-		64,500	0.0%
	Total Grant Revenues	\$ 985,716	\$ 943,185	\$ (42,530)	-4.3%	\$ 2,331,935	40.4%
Grant Expenses							
Personnel Expenses							
5.	Exempt Employee Salaries and Wages	158,441	106,048	(52,393)	-33.1%	\$ 286,685	37.0%
6.	Full-Time Faculty Salaries and Wages	40,668	59,555	18,887	46.4%	132,951	44.8%
7.	Part-Time Faculty Salaries and Wages	150,748	139,180	(11,568)	-7.7%	375,917	37.0%
8.	Classified Employee Salaries and Wages	164,630	203,171	38,540	23.4%	353,556	57.5%
9.	Part-Time Hourly and Students Wages	29,865	71,263	41,398	138.6%	131,316	54.3%
10.	Employee Benefits	185,822	163,785	(22,037)	-11.9%	412,812	39.7%
	Subtotal Personnel Expenses	730,174	743,001	12,827	1.8%	1,693,238	43.9%
Current and Capital Expenses							
11.	Goods and Services	74,399	54,641	(19,758)	-26.6%	265,496	20.6%
12.	Supplies and Materials	7,319	5,084	(2,236)	-30.5%		
13.	Other Goods and Services	49,553	48,951	(602)	-1.2%		
14.	Utilities, Recycling, and Waste Disposal						
15.	WA State Agency Services						
16.	Legal, Acct., and Audit Services	15,000	-	(15,000)	-100.0%		
17.	Insurance Premiums						
18.	Furniture and Equipment - Non-Cap.						
19.	Software License And Maint. - Non-Cap.	232	300	68	29.5%		
20.	Subscriptions and Periodicals	2,295	-	(2,295)	-100.0%		
21.	Repairs and Maintenance						
22.	Voice and Data Transmission Services	-	306	306	-		
23.	Banking and Merchant Fees						
24.	Contracted Services	26,391	17,913	(8,478)	-32.1%	55,250	32.4%
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	20,700	14,466	232.0%	24,715	83.8%
28.	Client Services and Direct Aid	48,589	106,684	58,095	119.6%	293,236	36.4%
29.	Debt Service	-	-	-			
	Subtotal Current and Capital Expenses	\$ 211,534	\$ 207,886	\$ (3,648)	-1.7%	\$ 638,697	32.5%
	Total Grant Expenses	\$ 941,708	\$ 950,887	\$ 9,178	1.0%	\$ 2,331,935	40.8%
	Grant Reserves Increase (Decrease)	\$ 44,007	\$ (7,701)	\$ (51,709)	-117.5%	\$ -	

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 JANUARY 31, 2025**

Line	Description	Analysis
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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.
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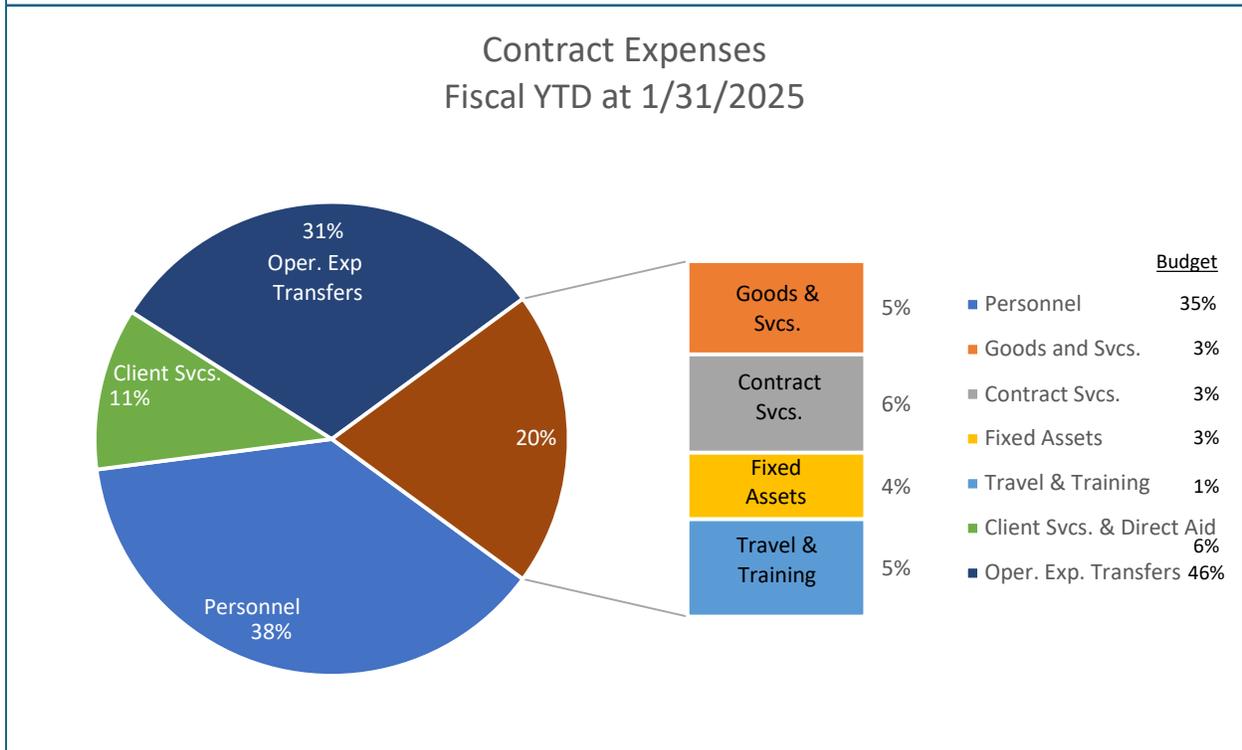
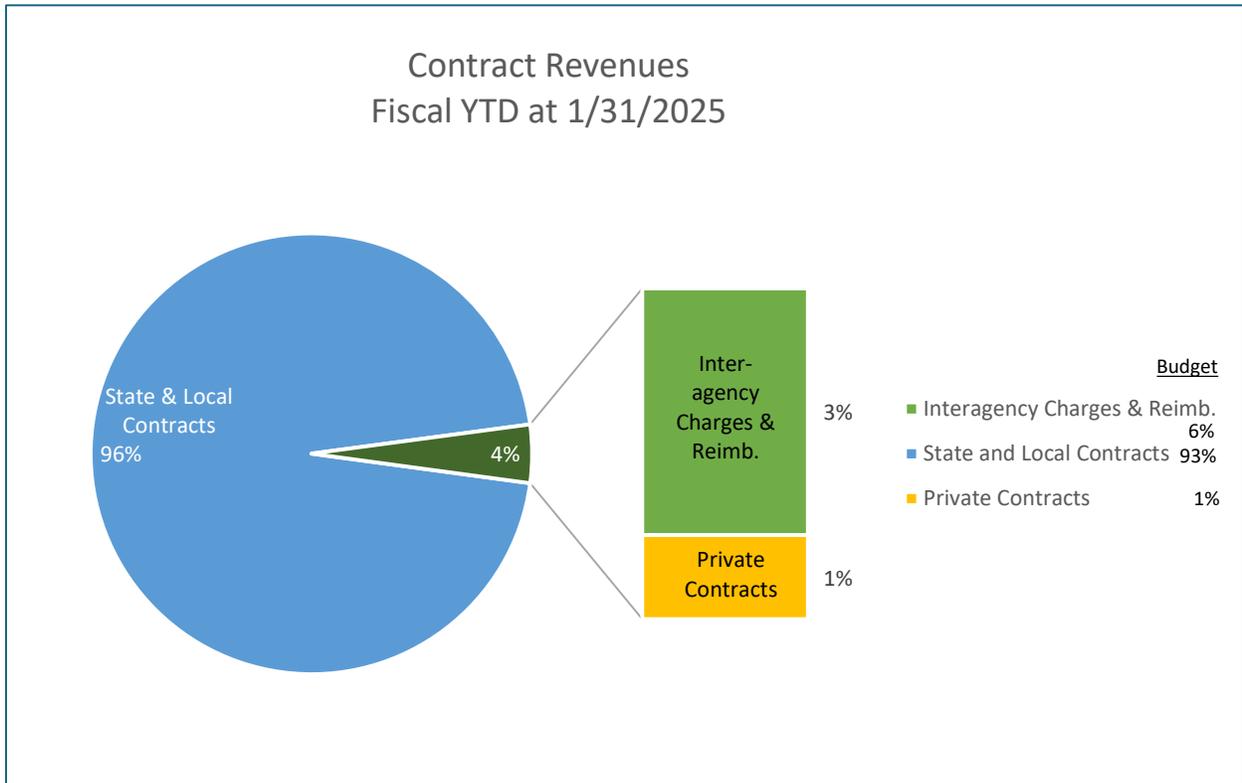
PERSONNEL EXPENSES

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.
8.	Classified Employee Salaries and Wages	
9.	Part-Time Hourly and Students Wages	

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
Contracts Funds 146
Fiscal Year-to-Date (YTD) at 1/31/2025**



Ln.	Year-over-Year Comparison of Actuals				YTD Percent of Budget		
	(A) Prior YTD at 01/31/2024	(B) Current YTD at 01/31/2025	(B) - (A) CY to PY Inc./((Decr.)	% Change	(C) 2024-25 Budget	(B) / (C) % of Budget	
Ln. Contract Revenues							
1.	Intercollege and Interagency Charges & Reimbursements	\$ 923,687	\$ 268,947	\$ (654,740)	-70.9%	\$ 1,000,000	26.9%
2.	Federal Contracts	-	555	555	-	-	-
3.	State and Local Contracts	5,074,372	8,114,467	3,040,094	59.9%	15,990,014	50.7%
4.	Private Contracts	76,853	91,515	14,663	19.1%	150,000	61.0%
	Total Contract Revenues	\$ 6,074,911	\$ 8,475,483	\$ 2,400,572	39.5%	\$ 17,140,014	49.4%
Contract Expenses							
Personnel Expenses							
5.	Exempt Employee Salaries and Wages	396,750	434,505	37,755	9.5%	\$ 710,309	61.2%
6.	Full-Time Faculty Salaries and Wages	195,041	267,664	72,623	37.2%	2,321,733	11.5%
7.	Part-Time Faculty Salaries and Wages	113,675	115,304	1,629	1.4%	246,668	46.7%
8.	Classified Employee Salaries and Wages	383,487	385,596	2,109	0.6%	1,002,174	38.5%
9.	Part-Time Hourly and Students Wages	51,225	84,097	32,872	64.2%	164,794	51.0%
10.	Employee Benefits	422,900	426,339	3,439	0.8%	1,496,075	28.5%
	Subtotal Personnel Expenses	1,563,078	1,713,505	150,427	9.6%	5,941,752	28.8%
Current and Capital Expenses							
11.	Goods and Services	219,280	238,834	19,555	8.9%	574,959	41.5%
12.	Supplies and Materials	48,994	37,876	(11,118)	-22.7%	-	-
13.	Other Goods and Services	19,243	186,391	167,147	868.6%	-	-
14.	Utilities, Recycling, and Waste Disposal	-	-	-	-	-	-
15.	WA State Agency Services	-	-	-	-	-	-
16.	Legal, Acct., and Audit Services	1,101	1,223	122	11.1%	-	-
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	1,633	(18,886)	-92.0%	-	-
20.	Subscriptions and Periodicals	-	742	742	-	-	-
21.	Repairs and Maintenance	99,562	815	(98,747)	-99.2%	-	-
22.	Voice and Data Transmission Services	14,473	9,862	(4,612)	-31.9%	-	-
23.	Banking and Merchant Fees	-	-	-	-	-	-
24.	Contracted Services	357,447	251,629	(105,818)	-29.6%	577,091	43.6%
25.	Capital Outlays - Fixed Assets	-	170,428	170,428	-	471,450	36.1%
26.	Computers and Related Hardware - Non-Cap.	1,493	612	(880)	-59.0%	112,470	0.5%
27.	Travel and Training	201,821	249,914	48,094	23.8%	237,041	105.4%
28.	Client Services and Direct Aid	363,967	501,580	137,613	37.8%	1,037,886	48.3%
29.	Debt Service	343,636	-	(343,636)	-	343,636	0.0%
30.	Operating Expense Transfers	375	1,398,868	1,398,493	>1,000%	7,843,729	17.8%
	Subtotal Current and Capital Expenses	\$ 1,488,018	\$ 2,811,867	\$ 1,323,848	89.0%	\$ 11,198,262	25.1%
	Total Contract Expenses	\$ 3,051,096	\$ 4,525,372	\$ 1,474,276	48.3%	\$ 17,140,014	26.4%
	Contract Reserves Increase (Decrease)	\$ 3,023,815	\$ 3,950,112	\$ 926,296	30.6%	\$ -	-

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 JANUARY 31, 2025**

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.

PERSONNEL EXPENSES

6.	Full-Time Faculty Salaries and Wages	Increase in Int'l Ed. personnel expenses compared to prior year.
9.	Part-Time Hourly and Students Wages	

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 \$2.9 million of operating expense transfers to "Fund 146 - Contracts" has not occurred for the current FY 2025.

DEIA Reflection & Review:

The landscape:

- Immigration & LGBTQIA+
 - Policy and procedure
 - The Challenges
 - Website updates
 - Community Support
- EDI & [Federal Changes](#)
- The Division
 - Name & Action

7 Generations: The past, present, and future

The past

- Campus projects in silo
- Equity based strategic plan
- Adoption Of EDI Framework
- Community Building:
 - Affinity Groups
 - President Check in

The present:

- Workshop & EDI Education
 - Staff & Faculty
 - Student: Changes and Language
 - Retention
 - Persistence
 - EDI Education
 - EDI Language education
- Community
 - Trust building on campus
 - Conversation
 - Institutional Truma & Healing
 - Land Acknowledgment to Land Education
 - Tribal Relationship building

- Community Organizations
 - Outreach & relationship building

The Future: Are you ready

Where we are going

- Creation of new Framework of Equity
 - Cocreation & Implementation
- Student Retention
 - Retention
 - Persistence
 - EDI Education
- RCW in Action
- Intentional Outreach
 - BRIDGES
 - Land Acknowledgment in Action
- EDI in name & EDI in Action

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
SPECIAL MEETING OF MARCH 19, 2025**

TAB 1

ACTION

Subject: Renewal of First-Year Tenure Track Faculty Candidates

Background

The Board of Trustees received and reviewed the Appointment Review Committee (ARC) comprehensive evaluation reports and recommendations for thirteen (13) first-year tenure track faculty candidates.

Listed below are the first-year tenure track faculty candidates, teaching fields, years on probation, and Appointment Review Committee (ARC) chairs.

<u>Faculty Member</u>	<u>Teaching Field</u>	<u>Years on Probation</u>	<u>ARC Chair</u>
Audrey Bauer	Nursing	1	Chilan Ta
Carley Borgen	Nursing	1	Matt Jorgensen
Carolyn Callaghan	Library & Information Science	1	Lauren Bryant
Allison Fader	Library & Information Science	1	Caitlin Maxwell
Jennifer Frame	Dental Hygiene	1	Nikki Honey
Silvia Ghinassi	Mathematics	1	Frederic Kuczarski
Chris Hardy	Mathematics	1	Nirmala Savage
Nicole Lupinacci	Medical Laboratory Technology	1	Esther Lim
Renda Palo	Business Administration	1	Jessica Custis
Romina Plozza	English as a Second Language	1	Mayumi Steinmetz
Ana Barnes Promes	History	1	Rachel David
Q Quast	Studio Arts	1	Matthew Allison
Carl Roer	Accounting	1	Jessica Custis

Recommendation

The President and the Vice President of Instruction recommend that the Board of Trustees renew probationary status for another year for:

1. Audrey Bauer
2. Carley Borgen
3. Carolyn Callaghan
4. Allison Fader
5. Jennifer Frame
6. Silvia Ghinassi
7. Chris Hardy
8. Nicole Lupinacci
9. Renda Palo
10. Romina Plozza
11. Ana Barnes Promes
12. Q Quast
13. Carl Roer

Prepared by: Jack Kahn, President & Pangyen (Ben) Weng, Vice President of Instruction
Shoreline Community College
March 2025

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
SPECIAL MEETING OF MARCH 19, 2025**

TAB 2

ACTION

Subject: Renewal of Second-Year Tenure Track Faculty Candidates

Background

The Board of Trustees received and reviewed the Appointment Review Committee (ARC) comprehensive evaluation reports and recommendations for nine (9) second-year tenure track faculty candidates.

Listed below are the second-year tenure track faculty candidates, teaching fields, years on probation, and Appointment Review Committee (ARC) chairs.

<u>Faculty Member</u>	<u>Teaching Field</u>	<u>Years on Probation</u>	<u>ARC Chair</u>
Nicole Buyagawan	Ethnic Studies	2	Rachel Lee
Anjali Chudasama	Music	2	Jeff Kashiwa
Parisa Ghaderi	Visual Communications Technology	2	Zach Mazur
Megan Haan	Nursing	2	Lori Simicich
Niki Kirby	Nursing	2	David Phippen
Rachel McCluskey	Nursing	2	Lauren Wilson
Banafsheh Rassaian	Medical Laboratory Technology	2	Gary Parks
Andrew Stephens	Economics	2	Tom Genest
Vasudha Sundaravaradan	Biology/Biotechnology	2	Matthew Loper

Recommendation

The President and the Vice President of Instruction recommend that the Board of Trustees renew probationary status for another year for:

1. Nicole Buyagawan
2. Anjali Chudasama
3. Parisa Ghaderi

4. Megan Haan
5. Niki Kirby
6. Rachel McCluskey
7. Banafshef Rassaian
8. Andrew Stephens
9. Vasudha Sundaravaradan

The President and Vice President of Instruction do not recommend that the Board of Trustees grant early tenure to any candidates at this time.

Prepared by: Jack Kahn, President & Pangyen (Ben) Weng, Vice President of Instruction
Shoreline Community College
March 2025

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
SPECIAL MEETING OF MARCH 19, 2025**

TAB 3

ACTION

Subject: Tenure Considerations

Background

The Board of Trustees received and reviewed the Appointment Review Committee (ARC) comprehensive evaluation reports and recommendations for the following faculty candidates and met in executive session with each candidate’s ARC chair on March 14, 2025.

<u>Faculty Member</u>	<u>Teaching Field</u>	<u>Years on Probation</u>	<u>ARC Chair</u>
Amber Avery-Graff	Automotive-General Service Technician	3	Jeff Cromwell
The President and the Vice President of Instruction recommend that tenure be awarded to Amber Avery-Graff.			
Asha Lickley Dore	Adult Basic Education	3	Duygu Erdogan Monson
The President and the Vice President of Instruction recommend that tenure be awarded to Asha Lickley Dore.			
Sarah Fletcher	Counseling	3	Gwyn Hoffman-Robinson
The President and the Vice President of Instruction recommend that tenure be awarded to Sarah Fletcher.			
Henry García	English as a Second Language	3	Karen Bretz
The President and the Vice President of Instruction recommend that tenure be awarded to Dr. Henry García.			
Madeleine Gorges	Psychology	3	Don Christensen
The President and the Vice President of Instruction recommend that tenure be awarded to Dr. Madeleine Gorges.			

Tasha Nālei Jugas	Advising	3	Sunny Ybarra
The President and the Vice President of Instruction recommend that tenure be awarded to Tasha Nālei Jugas.			
Ajay Mendoza	Nursing	3	Christine Shafner
The President and the Vice President of Instruction recommend that tenure be awarded to Dr. Ajay Mendoza.			
Astrid Perez	Chemistry	3	David Phippen
The President and the Vice President of Instruction recommend that tenure be awarded to Dr. Astrid Perez.			
Carlos Sibaja García	English as a Second Language	3	Jessica Gibson
The President and the Vice President of Instruction recommend that tenure be awarded to Carlos Sibaja García.			
Rashawn Smith	Automotive-Honda	3	Jeff Cromwell
The President and the Vice President of Instruction recommend that tenure be awarded to Rashawn Smith.			
Trysteen Thanh-Binh Tran	English	3	Davis Oldham
The President and the Vice President of Instruction recommend that tenure be awarded to Trysteen Thanh-Binh Tran.			
Chris Vongvithayamathakul	Music	3	Jeff Kashiwa
The President and the Vice President of Instruction recommend that tenure be awarded to Dr. Chris Vongvithayamathakul.			
Benjamin Wiggins	Biology	3	Leoned Gines
The President and the Vice President of Instruction recommend that tenure be awarded to Dr. Benjamin Wiggins.			

Recommendation

The President and the Vice President of Instruction recommend that the Board of Trustees proceed with the following two (2) options: 1) to award tenure or 2) to not award tenure.

Prepared by: Jack Kahn, President & Pangyen (Ben) Weng, Vice President of Instruction
 Shoreline Community College
 March 2025

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
SPECIAL MEETING OF MARCH 19, 2025**

TAB 4

FIRST READING

Subject: Academic Calendars: 2026-2027; 2027-2028

Background

Two (2) academic calendars are being presented to the Board of Trustees for a first reading: **2026-2027; 2027-2028**. To note:

- The **2026-2027** calendar is included and was approved as tentative last year.
- The **2027-2028** calendar is included and is considered as a “Draft Tentative Calendar.”

The following recommendations by the Joint Union Management Committee (JU/MC) were used to develop the tentative 2026-2027 academic calendar:

1. Ensure continued adherence to Policy 6000: The calendar will be recommended to the President for approval by the Board of Trustees no later than the February Board meeting.
2. Summer quarter must start July 1 or later due to ctLink payroll limitations.
3. Each quarter of the academic year should contain 49 or 50 instructional days.
4. Have 3 final exam days for each of the academic year quarters (excludes Summer).
5. Have a faculty prep day (a day without classes immediately before final exams) for each of the academic year quarters (excludes Summer).
6. Schedule 5 non-instructional contract days. Opening week shall consist of four (4) days with one (1) day for the purpose of professional learning in spring quarter per Article 7.b.5. When scheduling the professional learning day, include the following considerations:
 - 6.1. Avoid the last two (2) weeks before the quarter ends.
 - 6.2. Consider positive and/or negative impact on students when determining the date.
7. Attempt to have the same number of instructional days for each day of the week.

8. Commencement should be held the day after finals of Spring quarter and can be held in the evening.
9. Have a full week of instruction following Thanksgiving.
10. Open the College for several days after the end of Winter Campus Closure (e.g., Dec 25, 2023-Jan 1, 2024) and prior to the start of Winter quarter.
11. Consider expanding the break between Winter and Spring quarter to more than five (5) days.

The Calendar Committee attempted to comply with the above parameters.

To follow: **2026-2027; 2027-2028** academic calendars.

Prepared by: David Berner, Director of Admissions, Enrollment & Outreach
March 2025

SHORELINE COMMUNITY COLLEGE DISTRICT NUMBER SEVEN 2026-2027 CALENDAR

(Draft Tentative Calendar)

KEY

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

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

WINTER QTR 2027	
INSTR	50
FAC/PREP	1
EXAMS	3
TOTAL	54

SPRING QTR 2027	
INSTR	50
FAC/PREP	1
EXAMS	3
TOTAL	54

SUMMER QTR 2027	
INSTR	31
FAC/PREP	0
EXAMS	--
TOTAL	31

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

SEPTEMBER 2026

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

MARCH

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

10/8 - 11/18 Drops show as W
After 11/18 Drops show as Z or NP
10/27 Last day for P/NP option

FALL QUARTER

- 9/7 Holiday - Campus Closed *
- 9/17 Opening Week Begins
- 9/23 Instruction Begins
- 11/11 Holiday - Campus Closed *
- 11/26 & 11/27 Holiday - Campus Closed *
- 12/4 Instruction Ends
- 12/7 Prep Day
- 12/8, 12/9, 12/10 Exams
- 12/15 Grades Due
- 12/25 Holiday - Campus Closed *

OCTOBER

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

APRIL

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

1/21 - 3/2 Drops show as W
After 3/2 Drops show as Z or NP
2/10 Last day for P/NP option

NOVEMBER

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

MAY

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

WINTER QUARTER

- 1/1 Holiday - Campus Closed *
- 1/6 Instruction Begins
- 1/18 Holiday - Campus Closed *
- 2/15 Holiday - Campus Closed *
- 3/18 Instruction Ends
- 3/19 Prep Day
- 3/22, 3/23, 3/24 Exams
- 3/30 Grades Due

DECEMBER

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

JUNE

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

4/21 - 6/1 Drops show as W
After 6/1 Drops show as Z or NP
5/11 Last day for P/NP option

JANUARY 2027

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

JULY

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

SPRING QUARTER

- 4/7 Instruction Begins
- 5/7 SCC Professional Development
- 5/31 Holiday - Campus Closed *
- 6/17 Instruction Ends
- 6/18 Holiday - Campus Closed *
- 6/21 Prep Day
- 6/22, 6/23, 6/24 Exams
- 6/25 Commencement**
- 6/29 Grades Due

7/16 - 8/12 Drops show as W
After 8/12 Drops show as Z or NP
7/29 Last day for P/NP option

FEBRUARY

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

AUGUST

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

SUMMER QUARTER

- 7/5 Holiday - Campus Closed *
- 7/6 Instruction Begins
- 8/26 Instruction Ends
- (Exams on last day of class)
- 8/31 Grades Due

SHORELINE COMMUNITY COLLEGE DISTRICT NUMBER SEVEN 2027-2028 CALENDAR

(Draft Tentative Calendar)

KEY

Shaded, bolded areas = Instructional Days

Boxed, bolded, italic numbers = Holidays

() Faculty Prep Days

< > Exam Days

○ Grades Due

[] First/Last Day Instruction

— FT Faculty Contract Days

* Campus closed

FALL QTR 2027	
INSTR	50
FAC/PREP	1
EXAMS	3
TOTAL	54

WINTER QTR 2028	
INSTR	49
FAC/PREP	1
EXAMS	3
TOTAL	53

SPRING QTR 2028	
INSTR	49
FAC/PREP	1
EXAMS	3
TOTAL	53

SUMMER QTR 2028	
INSTR	30
FAC/PREP	0
EXAMS	--
TOTAL	30

Additional undesignated FT faculty days = 7 (excluding summer quarter)

SEPTEMBER 2027

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

MARCH

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

10/13 - 11/23 Drops show as W
After 11/23 Drops show as Z or NP
11/4 Last day for P/NP option

FALL QUARTER

9/6	Holiday - Campus Closed *
9/23	Opening Week Begins
9/29	Instruction Begins
11/11	Holiday - Campus Closed *
11/25 & 11/26	Holiday - Campus Closed *
12/10	Instruction Ends
12/13	Prep Day
12/14, 12/15, 12/16	Exams
12/21	Grades Due
12/24	Holiday - Campus Closed *
12/31	Holiday - Campus Closed *

OCTOBER

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

APRIL

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

1/25 - 3/3 Drops show as W
After 3/3 Drops show as Z or NP
2/16 Last day for P/NP option

NOVEMBER

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

MAY

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

WINTER QUARTER

1/10	Instruction Begins
1/17	Holiday - Campus Closed *
2/21	Holiday - Campus Closed *
3/20	Instruction Ends
3/21	Prep Day
3/22, 3/23, 3/24	Exams
3/28	Grades Due

DECEMBER

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

JUNE

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

4/17 - 5/26 Drops show as W
After 5/26 Drops show as Z or NP
5/9 Last day for P/NP option

JANUARY 2028

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

JULY

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

SPRING QUARTER

4/3	Instruction Begins
5/5	SCC Professional Development
5/29	Holiday - Campus Closed *
6/12	Instruction Ends
6/13	Prep Day
6/13, 6/15, 6/16	Exams
6/17	Commencement
6/19	Holiday - Campus Closed *
6/20	Grades Due

7/17 - 08/10 Drops show as W
After 08/10 Drops show as Z or NP
7/31 Last day for P/NP option

FEBRUARY

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

AUGUST

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

SUMMER QUARTER

7/4	Holiday - Campus Closed *
7/5	Instruction Begins
8/24	Instruction Ends (Exams on last day of class)
8/29	Grades Due

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
SPECIAL MEETING OF MARCH 19, 2025**

TAB 6

ACTION

Subject: Resolution No. 170 (Reaffirming the Shoreline Community College Board of Trustees Commitment to Fostering a Diverse, Equitable, and Inclusive Environment)

**Resolution No. 170
Reaffirming the Shoreline Community College Board of Trustees Commitment to Fostering a
Diverse, Equitable, and Inclusive Environment**

WHEREAS, Shoreline Community College (SCC) is an institution of higher learning and one of thirty-four technical and community colleges in Washington State that are part of the Washington Association of Community and Technical Colleges (WACTC);

WHEREAS, Washington State passed Senate Bill 5227 enacted to address persistent inequities by embedding DEI principles into the core operations of Washington’s public Higher Education institutions.

WHEREAS, Washington State passed the Keep Washington Working (KWW) Act in 2019 to protect immigrant rights, limiting the role of local law enforcement in immigration enforcement;

WHEREAS, WACTC is governed by the State Board for Community and Technical Colleges (SBCTC), which oversees and coordinates the statewide system of 34 public community and technical colleges in Washington;

WHEREAS, SBCTC is committed to advancing antiracism through its policies, curriculum, and training, and its mission is to “ensure equitable access to higher education for all of Washington's diverse communities”;

WHEREAS, SCC is accredited by the Northwest Commission for Colleges and Universities (NWCCU), an organization that promotes institutional efforts to enhance student achievement, learning, and success, while also supporting efforts to close equity gaps in education;

WHEREAS, on [February 13, 2025], the Governor of Washington emphasized the importance of supporting diversity, equity, and inclusion initiatives;

WHEREAS, on [February 24, 2025], the Shoreline City Council passed Resolution No. 542, affirming the City's commitment to ensuring that all individuals, regardless of gender identity, sexual orientation, or gender expression, feel safe and supported;

WHEREAS, on [February 28, 2024], the SCC Board of Trustees approved a new mission statement that reads: "Shoreline Community College offers accessible, high-quality education and workforce training that empowers students for success. Rooted in our commitment to diversity, equity, and community engagement, we foster an educational environment that contributes to the enrichment of both our local and global communities";

WHEREAS, on [February 28, 2024], the SCC Board of Trustees approved a new set of values, including "Diversity and Inclusion: Creating an inclusive environment for students and staff that values every individual's unique perspective and contribution";

WHEREAS, on [February 28, 2024], the SCC Board of Trustees approved an equity statement that declares: "Shoreline Community College is committed to establishing a truly inclusive community, and we recognize the profound significance of striving toward equity in education. Equity work compels us to lead from an anti-racist framework, fostering a more supportive and fairer environment";

WHEREAS, on [February 28, 2024], the SCC Board of Trustees adopted an equity-based strategic plan focused on student learning and achievement, in compliance with WACTC requirements for all colleges;

WHEREAS, on [October 30, 2024], the SCC Board of Trustees adopted Board Goals which include Goal #1 "Demonstrate, through specific actions and the approach to policy governance, the Board's commitment to Diversity, Equity, Inclusion, and Accessibility (DEIA) and anti-racism;"

WHEREAS, "Diversity, Equity, and Inclusion" (DEI) is *not synonymous* with "treating students differently based on race, engaging in racial stereotyping, or creating hostile environments for students of particular races."

WHEREAS, SCC is committed to complying with state and federal anti-discrimination laws, including RCW 49.60.400 and Title VI of the Civil Rights Act of 1964;

WHEREAS, SCC is dedicated to fostering a **diverse** and inclusive community by providing equitable educational and workforce opportunities for all individuals, including veterans, immigrants, undocumented individuals, LGBTQ+ members, people with disabilities, and those from racially, culturally, and gender-diverse backgrounds. SCC is committed to creating an environment where all community members can learn from one another, embrace different perspectives, and celebrate this diversity;

WHEREAS, SCC is committed to **equity** and ensuring that all students receive the support necessary to achieve success in their educational endeavors, particularly those who may face barriers to learning;

WHEREAS, SCC is committed to fostering a strong sense of **inclusion** by (a) offering employees meaningful opportunities to engage in decision-making as mandated by NWCCU, (b) enhancing employee retention initiatives, and (c) collaboratively creating a campus environment that amplifies and celebrates the diverse voices of our students;

WHEREAS, SCC recognizes that Diversity, Equity, and Inclusion (DEI) work, as defined above, requires the active participation of the entire campus community; and,

NOW, THEREFORE, BE IT RESOLVED, that the SCC Board of Trustees reaffirms its commitment, in accord with state and federal law, to fostering a diverse, equitable, and inclusive environment, ensuring that all individuals are supported, and students are empowered to succeed in their educational aspirations.

The Board hereby adopts Resolution No. 170.

Done in Open Public Meeting by the Board of Trustees this 19th Day of March 2025.

Board of Trustees
Shoreline Community College
District Number Seven

By: _____
Rebecca Ringer, Chair

Recommendation

That the Board of Trustees by motion and subsequent action, approve Resolution No. 170 (Reaffirming the Shoreline Community College Board of Trustees Commitment to Fostering a Diverse, Equitable, and Inclusive Environment)

Prepared by: Jack Kahn
Shoreline Community College
March 2025

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
SPECIAL MEETING OF MARCH 19, 2025

TAB 5

ACTION

Subject: Resolution No. 169 (Amending Annual Leave Benefits for Vice President of Business and Administrative Services)

Resolution No. 169

Amending Annual Leave Benefits for Vice President of Business and Administrative Services

WHEREAS, RCW 43.01.042 authorizes institutions of higher education to prescribe such rules and regulations as they may determine governing vacation leave for academic and professional personnel; and

WHEREAS, Shoreline Community College Policy and Procedure, adopted by Board action in July 2018, provides annual leave to all administrative/exempt employees on the same schedule and under the same rules; and

WHEREAS, the Board of Trustees desires to approve additional leave and benefits for the Vice President of Business and Administrative Services in recognition of undertaking challenging risk management and compliance duties.

NOW, THEREFORE, BE IT RESOLVED that in recognition of the duties required of the Vice President of Business and Administrative Services relating to challenging risk management and compliance, the Board of Trustees hereby approves annual leave accrual for this position on the basis of four (4) days (24 hours) per calendar month, up to forty-eight (48) days per year; and,

BE IT FURTHER RESOLVED that the Vice President of Business and Administrative Services shall also be entitled upon separation from employment with Shoreline Community College to a cash payment of accumulated annual leave on file up to a maximum of sixty (60) days (480 hours) provided that this benefit shall not result in any increase in a retirement allowance in compliance with RCW 43.01.041 and Chapter 415-02 WAC.

The Board hereby adopts Resolution No. 169.

Done in Open Public Meeting by the Board of Trustees this 19th Day of March 2025.

Board of Trustees
Shoreline Community College
District Number Seven

By: _____
Rebecca Ringer, Chair

Recommendation

That the Board of Trustees by motion and subsequent action, approve Resolution No. 169
(Amending Annual Leave Benefits for Vice President of Business and Administrative Services)

Prepared by: Jack Kahn
Shoreline Community College
March 2025

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
SPECIAL MEETING OF MARCH 19, 2025**

TAB 7

ACTION

Subject: Instruction: Proposed New Fees & Tuition Increase for FY 2025-2026

Background

The following are Instruction’s proposed new fees, and a tuition increase for FY 2025-2026.

1. PROPOSED NEW FEE—HEALTH INFORMATICS & INFORMATION MANAGEMENT (HIIM) PROGRAM

HIIM students need an electronic health record (EHR) application for assignments. Currently, the bookstore purchases these subscriptions, which are significantly marked up and cause delays (1-3 weeks) due to the need for printed cards with codes. EHR Go offers instant access with the appropriate code. We propose implementing a standard course fee for the required subscription, allowing us to purchase directly from EHR Go and provide immediate access to students. This change would apply to courses HIIM 125, 154, 170, 172, 173, 220, 225, 238, 171, 172, 173, and 228. The subscription fee is \$60 for a 12-week period. We request adding this fee starting in fall quarter 2025. (Memorandum attached.)

2. PROPOSED NEW FEE—BIOTECHNOLOGY RUNNING START LAB FEE

The Biotechnology program has for years offered a series of popular Running Start courses that introduce students to career relevant skills in Biotechnology and Biomanufacturing. As hands on laboratory courses, there are significant materials and supplies costs incurred to offer these courses, but a fee has never been levied to cover these costs, relying instead on grant funds that are now expired or depleted. We propose implementing a fee of \$60.50 which would apply to courses BIOL 111, BIOL 112, and BIOL 113. (Memorandum attached.)

3. PROPOSED TUITION INCREASE – PARENTING EDUCATION (PARED) PROGRAM

Shoreline Community College's Parent Education Program has long been an essential resource for families in our community, offering high-quality education and support to parents and caregivers. As a key part of our mission to serve the community, we continuously strive to maintain the quality and accessibility of our programs. However, due to rising operational costs, we are proposing an increase in the Parent Education tuition from \$22 to \$31 per student per credit. This tuition adjustment will allow the program to cover escalating operational costs and ensure its continued success and sustainability. The \$31 per credit tuition stays within the SBCTC required 75-85% tuition waiver for Parent Education classes. (Memorandum attached.)

Recommendation

It is recommended that the Board of Trustees approve Instruction's proposed new fees, and a tuition increase for FY 2025-2026, as presented.

Prepared by: Pangyen (Ben) Weng, Vice President of Instruction
Shoreline Community College
March 2025

Memo

To: Orlando de Lange
From: Melanie Meyer
Date: 1/28/2025
Re: HIIM EHR Subscription Lab Fee

NEW – HIIM EHR SUBSCRIPTION LAB FEE

Background

HIIM students require use of an electronic health record (EHR) application to complete their assignments in many classes. We currently have the bookstore purchase these subscriptions which are then significantly marked up. The bookstore must send a printed card with the code causing significant delays for students (often 1-3 weeks). EHR Go can provide instant access to the application with the appropriate code. We would like to change to using a standard course fee for the required subscription. We will then purchase the subscriptions directly from EHR Go and make them available to students in the class.

Course: HIIM 125, 154, 170, 172, 173, 220, 225, 238, HIIM 171, 172, 173, and 228

Subscription: EHR Go 12-week subscription

Fee: \$60

Request

We would like to request adding this fee to starting in fall quarter 2025.

Please let me know if you need anything further to move forward with this request.

Memo

To: Orlando de Lange
From: Rachel Rawle
Date: 3/13/2025
Re: Biotechnology Running Start Lab Fees

NEW – BIOTECHNOLOGY RUNNING START LAB FEE

Background

The Biotechnology program has for years offered a series of popular Running Start courses that introduce students to career relevant skills in Biotechnology and Biomanufacturing. As hands on laboratory courses, there are significant materials and supplies costs incurred to offer these courses, but a fee has never been levied to cover these costs, relying instead on grant funds that are now expired or depleted. Going forward a lab fee at the same rate as all other Biotechnology courses would allow us to continue offering these courses sustainably.

Course: BIOL 111, BIOL 112, BIOL 113

Fee: \$60.50

Request

We would like to request adding this fee to starting in Fall quarter 2025.

Please let me know if you need anything further to move forward with this request.

Memo

To: Dr. Ben Weng
From: Shanon Reedy
Date: 3/11/2025
Re: Parenting Education (PARED) Tuition Increase

TUITION INCREASE – PARENTING EDUCATION (PARED)

Background

Shoreline Community College's Parent Education Program has long been an essential resource for families in our community, offering high-quality education and support to parents and caregivers. As a key part of our mission to serve the community, we continuously strive to maintain the quality and accessibility of our programs. However, due to rising operational costs, we are proposing an increase in the Parent Education tuition from \$22 to \$31 per student per credit. This tuition adjustment will allow the program to cover escalating operational costs and ensure its continued success and sustainability. The \$31 per credit tuition stays within the SBCTC required 75-85% tuition waiver for Parent Education classes.

PROGRAM FTE: Average 80

FTE ALLOCATION: Approximately \$400,000

CURRENT ANNUAL TUITION REVENUE: (\$22/CREDIT): \$99,000

PROPOSED ANNUAL TUITION REVENUE: (\$31/CREDIT): \$139,500

ANNUAL PROGRAM BUDGET: \$525,000

Rationale for the Tuition Increase

1. Rising Operational Costs

Over the past few years, we have experienced an increase in the cost of providing Parent Education services. These rising costs include, but are not limited to, administrative expenses, and compensation for qualified instructors. As costs have increased, the current tuition structure of \$22 per credit no longer sufficiently covers the expenses of delivering these programs at the high standard expected by our students.

2. **Static Tuition Rate**

The Parent Education tuition of \$22 per credit has remained unchanged since 2019. In the past keeping the tuition stable helped ensure that more families can access parent education programs without financial barriers and ensuring that more parents can participate in educational programming. However, this has prevented us from keeping up with rising operational costs.

Request

Proposed Tuition Increase Details

- **Current tuition:** \$22 per student per credit (average credits enrolled per quarter: 1500)
- **Proposed tuition:** \$31 per student per credit
- **Tuition Increase Amount:** \$9 per student per quarter
- **Effective Date:** Fall 2025

This tuition increase is modest and is in line with our commitment to keeping education affordable while addressing the growing financial needs of the program. The proposed tuition will allow the program to continue offering high-quality educational experiences without sacrificing the quality or accessibility of services.

We respectfully request the approval of this tuition increase and look forward to discussing it further with the Board of Trustees.

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
SPECIAL MEETING OF MARCH 19, 2025**

TAB 8

ACTION

Subject: Recommendation to close Clean Energy Technology Program

Background

Purpose The Office of Instruction proposes closing the College's Clean Energy Technology (CET) Program. After analyzing enrollment data, employment trends, and program viability, we believe discontinuing this program is in our best interest. This proposal aims to ensure our programs effectively serve students and utilize resources efficiently.

Enrollment Challenges The CET program has seen a continued and significant decline in enrollment, reaching its lowest in 2024-25:

- Fall 2024: 7 students enrolled across three classes for 14 seats.
- Winter 2025: 7 students enrolled across two classes for 11 seats.

The departmental budget was \$100k in 2023-24 and \$60k in 2024-25.

Regional Context Other colleges in the SBCTC system have faced similar challenges, with many discontinuing their CET programs due to low enrollment and limited job prospects for graduates.

Employment and Career Pathways Despite the clean energy sector's potential, current job opportunities for our graduates are limited. The primary roles available do not require the specific degrees we offer, misaligning with our mission to provide pathways to gainful employment.

Program Viability Given the lack of student interest and the failure of similar programs at other institutions, we must realistically assess CET's future potential for the best interest for our students and our institution.

Campus Consultation Since January 2025, we have gathered campus input through online feedback, a virtual town hall, Faculty Senate Council presentations, and CET Advisory Committee meetings.

Approval Process The College Council was informed on Feb 11, 2025. The Executive Team voted to support the proposal on Feb 18, 2025.

Attachments CET Program Discussion Summaries and CET Program Status Report

Implementation

1. **Teaching-out:** There are currently 10 students, 5 of whom are expected to graduate by the end of Spring 2025. Upon approval, the Office of Instruction will immediately halt

admissions for the CET program and contact the students who cannot complete the program by the end of Spring 2025. These students will be given the option to complete their program in 2025-26 or transfer to other programs at SCC.

2. **Other official processes:** The Office of Instruction will fulfill all official requirements set by the state (SBCTC) and the accrediting body (NWCCU).

Recommendation

That the Board of Trustees by motion and subsequent action, approve the plan to close (“phase out”) the Clean Energy Technology Program.

Prepared by: Pangyen (Ben) Weng, Vice President of Instruction
Shoreline Community College
March 2025