

**SHORELINE COMMUNITY COLLEGE
BOARD OF TRUSTEES REGULAR MEETING OF APRIL 23, 2025**

3:30 PM Regular Session – Board Room (#1010M), Bldg. 1000

Remote Option via Zoom: <https://us02web.zoom.us/j/88349708605> -or-
(253) 215-8782 ▪ Meeting ID: 883 4970 8605

A G E N D A – Revised (04/23/2025; 9:00 AM)

3:30 PM – REGULAR SESSION			
1.	Convene Regular Session & Land Acknowledgement	<i>Chair Rebecca Ringer</i>	
2.	Report: Chair, Board of Trustees	<i>Chair Rebecca Ringer</i>	
3.	Report: Opening Remarks – Board of Trustees	<i>Trustees</i>	
4.	Consent Agenda a. Approval of Previous Meeting Minutes •Special Meetings of 2025 March 14, March 19 & April 1 b. Academic Calendars: 2026-2027; 2027-2028	<i>Chair Rebecca Ringer</i>	1
5.	Communication from the Public Public comment(s) will be presented to the Board verbally. -For attendees attending in-person: Please sign-up to provide a public comment on the speaker sign-in sheet in the Board Room (#1010M) between 3:15 PM–3:30 PM on April 23, 2025. -For attendees connecting online: Please sign up to provide a public comment via the Chat function in Zoom between 3:15 PM–3:30 PM on April 23, 2025. The Board Chair will call upon each speaker signed up to provide public comment. The total public comment period at the April 23, 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 allotments 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 April 23, 2025 meeting, please send written public comment to Board Secretary Lori Yonemitsu at lyonemitsu@shoreline.edu following the April 23, 2025 meeting.)	<i>Chair Rebecca Ringer</i>	
6.	Action: Recommended Revisions to Board of Trustees Policies Manual	<i>Jamie Stark, Trustee & Jack Kahn, President</i>	2
7.	Action: Alternate Location in the Event of Board Meeting Disruptions	<i>Veronica Zura, Executive Director</i>	3
8.	Action: Instruction: Proposed Fee Increases & Revisions for FY 2025-2026	<i>Ben Weng, Vice President</i>	4
9.	Report: Accreditation <i>(5 minutes)</i>	<i>Ann Garnsey-Harter, Associate Vice President</i>	
10.	Report: Finance & Budget <i>(10 minutes)</i>	<i>Joe Mazur, Vice President</i>	

11.	Action: Resolution No. 171 (Authorizing Investment of Shoreline Community College District 7 Monies in Local Government Investment Pool)	<i>Joe Mazur, Vice President</i>	5
12.	Report: 7000 Campus Living Occupancy Updates & Multi-Year Plan (10 minutes)	<i>Ryan Aiello, Vice President</i>	
13.	Constituent Report: Shoreline Associated Student Government (ASG) (5 minutes)	<i>Jesse Kacaribu, ASG President</i>	
14.	Constituent Report: Shoreline Classified Staff (WFSE) (5 minutes)	<i>Norah Peters, WFSE Chief Shop Steward</i>	
15.	Constituent Report: Shoreline Faculty (SCCFT) (5 minutes)	<i>Kristine Petesch, SCCFT President</i>	
16.	Constituent Report: Shoreline Faculty Senate (5 minutes)	<i>Ajay Mendoza, Faculty Senate Chair</i>	
17.	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>	
18.	Waves of Gratitude	<i>Jack Kahn, President</i>	
19.	First Reading: Board of Trustees Effectiveness Evaluation Draft (10 minutes)	<i>Kim Wells, Trustee</i>	6
20.	Action: Adjournment of Regular Session	<i>Chair Rebecca Ringer</i>	
21.	STUDY SESSION <ul style="list-style-type: none"> • Strategic Partnerships Update with Associate Vice President Lucas Rucks & Vice President of Instruction Ben Weng (30 minutes) • International Education with Senior Associate Director of International Outreach Sarah Stackhouse & Associate Vice President of International Education & Global Engagement Samira Pardanani (30 minutes) 		

SHORELINE COMMUNITY COLLEGE
DISTRICT SEVEN
BOARD OF TRUSTEES
SPECIAL MEETING OF MARCH 14, 2025

The March 14, 2025 special meeting was held via hybrid modality.

- In-person: Small Conference Room (#1004M)-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 of the Board of Trustees of Shoreline Community College District Seven was called to order by Chair Rebecca Ringer at 8:37 AM. A quorum of the Board was present.

MEMBERS PRESENT

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

COMMUNICATION FROM THE PUBLIC

Per the agenda for the March 14, 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 outside the Small Conference Room (#1004M) between 8:15 AM–8:30 AM on March 14, 2025.

-For attendees connecting online: Please sign up to provide a public comment via the Chat function in Zoom between 8:15 AM–8:30 AM on March 14, 2025.

The Board Chair will call upon each speaker signed up to provide public comment. The total public comment period at the March 14, 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 March 14, 2025 meeting, please send written public comment to Board Secretary Lori Yonemitsu at lyonemitsu@shoreline.edu following the March 14, 2025 meeting.)

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

EXECUTIVE SESSION

Chair Ringer noted that the Board would be in executive session until 4:15 PM. Trustees in attendance in-person, convened in the Central Conference Room (#1020M) for the executive session and were joined by trustees attending remotely, via virtual meeting.

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At 4:15 PM, Vice Chair Kim Wells announced in the Small Conference Room (#1004M), that the Board would extend its executive session for ten minutes.

The Board reconvened in open session at 4:25 PM.

ADJOURNMENT

Motion 25:07: 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 4:26 PM.

Signed _____
Rebecca Ringer, Chair

Attest: April 23, 2025

Lori Y. Yonemitsu, Secretary

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

The March 19, 2025 special meeting was held via hybrid modality.

- In-person: Quiet Dining Room (#9208)-Building 9000
- 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 2:30 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 ninety minutes.

The executive session commenced at 2:32 PM.

The trustees convened in the Central Conference Room (#1020M) in building 1000 for the executive session and reconvened in the Quiet Dining Room (#9208) for the special session.

MINUTES – SPECIAL MEETING (“Session”)

The special meeting (“session”) of the Board of Trustees of Shoreline Community College District Seven was called to order by Chair Ringer 4:00 PM. Chair Ringer read a section of the College’s land acknowledgment.

A quorum of the Board was present.

MEMBERS PRESENT

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

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

REPORT: CHAIR, BOARD OF TRUSTEES

Chair Ringer’s report included:

- Speaking about an event with Lisa Keating from the Washington State LGBTQ Commission that she attended earlier in the day. “It was a wonderful and incredibly informative presentation.” She added that Trustee Chan connected to the event online and Trustee Stark, attended the event in-person.

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- That the All-Washington Academic Team luncheon, where the Governor is usually present, is scheduled in April and “Shoreline has four scholars” who will be recognized at the luncheon.

Motion 25:08: Motion by Chair Ringer to move to next month, agenda item number 12, the action on the president’s contract.

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

REPORT: OPENING REMARKS – BOARD OF TRUSTEES

Trustee Wells conveyed that it was “really great to be in the room with a lot of faculty members, administrative staff, classified staff” and noted that it was an exciting time “to recognize all the great teaching that happens here.”

Trustee Stark expressed appreciation to the “WAVES group on campus” who are bringing Representative Jayapal to campus tomorrow. “It is really important that we engage with our government at this time and let our elected representatives know what’s on our minds.”

Trustee Chan read her report. (Report attached.)

CONSENT AGENDA

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

- a. Minutes from the 2025 February 26 special and regular meetings

Motion 25:09: Motion by Trustee Wells to approve the consent agenda.

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

COMMUNICATION FROM THE PUBLIC

Per the agenda for the March 19, 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 the Quiet Dining Room (#9208) between 3:45 PM–4:00 PM on March 19, 2025.

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-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.)

Five individuals signed up to provide public comment.

Dr. Astrid Perez: Statement attached.

Trysteen Thanh Binh Tran: Statement attached.

Dr. Henry García: Statement attached.

Asha Lickley Dore: Statement attached.

Meghan Oesterle: Statement attached.

ACTION: RENEWAL OF FIRST-YEAR TENURE TRACK FACULTY CANDIDATES

Vice President of Instruction Ben Weng read the background statement contained on tab 1 (Action: Renewal of First-Year Tenure Track Faculty Candidates), the names of thirteen first-year tenure track faculty candidates, her/his/their teaching field, years on probation, her/his/their Appointment Review Committee (ARC) chair, and the recommendation from the President and the Vice President of Instruction 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

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- 12. Q Quast
- 13. Carl Roer

Motion 25:10: Motion by Trustee Wells “to renew probationary status for all of the aforementioned faculty.”

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

ACTION: RENEWAL OF SECOND-YEAR TENURE TRACK FACULTY CANDIDATES

Vice President of Instruction Ben Weng read the background statement contained on tab 2 (Action: Renewal of Second-Year Tenure Track Faculty Candidates), the names of nine second-year tenure track faculty candidates, her/his/their teaching field, years on probation, her/his/their Appointment Review Committee (ARC) chair, and the recommendation from the President and the Vice President of Instruction 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

Motion 25:11: Motion by Trustee Wells “to renew probationary status for all of the aforementioned faculty.”

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

ACTION: TENURE CONSIDERATIONS

Vice President of Instruction Ben Weng read the background statement contained on tab 3 (Action: Tenure Considerations). The names of the thirteen tenure candidates, her/his/their teaching field, years on probation, her/his/their Appointment Review Committee (ARC) chair, and the recommendation from the President and the Vice President of Instruction that tenure be awarded, was presented individually, with each, a separate action by the Board of Trustees.

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Amber Avery-Graff

Motion 25:12: Motion by Trustee Wells that tenure be awarded to Amber Avery-Graff.

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

Asha Lickley Dore

Motion 25:13: Motion by Trustee Wells that tenure be awarded to Asha Lickley Dore.

The motion did not receive a second.

Motion 25:14: Motion by Chair Ringer that tenure be denied to Asha Lickley Dore.

The motion did not receive a second.

Motion 25:15: Motion by Trustee Chan that the Board go into executive session for ten minutes to discuss the performance of a public employee.

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

The trustees convened in the Central Conference Room (#1020M) in building 1000 for the executive session. The executive session commenced at 4:42 PM.

At 4:52 PM, Randy Gottfried announced that he received a call from Lori Yonemitsu and Board Chair Ringer that the Board is extending its executive session for five additional minutes.

The Board returned to the Quiet Dining Room (#9208) at 4:58 PM for the reconvening of the special meeting (“session”).

Motion 25:16: Motion by Chair Ringer that tenure be denied to Asha Lickley Dore.

The motion was seconded by Trustee Chan.

Chair Ringer and Trustee Stark voted *aye* to deny tenure to Asha Lickley Dore.

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Trustee Wells opposed the motion to deny tenure to Asha Lickley Dore.

Motion failed.

Motion 25:17: Motion by Trustee Wells that tenure be awarded to Asha Lickley Dore.

The motion was seconded by Trustee Stark.

Trustee Wells voted *aye* to award tenure to Asha Lickley Dore.

Chair Ringer and Trustee Stark voted *nay* to award tenure to Asha Lickley Dore.

Motion failed.

Motion 25:18: Motion by Trustee Wells to table “as we have no quorum on either motion.”

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

Motion carried to table.

Sarah Fletcher

Motion 25:19: Motion by Trustee Wells that tenure be awarded to Sarah Fletcher.

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

Dr. Henry García

Motion 25:20: Motion by Trustee Wells that tenure be awarded to Dr. Henry García.

A second was not audible. All Trustees present for the action item voted *aye* to approve the motion.

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Dr. Madeleine Gorges

Motion 25:21: Motion by Trustee Wells that tenure be awarded to Dr. Madeleine Gorges.

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

Tasha Nālei Jugas

Motion 25:22: Motion by Trustee Stark that tenure be awarded to Tasha Nālei Jugas.

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

Dr. Ajay Mendoza

Motion 25:23: Motion by Trustee Wells that tenure be awarded to Dr. Ajay Mendoza.

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

Dr. Astrid Perez

Motion 25:24: Motion by Trustee Stark that tenure be awarded to Dr. Astrid Perez.

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

Carlos Sibaja García

Motion 25:25: Motion by Trustee Wells that tenure be awarded to Carlos Sibaja Garcia.

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

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Rashawn Smith

Motion 25:26: Motion by Trustee Stark that tenure be awarded to Rashawn Smith.

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

Trysteen Thanh Binh Tran

Motion 25:27: Motion by Trustee Wells that tenure be awarded to Trysteen Thanh Binh Tran.

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

Dr. Chris Vongvithayamathakul

Motion 25:28: Motion by Trustee Stark that tenure be awarded to Dr. Chris Vongvithayamathakul.

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

Dr. Benjamin Wiggins

Motion 25:29: Motion by Trustee Wells that tenure be awarded to Dr. Benjamin Wiggins.

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

10-minute recess

FIRST READING: ACADEMIC CALENDARS: 2026-2027; 2027-2028

Director of Admissions, Enrollment & Outreach David Berner went over tab 4 (First Reading: Academic Calendars: 2026-2027; 2028) and noted one change regarding the date of Commencement—from a Saturday to a Friday, “to allow more opportunity for faculty and students and their families to attend.”

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ACTION: RESOLUTION NO. 169 (AMENDING ANNUAL LEAVE BENEFITS FOR VICE PRESIDENT OF BUSINESS AND ADMINISTRATIVE SERVICES)

Motion 25:30: Motion by Trustee Chan to “approve Resolution No. 169 (Amending Annual Leave Benefits for Vice President of Business and Administrative Services). **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 motion was seconded by Trustee Wells. All Trustees present for the action item voted *aye* to approve the motion.

ACTION: RESOLUTION NO. 170 (REAFFIRMING THE SHORELINE COMMUNITY COLLEGE BOARD OF TRUSTEES COMMITMENT TO FOSTERING A DIVERSE, EQUITABLE, AND INCLUSIVE ENVIRONMENT)

Chair Ringer referred to the Board’s February study session and the discussion that ensued pertaining to DEI. The trustees shared in the reading of Resolution No. 170 (Reaffirming the Shoreline Community College Board of Trustees Commitment to Fostering a Diverse, Equitable, and Inclusive Environment). The trustees confirmed its adoption of the resolution.

ACTION: INSTRUCTION FEE & TUITION ADJUSTMENT PROPOSALS FOR FY 2025-2026

Vice President of Instruction Ben Weng provided an overview of tab 7 (Action: Instruction: Proposed New Fees & Tuition Increase for FY 2025-2026).

Communication Studies & Social Sciences Dean Shanon Reedy responded to questions from Trustee Stark pertaining to the number of credits students in the Parenting Education (PARED) program take (“1,500 per quarter registered credits average amongst seven co-ops”) and to the “\$31 per credit tuition staying in the middle of the SBCTC required 75-85% tuition waiver for Parent Education classes.”

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Motion 25:31: Motion by Trustee Chan to approve Instruction’s proposed new fees, and tuition increase for FY 2025-2026 as presented.

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

ACTION: RECOMMENDATION TO CLOSE CLEAN ENERGY TECHNOLOGY PROGRAM

Vice President of Instruction Ben Weng provided an overview of tab 8 (Action: Recommendation to close Clean Energy Technology Program).

In response to Chair Ringer’s question about the five students who are not completing degree requirements by the end of spring 2025 as to how the students who choose the option to complete their program at Shoreline in 2025-26 would be able to do so, Vice President Weng stated:

- “Two of the students have only taken one class and have a lot of other courses to take. We will see if they are interested in switching to other programs.”
- “Three of the students are midway and we will have to run those classes even if the classes are under enrolled.”

In response to Trustee Wells’ question about whether there were other Clean Energy Technology programs in the community and technical college system that the College could refer the students to, Vice President Weng noted that he thought there were only two programs remaining in the state with the program and that it would be difficult to put our students elsewhere.

President Kahn added that while the recommendation from some in the Faculty Senate to give the program another year is reasonable and “Clean Energy is wonderful,” he spoke about the challenges across the system and the state with not having the industry partners “to provide students and get students into these programs.” He closed by stating, “the way that we’re currently developed is not working and it would make more sense right now to close the program and have the conversation, Does Shoreline Community College want to pursue clean energy as part of our strategic plan? If so, then we need to put the energy into developing the partnerships with industry and then co-develop curriculum with those who are going to be interested and motivated to provide the students.”

Motion 25:32: Motion by Trustee Stark to approve the plan to close and phase out the Clean Energy Technology Program.

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

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REPORT: ACCREDITATION

Planning, Institutional Effectiveness & Project Management Associate Vice President Ann Garnsey-Harter's report included three updates pertaining to accreditation:

1. "Our accreditation standards dictate that the College's planning processes must inform how we allocate resources."
2. "Learning Outcomes Assessment—one of the accreditation recommendations that we are working on. The March newsletter spotlighted English Professor DuValle Daniel's lessons from labor-based grading in her English classes and her anti-racist pedagogy."
3. "The Northwest Commission on Colleges and Universities, our institutional accrediting body, approved us to teach Korean language classes at a separate instructional site in Bothell."

REPORT: FINANCE & BUDGET

Business & Administrative Services Vice President Joe Mazur went over the summary from the 3/10/2025 Finance Committee meeting as well as the *February 28, 2025 month ended* documents pertaining to Operating Funds, Grant Funds 145, Contract Funds 146 (attached). He responded to trustee questions pertaining to grant funds.

CONSTITUENT REPORT: SHORELINE ASSOCIATED STUDENT GOVERNMENT

Associated Student Government (ASG) President Liz Ho shared recent key activities that have happened around the campus. On a personal note, ASG President Ho shared that she will be graduating earlier than planned and continuing her education back "in my home country." She expressed gratitude for all the learning experiences and opportunities she has had at Shoreline Community College. "Serving as the ASG President has been one of my greatest honors and I cherish the time spent and working alongside all of you."

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).

CONSTITUENT REPORT: SHORELINE FACULTY (SCCFT)

Professor & SCCFT Local 1950 Union President Kristine Petesch referred and spoke to and about "our diverse community which is also made-up of individuals." Regarding tenure decisions and the Appointment Review Committee (ARC) process, Professor & SCCFT President Petesch:

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- Expressed appreciation that the “trustees today took time to think about this really hard decision and that it is really important that we get to have opportunities to look at the individual from multiple perspectives and to collect as much data as we can.”
- Emphasized and reinforced “what Dr. García was saying earlier today as well about the need to improve the ARC system and to find ways to bring more of the data that is relevant to a candidate in the room.”
- Noted that “one of the major issues that we've had in the ARC process last year and into this year, is that we don't have the structure to make sure that the candidates are supported and have a chance to work on the things that they need to.”
- Conveyed “hope that we can all come together in different ways to communicate and collaborate as to how to make this process better.”
- Communicated appreciation to the trustees for their “genuineness, vulnerability, taking the time to reflect and to consider all of the data including those of the other faculty.”

CONSTITUENT REPORT: SHORELINE FACULTY SENATE

In addition to Professor & Faculty Senate Chair Rashawn Smith’s prepared report (attached), he shared:

- “It's been a very, very stressful time not just for me, but also for all faculty members dealing with the way the ARC is structured.”
- “I would like to first express my gratitude to the students who trusted me to provide the knowledge to help them carve out their career pathways.”

He closed his report with the bell hooks quote, “No need to hear your voice when I can talk about you better than you can speak about yourself...”—which “resonates with me because of what we don't realize is in certain communities, so much is being asked of those from marginalized communities in our processes.”

“We are here to support the growth of the students—that is first and foremost. I appreciate your support and collaboration to ensure that marginalized student and faculty voices remain central to decision making and I look forward to continuing these discussions and partnerships.”

REPORT: COLLEGE PRESIDENT & EXECUTIVE TEAM REPRESENTATIVES

Student Services—Ryan Aiello, Vice President

Vice President Aiello gave a shoutout to the students in the campus musical production of 9 to 5 and the men’s basketball team for making it to the NWAC (Northwest Athletic Conference) state tournament. He added that three members from the Student Services division are attending a NASPA (Student Affairs Administrators in Higher Education) conference and shared that he has been recently appointed to serve in a leadership capacity on a NASPA regional board.

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

Vice President Crisanto Ramos thanked the campus community for coming together for different events centered around community healing and resilience. “It has been really exciting to see the community come together.” He highlighted the Multicultural Center’s end of quarter event and thanked Jamie Ardeña, Multicultural Center Manager. “His work has been amazing in getting students, post Covid, to come back together and stay on campus. At a community college, this is a difficult thing to do.”

Human Resources–Veronica Zura, Executive Director

In reference to Norah Peters’ report, Executive Director Zura shared that she also received positive feedback about the Snacktacular event.

Jack Kahn, President

President Kahn congratulated the faculty “who moved forward today.” He added that the College “continues to monitor *the feds* and how that may affect our grants on campus, and that we may come to the Board with an ask in case we are forced to shut down any grant.”

March 2025 Report to the Board attached.

WAVES OF GRATITUDE

President Kahn expressed gratitude to faculty members Rachel Lee and Mayumi Steinmetz for their support, doing things creatively, openly, and differently with the Korean School partnership.

ACTION: ADJOURNMENT

Motion 25:33: Motion by Trustee Wells to adjourn the meeting.

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

Chair Ringer adjourned the regular session at 6:36 PM.

Signed _____
Rebecca Ringer, Chair

Attest: April 23, 2025

Lori Y. Yonemitsu, Secretary

3/19/2025 Trustee Chan Remarks

Attended college events:

- DEIA Community Check in w/ Dr. Gerry Ebaleroza- Tunnell
- Music is my Medicine with Olmeca
- Shoreline Concert Band Winter Concert

This month is Women's History Month, as we face efforts to strip us of the rights that our foremothers fought for, let's remember to observe this month with resounding joy as an act of resistance.

- I was reminded when I was in Atlanta March 16th, on this date eight lives were lost as a result of racialized gendered violence in the Atlanta Spa Shootings in 2021, six of whom were Asian American women. Invisibilization of and violence against Asian American women is rooted in a tragic, ugly history of anti-Asian racism and misogyny.
- Locally, API Chaya hosted 30th Anniversary Annual Courthouse Vigil at the King County Courthouse. API Chaya comes together each year to honor, remember, and celebrate the lives of Susana Remerata Blackwell and her unborn child, baby Kristine and her friends Phoebe Dizon and Veronica Laureta Johnson whose lives were lost in 1995 by a domestic violence shooting.

Let's all take part in women empowerment opportunities like Rep Jayapal event tomorrow and the Nurse Pinning Ceremony. If you speak with Jayapal please thank her for joining the resurrected Bipartisan House Community College Caucus.

March 29,2025

.....
Good afternoon. I would like the following statement read into the record.

Members of the Board of Trustees

My name is Astrid Perez and I have been teaching Chemistry at Shoreline Community College since 2002.

I appreciate the opportunity to let me share and celebrate the accomplishments of Asha Lickley-Dore, an ABE Instructor.

There's a lot I can say but because of the two min limit, I will stick to the highlights. I will not repeat what my colleagues have said or will say. Instead I will first speak of my experiences. Asha is someone who is able to reach those who are often overlooked and not seen or heard. Of course, It helps she has a master's in speech pathology and it's why she is a sought-after speaker and participates in many national conferences.

In fact, it is because of this that Asha has successfully created an iBest curriculum at SCC in collaboration with Biomanufacturing, and also with the Chemistry Dept.

Outside of the classroom, Asha publishes monthly in national magazines such as the New York Times, Washington Post, Huff Post etc. too many to list. She's not only a writer, but also an illustrator. Editors are continuously reaching out to her for her written views in a variety of topics, and her successes will only bring recognition to Shoreline Community College.

With that, I'd like to read a series of excerpts from one of her latest articles published in both Today Magazine and Business Insider

“For years, I worked in a middle school with kids with speech disorders I began most speech groups with a conversation about problem solving and diversity...the subject of being offended almost always popped up in these groups...I reminded them that everyone in our group struggled with saying or choosing the right words...One of my school's mottos was, “Compassion is a two-way street.” Guiding these groups was challenging but beautiful because the students and I created a space where we could safely make mistakes and learn from them...students talked about how” it's nice to try to say things without hurting people, but if you're too focused on being sensitive and polite, you can miss the point and lose the chance to make a new friend or at least have a happy conversation with a stranger. “

I don't have time to read more but I encourage you to further explore this and her other work as well.

Thank you very much for your time.

My name is Trysteen Thanh Binh Tran and I am a third-year tenure-track candidate in English. Thank you for the opportunity to speak with you today to share my support of a fellow tenure candidate, Asha Lickley Dore, who has been an outstanding instructor here at Shoreline since 2020.

I met Asha during Fall 2022 in the New Faculty Institute and have since noted her innumerable influence in my teaching approach from which my students have directly benefitted. For example, I attended her workshop during the Day of Learning in Fall 2024 where she provided insight and awareness about neurodivergent thinkers. Her effectiveness in conveying complex information and discussing sensitive topics were thoughtfully articulated and encouraged the college community to center student needs as a way to combat implicit bias and misunderstanding. She was the first and arguably only instructor with wherewithal to educate faculty about the experience of our largely neglected population of neurodivergent learners. Her knowledge gained from obtaining a Master's degree in Speech Pathology and non-fiction writing along with numerous years working with diverse thinkers were on full display, and we are more the wiser for her teachings.

Not only does she carry on many responsibilities as an excellent ABE and iBest instructor collaborating across disciplines to accomplish common goals for student success, she is also a proficient Faculty Program Coordinator, which my one year as FPC can confirm is no easy feat to manage. However, we're talking about Asha here. She was able to perform all her roles meticulously with excellent task management prowess and effectual communication as many who have worked with Asha can attest. She is a quiet and diligent leader, never seeking out attention, carrying out her duty without complaint, and makes time to give generously to this college.

If what they say is true that we are the average of the people we spend the most time with then I am in great company with Asha as an aspirational figure. There are too many more conversations to have with her and too many more of her workshops to partake. As such, I earnestly request your support in confirming Asha's tenure so that Shoreline can continue its reciprocal benefit in learning from her many talents and expansive potential.

Thank you kindly for your consideration.

I would like my comments to be read into the record.

Dear Esteemed Members of the Board,

My name is Dr. Henry García, and I am an ESL faculty member. I appreciate the opportunity to speak before you regarding the tenure process at Shoreline, a suggestion to strengthen it, and my support for a valued colleague.

Currently, when tenure decisions are considered, only the ARC committee chair, an administrator, the Vice President, and the President meet with the Board, while the candidate is not present. Given the significance of these decisions, increasing transparency by allowing candidates to participate alongside these individuals would be a valuable improvement. This change would enable candidates to present a more detailed account of their qualifications, contributions, and impact, while also fostering direct dialogue and deeper understanding between the Board and the faculty members under consideration.

In the spirit of recognizing faculty excellence, I know many outstanding colleagues will be honored today. However, I want to take a moment to highlight one in particular—Asha Lickley Dore. Asha is an exceptional educator and a tireless advocate for inclusivity. Since joining the full-time faculty cohort in 2022, she has consistently demonstrated a unique blend of expertise, innovation, and unwavering commitment to student success. I have witnessed this firsthand while teaching ABE courses as she served as FPC. In addition, many of my former ESL students who have studied with her speak highly of her teaching and mentorship—a testament to the profound and lasting impact she makes both in the classroom and outside of it.

Beyond the classroom, Asha has made meaningful contributions to faculty development and institutional growth, particularly in her work on neurodiversity. She holds a terminal master's degree in nonfiction writing, is a licensed speech pathologist, and her writing has been featured in publications by *The Washington Post*, *The New York Times*, *Slate*, *Business Insider*, and *New York Magazine*—demonstrating her ability to articulate complex ideas to diverse audiences. It is clear that Asha is not only a highly effective communicator but also a respected expert in multiple fields.

Asha's expertise and contributions exemplify the caliber of educators who shape our institution's success. Recognizing and retaining such outstanding faculty requires a tenure process that is both transparent and inclusive. With this in mind, I encourage the Board to refine the tenure process to grant candidates a more direct role in these critical discussions. Allowing educators to have a voice—beyond a written self-reflection—would enhance our tenure evaluation process and strengthen our ability to attract and retain exceptional faculty dedicated to student success.

Thank you for your time and consideration.

Dear Esteemed Members of the Board of Trustees,

My name is Asha Dore. I want to voice my support for my brilliant colleagues being considered for tenure who are incredible members of this college and community. I also want to tell you why I'm here.

I had an excellent dad.

He taught me two things to live by: give value and do no harm.

I've used these principles through every challenge I've faced. I was a homeless young person after my dad died, and through community college, I saved myself. That's why I'm here. I actually do see myself in my students and colleagues. And I love partnering with them to grow.

Even though I worked from community college to earning two master's degrees, becoming a speech-language pathologist and tenure track instructor, I didn't really feel like I broke the cycle of seven generations of poverty until a Tiny Love Story that I wrote about my child was published in the New York Times. It wasn't because of the flashy byline. It was because when I showed my son a picture of his face on A2, he said "cool, thanks' mom," so casually but sincere, as if he grew up in a family and a world where it was normal to be in the New York Times before he graduated high school.

This is a reality I want my students and colleagues to know is always available to them. I teach math and writing and work to shape those subjects into portals into that reality.

I'm sorry that I don't have time to tell you about what I've offered to the college since I was hired as part-time faculty in early 2020, then tenure track in 2022. I can tell you - I teach here and I publish to add value and to elevate our students, this college, and you - as does every candidate considered today.

With your support, we will continue to.

Respectfully,
Asha Dore
adore@shoreline.edu

Thank you for this opportunity to speak today. My name is Meghan Oesterle and I am a part-time faculty member teaching and advising for the CET program. I want to share my concerns regarding the potential closure of this essential program being discussed in action 14 in today's meeting, and why I urge you to keep the program open and funded.

I recognize the school's position of low enrollment and limited job titles. I'll provide counter points to both as I think both are metrics better suited for degree seeking established career paths, not the emerging green and clean tech boom happening today and in the near future.

My last job title of Carbon Removals lead was not only new to General Motors, it's new to the whole industry, even sustainability teams are relatively new for many companies, emerging only in the last 5-10 years. Through this background in industrial decarbonization, I have witnessed firsthand the significant gaps in knowledge surrounding sustainability, energy efficiency and building decarbonization. There is a pressing need for education in these areas, and the transition to renewable energy will require a substantial workforce equipped with the right skills.

The CET program is uniquely positioned to fill this gap, as it stands as one of the few career readiness initiatives for renewable energy in our state. It's part of what drew me to Shorelines program in the first place. The fact that we offer not just a degree, but a certificate for people looking to transition into the renewable space or bring that knowledge to their current roles and companies. It's approachable and affordable for these people and companies.

This unique reskill can be seen in a few recent graduates (within the last year) of our program now hold titles ranging from sustainability coordinator, rural solar energy specialist, mechanical engineer and one is CEO of their own start up. Our students do not fit the traditional form of auto or nursing, and the titles on the other end of the graduation are not standardized. We should not be compared to those programs.

The CET program can play a critical role in addressing our community's decarbonized and renewable energy needs. With the recent legislative developments like the Washington Clean Energy Transformation Act, our state is making significant strides toward a sustainable future. This will require business, communities and residential homes to invest in more sustainable infrastructure. We must be here to prepare our students to meet this growing demand, and we need to build partnerships to educate not just the traditional degree seeker, but those within companies, looking to be more sustainable and build that mindset from within.

I have only been here since September and have already seen the impacts of perpetual underfunding and limited resources provided to the program. As part-time faculty, my ability to engage in recruitment and program development is limited. This program has not had a full time faculty member in years and it has directly impacted our enrollment numbers and program growth. This was called out in the 2022 Program review, and was not addressed. This is a main reason for low enrollment. But enrollment will never be at the same levels as other prof tech programs that the admin would like to compare us to. Better comparison is the 4 year sustainable building program at South Seattle College, which caps enrollment at 20 students per year. Our numbers are lower than theirs, but they have dedicated full time faculty and a sizeable budget backing them. This quarter alone, we have had 2 prospective students reach out looking to join our program.

Instead of shutting down this program, we should be investing in it. Increasing funding can enhance our recruitment efforts and reassess curriculum based on new laws and future trends. Additionally, by forging partnerships with local clean energy companies, we can create internship opportunities and real-world experiences that will prepare our students for the workforce that will excite them to join us at Shoreline.

I urge you to reconsider the potential closure of the CET program. Give us one year to revitalize the program and prove to you, the value that we offer not just our students, but our community as well. Let's work together to strengthen it, empowering our students to lead the way in renewable energy and building decarbonization. Together, we can ensure that Shoreline Community College remains at the forefront of education and sustainability.

Our faculty has the ideas and the energy to implement them; we just need the time and funding that only Shoreline can provide. Please grant us a full time faculty lead position for one year, we will focus on implementing a recruitment strategy, aligning with local business partners, revamping our website to highlight our NABCEP certification and update offerings to align with recent regulatory requirements in building efficiencies.

Thank you for your time and consideration!



Shoreline Community College
Board of Trustees, Finance Committee
3/10/2025, 3:00pm, Meeting Notes

Location:

Bldg. 1000, Dr. Kahn's Office

In Attendance:

Rebecca Chan, Trustee, and Finance Committee Chair

Dr. Jack Kahn, President

Joe Mazur, Vice President of Bus. & Admin. Services

Call to Order

Committee Meeting Called to Order at 3:05pm

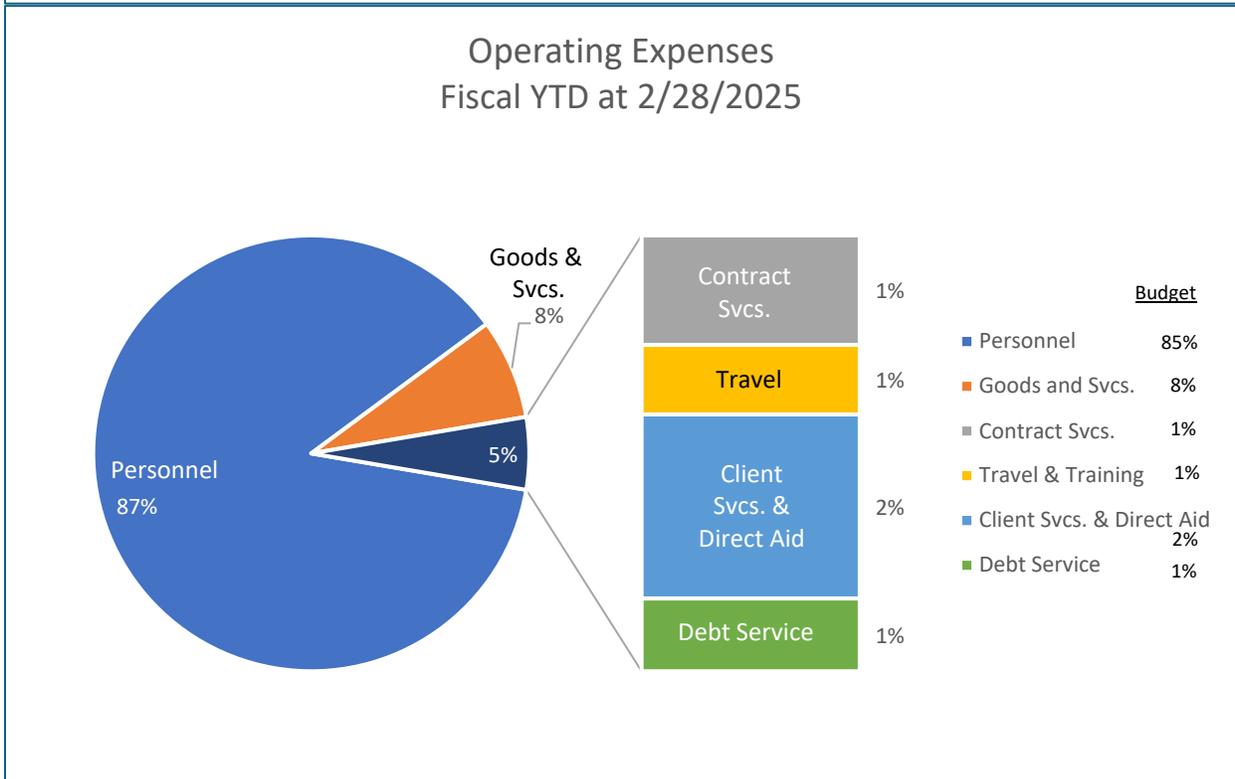
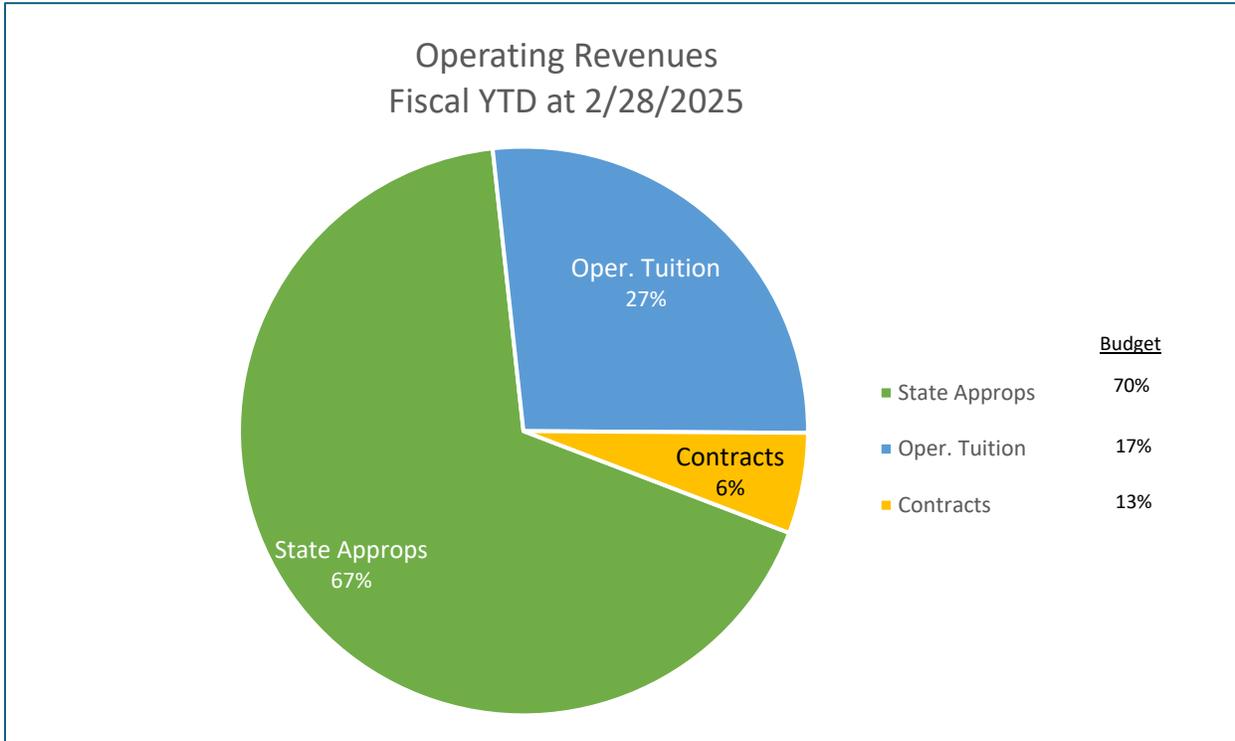
Discussion Topics:

1. Update on WA State Auditor's Office (SAO) Accountability Audit.
2. Review of Board of Trustees' Budget Department Year-over-year Expenses.
3. Review of Draft Monthly Financial Reports. Month-end Close on March 11th.
4. Discussion of Monthly Financial Report enhancements for future meetings.

Adjournment

Committee Meeting Adjourned at 3:31pm.

**Shoreline Community College
Operating Funds
Fiscal Year-to-Date (YTD) at 2/28/2025**



SHORELINE COMMUNITY COLLEGE
 FINANCIAL REPORT - OPERATING FUNDS
 MONTH ENDED FEBRUARY 28, 2025

April 23, 2025 Board Packet: p. 27 of 96

Ln.	Year-over-Year Comparison of Actuals				YTD Percent of Budget	
	(A) Prior YTD at 02/29/2024	(B) Current YTD at 02/28/2025	(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	\$ 17,333,120	\$ 18,795,537	\$ 1,462,417	8.4%	\$ 40,085,208	46.9%
2. Operating Tuition	5,482,477	7,479,564	1,997,087	36.4%	9,776,902	76.5%
Subtotal Operating Approps. and Tuition	22,815,598	26,275,101	3,459,503	15.2%	49,862,110	52.7%
Operating Expense Transfers:						
4. International Education	2,269,680	12,950	(2,256,730)	-99.4%	4,995,681	0.3%
5. Running Start	279,546	1,270,386	990,840	354.4%	1,925,000	66.0%
6. CECO	236,526	315,368	78,842	33.3%	473,048	66.7%
7. CEP	75,000	-	(75,000)	-100.0%	50,000	0.0%
Subtotal Operating Expense Transfers	2,860,752	1,598,704	(1,262,048)	-44.1%	7,443,729	21.5%
Total Revenues and Expense Transfers	\$ 25,676,350	\$ 27,873,805	\$ 2,197,455	8.6%	\$ 57,305,839	48.6%
Operating Expenses						
Personnel Expenses						
8. Exempt Employee Salaries and Wages	4,121,394	4,255,707	134,312	3.3%	\$ 6,123,952	69.5%
9. Full-Time Faculty Salaries and Wages	4,227,158	4,323,927	96,770	2.3%	11,601,617	37.3%
10. Part-Time Faculty Salaries and Wages	6,489,309	7,315,577	826,268	12.7%	9,652,752	75.8%
11. Classified Employee Salaries and Wages	4,647,385	5,348,729	701,344	15.1%	8,851,434	60.4%
12. Part-Time Hourly and Students Wages	223,449	252,662	29,213	13.1%	1,221,077	20.7%
13. Employee Benefits	6,114,217	6,940,689	826,472	13.5%	11,422,504	60.8%
Subtotal Personnel Expenses	25,822,911	28,437,291	2,614,379	10.1%	48,873,335	58.2%
Current and Capital Expenses						
Goods and Services	2,670,723	2,425,906	(244,817)	-9.2%	4,491,289	54.0%
14. Supplies and Materials	363,057	267,582	(95,475)	-26.3%		
15. Other Goods and Services	258,621	148,065	(110,556)	-42.7%		
16. Utilities, Recycling, and Waste Disposal	804,723	865,170	60,447	7.5%		
17. WA State Agency Services	108,469	59,274	(49,195)	-45.4%		
18. Legal, Acct., and Audit Services	79,321	142,155	62,834	79.2%		
19. Insurance Premiums	76,862	181,687	104,824	136.4%		
20. Furniture and Equipment - Non-Cap.	7,685	30,521	22,835	297.1%		
21. Software License And Maint. - Non-Cap.	498,667	405,822	(92,845)	-18.6%		
22. Subscriptions and Periodicals	125,650	128,541	2,891	2.3%		
23. Repairs and Maintenance	107,614	96,861	(10,753)	-10.0%		
24. Voice and Data Transmission Services	128,869	94,513	(34,357)	-26.7%		
25. Banking and Merchant Fees	111,183	5,715	(105,467)	-94.9%		
26. Contracted Services	457,321	438,410	(18,912)	-4.1%	756,226	58.0%
27. Capital Outlays - Fixed Assets	35,290	98,895	63,605	180.2%	698,318	14.2%
28. Computers and Related Hardware - Non-Cap.	92,377	21,795	(70,581)	-76.4%	423,346	5.1%
29. Travel and Training	115,940	278,972	163,032	140.6%	392,408	71.1%
30. Client Services and Direct Aid	801,055	737,781	(63,274)	-7.9%	1,078,474	68.4%
31. Debt Service	-	291,265	291,265	-	592,443	49.2%
Subtotal Current and Capital Expenses	\$ 4,172,705	\$ 4,293,023	\$ 120,318	2.9%	\$ 8,432,504	50.9%
Total Operating Expenses	\$ 29,995,616	\$ 32,730,313	\$ 2,734,698	9.1%	\$ 57,305,839	57.1%
Operating Reserves Increase (Decrease)	\$ (4,319,266)	\$ (4,856,508)	\$ (537,242)	12.4%	\$ -	
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 02/28/20XX	\$ 1,740,294	\$ (783,748)	\$ (2,524,043)	-145.0%	\$ 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 FEBRUARY 28, 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 \$1.3 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 \$3.4 million of operating expense transfers to "Fund 146 - Contracts" has not occurred for the current fiscal year (FY) 2025.
6.	CECO	

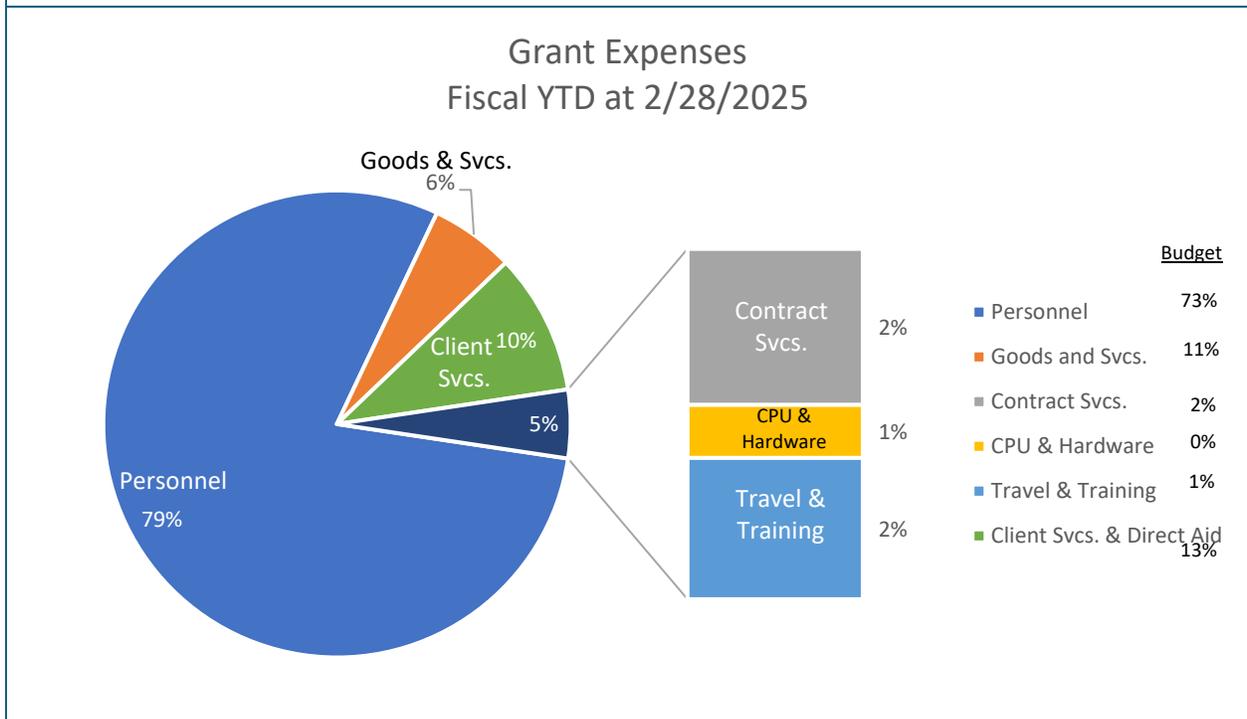
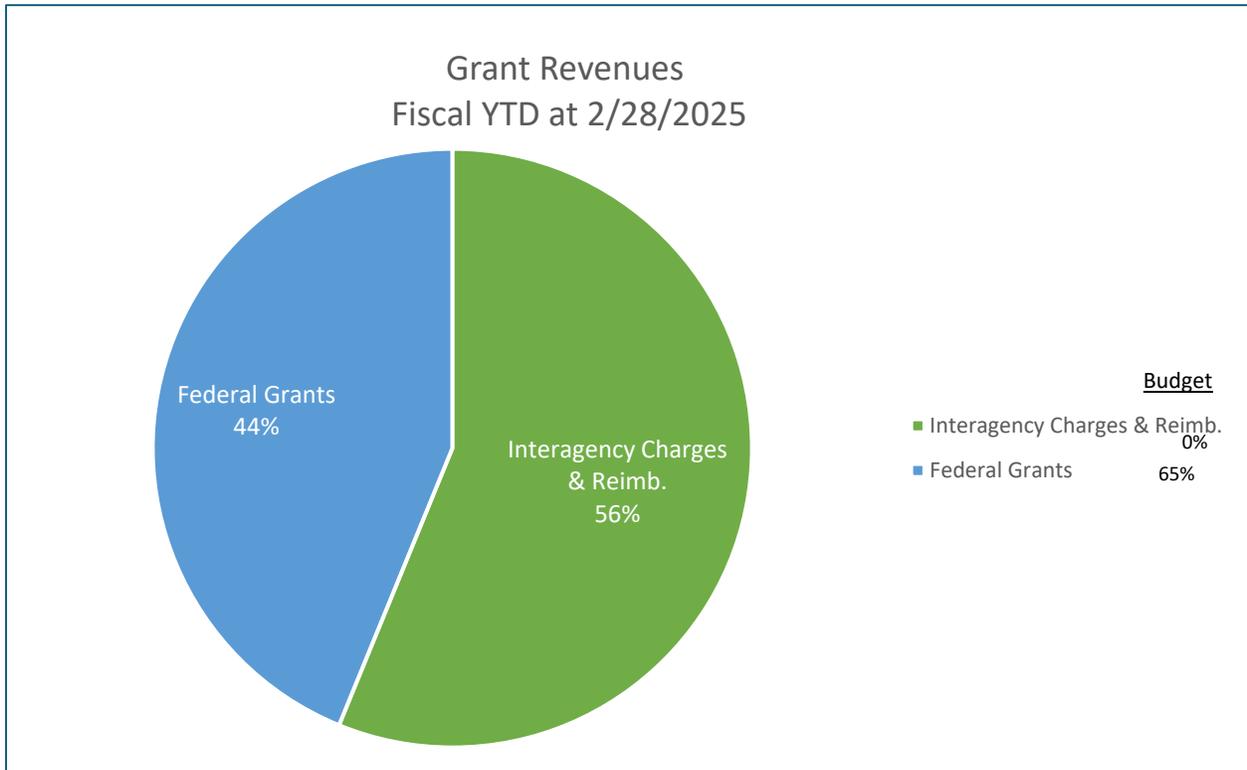
PERSONNEL EXPENSES

10.	Part-Time Faculty 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."
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.
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 \$3.3 million if pending \$1.3 million in State Approps reimbursements (line 1) and \$3.4 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 2/28/2025**



Ln.	Year-over-Year Comparison of Actuals				YTD Percent of Budget	
	(A) Prior YTD at 02/29/2024	(B) Current YTD at 02/28/2025	(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	\$ 621,655	\$ 619,502	\$ (2,153)	-0.3%	\$ -	#DIV/0!
2. Federal	470,803	483,155	12,353	2.6%	1,508,617	32.0%
3. State and Local	(15,000)	-	15,000	-100.0%	758,818	0.0%
4. Private	-	-	-		64,500	0.0%
Total Grant Revenues	\$ 1,077,458	\$ 1,102,657	\$ 25,200	2.3%	\$ 2,331,935	47.3%
Grant Expenses						
Personnel Expenses						
5. Exempt Employee Salaries and Wages	188,965	123,238	(65,727)	-34.8%	\$ 286,685	43.0%
6. Full-Time Faculty Salaries and Wages	64,323	68,998	4,675	7.3%	132,951	51.9%
7. Part-Time Faculty Salaries and Wages	181,691	170,303	(11,388)	-6.3%	375,917	45.3%
8. Classified Employee Salaries and Wages	196,272	237,776	41,503	21.1%	353,556	67.3%
9. Part-Time Hourly and Students Wages	38,675	88,257	49,582	128.2%	131,316	67.2%
10. Employee Benefits	217,546	196,079	(21,467)	-9.9%	412,812	47.5%
Subtotal Personnel Expenses	887,472	884,651	(2,822)	-0.3%	1,693,238	52.2%
Current and Capital Expenses						
11. Goods and Services	85,081	64,554	(20,527)	-24.1%	265,496	24.3%
12. Supplies and Materials	7,319	5,922	(1,397)	-19.1%		
13. Other Goods and Services	60,235	58,026	(2,209)	-3.7%		
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	27,141	23,433	(3,708)	-13.7%	55,250	42.4%
25. Capital Outlays - Fixed Assets	-	-				
26. Computers and Related Hardware - Non-Cap.	65,244	7,949	(57,296)	-87.8%		
27. Travel and Training	6,234	21,179	14,945	239.7%	24,715	85.7%
28. Client Services and Direct Aid	52,146	108,524	56,378	108.1%	293,236	37.0%
29. Debt Service	-	-				
Subtotal Current and Capital Expenses	\$ 235,846	\$ 225,638	\$ (10,208)	-4.3%	\$ 638,697	35.3%
Total Grant Expenses	\$ 1,123,318	\$ 1,110,288	\$ (13,030)	-1.2%	\$ 2,331,935	47.6%
Grant Reserves Increase (Decrease)	\$ (45,860)	\$ (7,631)	\$ 38,229	-83.4%	\$ -	

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 FEBRUARY 28, 2025**

Line	Description	Analysis
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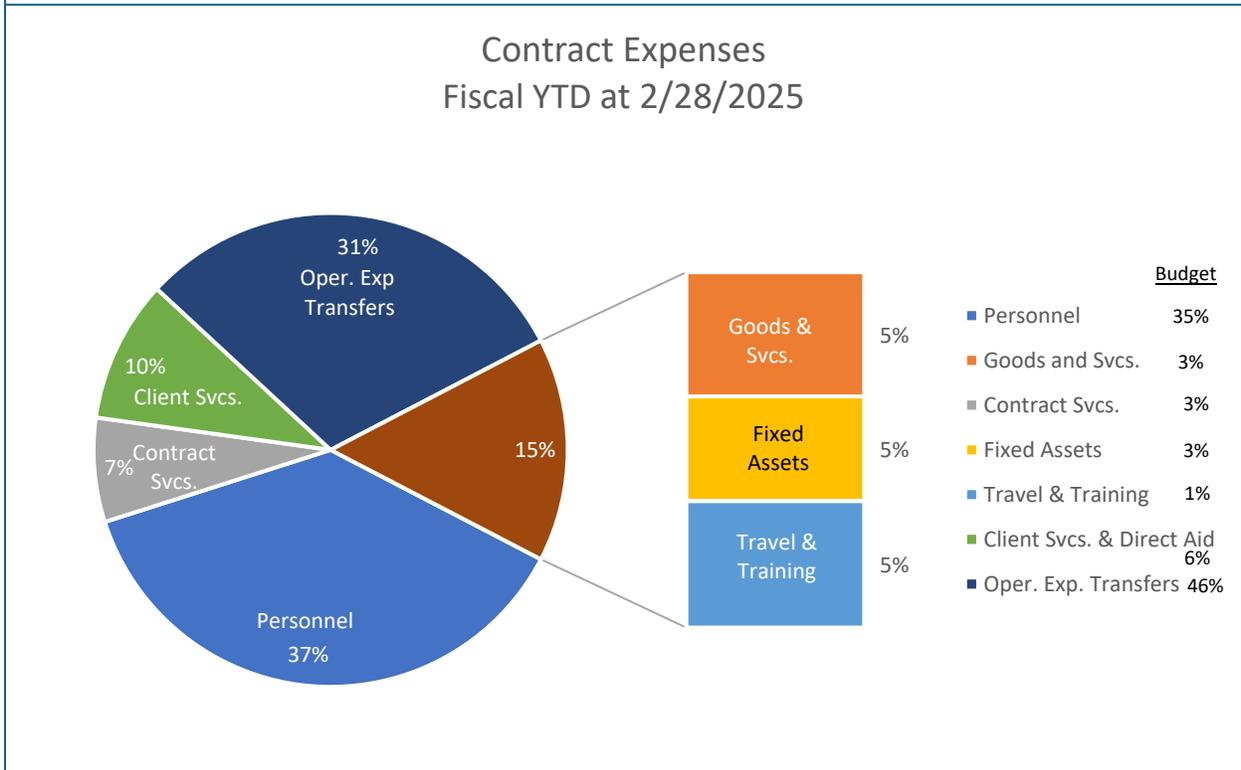
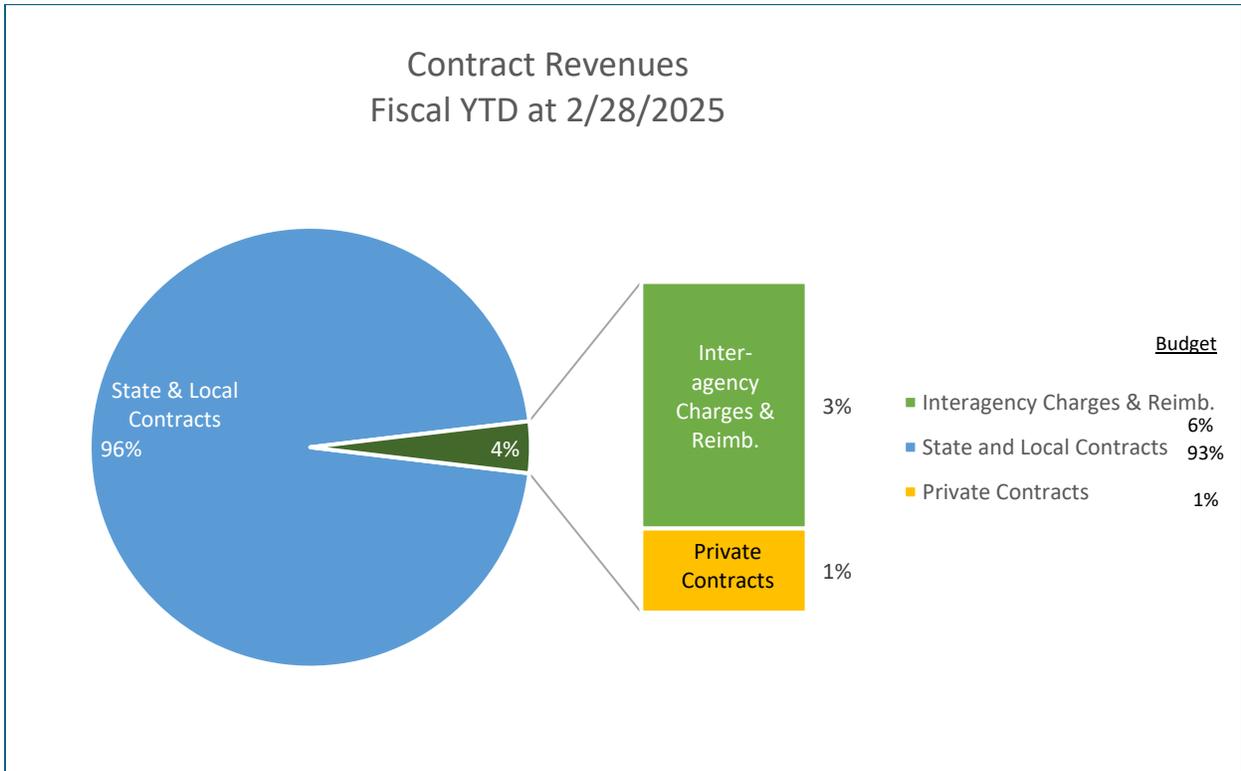
PERSONNEL EXPENSES

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 2/28/2025**



Ln.	Year-over-Year Comparison of Actuals				YTD Percent of Budget	
	(A) Prior YTD at 02/29/2024	(B) Current YTD at 02/28/2025	(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	-	555	555	-	-	
3. State and Local	5,074,372	9,186,072	4,111,700	81.0%	15,990,014	57.4%
4. Private	76,853	91,515	14,663	19.1%	150,000	61.0%
Total Contract Revenues	\$ 6,074,911	\$ 9,547,089	\$ 3,472,178	57.2%	\$ 17,140,014	55.7%
Contract Expenses						
Personnel Expenses						
5. Exempt Employee Salaries and Wages	489,792	506,053	16,261	3.3%	\$ 710,309	71.2%
6. Full-Time Faculty Salaries and Wages	247,963	307,824	59,861	24.1%	2,321,733	13.3%
7. Part-Time Faculty Salaries and Wages	140,954	132,631	(8,323)	-5.9%	246,668	53.8%
8. Classified Employee Salaries and Wages	477,247	440,714	(36,533)	-7.7%	1,002,174	44.0%
9. Part-Time Hourly and Students Wages	61,493	93,448	31,955	52.0%	164,794	56.7%
10. Employee Benefits	505,231	484,930	(20,300)	-4.0%	1,496,075	32.4%
Subtotal Personnel Expenses	1,922,679	1,965,600	42,922	2.2%	5,941,752	33.1%
Current and Capital Expenses						
11. Goods and Services	216,544	280,554	64,010	29.6%	574,959	48.8%
12. Supplies and Materials	53,250	49,367	(3,883)	-7.3%		
13. Other Goods and Services	10,300	202,221	191,921	1863.2%		
14. Utilities, Recycling, and Waste Disposal	-	-				
15. WA State Agency Services	-	-				
16. Legal, Acct., and Audit Services	2,146	1,223	(923)	-43.0%		
17. Insurance Premiums	-	-				
18. Furniture and Equipment - Non-Cap.	15,602	292	(15,310)	-98.1%		
19. Software License And Maint. - Non-Cap.	20,520	1,633	(18,886)	-92.0%		
20. Subscriptions and Periodicals	-	1,233	1,233	-		
21. Repairs and Maintenance	99,562	13,777	(85,785)	-86.2%		
22. Voice and Data Transmission Services	15,163	10,807	(4,356)	-28.7%		
23. Banking and Merchant Fees	-	-				
24. Contracted Services	357,447	372,994	15,546	4.3%	577,091	64.6%
25. Capital Outlays - Fixed Assets	-	236,340	236,340	-	471,450	50.1%
26. Computers and Related Hardware - Non-Cap.	1,493	612	(880)	-59.0%	112,470	0.5%
27. Travel and Training	223,139	285,271	62,132	27.8%	237,041	120.3%
28. Client Services and Direct Aid	412,225	509,870	97,645	23.7%	1,037,886	49.1%
29. Debt Service	343,636	-	(343,636)	-	343,636	0.0%
30. Operating Expense Transfers	2,860,752	1,598,704	(1,262,048)	-44.1%	7,843,729	20.4%
Subtotal Current and Capital Expenses	\$ 4,415,235	\$ 3,284,345	\$ (1,130,890)	-25.6%	\$ 11,198,262	29.3%
Total Contract Expenses	\$ 6,337,914	\$ 5,249,945	\$ (1,087,968)	-17.2%	\$ 17,140,014	30.6%
Contract Reserves Increase (Decrease)	\$ (263,002)	\$ 4,297,143	\$ 4,560,146	-1733.9%	\$ -	

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 FEBRUARY 28, 2025**

Line	Description	Analysis
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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.
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 \$3.3 million of operating expense transfers to "Fund 146 - Contracts" has not occurred for the current FY 2025.

Hello, my name is Norah Peters, and I am the Chief Shop Steward for the Classified Staff Union, WFSE local 304. I would like my remarks to be added to the record.

First, I would like to take this opportunity to congratulate the faculty members who received tenure today. You have worked very hard to achieve this goal and deserve the praise and protection this will provide you. We, as a community, are lucky to have you.

I would also like to thank the Administration for their continued support for the college in these unsettling times. The various meetings and presentations that we have had the opportunity to attend in the past few months, including today's LGBTQ Commission Event, have helped us come together as a community.

We have also appreciated the social events that are taking place on campus for all employees, most recently the Snacktacular event. I was very excited to try some new and unusual snacks and was pleasantly surprised to find that pickle balls were delicious.

I will keep my other remarks brief today but, would be remiss if I didn't bring up our concerns surrounding the proposed governor's budget and how it will have a major negative impact on our college. This budget has us taking one furlough day a month without pay, which is roughly a 4.6 % cut to our wages. Classified staff are generally underpaid to begin with, and this extra loss of income could impact our ability to retain our employees. Since we already have a very high turnover rate, roughly about 14% vacancy rate of Classified Staff Positions, we can't afford to lose more classified staff.

Thank you for your time and, once again, congratulations to our newly tenured faculty.

Faculty Senate Update to the Board of Trustees – Winter Quarter 2025

Dear Members of the Board of Trustees,

I am pleased to provide an update on the Faculty Senate's activities, discussions, and initiatives during the Winter Quarter. And looking forward to Spring Session the Faculty Senate remains actively engaged in addressing key policy revisions, advocating for faculty interests, and strengthening participatory governance.

Faculty Senate would like to first express appreciation to the Board of Trustees (BOT) for reinstating recorded and hybrid meetings, enhancing accessibility and faculty engagement.

Faculty Senate Policy and Procedure

- FSC extends its gratitude to David Burner for his partnership and support in facilitating faculty feedback and incorporating it into institutional proposals from the Registrar.
 - Policies and procedure 6250, 6251, and 6252, which remain under review as part of ongoing institutional governance improvements awaiting updates.
- The potential closure of the Clean Energy Technology Program prompted discussions regarding student transitions, workforce alignment, and administrative transparency, particularly in relation to other programs and course data. While FSC was asked to collect faculty feedback, the decision had already been finalized before input could be considered. FSC has since been informed that its role in such matters is advisory and that faculty feedback is not a required component of program closure decisions. In support of ongoing discussions on program viability and faculty advocacy.
- The winter sessions FACTC update highlighted discussions on a proposed statewide virtual campus, with faculty emphasizing the importance of input in decision-making to uphold academic integrity, secure sustainable funding, and define faculty roles.

Faculty Senate /Stakeholders

FSC with Faculty Union

- promoted awareness and dialogue on furlough days, professional development fund allocations, and early tenure processes, advocating for transparency, equitable opportunities, and faculty advising involvement towards decisions. Faculty have highlighted the importance of fair and consistent evaluation processes, Some highlights in particularly regarding policy changes such as H.R interview questions and observation

forms for non-teaching activities. FSC is actively working with Faculty Union, and all stakeholders to ensure that faculty perspectives are recognized in shaping policies that impact hiring, evaluations, and professional growth.

FSC and eLearning:

- Updates included that the College 101 course implementation is progressing, with three sections launching in Spring 2025 and full implementation for first-time degree-seeking students by 2025-2026.
- ADA Title 2 compliance efforts continue, with the April 24, 2026, deadline requiring full accessibility for digital course content and campus technology

- **FSC and President Meetings**

A potential name change from Shoreline Community College to Shoreline College is under discussion, with ongoing conversations on branding, student perceptions, and stakeholder feedback.

- College President Dr. Khan will be visiting upcoming FSC Meeting April 9th held in a hybrid format*, fostering faculty-administration collaboration and open discussion on institutional priorities and spring session updates

- **FSC & Equity, Diversity, and Inclusion**

Faculty Senate representatives engaged in discussions regarding the potential impacts of an Office of DEIA department name change, and ensuring continued support within the efforts of compliance brought forth by the Department of Education. Conversations of a proclamation from local institutions and support from local college partners.

- Faculty will continue to provide feedback and advisement to support the college's goal of reflecting its commitment to diversity, equity, inclusion, and accessibility.
- Faculty development opportunities and community check-in sessions continue to be made available, ensuring ongoing support for faculty growth and collaboration
- The Senate is promoting upcoming LGBTQ and DEI education events, including the EDI Student Education Session (March 19, 2025).

FSC extends its appreciation to the Office of DEIA for organizing workshops and professional development opportunities that have enriched faculty engagement. Recognizing that this has been a particularly challenging quarter for the office, FSC acknowledges their dedication to keeping the college and community informed. We thank VP Brian and staff for their diligent efforts in providing timely updates and maintaining an open dialogue with faculty and staff.

- **FSC and Commencement Committee** is working to increase faculty participation by gathering feedback from students and faculty on preferred ceremony timing. Discussions have explored ways to encourage greater faculty involvement, and FSC is developing a proposal that include a faculty end-of-year event or a show of support for student achievements through video representation. Additionally, FSC is considering nominations at Spring division meetings to select faculty representatives who will honor and support graduating students. These efforts aim to align with graduation goals while recognizing faculty contributions and fostering a stronger faculty presence at commencement.

Faculty Senate & Ongoing

Faculty Senate will continue advocating for transparency in participatory governance, through updates, leadership roles, and ensuring faculty representation in institutional decision-making and long-term strategic planning. FSC will continue gathering faculty feedback on key proposals to support informed decision-making and stronger faculty representation. Thank you to all the Faculty Senate Representatives for your consistent work and support for faculty leadership and partnership. Enjoy your spring break and see you next session.

Congratulations to Our Tenure Candidates

On behalf of the Faculty Senate, we extend our sincere congratulations and support to all 1st, 2nd, and 3rd-year tenure candidates. Your dedication to academic excellence, student success, and professional growth is recognized and deeply valued. We celebrate your hard work and commitment to advancing the mission of our institution. We look forward to your continued contributions and wish you success in your tenure journey.



MARCH 2025 BOARD REPORT

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

Welcome to the March update from the President's Office! It's been a busy month – here are some highlights:

Wendy Coates and I attended a packed community fundraiser event in Lake Forest Park for Third Place Commons. The Commons is such an important gathering space, bringing books, a farmers' market, town halls, delicious food, and more to the area. We were very happy to connect with colleagues in Lake Forest Park and represent Shoreline Community College.

We were fortunate to have Hubert H. Humphrey Fellowship recipient Ana K. Celis present her research and share her passion for her work in the Yucatan Peninsula with us. I attended both of her talks and learned so much. Her focus on the collaborations between scientists, divers, and community members mirrors our values of internationalization and connecting with and learning from our international partners. I had a lovely chat with her. I thanked her and asked if she felt welcomed by her American colleagues and she genuinely did. I'm glad to be part of these exchanges in support of our Mission and Values at the College.

We were thrilled to have hip-hop artist, producer, activist, and scholar Olmeca on campus last week. Olmeca coordinated one of our DEI check-ins and gave a powerful presentation on RADICAL LOVE, which included his unique hip-hop style with strong messages, beautiful visuals, and very creative performances.

The student art show at Shoreline was a huge success thanks to our wonderful faculty, Zach Mazur, the Shoreline Community College Foundation, the student Jazz Band, and of course the amazing students (duh!). As usual, it was super hard to pick the "Presidents Award" this year. A great community event!

What's Happening on Campus



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

We reached a significant milestone this month with the launch of the Korean Language collaboration program between us and the United Seattle & Bellevue Korean School. The program now provides college credit for Korean language courses offered at the school! Representatives from the Korean Consulate Seattle gave a wonderful presentation, and they have been huge supporters of this effort. Special thanks to the Shoreline Community College Foundation for sponsoring the event.

Did you know that the American Honda Motor Company featured our program, including a testimonial by SCC alum and instructor Rashawn Smith, in its latest [national marketing campaign](#) and [website updates](#)? This campaign highlights the incredible benefits of dealerships hiring Honda PACT graduates from professional technical programs across the country. The testimonials selected for this feature include SCC Honda PACT graduates, many of whom are our local industry partners. Thank you to all the faculty, including Rashawn Smith, Amber Avery-Graff, and director Gary Fantozzi, who keep providing amazing opportunities for our students!

We have an important event with Lisa Keating, Executive Director of the Washington State LGBTQ Commission, coming up on Wednesday, March 19 from 10:00 – 11:30am in the Quiet Dining Room – thank you in advance to the Commission. Hope to see you there!

While there have been many areas to celebrate (as suggested, and many more below), this has been a challenging month for the President's Office and the campus. The constant interruptions from Washington, diverting our attention to discussions on how DC-based decisions may or may not affect us, have made it difficult to keep on track with our Mission and deadlines and has certainly affected morale. However, at SCC we are resilient, and we will continue to support each other through whatever comes our way.

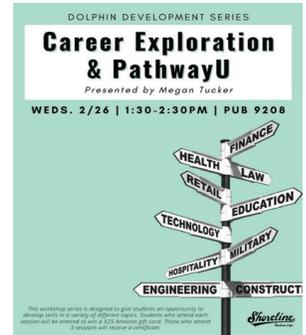
Cheers,

Jack

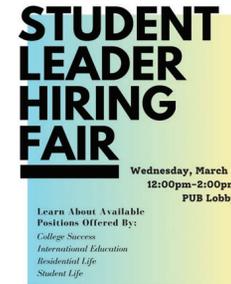
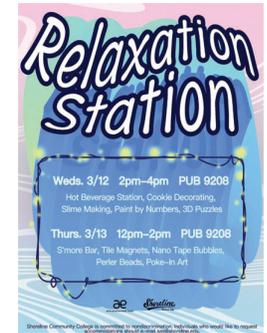




Campus Events and Outreach



Top Row: Korean School collaboration launch event. Middle Row (L to R): Student Art Exhibition President's Award winner, Third Place Commons fundraiser, with Olmea. Bottom: with Ana K. Ceils



GLOBAL OPEN EDUCATION WEEK EVENTS AT SCC	
	QR Petting Zoo Display in Library (4000) Come check out some of the openly licensed and free for students to access textbooks that faculty are using in Shoreline CC courses in the library!
	QR in Practice Lunch Sessions with SCC Colleagues:
	Tue March 4 QR in Practice with Madeline Gorges (Psychology) Tuesday March 4th from 12-12:45pm Hybrid Room 4202 Library and online- Zoom link: https://us02.zoom.us/j/88500038487
	Thurs March 6 QR in Practice with Stephanie Bartlett (Psychology) Thursday March 6th from 12-12:45pm Hybrid Room 4202 Library and online- Zoom link: https://us02.zoom.us/j/88500038487

For more information about OER and OER classes at Shoreline CC go to <https://library.shoreline.edu/olrc>



Enrollment Goals

DOMESTIC STUDENTS

Goals

1. Increase Manufacturing enrollment by 5% (n=79 for all programs currently).
2. Increase Computer Science enrollment by 5% (n=5 for all programs currently).
3. Increase Recruitment-based events by 2 per month.

Actions

1. Collaborate with Workforce/Mary Lockman to design events to support Boeing employees with multiple manufacturing degrees that we offer within the next 30 days.
2. Continue to work with Orlando and other STEM instructors/FPC's to develop outreach/recruitment efforts and events by end of March 2025.

INTERNATIONAL STUDENTS

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. Explore expanding summer short-term program(s) for potential prospective students with implementation in Summer 2025 and/or 2026.
2. Finalize agreement terms with overseas partner, working closely with Instruction, BAS, and HR.

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

Actions

1. Scheduled Running Start Information Night on April 2, 2025, from 6 p.m. - 8 p.m. Invites have been sent out. Family session in Spanish; Honors College option, and campus tour.
2. Two Student Orientation, Advising, & Registration events with local high schools is scheduled in May 2025.

OUTREACH & RECRUITMENT

Goals

1. Develop tracking system and effective qualitative goals for different Outreach events.
2. Cross-reference Quantitative goals vs. Qualitative goals for Outreach and Advancement events .
3. Deliver in-class events at different high schools (if possible) for 2025-26 academic year.

Actions

1. Create calendar of events that tracks our efforts, as well as what the outcomes were, both quantitative and qualitative.
2. Work with high school counselors and instructors to see what we can do within the classroom.

Strategic Plan Updates

D5: Create and launch an intranet platform for internal communications and resource sharing (e.g., SharePoint).

- A template provider (ShortPoint) for the intranet has been chosen. Contract has been signed, and the College is moving forward with the design process for an employee facing intranet.

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

- The College has made great strides in creating a web presence for this goal. There is now a draft of a public facing page and an internal SharePoint site has been created as well.

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

- Representative Jayapal will be visiting the campus on Thursday March 20, 2025. Among the topics that will be discussed are the importance of community colleges in Washington and the need to fund our programs and staff.
- The College continues to advocate for consistent financial sustainability and messages were recently sent to our Legislative Representatives about this matter.

E2: Strengthen ongoing relationships with external local, regional, national, and global partners including, but not limited to, business, community-based organizations, intuitions of higher education, and career placement agencies in order to increase enrollment and expand opportunities for students.

- On March 8, 2025, a program launch was held at the United Seattle and Bellevue Korean School location in Bothell to celebrate and inform the community about a new partnership between the Korean School and Shoreline to offer Korean 1 to Running Start students for college credit.

Enrollment Updates

Daily Enrollment Tracking Report (DENTR), SPRING 2025

Report date: 03/13/2025
 Reflects enrollment through: 3/13/2025 1:31:43 AM (OK)
 Equivalent enrollment date, previous year: 03/13/2024

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

Total FTEs: 2252, +11.6% compared to same day last year

	Today	Current Yr. Pre-Conversion**	Same Day Previous Year*	Previous Yr. Pre-Conv.**	FTEs Change	% Change	Previous Year Final	Prev. Yr. Final Pre-Conv.**
State Supported	1555	1555	1385	1385	+170	+12.3%	2640	2374
Contract (Total)	690	690	632	632	+58	+9.1%	800	1066
International Contract	443	443	418	418	+25	+6.1%	397	663
RS Contract	169		154		+16	+10.2%	249	
CECO Contract [^]	77		61		+17	+27.4%	140	
Other Contract	0		N/A	N/A		N/A	0	
Self-supporting	7		0		+6	+1899.7%	7	
TOTAL	2252		2017		+235	+11.6%	3448	

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

** CONVERSION NOTES
 Under the current state allocation model, each college may convert international contract FTEs to state-supported FTEs for allocation purposes, up to 2% of the college's District Enrollment Allocation Base (DEAB).
 -> A total of 0 FTEs have been converted from international contract to state FTEs this quarter.
 -> Note that FTEs and % change from previous year compare pre-conversion numbers.
 -> Current count of unconverted state-supported FTEs this quarter is: 4

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

Important Dates Spring 2025	Important Dates Spring 2024
Priority Registration Starts 2/20/2025	Priority Registration Starts 2/22/24
Continuing Student Enrollment Begins 2/24/2025	Continuing Student Enrollment Begins 2/26/24
New Student Enrollment Begins 3/3/2025	New Student Enrollment Begins 3/4/24
Tuition Deadline 3/19/2025	Tuition Deadline 3/20/24

International Education



Students outdid themselves showcasing their cultures and traditions at Global Showcase 2025!



Above: Shoreline hosts its first Hubert Humphrey Fellow (Fulbright program): Dr. Ana Celis from Mexico presents on the natural formations in the Yucatan Peninsula.
 Above right: Rennes School of Business in France and Shoreline have an agreement for a 2+1 Bachelor in Business pathway with 2 years at Shoreline and 1 year in France! Right: A transfer workshop offered for students interested in the UW.

STUDY IN FRANCE

Get your Bachelor in Management in just 3 years. This event is a unique opportunity to explore what Rennes School of Business has to offer and discover how you can shape your academic future with us. Exclusive session dedicated to our Bachelor in Management Program and our Transfer Program 2+1.

INFO SESSION WITH Q&A

February 25th
3:00 PM
Room 1102

rennes-sb.com

TRANSFER ADMISSIONS

W

ELECTRICAL & COMPUTER ENGINEERING

UNIVERSITY of WASHINGTON

FEBRUARY 18, 3:00 PM, 1104

Foundation Updates

The Foundation has begun working on reinvigorating the **SCC Alumni Program** as is outlined in the College's Strategic Plan. Some of the recent activities include:

- Hiring an Annual Fund and Stewardship Manager in the Foundation/Advancement department
- Gathering alumni contact information from SCC program and department faculty and staff, ctclink, and alumni search software.
- Creating an annual Alumni Communication Plan
- Planning Alumni only/focused activities during the 60th Anniversary Open House (Class Pictures, Networking, etc)
- Coordinated with SCC Dental Hygiene Program on a joint UW fundraiser for the new Education Center and SIM Lab.



The 25/26 Academic Year **Scholarship Application** Window has been open since the end of January. We are seeing similar numbers of students applying as in the past 2 years – this cycle is slightly ahead in the number of applications (90) than last year. Changes made to this year's cycle include the following:

- Simplified application
- Online and in-person workshops to help students fill out application
- Classroom visits
- Communication with staff, faculty, deans about the process and information to share with students
- Direct/targeted email to students in specific programs letting them know of opportunities that pertain to them

Please SAVE THE DATE: Shoreline 60th Anniversary Open House 5/8, Donor and Scholars Dinner 6/5, and SIFF Opening night May 15th.

Facilities Updates

Major Capital Projects:

Cedar Building – Artwork has been installed and wayfinding around Cedar is set to be completed this week. For the Greenhouse/pond, we have the permit in hand and will be moving towards construction shortly. For the campus wayfinding and building naming project, this will begin June 2025.



Bracken Building – Bayley will be complete with steel framing of the building by the end of next week. Next, we will be pouring concrete walls for each floor. We will soon be placing orders for the new equipment for the building. We are still set to gain occupancy in November 2025.



Minor capital projects:

Multiple building roof repairs – Krueger Steel is under way to complete the roof repairs for multiple buildings on campus. They have completed building 1000 and are currently working on building 2900. Once 2900 is completed, they'll move onto building 3000, 4000, and 1600.

Boiler replacements – We are working with ATS to finalize the schedule for the boiler replacement for buildings 2000, 5000, and 9000. Once this is finalized it will be shared with the campus.

Transformer replacement for 2900 – The new transformer is onsite and ready to be installed. A schedule will be shared with the campus once finalized.

3000 Pedestrian Bridge repairs – The contractor has been selected and will be mobilizing onsite soon. A schedule will be shared with the campus shortly.

Grants Updates

March 2025 Grants Snapshot

- Total Current Awards: \$9,001,264*
 - Includes \$187,972 total Indirect Costs
 - *Total includes full award amounts for current grants, some of which are multi-year.
 - *Total also includes \$34,995 IDEAS/Department of State grant which is currently paused.
- New Award Since February Report:
 - SEAG (Student Emergency Aid Grant) Planning Grant (SBCTC): \$7,500
- Submitted/Pending:
 - BEdA (Basic Education for Adults) grants: annual applications to SBCTC
 - BEdA Basic Grant: \$277,265
 - BEdA IELCE (Integrated English Literacy and Civics Education) Grant: \$69,601
- In Progress:
 - Perkins Plan (SBCTC): annual application
 - Workfirst Delivery Agreement (SBCTC): annual application
 - Workforce Development Funds (SBCTC): to expand Medical Lab Technology program
 - Native American Career and Technical Education Program (NACTEP) Grant Partnership
 - SCC would be a subawardee on a grant submitted by Muckleshoot Tribal College, to 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 \$9,001,264 in current grant awards
 - New grant proposal reviews are on hold.
 - Most existing grant funding is not currently frozen or rescinded, except our paused IDEAS grant from the Department of State.
 - Staffing cuts at the Department of Education may impact our current Title III grants.
 - We are working to draw down as much funding as is feasible immediately.
 - We are continuing to perform regular grant activities to the extent possible, such as meeting reporting requirements and researching possible new grant opportunities.

Technology Support Services (TSS) Updates

Windows 11 Upgrade:

In line with Microsoft's best practices and maintenance plan, we will be upgrading all remaining computers currently using Windows 10 to Windows 11 in the coming weeks. As a reminder, Windows 10 will reach end of support on October 14, 2025. This upgrade will introduce a fresh look and feel to your operating system, along with enhanced features and improved performance. While the transition should be smooth and like a regular system update, you may notice some changes in the interface. We appreciate your understanding and cooperation during this update process. If you have any questions or need assistance, please don't hesitate to reach out via ticket at support.shoreline.edu.

New SMS Texting Feature Now Available in Microsoft Teams:

TSS is excited to announce that the new SMS (texting) feature is now available in Microsoft Teams! This solution is designed for immediate 1-to-1 two-way texting for Shoreline **business purposes** only. Here are some key details:

Feature Overview:

- Send and receive text messages directly within Microsoft Teams using your Shoreline telephone number.
- Integrated conversations ensure a unified experience across chat and SMS.
- Group messages are supported, though each message counts as an individual text.
- Currently supports domestic texting only (no international texting).

Eligibility and Cost:

- Available exclusively to Shoreline users with the purchase of an additional license.
- Cost: Approximately \$14 per user per month (plus any potential overages).
- Charges will be billed to the user's department budget.
- Licenses are assigned by Supervisor request with approval from the corresponding budget owner.
- Each use case is evaluated and approved by the TSS department.

Text Limit:

- Each user license includes 500 SMS messages per month (pooled across all organization licenses) with a maximum limit of 1000 messages per month. This avoids the FCC requirement for operational texting and the need to register a college-wide general phone number.

Technology Support Services (TSS) Updates (cont'd)

Network Rewiring and Hardwiring Connection Project Update:

As mentioned at the beginning of this project, most of the building wiring has not been updated for over a decade or more (emphasis on more). During this project, we have already encountered several major issues in the buildings as we run new cabling and test the integrity of previous network connections. We continue to utilize our third-party vendor (Milne) and the project will be fully complete by March 31, 2025.

Human Resources Updates

On March 11, 2025, the College held its first ever "Snack-tacular" employee engagement event. Event attendees had the opportunity to sample 23 unusual snacks including the likes of "Pickle Ball puffs", "Red Hot Goldfish", and "Sundried Dates" while voting on their favorite & least favorite options.

Initial feedback reveals this new event to be an instant fan-favorite with plans to be repeated in coming years.

Safety & Security Updates

In partnership with the Shoreline Police, a police-led Civilian Response to Active Shooter Events (CRASE) training will be offered annually beginning Fall 2025. Additional campus opportunities that are being explored include "Stop the Bleed", CPR, and AED trainings.

A LifeVac (non-powered single-patient portable suction apparatus used to clear airway obstructions) has been installed in the Parent Child Center (PCC), and all PCC employees have been trained in its use for safety response as needed.

Waves of Gratitude

A Wave of Gratitude to Melanie Meyer of Health Information Technology for Inclusive Excellence.

Let's take a moment to celebrate Melanie Meyer from the Health Informatics & Information Management (HIIM) department for achieving another incredible milestone.

Melanie has recently certified another course—HIIM 219: Health Care Statistics! The HIIM department leads the way with the most certified courses, and Melanie continues to ensure that every course in the department meets the highest standards. Certification requires meeting 119 rigorous standards from the Washington Quality Course Design Checklist, demonstrating a commitment to high-quality, student-centered learning.

Faculty can also get their courses certified by attending the 4-week Online and Hybrid Quality Course Design Institute, where we focus on inclusion, equity, accessibility, and effective course design. Certification isn't just for a single course—faculty can continue certifying multiple courses over time, just like Melanie has done.

Certified courses at Shoreline that meet these 119 standards are also recognized and certified by the state. Faculty who achieve certification will receive official digital badges from the state, recognizing their dedication to high-quality course design.

I am an Instructional Designer dedicated to enhancing online and hybrid education by ensuring faculty have the tools and knowledge to create high-quality, student-centered courses. I designed and facilitate the Online and Hybrid Quality Course Design Institute, a 4-week professional development program that helps faculty align their courses with 119 rigorous standards from the Washington Quality Course Design Checklist.

Beyond course design, I have worked closely with state-level organizations to ensure that faculty and their certified courses receive official recognition and certification. Through this collaboration, faculty who meet certification standards not only enhance their courses for student success but also receive state-recognized digital badges honoring their commitment to excellence in teaching.

– Brandon Fryman, eLearning.

College Calendar



Important Dates & Updates

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

- College Updates (DAAG)**
- [Campus Update 3/13/2025](#)
 - [Campus Update 3/6/2025](#)
 - [Campus Update 2/27/2025](#)
 - [Campus Update 2/20/2025](#)

DEIA on Campus:

This Winter quarter the Office of DEIA provided several professional development opportunities for campus community. Below is a list of events & activities brought to our community this quarter.

- Immigration Policy & Procedure review with HR (Two Part check in)
- DEIA Community Check in w/ Dr. Gerry Ebalagoza- Tunnell
- DEIA Community Check in w/ Olmeca
- Black History Month: Embracing Hope to Thrive with Robert Britten
- Black History Month: Rising from within: Nurturing holistic Wellness for Faculty & Staff
- Reclaiming Power through Collective Movement with Michelle Beardsley
- Music is my Medicine with Olmeca

Community Event:

The Office of DEIA this quarter partnered with our American Ethnic Studies program and Foundation to bring Hip Hop artist and community advocate Olmeca to our college for our 2024-2025 Speaker Series! This event was focused on Radical Love; Healing in the midst of chaos through the Arts. A special shout out to Dr. Nicole Buyagawan and our wonderful donors through the foundation for working closely with our office and helping to bring our entire Shoreline community together.

Multicultural Center:

Our Multicultural Center closed out the quarter through celebration and community by hosting an end of quarter event. This event brought about 150 students to connect and help foster a sense of belonging and care for BIPOC students. A special shout out to our MC student leaders and Jaime Ardena for working together to bring this event to our community.



SHORELINE COMMUNITY COLLEGE
DISTRICT SEVEN
BOARD OF TRUSTEES
SPECIAL MEETING OF APRIL 1, 2025

The April 1, 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 of the Board of Trustees of Shoreline Community College Seven was called to order by Chair Rebecca Ringer at 11:00 AM. A quorum of the Board was present.

MEMBERS PRESENT

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

COMMUNICATION FROM THE PUBLIC

Per the agenda for the April 1, 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 the Board Room (#1010M) between 10:45 AM–11:00 AM on April 1, 2025.

-For attendees connecting online: Please sign up to provide a public comment via the Chat function in Zoom between 10:45 AM–11:00 AM on April 1, 2025.

The Board Chair will call upon each speaker signed up to provide public comment. The total public comment period at the April 1, 2025 meeting will be no more than ten (10) minutes with up to two (2) minutes allotted per speaker. Adjustments to the two (2) minute allotment will be made if more than five (5) individuals sign up to speak. (For the entering of a public comment into the record and attaching to the minutes of the April 1, 2025 meeting, please send written public comment to Board Secretary Lori Yonemitsu at lyonemitsu@shoreline.edu following the April 1, 2025 meeting.)

Asha Dore: “I’m here to express my gratitude to you all and I appreciate each of you for the time that you spent learning about my story. These are the minutes of your lives, and I don’t take that for granted. I also appreciate what I’ve learned in the last weeks about the extraordinary care and professionalism of my colleagues. I moved from our last meeting to presenting to hundreds of people about my teaching strategies, about making mistakes on purpose in front of your class to model bouncing back from that, coming back to class over and over. I admit that the dissonance between these events has been a little bit tough but every time I express self-doubt, my colleagues told me in explicit terms how I’ve added value to their work, and without these circumstances, I wouldn’t have

SHORELINE COMMUNITY COLLEGE
DISTRICT SEVEN
BOARD OF TRUSTEES
SPECIAL MEETING OF APRIL 1, 2025

known that, and that's a gift to me. This experience has been my classroom. It's reminded me what it's like to be a student faced with seemingly unknowable material to find a way to return again and again. I've learned so very much as an educator how can I feel anything but grateful for that. Thank you."

Kristine Petesch conveyed that the "following individuals have written and or spoken in support of Asha Dore's work and tenure: Professor Chilan Ta (Tenured Adult Education Professor) who has worked alongside Asha in ABE at SCC since 2020, Professor Carlos Sibaja García (Tenured ESL Professor), Dr. Astrid Perez (Tenured Chemistry Professor), Dr. Henry García (Tenured ESL Professor)" and read a statement of behalf of Dr. Henry Garcia:

"I request that this comment be read into the record. My name is Dr. Henry García, and I am proud to now hold the title of tenured faculty. While I'm unable to attend today's meeting to offer public comments, I previously addressed the Board of Trustees on March 19th. At that time, I encouraged the Board to consider incorporating candidate voices into the ARC process, an important step toward equity and transparency. I also took that opportunity to recognize the outstanding contributions of my colleague Asha Lickley Dore, and to express my strong support for her tenure. Today, I reaffirm that support. Asha is an exceptional educator and leader in her field. I urge the Board to honor the unanimous ARC recommendation, along with the endorsements of both the vice president and the president in awarding her tenure. Thank you very much for your time and consideration."

In addition to expressing her support for Asha Dore, Kristine Petesch named Shoreline Community College tenured faculty, instructors, staff, and a member of the community who wrote in support of Asha Dore: Trysten Thanh Binh Tran, Jamal Syed, Taraji Belgacem, Roberto Figueroa, Fernando Sanchez, Rebecca Tourino Collinsworth, Rashawn Smith, and Jessica Gibson.

In closing, Kristine Petesch stated, "I appreciate all of you being willing to take the time to look at each candidate individually, separate from one another as they all come in with different strengths and different experience. I also really appreciate all of you reflecting on the fact that we are trying to improve the tenure process, the ARC process at Shoreline. We've acknowledged over the last year and a half, the challenges of what we need to fix in the process. Change often takes time and that we can differentiate between when the system has failed the candidate versus when the candidate has failed the system. I would ask for myself as well as these other faculty to have you endorse tenure for Asha Lickley Dore, in support of her work and her amazing amount of experience and what she has to offer."

Norah Peters, Chief Shop Steward for the Classified Union, WFSE Local 304, requested that "this be added to the record." (Statement attached.)

SHORELINE COMMUNITY COLLEGE
DISTRICT SEVEN
BOARD OF TRUSTEES
SPECIAL MEETING OF APRIL 1, 2025

EXECUTIVE SESSION

At 11:11 AM, Chair Ringer announced that the Board would convene in executive session pursuant to RCW 42.30.110(1)(g) for forty-five minutes or as extended as needed. Trustees in attendance in-person, convened in the Central Conference Room (#1020M) for the executive session and were joined by trustees attending remotely, via virtual meeting. The executive session commenced at 11:14 AM

At 11:59 AM, Vice Chair Kim Wells announced in the Board Room (#1010M), that the Board would extend its executive session for another forty minutes.

At 12:39 PM, Randy Gottfried announced in the Board Room (#1010M), that the Board notified him that the Board would extend its executive session for another ten minutes.

RECONVENE SPECIAL MEETING

The Board reconvened in open session at 12:49 PM.

ACTION: TENURE CONSIDERATION

Motion 25:34: Motion made by Trustee Wells to deny tenure for Asha Lickley Dore.

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

ADJOURNMENT

Motion 25:35: Motion made by Trustee Chan to adjourn the meeting.

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

Chair Ringer adjourned the special meeting at 12:50 PM.

Signed _____
Rebecca Ringer, Chair

Attest: April 23, 2025

Lori Y. Yonemitsu, Secretary

Good morning, my name is Norah Peters, and I am the Chief Shop Steward of the Classified Union, WFSE Local 304. I would like this to be added to the record.

The following concerns have been brought to me by classified staff members about Faculty member, Asha Dore. These staff members wish to remain anonymous.

The first staff member states:

- The instructor is unorganized
- Curriculum support for new instructors leads us to believe she does not know how to develop curriculum.
- She is late to meetings or misses them
- Doesn't understand I-Best and has derailed the launch of the Chemistry launch until Fall Quarter
- Railroads other employees
- Bully like behavior
- Has the camera on in meetings until things don't go according to her plan and then turns it off.
- Faculty has stopped coming to her for curriculum support.

It is concerning that she would be considered for tenure at this time. We know that faculty with tenure are very hard to let go.

Second staff member states:

Staff concerns regarding Asha Dore and her role as an ABE instructor (now FPC). Observed over the past few years.

This statement reflects a staff members personal experience working with Asha. They feel it is important to acknowledge that it is normal to make the occasional mistake, and don't wish to vilify someone for human error. However, they have experienced enough to believe that these are not one-time mistakes but are consistent patterns of behavior.

Lack of communication/correspondence with students

Many students have claimed that Asha does not respond to their emails/messages. They are aware that students can miss emails from staff or instructors (we've all had students "miss" multiple contact attempts). However, students in other ABE classes did not seem to have the same complaints about their instructors

Lack of communication/correspondence with staff

It is a requirement of the CECO program that we obtain "attendance" from their students' from instructors each month. Despite multiple emails/contacts from various CECO staff members, Asha does not complete her attendance forms or email CECO with attendance dates.

Inaccuracies and errors in grading

There are multiple instances that there have been discrepancies and errors in Asha's recorded grades.

Most recently, students in Asha's Summer 2024 ABE Math class did not receive any grade entered into ctcLink. Jamal and Jessica contacted Asha once they were informed of this issue. As of the day this statement was written, the students still do not have Summer 2024 grades posted for Asha's math class.

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF APRIL 23, 2025**

TAB 1

CONSENT AGENDA

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

Background

The **2026-2027** and **2027-2028** academic calendars were presented to the Board of Trustees for a first reading at the March 19, 2025 special meeting of the Board of Trustees. The **2026-2027** calendar was approved as tentative last year and the **2027-2028** calendar is considered a “Draft Tentative Calendar.”

The Calendar Committee attempted to comply with the following in the development of the 2026-2027 and 2027-2028 academic calendars:

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 ctclink 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. 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 and prior to the start of Winter quarter.
11. Consider expanding the break between Winter and Spring quarter to more than five (5) days.

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

Recommendation

That the Board of Trustees by motion and subsequent action, approve the 2026-2027 and 2027-2028 academic calendar in its consent agenda.

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

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)				

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

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
REGULAR MEETING OF APRIL 23, 2025**

TAB 2

ACTION

Subject: Recommended Revisions to Board of Trustees Policies Manual

Background

Trustee Stark and President Kahn worked on revisions to the Board of Trustees Policies Manual since fall 2024.

To follow: Working Document—Board of Trustees Policies Manual.

- Proposed revisions throughout the working document by/from Trustee Stark and President Kahn are highlighted in yellow.
- Proposed revision by/from President Kahn and Vice President of Business & Administrative Services on page 26 is highlighted in peach: “The President shall submit expenditures exceeding \$200,000 to the Board of Trustees for approval for use of Board Reserves.” (\$100,000 → \$200,000)

Recommendation

That the Board of Trustees by motion and subsequent action, approve the recommended revisions to the Board of Trustees Policies Manual.

Prepared by: Lori Y. Yonemitsu, Executive Assistant to the President
April 2025



Board of Trustees Policies Manual

Approved: Month Year

Working Document

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Working Document

100.000 – BOARD OF TRUSTEES

Shoreline Community College is a two-year public comprehensive community college of higher education, offering excellent academic, professional/technical and work force training programs to meet the lifelong learning needs of its diverse community. Shoreline Community College provides opportunities for students to achieve their highest potential and meet the needs of the community and the workplace. We consider the faculty, staff, and administration of Shoreline Community College to be key in this reputation through their dedication to the academic success of our students.

Shoreline Community College is dedicated to having a diverse campus which strives to be the employer of choice for all job applicants and the college of choice for all students entering a two-year college.

100.A00 – LEGAL STATUS OF THE BOARD

100.A10 – LEGAL STATUS AND AUTHORITY OF THE BOARD

By authority contained in the Community and Technical College Act of 1991 and as appointed by the Governor of the State of Washington, the Shoreline Community College Board of Trustees shall serve the educational needs of Community College District 7 and shall be responsible for developing the policies of Community College District 7 under which Shoreline Community College operates. The Board of Trustees derives its authority from RCW 28B.50.140, as now written or later amended. The Board will delegate certain responsibilities to the President or designee. Individual members of the Board have power and authority only when acting formally as members of the Board in session at regular or special meetings.

100.A20 – OFFICIAL NAME OF DISTRICT

The official name of the District, established under and by virtue of the laws of the State of Washington, shall be "Community College District 7." Within the Board Policies Manual, the terms "District" and "College" both refer to Shoreline Community College District 7.

100.A30 – OFFICIAL COLLEGE TITLE

The official name of the College shall be "Shoreline Community College." The College name shall be used in all instances except where the statutory name of the District is legally required, e.g., in publication of legal notices and in the execution of contracts and other legal documents.

100.A40 – OFFICIAL BOARD TITLE

The Board of Trustees shall be known as the "Board of Trustees of Shoreline Community College" (herein referred to as the "The Board" or "Trustees")

100.A50 – DISTRICT SEAL

The District shall have a seal, the form and design of which shall be adopted by the Board and the custody of which shall be with the Secretary to the Board. The seal shall have inscribed upon it the name of the College as shown:



100.A60 – BOUNDARIES OF THE DISTRICT

The seventh district shall encompass the cities of Shoreline and Lake Forest Park as defined by RCW 28B.50.040.

100.A70 – COLLEGE Mission, Vision, Values, Equity Statement

Mission:

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.

Vision:

We envision a future:

Where every student has equitable access to an affordable, transformative education
Where lived experiences do not predict success and
Where the diversity of student experiences enriches us all.

Values:

Diversity and Inclusion: Creating an inclusive environment for students and staff that values every individual's unique perspective and contribution.

Student-Centered: Placing students at the heart of our actions, prioritizing their needs, aspirations, and well-being in all aspects of the college experience.

Community Engagement: Fostering collaboration within our wider community to collectively address needs and enhance the overall well-being of our region.

Quality Education: Providing an equitable learning environment and a commitment to teaching excellence that ensures that our students acquire the knowledge and skills needed for success in their careers and as global citizens.

Accessibility and Affordability: Removing obstacles and providing essential resources to support students along their educational journey.

Equity Statement:

Can be found on the college's website [here](#).

(Approved by the Board of Trustees February, 2024)

100.B00 – GOVERNANCE

100.B10 – COMPOSITION OF THE BOARD

The Board consists of five members appointed by the Washington State Governor and confirmed by the Washington State Senate.

Every trustee shall be a resident and qualified elector of the District. No 7. A trustee may be an employee of the community college system, a member of the board of directors of any school district, or a member of the governing board of any public or private educational institution.

The Board shall organize itself by electing a Chair from its members. The Board shall adopt a seal and may adopt such resolutions, rules and regulations as it deems necessary for its own governance.

The President of the College shall serve as, or **in the president's absence** may designate another person to serve as, the Secretary of the Board, who shall not be deemed to be a member of the Board. (per RCW 28B.50.100)

100.B20 – VACANCIES

Any vacancy occurring in the Board shall be filled by appointment by the Governor of the State of Washington. If the vacancy occurs prior to the expiration of any term, the new Board member shall be appointed only for the remainder of the term. When the vacancy occurs at the end of a term, the new Board member shall be appointed for a term of five years. (per RCW 28B.50.100)

100.B21 – ORIENTATION OF NEW TRUSTEES

Orientation of new Trustees is a responsibility of the Chair of the Board who may call upon other members of the Board or staff to assist in this orientation. This will be undertaken within **one quarter** after the appointment of a new member and will provide all needed information as to the basic purpose of the Board, its sources of authority, its responsibilities and duties, and the policies and procedures adopted and followed by this Board for the conduct of its meetings and performance of its duties.

100.B30 – BOARD DEVELOPMENT

The Board will:

1. Pursue continual development, including orientation of new members in the Board governance process, periodic Board discussion of the College's vision, mission, values, equity statement, outcome development, public stewardship, and attendance at state and national trustee conferences.
2. Hold bi-annual retreats
3. Review Board policies **on a three (3) year rotation**
4. Monitor and discuss the Board's process and performance regularly. Self-monitoring will be conducted bi-annually, including comparison of Board activity to policies in the Governance Process and Board-President Relationship categories.
5. Make consensus-based decisions, to the extent possible.
6. Develop policy in the context of college and community needs.

100.B31 – COMMITTEES OF THE BOARD

For the enhancement of its work, the Board may create Board Committees as necessary to research and report on specific issues to the Board. These committees do not speak on behalf of the Board except when the Board delegates such a responsibility to that committee.

100.B40 – STATEMENT OF ETHICS

Washington Ethics Law:

The Washington Ethics Law, Revised Code of Washington, Chapter 42.52, applies to all state employees. It governs the actions and working relationships of members of the Board and of all employees at Shoreline Community College. Trustees and employees shall perform in accordance with this law in their dealings with fellow employees, suppliers, government representatives, the media, and other individuals with whom they have professional relationships that are associated with their responsibilities at Shoreline Community College.

Conflicts of Interest:

The Board adheres to Chapter [42.52 RCW](#), “Ethics in Public Service” and the [WAC Title 292, Ethics in Public Service rules](#) of the Executive Ethics Board.

Each member of the Board and all employees of Shoreline Community College are expected to place the interests of the College above their self-interests. Trustees and employees are expected to resolve issues in favor of good, ethical judgment, and in keeping with the basic principle that their position of trust may not be used for personal gain or private advantage.

In resolving issues regarding conflicts of interest, the following statements from state law shall be considered:

1. Trustees and College employees may not have a financial interest or engage in any activity that is in conflict with the proper discharge of their official duties.
2. Trustees and College employees may not use their official position to secure special privileges for themselves or any other person.
3. Trustees may not receive compensation from any person, except the State of Washington, for performing their official duties.

100.B41 – ETHICAL VALUES AND PRINCIPLES IN PUBLIC SERVICE

To promote individual development and the common good, Trustees will strive to promote basic values of conduct. The following values represent a shared ideal that permeates the College and constitute a primary responsibility for trustees to uphold and honor: honesty, integrity, fairness, respect, excellence, accountability, and protection of public trust. Avoid any conflict of interest with respect to their fiduciary responsibility.

Specifically:

- a. When the Board is to decide upon an issue that a member has an unavoidable conflict of interest, that member will withdraw without comment not only from the vote, but also from the deliberation.
- b. Trustees will not use their positions to obtain employment by the College or to furnish services or goods to the College on behalf of themselves, family members, relatives, friends, or associates.
- c. Trustees will recognize the lack of authority in any individual Board member when interacting with the President or with College employees, except when explicitly authorized by the Board.
- d. Trustees will recognize the same limitation and the similar inability of any Board member or Trustees to speak for the Board in interaction with the public, press, or other entities.
- e. Support the legitimacy and authority of the final determination of the Board on any matter, irrespective of the member's person position on the issue.
- f. Not permit themselves to be used to circumvent established lines of authority or to interfere in normal procedures for the handling of complaints or grievances.

100.B50 – TENETS OF GOVERNING

On behalf of the citizens in Shoreline Community College's service area, the Board will strategically provide stewardship and leadership. The continual focus will be on the needs of the community as reflected in the Mission, Vision, Values, and Ethics Statement and the improvement of the College's capability, while demonstrating the highest level of integrity.

The Board process will:

1. prioritize a culturally sustaining governance approach that emphasizes equity-centered decision-making. This will involve applying a critical lens, fostering collaborative inquiry, and centering equity in policies and procedures,
2. emphasize outward vision rather than an internal preoccupation,
3. consistently encourage a diversity of perspectives,
4. provide strategic leadership more than administrative detail,
5. maintain clear distinction between board and staff roles,
6. forward collective rather than individual decisions,
7. focus on the future rather than the past or present, and
8. remain proactive rather than reactive.

The Board functions as the authorized link between the College and citizens of the College's service district. The Board's responsibility to the citizens is to ensure quality, relevant education while providing responsible stewardship of public resources.

The Board will remain vigilant to its role as "steward" for the College by consistently seeking ways to improve its capability and functioning.

Trustees will adhere to a code of conduct which includes:

- speaking with one voice;
- demonstrating the role of "steward" for the College;
- supporting consensus and majority rule decision making processes;
- committing to the resolution of conflict in appropriate arenas;
- committing to in-person meeting attendance and preparedness; outside of unusual circumstances
- Respecting the role of the President as the communication link to the college community with a focus on policy not operations.
- respecting the role of the Chair as the communication link with the College President; and maintaining a focus on strategic, forward-thinking leadership.

100.B60 – BOARD DUTIES AND RESPONSIBILITIES

The Board, responsible to the citizens of Community College District 7 and sensitive to their hopes, ambitions, and needs, shall have the legislative responsibility of formulating broad public policy for community college education in the District. The formulation and adoption of written policies shall constitute the basic method by which the Board exercises its leadership in the operation of the District.

General Duties

1. Determine the broad general policies that guide the operation of the College, and review them every three years;
2. Function as the legislative and policy making body, leaving the operational and executive functions to the President, to include decisions concerning the appointment, retention, or dismissal of faculty, administrators, and classified personnel, except as it relates to the granting, renewal, or denial of tenure, and dismissal of probationary or tenured faculty. Utilize the services of the attorney general of the State of Washington and cooperate fully with officers of the state attorney general;
3. Ratifies lawsuits and authorize lawsuits, provide direction to the President, and approve settlements over \$25,000 ;

4. Review and approve an annual budget to finance the operation of the District in accordance with the statutes of Washington and lawful and applicable regulations;
5. Delegate to the President the authority to approve the expenditures of all funds and all contracts;
6. Recognize the right of the duly elected employee organizations to negotiate employee rights and benefits within the tenets of the respective Collective Bargaining Acts;
7. Consider communications and requests from citizens and organizations of the District on matters of District policy at regularly scheduled board meetings;
8. Shall employ for a period to be fixed by the board a college president for each community and technical college and, may appoint a president for the district, and fix their duties and compensation, which may include elements other than salary. The board shall also employ for a period to be fixed by the board members of the faculty and such other administrative officers and other employees as may be necessary or appropriate and fix their salaries and duties.
9. May borrow money and issue and sell revenue bonds or other evidences of indebtedness.
10. May establish fees and charges for the facilities authorized hereunder.
11. May grant to every student, upon graduation or completion of a course of study, a suitable diploma, degree, or certificate under the rules of the state board for community and technical colleges.
12. May award baccalaureate degrees. Upon recommendation of the faculty, may also confer honorary associate of arts degrees, or if it is authorized to award baccalaureate degrees may confer honorary bachelor of applied science degrees.
13. Shall enforce the rules prescribed by the state board for community and technical colleges for the government of community and technical colleges, students and teachers, and adopt such rules and perform all other acts not inconsistent with law or rules of the state board for community and technical colleges as the board of trustees may in its discretion deem necessary or appropriate to the administration of college districts:
14. Shall be authorized to pay dues to any association of trustees that may be formed by the various boards of trustees.
15. Adopt and periodically review a statement of mission, vision, values and equity statement which clarifies basic educational beliefs and educational responsibilities of the District;
16. Establish a yearly planning cycle that links the Board's agenda with the College's Equity-based Strategic Plan;
17. Annually review and evaluate progress towards the goals in the College's Strategic Plan through a variety of measures;
18. Refer all matters concerning the District directly to the President for study and recommendation before such matters are considered by the Board, except where immediate action is deemed necessary by the Board;
19. Inform the public concerning the progress and needs of the District, the educational programs, and the financial status of the District;
20. Conduct self-evaluations and determine a corrective course of action as necessary; and

21. Act in the best interest of the College pursuant to various authorizations granted in the Community and Technical College Act of 1991 or in the rules and regulations of the State Board for Community and Technical Colleges.
22. Exercise powers and perform all duties as authorized and required under [RCW 28B.50.140](#), Board of Trustees—Powers and duties.

TENURE

The President will: (1) Submit recommendations from the President (and appropriate Vice-President) to the Board regarding the award or non-award of tenure or the non-renewal of a contract of probationary candidates.

BOARD TRAVEL

The Board of Trustees will comply with the Office of Financial Management (OFM) State Administrative and Accounting Manual (SAAM) Subsection [10.70.30.b](#) as follows:

1. Trustees who are not in travel status according to the provisions of SAAM Chapter 10 will be reimbursed according to Option 1 of SAAM [10.70.30.b](#).
2. Trustees who are in travel status according to the provisions of SAAM Chapter 10 will be reimbursed according to Option 2 of SAAM [10.70.30.b](#).
3. For purposes of determining what constitutes a “day or portion thereof spent to conduct board... business” under Option 1, the Board of Trustees will include all days, and only those days, on which an officially noticed meeting of the Board of Trustees occurs.

BOARD STRUCTURE AND ELECTIONS

1. The Board will elect from its membership the Chair and Vice-Chair. As specified by state law, the Secretary will be the President of Shoreline Community College, or their designee.
2. The Board will elect the Chair and Vice-Chair at the regularly scheduled Board meeting in June, to serve for the ensuing year, from July 1 through June 30.
3. The term of the office of Chair and Vice-Chair shall be for one year. The Board may elect the Chair to serve a consecutive term under extraordinary circumstances. Discussions concerning the extraordinary circumstances are to be held in a full Board open meeting.
4. Traditionally, the responsibility as Chair and Vice-Chair will be rotated through all members in the order of appointment or reappointment.

5. Traditionally, the Vice Chair will move into the position of Chair of the Board, at the election of the Board.
6. If a Board member does not wish to serve when their name is moved into officer position, the replacement will be the next senior Board member who qualifies according to the order of appointment or reappointment.
7. Trustees reserve the right to nominate candidates to stand for election in addition to those who qualify on the basis of the order of appointment or reappointment. This nomination process and discussion can take place only in an open meeting with a quorum of the Board.
8. In the event of a vacancy in the office of the Chair, the Vice-Chair will succeed as Chair for the remainder of the unexpired term, plus the term for which they were elected. The Board will conduct an election to elect a new Vice-Chair at the next regular meeting after a vacancy has occurred. The new Vice-Chair will serve for the remainder of the unexpired term.

100.C00 – OFFICERS OF THE BOARD

100.C10 – CHAIR OF THE BOARD

Responsibilities and duties shall include, but are not limited to the following:

- a. Preside at all meetings when present and decide on questions of order;
- b. Appoint members of the Board to serve on special committees as approved by the Board;
- c. Execute all contracts approved by the Board and other official documents legally requiring the signature of the Chair of the Board, such as resolutions, general obligations, and revenue bonds;
- d. Call special meetings of the Board as required;
- e. Represent, when possible, the Board at meetings of trustee organizations to which the District belongs; and
- f. Perform any other duty formally assigned by the Board, or by state statute.

CHAIR ROLE

The Chair will ensure that the Board and individual Trustees consistently behave in accordance with the Board's own rules and policies and those legitimately imposed upon the Board from outside the College. Specifically:

1. Meeting discussion content will be on those issues that, according to Board policy, belong to the Board, not to the President, to examine and or decide.

2. Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and to the point.
3. The Chair will encourage discussion and consensus among the Trustees.
4. Sign minutes of all regular and special meetings of the Board, and sign other documents as required by law, State Board, or College policy
5. Have no authority to supervise or direct the President.
6. Chair board meetings with all the commonly accepted power of the position, to include ruling and recognizing, as well as agenda setting and calling special meetings as required.
7. Ensure that other Trustees are informed of current and pending Board issues and processes.
8. After Board discussion, appoint members to committees established by the Board.
9. Work with the Vice-Chair to review and revise the Board of Trustees Policy Manual.
10. Designate the Vice-Chair to preside at Board meetings in the absence of the Chair or to fulfill the duties of the Chair as needed.

100.C11 – VICE-CHAIR OF THE BOARD

VICE-CHAIR ROLE

Responsibilities and duties shall include, but are not limited to the following:

1. Perform all duties of the Chair of the Board in the absence or disability of the Chair; and
2. Discharge such other functions as the Chair of the Board may request from time to time.

100.C12 – SECRETARY OF THE BOARD

Responsibilities and duties of the Secretary or designee shall include, but are not limited to the following:

1. Provide written notification to all concerned of regular and special meetings of the Board;
2. Transmit the Board agenda and a copy of the minutes of the previous meeting to the Board and such other persons as the Board may designate and post at the District offices prior to an ensuing meeting;
3. Record, prepare, sign, and distribute to all members of the Board the minutes of all regular and special meetings of the Board;
4. Prepare and maintain for the Board an indexed compilation of all resolutions, a copy of the policies of the Board of Shoreline Community College, and all amendments thereto;
5. Advise the Board of any communications which require consideration and action by the Board; and

6. Give such public notices of Board action as may be required by statutes, or resolutions of the Board.

100.C20 – DELEGATION TO THE PRESIDENT

All Board authority delegated to staff is delegated through the President. All authority and accountability of staff is considered to be the authority and accountability of the President.

1. The President is authorized to develop and implement all administrative policies, decisions, actions, practices, and activities. The President will base decisions on the annual goals of the College and responsibilities defined in the President's job description.
2. Only decisions of the Board acting as a body are binding upon the President.
 - a. Decisions or instructions of individual Trustees, officers, or committees are not binding on the President except in rare instances when the Board has specifically authorized such exercise of authority.
 - b. If Trustees or Board committees request information or assistance without Board authorization, the President can refuse such requests that, in the President's judgment, require a material amount of staff time or funds or are disruptive.
3. The President shall apply to the Board for a waiver of a Board Policy if the President deems a waiver is in the best interest of the College.
4. The President establishes operational policies and procedures that carry out the Board policy including those that:
 - a. clarify rules for students, employees, volunteers, community members and visitors, in addressing the Board, expressing ethical dissent, and rules and sanctions that provide a civil and non-disruptive learning environment.
 - b. provide for effective handling of grievances, and ensure that students and employees know their rights and responsibilities.
 - c. protect against wrongful conditions, such as nepotism and grossly preferential treatment for personal reasons, and comply with all laws, rules and regulations pertaining to students and employees, including those pertaining to discrimination.
 - d. ensure due process procedures for students, employees, volunteers and visitors without discrimination or retaliation against anyone for expressing non-disruptive ethical dissent.
5. The President takes prompt and appropriate action when aware of any violation of federal laws, state laws, rules, regulations, State Board for Community and Technical Colleges policy, Office of Financial Management policy, any Executive Order of the Governor of the State of Washington, or Shoreline Board of Trustees policy.
6. The President protects the academic freedom of the College, its faculty and its students

and establishes rules and necessary sanctions that provide a civil and non-disruptive learning environment.

7. The President ensures that staff is prepared to deal with emergency situations.
8. The President attempts to maintain goodwill with community members and external stakeholders.

100.C30 – PRESIDENT

The President of the District shall be the executive officer through which the Board implements its policies. The President may delegate to senior leadership of the District such of their powers as they may be authorized to delegate and deem desirable to be exercised under the President's supervision and direction. Responsibilities and duties in addition to those outlined in the President's job description and presidential contract include but are not limited to the following:

1. Inform the Board of all significant actions taken under authority granted by it and respond in a timely manner to Board requests for information;
2. Perform all executive functions for the Board, such as:
 - a. Prepare the agenda for Board meetings in consultation with the Chair and Vice-Chair of the Board.
 - b. Conduct official correspondence of the Board.
 - c. Issue its orders.
 - d. Prepare all documents as directed by the Board and execute all documents pursuant to authority granted to the President by the Board.
 - e. Provide for the custody of all records, proceedings, and documents of the Board and assume responsibility for making them available for public inspection.
3. Advise the Board in all areas of policy and make recommendations on all matters that affect the District before action is taken by the Board;
4. Determine the qualifications for, appoint, manage, supervise, and discharge all employees (with the exception of decisions related to tenure as described under 100.B60) of the College, including the determination of salary adjustments and the terms and conditions of individual contracts as applicable, provided that the procedures established in the tenure laws of the State of Washington, along with applicable collective bargaining agreements as appropriate, and/or the statutes, rules and regulations of the Washington Personnel Resources Board shall be followed;

5. Prepare and submit to the Board an annual budget and administer the Board approved budget;
6. Formulate all reports as may be required by the Board and by local, state, and national agencies;
7. Formulate and promulgate rules, regulations and procedures to implement Board policies;
8. Represent the District to the community by interpreting the policies to the public, the press, and community organizations;
9. Approve the expenditure of all budgeted funds and execute all contracts consistent with the budget adopted by the Board and in compliance with Board rules and all applicable state and federal laws and regulations;
10. Act as the chief administrator and educational leader of the District, responsible for the organizational structure of the District and for all executive and administrative duties in connection with the operation of the District;
11. Propose long-range direction and scope of District programs, recommending to the Board from time to time such changes in programs and services as they deem desirable to fulfill the goals of the District;
12. Establish District objectives consistent with College goals; determine the need for and qualifications of all positions within the District, and provide for evaluation of all personnel and programs;
13. Participate in community college programs at the local, state and national level by representing the District at meetings of organizations to which the District belongs and others as approved by the Board;
14. Review legislation affecting the District and report the substance thereof to the Board;
15. Attend Board meetings;
16. Perform such other duties as may be assigned or granted by the Board or required by law.

COMMUNICATION & SUPPORT TO THE BOARD

The President will:

1. Submit monitoring data required by the Board in a timely, accurate, and understandable manner that directly addresses provisions of the Board policies being monitored.
2. Inform the Board Chair of relevant trends, anticipated adverse media coverage, actual or anticipated legal actions, or material external and internal changes, including changes in the assumptions upon which any Board policy has been established.

3. Tell the Board that, in the President's opinion, the Board is not in compliance with its own policies on Governance Process and Board-President Relationship, particularly in the case of Board behavior that is detrimental to the working relationship between the Board and the President.
4. Not present information that is knowingly inaccurate or incomplete.
5. Provide a mechanism for official Board communication.
6. Deal with the Board in a way that indicates no favoritism and privilege towards certain Trustees, except when:
 - a. fulfilling individual requests for information, or
 - b. responding to officers or committees duly charged by the Board.
7. Submit a consent agenda to the Board containing items that although delegated to the President, are required by law, regulation, or contract to be Board-approved, along with applicable monitoring information.

EMERGENCY PRESIDENT SUCCESSION

To protect the Board from sudden loss of presidential duties, the President will have at least two executives sufficiently familiar with Board and presidential duties and processes to enable either to take over with reasonable proficiency as an interim successor.

The Board will ensure that the College not be left without a President or Acting President.

Accordingly:

1. The President will seek approval from the Board Chair when off campus for paid or unpaid leave, including annual leave.
2. An Administrator in Charge will be appointed by the President when they are off campus for more than one day and up to twenty (20) working days whether for College business or for approved paid or unpaid leave, including annual leave and sick leave. The President, in consultation with the Board Chair, can appoint an acting President before twenty (20) working days if doing so is in the best interest of the College.
3. When the President is anticipated to be off campus for more than twenty (20) working days other than for College business, the President in consultation with the Board Chair will delegate their authority to an Executive Team member to serve as Acting President, not to exceed thirty (30) consecutive working days. College business is defined as anything other than paid or unpaid leave, including annual and sick leave.

The Board will, upon the resignation, termination, incapacity or death of the current President, appoint an acting, interim or permanent President.

100.D00 – MEETINGS OF THE BOARD

100.D10 – REGULAR MEETINGS

The Board shall hold regular meetings according to a schedule including place, time, and date filed with the Washington State Register, pursuant to RCW 42.30.075. All meetings of the Board, regular and special, shall be held in conformance with the Open Public Meetings Act, Chapter 42.30 RCW.

A regular meeting may be canceled by action of the Board or the Board Chair. A special meeting may, however, be set for another date and time. When a special meeting is scheduled, notice thereof will be given in conformance with the notice requirements for special meetings contained in RCW 42.30.080.

Board meetings shall be held in the Administration building 1000, 16101 Greenwood Avenue North, Shoreline, WA, or at such other places as the Board shall determine.

100.D11 – SPECIAL MEETINGS

Special meetings may be called by the Chair, or by request of three Trustees, and shall be conducted in conformance with Washington State law. Only those items published on the agenda shall be considered at a special meeting. (per RCW 42.30.080)

100.D12 – EXECUTIVE SESSION

The Board may hold an executive session during a regular or special meeting. Executive sessions will be held in conformance with Washington State law. (per RCW 42.30.110)

100.D13 – OPEN MEETINGS

All regular and special Board meetings are open to the public; however, the Chair may call an executive session when permitted by Washington State law at which a member of the general public shall not be present unless invited. (per RCW 42.30.030)

Public votes and public records shall be open to the public for inspection and duplication.

100.D14 – APPEARANCES BEFORE THE BOARD

Each regular meeting of the Board shall provide members of the public an opportunity to address the Board on any item of business. The Board encourages groups to designate a spokesperson to address the Board on their behalf at a specified time on the agenda.

The Chair of the Board reserves the right to determine time limits on statements and presentations. The intent of the Board shall be to provide equal time for both pro and con presentations. The Chair also maintains the right to regulate the subject matter of that which may be presented or discussed at the open meeting including, but not limited to, matters which are the subject of current or pending grievances or adjudicative or disciplinary proceedings. Matters for consideration, discussion, and/or debate will be limited to the extent allowed by the Open Public Meetings Act, Chapter 42.30 RCW.

The President of the College shall be given an opportunity, whenever possible, to examine and evaluate each matter of business and to recommend a course of action prior to a decision by the Board.

100.D15 – INTERRUPTIONS

In the event that any meeting is interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are interrupting the meeting, the Board may order the meeting room cleared and continue in session or may adjourn the meeting and reconvene at another location selected by majority vote of the members. In such a session, final disposition may be taken only on matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section.

Nothing in this section shall prohibit the Board from establishing a procedure for readmitting an individual or individuals not responsible for disturbing the orderly conduct of the meeting. (per 42.30.050)

100.D16 – QUORUM

Three trustees shall constitute a quorum for the transaction of business at regular and special meetings. A number fewer than a quorum may call the roll, record the names of absentees, and adjourn to meet at a specified future time. (per RCW 28B.50.130)

100.D17 – REQUIRED VOTE

An affirmative vote of at least three trustees (for approval) shall be required for adoption of any matter upon which the Board votes.

The Chair of the Board, or other presiding officer, shall have a vote upon all questions and may engage in general discussion.

A member abstaining from voting on any matter shall voice such abstention for recording in the minutes.

100.D18 – AGENDA

The agenda shall be prepared by the President or designee in consultation with the Chair and Vice- Chair of the Board and its contents presented by the President for Board consideration at each meeting.

Anyone, other than a Board member or a representative of the Office of the President wishing an item placed on the agenda of a Board meeting, must have a written request in the office of the Board Secretary no later than twelve o'clock noon five (5) business days before the next scheduled meeting of the Board. The **Recording Secretary** will relate the request to the College President and the Chair of the Board as soon as feasible. The Chair will determine whether the item is to be placed on the agenda. The Chair or their designee will notify the individual initiating the request as to whether or not the item will be placed on the agenda.

100.D19 – BOARD MATERIALS AND INFORMATION

The bulk of the information and materials pertinent to the agenda of all regular meetings of the Board shall be sent to the trustees **three business days** prior to each meeting. The Chair or President may present a matter of urgent business received too late for inclusion on the agenda if, in their judgment, the matter is of an urgent nature.

All materials to be considered by the Board must be submitted in sufficient quantities to provide each member of the Board and the Secretary with copies.

100.D20 – MINUTES OF MEETINGS

Minutes of regular and special meetings are public records. **Minutes are kept on file in the Office of the President as a permanent official record of all transactions of the Board.**

The minutes shall record the name of the trustee making a motion, the name of the trustee seconding it, and the vote, attributing each "yea" and "nay" vote or abstention to the individual trustee. The voting shall be by voice, except that a roll call may be required for resolutions and all other questions whenever requested by a trustee. A trustee may also have the reasons for their vote recorded in the minutes if they so request at the time of voting. A permanent record of all District Board Resolutions shall be published on the Shoreline Community College web site.

100.E00 – MISCELLANEOUS POLICIES OF THE BOARD

100.E10 – PRESENTATION AND ADOPTION OF POLICY

Every effort shall be made to present, in writing, recommendations for changes in policy at least one meeting in advance of the meeting at which adoption is requested. The adoption of policy requires the affirmative vote of at least three trustees.

100.E20 – PARLIAMENTARY AUTHORITY

Except as they may be in conflict with the resolutions heretofore set forth, Robert's Rules of Order, newly revised, shall constitute the parliamentary guide of the Board.

100.E30 – AMENDMENTS OF BOARD POLICIES

These policies, or any part or parts thereof, may be revised, repealed, or added to by an affirmative vote of at least three trustees at any meeting of the Board and shall become effective immediately upon approval.

100.E40 – BOARD OFFICE

The Board shall maintain an office at 16101 Greenwood Avenue North Shoreline, WA, 98133 where all records, minutes, and the official College seal shall be kept.

This office shall be open during normal business hours.

Correspondence or other business for the Board shall be sent to the Secretary of the Board, who is located in this office.

100.E50 – COLLEGE DEBT

The Board, in accordance with Chapter 28B.50.140(6), may, with the approval of the State Board for Community and Technical Colleges (SBCTC) borrow money and issue and sell revenue bonds in accordance with the provisions of RCW 28B.10.300 through 28B.10.330, where applicable, **to support the College's mission.**

It is the policy of the Board to effectively manage the appropriate level of debt to ensure adequate resources are available to meet debt service requirements over the useful life of the assets. Debt service may be funded using two different methods and both can be in effect at the

same time depending on the debt needs of the College:

- Debt supported by general and operating revenues
- Debt supported by other revenues:
- Debt serviced by other revenues will be supported by a stable funding source other than the College's state allocation, tuition, or dedicated fee revenues. The other revenue source must be sufficient to cover normal operating expenses of the unit (if any) plus the anticipated annual debt service costs over the life of the debt schedule.

100.E60 - FINANCIAL PLANNING & BUDGETING

The President establishes operational policies and procedures that carry out the Board policy in a fiscally responsible manner, including those that:

1. Develop a budget with credible projection of revenues and expenses that separates capital and operating items and that discloses planning assumptions and budget principles.
2. Plan that expenditure of funds in any fiscal year will not be more than the sum of a) what is conservatively projected to be received during that year and, b) what has been approved by the Board to be carried over for expenditure from previous years.
3. Develop budget processes that provide opportunities for information and feedback from a broad base, including administrators, faculty, staff, and students.
4. Develop a budget that considers the Board's priorities.
5. **Allocate 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.

100.E70 BOARD RESERVES

Purpose

The purpose of this policy is to establish and define the use of fiscal Board Reserves for Shoreline Community College.

Board Policies Manual, Fiscal Responsibility

Policy

In compliance with the Shoreline Community College Board of Trustee's direction, the College will maintain an operational reserve balance to ensure the College can conduct its mission. The Board in its fiduciary capacity for prudent fiscal management, directs the College to accumulate and maintain sufficient reserves to accomplish specific, strategic objectives of the College, such

as, allowing for prudent cash management of college operations, ensuring sufficient funds are available for working capital, accommodating fluctuations in revenue or expenditures or other unforeseen circumstances, properly managing reimbursable funding requirements, and providing flexibility on non-recurring expenses, such as program start-up costs or equipment purchases.

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.

- The Board may approve spending resulting in lower reserve balances as required herein in an emergency situation or when they believe to be in the best interests of the college's
- immediate or long-term needs.
- Authorization for legally allowable short-term transfers and loans between funds to manage the cash balances of funds is delegated to the President.

In recommending local capital reserve levels and expenditures, the President will consider how such levels and expenditures contribute to attracting new students and retaining existing students.

For International Education contract programs, the President shall ensure reserves are sufficient to:

1. Mitigate the financial impact of fluctuations in contract enrollment.
2. Ensure maximum flexibility to adapt to unforeseen circumstances, including global pandemics, natural disasters, policy changes (Federal or otherwise).
3. Support "teach-out" commitments, ensuring enrolled students can complete their programs even if the contract is discontinued.
4. Invest in opportunities to enhance the program's competitiveness in a dynamic international education market.
5. Protect the College's long-term investment in International Education as a critical revenue source and strategic priority.
6. The required reserve amount shall equal at least two years of budgeted expenses for International Education contract programs and must be accounted for separately.

Procedure

Board Reserves should be used for unbudgeted emergencies which, if left unattended, will jeopardize the health and safety of the College community; for any unanticipated expenditures necessary to keep a public commitment; to fulfill a legislative or contractual mandate; or expenditures which will result in significant administrative or programmatic inefficiencies, that

cannot be covered by existing appropriations. Examples include, adequate cash flow, emergencies, budget contingencies, multi-year planning, revenue shortfalls, unplanned but necessary expenditures, providing flexibility on non-recurring expenses, such as, program start-up costs or equipment purchases, or operating changes that occur outside of the planned annual budget.

Assessment of the Board Reserves balance will be provided through the annual budgeting process and updated as part of, or following, any expenditures. Board Reserves will be maintained in Fund 149 – Operating Fund unless otherwise stated herein.

All recommendations to expend reserve funds will be forwarded to the Executive Team and the President. All expenditures drawn from Board Reserves funds [or Funds 148 and 149] require prior approval of the President, unless previously authorized in the College's budget or approved by the Board of Trustees. The President shall submit expenditures exceeding \$200,000 to the Board of Trustees for approval for use of Board Reserves.

Excess Funding

If Board Reserves exceed 15% of the annual operating budget, the President may use the excess reserves for one-time expenditures as follows: capital shortfalls, facilities repairs or improvements, or expenditures in alignment with the College's strategic plan and annual planning process. Such one-time expenditures shall not be used to create ongoing obligations, including job positions, salary increases, operating or capital dollars.

1. No annual use of this funding should put the 15% minimum for the Board Reserves in jeopardy.
2. All use of this overage must be presented to the Board of Trustees. This should include the amount of the funding utilized and the rationale for use per the policy.

100.E80 - ASSET PROTECTION

The President will:

1. Insure adequately, to the extent appropriate for a state-owned college of higher education, against:
 - a. theft and casualty losses in amounts consistent with replacement values, and
 - b. liability losses to the College itself, Trustees, and employees.
2. Ensure that un-bonded personnel do not have access to funds in amounts considered material for audit purposes.
3. Promote the proper care and sufficient maintenance of physical plant and equipment.
4. Protect the College, the Board, and employees against claims of liability.

5. Receive, process, and disburse funds under controls that are sufficient to meet standards used by all auditors at various federal, state, and local levels that may be reasonably expected to assess the College's controls.
6. Invest funds in accounts or in investments only as permitted by Washington state law.
7. Acquire, encumber, name, and dispose of real property only with Board approval.
8. Protect information, files, and intellectual property from loss, damage, and misuse.
9. Protect the College's name and maintain its identity in the community.
10. Submit the facilities master plan to the Board for approval upon every update.

100.E90 – COMPENSATION & BENEFITS

1. Only the Board of Trustees can change the President's compensation and benefits.
2. The President cannot establish or change the compensation and benefits of other employees except in accordance with collective bargaining agreements negotiated by the Board or in accordance with salary schedules or plans adopted by the Board.
3. The President shall not promise or imply permanent or guaranteed employment beyond that provided in Board adopted contractual agreements or Board approved contractual templates.

100.F00 – FOUNDATION POLICY STATEMENT

In recognizing the Shoreline Community College Foundation as a separate, nonprofit corporation, as defined and meeting the requirements of [RCW 28B.50.837](#), the Board is both supportive and appreciative of the Foundation's role in assisting the College in meeting its mission. The Board understands that the primary mission of the Foundation is to obtain financial and other direct support and benefit for the College. The use of funds and other resources will be for physical and capital improvements, student financial assistance, Foundation operations, and other purposes as designated by donors and accepted by the College. The relationship is further defined by the terms of the current Quid Pro Quo agreement. The Board will be provided with regular financial reports, minutes of meetings, and other appropriate documents of the Foundation.

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF APRIL 23, 2025**

TAB 3

ACTION

Subject: Alternate Location in the Event of Board Meeting Disruptions

Background

The following is contained in the Board of Trustees Policies Manual:

100.D15 – INTERRUPTIONS

In the event that any meeting is interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are interrupting the meeting, the Board may order the meeting room cleared and continue in session or may adjourn the meeting and reconvene at another location selected by majority vote of the members. In such a session, final disposition may be taken only on matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section.

Nothing in this section shall prohibit the Board from establishing a procedure for readmitting an individual or individuals not responsible for disturbing the orderly conduct of the meeting.
(per 42.30.050)

Recommendation

That the Board of Trustees by motion and subsequent action, approve Room 4204 as the alternate location to be used in the event of a meeting disruption.

Prepared by: Veronica Zura, Executive Director of Human Resources
April 2025

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF APRIL 23, 2025**

TAB 4

ACTION

Subject: Instruction: Proposed Fee Increases & Revisions for FY 2025-2026

Background

The following are Instruction's proposed fee increases for FY 2025-2026.

1. **PROPOSED FEE INCREASE—LAB FEES IN CHEMISTRY COURSES**
(Memorandum attached.)

The current chemistry lab fees being charged for our Chemistry courses are significantly lower when compared to the lab fees charged by our sister colleges for their respective chemistry labs. Given the substantial increase in the prices of glassware and chemicals and specialized disposal thereof, it is imperative to adjust these fees to accommodate the growing enrollment in our chemistry program.

Beginning in Fall 2025, we would like to increase the lab fees for the following courses:

- Courses: **CHEM&121, CHEM& 131, CHEM 171-3**
Fee: FROM \$25 TO \$35
- Course: **CHEM 271-3**
Fee: FROM \$35-\$45

2. **PROPOSED FEE REVISIONS—DENTAL HYGIENE PROGRAM**
(Memorandum attached.)

Fees are collected to cover materials and supplies costs including both consumable items and instruments used during instruction and clinical practice. These fees are continually reviewed and updated, to ensure that all costs are covered while keeping costs as low as possible for students. Fees in the revised, simplified, structure are lowered by approximately \$700 per student over the two years of dental hygiene courses taken in the degree program. This is possible by switching to reusable items in some cases to reduce the instrument costs, while still accounting for overall increases in consumable item costs.

Beginning in Fall 2025, we would like to implement the revised fees:

- Courses: DENHY 220, 322, 323, 324, 421, 422, and 423

Current Fees:

- Clinic Use Fee - \$787; Supplies Fee - \$405; Rental Fee - \$389
- Student instrument Fee Q1 - \$1,320 (DENHY 220 only)
- Student Instrument Fee Q2 - \$798 (DENHY 322 only)
- Student Instrument Fee Q3 - \$581 (DENHY 323 only)

Revised Fees: Clinic Use Fee - \$800; Supplies Fee - \$600; Rental Fee - \$300

Recommendation

It is recommended that the Board of Trustees approve Instruction's proposed fee increases and revisions as presented.

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

Memo

To: Dalila Paredes, Dean of STEM-Transfer
From: Dr. Astrid Perez, Chemistry FPC
Date: 17 April 2025
Re: Increase of fees for CHEM&121, CHEM& 131, CHEM 171-3, AND CHEM 271-3

INCREASE IN LAB FEES FOR CHEMISTRY COURSES:

CHEM&121, CHEM& 131, CHEM 171-3, AND CHEM 271-3

Background

The current chemistry lab fees being charged for our Chemistry courses are significantly lower when compared to the lab fees charged by our sister colleges for their respective chemistry labs. Given the substantial increase in the prices of glassware and chemicals and specialized disposal thereof, it is imperative to adjust these fees to accommodate the growing enrollment in our chemistry program. This program is integral to the success of students in our competitive health occupations professional technical programs, including nursing, dental hygiene, and medical laboratory technology (MLT). An increase in fees will ensure that we maintain industry compliance standards within our new Cedar building and sustain our competitive edge in the chemistry sector of higher education in Washington state and along the I-5 corridor. This adjustment is in alignment with our strategic plan, specifically Goal A: Student Success and Academic Excellence.

Request

Beginning in Fall 2025, we would like to increase the lab fees for the following courses:

Course: **CHEM&121, CHEM& 131, CHEM 171-3**

Fee: FROM \$25 TO \$35

Course: **CHEM 271-3**

Fee: FROM \$35-\$45

Memo

To: Orlando de Lange
From: Lori Simicich
Date: 4/17/2025
Re: Dental hygiene student fees

REVISED FEES FOR DENTAL HYGIENE PROGRAM

Background

Fees are collected to cover materials and supplies costs including both consumable items and instruments used during instruction and clinical practice. These fees are continually reviewed and updated based with a view to ensuring that all costs are covered while keeping costs as low as possible for students. The separate names for the fees indicate costs related to work directly with patients (Clinic use), other instruction (Supplies) and instruments rented for use during the program (Rental). Fees in the revised, simplified, structure are lowered by approximately \$700 per student over the two years of dental hygiene courses taken in the degree program. This is possible by switching to reusable items in some cases to reduce the instrument costs, while still accounting for overall increases in consumable item costs. In addition, some instruments will be directly purchased via a third party, Hu-Friedy, in line with other Dental Hygiene programs nationwide removing the need for the separate "Student Instrument Fees" to be charged through Shoreline. The \$700 savings above accounts for the costs of instruments to be directly purchased by students.

Course: DENHY 220, 322, 323, 324, 421, 422, and 423

Current fees:

- Clinic Use Fee - \$787.00
- Supplies Fee - \$405.00
- Rental Fee - \$389.00
- Student instrument Fee Q1 - \$1,320 (DENHY 220 only)
- Student Instrument Fee Q2 - \$798 (DENHY 322 only)
- Student Instrument Fee Q3 - \$581 (DENHY 323 only)

Revised fees:

- Clinic Use Fee - \$800.00
- Supplies Fee - \$600.00
- Rental Fee - \$300.

Request

We would like to request revising these fees to start in Fall quarter 2025.

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF APRIL 23, 2025**

TAB 5

ACTION

Subject: Resolution No. 171 (Authorizing Investment of Shoreline Community College District 7 Monies in Local Government Investment Pool)

Background

Resolution No. 171 will allow Shoreline Community College to invest in the State of Washington’s “public funds investment account (commonly referred to as the Local Government Investment Pool (LGIP) for the contribution and withdrawal of money by an authorized governmental entity for purposes of investment by the Office of the State Treasurer.”

To follow: Resolution No. 171 (Authorizing Investment of Shoreline Community College District 7 Monies in Local Government Investment Pool) and Local Government Investment Pool (LGIP) Authorization Form.

Recommendation

That the Board of Trustees, by motion and subsequent action, approve Resolution No. 171 (Authorizing Investment of Shoreline Community College District 7 Monies in Local Government Investment Pool).

Prepared by: Joe Mazur, Vice President of Business & Administrative Services
April 2025



Resolution No. 171

Authorizing Investment of Shoreline Community College District 7 Monies in the Local Government Investment Pool

WHEREAS, pursuant to Chapter 294, Laws of 1986, the Legislature created a trust fund to be known as the public funds investment account (commonly referred to as the Local Government Investment Pool (LGIP)) for the contribution and withdrawal of money by an authorized governmental entity for purposes of investment by the Office of the State Treasurer; and

WHEREAS, from time to time it may be advantageous to the authorized governmental entity, Shoreline Community College District 7, the “governmental entity,” to contribute funds available for investment in the LGIP; and

WHEREAS, the investment strategy for the LGIP is set forth in its policies and procedures; and

WHEREAS, any contributions or withdrawals to or from the LGIP made on behalf of the governmental entity shall be first duly authorized by the Shoreline Community College District 7 Board of Trustees, the “governing body” or any designee of the governing body pursuant to this resolution, or a subsequent resolution; and

WHEREAS, the governmental entity will cause to be filed a certified copy of said resolution with the Office of the State Treasurer; and

WHEREAS, the governing body and any designee appointed by the governing body with authority to contribute or withdraw funds of the governmental entity has received and read a copy of the prospectus and understands the risks and limitations of investing in the LGIP; and

WHEREAS, the governing body attests by the signature of its members that it is duly authorized and empowered to enter into this agreement, to direct the contribution or withdrawal of governmental entity monies, and to delegate certain authority to make adjustments to the incorporated transactional forms, to the individuals designated herein.

NOW, THEREFORE, BE IT RESOLVED that the governing body does hereby authorize the contribution and withdrawal of governmental entity monies in the LGIP in the manner prescribed by law, rule, and prospectus.

BE IT FURTHER RESOLVED that the governing body has approved the Local Government Investment Pool Authorization Form (Form) as completed by the Vice President of Business and Administrative Services and incorporates said form into this resolution by reference and does hereby attest to its accuracy.

BE IT FURTHER RESOLVED that the governmental entity designates the President and Vice President of Business and Administrative Services, the “authorized individuals” to authorize all amendments, changes, or alterations to the Form or any other documentation including the designation of other individuals to make contributions and withdrawals on behalf of the governmental entity.

BE IT FURTHER RESOLVED that this delegation ends upon the written notice, by any method set forth in the prospectus, of the governing body that the authorized individual has been terminated or that his or her delegation has been revoked. The Office of the State Treasurer will rely solely on the governing body to provide notice of such revocation and is entitled to rely on the authorized individual’s instructions until such time as said notice has been provided.

BE IT FURTHER RESOLVED that the Form as incorporated into this resolution or hereafter amended by delegated authority, or any other documentation signed or otherwise approved by the authorized individual shall remain in effect after revocation of the authorized individual’s delegated authority, except to the extent that the authorized individual whose delegation has been terminated shall not be permitted to make further withdrawals or contributions to the LGIP on behalf of the governmental entity. No amendments, changes, or alterations shall be made to the Form or any other documentation until the entity passes a new resolution naming a new authorized individual; and

BE IT FURTHER RESOLVED that the governing body acknowledges that it has received, read, and understood the prospectus as provided by the Office of the State Treasurer. In addition, the governing body agrees that a copy of the prospectus will be provided to any person delegated or otherwise authorized to make contributions or withdrawals into or out of the LGIP and that said individuals will be required to read the prospectus prior to making any withdrawals or contributions or any further withdrawals or contributions if authorizations are already in place.

The Board hereby adopts Resolution No. 171.

Done in Open Public Meeting by the Board of Trustees this 23rd Day of April 2025.

Board of Trustees
Shoreline Community College District 7

By: _____
Rebecca Ringer, Chair

LOCAL GOVERNMENT INVESTMENT POOL AUTHORIZATION FORM

Please fill out this form completely, including any existing information, as this form will **replace** the previous form.

Entity Name:	Shoreline Community College, District 7
Mailing Address:	16101 Greenwood Ave North, Shoreline, WA 98133

Email for Statement Delivery: _____

Note: Statements can only be emailed to **ONE** address due to system restrictions

Bank account where funds will be wired when a withdrawal is requested.
 (Note: Funds **will not** be transferred to any account other than the one listed below)

Bank Name:	[Deliberately left blank to protect information.]
Branch Location:	
Bank Routing Number:	
Accounting Number:	
Account Name:	

ACH Authorization: Yes No
 Account Type: Checking Savings General Ledger

By selecting "Yes" and by signing this form, I hereby authorize the WA Local Government Investment Pool to initiate credit entries to the account listed above. I acknowledge that the origination of ACH transactions to our account must comply with the provisions of U.S. law.

Persons authorized to make deposits and withdrawals for entity listed above.

Name:	Title:	Phone Number:	Signature:
Dr. Jack S. Kahn	President		/s/ Dr. Jack S. Kahn
F. Joseph Mazur III	Vice President of B.A.S.		/s/ F. Joseph Mazur III

Online TM\$ Access: Yes No

If you selected yes, please complete the online section on page 2
 If you selected no, skip the online access section

Note: Online access is optional. Each person wanting Full online access must be listed as authorized to initiate transactions on page 1.

		Select one of the following:				Account Type:	
Name:	[Deliberately left blank to protect information.]	Add	Delete	Modify	No Change	Full	View Only
Email:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name:	[Deliberately left blank to protect information.]	Add	Delete	Modify	No Change	Full	View Only
Email:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name:	[Deliberately left blank to protect information.]	Add	Delete	Modify	No Change	Full	View Only
Email:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name:		Add	Delete	Modify	No Change	Full	View Only
Email:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name:		Add	Delete	Modify	No Change	Full	View Only
Email:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name:		Add	Delete	Modify	No Change	Full	View Only
Email:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

By signing below, I certify I am authorized to represent the institution/agency for the purpose of this transaction.

/s/ F. Joseph Mazur III	Vice President of Business & Admin. Services	4/23/2025
(Authorized Signature)	(Title)	(Date)
F. Joseph Mazur III	jmazur@shoreline.edu	
(Print Authorized Name)	(E-mail address)	(Phone no.)

Any changes to these instructions must be submitted in writing to the Office of the State Treasurer.

OFFICE OF THE STATE TREASURER
STACI.ASHE@TRE.WA.GOV
 PHONE: (360) 902-9017

Date Updated:	_____
Account Number:	_____
Updated by:	_____
<i>(For OST use only)</i>	11/9/22

State of Washington)
 County of _____) ss.
 Signed or attested before me by _____.
 Dated this ___ day of _____, 20__.

Signature of Notary

SEAL OR STAMP _____

Typed or printed name of Notary
 Notary Public in and for the State of Wash.



My appointment expires: _____

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF APRIL 23, 2025**

TAB 6

FIRST READING

Subject: Board of Trustees Effectiveness Evaluation Draft

To Follow:

Board of Trustees Effectiveness Evaluation draft.

Effectiveness Evaluation (DRAFT)

Please respond to the following statements with a 1- strongly disagree to 5 – strongly agree

A. Board members come prepared to meetings as evidenced by their questions and discussion.

1 2 3 4 5

B. Board members actively support the College President.

1 2 3 4 5

C. Board members have maintained progress on achieving their annual goals.

1 2 3 4 5

D. The outcomes of Board meetings demonstrate a commitment to health metrics for the college related to fiscal oversight, accreditation, progress on the strategic plan, and enrollment levels.

1 2 3 4 5

E. Board members demonstrate a commitment to DEI work in collaboration with the office of the VP for this area.

1 2 3 4 5

F. Board members demonstrate a commitment to fulfilling their role in areas of policy oversight as opposed to operational involvement.

1 2 3 4 5