

SHORELINE COLLEGE**BOARD OF TRUSTEES REGULAR MEETING OF OCTOBER 1, 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

3:30 PM – REGULAR SESSION			
1.	Convene Regular Session & Land Acknowledgement	Chair Kim Wells	
2.	Report: Chair, Board of Trustees	Chair Kim Wells	
3.	Report: Opening Remarks – Board of Trustees	Trustees	
4.	Consent Agenda a. Approval of Previous Meeting Minutes <ul style="list-style-type: none"> • Regular Meeting of 2025 July 16 • Special Meetings of 2025 August 14 & September 15 b. <ul style="list-style-type: none"> • Adopting the Parchment Diploma Service • Increasing the Transcript Processing Fee 	Chair Kim Wells	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 October 1, 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 October 1, 2025. The Board Chair will call upon each speaker signed up to provide public comment. The total public comment period at the October 1, 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 October 1, 2025 meeting, please send written public comment to Board Secretary Lori Yonemitsu at lyonemitsu@shoreline.edu following the October 1, 2025 meeting.)	Chair Kim Wells	
6.	Discussion: Board Advocacy (30 minutes)	Chair Kim Wells	
7.	Report: Annual Security Report (Clery) (10 minutes)	Gregory Cranson, Director	
8.	Report: Accreditation (10 minutes)	Ann Garnsey-Harter, Associate Vice President	
9.	Report: Finance & Budget (15 minutes)	Joe Mazur, Vice President	
10.	Constituent Report: Shoreline Associated Student Government (ASG) (5 minutes)	Tiger Cheng, ASG President	

11.	Constituent Report: Shoreline Classified Staff (WFSE) (5 minutes)	Norah Peters, WFSE Co-Chief Shop Steward	
12.	Constituent Report: Shoreline Faculty (SCCFT) (5 minutes)	Eric Hamako, SCCFT President	
13.	Constituent Report: Shoreline Faculty Senate (5 minutes)	A.J. Mendoza, Faculty Senate Chair	
14.	Report: College President & Executive Team Representatives (10 minutes) <ul style="list-style-type: none"> • Ryan Aiello, Vice President (Student Affairs)/Interim Vice President (Academic Affairs) • Joe Mazur, Vice President (Business & Administrative Services) • Brian Crisanto Ramos, Vice President (Office of yəhaw) • Veronica Zura, Executive Director (Human Resources) 	Jack Kahn, President	
15.	Waves of Gratitude	Jack Kahn, President	
16.	Action: Adjournment of Regular Session	Chair Kim Wells	

SHORELINE COLLEGE
DISTRICT SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JULY 16, 2025

The July 16, 2025 regular meeting was held via hybrid modality.

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

M I N U T E S – REGULAR MEETING (“Session”)

Chair Wells called the regular meeting (“session”) of the Board of Trustees of Shoreline College District Seven to order at 3:30 PM and 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.

Assistant Attorney General (AAG) Tricia Boerger from the Office of the Attorney General was present.

REPORT: CHAIR, BOARD OF TRUSTEES

Chair Wells gave an overview of the agenda, which included Board discussion pertaining to the Board’s summer 2025 retreat and noted that she looked forward to diving into longer term issues at the retreat.

REPORT: OPENING REMARKS – BOARD OF TRUSTEES

Trustee Chan shared that she is currently in Washington, DC, advocating for health equity and access for immigrant families. “This is to restore Medicaid and health insurance programs for children...regardless of their statuses.”

Trustee Stark shared that the Board is currently down one member and encouraged members of the campus community to direct those who may be interested in serving on the Board of Trustees, to any of the trustees.

Trustee Ringer noted that she has been focused on trying to understand what is coming out of Washington, DC.

SHORELINE COLLEGE
DISTRICT SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JULY 16, 2025

CONSENT AGENDA

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

- a. Minutes from the regular meeting of 2025 June 25

Motion 25:57: Motion by Trustee Stark to approve the consent agenda.

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

COMMUNICATION FROM THE PUBLIC

Per the agenda for the July 16, 2025 regular meeting of the Board of Trustees:

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

-For attendees attending in-person: Please sign-up to provide a public comment on the speaker sign-in sheet in the Board Room (#1010M) between 3:15 PM–3:30 PM on July 16, 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 July 16, 2025.

The Board Chair will call upon each speaker signed up to provide public comment. The total public comment period at the July 16, 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 July 16, 2025 meeting, please send written public comment to Board Secretary Lori Yonemitsu at lyonemitsu@shoreline.edu following the July 16, 2025 meeting.)

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

ACTION: REVISED LAND ACKNOWLEDGEMENT

Vice President of Diversity, Equity, Inclusion & Accessibility Brian Crisanto Ramos spoke of how vital land acknowledgements are “for an institution to be able to begin relationship building and reconciliation efforts with tribal communities” and read the short version of the College’s revised Land Acknowledgement.

Motion 25:58: Motion by Trustee Ringer, “to adopt the updated Land Acknowledgement as presented on tab 1.”

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DISTRICT SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JULY 16, 2025

Motion seconded by Trustee Stark.

Trustees Stark and Wells expressed appreciation for the educational aspects surrounding the Land Acknowledgement and for seeking feedback from the community in the development of the Land Acknowledgement.

All Trustees present for the action item voted *aye* to approve the motion.

ACTION: EXCEPTIONAL FACULTY AWARD(S) & AMOUNT(S)

Foundation Executive Director Wendy Coates provided an overview of tab 2 [Action: Exceptional Faculty Award(s) & Amount(s)] and responded to questions from the trustees about the Board's role regarding the exceptional faculty award and the amount of the award.

Professor and Faculty Senate Chair Dr. Ajay Mendoza was asked to share the faculty perspective about the award and the amount of the award.

Recommendation: That the Board of Trustees, by motion and subsequent action, approve proposals 1. Awarding up to five (5) individual faculty and 2. Awarding five (5) individual faculty who hold faculty assignments as defined by RCW 28B.52.020(2), an award amount of \$2,000 (two-thousand dollars) each.

Motion 25:59: Motion by Trustee Ringer, "to approve the change shown in tab 2 to increase the Exceptional Faculty award as stated in the document."

Motion seconded by Trustee Stark.

Trustee Stark expressed appreciation for the increase in the number of recipients and the amount of the award.

All Trustees present for the action item voted *aye* to approve the motion.

REPORT: ACCREDITATION

Planning, Institutional Effectiveness & Project Management Associate Vice President Ann Garnsey-Harter updated the Board on the progress the College has made pertaining to the two accreditation recommendations: 1. Fully implementing a learning outcomes assessment system and 2. Mission fulfillment.

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DISTRICT SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JULY 16, 2025

REPORT: FINANCE & BUDGET

Business & Administrative Services Vice President Joe Mazur went over the Fiscal Year-to-Date (YTD) at 6/30/2025 documents pertaining to Operating, Grants, and Contracts Funds (attached), the Internal Control Activities and Reconciliations Update draft (attached), and the Audit Findings and Exit Comments Tracking and Progress Update draft (attached).

CONSTITUENT REPORT: SHORELINE CLASSIFIED STAFF (WFSE)

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

CONSTITUENT REPORT: SHORELINE FACULTY (SCCFT)

No constituent report on behalf of the SCCFT Local 1950 was presented.

CONSTITUENT REPORT: SHORELINE FACULTY SENATE

Professor & Faculty Senate Chair A.J. Mendoza read the Faculty Senate's report (attached).

REPORT: COLLEGE PRESIDENT & EXECUTIVE TEAM REPRESENTATIVES

Veronica Zura, Executive Director–Human Resources

Executive Director Zura thanked the Budget team “for cleaning up all of the information we have; we feel our files in HR are getting tighter and tighter every payroll that runs with all the corrections that are being put in place.” Executive Director Zura closed by sharing, “We are going to have our second annual Classified and Admin training day on the last Thursday in August. It is going to be devoted to operational and overall employee retention activities, coordinated by our relatively new HR Manager, Sabrina Venture.”

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

Vice President Crisanto Ramos noted that the College hosted Muckleshoot Tribal youth “on campus today. This is a start to connect aspirational dreams to reality.” Vice President Crisanto Ramos shared that the division is doing a lot of planning for the next academic year, noting that “equity, diversity, and inclusion work is about community and making sure no one is left behind.”

Joe Mazur, Vice President–Business & Administrative Services

Vice President Mazur updated the Board about the Innis Arden improvement project, a requirement from the City of Shoreline for the Bracken building. Regarding the roundabout project, the City of Shoreline is currently vetting some of the responding bidders.

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DISTRICT SEVEN
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Ryan Aiello, Vice President–Student Affairs/Interim Vice President–Academic Affairs

Vice President Aiello noted that with his additional role as the Interim Vice President of Academic Affairs, many have asked him what they can do to help. “There are different peaks times in Student Affairs, and we are holding retreats around recruitment and admissions and being stronger about our efforts.” In closing, Vice President Aiello referred to the CCSSE (Community College Survey of Student Engagement), which was last done in 2017, and recently administered.

Jack Kahn, President

President Kahn shared that he recently had a meeting with the Shoreline Historical Museum, that his work has been focused mainly on the budget, and that the Executive Team recently held its first policy retreat. In closing, President Kahn shared that the community and technical college presidents’ retreat was primarily focused on the new allocation formula.

July 2025 Report to the Board attached.

DISCUSSION: BOARD OF TRUSTEES SUMMER 2025 RETREAT

Chair Wells led the Board’s discussion in deciding on a date for the Board’s summer 2025 retreat, as well as brainstorming possible agenda items for the retreat:

- Board Evaluation
- DEI Update
- Allocation Model
- Financial Projections
- Foundation Update
- Strategic Plan Update
- Challenges for the Community and Technical College System
- Study Session Topics for 2025-2026
- Board Travel
- Map of Agenda Items for 2025-2026

WAVES OF GRATITUDE

President Kahn extended waves of gratitude to Tirzah Williamson for the “big shout out of/for Classified Staff” and to Maiya Bailey for “being really, really helpful with the disruptions in Academic Affairs.”

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BOARD OF TRUSTEES
REGULAR MEETING OF JULY 16, 2025

ACTION: ADJOURNMENT OF REGULAR SESSION

Motion 25:60: Motion by Trustee Ringer to adjourn the meeting.

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

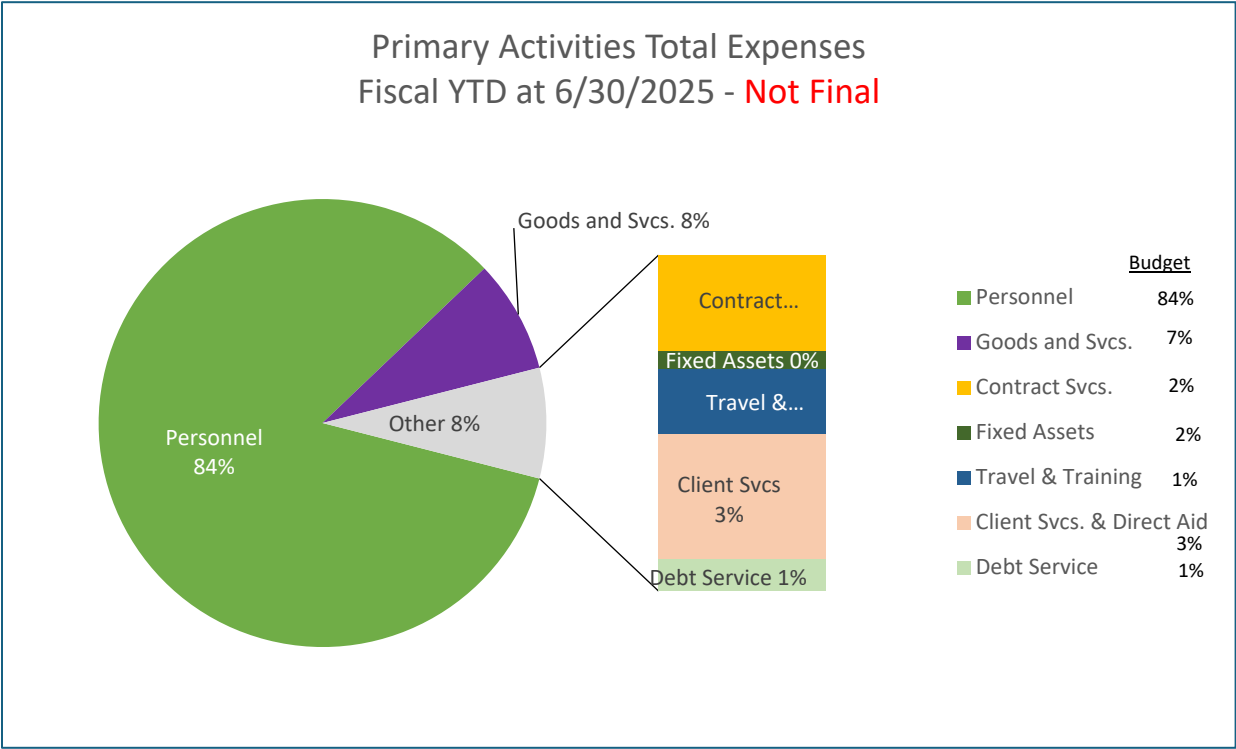
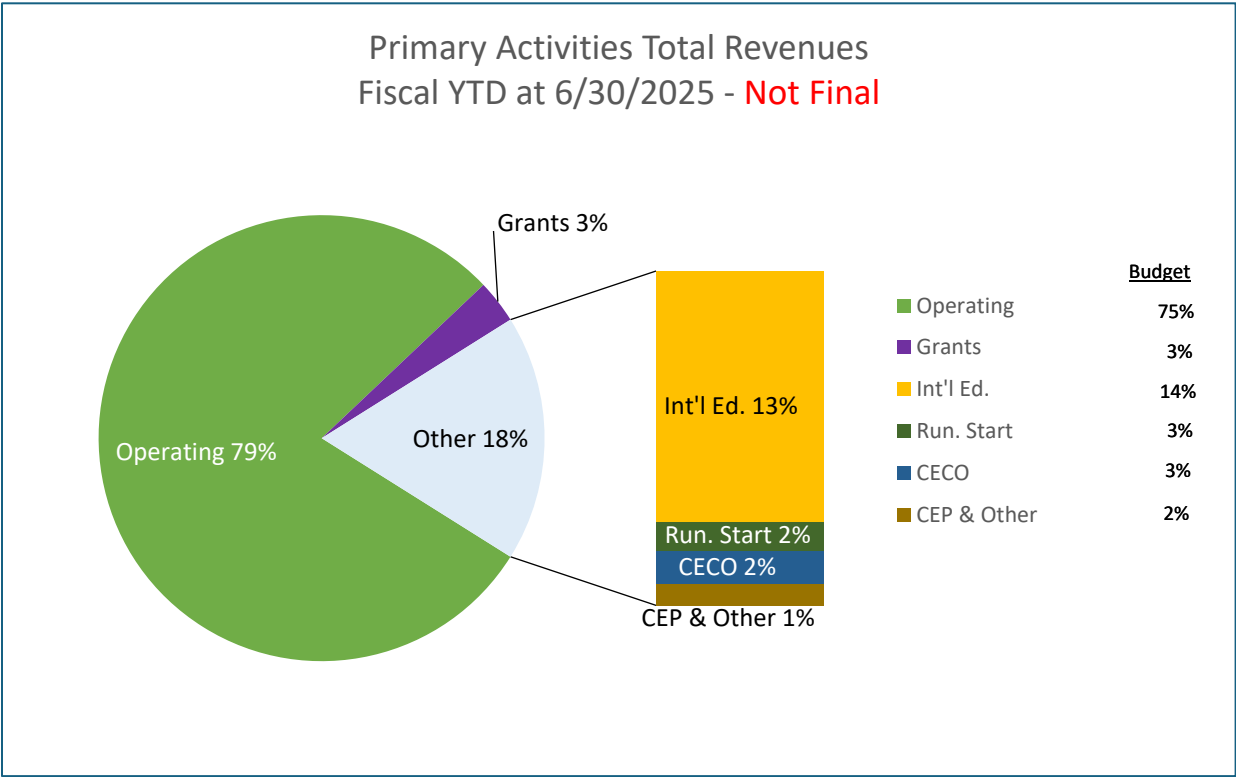
Chair Wells adjourned the regular meeting at 4:46 PM.

Signed _____
Kim Wells, Chair

Attest: October 1, 2025

Lori Y. Yonemitsu, Secretary

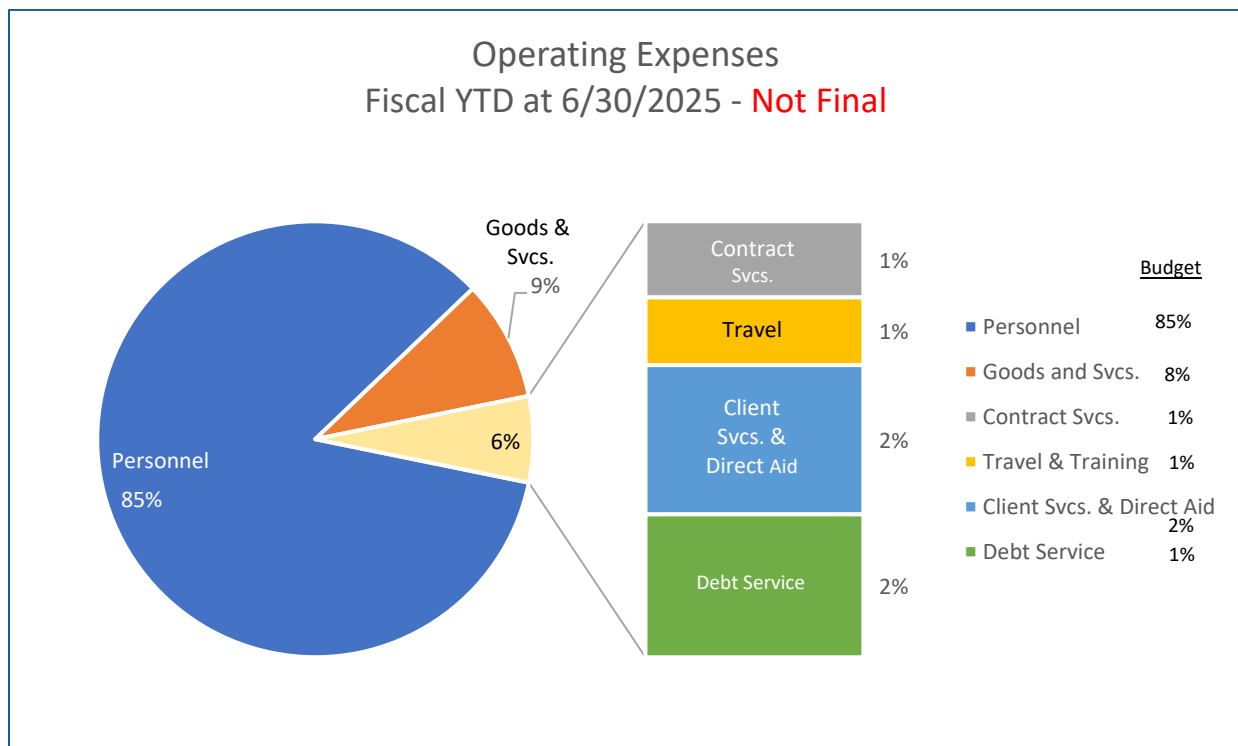
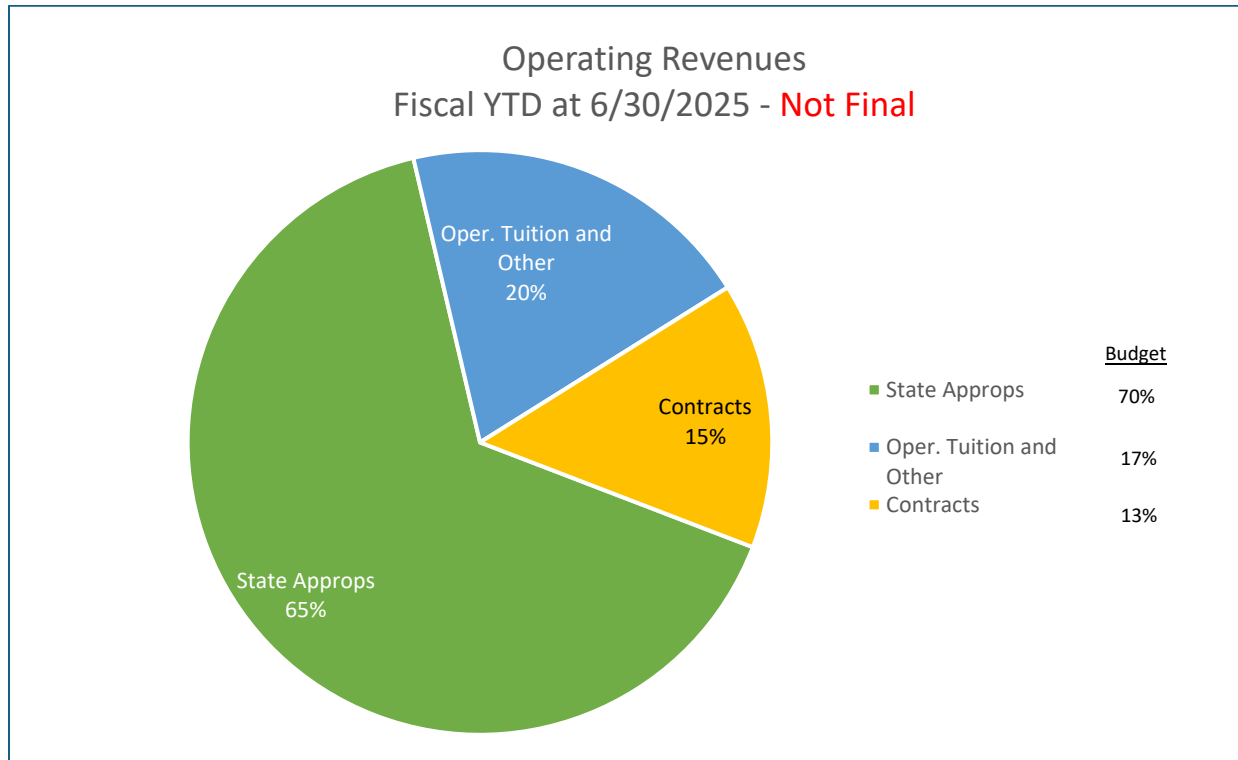
Shoreline Community College
Total of Primary Activities
Fiscal Year-to-Date (YTD) at 6/30/2025 *(Not Final As of 7/13. Books close on 8/15/2025.)*



Shoreline Community College

Operating Funds

Fiscal Year-to-Date (YTD) at 6/30/2025 *(Not Final As of 7/13. Books close on 8/15/2025.)*



SHORELINE COMMUNITY COLLEGE
FINANCIAL REPORT - OPERATING FUNDS
MONTH ENDED JUNE 30, 2025

October 1, 2025 Board Packet: p. 11 of 44

(Not Final As of 7/13. Books close on 8/15/2025.)

Ln. Operating Revenues and Transfers

1. State Operating Appropriations
2. Operating Tuition
3. Interest Income

Subtotal Operating Approps. and Tuition

Operating Expense Transfers:

4. International Education
5. Running Start
6. CECO
7. CEP

Subtotal Operating Expense Transfers

Total Revenues and Expense Transfers

Operating Expenses

Personnel Expenses

8. Exempt Employee Salaries and Wages
9. Full-Time Faculty Salaries and Wages
10. Part-Time Faculty Salaries and Wages
11. Classified Employee Salaries and Wages
12. Part-Time Hourly and Students Wages
13. Employee Benefits

Subtotal Personnel Expenses

Current and Capital Expenses

Goods and Services

14. Supplies and Materials
15. Other Goods and Services
16. Utilities, Recycling, and Waste Disposal
17. WA State Agency Services
18. Legal, Acct., and Audit Services
19. Insurance Premiums
20. Furniture and Equipment - Non-Cap.
21. Software License And Maint. - Non-Cap.
22. Subscriptions and Periodicals
23. Repairs and Maintenance
24. Voice and Data Transmission Services
25. Banking and Merchant Fees
26. Contracted Services
27. Capital Outlays - Fixed Assets
28. Computers and Related Hardware - Non-Cap.
29. Travel and Training
30. Client Services and Direct Aid
31. Debt Service

Subtotal Current and Capital Expenses

Total Operating Expenses

Operating Reserves Increase (Decrease)

Operating Reserves Beg. Balance at July 1

32. Operating Reserves at 06/30/20XX

Year-over-Year Comparison of Actuals					YTD Percent of Budget	
(A) Prior FYE 06/30/2024	(B) Current FYE at 06/30/2025	(B) - (A) CY to PY Inc./ (Decr.)	Year-over- Year % Change		(C) 2024-25 Budget	(B) / (C) % of Budget
\$ 38,477,601	\$ 32,858,899	\$ (5,618,702)	-14.6%		\$ 40,085,208	82.0%
\$ 7,483,202	\$ 9,090,158	\$ 1,606,956	21.5%		\$ 9,776,902	93.0%
-	824,308	824,308	-		-	-
45,960,803	42,773,365	(3,187,438)	-6.9%		49,862,110	85.8%
4,895,681	4,995,681	100,000	2.0%		4,995,681	100.0%
1,863,620	1,925,000	61,380	3.3%		1,925,000	100.0%
473,048	473,048	(0)	0.0%		473,048	100.0%
150,000	-	(150,000)	-100.0%		50,000	0.0%
7,382,350	7,393,729	11,379	0.2%		7,443,729	99.3%
\$ 53,343,152	\$ 50,167,094	\$ (3,176,059)	-6.0%		\$ 57,305,839	87.5%
6,072,766	6,489,164	416,398	6.9%		\$ 6,123,952	106.0%
10,785,044	11,079,842	294,799	2.7%		11,601,617	95.5%
10,945,426	11,601,294	655,867	6.0%		9,652,752	120.2%
7,355,391	8,036,629	681,238	9.3%		8,851,434	90.8%
328,661	412,909	84,249	25.6%		1,221,077	33.8%
11,459,680	12,125,395	665,715	5.8%		11,422,504	106.2%
46,946,968	49,745,233	2,798,266	6.0%		48,873,335	101.8%
4,917,176	5,256,862	339,686	6.9%		4,491,289	117.0%
741,202	652,483	(88,719)	-12.0%			
420,453	271,767	(148,685)	-35.4%			
1,421,131	1,510,419	89,288	6.3%			
222,768	62,557	(160,211)	-71.9%			
187,049	275,032	87,982	47.0%			
183,501	147,805	(35,696)	-19.5%			
177,069	155,669	(21,401)	-12.1%			
759,359	709,702	(49,657)	-6.5%			
263,200	134,129	(129,071)	-49.0%			
168,628	214,378	45,750	27.1%			
260,811	412,793	151,982	58.3%			
112,004	710,128	598,124	534.0%			
1,096,297	653,992	(442,305)	-40.3%		756,226	86.5%
125,051	100,077	(24,974)	-20.0%		698,318	14.3%
187,767	54,134	(133,634)	-71.2%		423,346	12.8%
347,134	582,648	235,513	67.8%		392,408	148.5%
1,107,157	1,285,194	178,037	16.1%		1,078,474	119.2%
602,403	1,228,105	625,702	103.9%		592,443	207.3%
\$ 8,382,986	\$ 9,161,010	\$ 778,025	9.3%		\$ 8,432,504	108.6%
\$ 55,329,953	\$ 58,906,244	\$ 3,576,290	6.5%		\$ 57,305,839	102.8%
\$ (1,986,801)	\$ (8,739,150)	\$ (6,752,349)	339.9%		\$ -	
\$ 6,059,561	\$ 4,072,760	\$ (1,986,801)	-32.8%		\$ 4,072,760	
\$ 4,072,760	\$ (4,666,390)	\$ (8,739,150)	-214.6%		\$ 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 JUNE 30, 2025

(Not Final As of 7/13. Books close on 8/15/2025.)

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. Closing entries to adjust expenses into correct State Allocation chart strings. Additional reimbursements of \$7.7 million due from State.
2.	Operating Tuition	During Prior Fiscal Year-End (FYE) 2023 close, unearned revenue for Summer 2023 tuition was not properly booked. Cannot adjust prior year per SBCTC. Decrease this fiscal year due to unearned revenue for Summer and Fall 2025 quarters accrued to next fiscal year.
3.	Interest Income	Increase due to recording of bank reconciling items of previously unrecorded interest income on bank cash balances since October 2023.

OPERATING EXPENSE TRANSFERS

4.	International Education	-Timing difference in prior year FY24 operating expense transfers. CEP contract transfer remains
5.	Running Start	
6.	CECO	
7.	CEP	

PERSONNEL EXPENSES

9.	Full-Time Faculty Salaries and Wages	Prior Year Faculty Union compensation bargaining completed and retroactively payments charged in June 2024 and now reflected in column "A."
10.	Part-Time Faculty Salaries and Wages	
11.	Classified Employee Salaries and Wages	

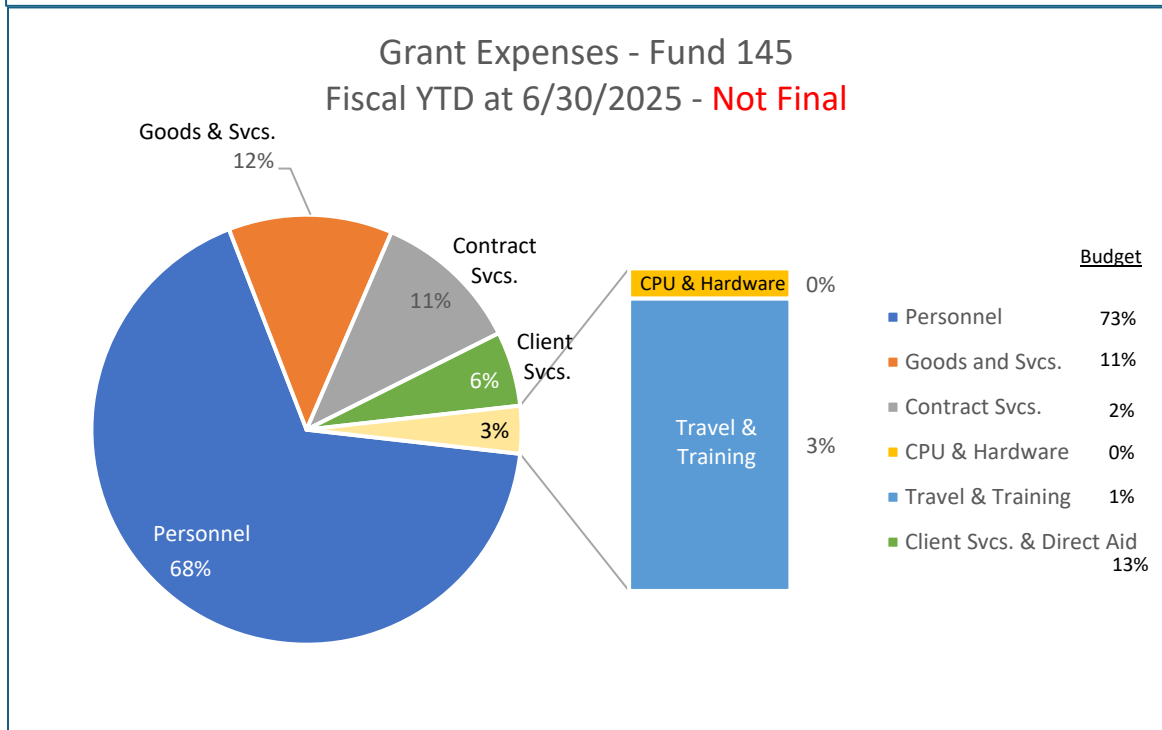
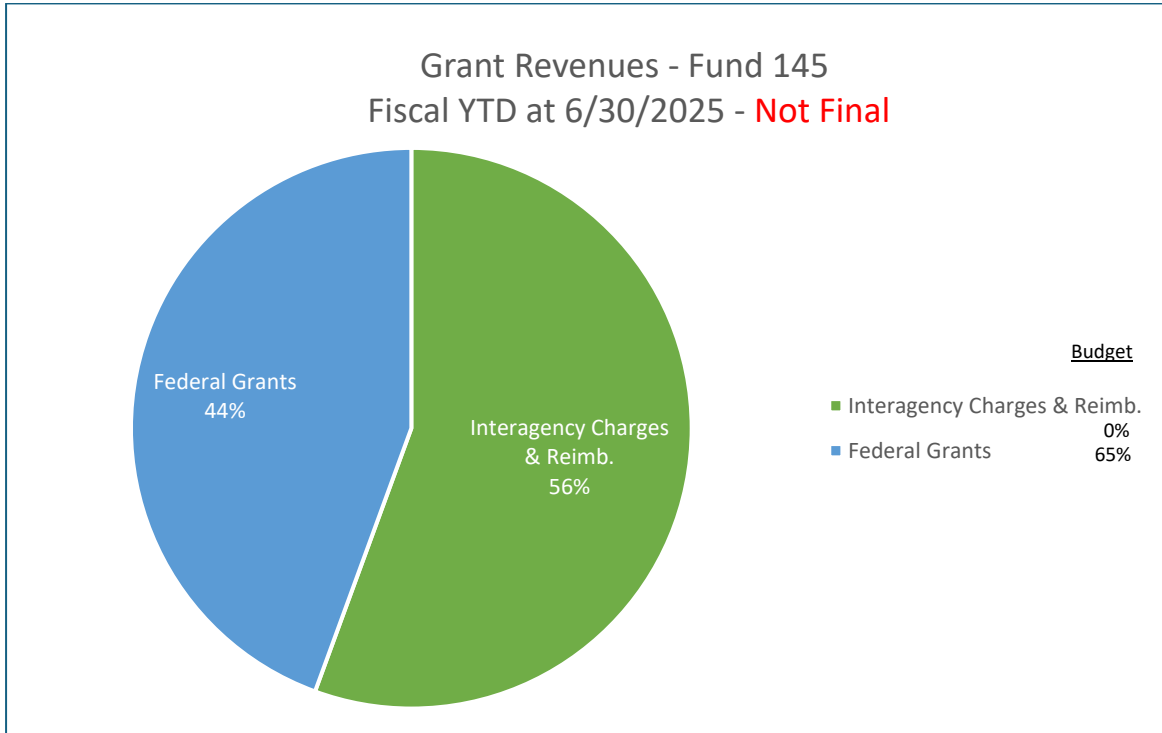
CURRENT AND CAPITAL EXPENSES

15.	Other Goods and Services	Less expenses this FY compared to PY primarily in Nursing Program.
16.	Utilities, Recycling, and Waste Disposal	More expenses this FY compared to PY due to price increases and Cedar building online.
17.	WA State Agency Services	6/30/2025 year-end closing entries to accrue expenses are not completed.
22.	Subscriptions and Periodicals	Less expenses this FY compared to PY primarily in Guided Pathways.
24.	Voice and Data Transmission Services	Increase in this FY compared to PY due to Wired Network Restoration.
25.	Banking and Merchant Fees	Increase this FY due to Jan-Feb 2022 Bank Reconciliation Entries to post and record Bank and Merchant Services fees in the general ledger (G/L).
26.	Contracted Services	Reclass of Accounting Consultant fees to Legal, Accounting, and Audit Services. See also line 18.
28.	Computers and Related Hardware - Non	Less expenses this FY compared to PY primarily due to computer and related hardware upgrades purchased last year in TSS and Automotive Programs.
29.	Travel and Training	During Prior FYE 2023 close, Travel expense accrual was not properly booked showing incorrect reduced expenses in prior year. Also, increases in current year conference registrations and training expenses in Worker Retraining, Hazardous Materials, EDI, VPI, Enrollment Services, Assessment, and F/T Faculty Prof. Dev. departments compared to prior year.
31.	Debt Service	Increase this FY due to correction to prior year debt service amounts charged to the wrong chart string funds.
32.	Operating Reserves at 06/30/20XX	Year-to-Date (YTD) amount would be (\$1.03 million) if pending \$7.7 million in State Approps reimbursements (line 1) were completed. Year-end closing process will adjust and drawdown State Allocation reimbursements, journalize outstanding bank and general ledger account reconciliation items, and correct prior year transactions.

Shoreline Community College

Grants Funds 145

Fiscal Year-to-Date (YTD) at 6/30/2025 *(Not Final As of 7/13. Books close on 8/15/2025.)*



SHORELINE COMMUNITY COLLEGE
FINANCIAL REPORT - GRANT FUNDS 145
MONTH ENDED JUNE 30, 2025

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(Not Final As of 7/13. Books close on 8/15/2025.)

Ln.	Grant Revenues	Year-over-Year Comparison of Actuals				YTD Percent of Budget	
		(A) Prior FYE 06/30/2024	(B) Current FYE at 06/30/2025	(B) - (A) CY to PY Inc./ (Decr.)	% Change	(C) 2024-25 Budget	(B) / (C) % of Budget
1.	Intercollege and Interagency Charges & Reimbursements	\$ 1,075,548	\$ 1,109,763	\$ 34,215	3.2%	\$ -	
2.	Federal	787,974	886,851	98,876	12.5%	1,508,617	58.8%
3.	State and Local	-	-	-		758,818	0.0%
4.	Private	-	-	-		64,500	0.0%
	Total Grant Revenues	\$ 1,863,522	\$ 1,996,614	\$ 133,092	7.1%	\$ 2,331,935	85.6%
	Grant Expenses						
	Personnel Expenses						
5.	Exempt Employee Salaries and Wages	217,314	192,123	(25,191)	-11.6%	\$ 286,685	67.0%
6.	Full-Time Faculty Salaries and Wages	80,269	126,540	46,271	57.6%	132,951	95.2%
7.	Part-Time Faculty Salaries and Wages	289,978	371,334	81,356	28.1%	375,917	98.8%
8.	Classified Employee Salaries and Wages	285,858	409,498	123,640	43.3%	353,556	115.8%
9.	Part-Time Hourly and Students Wages	107,262	161,368	54,105	50.4%	131,316	122.9%
10.	Employee Benefits	312,754	333,778	21,024	6.7%	412,812	80.9%
	Subtotal Personnel Expenses	1,293,436	1,594,642	301,206	23.3%	1,693,238	94.2%
	Current and Capital Expenses						
11.	Goods and Services	233,535	292,176	58,641	25.1%	265,496	110.0%
12.	Supplies and Materials	64,520	74,771	10,251	15.9%		
13.	Other Goods and Services	85,641	109,596	23,956	28.0%		
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	-	108	108	-		
18.	Furniture and Equipment - Non-Cap.	64,530	84,397	19,867	30.8%		
19.	Software License And Maint. - Non-Cap.	516	22,846	22,330	4323.7%		
20.	Subscriptions and Periodicals	2,295	-	(2,295)	-100.0%		
21.	Repairs and Maintenance						
22.	Voice and Data Transmission Services	1,033	458	(575)	-55.7%		
23.	Banking and Merchant Fees						
24.	Contracted Services	57,380	263,636	206,257	359.5%	55,250	477.2%
25.	Capital Outlays - Fixed Assets	36,347	28,253	(8,095)	-22.3%		
26.	Computers and Related Hardware - Non-Cap.	71,032	7,949	(63,083)	-88.8%		
27.	Travel and Training	15,174	76,679	61,504	405.3%	24,715	310.3%
28.	Client Services and Direct Aid	80,428	132,922	52,494	65.3%	293,236	45.3%
29.	Debt Service	-	-	-			
	Subtotal Current and Capital Expenses	\$ 493,895	\$ 801,614	\$ 307,719	62.3%	\$ 638,697	125.5%
	Total Grant Expenses	\$ 1,787,331	\$ 2,396,256	\$ 608,925	34.1%	\$ 2,331,935	102.8%
	Grant Reserves Increase (Decrease)	\$ 76,191	\$ (399,642)	\$ (475,833)	-624.5%	\$ -	

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

**SHORELINE COMMUNITY COLLEGE
FINANCIAL REPORT - GRANT FUNDS 145**

**VARIANCE ANALYSIS OF LINE ITEMS GREATER THAN \$25,000 AND 10%
MONTH ENDED JUNE 30, 2025**

(Not Final As of 7/13. Books close on 8/15/2025.)

Line	Description	Analysis
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GRANT REVENUES

2.	Federal Grants	We are current on invoicing and drawdown of federal grant funds.
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PERSONNEL EXPENSES

5.	Exempt Employee Salaries and Wages	Less expenses in SIP Grants this fiscal year compared to prior year.
6.	Full-Time Faculty Salaries and Wages	More expenses in NSF Grants this fiscal year compared to prior year.
7.	Part-Time Faculty Salaries and Wages	More expenses in NSF Grants this fiscal year compared to prior year.
8.	Classified Employee Salaries and Wages	More expenses in SIP Grants this fiscal year compared to prior year.
9.	Part-Time Hourly and Students Wages	More AANAPISI and WorkFirst part-time hourly expenses during this fiscal year compared to prior year.

CURRENT AND CAPITAL EXPENSES

13.	Other Goods and Services	More expenses in BEDA and NSF Grants this fiscal year compared to prior year.
24.	Contracted Services	More expenses in Two NSF, Perkins, SIP, and AANAPISI Grants this fiscal year compared to prior year.
26.	Computers and Related Hardware - Non-Capitalized	Less expenses this FY compared to PY in Dept. of Commerce Energy Grant.
27.	Travel and Training	More expenses primarily in AANAPISI and SIP Grants this fiscal year compared to prior year.
28.	Client Services and Direct Aid	Increased expenses in AANAPISI and WorkFirst Delivery Grant this fiscal year compared to last year.

SHORELINE COMMUNITY COLLEGE
LIST OF ALL FEDERAL, STATE, AND LOCAL GRANT AWARDS
MONTH ENDED JUNE 30, 2025

(Numbers unchanged from 5/31/2025 report due to June 30th month-end close reports not available until Saturday, July 12)

FEDERAL GRANT AWARDS

Name	Grantor	Grant Period	TOTAL Award	Expenses to Date	Balance Remaining	% Bal Remain
SIP: Title III Strengthening Institutions Program	U.S. Dept of Education	10/1/21 - 9/30/26	\$ 2,222,875	\$ 1,649,949	\$ 572,926	25.8%
AANAPISI: Title III Asian American, Native American & Pacific Islander Serving Institutions	U.S. Dept of Education	10/1/21 - 9/30/26	\$ 1,198,272	\$ 730,091	\$ 468,181	39.1%
IUSE: Innovation in Two-Year College STEM Education	National Science Foundation (N)	10/1/24 - 9/30/27	\$ 499,954	\$ 91,862	\$ 408,092	81.6%
Biotech Hub	National Science Foundation (N)	5/15/21 - 11/30/25	\$ 426,886	\$ 382,672	\$ 44,214	10.4%
Indian River State College - Subaward	National Science Foundation (N)	2022 - 25	\$ 39,409	\$ 34,843	\$ 4,565	11.6%
IDEAS (Increase & Diversify Education Abroad for	U.S. Dept of State	8/1/23 - 7/31/25	\$ 34,995	\$ 20,354	\$ 14,641	41.8%
TOTAL FEDERAL GRANT AWARDS			\$ 4,422,391	\$ 2,909,771	\$ 1,512,620	34.2%

STATE AND LOCAL GRANT AWARDS

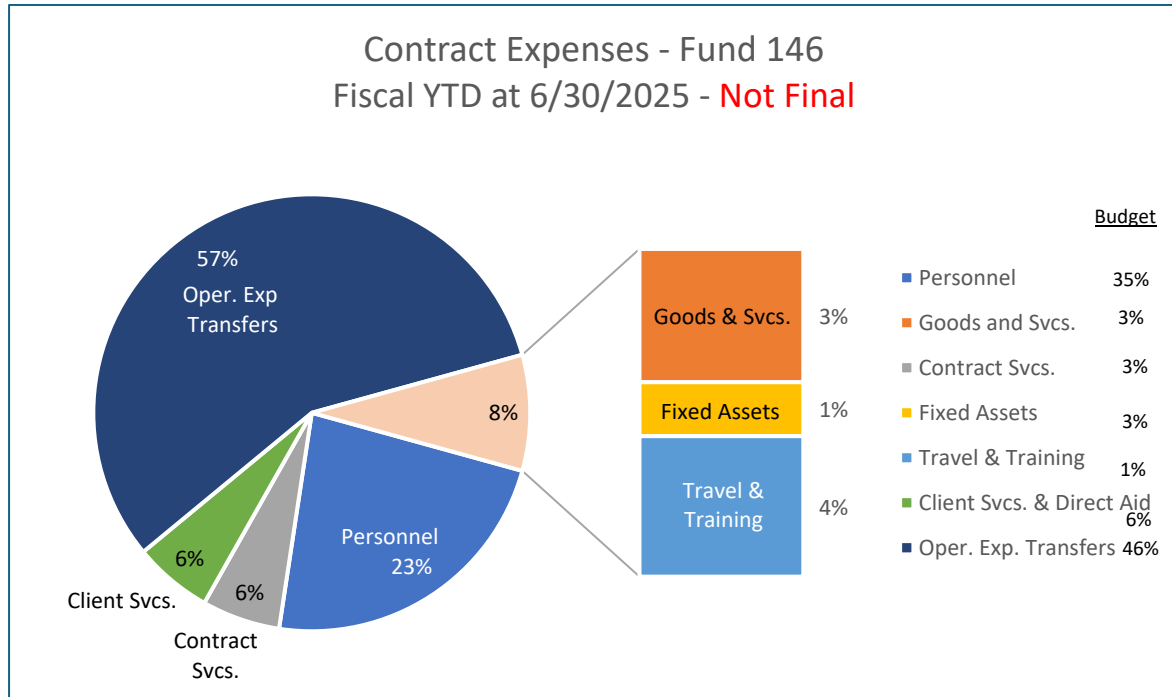
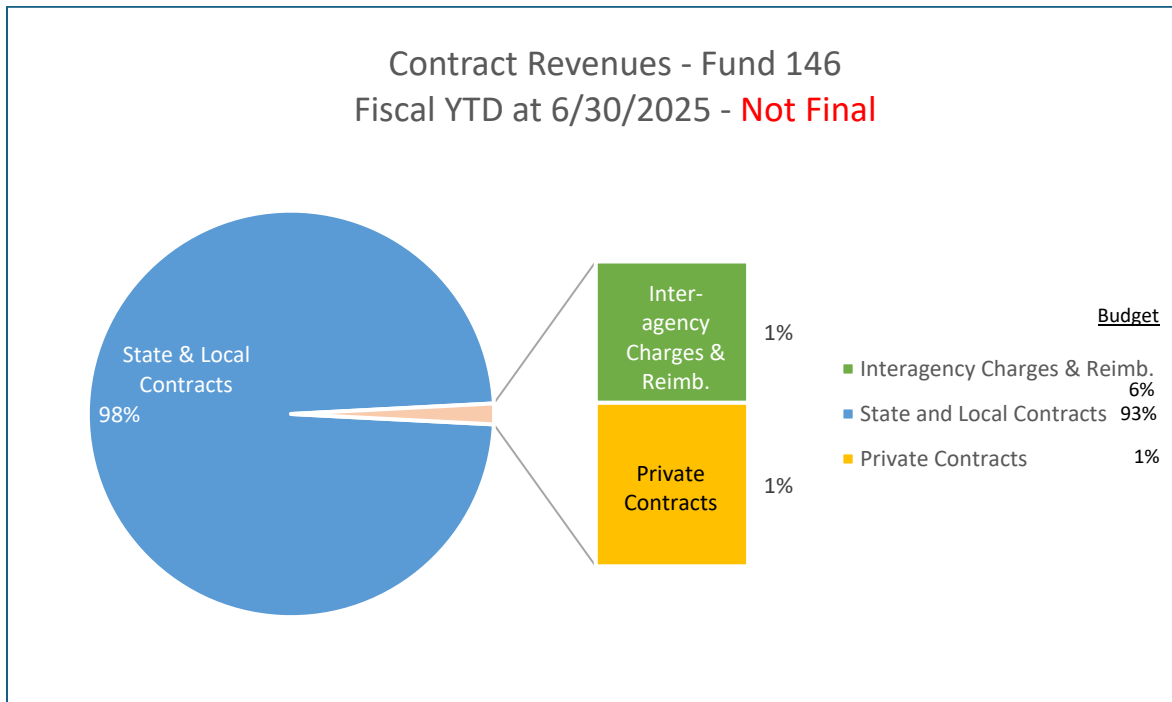
Name	Grantor	Grant Period	TOTAL Award	Expenses to Date	Balance Remaining	% Bal Remain
Worker Retraining Program Proviso (001-123)	SBCTC	7/1/24 - 6/30/25	\$ 1,412,698	\$ 1,022,506	\$ 390,192	27.6%
Worker Retraining Program Earmark (001-7BE)	SBCTC	7/1/24 - 6/30/25	\$ 86,212	\$ 86,212	\$ -	0.0%
BFET Grant*	SBCTC	10/1/24 - 9/30/25	\$ 540,663	\$ 371,334	\$ 169,329	31.3%
Workfirst Delivery Agreement	SBCTC	7/1/24 - 6/30/25	\$ 475,698	\$ 426,392	\$ 49,306	10.4%
Perkins Plan*	SBCTC	7/1/24 - 6/30/25	\$ 316,439	\$ 240,704	\$ 75,735	23.9%
BEa (Basic Education for Adults) Master Grant*	SBCTC	7/1/24 - 6/30/25	\$ 277,071	\$ 270,014	\$ 7,057	2.5%
BEa New Arrivals Funds*	SBCTC	7/1/24 - 6/30/25	\$ 160,000	\$ 41,045	\$ 118,955	74.3%
Nursing FTE Expansion Grant	SBCTC	9/30/24 - 6/30/25	\$ 180,000	\$ 4,066	\$ 175,934	97.7%
SSEH (Supporting Students Experiencing Homeless)	SBCTC	7/1/24 - 6/30/25	\$ 115,000	\$ 89,720	\$ 25,280	22.0%
Career Launch Capital Equipment Funding (Biotech)	SBCTC	7/1/24 - 6/30/25	\$ 108,600	\$ 107,000	\$ 1,600	1.5%
2023-25 High Demand Funding for NAC	SBCTC	7/1/23 - 6/30/24	\$ 112,524	\$ 73,254	\$ 39,270	34.9%
BEa IELCE*	SBCTC	7/1/24 - 6/30/25	\$ 67,331	\$ 52,210	\$ 15,121	22.5%
I-BEST Allocation	SBCTC	7/1/23 - 6/30/26	\$ 117,188	\$ 112,159	\$ 5,029	4.3%
Math Placement grant	SBCTC	7/1/24 - 6/30/25	\$ 10,000	\$ 1,206	\$ 8,794	87.9%
SEAG (Student Emergency Assistance Grant)	SBCTC	1/28/25 - 6/30/25	\$ 7,500	\$ 1,637	\$ 5,863	78.2%
SUBTOTAL of SBCTC Grant Awards:			\$ 3,986,924	\$ 2,899,461	\$ 1,087,463	27.3%
Hospital EE Education and Training (HEET)- MLT- S Renton Technical College		12/1/24 - 5/30/25	\$ 151,632	\$ 114,702	\$ 36,930	24.4%
TTRPG (Table Top Role Playing Games) Innovation	Washington State Library	2024 - 2025	\$ 2,000	\$ 484	\$ 1,517	75.8%
Biotech Internship Expansion	Washington Research Foundatio	2024 - 2026	\$ 93,030	\$ 46,515	\$ 46,515	50.0%
WSAC Universal Transfer Explorer Project	WA Student Achievement Coun	4/19/24 - 6/30/25	\$ 6,500	\$ -	\$ 6,500	100.0%
General Clean Energy Grant	WA State Dept of Commerce	7/1/24 - 6/30/25	\$ 533,389	\$ 55,922	\$ 477,467	89.5%
SUBTOTAL of Other WA State Grant Awards:			\$ 634,919	\$ 102,921	\$ 531,999	83.8%
Bridge to Finish Grant (Benefits Hub)	United Way-King County	7/1/24 - 6/30/25	\$ 160,000	\$ 56,327	\$ 103,673	64.8%
SUBTOTAL of Local Grant Awards:			\$ 160,000	\$ 56,327	\$ 103,673	64.8%
TOTAL STATE AND LOCAL GRANT AWARDS			\$ 4,781,843	\$ 3,058,708	\$ 1,723,135	36.0%
TOTAL OF ALL FEDERAL, STATE, AND LOCAL GRANT AWARDS			\$ 9,204,234	\$ 5,968,479	\$ 3,235,755	35.2%

*NOTE: These WA State Grant Awards are Federal Pass-Thru Grants.

Shoreline Community College

Contracts Funds 146

Fiscal Year-to-Date (YTD) at 6/30/2025 *(Not Final As of 7/13. Books close on 8/15/2025.)*



SHORELINE COMMUNITY COLLEGE
FINANCIAL REPORT - CONTRACT FUNDS 146
MONTH ENDED JUNE 30, 2025

October 1, 2025 Board Packet: p. 18 of 44

(Not Final As of 7/13. Books close on 8/15/2025.)

(Not Final As of 7/13. Books close on 8/15/2025.)

Ln.		Year-over-Year Comparison of Actuals				YTD Percent of Budget	
		(A) Prior FYE 06/30/2024	(B) Current FYE at 06/30/2025	(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	\$ 1,474,375	\$ 91,928	\$ (1,382,447)	-93.8%	\$ 1,000,000	9.2%
2.	Federal	-	6,743	6,743	-	-	
3.	State and Local	10,700,598	11,847,193	1,146,595	10.7%	15,990,014	74.1%
4.	Private	739,823	106,515	(633,308)	-85.6%	150,000	71.0%
Total Contract Revenues		\$ 12,914,796	\$ 12,052,379	\$ (862,417)	-6.7%	\$ 17,140,014	70.3%
Contract Expenses							
Personnel Expenses							
5.	Exempt Employee Salaries and Wages	757,492	797,941	40,450	5.3%	\$ 710,309	112.3%
6.	Full-Time Faculty Salaries and Wages	410,531	460,253	49,722	12.1%	2,321,733	19.8%
7.	Part-Time Faculty Salaries and Wages	238,825	216,120	(22,705)	-9.5%	246,668	87.6%
8.	Classified Employee Salaries and Wages	715,772	657,117	(58,655)	-8.2%	1,002,174	65.6%
9.	Part-Time Hourly and Students Wages	94,753	139,633	44,881	47.4%	164,794	84.7%
10.	Employee Benefits	790,186	742,808	(47,378)	-6.0%	1,496,075	49.7%
Subtotal Personnel Expenses		3,007,559	3,013,873	6,313	0.2%	5,941,752	50.7%
Current and Capital Expenses							
11.	Goods and Services	477,283	454,289	(23,710)	-5.0%	574,959	79.0%
12.	Supplies and Materials	96,613	58,194	(38,418)	-39.8%		
13.	Other Goods and Services	162,399	297,316	134,917	83.1%		
14.	Utilities, Recycling, and Waste Disposal	-	715		-		
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.	15,836	38,630	22,793	143.9%		
19.	Software License And Maint. - Non-Cap.	78,972	(57,765)	(136,737)	-173.1%		
20.	Subscriptions and Periodicals	-	1,233	1,233	-		
21.	Repairs and Maintenance	99,795	90,131	(9,664)	-9.7%		
22.	Voice and Data Transmission Services	21,522	24,611	3,089	14.4%		
23.	Banking and Merchant Fees						
24.	Contracted Services	697,973	756,231	58,258	8.3%	577,091	131.0%
25.	Capital Outlays - Fixed Assets	478,580	184,245	(294,335)	-61.5%	471,450	39.1%
26.	Computers and Related Hardware - Non-Cap.	1,493	612	(880)	-59.0%	112,470	0.5%
27.	Travel and Training	399,658	478,609	78,950	19.8%	237,041	201.9%
28.	Client Services and Direct Aid	923,074	759,716	(163,357)	-17.7%	1,037,886	73.2%
29.	Debt Service	343,636	(670,879)	(1,014,515)	-295.2%	343,636	-195.2%
30.	Operating Expense Transfers	7,352,724	7,393,729	41,005	0.6%	7,843,729	94.3%
Subtotal Current and Capital Expenses		\$ 10,674,421	\$ 9,356,553	\$ (1,318,584)	-12.4%	\$ 11,198,262	83.6%
Total Contract Expenses		\$ 13,681,980	\$ 12,370,425	\$ (1,312,270)	-9.6%	\$ 17,140,014	72.2%
Contract Reserves Increase (Decrease)		\$ (767,184)	\$ (318,046)	\$ 449,853	-58.6%	\$ -	

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

SHORELINE COMMUNITY COLLEGE
FINANCIAL REPORT - CONTRACT FUNDS 146
VARIANCE ANALYSIS OF LINE ITEMS GREATER THAN \$25,000 AND 10%
MONTH ENDED JUNE 30, 2025
(Not Final As of 7/13. Books close on 8/15/2025.)

Line	Description	Analysis
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CONTRACT REVENUES

1.	Intercollege and Interagency Charges & Reimbursements	CECO Revenue recorded incorrectly in line 1 for last and most of this fiscal year. Corrections reflected this year in line 3.
3.	State and Local Contracts	During Prior Fiscal Year-End (FYE) 2023 close, unearned revenue for Summer 2023 tuition was not properly booked. Cannot adjust prior year per SBCTC.
4.	Private	Less revenue this FY compared to PY due to Cybersecurity incident insurance reimbursement.

PERSONNEL EXPENSES

6.	Full-Time Faculty Salaries and Wages	More expenses this FY compared to PY primarily due to Int'l Educ.
9.	Part-Time Hourly and Students Wages	

CURRENT AND CAPITAL EXPENSES

12.	Supplies and Materials	Less expenses in Int'l Educ. and two short-term programs this FY compared to PY.
13.	Other Goods and Services	More expenses this FY compared to PY primarily due to CECO Learning Center North Remodel Expenses.
19.	Software License And Maint. - Non-Cap.	Less Int'l Educ. expenses this fiscal year compared to prior year and negative amount due to a \$66,000 correction this year to and incorrect chart string used in prior year.
24.	Contracted Services	More expenses this FY compared to PY primarily due to Int'l Ed. Contract Recruiter Services.
25.	Capital Outlays - Fixed Assets	More PY expenses compared to this FY primarily due to payment of network switches purchased last year.
27.	Travel and Training	More expenses this FY compared to PY primarily in Int'l Educ. due to increased recruitment efforts.
28.	Client Services and Direct Aid	More expenses this FY compared to PY primarily due to CECO payment of direct client services offset by decrease this FY to correct an incorrerct chart string used in prior year.
29.	Debt Service	Negative amount this year due to correction of an incorrect chart string for Foundation Capital Campaign donor funds for Cedar Building project.
30.	Operating Expense Transfers	-Timing difference in prior year FY24 operating expense transfers.

SHORELINE COLLEGE

INTERNAL CONTROL ACTIVITIES AND RECONCILIATIONS UPDATE *DRAFT*

PRESENTED AT BOARD OF TRUSTEES MEETING

JULY 16, 2025

Cash Receipts	at 10/30/2024		at 6/30/2025		
Control Activity	In place?	Timeline	In place?	% Complete	Timeline
Timely deposits	Yes	<input checked="" type="checkbox"/>	Yes	100%	<input checked="" type="checkbox"/>
Bank Reconciliations	No. Over 2.5 years o/s.	12/31/2024	5/31/2025	80%	12/31/2025
Change Funds / Petty Cash	Yes	<input checked="" type="checkbox"/>	Yes	100%	<input checked="" type="checkbox"/>

Cash Disbursements	at 10/30/2024		at 6/30/2025		
Control Activity	In place?	Timeline	In place?	% Complete	Timeline
System rejections	Yes	<input checked="" type="checkbox"/>	Yes	100%	<input checked="" type="checkbox"/>
Duplicate vendors	Yes. Entered by SBCTC.	<input checked="" type="checkbox"/>	Yes	100%	<input checked="" type="checkbox"/>
Supporting documentation	Yes, and strengthening.	6/30/2025	Yes	100%	<input checked="" type="checkbox"/>
Sub-ledger Reconciliations	No. Over 2.5 years o/s.	3/31/2025	Partial	50%	12/31/2025
Pre-numbered	Yes. System generated.	<input checked="" type="checkbox"/>	Yes	100%	<input checked="" type="checkbox"/>
Check signers	Yes. Limited access.	<input checked="" type="checkbox"/>	Yes	100%	<input checked="" type="checkbox"/>

Revenues & Receivables	at 10/30/2024		at 6/30/2025		
Control Activity	In place?	Timeline	In place?	% Complete	Timeline
Rates and fees - Approved schedule of fees?	Yes, and needs review.	6/30/2025	No change	0%	2/28/2026
Sub-ledger Reconciliations	No. Over 2.5 years o/s.	6/30/2025	Partial	10%	12/31/2025
Pre-numbered documents	Yes. System generated.	<input checked="" type="checkbox"/>	Yes	100%	<input checked="" type="checkbox"/>
Summary "batch" totals	Yes. System generated.	<input checked="" type="checkbox"/>	Yes	100%	<input checked="" type="checkbox"/>
Unbilled receivables	No. Over 2.5 years o/s.	6/30/2025	Partial	10%	12/31/2025
Delinquent receivables; write-offs; allowances	No. Over 2.5 years o/s.	6/30/2025	No change	0%	12/31/2025
Review process – budget to actual analysis	Yes, not at dept. level yet.	6/30/2025	Partial	20%	12/31/2025
Review journal entries against cash	Yes	<input checked="" type="checkbox"/>	Yes	100%	<input checked="" type="checkbox"/>

Expenditures	at 10/30/2024		at 6/30/2025		
Control Activity	In place?	Timeline	In place?	% Complete	Timeline
Procurement	Yes, and strengthening.	<input checked="" type="checkbox"/>	Yes	100%	<input checked="" type="checkbox"/>
Supporting documentation – prior to payment	Yes, and strengthening.	<input checked="" type="checkbox"/>	Yes	100%	<input checked="" type="checkbox"/>
Coding of expenditures	Yes, and strengthening.	<input checked="" type="checkbox"/>	Yes	100%	<input checked="" type="checkbox"/>
Adding Vendors	Yes, and strengthening.	<input checked="" type="checkbox"/>	Yes	100%	<input checked="" type="checkbox"/>
System rejects	Yes, and strengthening.	<input checked="" type="checkbox"/>	Yes	100%	<input checked="" type="checkbox"/>
Sub-ledgers are reconciled	No. Over 2.5 years o/s.	6/30/2025	Partial	80%	12/31/2025
Open purchase orders or vouchers	No.	6/30/2025	Yes	100%	<input checked="" type="checkbox"/>
Significant estimates	Yes, but not in all areas.	6/30/2025	Yes	100%	<input checked="" type="checkbox"/>
Positive pay- ACH and Checks	Yes.	<input checked="" type="checkbox"/>	Yes	100%	<input checked="" type="checkbox"/>
Dual Approval – ACH and EFT	Yes.	<input checked="" type="checkbox"/>	Yes	100%	<input checked="" type="checkbox"/>

Payroll	at 10/30/2024		at 6/30/2025		
Control Activity	In place?	Timeline	In place?	% Complete	Timeline
Restricted access	Yes	<input checked="" type="checkbox"/>	Yes	100%	<input checked="" type="checkbox"/>
Master file change log	Yes	<input checked="" type="checkbox"/>	Yes	100%	<input checked="" type="checkbox"/>
Time sheet approvals	Yes	<input checked="" type="checkbox"/>	Yes	100%	<input checked="" type="checkbox"/>
Withholding tables & W-4 Changes	Yes. Entered by SBCTC.	<input checked="" type="checkbox"/>	Yes	100%	<input checked="" type="checkbox"/>
Payroll Register comparisons	No	6/30/2025	Partial	80%	9/30/2025
Sub-ledger reconciliations	No	3/31/2025	Partial	80%	12/31/2025
Reconciliation of quarterly/annual payroll returns	Yes	<input checked="" type="checkbox"/>	Yes	100%	<input checked="" type="checkbox"/>
PTO accruals	Yes	<input checked="" type="checkbox"/>	Yes	100%	<input checked="" type="checkbox"/>

SHORELINE COLLEGE

INTERNAL CONTROL ACTIVITIES AND RECONCILIATIONS UPDATE *DRAFT*

PRESENTED AT BOARD OF TRUSTEES MEETING

JULY 16, 2025

Capital Assets	at 10/30/2024		at 6/30/2025		
Control Activity	In place?	Timeline	In place?	% Complete	Timeline
Capital budgets - acquisitions	No. Over 2.5 years o/s.	6/30/2025	Partial	20%	12/31/2025
Periodic Physical Inventory	No. Over 2.5 years o/s.	6/30/2025	No change	0%	12/31/2025
Secure	No. Over 2.5 years o/s.	6/30/2025	No change	0%	12/31/2025
Capitalization policy	Yes	<input checked="" type="checkbox"/>	Yes	100%	<input checked="" type="checkbox"/>
Reconciliations, sub-ledgers	No. Over 2.5 years o/s.	6/30/2025	Partial	20%	12/31/2025
Contributed assets	No. Over 2.5 years o/s.	6/30/2025	No change	0%	12/31/2025
Compliance, e.g. Perkins Equip.	No. Over 2.5 years o/s.	6/30/2025	No change	0%	12/31/2025
Depreciation	No. Over 2.5 years o/s.	6/30/2025	Partial	20%	12/31/2025
Disposals	No. Over 2.5 years o/s.	6/30/2025	Partial	20%	12/31/2025

Debt	at 10/30/2024		at 6/30/2025		
Control Activity	In place?	Timeline	In place?	% Complete	Timeline
Compliance with covenants	Yes. Not recon. in 2.5+ yrs.	6/30/2025	Partial	50%	12/31/2025
Current and advanced refunding	Yes	<input checked="" type="checkbox"/>	Yes	100%	<input checked="" type="checkbox"/>
Unspent bond proceeds	Yes	<input checked="" type="checkbox"/>	Yes	100%	<input checked="" type="checkbox"/>
Debt and lease commitment schedules	Yes. Not recon. in 2.5+ yrs.	6/30/2025	Partial	50%	12/31/2025

Fund Balance Reserves/Net Position	at 10/30/2024		at 6/30/2025		
Control Activity	In place?	Timeline	In place?	% Complete	Timeline
Written fund balance policy	Yes	<input checked="" type="checkbox"/>	Yes	100%	<input checked="" type="checkbox"/>
Supporting documentation	Yes	<input checked="" type="checkbox"/>	Yes	100%	<input checked="" type="checkbox"/>
Reviewed and approved	Yes. PY clean up ongoing.	6/30/2025	Partial	80%	12/31/2025
Roll-forward	Yes. PY clean up ongoing.	6/30/2025	Partial	80%	12/31/2025

Grants	at 10/30/2024		at 6/30/2025		
Control Activity	In place?	Timeline	In place?	% Complete	Timeline
Identifying federal, state, and other awards	No. Many incorrect fund set up	6/30/2025	Partial	80%	12/31/2025
Segregation of receipts and expenditures	No.	6/30/2025	Yes	100%	<input checked="" type="checkbox"/>
Reconciliation of grant financial report	No.	6/30/2025	Partial	80%	12/31/2025
Unallowable costs	No. Not reviewed to narrative.	6/30/2025	Partial	80%	12/31/2025
Matching Funds	Partial. Not correct in all cases.	6/30/2025	Partial	80%	12/31/2025
Tracking property and equipment	No. Over 2.5 years o/s.	6/30/2025	No change	0%	12/31/2025
Procurement	No.	6/30/2025	Yes	100%	<input checked="" type="checkbox"/>
Sub-recipient monitoring	No.	6/30/2025	Yes	100%	<input checked="" type="checkbox"/>
Time and Effort Certifications	No.	6/30/2025	Partial	25%	12/31/2025
Timely Submittals on Fiscal Obligations	No.	6/30/2025	Yes	100%	<input checked="" type="checkbox"/>

Information Technology	at 10/30/2024		at 6/30/2025		
Control Activity	In place?	Timeline	In place?	% Complete	Timeline
Evaluated regularly	No.	6/30/2025	Partial	20%	9/30/2025
Backup and retention policy	Yes, but not followed.	6/30/2025	Yes & Review.	100%	<input checked="" type="checkbox"/>
Terminated employees	Yes, but not consistent.	6/30/2025	Yes & Training	100%	<input checked="" type="checkbox"/>
User rights	Yes, but not consistent.	6/30/2025	Yes & Training	100%	<input checked="" type="checkbox"/>
Passwords	Yes. MFA for Students o/s.	6/30/2025	Yes. MFA o/s.	80%	1/31/2026
Restricted access	Yes. MFA for Students o/s.	6/30/2025	Yes. MFA o/s.	100%	<input checked="" type="checkbox"/>
Onboarding and Training	No.	6/30/2025	Automating	75%	12/31/2025

SHORELINE COLLEGE

INTERNAL CONTROL ACTIVITIES AND RECONCILIATIONS UPDATE *DRAFT*

PRESENTED AT BOARD OF TRUSTEES MEETING

JULY 16, 2025

Financial Close	at 10/30/2024		at 6/30/2025		
<u>Control Activity</u>	<u>In place?</u>	<u>Timeline</u>	<u>In place?</u>	<u>% Complete</u>	<u>Timeline</u>
Authoritative guidance	Yes	<input checked="" type="checkbox"/>	Yes	100%	<input checked="" type="checkbox"/>
Management Estimates	Yes, but not in all areas.	6/30/2025	Yes	100%	<input checked="" type="checkbox"/>
Budget to actual	Yes, not at dept. level yet.	6/30/2025	Partial	20%	12/31/2025
Journal entries - segregation	Yes, but incompatible roles.	6/30/2025	Yes	100%	<input checked="" type="checkbox"/>
Disclosure checklists	Yes	<input checked="" type="checkbox"/>	Yes	100%	<input checked="" type="checkbox"/>
Formal closing procedures	Yes	<input checked="" type="checkbox"/>	Yes	100%	<input checked="" type="checkbox"/>
Government-Wide	Yes, with exceptions.	<input checked="" type="checkbox"/>	Yes	100%	<input checked="" type="checkbox"/>

SHORELINE COLLEGE
AUDIT FINDINGS AND EXIT COMMENTS TRACKING AND PROGRESS UPDATE *DRAFT*
PRESENTED AT BOARD OF TRUSTEES MEETING
JULY 16, 2025

I. State Auditor's Office - Cybersecurity Performance Audit – released July 2024

Confidential Recommendations Exempt from Public Disclosure under RCW 42.56.420, Security:		
Finding / Recommendation	Person(s) Responsible	Completion Timeline
1. Prioritize implementing...	Jason Brandon, Exec. Dir. of TSS	09/30/2025
2. Develop and implement a regular...	Jason Brandon, Exec. Dir. of TSS	12/31/2025
3. Establish separate...	Jason Brandon, Exec. Dir. of TSS	09/30/2025
4. Continue expanding...	Jason Brandon, Exec. Dir. of TSS	12/31/2025
5. Support and drive...	Jason Brandon, Exec. Dir. of TSS	12/31/2025
6. Regularly evaluate...	Jason Brandon, Exec. Dir. of TSS	12/31/2025

II. SBCTC Internal Audit (Financial Review) – released November 2024

Cybersecurity Review: Update and Review of Policies and Procedures (“P&P’s”)		
Finding / Recommendation	Person(s) Responsible	Completion Timeline
1. Review the P&P’s currently in effect and evaluate the need for an update.	Jason Brandon, Exec. Dir. of TSS	12/31/2025
2. Develop industry recommended P&P’s on the “Use of personal devices on college network.”	Jason Brandon, Exec. Dir. of TSS	12/31/2025
3. Develop P&P’s to prohibit use of unauthorized cloud storage systems.	Jason Brandon, Exec. Dir. of TSS	12/31/2025
4. Develop P&P’s requiring the immediate reporting of any data or information loss, breach or major loss/damage,	Jason Brandon, Exec. Dir. of TSS	12/31/2025
5. Develop P&P’s prohibiting sharing of password, access levels, and/or any IT assets.	Jason Brandon, Exec. Dir. of TSS	12/31/2025


Cybersecurity Review: Required Training for Staff and Faculty		
Finding / Recommendation	Person(s) Responsible	Completion Timeline
6. Ensure all those with access to the college’s system receive onboarding and annual IT security training.	<ul style="list-style-type: none"> • Veronica Zura, Exec. Dir. of H.R. • Jason Brandon, Exec. Dir. of TSS 	12/31/2025
7. Follow its established procedures on how to manage employee breaches of policies or actions that put the system at risk.	Jason Brandon, Exec. Dir. of TSS	12/31/2025

SHORELINE COLLEGE

AUDIT FINDINGS AND EXIT COMMENTS TRACKING AND PROGRESS UPDATE *DRAFT*

PRESENTED AT BOARD OF TRUSTEES MEETING

JULY 16, 2025

Cybersecurity Review: Independent Audit		
Finding / Recommendation	Person(s) Responsible	Completion Timeline
8. Arrange for an independent audit of the IT system to verify current security measures are effective, to learn how risk can be further reduced, and to comply with the college's own "IT Security Policy."	Jason Brandon, Exec. Dir. of TSS	Completed. 

Cybersecurity Review: Verification and Reconciliation of System User List		
Finding / Recommendation	Person(s) Responsible	Completion Timeline
9. Perform a manual reconciliation of the system users and access levels to ensure current user information is accurate.	Jason Brandon, Exec. Dir. of TSS	9/30/2025
10. Perform this manual test at appropriate intervals and on a periodic basis to verify the information in the system is accurate and to better assess systems used to update user information.	Jason Brandon, Exec. Dir. of TSS	9/30/2025

Federal Grants Review		
Finding / Recommendation	Person(s) Responsible	Completion Timeline
11. Create policies and procedures on grant administration, management, and fiscal requirements to ensure compliance with federal and state grant laws and rules.	<ul style="list-style-type: none"> • Dr. Cheryl Allendoerfer, Director of Grants • Soroush Maleki, Exec. Dir. of Fiscal and Actg. Svcs. 	12/31/2025
12. Ensure all employees involved in administration and management of grants are trained in federal and state policies and requirements.	<ul style="list-style-type: none"> • Dr. Cheryl Allendoerfer, Director of Grants • Soroush Maleki, Exec. Dir. of Fiscal and Actg. Svcs. • Jessica Strickland, Acting Dean of Transitional Studies • Lauren Hadley, Director of Workforce 	12/31/2025
13. Create and require controls over the time and effort reporting requirement to ensure all documents are being submitted on a timely basis, are properly signed and dated, and ensure regular reconciliations of amounts invoiced to grants, with time and efforts submitted, and the college's payroll records.	<ul style="list-style-type: none"> • Dr. Cheryl Allendoerfer, Director of Grants • Soroush Maleki, Exec. Dir. of Fiscal and Actg. Svcs. • Jessica Strickland, Acting Dean of Transitional Studies 	12/31/2025

SHORELINE COLLEGE

AUDIT FINDINGS AND EXIT COMMENTS TRACKING AND PROGRESS UPDATE *DRAFT*



PRESENTED AT BOARD OF TRUSTEES MEETING

JULY 16, 2025

	<ul style="list-style-type: none"> Lauren Hadley, Director of Workforce 	
14. Create a process for periodic independent reconciliation and oversight of grant expenditures and other fund distributions and drawdowns.	<ul style="list-style-type: none"> Soroush Maleki, Exec. Dir. of Fiscal and Actg. Svcs. 	12/31/2025

Distribution and Sales of Parking Permits, Gift Cards, and Other Assets		
Finding / Recommendation	Person(s) Responsible	Completion Timeline
15. Create internal controls and systems relating to sale of permits to ensure each pass is numerically tracked, logs of sales or for tracking items are accurate and reconciled with recorded revenue.	<ul style="list-style-type: none"> Gregory Cranson, Acting Director of Safety and Security Soroush Maleki, Exec. Dir. of Fiscal and Actg. Svcs. 	9/30/2025
16. Develop procedures to record loss and destruction of passes and that an independent division or employee destroys and accounts for unused permits not involved in the sale or distribution of the assets.	<ul style="list-style-type: none"> Gregory Cranson, Acting Director of Safety and Security Soroush Maleki, Exec. Dir. of Fiscal and Actg. Svcs. 	9/30/2025
16. Create internal controls and systems relating to gift cards, gas cards, and other assets to ensure each card is numerically tracked, distribution logs, and reconciled with grant expenditures.	<ul style="list-style-type: none"> Soroush Maleki, Exec. Dir. of Fiscal and Actg. Svcs. Jessica Strickland, Acting Dean of Transitional Studies Lauren Hadley, Director of Workforce 	12/31/2025

III. State Auditor's Office 2020-2024 Accountability Audit – released June 2025

Electronic Payments		
Finding / Recommendation	Person(s) Responsible	Completion Timeline
1. Perform monthly bank reconciliation to the general ledger to detect unauthorized transactions.	Soroush Maleki, Exec. Dir. of Fiscal and Actg. Svcs.	12/31/2025
2. Strengthen internal controls to ensure staff follow verification procedures to protect electronic funds transfers from internal and external threats.	Soroush Maleki, Exec. Dir. of Fiscal and Actg. Svcs.	Completed. 
3. Provide adequate communication and training to staff on the verification requirements to ensure staff consistently follow them.	Soroush Maleki, Exec. Dir. of Fiscal and Actg. Svcs.	Completed. 
4. Develop written policies and procedures over electronic payroll payments to require	Soroush Maleki, Exec. Dir. of Fiscal and Actg. Svcs.	12/31/2025





SHORELINE COLLEGE

AUDIT FINDINGS AND EXIT COMMENTS TRACKING AND PROGRESS UPDATE *DRAFT*

PRESENTED AT BOARD OF TRUSTEES MEETING

JULY 16, 2025




adequate verification of bank account changes with the vendor, and to include the required elements prescribed in the State Administrative and Accounting Manual (SAAM 85.36) and avoid procedures that rely on information coming through email, which is a communication medium traditionally vulnerable to unauthorized access.		
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Payroll		
Finding / Recommendation	Person(s) Responsible	Completion Timeline
5. Strengthen controls to ensure employee payments comply with state law, its own policies and applicable employment agreements	Veronica Zura, Exec. Dir. of Human Resources	Completed. 
6. Implement a written policy/procedure for mandatory cross-checking protocols between Human Resources and Payroll to prevent errors and duplicate payments.	Veronica Zura, Exec. Dir. of Human Resources	Completed. 
7. Maintain back-up overtime and leave records to mitigate the impact of potential cybersecurity incidents.	Veronica Zura, Exec. Dir. of Human Resources	Completed. 
8. Work with legal counsel to consider appropriate next steps regarding the over and under payments noted above.	Veronica Zura, Exec. Dir. of Human Resources	Completed. 


Annual Risk Assessment		
Finding / Recommendation	Person(s) Responsible	Completion Timeline
9. Document the risk assessment process to comply with the Governor's Executive Order 16-06 and the WA State Administrative and Accounting Manual (SAAM).	Joe Mazur, VP-BAS and Risk Officer Executive Team	09/30/2025

Policies and Procedures		
Finding / Recommendation	Person(s) Responsible	Completion Timeline
10. Develop internal policies and procedures in line with the purchase card policies and procedures set by DES and SAAM 40.30.40.	Soroush Maleki, Exec. Dir. of Fiscal and Actg. Svcs.	12/31/2025
11. Develop policies and procedures for Purchase Cards, EFT Transactions, Accounts Payable, and include a Corrective Action Plan for fraudulent or erroneous transactions discovered.	Soroush Maleki, Exec. Dir. of Fiscal and Actg. Svcs.	12/31/2025

SHORELINE COLLEGE
AUDIT FINDINGS AND EXIT COMMENTS TRACKING AND PROGRESS UPDATE *DRAFT*
PRESENTED AT BOARD OF TRUSTEES MEETING
JULY 16, 2025

Purchasing Cards		
Finding / Recommendation	Person(s) Responsible	Completion Timeline
12. Strengthen internal controls to ensure that purchase card transactions obtain adequate approval and maintain documentation of that approval.	Soroush Maleki, Exec. Dir. of Fiscal and Actg. Svcs.	Completed. 
13. Ensure that purchase card purchases do not exceed the pre-approved amount on a Credit Card Authorization Form.	Soroush Maleki, Exec. Dir. of Fiscal and Actg. Svcs.	Completed. 
14. Properly retain invoices or receipts to evidence the validity of those purchases.	Soroush Maleki, Exec. Dir. of Fiscal and Actg. Svcs.	Completed. 

Vendor Disbursements		
Finding / Recommendation	Person(s) Responsible	Completion Timeline
15. Implement adequate controls to ensure proper approval documentation, including maintaining Voucher Request Form A19-1A or facsimile for all vendor payments.	Soroush Maleki, Exec. Dir. of Fiscal and Actg. Svcs.	Completed. 

Electronic Funds Transfer (EFT) Reconciliation		
Finding / Recommendation	Person(s) Responsible	Completion Timeline
16. Perform regular reconciliation of EFT transactions to ensure public funds are adequately safeguard.	Soroush Maleki, Exec. Dir. of Fiscal and Actg. Svcs.	Completed. 

IV. WA Dept. of Revenue Sales and Use Tax Audit – ongoing since January 2024 and expected August 2025

Thank you, members of the board. My name is Tirzah Williamson. I am the Co-Chief Shop Steward of the Classified staff Union, WFSE local 304 and I would like my comments entered into the record.

I am going to be honest, it is hard to know what to say these days. As I've heard several people comment; we are facing unprecedented shortfalls and difficulties in higher education right now. Between the Washington State budget issues coupled with what appears to be a violent assault on education from the Federal Government it is likely to be a very rough go for the foreseeable future.

On behalf of the classified staff, we are thankful for the work to avoid layoffs. Saving jobs will always be paramount to classified staff and union leadership, and we see the efforts being made to protect employees. While we are having to tighten the proverbial belt on our budget and cut down on travel, OT and general spending – we do recognize that we are currently doing better than some of our neighboring colleges who are already starting measures to reduce staff.

That said, I have heard some concerns about our current workforce being stretched too thin and having to do more work with less. It is a position we have found ourselves in many times before, but perhaps not with the looming pressure of all the other societal upheavals, making it all an extra special level of exhaustion. We must be mindful of the heightened pressure everyone is under as we move forward.

However, we are not easily defeated or without hope. Last month, Norah shared our thanks to all the classified staff that helped with graduation, and in helping compile that list of gratitude – I was truly struck by how much we support one another here and how much at our root - we want what is best for the students and our fellow employees. Supervisors and admin along with other classified staff all eagerly shared the names of people to praise for their work. I would love people to continue to reach out if you know a classified staff member who we should be highlighting.

As an example of that, I promised Wendy Coates that I would make sure to add a shout out to Kara Haney a program coordinator in the Foundation and Advancement office, who to quote Wendy “Masterfully led all of us through a new scholarship process!” She went on to give credit to the impact of Kara’s hard work stating “Because of her good work, we awarded more scholarships and more money this year than the past several years! She is grace under pressure...” Thank you, Kara for all you do!

We must continue to find strength and power together in the coming days, always taking time to acknowledge our work here cannot continue without the dedication and support of our classified staff.

Thank you for your time.

July 16, 2025

Faculty Senate Chair Statement to Shoreline College Board of Trustees

Greetings Chair Wells, and Esteemed Board of Trustees,

As you know, the majority of our full-time faculty are currently off-contract during the summer months. Thank you to our Campus Security professionals and team for keeping us safe and secure. While formal Senate activity is minimal during this time, I want to assure our college community that faculty leadership remains engaged in monitoring institutional developments.

We are encouraged by the college's current budget outlook and appreciate the work of the administration, our Union colleagues, and fiscal teams in maintaining a stable and transparent financial position amid continuing state and federal challenges. Being in a relatively stable position is a blessing, and I will continue to work with the administration, and union leadership to maintain the transparent, engaged, unified, and proactive communication and messaging around our budget.

Beyond our campus, we are all aware of the challenges facing higher education nationally. These dynamics only reinforce the importance of strong shared governance, student-centered approaches, and continued investment in the faculty and classified staff, who deliver on the college's promise every day.

I would like to read a relevant statement from a systematic literature review in the *Journal of Vocational Education* published in 2024 by Webb & Nguyen that I found grounding.

"...the social role of HE including (i) widening higher education participation, (ii) responding to local employment needs for work-ready graduates and community development, and (iii) supporting social justice. Although there are differences in the organisation of HE across education systems, the review underscored the overwhelming agreement that the HE provision is designed to respond to two policy concerns. These are policies to increase economic competitiveness and productivity by providing learning that is industry aligned and cost effective, and policies to promote social justice and equity by providing supportive learning environments for a distinct group of students who otherwise would not access higher education. The review calls for vigilant policy to sustain the double role of HE and to avoid the prioritisation of education for the market." (Webb & Nguyen, 2025, p. 9)

Thank you again for your time and continued support of the faculty and the work we do in service of our students and community.

***Reference:** Webb, S., & Thi Ngoc Ha, N. (2025). Advancing the social role of college-based higher education: A systematic literature review. *Journal of Vocational Education & Training*, *77*(1), 9--35. (<https://doi.org/10.1080/13636820.2024.2426122>)



Yours in service,

Dr. A.J. Mendoza
Professor of Nursing
Chair, Faculty Senate Council
Board Member, Washington State Board of Nursing

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

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

- In-person: Central Conference Room (#1020M) - 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 Shoreline College District Number Seven Board of Trustees was called to order by Chair Wells at 2:00 PM. A quorum of the Board was present.

MEMBERS PRESENT

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

Assistant Attorney General (AAG) Tricia Boerger from the Office of the Attorney General was present.

COMMUNICATION FROM THE PUBLIC

Per the agenda for the August 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 in the Central Conference Room (#1020M) between 1:45 PM–2:00 PM on August 14, 2025.

-For attendees connecting online: Please sign up to provide a public comment via the Chat function in Zoom between 1:45 PM–2:00 PM on August 14, 2025.

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

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

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

ACTION: USE OF BOARD RESERVES ABOVE PRESIDENT’S AUTHORITY

Business & Administrative Services Vice President Joe Mazur went over documents pertaining to the request for Board action “authorizing College Administration to utilize operating fund reserves of \$1,750,000 for the fiscal year ending 6/30/2025.”

Vice President Mazur and President Kahn responded to questions from the trustees.

Motion 25:61: Motion by Trustee Ringer to “authorize the College administration to utilize operating fund reserves of \$1,750,000 for the fiscal year ending June 30, 2025.”

Motion seconded by Trustee Chan. All Trustees present voted *aye* to approve the motion.

ACTION: ADJOURNMENT

Motion 25:62: Motion by Trustee Ringer to adjourn the meeting.

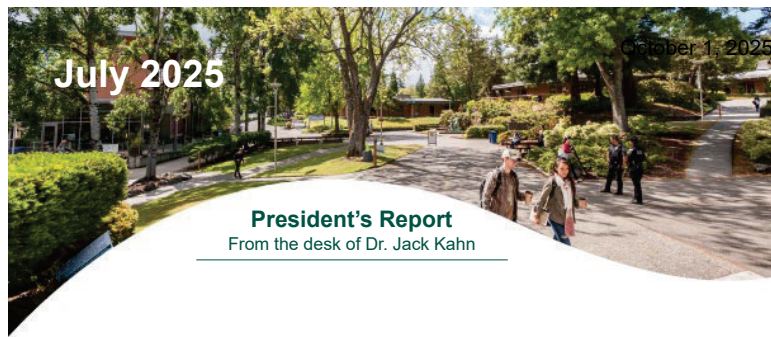
Motion seconded by Trustee Stark. All Trustees present voted *aye* to approve the motion.

Chair Wells adjourned the special meeting at 2:35 PM.

Signed _____
Kim Wells, Chair

Attest: October 1, 2025

Lori Y. Yonemitsu, Secretary



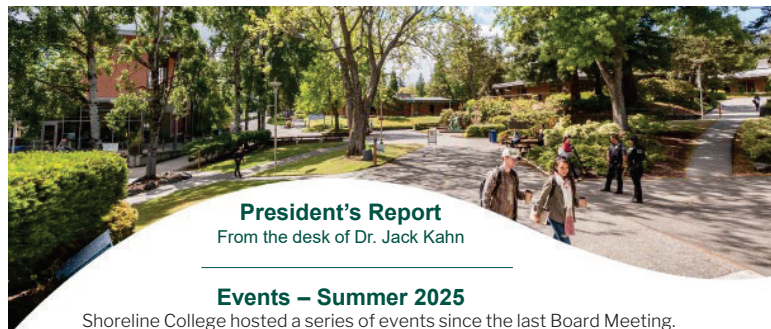
This has been a typical busy month for the President's Office. While preparing for summer, we have been working on the budget & budget communication, overall planning, and wrapping up Strategic Action Team work for year one of our Strategic Plan.

Given the holiday and the scheduling of the July meeting, I haven't been involved with as many engagements since my last report. I was able to attend a few campus events though. The Pride Festival was really fun and, fortunately for all participants, it took place on a relatively sunny day! There was great food, drinks, games, and even karaoke. I also attended the Undergraduate Research Showcase which was jaw-dropping and inspiring. I know I am biased. But when you see 30+ students, many from high school, showcasing and discussing their research from The Honors College, Biotech Program, and Post-Baccalaureate Program, in such professional, articulate, and passionate ways, it reminds me why we are all here for higher education. Nothing short of incredible! I also had some time to celebrate and be inspired by our great Music Program – the Student Showcase was terrific! I'm hoping my schedule allows for more of these outings in the future.

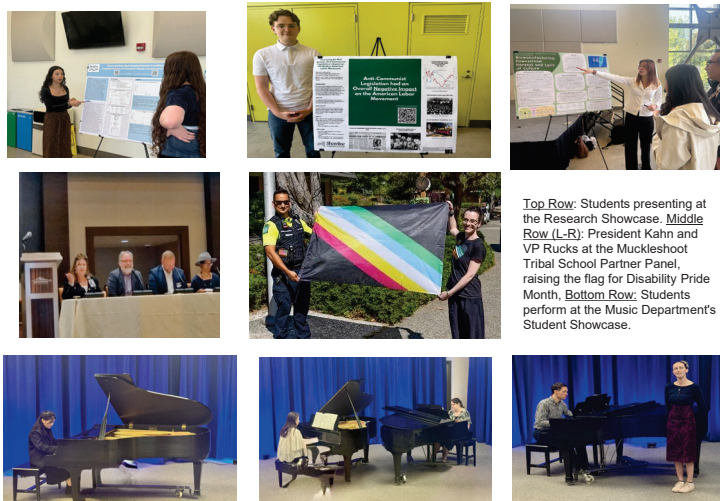
Finally, the Muckleshoot Tribal School invited Dr. Lucas Rucks and me to be on the welcoming "Partner Panel" for the Muckleshoot Effective Teaching Institute, along with colleagues from Pierce College, University of Washington, Western Washington University, and the Auburn School District. We were thrilled to represent the College and meet so many wonderful leaders. We hope to continue to grow with our partners and improve how we serve all our students!

Cheers,

Jack



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



Top Row: Students presenting at the Research Showcase, Middle Row (L-R): President Kahn and VP Rucks at the Muckleshoot Tribal School Partner Panel, raising the flag for Disability Pride Month, Bottom Row: Students perform at the Music Department's Student Showcase.



Congratulations to our graduates!



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. July & August assessment of 2024-2025 goals and objectives to inform goals for 2025-2026.

RUNNING START

Goals

1. Increase the Hispanic/Latinx Running Start population by 5% from our current 4.9% to 9.9% by Fall 2025.
2. Increase the Native Hawaiian/Pacific Islander Running Start population by 0.5% from our current 0.4% to 0.9% by Fall 2025.
3. Maintain all other HUM groups for Running Start at or above the current percentage.
 - Note: Black/African American demographics 11.7%; Shoreline All Programs (10%); Shoreline School Districts (Shorewood 8.2% and Shorecrest 9.7%)

Actions

1. July & August assessment of 2024-2025 goals and objectives to inform goals for 2025-2026.
2. Offer in-person and virtual Running Start Orientations for Summer and Fall 2025:
 - Enrollment for Summer 2025: +46.9% (n=34) compared to 6/13/2024 (n=23)
 - Enrollment for Fall 2025: +32% (n=102) compared to 6/17/2024 (n=77)



Enrollment Updates

Summer 2025

October 1, 2025 Board Packet: p. 35 of 44



10th Day Enrollment Report – Summer 2025

Background

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

10th Day Enrollment (Summer)

The data presented are for the full-time equivalents (FTE)² reflected on the census date for Summer 2025 compared to the census enrollment figures³ for the previous five summer quarters. **Figure 1** presents Total FTE enrollment; **Figure 2** displays the relative trends for three funding sources for students at the College – State-supported, International Contract, and Running Start. Note: CECO and Other not displayed. **Based on this preliminary data, Summer enrollments have seen a 4.3% increase compared to last year.**

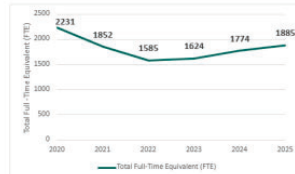


Figure 1. Summer 10th Day Census Enrollment - Total Full-Time Equivalent (FTE).

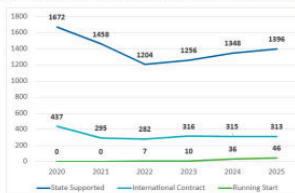


Figure 2. Summer 10th Day Census Enrollment - Full-Time Equivalent (FTE) Select Funding Source.

¹ This report illustrates data captured on the enrollment census day based on the Washington State Board for Community & Technical College Policy Manual [Chapter 5, Section 5.40 Enrollment Census Data](#). Census day is earlier than the "10th day" since summer quarter is condensed.
² Full-time Equivalent (FTE) = 15 credit hours per term.
³ The data from 2019-2025 are pulled on census day. For final quarter data comparisons, visit SBCTC: [Enrollment Data | SBCTC](#).



Enrollment Updates

Fall 2025

Daily Enrollment Tracking Report (DENTR), FALL 2025

Report date: 07/10/2025

Reflects enrollment through: 7/10/2025 1:31:08 AM [OK](#)

Equivalent enrollment date, previous year: 07/09/2024

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

Total FTEs: 1425, +4.9% 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	804	804	814	814	-10	-1.3%	2727	2635
Contract (Total)	621	621	545	545	+77	+14.1%	1035	1127
International Contract	413	413	389	389	+24	+6.2%	602	693
RS Contract	141		121		+19	+16.0%	283	
CECO Contract ^A	67		33		+34	+100.8%	144	
Other Contract	1		1		0	-33.3%	7	
Self-supporting	0		0		+0	+0.0%	29	
TOTAL	1425		1359		+67	+4.9%		3791

* QARS_Estimated: Previous year's data is estimated based on available QARS reports before and after 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: 1

^A 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 Fall 2025

Priority Registration Starts 5/1/2025

Continuing Student Enrollment Begins 5/5/2025

New Student Enrollment Begins 5/12/2025

N/A 6/14/2025

Important Dates Fall 2024

Priority Registration Starts 5/9/24

Continuing Student Enrollment Begins 5/13/24

New Student Enrollment Begins 5/20/24

Holiday 6/19/24



Enrollment Updates

Awarded Grants:

- **SBCTC:**
 - SEAG (Student Emergency Assistance Grant): \$155,000
 - SSEH (Supporting Students Experiencing Homelessness): \$108,000
 - BEdA (Basic Education for Adults) New Arrivals Grant: \$96,000
 - Likely to be funded, waiting for final confirmation
 - Workfirst Delivery Agreement: \$412,384 (confirmed through 9/30/25; expected to be awarded quarterly throughout the fiscal year)
 - Worker Retraining Program: \$1,545,231 (confirmed through 9/30/25; expected to be awarded quarterly throughout the fiscal year)
- **King County – Veterans, Seniors & Human Services Levy:**
 - Supporting Student Veterans and their Families grant: \$697,300
 - Partnership with Operation Military Family, to provide emergency housing and basic needs assistance to Veteran and military-connected students.
 - Funding period 7/1/2025 – 6/30/2027
 - [Press Release](#)

Submitted/Pending Grant Applications:

- **SBCTC:**
 - BEdA (Basic Education for Adults) Basic Grant: \$277,265
 - Perkins Plan: \$268,364
 - BFET (Basic Food, Employment & Training): \$567,865
 - High Demand Enrollment Funding to expand the MLT program: \$102,140
- **Washington State Department of Children, Youth & Families (DCYF):**
 - Early Childhood Equity Grant: \$28,000
- For staff trainings and classroom materials for the Parent Child Center

Grant Proposals in Progress:

- **Washington Research Foundation (WRF):**
 - Researching this possible funding opportunity for the Honors College STEM Research Track

Strategic Plan Updates

We are wrapping up our Year-1 reporting, and we'll update the Board on our progress at the September retreat.



Foundation Updates

Shoreline Community College Foundation: Year-End Impact Summary

The Shoreline Community College Foundation is proud to share the impact our donors have had on student success and institutional growth. This year was marked by strategic advancement and meaningful investments in students, programs, and campus infrastructure.

Fundraising Highlights

We secured \$976,853 in total contributions, including \$175,009 in unrestricted funds, allowing us to respond swiftly to emergent needs—such as the \$59,500 expended to support students affected by the FAFSA funding gap.

While the FY 2024–25 is not yet closed, preliminary figures show that more than \$1,547,347 has been expended or passed through the Foundation in support of the following priorities:

- 1) Direct Student Assistance, including emergency aid and scholarships
- 2) Program Support to advance innovation and equity-driven initiatives
- 3) Administrative Assistance to offset operational costs and ensure continuity

Major Accomplishments

- Completed the final \$815,000 installment for the Cedar Building Capital Campaign
- Finalized three new scholarship endowments, strengthening our long-term impact
- Created a \$20,000 annually funded scholarship through a Donor-Advised Fund
- Overhauled the scholarship program with a focus on equitable access and streamlined processes
- Rebuilt SCCF's financial history following the Spring 2023 ransomware attack—this work is now 85% complete
- Achieved a clean audit for FY 2022–23 and are currently halfway through the FY 2023–24 audit, with another clean opinion anticipated
- Redefined Foundation staff roles and priorities, hiring two new team members—including an Annual Fund Manager tasked with growing a vibrant alumni engagement program
- Added 4 new Board members to the SCCF Board of Directors

Thanks to the generosity of our donors and the dedication of the Foundation Board and the office team, the Foundation continues to expand its reach and deepen its impact. We remain committed to transparency, equity, and transformational support for the Shoreline College community.



A Wave of Gratitude to Ciaran Peckham with Student Accessibility Services for Inclusive Excellence, Respect, and Community Engagement.

Ciaran works in SAS and received a call from a Spanish speaking member of our community about summer camps at Shoreline. Even though this question could have been directed elsewhere on campus, Ciaran went over and beyond to assist the caller. They used the Student Supporters Network Teams chat to find a person fluent in Spanish who could help (shoutout to Ariadna Escobar in Workforce!) and proceeded to engage in a 3-way conversation to assist the caller. It was an amazing exchange and a wonderful example of the excellent customer service provided by Shoreline staff. Ciaran and Ariadna both did an amazing job assisting this member of our community.

Submitted by Rosemary Whiteside, Veterans Programs.



Shoreline
COMMUNITY COLLEGE

Waves of Gratitude

College Calendar

Shoreline COMMUNITY COLLEGE Summer Quarter **IMPORTANT DATES**

July	August
 1 First Day of Instruction	 21 Last Day of Instruction
 4 Independence Day Campus Closed	 21 Final Exams
	 27 Grades Available

Important Dates

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

College Updates (DAAG)

- [Campus Updates 7/10/2025](#)
- [Campus Updates 7/3/2025](#)
- [Campus Updates 6/26/2025](#)
- [Campus Updates 6/20/25](#)
- [Campus Updates 6/13/25](#)

Shoreline
COMMUNITY COLLEGE

Important Dates & Updates

SHORELINE COLLEGE
DISTRICT SEVEN
BOARD OF TRUSTEES
SPECIAL MEETING OF SEPTEMBER 15, 2025

The September 15, 2025 special meeting was held via hybrid modality.

- In-person: Room 303 at Shoreline City Hall (17500 Midvale Avenue N; Shoreline WA 98133)
 - Remotely
 - Via link: <https://us02web.zoom.us/j/88349708605>
 - Via telephone: (253) 215-8782 • Meeting ID: 883 4970 8605
-

MINUTES

The special meeting (“summer 2025 retreat”) of the Shoreline College District Number Seven Board of Trustees was called to order by Chair Kim Wells at 9:15 AM. A quorum of the Board was present.

MEMBERS PRESENT

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

COMMUNICATION FROM THE PUBLIC

Per the agenda for the September 15, 2025 special meeting of the Board of Trustees:

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

-For attendees attending in-person: Please sign-up to provide a public comment on the speaker sign-in sheet in room 303 at Shoreline City Hall between 9:00 AM–9:15 AM on September 15, 2025.

-For attendees connecting online: Please sign up to provide a public comment via the Chat function in Zoom between 9:00 AM–9:15 AM on September 15, 2025.

The Board Chair will call upon each speaker signed up to provide public comment. The total public comment period at the September 15, 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 September 15, 2025 meeting, please send written public comment to Board Secretary Lori Yonemitsu at lyonemitsu@shoreline.edu following the September 15, 2025 meeting.)

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

OVERVIEW OF THE AGENDA

Chair Wells went over the agenda for the Board’s summer 2025 retreat (“special meeting”).

SHORELINE COLLEGE
DISTRICT SEVEN
BOARD OF TRUSTEES
SPECIAL MEETING OF SEPTEMBER 15, 2025

FEDERAL & STATE CHALLENGES – SYSTEMIC AND INTERNAL

President Kahn and Vice President of Business & Administrative Services Joe Mazur went over the financial challenges facing the College and spoke about previous financial challenges, allocation model changes, enrollment target setting, and reconciliation updates.

Administrators shared challenges from their respective areas and action-oriented plans that are in alignment with the College's strategic plan.

Samira Pardanani, Associate Vice President of International Education & Global Engagement

Associate Vice President Pardanani's presentation spoke to: the economic contributions of international students, an updated SWOT, challenges of non-stop external volatility, dealing with non-stop external volatility, what International Education continues to do (agent partnerships, online leads, alumni/word of mouth, government sponsored programs), and what International Education added to its recruitment and retention repertoire (transnational education partnerships, new public-private partnerships, flexible permutations of online and in-person classes, exploring government sponsored programs, outreach to stranded university freshmen).

Retention

President Kahn shared retention challenges and plans on behalf of Ryan Aiello, Vice President of Student Affairs/Interim Vice President of Academic Affairs which included data from the 2024 Washington Student Experience Survey, the Community College Survey of Student Engagement (CCSSE), and the Student Achievement Indicators at Shoreline and Beyond.

President Kahn spoke about "things we are doing differently."

- Launched during the summer quarter: A chatbot named Dolphie—"provides 24/7 student support through text messaging with a dynamic knowledge base."
- Major updates to the basic functioning of Starfish "to allow advanced use" (texting, retention campaigns, early alert, degree planner, yəhaw learning cohorts).

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

Associate Vice President Garnsey-Harter spoke of challenges and opportunities tied to grant funding and highlighted information contained in the 2025-2029 Grant Funding Opportunities Plan. Strategic priorities for grant development will be guided by the following College Strategic Plan Goals and Objectives:

- GOAL F: Enrollment Management and Fiscal Stability
- GOAL B: Student Support Services

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SPECIAL MEETING OF SEPTEMBER 15, 2025

Grant seeking will support enrollment, retention, and reducing equity gaps by pursuing funding for: Domestic Enrollment, Outreach & Recruitment, Running Start, International Education, Basic Needs.

Wendy Coates, Associate Vice President of Advancement & the Foundation

Associate Vice President Coates referred to the 2025/2026 Advancement and Foundation Plan and spoke about the action items for 2025-2026:

- Increase donor retention by 5%
- Reengage Alienated Donors
- New Donor Acquisition
- Strengthening Donor Communication and Transparency
- Strengthening Campus Communications and Transparency

Sabrina Venture, Human Resources Manager of Employee Engagement & Retention

Manager Venture shared her process for building a Manager Development program at the College. President Kahn, Manager Venture and/or Veronica Zura (Executive Director of Human Resources) shared:

- “Higher ed is not good at training. It is not built-in as a regular practice in higher ed.”
- “The major area of loss is in our administrative group. What we’ve seen is that managers were struggling and employees were struggling with their managers.”
- “The program is being built in real time, we use a lot of continuous feedback and are doing staged surveys—asking what they’ve learned, how they’re doing, and what help they need.”
- “Immediate feedback helps us adjust the program so that the work that they’re doing is always going to be relevant. I’m always going to ask: How is this relevant to the work you’re doing on campus? How does this help you with the work you’re doing on campus?”

Brian Crisanto Ramos, Vice President of the Office of yəhaw

Vice President Crisanto Ramos spoke about the adjustments the College is making to comply with guidelines as contained in the recent memo from the Department of Justice (DOJ), allowing the College to continue to receive federal funding.

-30-minute lunch break-

DISCUSSION: 2025-2026 STUDY SESSION TOPICS

The Board discussed possible study session topics for 2025-2026:

- New Tenure Process (Academic Affairs) – December 2026

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DISTRICT SEVEN
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SPECIAL MEETING OF SEPTEMBER 15, 2025

- Reconciliations & Internal Controls (Business & Administrative Services) – January 2026
- Retention Data Update (Student Affairs) – February 2026
- Employee Retention as it relates to the Budget (Human Resources/Business & Administrative Services) – April 2026
- College Operating Budget (Business & Administrative Services)/Services & Activities (S&A) Budget (Student Affairs) – May 2026

STRATEGIC PLAN

President Kahn shared, “We made tremendous progress on Year One of the strategic plan” and shared strategic action goals to extend into Year Two:

- A1 – Recalibrate and relaunch goals to identify success gaps and track student progress over time.
- B3 – Prioritize support services for First Generation, Historically Underrepresented Groups, and Students with Disabilities.
- B4 – Expand student-run events, peer mentoring, and culturally appropriate outreach.
- C7 – Continue implementing transparent budgeting principles with stakeholder input.
- C9 – Advocate for increased compensation within the State system.
- E8 – Strengthen and develop College’s alumni network.

Discussion included the implications of the DOJ memo with B3 and regional accreditation standards.

President Kahn briefly oriented the Board to the [Strategic Plan Year 1: 2024-2025](#) page on the College’s website.

ACHIEVEMENT DATA

Associate Vice President Ann Garnsey-Harter referred to the updated Mission Fulfillment Annual Report and highlighted the areas which have been updated since June 2025 including the Mission Fulfillment Scorecard pertaining to the Student Learning indicators and the Institutional Effectiveness Annual Scorecard 2024-25.

BOARD GOALS & EVALUATION

Associate Vice President Ann Garnsey-Harter, President Kahn, and the trustees discussed the results from the summer Board of Trustees Effectiveness Self-Evaluation Survey and the kind of information that would be helpful to present to the Board at its meetings.

Associate Vice President Garnsey-Harter recommended Board goals for 2025-2026.

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To be determined: Whether the President should have goals separate from the goals already contained in the President's Office's program review, as well as in the strategic plan.

The Board discussed whether to suspend travel to national conferences. Chair Wells spoke about discussing Board travel at a future Board meeting.

ADJOURNMENT

Motion 25:63: Motion by Trustee Ringer to adjourn the meeting.

All Trustees present voted *aye* to approve the motion.

Chair Wells adjourned the special meeting at 2:35 PM.

Signed _____
Kim Wells, Chair

Attest: October 1, 2025

Lori Y. Yonemitsu, Secretary

**SHORELINE COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF OCTOBER 1, 2025**

TAB 1

CONSENT AGENDA

Subject: •**Adopting the Parchment Diploma Service**
 •**Increasing the Transcript Processing Fee**

Proposal to Improve Transcript Evaluation and Graduation Processing Efficiency

To reduce turnaround time for transcript evaluations and graduation applications—and to increase revenue for Shoreline College—the Office of Enrollment Services proposes:

1. Adopting the Parchment Diploma Service

Parchment, the College’s current transcript processing provider, also offers diploma printing and mailing services for both certificates and diplomas. Currently, the College uses Jostens for printing (at an average annual cost of \$4,500), while the College’s Credential Evaluators handle mailing and address corrections for returned diplomas.

By switching to Parchment’s diploma service:

- We would save approximately \$3,946 in staff time annually (equivalent to 3 weeks of work).
- Parchment would also manage returned diplomas, reducing additional workload and costs.

Setup Cost: A one-time fee of \$5,600 covers template creation and service activation.

Ongoing Costs: Covered through a credit system funded by transcript fees paid by students via Parchment.

2. Increasing the Transcript Processing Fee

Shoreline College currently charges a transcript processing fee of \$7.50 per transcript. Nearby colleges charge:

- Everett Community College: \$15.00
- Edmonds College: \$15.00
- Cascadia College: \$9.00
- Seattle Colleges: \$7.50
- Bellevue College: \$15.00

We propose increasing Shoreline College’s transcript processing fee to **\$12.50** per transcript to align with regional averages. This adjustment would:

- Generate additional revenue
- Help fund the Parchment Diploma Service

- Potentially reduce processing time for transcript evaluations and graduation applications by 3–4 weeks
- Support enrollment and retention efforts

Recommendation

That the Board of Trustees, in its consent agenda, approve: 1. Adopting the Parchment Diploma Service and 2. Increasing the Transcript Processing Fee to \$12.50 per transcript.

Prepared by: David Berner, Director – Enrollment Services
Shoreline College
September 2025