

**SHORELINE COLLEGE****BOARD OF TRUSTEES REGULAR MEETING OF FEBRUARY 25, 2026****3:00 PM Study Session** – Board Room (#1010M), Bldg. 1000**3:30 PM Regular Session** – Board Room (#1010M), Bldg. 1000Remote Option via Zoom: <https://us02web.zoom.us/j/88349708605> -or-  
(253) 215-8782 ▪ Meeting ID: 883 4970 8605

<b>3:00 PM – STUDY SESSION</b>			
<b>Supporting Immigrant and International Students with Vice President Brian Crisanto Ramos &amp; International Education Staff</b>			
<b>3:30 PM – REGULAR SESSION</b>			
1.	<b>Convene Regular Session &amp; Land Acknowledgement</b>	Chair Kim Wells	
2.	<b>Report:</b> Chair, Board of Trustees	Chair Kim Wells	
3.	<b>Report:</b> Opening Remarks – Board of Trustees (10 minutes)	Trustees	
4.	<b>Consent Agenda</b> a. Approval of Previous Meeting Minutes •Regular Meeting of January 28, 2026	Chair Kim Wells	
5.	<b>Communication from the Public</b>	Chair Kim Wells	
<p><b>Public comment(s) will be presented to the Board verbally and by the individual signing up to provide the public comment.</b></p> <p>-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 February 25, 2026.</p> <p>-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 February 25, 2026.</p> <p>The Board Chair will call upon each speaker signed up to provide public comment with two (2) minutes allotted per speaker.</p> <p>For the entering of a public comment into the record and attaching to the minutes of the February 25, 2026 meeting, please send written public comment with your name to Board Secretary Lori Yonemitsu at <a href="mailto:lyonemitsu@shoreline.edu">lyonemitsu@shoreline.edu</a> following the February 25, 2026 meeting.</p>			
6.	<b>Report:</b> Accreditation (10 minutes)	Ann Garnsey-Harter, Associate Vice President	
7.	<b>Report:</b> Finance & Budget (15 minutes)	Joe Mazur, Vice President	
8.	<b>Constituent Report:</b> Shoreline Classified Staff (WFSE) (5 minutes)	Norah Peters, WFSE Co-Chief Shop Steward	
9.	<b>Constituent Report:</b> Shoreline Associated Student Government (ASG) (5 minutes)	Tiger Cheng, ASG President	
10.	<b>Constituent Report:</b> Shoreline Faculty (SCCFT) (5 minutes)	Eric Hamako, SCCFT President	

11.	<b>Constituent Report:</b> Shoreline Faculty Senate (5 minutes)	A.J. Mendoza, Faculty Senate Chair	
12.	<b>First Reading:</b> 2028-2029 Academic Calendar (5 minutes)	David Berner	<b>Tab 1</b>
13.	<b>First Reading:</b> Lab/Course Fees for Fall 2026 (5 minutes)	Ryan Aiello, Vice President & Joe Mazur, Vice President	<b>Tab 2</b>
14.	<b>Action: Faculty Sabbatical Leave Proposals (2026–2027)</b> (5 minutes)	Ryan Aiello, Vice President	<b>Tab 3</b>
15.	<b>Action: Appointment of Administrative Law Judge (ALJ)</b> (5 minutes)	Jack Kahn, President	<b>Tab 4</b>
16.	<b>Report:</b> Residence Hall (7000 Campus Living) (20 minutes)	Derek Levy, Dean	
17.	<b>Waves of Gratitude</b>	Jack Kahn, President	
18.	<b>Action: Adjournment of Regular Session</b>	Chair Kim Wells	

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The January 28, 2026 regular meeting, 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) Michael Hemker from the Office of the Attorney General was present.

### REPORT: CHAIR, BOARD OF TRUSTEES

Chair Wells:

- Acknowledged “that these are difficult times” and expressed appreciation for those who chose to speak during the public comment period previously, recognizing the courage it takes for individuals to voice their frustrations, anger, hopes, and concerns.
- Stated that the Board’s role is to listen and not respond directly to public comments.
- Noted the significant challenges facing the College, consistent with challenges faced across the nation and the region.
- Noted the impressive work across multiple college groups to support students, particularly in areas related to retention and enrollment.

### REPORT: OPENING REMARKS – BOARD OF TRUSTEES

Trustee Stark agreed with Chair Wells that “these are extremely difficult times,” noting that “much of the country is now witnessing the impact of organized state violence.” He added, “While national attention has been focused on Minneapolis, an individual who was on his way to drop off his two-

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year old at daycare before going to work was abducted.” Trustee Stark described images showing masked individuals involved in the incident with the College’s banner visible in the background, underscoring the proximity to the College.

Trustee Chan shared work she is doing to advocate for higher education and the Shoreline School District, “in Olympia” and locally.

Trustee Ringer recently contacted state legislators in support of a particular bill. Reiterating a message previously shared and specifically addressing union representatives, she noted to inform the Board if there are legislative items in which trustee advocacy would be helpful. She emphasized that “while the Board is a policy-making body and is legally prohibited from engaging in day-to-day operational decisions at the College, it is permitted to engage in advocacy efforts that support the institution and its employees.”

#### 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 December 3, 2025

Motion 26:01: Motion by Trustee Stark to approve the consent agenda.

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

#### COMMUNICATION FROM THE PUBLIC

Per the agenda for the January 28, 2026 regular meeting of the Board of Trustees:

Public comment(s) will be presented to the Board verbally and by the individual signing up to provide the public comment.

-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 January 28, 2026.

-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 January 28, 2026.

The Board Chair will call upon each speaker signed up to provide public comment. The total public comment period at the January 28, 2026 meeting will be no more than thirty (30) minutes with up to two (2) minutes allotted per speaker. Adjustments to the two (2) minute allotment will be made if more than fifteen (15) individuals sign up to speak. (For the entering of a public comment into the record and attaching to the minutes of the January 28, 2026 meeting, please send written public comment to Board Secretary Lori Yonemitsu at [lyonemitsu@shoreline.edu](mailto:lyonemitsu@shoreline.edu) following the January 28, 2026 meeting.)

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**Jac Davies** (Director of Member Programs-The Rural Collaborative): Jac Davies shared that The Rural Collaborative is a coalition of thirty-one independent rural hospitals across Washington State and supports rural hospitals by sharing resources, exchanging information, and identifying common challenges. “Workforce shortages have been a significant challenge for rural hospitals and over the past several decades, the number of training programs for laboratory technicians and laboratory technologists has declined dramatically. Few training options remain available statewide. While large health systems can operate their own internal training programs, small rural hospitals do not have that option.”

- “Laboratory services are a critical component of sustaining hospitals in rural communities and are essential for patients to receive key services within their own regions.”
- While acknowledging the financial pressures the institution faces, Jac encouraged the College to continue supporting and sustaining its laboratory training program, and concluded by offering partnership and collaboration, stating that The Rural Collaborative “would welcome conversations with the College and could bring together rural hospitals to explore options for contributing clinical training sites or other forms of program support.”

**Angie Pagendarm** (Medical Laboratory Technology (MLT) Graduate): A graduate of the MLT program, Angie Pagendarm spoke about how graduates have been able to advance in their careers and serve their communities. She spoke about working at Northwest Hospital at the onset of COVID-19 and emphasized the critical need for trained laboratory professionals, the significant workforce shortage in the field, and urged the College to continue the program for the benefit of current and future students, as well as the broader community.

**Kallie Nguyen** (Medical Laboratory Technology (MLT) Graduate): MLT program graduate Kallie Nguyen shared that MLT faculty member Nicole Lupinacci brings a lot to the program and that the program has a niche that no other college in the area can currently fulfill.

**Jesse Smith** (ASEP (General Motors) Student): Statement attached.

**Andrew Wilkerson** (Community Member): Andrew Wilkerson serves as the Chair of the General Motors Advisory Board, representing the Pacific Northwest automotive industry and emphasized that their purpose was not only to protect jobs but also to preserve a thirty-eight-year legacy of success for the ASEP (General Motors) program, which has been recognized as a gold standard since 1988. Andrew spoke of concerns regarding the proposed staffing cuts and cited the program’s strong financial performance, the significant investment made in the state-of-the-art training center through public funds and private donations. “Reducing instructional staff would effectively underutilize the facility and result in wasted public resources.”

**Tim Fretz** (Director-Sunset Chevrolet & Sunset Kia): Tim Fretz stated that he has been involved in the automotive industry since 2001 and has employed or worked with approximately thirty-forty

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technicians who graduated from the ASEP (General Motors) program. He emphasized the significant impact the program has had on employers, noting that it has consistently produced high-quality, well-prepared candidates. Tim noted that many have advanced beyond technician roles into positions across the automotive field and beyond, stressed that skilled technicians are increasingly difficult to find, and that the program has been an invaluable resource for employers. "Losing the program would represent a substantial setback for the industry."

**Jim Grant** (Community Member): Speaking in support of the ASEP (General Motors) program, Jim Grant referred to the \$9 million raised by General Motors dealers in 1988 to support the building of the automotive training center. "Find a different way."

**Hassan Shaker** (ASEP (General Motors) Graduate): ASEP graduate Hassan Shaker shared that he immigrated to the United States from Iraq during the war and that the program instructor gave him an opportunity to pursue education despite his limited English reading and writing skills at the time. Hassan added that he graduated in 2015 and reported that the support he received in the program helped him build a successful life, including owning a business and supporting his family and expressed hope that future students will continue to have the same opportunity to succeed.

**Rich Filori** (Community Member): Statement attached.

**Linda Forst** (Retired Criminal Justice Faculty): Statement attached.

**Dannica Totten** (Classified Staff-Testing & Assessment): Statement attached.

**Melanie Donofrio** (Classified Staff-Facilities): Melanie Donofrio's statement included:

- Ongoing and significant payroll errors since starting as a groundskeeper in April 2025, including issues that may be uncorrectable and missed in audits.
- Impact personally by the step increase error and having not been enrolled in the retirement plan upon starting employment at the College.
- Concerns regarding institutional accountability and culture.
- That payroll deductions now result in owing more than their monthly wages, creating financial hardship, and eroding a sense of security.

**Erika Breyse** (Classified Staff-Library): Erika Breyse's statement included:

- Impact personally from the College's salary overpayment error resulting in \$526.05 to be paid back.
- Advice from colleagues to monitor one's paycheck due to frequent payroll issues.
- That the recurring payroll and budget problems undermine one's sense of security and asked about the measures planned for implementation to prevent future payroll errors.

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**River Zorich** (Classified Staff-Library): River Zorich’s statement included:

- Being one of fifty-six classified staff affected by the payroll overpayment error and owing \$448 in repayment, a significant financial burden for employees earning under \$50,000 annually.
- Valuing colleagues, student engagement, and the College’s community impact.
- That the ongoing compensation challenges for Classified Staff involve lengthy reclassification processes and instances requiring managerial advocacy.
- Having a master’s degree yet, Classified Staff generally do not receive pay recognition for educational attainment.
- That the repayment requirement further strains employees financially and contributes to low morale and reduced trust in institutional support.

**Aishaf Yusuff** (Medical Laboratory Technology (MLT) Graduate): A graduate of the MLT program, Aishaf Yusuff shared that before entering the program, she faced personal and academic challenges, but through the support of the program and its instructors, experienced significant growth in her learning, confidence, and career development. Aishaf expressed concern regarding the potential reduction of instructors in the MLT program, emphasizing that students rely heavily on the expertise and support of faculty with direct field experience.

**JoAnna Buxton** (Classified Staff-International Education): Statement attached.

**Roy Robles** (MoparCAP (Chrysler) Student): MoparCAP student Roy Robles shared that he immigrated to the United States five years ago without a clear career direction, and that the program provided him with a path forward and a strong connection to the automotive industry. Roy shared that the program prepared him not only with technical knowledge but also with real-world skills under the leadership of the MoparCAP instructor who taught essential values such as honesty, work ethic, and trustworthiness—lessons Roy described as invaluable to his professional development.

**Linda Breiwick** (Retired Medical Laboratory Technology (MLT) Faculty): Retired MLT faculty member Linda Breiwick noted serving “on the MLT program faculty for 29 years and expressed pride in the program’s long-standing success, including its move into the Cedar Building. She emphasized the program’s importance statewide, noting that only three MLT programs exist in Washington—at Shoreline, Clover Park, and Wenatchee. “Shoreline’s graduates consistently achieve full employment, as hospitals and the medical sector have a continual need for trained laboratory professionals” and reiterated that Shoreline maintains a strong, high-quality MLT program.

**Molly Morse** (Retired Medical Laboratory Technology (MLT) Faculty): Retired MLT faculty member Molly Morse spoke of how highly respected Shoreline’s MLT program is within the field and that the program continues to grow in response to high statewide demand. “Many rural healthcare facilities

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rely heavily on Shoreline graduates, with some sites employing predominantly Shoreline-trained staff.” Molly stressed the importance of maintaining the program, particularly given its small size and the significant challenges associated with securing clinical placements, which must be arranged up to eighteen months in advance. In addition, Molly expressed strong support for the instructor whose position is proposed for reduction, noting the instructor’s exceptional qualifications, extensive experience, and the difficulty of replacing the instructor with someone equally skilled.

**Dennis Smith** (Classified Staff-Transitional Studies): Dennis Smith reported that recent immigration enforcement actions nationwide have created fear and instability among students in Transitional Studies, particularly for English Language Learning students. He added that faculty have also expressed uncertainty about how to reassure students regarding campus protections and noted that despite intended safeguards, national incidents show these protections are not always upheld, resulting in some students discontinuing attendance due to fear and perceived risk.

**Avery Loy** (Classified Staff-Testing & Assessment): Amber Loy reported being amongst the many staff affected by the College’s payroll issues and emphasized that staff are essential to the institution, particularly in Student Affairs, where employees provide key front-facing services for students and community members, including individuals from other institutions seeking certification. Amber noted that messages to impacted staff of the significant payroll overpayments and timeline for repayment occurred at the end of the fall quarter. “Despite these challenges, staff continue to support students, but morale and trust have been significantly damaged. Student retention and enrollment efforts cannot succeed without staff retention.”

**Zara Eubanks** (Classified Staff-International Education): Statement attached.

**Esther Lim** (Medical Laboratory Technology (MLT) Faculty): Statement attached.

-4:32 PM: 10-minute break-

#### REPORT: ACCREDITATION

Planning, Institutional Effectiveness & Project Management Associate Vice President/Accreditation Liaison Officer Ann Garnsey-Harter’s report included information on accreditation and planning activities, the learning outcomes assessment process, and updates on program reviews.

Regarding the report due to the Northwest Commission on Colleges and Universities (NWCCU) on September 1, 2026, Associate Vice President Garnsey-Harter noted:

- A backwards timeline is in place; the College is on track.
- Work on updating technology, facilities, and governance policies and plans, and

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corresponding documentation, continues.

REPORT: FINANCE & BUDGET

Business & Administrative Services Vice President Joe Mazur went over the Fiscal Year-to-Date (YTD) at 12/31/2025 documents (attached) for State Support, Grants, and Contracts Funds.

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 ASSOCIATED STUDENT GOVERNMENT (ASG)

Associated Student Government (ASG) President Tiger Cheng was unable to attend the January 28, 2026 meeting.

CONSTITUENT REPORT: SHORELINE FACULTY (SCCFT)

Professor & SCCFT Local 1950 Union President Eric Hamako read the SCCFT President's Statement to the Board of Trustees (attached).

CONSTITUENT REPORT: SHORELINE FACULTY SENATE

Professor & Faculty Senate Chair A.J. Mendoza read the Faculty Senate Chair Statement (attached).

REPORT: APPOINTMENT REVIEW COMMITTEE (ARC) PROCESS

Student Affairs Vice President/Academic Affairs Interim Vice President Ryan Aiello provided an overview of the Appointment Review Committee (ARC) process, including timelines.

Consensus of the Board:

- To reinstitute meeting with the ARC chairs and unit administrators of second year tenure track faculty candidates.

ACTION: FACILITIES RENTALS RATE INCREASE PROPOSAL

Executive Director Dawn Lowe-Wincentsen provided an overview of the action item (Facilities Rentals Rate Increase Proposal).

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Motion 26:02: Motion by Trustee Ringer to approve the rentals rate increases as presented.

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

ACTION: REVISION TO BOARD OF TRUSTEES POLICIES MANUAL

President Kahn provided an overview of the action item (Revision to Board of Trustees Policies Manual).

Motion 26:03: Motion by Trustee Chan to approve the revision as presented.

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

FIRST READING: STATE SUPPORT AND GRANT FUNDS – BUDGET AMENDMENT NUMBER 1 FOR FISCAL YEAR ENDING 6/30/2026

Business & Administrative Services Vice President Joe Mazur withdrew the item for the following reasons:

1. Board approval already granted: The Board approved the related contract-fund transfer decreases at its December meeting; therefore, this amendment no longer requires additional Board action.
2. Adjustment falls within delegated authority: The \$15,000 budget adjustment is within the College President’s budget-adjustment percentage authority previously delegated by the Board.
3. Timing of year-end adjustments: Budget transfers and reserve uses are finalized during fiscal year-end close; the proposed changes would not occur until that time.
4. Maintaining a single adopted budget: Trustee Chan requested keeping the original July 1, 2025 adopted budget intact to avoid multiple versions and ensure clarity for Board oversight.

REPORT: COLLEGE PRESIDENT & EXECUTIVE TEAM REPRESENTATIVES

Ryan Aiello, Vice President-Student Affairs/Interim Vice President-Academic Affairs

Vice President Aiello spoke about spending time visiting the classrooms of early childhood aged learners, attending a statewide parent education meeting, plan to attend the Dental Hygiene open house, commending the Nursing faculty and staff, and meeting with

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Transitional Studies faculty.

Brian Crisanto Ramos, Vice President– Office of yəhaw

Vice President Crisanto Ramos reported on student support and engagement activities, staffing updates, response to immigration concerns, and the creation of an undocumented student task force.

President Kahn

President Kahn reported on recent events he attended, including the Shoreline’s Rotary Club meeting, an artist reception, the Foundation’s alumni gathering, and a 77<sup>th</sup> Republic Day Celebration of India.

WAVES OF GRATITUDE

President Kahn’s waves of gratitude included gratitude to the yəhaw Center for Student Empowerment team and Vice President Crisanto Ramos for their continued dedication to student retention, academic completion, barrier removal, and for their work on the yəhaw Center for Student Empowerment launch which drew more than one-hundred students from diverse communities, reflecting growing cross-community engagement.

President Kahn affirmed that classified staff concerns are valid and that the College is committed to rebuilding trust.

ACTION: ADJOURNMENT OF REGULAR SESSION

Motion 26:04: 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 meeting at 6:33 PM.

Signed \_\_\_\_\_  
Kim Wells, Chair

Attest: February 25, 2026

\_\_\_\_\_  
Lori Y. Yonemitsu, Secretarys

**Chair, Trustees, President Kahn, and members of the Board — thank you for the opportunity to speak today.**

My name is Jesse Smith. I am a graduate of Shoreline Community College's GM ASEP program, class of 2010, and I've only recently joined this advisory board. I'm speaking today as an alumnus, an industry professional, and as someone whose career and sense of purpose were shaped directly by this program.

I understand the seriousness of the decisions before you. Program reductions affect real people and real outcomes. What I hope to offer today is clarity around what the GM ASEP program truly represents — and what is at risk if it is lost.

Students who enter the ASEP program are not discovering the automotive field for the first time. They arrive already committed. What makes this program special is how it refines that commitment into capability.

The ASEP program provides highly specialized, manufacturer-specific education that reflects how modern vehicles are actually diagnosed, repaired, and supported in the real world. Students learn how to think through complex systems, how to interpret data, how to follow technical process, and how to take responsibility for work that directly affects people's safety and livelihoods.

Those skills are not generic. They are developed intentionally, over time, and they matter deeply in this industry.

A central reason for that impact is the instructor.

Scott Main is more than a teacher. He is a mentor in the fullest sense of the word. For many of us, Scott became a lifelong guide — someone who invested in our growth not just as technicians, but as professionals and people. He taught accountability, pride in workmanship, and respect for the responsibility that comes with this career.

Fifteen years after graduating, Scott remains a trusted mentor and friend to me and to many of his former students. That kind of influence cannot be replaced with curriculum alone. It is built through experience, consistency, and genuine commitment to students.

I came into the ASEP program already committed to the automotive field. Shoreline refined that commitment into the skills, standards, and professional mindset I rely on today. For all intents and purposes, I am now a GM World Class Technician, with my 9<sup>th</sup> and final certification milestone just weeks away — an outcome that began with the foundation I received here.

Just as importantly, the program prepared me to lead. The way I problem-solve, mentor others, and represent my profession is rooted in what I learned through ASEP. This program doesn't just produce technicians — it develops people who raise the level of those around them.

While I no longer work for the dealer who sponsored my time in ASEP, I continue to serve my local and surrounding community through my work at Sunset Chevrolet. I was not asked by my dealer to speak today — I am here because of a deep passion for this industry and for the program that shaped my career. In my day-to-day work, I experience real job satisfaction and a strong sense of belonging. I know the people I serve. I diagnose and repair the vehicles that families rely on, small businesses depend on, and that keep people moving to work, school, and medical care. By keeping vehicles moving, I help keep lives and livelihoods moving within my own community.

That connection matters. It creates pride in the work, responsibility for the outcome, and long-term commitment to the field.

This is not only my story. From my experience working alongside newer ASEP graduates in the Puget Sound region, I can attest that they arrive prepared, grounded, and ready to contribute from day one. They understand not only the technical demands of the job, but also the responsibility that comes with serving their community.

If the GM ASEP program is eliminated, what is lost is not simply a class, a credential, or source of revenue. What is lost is a proven pathway — one built on specialized instruction, mentorship, and a deep connection between education, industry, and community.

Once that pathway is gone, it is not easily rebuilt.

As Trustees, you are stewards not only of policies and structures, but of Shoreline's mission and legacy. This program reflects the very best of what a community college can be — opportunity, relevance, and lasting impact.

Shoreline Community College and GM ASEP did more than teach me a trade. It shaped how I think, how I lead, and how I serve my community. I am here today because this program existed — and because someone like Scott Main was entrusted to lead it.

Thank you for your time, your service, and your thoughtful consideration.

I have been working with Scott Main for over 20 years. During that time, I have been a strong supporter of the GM ASEP program. Over the years, I've watched Scott continuously put out a good product, in the form of qualified GM Service Technicians.

Scott has worked hard over the years, constantly evolving the program to meet the needs of his students and of our local dealerships. It's easy for us to get stuck in our lanes and keep doing what we do. However, Scott has not done that. The car business changes every day and Scott has continued to keep up with it.

The level of technician that comes out of the GM ASEP program is generally much higher than someone who will just enter straight into the dealership world. The hands-on training, the technical understanding, and the institutional knowledge of the industry that Scott instills in his students puts them ahead of their peers. They hit the ground running two steps ahead of a peer who didn't attend the program. And, that goes beyond just the academic curriculum.

Before I went to work for GM, I was a Service Manager at a few local GM dealerships. At each one I worked at, I always strived to have an ASEP student on my staff. I was well aware that when these students graduate the program, they will be ready to continue on a great path, becoming some of the best and most knowledgeable technicians in the industry.

An aspect that's easy to overlook is the student themselves and what this program provides them and provides our community. These young people come out of the program earning more money than those who don't. They contribute to community, they're hard working, and are valued members of society. Technicians are no longer grease monkeys. They are technically advanced diagnosticians who keep the vehicles you and I drive on the road every day. The days of tuning a carburetor and making adjustments by ear have been replaced by evaluating electronic data using highly sophisticated equipment.

To properly prepare the young people who are driven to follow this field is incredibly important. We've never experienced a time before where we were at such a shortage for quality automotive technicians. As I said earlier, Scott has grown and molded this program to it's current state. And, in my eyes, it's in a very good place. I don't know all of the reasons

behind the scenes that would prompt the discussion to remove Scott and GM ASEP program. But, I can tell you without a doubt, that to do so would be a great disservice to local dealerships, the community, and the many students who would be coming through the program to become our next generation of young, talented automotive technicians.

My name is Linda Forst. I am the **recently retired Director of the Criminal Justice Program at SCC**. I was previously retired as a Police Captain from a South Florida law enforcement agency and was hired by SCC in 2001. While rising through the ranks of the department, I attended Florida Atlantic University part time and obtained my Masters and Doctorate. My dissertation was in Acquaintance Rape. I have done a great deal of writing/ teaching and speaking on an assortment of policing issues and my top-selling textbook "Intro to Policing" is now in its 10<sup>th</sup> edition.

I have had issues with HR in the last decade which cost me money and consequently had little trust in HR. After several emails, I requested to meet in person with HR in anticipation of my August 31 retirement. **I met with Veronica Zura and a staff member on August 21 at SCC**. At that meeting we completed all paperwork and Ms. Zura assured me that on September 1, she would send an email to the VEBA plan to activate my plan and VEBA would contact me.

**When I didn't hear from VEBA, I emailed Ms. Zura on November 25 asking what the status was. The next day, I received an email informing me that the gross amount of my sick leave was paid to me instead of sending the money to VEBA. Randomly, there was also a payroll payment made to me on Oct 10, 2025, 6 weeks after I had left SCC employment. I was instructed to pay the total amount (\$22,089.58) back immediately. Due to concerns that SCC would cause complications with my income taxes for 2025, I responded to SCC in person with my check on December 08 so that HR could update the paperwork, ASAP.**

No one could answer my questions about how and why this happened and all Ms. Zura could say was that "someone was not doing their job" and when asked about oversight or auditing, she commented that she was working on changing procedures. **She also informed me that I was the only one this had happened to and when pushed said "I was just lucky."**

I also raised a concern that it was personal as **she had just voted to "defund" my position** a step towards destroying the CJ program- a renowned program at SCC since 1964. During the fall quarter, a **"Forward Looking Program Review" of the CJ program was conducted and the #1 goal/ recommendation by the consultant was to hire a full-time faculty chair**. He also documented the active and strong advisory committee who had actively participated in the development of the civilian, law-enforcement adjacent certificate programs to assist with finding capable, employees to fill the well-paying civilian jobs they have waiting. **The Criminal Justice Advocacy Program (CJAC) was developed after feedback from our last external Program Review in 2019. A new certificate (Support Services Certificate) was scheduled to start this fall but due to lack of support by SCC, it did not commence.** The CJ advisory committee is frustrated that this workforce pathway to good jobs is being

ignored. Senator John Lovick is also disturbed by this turn of events as he has been working on these types of programs in the State Senate to assist the law enforcement profession. **Senator Lovick is one of our most visible alums and a staunch supporter of our CJ program since 2001. He is always willing to do whatever he can to help public service.** On Sept 25 of this year, he was the keynote speaker at a foundation fundraising event for SCC.

I am concerned that Ms. Zura has been tasked with making funding decisions regarding the future of SCC when she cannot keep her own unit in order and lacks understanding of the consequences of her shortsighted decisions.

I feel the BOT would benefit from this information as you provide oversight to the governance of the college.

Thank you for the opportunity of speaking today. My name is Dannica Totten, pronouns she/her, and I am the Program Manager of the Assessment & Testing Center. We are a small and dedicated Team who help both our students and community with their testing needs. Out of our staff of 5, myself included, 4 of us have been affected by payroll issues throughout the years. My expected salary increase in July should have been 3% and when it jumped to 5%, I emailed Human Resources/payroll to have it double checked. It was explained **quote “After reviewing your pay with our classified HRC, they informed me that your job class, Program Manager A, was reclassified by the Office of Financial Management from salary range 48 to salary range 49, Step L, starting July 1. On top of this, there is an additional increase in the salary range step for Shoreline CC being in King County. Your current pay is correct” end quote.** It was not correct and I owe. There is never a convenient time to repay a longstanding mistake of 6 months. Life happens: I’ve had a death in the family in November with travel to Oklahoma, I have a sick family member with medical expenses, and extensive car repairs. This needs to change at the legislative level with a law protecting State Workers as it does in the private sector. Thank you for your time and consideration.

Good afternoon. I am JoAnna Buxton. I am part of the group of 53 people affected by the HR error that resulted in an overpayment that we must now repay.

I have been with the college for over a decade and I cannot even express the level of anger and disappointment I have felt about this error.

I am not at all satisfied, both as an affected employee and as a union shop steward, that appropriate steps have been taken in ensuring an error of this level won't happen again.

We've been told that the college is consulting with a few of our sister colleges to learn more about the intricacies of this ctcLink module. I would question why we waited for a catastrophe to do this if we were already aware of struggles with what reportedly, is a very difficult module.

I've watched a veritable revolving door of staffing in HR over the last several years, something that should have been a red flag, a warning sign that things were not ok. We did nothing proactive. Once again the college waited until a disaster to act and we're now scrambling to recover.

I am asking that the college provide a **full audit** of payroll. An audit performed by a **neutral, third party**. Our internal controls and processes are clearly inadequate or are not being used and followed. Based on that, I have no confidence that an internal audit will find and repair mistakes appropriately.

There needs to be accountability. There need to be systemic changes made in the way we do business internally, changes that protect the college's most valuable resources, its people. We can't serve our students if we aren't taking care of our own.

**Dear Members of the Board of Trustees,**

You know that one of the most fundamental human needs is the need for security - financial, professional, and psychological. This expectation is essential to trust, stability, and institutional effectiveness.

Recently, a serious breakdown occurred within a core administrative process related to Human Resources. Through no fault of the employees affected, their financial security was disrupted. Beyond the immediate impact, this incident raised broader concerns about the reliability of internal systems and safeguards.

What is most important to emphasize is that this appears to be a **systemic process failure**, not the result of individual employee error. Situations like this point to gaps in procedures, internal controls, and risk-prevention mechanisms that require institutional attention.

Human Resources plays a critical role in compliance, operational continuity, and employee well-being. When failures occur in this area, they expose the institution to legal, financial, and reputational risk — areas that fall squarely within the Board's fiduciary and oversight responsibilities.

This moment presents an opportunity to strengthen governance. A review of HR processes, internal controls, and accountability structures would help restore confidence, ensure transparency, and prevent recurrence — while reinforcing leadership's commitment to institutional integrity.

Addressing this thoughtfully and proactively will demonstrate to employees that the institution takes its obligations seriously and is committed to continuous improvement.

Thank you for your leadership and stewardship.

Respectfully yours,

A handwritten signature in black ink, appearing to read 'Zara Eubanks', with a long horizontal line extending to the right.

Zara Eubanks  
Administrative Assistant 3  
International Education & Global Engagement

Date: January 28, 2026

Good afternoon President Jack Kahn and Board Board of Trustees,

I am writing to formally advocate for the retention of Ms. Nicole Lupinacci as a tenure-track instructor and to request a collaborative path forward to ensure the continued success of the Medical Laboratory Technology (MLT) program.

We have been working to clarify to the college that the MLT program operates on a cohort-based model where enrollment is strictly governed by the availability of clinical practicum training rotations. Despite these constraints, the MLT department is being proactive; and we have already deployed requests to our already established affiliate partners for additional student training and rotations for the next two cycles to secure more enrollment seats for both our full-time and part-time MLT programs.

Ms. Nicole Lupinacci is a vital subject matter expert for this growth. She joined the program in early 2023 when the department faced significant faculty turnover, taking over Microbiology and Immunology—areas that were consistently taught by part time faculty despite having two FT faculty. She developed the curriculum in real-time and asserted herself as a leader for a wary cohort of students. Her expertise is not just an asset; it is a requirement for us to teach the specialized curriculum mandated by our NAACLS accreditation. Without her, our ability to maintain safety standards and instructional quality would be deeply compromised.

Instead of a Reduction in Force (RIF) that would undermine years of progress and jeopardize our accreditation, I urge the college to work with the MLT department as it seems to be the best outcome. We have already built the momentum; now we need the support and team work from **you**. **The MLT department deserves to be promoted loudly to the community to ensure we fill the new seats we are currently securing through our clinical affiliates. We need Shoreline’s marketing team to help with creating this noise. We’d benefit so much if Shoreline’s Foundation can help steer some of its resources to strengthen the affiliate partnerships that provide the vital rotations our students must have to graduate. We need Shoreline to leverage Outreach to demonstrate that Shoreline remains a leader in closing the critical workforce gap in regional healthcare.**

Removing a qualified, tenure-track expert while the department is meeting 100% of its clinical capacity is a direct threat to our mission. I urge you to rescind the recommendation for Nicole Lupinacci’s RIF and instead partner with us to utilize the college’s marketing and foundation resources to grow this vital program to its full potential.

Sincerely,

Esther Lim, MSML, BSBME, MLS(ASCP)<sup>CM</sup>, MA-P

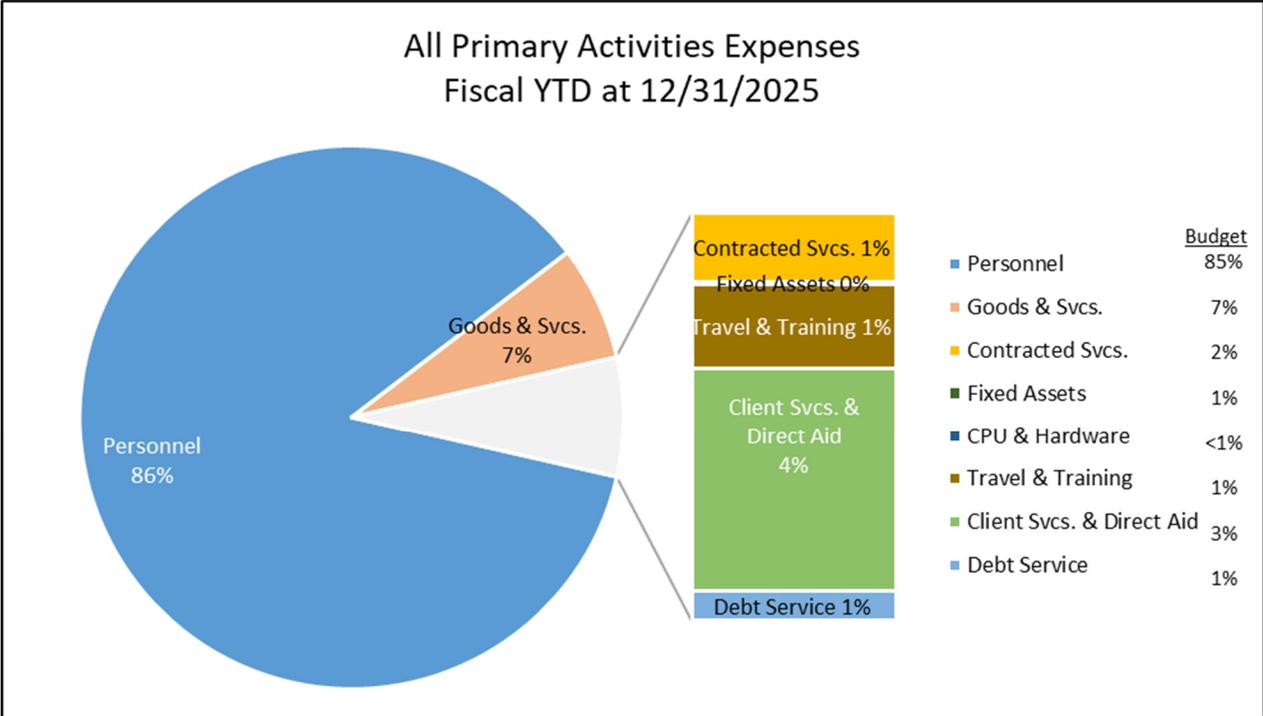
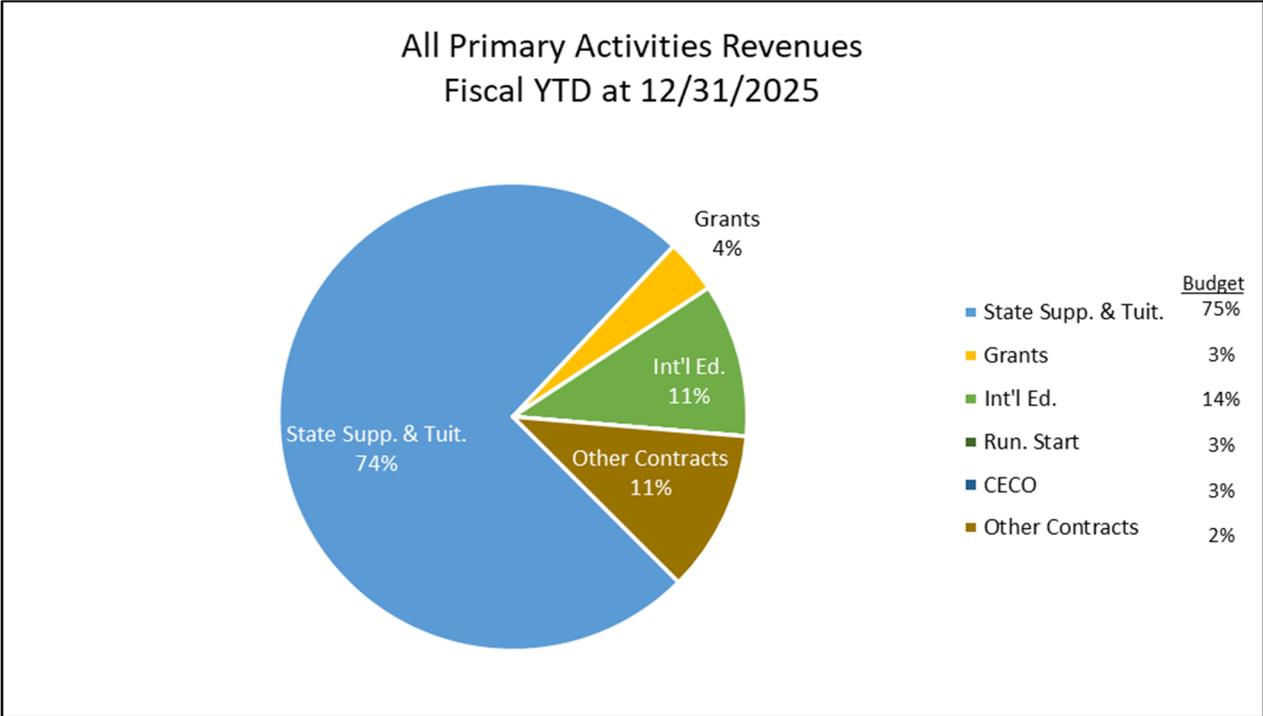
Director | Professor

Medical Laboratory Technology & Phlebotomy

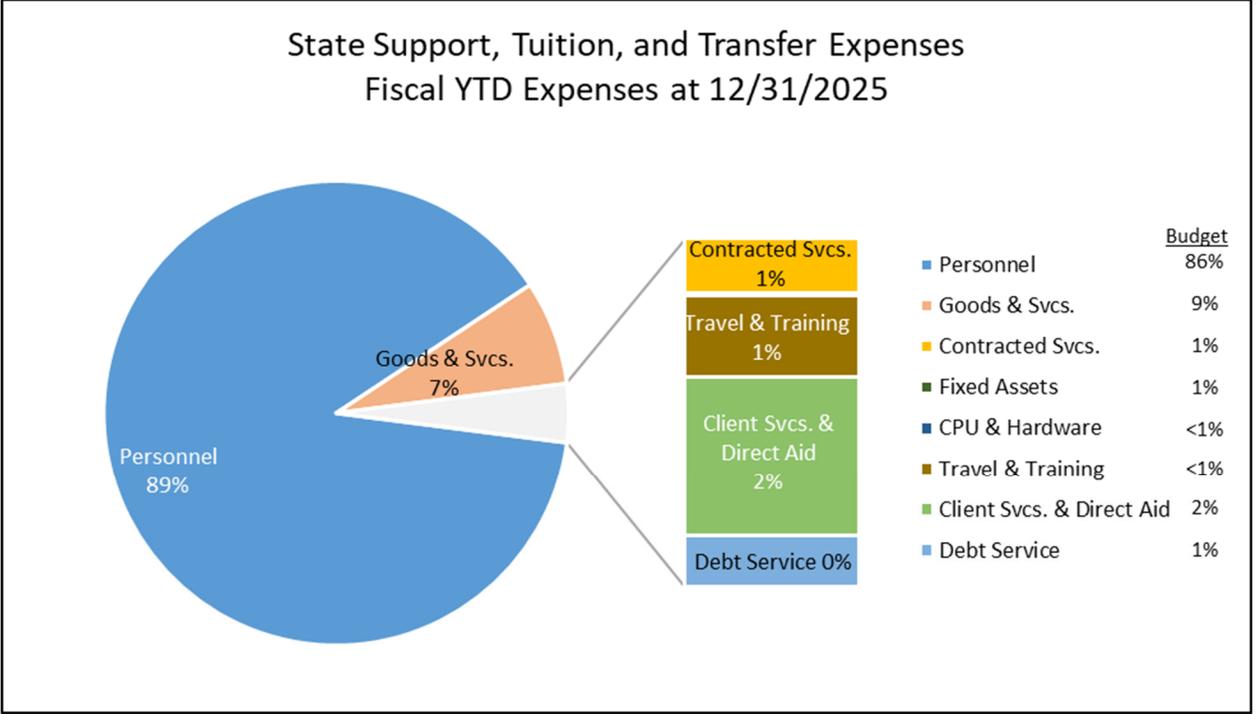
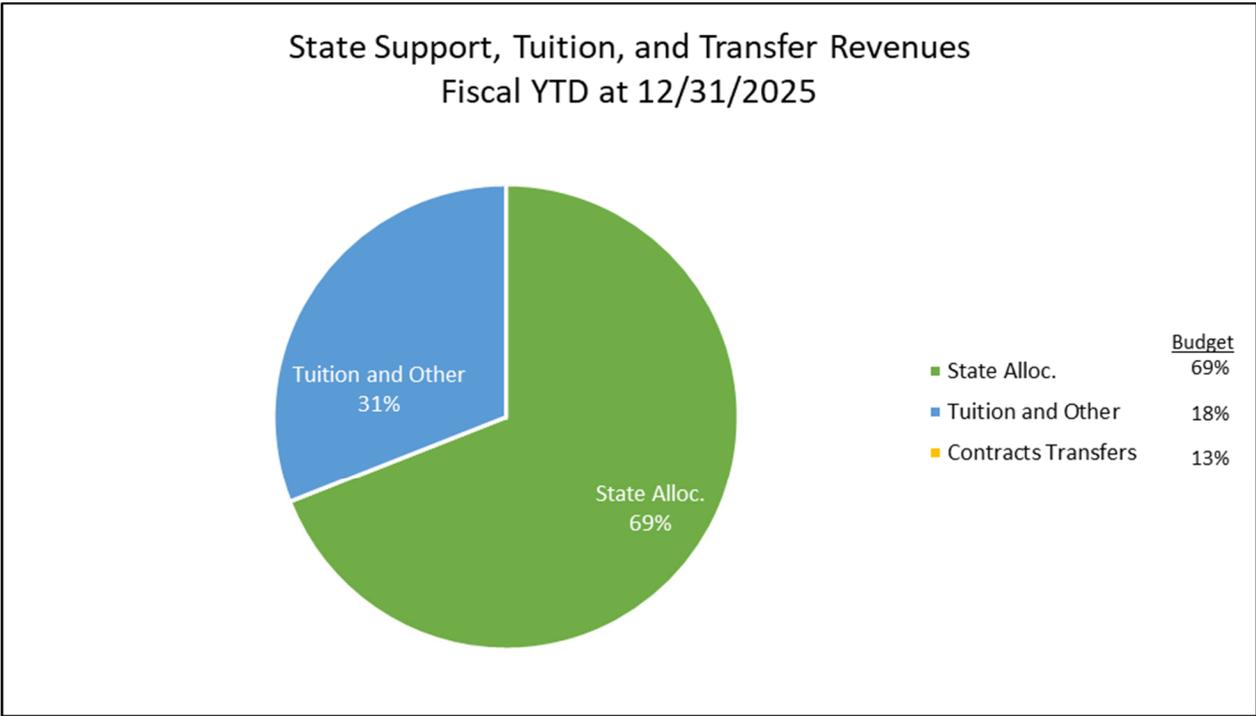
**Shoreline Community College**

[www.shoreline.edu](http://www.shoreline.edu) | 206.546.6947

**Shoreline College**  
**Total of Primary Activities**  
**Fiscal Year-to-Date (YTD) at 12/31/2025**



**Shoreline College  
State Support Funds  
Fiscal Year-to-Date (YTD) at 12/31/2025**



**SHORELINE COLLEGE  
FINANCIAL REPORT - STATE SUPPORT FUNDS  
MONTH ENDED DECEMBER 31, 2025**

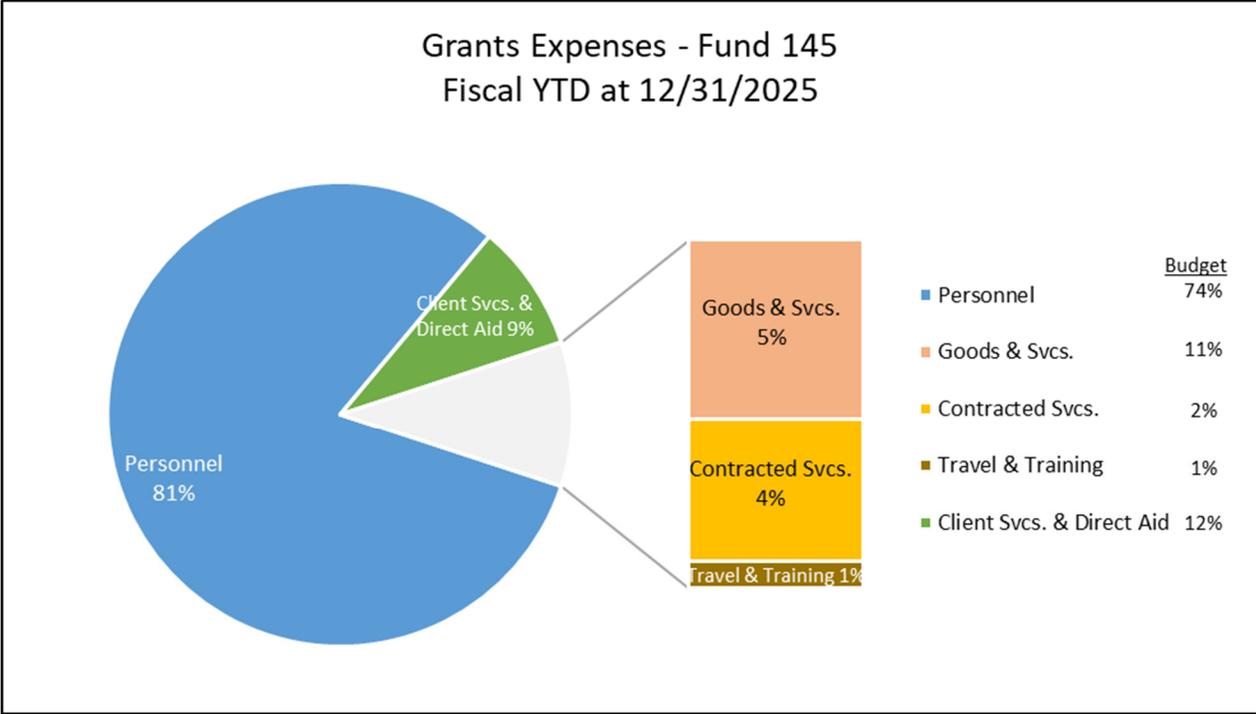
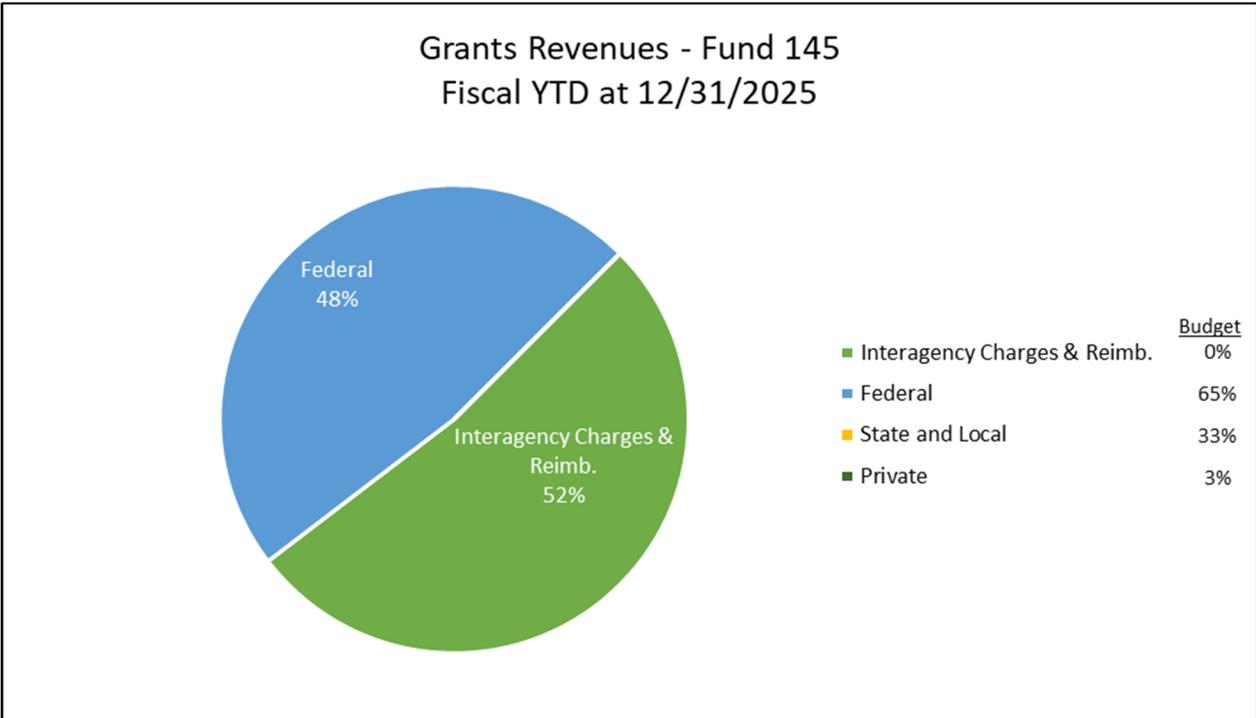
	Year-over-Year Comparison of Actuals				YTD Percent of Budget	
	(A) Prior Fiscal Yr. 12/31/2024	(B) Current Fiscal Yr. 12/31/2025	(B) - (A) CY to PY Inc./(Decr.)	Year-over- Year % Change	(C) 2025-26 Budget	(B) / (C) % of Budget
<b>State Allocations, Tuition, and Contract</b>						
<b>Ln. Transfers Revenues</b>						
1. State Allocations	\$ 13,422,084	\$ 15,875,124	\$ 2,453,039	18.3%	\$ 39,491,635	40.2%
2. Operating Tuition	\$ 6,401,925	\$ 6,960,507	\$ 558,582	8.7%	\$ 10,271,613	67.8%
3. Interest Income	-	164,526	164,526	-	100,000	-
<b>Subtotal State Alloc. and Tuition</b>	<b>19,824,009</b>	<b>23,000,156</b>	<b>3,176,147</b>	<b>16.0%</b>	<b>49,863,248</b>	<b>46.1%</b>
<b>Contract Expense Transfers:</b>						
4. International Education	12,950	-	(12,950)	0.0%	4,995,681	0.0%
5. Running Start	962,504	-	(962,504)	0.0%	1,925,000	0.0%
6. CECO	236,528	-	(236,528)	0.0%	473,048	0.0%
7. CEP	-	-	-	0.0%	50,000	0.0%
<b>Subtotal Contract Expense Transfers</b>	<b>1,211,982</b>	<b>-</b>	<b>(1,211,982)</b>	<b>0.0%</b>	<b>7,443,729</b>	<b>0.0%</b>
<b>Total Revenues and Contract Transfers</b>	<b>\$ 21,035,991</b>	<b>\$ 23,000,156</b>	<b>\$ 1,964,165</b>	<b>9.3%</b>	<b>\$ 57,306,977</b>	<b>40.1%</b>
<b>State Support Expenses</b>						
<b>Personnel Expenses</b>						
8. Exempt Employee Salaries and Wages	3,167,810	3,410,733	242,923	7.7%	\$ 6,788,741	50.2%
9. Full-Time Faculty Salaries and Wages	4,488,712	4,701,044	212,331	4.7%	12,105,313	38.8%
10. Part-Time Faculty Salaries and Wages	5,324,063	5,801,112	477,049	9.0%	9,262,407	62.6%
11. Classified Employee Salaries and Wages	4,005,829	4,053,206	47,377	1.2%	8,394,905	48.3%
12. Part-Time Hourly and Students Wages	166,289	214,894	48,604	29.2%	444,954	48.3%
13. Employee Benefits	5,788,279	6,099,736	311,457	5.4%	12,165,239	50.1%
<b>Subtotal Personnel Expenses</b>	<b>22,940,984</b>	<b>24,280,724</b>	<b>1,339,740</b>	<b>5.8%</b>	<b>49,161,559</b>	<b>49.4%</b>
<b>Current and Capital Expenses</b>						
Goods and Services:	1,875,542	1,995,101	119,559	6.4%	4,923,919	40.5%
14. Supplies and Materials	194,671	116,791	(77,880)	-40.0%		
15. Other Goods and Services	93,425	108,977	15,552	16.6%		
16. Utilities, Recycling, and Waste Disposal	607,896	726,411	118,515	19.5%		
17. WA State Agency Services	55,111	26,572	(28,538)	-51.8%		
18. Legal, Acct., and Audit Services	74,800	78,998	4,198	5.6%		
19. Insurance Premiums	179,870	117,206	(62,664)	-34.8%		
20. Furniture and Equipment - Non-Cap.	18,003	38,528	20,525	114.0%		
21. Software License And Maint. - Non-Cap.	400,818	455,269	54,451	13.6%		
22. Subscriptions and Periodicals	113,276	37,696	(75,581)	-66.7%		
23. Repairs and Maintenance	73,360	50,160	(23,200)	-31.6%		
24. Voice and Data Transmission Services	59,119	117,936	58,817	99.5%		
25. Banking and Merchant Fees	5,192	120,558	115,365	2221.8%		
26. Contracted Services	334,640	172,968	(161,673)	-48.3%	556,226	31.1%
27. Capital Outlays - Fixed Assets	19,385	9,621	(9,764)	-50.4%	577,480	1.7%
28. Computers and Related Hardware - Non-Cap.	14,147	-	(14,147)	-100.0%	241,911	0.0%
29. Travel and Training	188,179	260,357	72,178	38.4%	167,408	155.5%
30. Client Services and Direct Aid	412,839	508,837	95,998	23.3%	1,078,474	47.2%
31. Debt Service	291,265	163,179	(128,086)	-44.0%	600,000	27.2%
<b>Subtotal Current and Capital Expenses</b>	<b>\$ 3,135,997</b>	<b>\$ 3,110,064</b>	<b>\$ (25,934)</b>	<b>-0.8%</b>	<b>\$ 8,145,418</b>	<b>38.2%</b>
<b>Total State Support Expenses</b>	<b>\$ 26,076,982</b>	<b>\$ 27,390,788</b>	<b>\$ 1,313,806</b>	<b>5.0%</b>	<b>\$ 57,306,977</b>	<b>47.8%</b>
	\$ (5,040,991)	\$ (4,390,632)	\$ 650,359	-12.9%	\$ -	
State Support Reserves Beg. Balance at July 1	\$ 4,072,760	\$ 2,184,142	\$ (1,888,618)	-46.4%	\$ 2,184,142	
<b>32. State Support Reserves at 12/31/20XX</b>	<b>\$ (968,231)</b>	<b>\$ (2,206,490)</b>	<b>\$ (1,238,259)</b>	<b>127.9%</b>	<b>\$ 2,184,142</b>	

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

**SHORELINE COLLEGE**  
**FINANCIAL REPORT - STATE SUPPORT FUNDS**  
**VARIANCE ANALYSIS OF LINE ITEMS GREATER THAN \$100,000 AND 10%**  
**MONTH ENDED DECEMBER 31, 2025**

Line	Description	Analysis
<b>REVENUES</b>		
1.	State Allocations	Federal pass-through-funding award letters delayed while under legal review by WA Attorney General's Office, and \$1.1 million timing difference of additional State Allocations drawdown.
2.	Operating Tuition	Increase in year-over-year Fall quarter enrollment.
3.	Interest Income	Recording interest income consistently this fiscal year (FY) compared to prior year (PY).
<b>CONTRACT EXPENSE TRANSFERS</b>		
4.	International Education	Operating expense transfers to Fund 146 paused this FY due to reduction in Int'l Ed. enrollment revenue.
5.	Running Start	
6.	CECO	
<b>CURRENT AND CAPITAL EXPENSES</b>		
16.	Utilities, Recycling, and Waste Disposal	More expenses this FY compared to PY due to increases in energy costs.
25.	Banking and Merchant Fees	Bank Merchant fees are higher this FY compared to PY because we are current with bank reconciliations.
26.	Contracted Services	Reduced expenses this FY compared to PY and correctly charging Accounting Consultant fees to "Legal, Accounting, and Audit Services" line 18.
31.	Debt Service	Decrease in expenses this FY compared to PY due to clean up of FY 2024 debt service entries.
32.	State Support Reserves at 12/31/20XX	Reduction in Operating Reserves compared to prior year due to general ledger clean up as approved at the August 14, 2025 Board of Trustees Special Meeting. \$1.1 million timing difference of additional State Allocations drawdown not reflected in general ledger.

**Shoreline Community College  
Grants Funds 145  
Fiscal Year-to-Date (YTD) at 12/31/2025**



Ln.	Year-over-Year Comparison of Actuals				YTD Percent of Budget		
	(A) Prior Fiscal Yr. 12/31/2024	(B) Current Fiscal Yr. 12/31/2025	(B) - (A) CY to PY Inc./Decr.)	Year-over- Year % Change	(C) 2025-26 Budget	(B) / (C) % of Budget	
<b>Ln. Grant Revenues</b>							
1.	Intercollege and Interagency Charges & Reimbursements	\$ 452,924	\$ 597,246	\$ 144,322	31.9%	\$ -	
2.	Federal	316,585	548,719	232,134	73.3%	1,508,617	36.4%
3.	State and Local	-	-	-		758,818	0.0%
4.	Private	-	-	-		64,500	0.0%
	<b>Total Grant Revenues</b>	<b>\$ 769,509</b>	<b>\$ 1,145,965</b>	<b>\$ 376,456</b>	<b>48.9%</b>	<b>\$ 2,331,935</b>	<b>49.1%</b>
<b>Grant Expenses</b>							
<b>Personnel Expenses</b>							
5.	Exempt Employee Salaries and Wages	89,313	78,783	(10,530)	-11.8%	\$ 295,285	26.7%
6.	Full-Time Faculty Salaries and Wages	48,972	15,435	(33,538)	-68.5%	136,940	11.3%
7.	Part-Time Faculty Salaries and Wages	123,335	36,256	(87,080)	-70.6%	375,917	9.6%
8.	Classified Employee Salaries and Wages	167,891	326,001	158,110	94.2%	364,163	89.5%
9.	Part-Time Hourly and Students Wages	51,935	93,746	41,811	80.5%	131,316	71.4%
10.	Employee Benefits	136,493	173,904	37,412	27.4%	424,752	40.9%
	<b>Subtotal Personnel Expenses</b>	<b>617,939</b>	<b>724,125</b>	<b>106,186</b>	<b>17.2%</b>	<b>1,728,373</b>	<b>41.9%</b>
<b>Current and Capital Expenses</b>							
11.	Goods and Services	44,605	46,259	1,654	3.7%	249,361	18.6%
12.	Supplies and Materials	4,494	8,207	3,713	82.6%		
13.	Other Goods and Services	39,581	35,742	(3,839)	-9.7%		
14.	Utilities, Recycling, and Waste Disposal	-	-	-			
15.	WA State Agency Services	-	-	-			
16.	Legal, Acct., and Audit Services	-	-	-			
17.	Insurance Premiums	-	-	-			
18.	Furniture and Equipment - Non-Cap.	-	1,858	1,858			
19.	Software License And Maint. - Non-Cap.	300	-	(300)			
20.	Subscriptions and Periodicals	-	300	300			
21.	Repairs and Maintenance	-	-	-			
22.	Voice and Data Transmission Services	230	152	(78)	-33.8%		
23.	Banking and Merchant Fees	-	-	-			
24.	Contracted Services	7,205	36,627	29,422	408.4%	55,250	66.3%
25.	Capital Outlays - Fixed Assets	-	-	-			
26.	Computers and Related Hardware - Non-Cap.	7,949	-	(7,949)			
27.	Travel and Training	18,950	7,098	(11,852)	-62.5%	24,715	28.7%
28.	Client Services and Direct Aid	76,216	79,357	3,142	4.1%	274,236	28.9%
29.	Debt Service	-	-	-			
	<b>Subtotal Current and Capital Expenses</b>	<b>\$ 154,924</b>	<b>\$ 169,341</b>	<b>\$ 14,417</b>	<b>9.3%</b>	<b>\$ 603,562</b>	<b>28.1%</b>
	<b>Total Grant Expenses</b>	<b>\$ 772,863</b>	<b>\$ 893,466</b>	<b>\$ 120,603</b>	<b>15.6%</b>	<b>\$ 2,331,935</b>	<b>38.3%</b>
	<b>Grant Reserves Increase (Decrease)</b>	<b>\$ (3,355)</b>	<b>\$ 252,499</b>	<b>\$ 255,853</b>	<b>-7626.5%</b>	<b>\$ -</b>	

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

**SHORELINE COLLEGE  
 FINANCIAL REPORT - GRANT FUNDS 145  
 VARIANCE ANALYSIS OF LINE ITEMS GREATER THAN \$25,000 AND 10%  
 MONTH ENDED DECEMBER 31, 2025**

Line	Description	Analysis
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**GRANT REVENUES**

1.	Intercollege and Interagency Charges & Reimbursements	WA Dept. of Commerce Energy Grant Reimbursement in this FY for energy efficiency projects.
2.	Federal Grants	We are current on invoicing and drawdown of federal grant funds and more expenses in current year due to filled positions compared to vacancies in prior year.

**PERSONNEL EXPENSES**

6.	Full-Time Faculty Salaries and Wages	Less BEdA expenses this FY compared to PY.
7.	Part-Time Faculty Salaries and Wages	Reduced part-time and faculty stipend expenses this FY compared to PY fiscal year in BEdA, AANAPISI, and SIP Grants due to uncertainty in continuation of funding for the remaining year.
8.	Classified Employee Salaries and Wages	Increase in expenses this FY compared to PY position vacancies in AANAPISI and SIP Grants
9.	Part-Time Hourly and Students Wages	Increase in part-time classified and student hourly expenses this FY compared to PY in the AANAPISI Grant.
10.	Employee Benefits	Increase in expenses this FY due to PY position vacancies in AANAPISI and SIP Grants

**CURRENT AND CAPITAL EXPENSES**

24.	Contracted Services	More expenses in NSF Grants this FY compared to PY for Assessment Independent Contractors.
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**SHORELINE COLLEGE  
LIST OF ALL FEDERAL, STATE, AND LOCAL GRANT AWARDS  
MONTH ENDED DECEMBER 31, 2025**

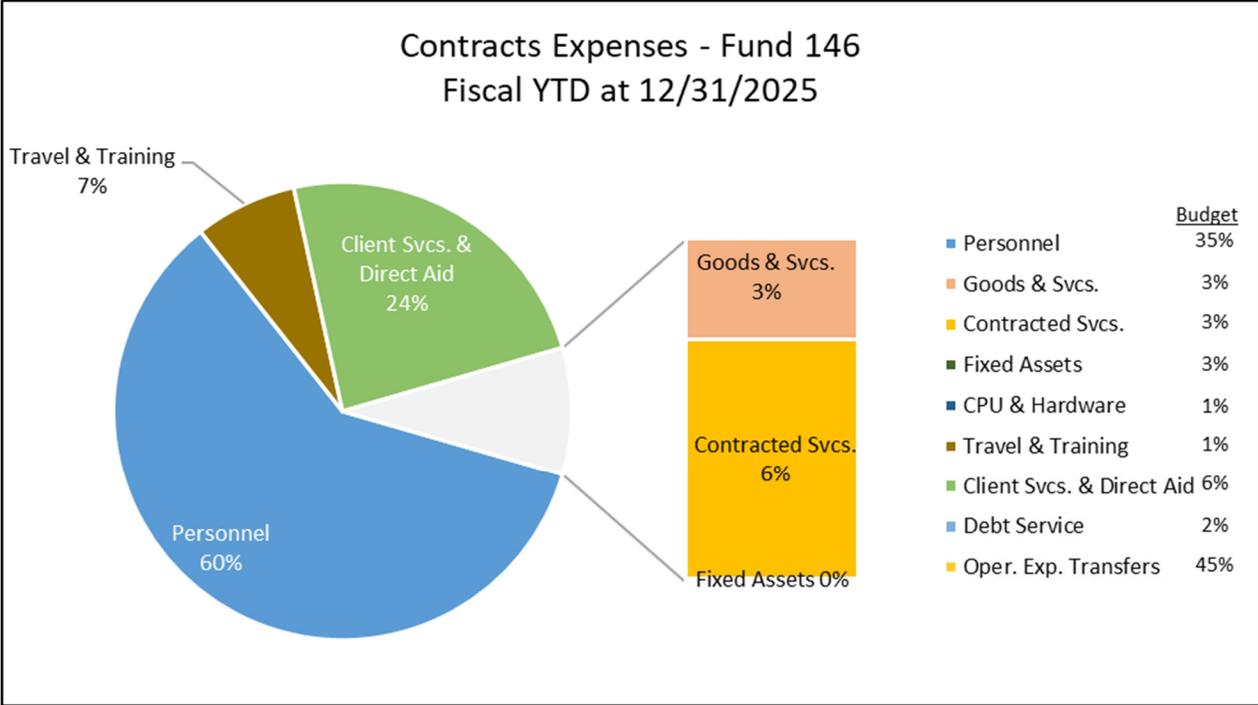
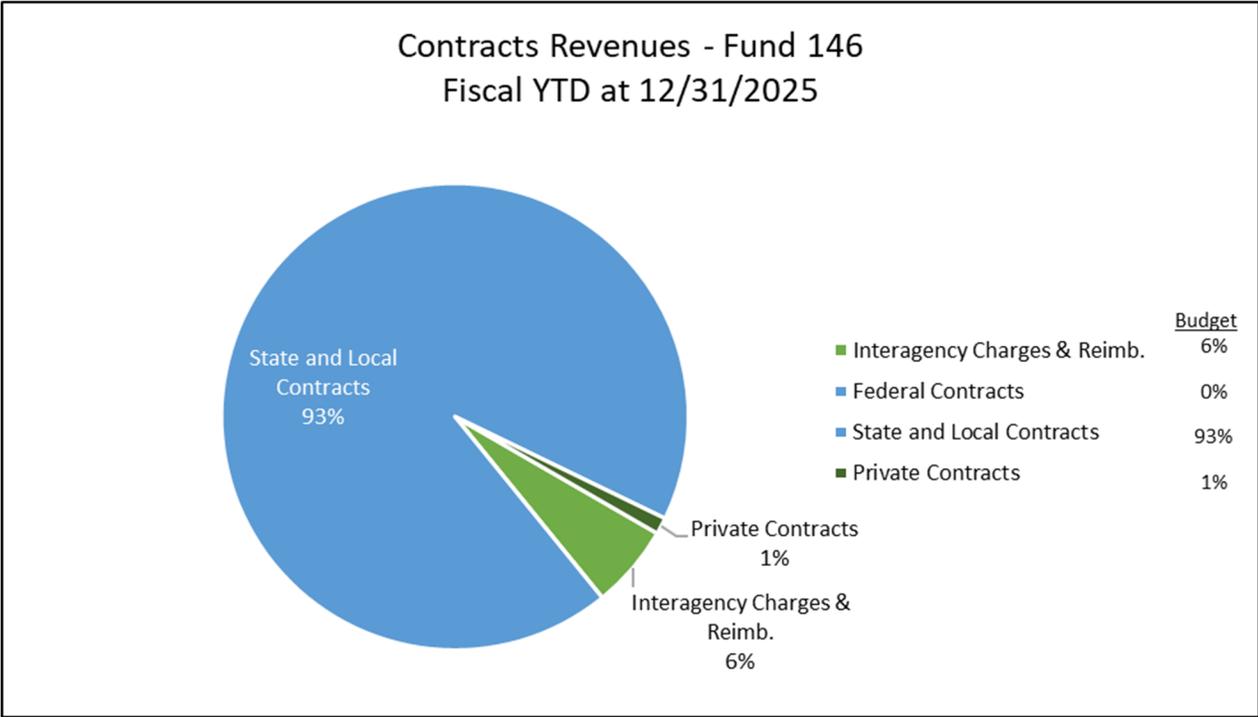
<b>FEDERAL GRANT AWARDS</b>							
Name	Grantor	Grant Period	TOTAL Award		Expenses to Date	Balance Remaining	% Bal Remain
SIP: Title III Strengthening Institutions Program	U.S. Dept of Education	10/1/21 - 9/30/26	\$	2,392,561	\$	1,599,137	\$ 793,424 33.2%
AANAPISI: Title III Asian American, Native American & Pacific Islander Serving Institutions	U.S. Dept of Education	10/1/21 - 9/30/26	\$	1,524,791	\$	1,006,140	\$ 518,651 34.0%
IUSE: Innovation in Two-Year College STEM Education	Nat'l Science Foundation (NSF)	10/1/24 - 9/30/27	\$	499,954	\$	146,296	\$ 353,658 70.7%
Biotech Hub	Nat'l Science Foundation (NSF)	5/15/21 - 11/30/25	\$	426,886	\$	426,886	\$ - 0.0%
<b>TOTAL FEDERAL GRANT AWARDS</b>			<b>\$</b>	<b>4,844,192</b>	<b>\$</b>	<b>3,178,460</b>	<b>\$ 1,665,732 34.4%</b>

<b>STATE AND LOCAL GRANT AWARDS</b>							
Name	Grantor	Grant Period	TOTAL Award		Expenses to Date	Balance Remaining	% Bal Remain
BFET (Basic Food Employment and Training)	SBCTC Federal Pass-Thru	10/1/24 - 9/30/25	\$	543,213	\$	539,308	\$ 3,905 0.7%
BFET (Basic Food Employment and Training)	SBCTC Federal Pass-Thru	10/1/25 - 9/30/26	\$	567,865	\$	45,364	\$ 522,501 92.0%
Workfirst Delivery Agreement	SBCTC Federal Pass-Thru	7/1/25 - 6/30/26	\$	422,384	\$	212,940	\$ 209,444 49.6%
Perkins Plan	SBCTC Federal Pass-Thru	7/1/25 - 6/30/26	\$	285,507	\$	96,205	\$ 189,302 66.3%
Perkins Leadership Block Grant	SBCTC Federal Pass-Thru	7/1/25 - 6/30/26	\$	30,000	\$	-	\$ 30,000 100.0%
BEEdA (Basic Ed. for Adults) Master Grant	SBCTC Federal Pass-Thru	7/1/25 - 6/30/26	\$	271,327	\$	-	\$ 271,327 100.0%
BEEdA New Arrivals Funds	SBCTC Federal Pass-Thru	7/1/25 - 6/30/26	\$	48,000	\$	31,417	\$ 16,583 34.5%
BEEdA IELCE	SBCTC Federal Pass-Thru	7/1/25 - 6/30/26	\$	69,229	\$	32,517	\$ 36,712 53.0%
<b>SUBTOTAL of SBCTC Federal Pass-Thru Awards:</b>			<b>\$</b>	<b>2,237,525</b>	<b>\$</b>	<b>957,752</b>	<b>\$ 1,279,774 57.2%</b>
Worker Retraining Program Proviso (001-123)	SBCTC	7/1/25 - 6/30/26	\$	1,545,231	\$	524,404	\$ 1,020,827 66.1%
Nursing FTE Expansion Grant (24J-6BP)	SBCTC	7/1/25 - 6/30/26	\$	180,000	\$	29,243	\$ 150,757 83.8%
Supporting Students Experiencing Homelessness (S)	SBCTC	7/1/25 - 6/30/26	\$	108,000	\$	60,633	\$ 47,367 43.9%
High Demand Funding for MLT (24J-171)	SBCTC	7/1/25 - 6/30/26	\$	102,140	\$	31,239	\$ 70,901 69.4%
I-BEST Allocation (001-CK1)	SBCTC	7/1/23 - 6/30/26	\$	117,188	\$	58,971	\$ 58,217 49.7%
Student Emergency Assistance Grant (SEAG)(24J-1)	SBCTC	7/1/25 - 6/30/26	\$	155,000	\$	-	\$ 155,000 100.0%
<b>SUBTOTAL of SBCTC Grant Awards:</b>			<b>\$</b>	<b>2,207,559</b>	<b>\$</b>	<b>704,490</b>	<b>\$ 1,503,069 68.1%</b>
TTRPG (Table Top Role Playing Games) Innovation	WA State Library	2024 - 2025	\$	2,000	\$	1,029	\$ 971 48.6%
Biotech Internship Expansion (146-161-25081)	WA Research Foundation	2024 - 2026	\$	93,030	\$	80,288	\$ 12,742 13.7%
WSAC Universal Transfer Explorer Project (ITHAKA)	WA Student Achieve. Council (M)	4/19/24 - 6/30/25	\$	6,500	\$	3,089	\$ 3,411 52.5%
General Clean Energy Grant	WA State Dept of Commerce	7/1/24 - 6/30/25	\$	533,389	\$	55,922	\$ 477,467 89.5%
<b>SUBTOTAL of Other WA State Grant Awards:</b>			<b>\$</b>	<b>634,919</b>	<b>\$</b>	<b>140,328</b>	<b>\$ 494,591 77.9%</b>
Supporting Student Veterans and their Families	King County	7/1/25 - 6/30/28	\$	697,300	\$	21,481	\$ 675,819 96.9%
Bridge to Finish (Benefits Hub)	United Way-King County	7/1/25 - 6/30/26	\$	155,000	<i>In legal review.</i> *		
<b>SUBTOTAL of Local Grant Awards:</b>			<b>\$</b>	<b>852,300</b>	<b>\$</b>	<b>21,481</b>	<b>\$ 675,819 79.3%</b>
<b>TOTAL STATE AND LOCAL GRANT AWARDS</b>			<b>\$</b>	<b>5,932,303</b>	<b>\$</b>	<b>1,824,051</b>	<b>\$ 3,953,252 66.6%</b>
<b>TOTAL OF ALL FEDERAL, STATE, AND LOCAL GRANT AWARDS</b>			<b>\$</b>	<b>10,776,495</b>	<b>\$</b>	<b>5,002,510</b>	<b>\$ 5,618,985 52.1%</b>

**NOTES:**

\*Working with community partner to finalize contract language.

**Shoreline Community College  
Contracts Funds 146  
Fiscal Year-to-Date (YTD) at 12/31/2025**



**SHORELINE COLLEGE**  
**FINANCIAL REPORT - CONTRACT FUNDS 146**  
**MONTH ENDED DECEMBER 31, 2025**

	Year-over-Year Comparison of Actuals				YTD Percent of Budget	
	(A) Prior Fiscal Yr. 12/31/2024	(B) Current Fiscal Yr. 12/31/2025	(B) - (A) CY to PY Inc./ (Decr.)	Year-over- Year % Change	(C) 2025-26 Budget	(B) / (C) % of Budget
<b>Ln. Contract Revenues</b>						
1. Intercollege and Interagency Charges & Reimbursements	\$ 149,471	\$ 389,868	\$ 240,396	160.8%	\$ 1,000,000	39.0%
2. Federal	555	-	(555)	-	-	
3. State and Local	6,465,447	6,256,951	(208,496)	-3.2%	16,183,753	38.7%
4. Private	30,000	77,500	47,500	158.3%	150,000	51.7%
<b>Total Contract Revenues</b>	<b>\$ 6,645,473</b>	<b>\$ 6,724,318</b>	<b>\$ 78,845</b>	<b>1.2%</b>	<b>\$ 17,333,753</b>	<b>38.8%</b>
<b>Contract Expenses</b>						
<b>Personnel Expenses</b>						
5. Exempt Employee Salaries and Wages	360,204	404,126	43,922	12.2%	\$ 731,619	55.2%
6. Full-Time Faculty Salaries and Wages	229,557	236,590	7,033	3.1%	2,391,385	9.9%
7. Part-Time Faculty Salaries and Wages	99,618	103,755	4,137	4.2%	254,068	40.8%
8. Classified Employee Salaries and Wages	332,309	310,294	(22,015)	-6.6%	1,032,239	30.1%
9. Part-Time Hourly and Students Wages	73,652	97,318	23,666	32.1%	164,794	59.1%
10. Employee Benefits	362,746	370,498	7,752	2.1%	1,561,386	23.7%
<b>Subtotal Personnel Expenses</b>	<b>1,458,086</b>	<b>1,522,581</b>	<b>64,495</b>	<b>4.4%</b>	<b>6,135,491</b>	<b>24.8%</b>
<b>Current and Capital Expenses</b>						
11. Goods and Services	193,739	65,990	(127,749)	-65.9%	574,959	11.5%
12. Supplies and Materials	25,912	5,786	(20,126)	-77.7%		
13. Other Goods and Services	156,373	10,986	(145,386)	-93.0%		
14. Utilities, Recycling, and Waste Disposal	-	-	-			
15. WA State Agency Services	-	-	-			
16. Legal, Acct., and Audit Services	1,223	-	(1,223)	-100.0%		
17. Insurance Premiums	-	-	-			
18. Furniture and Equipment - Non-Cap.	292	1,903	1,612	552.6%		
19. Software License And Maint. - Non-Cap.	1,175	38,921	37,746	3211.7%		
20. Subscriptions and Periodicals	503	837	334	0.0%		
21. Repairs and Maintenance	815	-	(815)	-100.0%		
22. Voice and Data Transmission Services	7,446	7,556	111	1.5%		
23. Banking and Merchant Fees	-	-	-			
24. Contracted Services	251,571	158,693	(92,878)	-36.9%	577,091	27.5%
25. Capital Outlays - Fixed Assets	108,746	-	(108,746)	-100.0%	471,450	0.0%
26. Computers and Related Hardware - Non-Cap.	-	2,700	2,700	#DIV/0!	112,470	2.4%
27. Travel and Training	237,450	183,681	(53,769)	-22.6%	237,041	77.5%
28. Client Services and Direct Aid	384,479	609,086	224,607	58.4%	1,037,886	58.7%
29. Debt Service	-	-	-		343,636	0.0%
30. Operating Expense Transfers	1,211,982	-	(1,211,982)	-100.0%	7,843,729	0.0%
<b>Subtotal Current and Capital Expenses</b>	<b>\$ 2,387,966</b>	<b>\$ 1,020,150</b>	<b>\$ (1,367,816)</b>	<b>-57.3%</b>	<b>\$ 11,198,262</b>	<b>9.1%</b>
<b>Total Contract Expenses</b>	<b>\$ 3,846,052</b>	<b>\$ 2,542,731</b>	<b>\$ (1,303,321)</b>	<b>-33.9%</b>	<b>\$ 17,333,753</b>	<b>14.7%</b>
<b>Contract Reserves Increase (Decrease)</b>	<b>\$ 2,799,421</b>	<b>\$ 4,181,587</b>	<b>\$ 1,382,166</b>	<b>49.4%</b>	<b>\$ -</b>	

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

**SHORELINE COLLEGE**  
**FINANCIAL REPORT - CONTRACT FUNDS 146**  
**VARIANCE ANALYSIS OF LINE ITEMS GREATER THAN \$25,000 AND 10%**  
**MONTH ENDED DECEMBER 31, 2025**

Line	Description	Analysis
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**CONTRACT REVENUES**

1.	Intercollege and Interagency Charges & Reimbursements	Increased in BFET Reutilized Fund reimbursement this fiscal year (FY) compared to prior year (PY) due to Federal funding delays in award letter notifications.
3.	State and Local	Decreased Int'l Educ. student enrollment contract revenue this FY compared to PY.
4.	Private	Increased Foundation support this FY compared to PY.

**PERSONNEL EXPENSES**

5.	Exempt Employee Salaries and Wages	More expenses in this fiscal year compared to prior fiscal year primarily due to WRF - Biotech
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**CURRENT AND CAPITAL EXPENSES**

13.	Other Goods and Services	Timing of Running Start services remittance compared to same time last year and reduced expenses for Other Goods in Int'l Educ.
19.	Software License And Maint. - Non-Cap.	More payments for Int'l Educ. Software Licenses in PY compared to this FY due to timing.
24.	Contracted Services	Less Int'l Educ. Recruiter commission expenses this FY compared to same time PY.
25.	Capital Outlays - Fixed Assets	No expenses this FY compared to PY's CECO Remodel Project.
27.	Travel and Training	Less expenses in Int'l Ed. this FY compared to PY.
28.	Client Services and Direct Aid	Increase in Direct Client Services provided by CECO this FY compared to same time PY.
30.	Operating Expense Transfers	Timing of Operating Expense transfers compared to same time last year.

Thank you members of the board. My name is Tirzah Williamson and I am the co-chief shop steward for the classified staff union, WFSE Local 304. I would like my comments submitted for the record.

I wrote this statement one day after they killed Alex Prettie, 6 days after they kidnapped 5 year old Liam Ramos, 19 days after they killed Renee Good, and 25 days after they killed Keith Porter. We keep saying these are unprecedented times, but the truth is these are extraordinarily precedented times, it's just that people with my complexion have always been willfully bad at pattern recognition when it does not serve our agenda. It feels hollow to discuss anything without acknowledging that thus far 9 humans we know of have been murdered and countless have been kidnapped in just these 28 days of 2026. The tapestry of lies our country has been built on is steadily unraveling. Somehow, in the midst of all of this – we are still showing up to work, though I wonder for how much longer.

The task before me today is to support classified staff as they continue to do jobs amidst the collapse of an empire; jobs that are woefully underpaid, often misunderstood by our own administration, and radically impacted by the mismanagement of our HR office. As has been expressed already, 53 classified staff were informed in December that they were overpaid and owed money back to the college, some upwards of several thousand dollars. While I can appreciate that the head of HR has contacted various AAGs as well as worked with OFM, the union, and our Foundation to come to a better resolution than simply demanding pay back, more is needed. 53 overpayments is the largest error in the CTC system that the union is aware of, but it is only one of several mistakes that have harmed classified staff. And I want to be clear, this is not about a witch hunt, this is about accountability and rebuilding trust.

When a prior pay roll person left the college in 2024 a multitude of errors were caught and in theory better checks and balances were implemented. Those checks and balances failed magnificently. And even since the 53 overpayments were caught, errors have continued with 3 new employees being sent incorrect offer letters based on next year's salary ranges. People make significant life choices based on offer letters, and while this error was found fairly quickly, one new employee, who had already begun working was subject to owing a repayment. He has already left for another employer.

I could show you, as we did in a meeting with President Kahn, the number of times payroll issues have been on our Union Management Communication Committee agendas over the past few years. And payroll, sadly, is not the only way classified staff have been impacted. As you have heard from one statement, a staff's retirement savings was impacted when HR failed to properly enter the new staff into the state pension system correctly and now she owes repayment to the state. I've had complaints brought to me from staff who supervise

student hourly and work study employees stating that the students were also being paid incorrectly and that when they reached out they were not supported in a timely manner. I have heard from more than one employee who cited issues with HR as a primary reason they left Shoreline. One such person also found herself with an overpayment from the college when she was paid a full paycheck after having already left because her profile was not properly “turned off” in the payroll system. After she reported the error to HR, it took nearly 5 months to actually be resolved. This is all money being misspent during a budget crisis.

We have been made aware of non-classified staff who have owed money back or have been misguided in one way or another by HR to their own detriment. We also know that some former employees of HR itself have not felt supported or safe in their positions. And it should be noted HR is chronically understaffed which leads to more errors and in turn more understaffing across campus at large. We do not hold the individual staff members from HR at fault, we are grateful for the hard work they do. Having watched people cycle through that office over the years, we recognize the issue is above them.

Shoreline can continue to go on as is and lose staff when they realize we are all talk and no follow through. We can let more money walk out our doors through expensive errors and lost institutional knowledge. Or we can face the situation head on and do something. We are asking for external audits of our payroll and pension, we have no faith in internal audits and need assurance the errors have been caught and corrected. We also want to see a better structure put in place so that we can hire, train, and retain staff within the HR office.

This is a systemic failure of leadership and will continue to unfold in varying harmful ways until it is fully addressed.

Thank you for your time.



SCCFT President Eric Hamako

Statement to the SCC Board of Trustees

2026.01.28

Permalink: <https://bit.ly/SCCFTtoBOT2026-01-28>

Trustees Chan, Ringer, Stark, and Wells,

Good evening. My name is Eric Hamako. I am the President of the faculty's labor union, the Shoreline Community College Federation of Teachers (SCCFT), Local 1950 of the American Federation of Teachers (AFT). I present my comments for the Board's records.

What history condemns in retrospect, respectable people will say they would have been against — their current actions notwithstanding. And if, in fact, they *were* there? Then what history now condemns, respectable people will say they *always* were against. Or, at the very least, they *would* have been against, if only they had known. If only someone had told them.

Recently, a Federal ICE agent in Minneapolis told a citizen, "You raise your voice, I'll erase your voice." But, across the nation, people *are* raising their voices and blowing the whistle on ICE and on fascism. And where the powers-that-be say "stay silent or we will erase you," we say, "Respect our existence or expect our resistance."

Here, in our neighborhood, ICE is prowling — including accosting our neighbors at Aurora and 163rd only a few days ago. In photos, you can even see one of the college's banners in the background. Our union says we want ICE out of our communities and out of *all* communities. We are in solidarity with other Seattle educators rallying at Seattle Central College this Saturday, Jan 31 at 1 pm, declaring ICE must be gone.

One day, respectable people will always have been against ICE. Respectable people will always have been against the reemergence of fascism. But for now, only some of us are raising our voices, blowing the whistle, and taking action.

Here at the College, our unions have long been blowing the whistle on the College's financial mismanagement. The Board has seemed to cover your ears until those who were culpable were gone. And now other people are paying the price for that financial mismanagement and ignorance. Those respectable people who oversaw the financial misdeeds? I imagine they might say that they, too, had always been against those problems. Or that they would have been, "if only" they had known. "If only" someone had told them.

Our faculty union has been negotiating with the College, trying to show you alternatives to laying off our faculty colleagues. We have proposed solutions that can help the College better manage its finances and programs. Credit where it's due, the College says it is considering our proposals. And, credit where it's due, the College is extending our RIF negotiation period so we can negotiate further. Credit where it's due, but no more credit than is due. If the College had listened to our unions more and earlier about the College's finances and financial controls and about neglected and mismanaged academic programs, you might have avoided this latest round of layoffs.

And, as our Classified Union comrades have also told you, the College hasn't been attending to longstanding problems emanating from the HR office. Overpayments, retirement account errors, sick leave accounting errors. Harming our livelihoods and our lives. Again, our unions are blowing the whistle and raising our voices. Will you cover your ears again? Will we have to wait until the people most culpable are gone for you to say you were always concerned about these problems?

Some of your recent actions don't bode well. Two former employees provided me with public comments they wanted you to hear. But, we were informed that, in just your last meeting, you, the Board, decided you would further restrict the public's ability to provide you with comments. It's been a couple years since you decided you'd hear no more than five minutes from each of our unions at your meetings. Now, you've decided you'll hear no public comments unless the commenter is willing to make their name known. If

a person has something to say to you and is unwilling to share their name, perhaps consider *why* that might be and what that says about power in our workplace. I am appending that anonymous statement to my own statement, so that others will be able to read what you are refusing to hear. And, you've decided you'll hear no more statements presented on behalf of another person, who could not be present. That's also a choice that speaks to your values and your willingness to hear from us.

Across the nation and here in town, many of us are blowing whistles *now*. Perhaps those in power will heed those calls and use their power to stop these problems. Or perhaps you, respectable people, will continue on until such time as you can say you "were always against that." What you choose, we will remember.

Good night.

##

## Anonymous Report

*I held an exempt administrative position at the college in which managing funding was central to my fiduciary duties and responsibilities. For this reason, I devoted extensive care and attention to budget management, procedure, and compliance. I continuously met with the staff and leadership of the Budget Office to reconcile my program's budget and was informed that I generally did so more proactively and regularly than other peers across the campus.*

*In the course of this work, I came across multiple, eye-opening examples of fiscal irresponsibility, gross mismanagement, and negligence, which I promptly reported to the Business Office and other senior leaders at the college. While a handful of administrators expressed concern in ways we should expect, the most common responses I experienced were:*

- a) efforts to deny or minimize the scope of the problem; or*
- b) when acknowledging a blatant problem that was impossible to deny, leaders would start a "blame game" which meant true accountability was avoided or delayed.*

*Some of the most glaring examples came in response to problems I discovered with HR and Payroll, then reported to executive director Veronica Zura:*

- On and around September 29, 2025, I reported to Veronica Zura and other senior officials that the College failed to properly report hours and wages to the State of Washington's Employment Security Department for any of its employees for work periods dating back one year. There was no immediate response from Zura. Instead, I was soon after subjected to questioning from Zura (via my supervisor), based on false and easily disproved allegations, that I had violated college policy on an unrelated matter. When I raised concern about how this was handled, I was informed in writing—again, falsely and in violation of college procedure—that I was under investigation from HR.*
- When Zura finally charged a staff member with investigating the problem with ESD, HR belatedly discovered—because of my prompting—that the college had*

*failed to report hours and wages properly to ESD for the entirety of the current and former employees of the college dating back to October 1, 2024. This meant that applicants may have been wrongly declared ineligible for benefits, such as paid family medical leave.*

- Despite Zura's and the college's belated acknowledgment of this major error, HR has failed to duly notify all past and current employees that their benefits may have been denied or reduced because of this error. There does not seem to be any effort to even detect how many people were potentially impacted.*
- On October 13, 2025, I filed a whistleblower complaint about this issue to VP Joe Mazur. In response to this formal and informal whistleblower activity, I was subjected to retaliation by Zura and the college in a manner that is well documented and in clear violation of the law.*
- From August to October 2025, I discovered four other HR, payroll and benefits problems that I reported to the HR office. One of the most significant was an overpayment of wages and benefits for a classified staff member who resigned on July 31, 2025, but was deemed active for the August 1-15, 2025, pay period. I believe these payments were discontinued only because I detected and reported the problem. However, I advised HR to see if this was part of a broader problem with payroll and did not receive any reply.*

*Because this is an abbreviated account of problems I discovered, it is the tip of the iceberg to a systemic problem that involves millions of dollars' worth of known (and almost certainly still undetected) problems of mismanagement. The negative impact on my small program alone was well over \$100,000.*

*But the college's financial problems are clearly intertwined with its inability to maintain a healthy workplace climate and its failure to recruit and retain the best and most diverse workforce possible. The college has a notorious problem with employee retention, for starters, because employees are constantly looking to leave (most notably from the HR division itself). Moreover, the college's routine invocation of the "termination without cause for convenience" clause in employment contracts creates a disincentive for senior leaders to conduct meaningful performance evaluations, since they can always turn to Zura for assistance to make subordinates disappear. One glaring result is that the college inordinately fills these frequent vacancies with interim and active appointments,*

*eschewing open searches while violating the spirit or letter of EEO requirements. Retention and promotion of administrators is thus based more on loyalty than competency.*

*For these reasons, the Board of Trustees should exercise its authority to cooperate with the college's labor unions on a thorough investigation into these matters by a neutral third-party with requisite expertise. This should include a confidential survey of the college's employees to better understand problems that have gone unreported or suppressed. If this occurs, I would be open to cooperating, as well as providing extensive documentary evidence to support my findings.*

**Faculty Senate Chair Statement  
Board of Trustees Meeting  
Shoreline College**

January 28, 2026

Good Evening,

Happy New Year, the Senate have met twice so far, and have continued to work on cultivating an inclusive and representative group of all faculty across campus. Fall term concluded with our election for the Senate Officer roles, and I have the privilege to continue to serve as Chair. The Senate also voted to approve extending term lengths to two years, and are engaged in reviewing/revising our bylaws to align with this change.

Higher Education faces a complex, and at times, existential threat, that stems from many fronts, and is being felt at all levels. The role of the Faculty Senate as the standard bearers for institutional academic, and instructional excellence will be ever-needed for us to serve our students, one another, and our community best.

In support of this I will prioritize the following strategic areas:

**Campus-Wide Relations**

**Inclusiveness, Transparency, and Equity in Senate Processes**

**Academic Excellence, Freedom, Access, and Quality**

**Leaning in to our shared Mission & Values**

Many curricular proposals through MC Curriculum have and continue to be reviewed by the Senate actively. Collaboration across campus between Enrollment Services, our Union and student government leadership, fellow Councils, administration, among other partners, continue to occur. The Senate acknowledges the recent unsettling events across the country regarding federal immigration enforcement that are distressing to our learning community. Many of our faculty are ourselves immigrants, and all faculty work with international and/or immigrant students. This diversity is a key to what makes us a great learning community. This heterogeneity

**Faculty Senate Chair Statement**  
**Board of Trustees Meeting**  
**Shoreline College**

of ideas, backgrounds, identities, nationalities, is what the American mosaic needs, in order to form a ‘more perfect union’. Faculty affirm our shared commitment to the core values that guide our work as educators, and as academic faculty: respect for human dignity, academic freedom, and the responsibility to foster a learning environment in which all students are able to pursue their education without fear or undue disruption. Thank you to our Union, College, Classified Staff, Student, and Faculty leaders who have shared and disseminated resources/references for their constituents at this difficult time. Those directly and indirectly impacted by the recent events remain in our hearts and minds.

This is a time for us to ensure that we love and care for others and ourselves. Recent events impacting our Classified Staff have come to our attention. Our students, faculty, administration, and College rely on our professional staff to accomplish our mission, and for student success; faculty stand in solidarity with our Classified Staff colleagues, and in doing right by them. As the College’s representative faculty body charged with academic excellence, we remain a safe forum for dialogue about how broader social, and political developments intersect with our academic mission. I welcome thoughtful conversation about how we, as faculty, can best support our students, and one another during this time while respecting the diversity of perspectives within our community.

/s/ [A.J. Mendoza](#)

Chair, Faculty Senate

**SHORELINE COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
REGULAR MEETING OF FEBRUARY 25, 2026**

**TAB 1**

**FIRST READING**

**Subject: 2028-2029 Academic Calendar**

**Background**

The **2028-2029** draft academic calendar is presented to the Board of Trustees for a first reading.

When developing the **2028-2029** academic calendar, the Calendar Committee worked to adhere to the parameters set forth by the JU/MC (Joint Union/Management Committee).

To follow: **2028-2029** draft academic calendar.

Prepared by: David Berner, Director of Admissions, Enrollment & Outreach  
Shoreline College  
February 2026

# SHORELINE COMMUNITY COLLEGE DISTRICT NUMBER SEVEN 2028-2029 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

<b>FALL QTR 2028</b>	
INSTR	50
FAC/PREP	1
EXAMS	3
TOTAL	54

<b>WINTER QTR 2029</b>	
INSTR	49
FAC/PREP	1
EXAMS	3
TOTAL	53

<b>SPRING QTR 2029</b>	
INSTR	49
FAC/PREP	1
EXAMS	3
TOTAL	53

<b>SUMMER QTR 2029</b>	
INSTR	31
FAC/PREP	0
EXAMS	--
TOTAL	31

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

**SEPTEMBER 2028**

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

**MARCH**

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

**10/11 - 11/21** Drops show as W  
**After 11/21** Drops show as Z or NP  
**11/2** Last day for P/NP option

**FALL QUARTER**

9/4 Holiday - Campus Closed \*  
 9/21 Opening Week Begins  
 9/27 Instruction Begins  
 11/10 Holiday - Campus Closed \*  
 11/23 & 11/24 Holiday - Campus Closed \*  
 12/8 Instruction Ends  
 12/11 Prep Day  
 12/12, 12/13, 12/14 Exams  
 12/19 Grades Due  
 12/25 Holiday - Campus Closed \*

**OCTOBER**

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

**APRIL**

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

**1/23 - 3/2** Drops show as W  
**After 3/2** Drops show as Z or NP  
**2/14** Last day for P/NP option

**NOVEMBER**

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

**MAY**

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

**WINTER QUARTER**

1/1 Holiday - Campus Closed \*  
 1/8 Instruction Begins  
 1/15 Holiday - Campus Closed \*  
 2/19 Holiday - Campus Closed \*  
 3/19 Instruction Ends  
 3/20 Prep Day  
 3/21, 3/22, 3/23 Exams  
 3/27 Grades Due

**DECEMBER**

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

**JUNE**

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

**4/16 - 5/25** Drops show as W  
**After 5/25** Drops show as Z or NP  
**5/9** Last day for P/NP option

**SPRING QUARTER**

4/2 Instruction Begins  
 5/4 SCC Professional Development  
 5/28 Holiday - Campus Closed \*  
 6/11 Instruction Ends  
 6/12 Prep Day  
 6/13, 6/14, 6/15 Exams  
**6/15 Commencement**  
 6/19 Holiday - Campus Closed \*  
 6/20 Grades Due

**JANUARY 2029**

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

**JULY**

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

**7/12 - 8/9** Drops show as W  
**After 8/9** Drops show as Z or NP  
**7/27** Last day for P/NP option

**FEBRUARY**

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

**AUGUST**

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

**SUMMER QUARTER**

7/2 Instruction Begins  
 7/4 Holiday - Campus Closed \*  
 8/23 Instruction Ends  
 (Exams on last day of class)  
 8/28 Grades Due

**SHORELINE COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
REGULAR MEETING OF FEBRUARY 25, 2026**

**TAB 2**

**FIRST READING**

**Subject: Lab/Course Fees for Fall 2026**

**Background**

The following Lab/Course fees are proposed to take effect fall quarter 2026 unless otherwise indicated:

	<b>Department</b>	<b>Course Number or Fee Description</b>	<b>Current Fee</b>	<b>Proposed Fee</b>	<b>Increase / (Decrease)</b>
1	Nursing	NURS 141 & NURSE 141	\$300.00	\$326.00	\$26.00
2	Nursing	NURS 142 & NURSE 142	\$300.00	\$326.00	\$26.00
3	Nursing	NURS 143 & NURSE 143	\$300.00	\$326.00	\$26.00
4	Nursing	NURS 144 & NURSE 144	\$300.00	\$326.00	\$26.00
5	Nursing	NURS 221 & NURSE 221	\$300.00	\$326.00	\$26.00
6	Nursing	NURS 222 & NURSE 221	\$300.00	\$326.00	\$26.00
7	Nursing	NURS 223 & NURSE 221	\$300.00	\$326.00	\$26.00
8	Biology	BIOL 211	\$33.00	\$41.25	\$8.25
9	Biology	BIOL 212	\$33.00	\$41.25	\$8.25
10	Biology	BIOL 213	\$33.00	\$41.25	\$8.25
11	Biology	BIOL 241	\$33.00	\$41.25	\$8.25
12	Biology	BIOL 242	\$33.00	\$41.25	\$8.25
13	Biology	BIOL 260	\$48.40	\$58.40	\$10.00
14	Automotive	AUTOA 121	\$100.00	\$300.00	\$200.00
15	Automotive	AUTOA 122	\$100.00	\$300.00	\$200.00
16	Automotive	AUTOA 123	\$100.00	\$300.00	\$200.00
17	Automotive	AUTOA 124	\$100.00	\$300.00	\$200.00
18	Automotive	AUTOA 125	\$100.00	\$300.00	\$200.00
19	Automotive	AUTOA 170	\$75.00	\$150.00	\$75.00
20	Automotive	AUTOA 171	\$75.00	\$150.00	\$75.00
21	Automotive	AUTOA 172	\$75.00	\$150.00	\$75.00
22	Automotive	AUTOA 173	\$75.00	\$150.00	\$75.00
23	Automotive	AUTOA 174	\$75.00	\$150.00	\$75.00
24	Automotive	AUTOA 175	\$75.00	\$150.00	\$75.00
25	Automotive	AUTOA 176	\$75.00	\$150.00	\$75.00
26	Automotive	AUTOA 177	\$75.00	\$150.00	\$75.00
27	Automotive	AUTOA 178	\$75.00	\$150.00	\$75.00

	<b>Department</b>	<b>Course Number or Fee Description</b>	<b>Current Fee</b>	<b>Proposed Fee</b>	<b>Increase / (Decrease)</b>
28	Automotive	AUTOF 170	\$75.00	\$150.00	\$75.00
29	Automotive	AUTOF 171	\$75.00	\$150.00	\$75.00
30	Automotive	AUTOF 172	\$75.00	\$150.00	\$75.00
31	Automotive	AUTOF 173	\$75.00	\$150.00	\$75.00
32	Automotive	AUTOF 174	\$75.00	\$150.00	\$75.00
33	Automotive	AUTOF 175	\$75.00	\$150.00	\$75.00
34	Automotive	AUTOF 176	\$75.00	\$150.00	\$75.00
35	Automotive	AUTOF 177	\$75.00	\$150.00	\$75.00
36	Automotive	AUTOF 178	\$75.00	\$150.00	\$75.00
37	Automotive	AUTOF 179	\$75.00	\$150.00	\$75.00
38	Automotive	AUTOF 180	\$75.00	\$150.00	\$75.00
39	Automotive	AUTOG 170	\$75.00	\$150.00	\$75.00
40	Automotive	AUTOG 171	\$75.00	\$150.00	\$75.00
41	Automotive	AUTOG 172	\$75.00	\$150.00	\$75.00
42	Automotive	AUTOG 173	\$75.00	\$150.00	\$75.00
43	Automotive	AUTOG 174	\$75.00	\$150.00	\$75.00
44	Automotive	AUTOG 175	\$75.00	\$150.00	\$75.00
45	Automotive	AUTOG 176	\$75.00	\$150.00	\$75.00
46	Automotive	AUTOG 177	\$75.00	\$150.00	\$75.00
47	Automotive	AUTOG 178	\$75.00	\$150.00	\$75.00
48	Automotive	AUTOH 170	\$75.00	\$150.00	\$75.00
49	Automotive	AUTOH 171	\$75.00	\$150.00	\$75.00
50	Automotive	AUTOH 172	\$75.00	\$150.00	\$75.00
51	Automotive	AUTOH 173	\$75.00	\$150.00	\$75.00
52	Automotive	AUTOH 174	\$75.00	\$150.00	\$75.00
53	Automotive	AUTOH 175	\$75.00	\$150.00	\$75.00
54	Automotive	AUTOH 176	\$75.00	\$150.00	\$75.00
55	Automotive	AUTOH 177	\$75.00	\$150.00	\$75.00
56	Automotive	AUTOH 178	\$75.00	\$150.00	\$75.00
57	Automotive	AUTOT 130	\$75.00	\$150.00	\$75.00
58	Automotive	AUTOT 180	\$75.00	\$150.00	\$75.00
59	Automotive	AUTOT 181	\$75.00	\$150.00	\$75.00
60	Automotive	AUTOT 182	\$75.00	\$150.00	\$75.00
61	Automotive	AUTOT 183	\$75.00	\$150.00	\$75.00
62	Automotive	AUTOT 184	\$75.00	\$150.00	\$75.00
63	Automotive	AUTOT 185	\$75.00	\$150.00	\$75.00
64	Automotive	AUTOT 186	\$75.00	\$150.00	\$75.00
65	Automotive	AUTOT 187	\$75.00	\$150.00	\$75.00
66	Automotive	AUTOT 188	\$75.00	\$150.00	\$75.00
67	Automotive	AUTOT 189	\$75.00	\$150.00	\$75.00
68	Dental Hygiene	DENHY 220 (eff. 7/1/2026)	\$1,840.00	\$2,390.00	\$550.00

	<b>Department</b>	<b>Course Number or Fee Description</b>	<b>Current Fee</b>	<b>Proposed Fee</b>	<b>Increase / (Decrease)</b>
69	Dental Hygiene	DENHY 322 (eff. 7/1/2026)	\$1,840.00	\$2,390.00	\$550.00
70	Dental Hygiene	DENHY 323 (eff. 7/1/2026)	\$1,840.00	\$2,390.00	\$550.00
71	Dental Hygiene	DENHY 324 (eff. 7/1/2026)	\$1,840.00	\$1,910.00	\$70.00
72	Dental Hygiene	DENHY 421 (eff. 7/1/2026)	\$1,840.00	\$1,910.00	\$70.00
73	Dental Hygiene	DENHY 422 (eff. 7/1/2026)	\$1,840.00	\$1,910.00	\$70.00
74	Dental Hygiene	DENHY 423 (eff. 7/1/2026)	\$1,840.00	\$1,910.00	\$70.00

To follow: Lab/Course fee proposals.

Prepared by: Ryan Aiello, Vice President of Student Affairs/Interim Vice President of Academic Affairs  
Joe Mazur, Vice President of Business & Administrative Services  
Shoreline College  
February 2026

## Proposal to Increase Biology Student Lab Fees

### Situation:

This proposal is to request an increase in the student lab fees for the following classes: BIOL& 211, BIOL& 212, BIOL& 213, BIOL& 241, BIOL& 242, BIOL& 260.

### Background:

These fees are used to purchase lab supplies and consumables, live and preserved specimens used by students in labs, and software for virtual labs and courses. The equipment and materials purchased with these fees are shared across classes, and often only purchased once or a few times a year, to be used for multiple quarters. In addition, these fees will be used for maintenance of equipment used by students during lab. Overall prices for lab equipment have increased over the last few years, and maintenance costs are being passed on to the department. Shoreline's lab fees are well below that of other colleges in the area and are not sufficient to cover increased costs.

### Recommendation:

An increase of 25% to fees for the listed classes will allow the department to cover these increased costs.

### Key Benefits:

This increase will allow us to better support our students by ensuring that they have the supplies needed to learn valuable lab skills they will need for their future careers, while also ensuring that we are following best practices for student safety during labs, and appropriate waste storage and disposal after the fact – for example, through maintenance of fume hoods and autoclaves, and ensuring students have appropriate PPE. These tools are necessary to support student success and the health of everyone working in the labs.

### Relevant Program Document Links

Please see attached Fee Request Forms following.

## Requesting Department Information

**Department:** Biology  
**Requester Name:** Marie Bunker  
**Course/Subject:** Biol211 -- Cellular Biology

## Fee Information

**Is this a New Fee Request?**  **Or Request to Adjustment to an Existing Fee?**

**Fee Description\*:** BIOL-general CLS fee

**Fee Short Description\*:** BIOL-general CLS fee

(\*If requesting changes to an existing fee, provide the existing fee's description. If requesting a new fee, enter suggested fee description that is aligned with the fee function.)

**For Existing Fee Provide Associated Item Type:** 220000015445

**Effective Date:** 8/26/2026 **Is the Fee Refundable?**  Yes  No

**Fee Classification:**  Payment  Charge  Fin Aid  Refund  Write-off  Waiver

**Purpose of the Fee:**

Support additional supplies needed for students to learn lab skills

### Rationale for the Request:

These fees are used to purchase lab supplies and consumables, live and preserved specimens used by students in labs, and software for virtual labs and courses. The equipment and materials purchased with these fees is shared across classes, and often only purchased once or a few times a year, to be used for multiple quarters. In addition, these fees will be used for maintenance of equipment used by students during lab. Overall prices for lab equipment have increased over the last few years, and maintenance costs are being passed on to the department. Shoreline's lab fees are well below that of other colleges in the area and are not sufficient to cover increased costs. An increase of 25% to fees for the listed classes will allow the department to cover these increased costs. This increase will allow us to better support our students by ensuring that they have the supplies needed to learn valuable lab skills they will need for their future careers, while also ensuring that we are following best practices for student safety during labs, and appropriate waste storage and disposal after the fact – for example, through maintenance of fume hoods and autoclaves, and ensuring students have appropriate PPE. These tools are necessary to support student success and the health of everyone working in the labs.

## Calculation

	Lab or User	Insurance	Testing	Total
Current \$:	\$ 33.00			\$ 33.00
Proposed \$:	\$ 41.25			\$ 41.25

Indicate if course will be taught via Distance Learning (DL) (yes/no): No  
 If yes, should the lab fee be assessed in addition to the DL fee? (yes/no): No

### ACADEMIC YEAR DEDICATED STUDENT FEE REVENUES:

**If course has been taught for a full academic year, get section and enrollment data from ctLink.**

### Course Summary

Academic Year Enrollments (most recent):	
Number of Course Sections:	17
Student Enrollment per Section:	24
Total Enrollment (should agree to cTcLink, unless new course):	408
Proposed Lab, User, Insurance, or Testing Fee per student (from above):	\$ 41.25
<b>PROJECTED TOTAL DEDICATED STUDENT FEE REVENUE:</b>	<b>\$ 16,830.00</b>

### ACADEMIC YEAR LAB OPERATING EXPENSES

**Provide only those costs and expenses to be funded by lab or user fees from the most recent academic period.**

1. Supplies Consumed in Lab (please itemize costs):

a: Lab supplies, consumables, reagents, and bacterial cultures (across 9 companies)	\$ 8,934.40
b: live and preserved specimens	\$ 1,038.90
c:	
d:	
e:	
2. Specialized Software Costs for Lab or User Use:	\$ 5,194.40
3. Hazardous Materials Waste Storage, Removal, or Disposal:	
4. Small Tools and Minor Equipment:	
a: Transferred to Student or Replaced Annually:	
b: Annual Rental or Lease costs:	
5. Personnel Costs for Lab (NOTE: Prior approval from Human Resources & Budget Office required):	
a: Lab Student Assistant/Lab Manager/Paraprofessionals:	
b: Technical Support:	
6. Van Rental, Gasoline, and Tolls for Student Field Trips:	

- 7. Equipment Inspection, Repairs, Maintenance, and Depreciation:
  - a: Depreciation (annual portion only)
  - b: Repairs, Maintenance, Inspections, and Certifications

\$ 1,662.30

8. Other:

- 9. ACADEMIC YEAR INSURANCE COST, if any:
- 10. ACADEMIC YEAR TESTING COST, if any:

Name of test(s):

PROJECTED TOTAL LAB, USER, INSURANCE & TESTING EXPENSES:

\$ 16,830.00
--------------

EXCESS FEE REVENUES or (EXCESS LAB EXPENSES)-- should be \$0:

\$ 0.00
---------

**CTCLINK Fee Information (This is required to ensure the correct setup in ctcLink)**

**Charge Priority List:**

If you are not sure of the Charge Priority List, lookup here: ADD LINK TO EXCEL FILE

Account Type:  TUT  FEE  MISC  TPC  PPL

1098-T Eligible?  Yes  No

**Node (Fee Type):**

TERM\_FEES  MANDATORY\_FEES  CLASS\_FEES  CLS\_FEE\_STATE\_FUNDED  CLS\_FEE\_SELF\_SUP\_NCR  COURSE\_FEES  CRS\_FEE\_STATE\_FUNDED  
 CRS\_FEE\_SELF\_SUP\_NCR  ABE\_BASIC\_SKILLS  APPLICATION\_FEES

**Priority:**

Course Description: Majors Cellular: Biology

Subjects Covered: Examines the cell as the basic unit of life. Topics covered include: the function of cell organelles, metabolic processes, cell division signaling, the genetics of individuals and populations. For life science majors and allied health students. Laboratory class.

Graded Course Component: laboratory, lecture

Grading Basis: graded

Fee Rate: Low 41.25 High 41.25

Credit: Min 5 Max 5

Pass Through:  Yes  No

Fee Type Function Component: laboratory, lecture

Department Comments:

Department Approver Name: Dalila Paredes Signature Dalila Paredes Date 1/14/26

**General Ledger Information:** For Budget Office use only.

Is charged fee has an split % among different chartstrings?

**1st Journal Set (Chartstring)**

Split %:					
Line 1 - Fund:	148	Appropriation:	Class: 011	Program:	Department: 22515 Account: 4000050
Split %:					
Line 2 - Fund:		Appropriation:	Class:	Program:	Department: Account:
Split %:					
Line 3 - Fund:		Appropriation:	Class:	Program:	Department: Account:

**2nd Journal Set (Chartstring) For the Fin Aid Fees Only**

Split %:					
Line 1 - Fund:		Appropriation:	Class:	Program:	Department: Account:
Split %:					
Line 2 - Fund:		Appropriation:	Class:	Program:	Department: Account:
Split %:					
Line 3 - Fund:		Appropriation:	Class:	Program:	Department: Account:

**Budget Office Comments:**

No changes to the existing item type required.

E-Team Approver Name: Dr. Ryan Aiello Signature Dr. Ryan Aiello Date 1/14/26

Board Approved Date:

## Requesting Department Information

**Department:** Biology  
**Requester Name:** Marie Bunker  
**Course/Subject:** Biol212 -- Animal Biology

## Fee Information

Is this a New Fee Request?  Or Request to Adjustment to an Existing Fee?

**Fee Description\*:** BIOL-general CLS fee

**Fee Short Description\*:** BIOL-general CLS fee

(\*If requesting changes to an existing fee, provide the existing fee's description. If requesting a new fee, enter suggested fee description that is aligned with the fee function.)

**For Existing Fee Provide Associated Item Type:** 220000015445

**Effective Date:** 8/26/2026 **Is the Fee Refundable?**  Yes  No

**Fee Classification:**  Payment  Charge  Fin Aid  Refund  Write-off  Waiver

**Purpose of the Fee:**

Support additional supplies needed for students to learn lab skills

### Rationale for the Request:

These fees are used to purchase lab supplies and consumables, live and preserved specimens used by students in labs, and software for virtual labs and courses. The equipment and materials purchased with these fees is shared across classes, and often only purchased once or a few times a year, to be used for multiple quarters. In addition, these fees will be used for maintenance of equipment used by students during lab. Overall prices for lab equipment have increased over the last few years, and maintenance costs are being passed on to the department. Shoreline's lab fees are well below that of other colleges in the area and are not sufficient to cover increased costs. An increase of 25% to fees for the listed classes will allow the department to cover these increased costs. This increase will allow us to better support our students by ensuring that they have the supplies needed to learn valuable lab skills they will need for their future careers, while also ensuring that we are following best practices for student safety during labs, and appropriate waste storage and disposal after the fact – for example, through maintenance of fume hoods and autoclaves, and ensuring students have appropriate PPE. These tools are necessary to support student success and the health of everyone working in the labs.

## Calculation

	Lab or User	Insurance	Testing	Total
Current \$:	\$ 33.00			\$ 33.00
Proposed \$:	\$ 41.25			\$ 41.25

Indicate if course will be taught via Distance Learning (DL) (yes/no):

No
No

If yes, should the lab fee be assessed in addition to the DL fee? (yes/no):

### ACADEMIC YEAR DEDICATED STUDENT FEE REVENUES:

**If course has been taught for a full academic year, get section and enrollment data from ctLink.**

### Course Summary

Academic Year Enrollments (most recent):

Number of Course Sections:

3
---

Student Enrollment per Section:

24
----

Total Enrollment (should agree to cTcLink, unless new course):

72
----

Proposed Lab, User, Insurance, or Testing Fee per student (from above):

\$ 41.25
----------

**PROJECTED TOTAL DEDICATED STUDENT FEE REVENUE:**

\$ 2,970.00
-------------

### ACADEMIC YEAR LAB OPERATING EXPENSES

**Provide only those costs and expenses to be funded by lab or user fees from the most recent academic period.**

1. Supplies Consumed in Lab (please itemize costs):

a: Encumbrances for lab supplies, consumables, reagents, and bacterial cultures (across 9 companies)	\$ 1,576.70
b: additional live and preserved specimens	\$ 183.30
c:	
d:	
e:	

2. Specialized Software Costs for Lab or User Use:

\$ 916.70
-----------

3. Hazardous Materials Waste Storage, Removal, or Disposal:

--

4. Small Tools and Minor Equipment:

a: Transferred to Student or Replaced Annually:

--

b: Annual Rental or Lease costs:

--

5. Personnel Costs for Lab (NOTE: Prior approval from Human Resources & Budget Office required):

a: Lab Student Assistant/Lab Manager/Paraprofessionals:

--

b: Technical Support:

--

6. Van Rental, Gasoline, and Tolls for Student Field Trips:

--

7. Equipment Inspection, Repairs, Maintenance, and Depreciation:

a: Depreciation (annual portion only)

b: Repairs, Maintenance, Inspections, and Certifications

\$ 293.30

8. Other:

9. ACADEMIC YEAR INSURANCE COST, if any:

10. ACADEMIC YEAR TESTING COST, if any:

Name of test(s):

PROJECTED TOTAL LAB, USER, INSURANCE & TESTING EXPENSES:

\$ 2,970.00
-------------

EXCESS FEE REVENUES or (EXCESS LAB EXPENSES)-- should be \$0:

\$ 0.00
---------

[CTCLINK Fee Information \(This is required to ensure the correct setup in ctLink\)](#)

Charge Priority List:

If you are not sure of the Charge Priority List, lookup here: [ADD LINK TO EXCEL FILE](#)

Account Type:  TUT  FEE  MISC  TPC  PPL

1098-T Eligible?

Yes  No

Node (Fee Type):

TERM\_FEES  MANDATORY\_FEES  CLASS\_FEES  CLS\_FEE\_STATE\_FUNDED  CLS\_FEE\_SELF\_SUP\_NCR  COURSE\_FEES  CRS\_FEE\_STATE\_FUNDED  
 CRS\_FEE\_SELF\_SUP\_NCR  ABE\_BASIC\_SKILLS  APPLICATION\_FEES

Priority:

Course Description: Majors Animal: Biology

Subjects Covered: A survey of animals involving a study of the identification structure and function. Evolution, embryology, and ecology of the kingdom is included. The emphasis is on phylogenetic relationships among animals and the ecological relationships within the kingdom. Laboratory class

Graded Course Component: laboratory, lecture

Grading Basis: graded

Fee Rate: Low 41.25 High 41.25

Credit: Min 5 Max 5

Pass Through:  Yes  No

Fee Type Function Component: Laboratory, lecture

Department Comments:

Department Approver Name: Dalila Paredes

Signature Dalila Paredes

Date 1/14/2026

[General Ledger Information:](#) For Budget Office use only.

Is charged fee has an split % among different chartstrings?

1<sup>st</sup> Journal Set (Chartstring)

Split %:

Line 1 - Fund: 148 Appropriation: Class: 011 Program: Department: 22515 Account: 4000050

Split %:

Line 2 - Fund: Appropriation: Class: Program: Department: Account:

Split %:

Line 3 - Fund: Appropriation: Class: Program: Department: Account:

2<sup>nd</sup> Journal Set (Chartstring) For the Fin Aid Fees Only

Split %:

Line 1 - Fund: Appropriation: Class: Program: Department: Account:

Split %:

Line 2 - Fund: Appropriation: Class: Program: Department: Account:

Split %:

Line 3 - Fund: Appropriation: Class: Program: Department: Account:

Budget Office Comments:

No change to the existing item type required.

E-Team Approver Name: Dr. Ryan Aiello

Signature Dr. Ryan Aiello

Date 1/14/2026

Board Approved Date:

## Requesting Department Information

**Department:** Biology  
**Requester Name:** Marie Bunker  
**Course/Subject:** Biol213 -- Plant Biology

## Fee Information

Is this a New Fee Request?  Or Request to Adjustment to an Existing Fee?

**Fee Description\*:** BIOL-general CLS fee

**Fee Short Description\*:** BIOL-general CLS fee

(\*If requesting changes to an existing fee, provide the existing fee's description. If requesting a new fee, enter suggested fee description that is aligned with the fee function.)

**For Existing Fee Provide Associated Item Type:** 220000015445

**Effective Date:** 8/26/2026 **Is the Fee Refundable?**  Yes  No

**Fee Classification:**  Payment  Charge  Fin Aid  Refund  Write-off  Waiver

**Purpose of the Fee:**

Support additional supplies needed for students to learn lab skills

**Rationale for the Request:**

These fees are used to purchase lab supplies and consumables, live and preserved specimens used by students in labs, and software for virtual labs and courses. The equipment and materials purchased with these fees is shared across classes, and often only purchased once or a few times a year, to be used for multiple quarters. In addition, these fees will be used for maintenance of equipment used by students during lab. Overall prices for lab equipment have increased over the last few years, and maintenance costs are being passed on to the department. Shoreline's lab fees are well below that of other colleges in the area and are not sufficient to cover increased costs. An increase of 25% to fees for the listed classes will allow the department to cover these increased costs. This increase will allow us to better support our students by ensuring that they have the supplies needed to learn valuable lab skills they will need for their future careers, while also ensuring that we are following best practices for student safety during labs, and appropriate waste storage and disposal after the fact – for example, through maintenance of fume hoods and autoclaves, and ensuring students have appropriate PPE. These tools are necessary to support student success and the health of everyone working in the labs.

## Calculation

	Lab or User	Insurance	Testing	Total
Current \$:	\$ 33.00			\$ 33.00
Proposed \$:	\$ 41.25			\$ 41.25

Indicate if course will be taught via Distance Learning (DL) (yes/no):

No
No

If yes, should the lab fee be assessed in addition to the DL fee? (yes/no):

### ACADEMIC YEAR DEDICATED STUDENT FEE REVENUES:

If course has been taught for a full academic year, get section and enrollment data from ctLink.

### Course Summary

Academic Year Enrollments (most recent):

Number of Course Sections:

Student Enrollment per Section:

Total Enrollment (should agree to cTLink, unless new course):

Proposed Lab, User, Insurance, or Testing Fee per student (from above):

**PROJECTED TOTAL DEDICATED STUDENT FEE REVENUE:**

3
24
72
\$ 41.25
\$ 2,970.00

### ACADEMIC YEAR LAB OPERATING EXPENSES

Provide only those costs and expenses to be funded by lab or user fees from the most recent academic period.

1. Supplies Consumed in Lab (please itemize costs):

a: Encumbrances for lab supplies, consumables, reagents, and bacterial cultures (across 9 companies)	\$ 1,576.70
b: additional live and preserved specimens	\$ 183.30
c:	
d:	
e:	

2. Specialized Software Costs for Lab or User Use:

\$ 916.70

3. Hazardous Materials Waste Storage, Removal, or Disposal:

4. Small Tools and Minor Equipment:

a: Transferred to Student or Replaced Annually:

b: Annual Rental or Lease costs:


5. Personnel Costs for Lab (NOTE: Prior approval from Human Resources & Budget Office required):

a: Lab Student Assistant/Lab Manager/Paraprofessionals:

b: Technical Support:


6. Van Rental, Gasoline, and Tolls for Student Field Trips:

- 7. Equipment Inspection, Repairs, Maintenance, and Depreciation:
  - a: Depreciation (annual portion only)
  - b: Repairs, Maintenance, Inspections, and Certifications

\$ 293.30

8. Other:

9. ACADEMIC YEAR INSURANCE COST, if any:

10. ACADEMIC YEAR TESTING COST, if any:

Name of test(s):

PROJECTED TOTAL LAB, USER, INSURANCE & TESTING EXPENSES:

\$ 2,970.00
-------------

EXCESS FEE REVENUES or (EXCESS LAB EXPENSES)-- should be \$0:

\$ 0.00
---------

**CTCLINK Fee Information (This is required to ensure the correct setup in ctLink)**

**Charge Priority List:**

If you are not sure of the Charge Priority List, lookup here: ADD LINK TO EXCEL FILE

Account Type:  TUT  FEE  MISC  TPC  PPL

1098-T Eligible?  Yes  No

**Node (Fee Type):**

TERM\_FEES  MANDATORY\_FEES  CLASS\_FEES  CLS\_FEE\_STATE\_FUNDED  CLS\_FEE\_SELF\_SUP\_NCR  COURSE\_FEES  CRS\_FEE\_STATE\_FUNDED  
 CRS\_FEE\_SELF\_SUP\_NCR  ABE\_BASIC\_SKILLS  APPLICATION\_FEES

**Priority:**

Course Description: **Major Plant: Biology**

Subjects Covered: **Survey of major taxonomic groups Fungi, Protista and Plantae, Study of morph**

Graded Course Component: **Laboratory, lecture**

Grading Basis: **graded**

Fee Rate: Low **\$1.25** High **\$1.25**

Credit: Min **3** Max **3**

Pass Through:  Yes  No

Fee Type Function Component: **Laboratory, lecture**

Department Comments:

Department Approver Name: **Dalila Paredes**

Signature Dalila Paredes

Date 1/14/26

**General Ledger Information:** For Budget Office use only.

Is charged fee has an split % among different chartstrings?

**1st Journal Set (Chartstring)**

Split %:

Line 1 - Fund: 148 Appropriation: Class: 011 Program: Department: 22515 Account: 4000050

Split %:

Line 2 - Fund: Appropriation: Class: Program: Department: Account:

Split %:

Line 3 - Fund: Appropriation: Class: Program: Department: Account:

**2nd Journal Set (Chartstring) For the Fin Aid Fees Only**

Split %:

Line 1 - Fund: Appropriation: Class: Program: Department: Account:

Split %:

Line 2 - Fund: Appropriation: Class: Program: Department: Account:

Split %:

Line 3 - Fund: Appropriation: Class: Program: Department: Account:

**Budget Office Comments:**

No changes to the existing item type required.

E-Team Approver Name: Dr. Ryan Aiello

Signature Dr. Ryan Aiello

Date 1/14/2026

Board Approved Date:

## Requesting Department Information

**Department:** Biology  
**Requester Name:** Dalila Paredes  
**Course/Subject:** Biol241 -- Anatomy and Physiology I

## Fee Information

**Is this a New Fee Request?**  **Or Request to Adjustment to an Existing Fee?**

**Fee Description\*:** BIOL-general CLS fee

**Fee Short Description\*:** BIOL-general CLS fee

(\*If requesting changes to an existing fee, provide the existing fee's description. If requesting a new fee, enter suggested fee description that is aligned with the fee function.)

**For Existing Fee Provide Associated Item Type:** 220000015445

**Effective Date:** 8/26/2026 **Is the Fee Refundable?**  Yes  No

**Fee Classification:**  Payment  Charge  Fin Aid  Refund  Write-off  Waiver

**Purpose of the Fee:**

Support additional supplies needed for students to learn lab skills

### Rationale for the Request:

These fees are used to purchase lab supplies and consumables, live and preserved specimens used by students in labs, and software for virtual labs and courses. The equipment and materials purchased with these fees is shared across classes, and often only purchased once or a few times a year, to be used for multiple quarters. In addition, these fees will be used for maintenance of equipment used by students during lab. Overall prices for lab equipment have increased over the last few years, and maintenance costs are being passed on to the department. Shoreline's lab fees are well below that of other colleges in the area and are not sufficient to cover increased costs. An increase of 25% to fees for the listed classes will allow the department to cover these increased costs. This increase will allow us to better support our students by ensuring that they have the supplies needed to learn valuable lab skills they will need for their future careers, while also ensuring that we are following best practices for student safety during labs, and appropriate waste storage and disposal after the fact – for example, through maintenance of fume hoods and autoclaves, and ensuring students have appropriate PPE. These tools are necessary to support student success and the health of everyone working in the labs.

## Calculation

	Lab or User	Insurance	Testing	Total
Current \$:	\$ 33.00			\$ 33.00
Proposed \$:	\$ 41.25			\$ 41.25

Indicate if course will be taught via Distance Learning (DL) (yes/no):

No
No

If yes, should the lab fee be assessed in addition to the DL fee? (yes/no):

### ACADEMIC YEAR DEDICATED STUDENT FEE REVENUES:

**If course has been taught for a full academic year, get section and enrollment data from ctLink.**

### Course Summary

Academic Year Enrollments (most recent):

Number of Course Sections:

Student Enrollment per Section:

Total Enrollment (should agree to cTcLink, unless new course):

Proposed Lab, User, Insurance, or Testing Fee per student (from above):

**PROJECTED TOTAL DEDICATED STUDENT FEE REVENUE:**

16
24
384
\$ 41.25
\$ 15,840.00

### ACADEMIC YEAR LAB OPERATING EXPENSES

**Provide only those costs and expenses to be funded by lab or user fees from the most recent academic period.**

1. Supplies Consumed in Lab (please itemize costs):

a: Lab supplies, consumables, reagents, and bacterial cultures (across 9 companies)	\$ 8,408.90
b: Additional live and preserved specimens	\$ 977.80
c:	
d:	
e:	

2. Specialized Software Costs for Lab or User Use:

\$ 4,888.90

3. Hazardous Materials Waste Storage, Removal, or Disposal:

4. Small Tools and Minor Equipment:

a: Transferred to Student or Replaced Annually:

b: Annual Rental or Lease costs:


5. Personnel Costs for Lab (NOTE: Prior approval from Human Resources & Budget Office required):

a: Lab Student Assistant/Lab Manager/Paraprofessionals:

b: Technical Support:


6. Van Rental, Gasoline, and Tolls for Student Field Trips:

- 7. Equipment Inspection, Repairs, Maintenance, and Depreciation:
  - a: Depreciation (annual portion only)
  - b: Repairs, Maintenance, Inspections, and Certifications

\$ 1,564.40

8. Other:

9. ACADEMIC YEAR INSURANCE COST, if any:  
 10. ACADEMIC YEAR TESTING COST, if any:

Name of test(s):

PROJECTED TOTAL LAB, USER, INSURANCE & TESTING EXPENSES:

\$ 15,840.00
--------------

EXCESS FEE REVENUES or (EXCESS LAB EXPENSES)-- should be \$0:

\$ 0.00
---------

**CTCLINK Fee Information (This is required to ensure the correct setup in ctLink)**

**Charge Priority List:**

If you are not sure of the Charge Priority List, lookup here: ADD LINK TO EXCEL FILE

Account Type:  TUT  FEE  MISC  TPC  PPL

1098-T Eligible?  Yes  No

**Node (Fee Type):**

TERM\_FEES  MANDATORY\_FEES  CLASS\_FEES  CLS\_FEE\_STATE\_FUNDED  CLS\_FEE\_SELF\_SUP\_NCR  COURSE\_FEES  CRS\_FEE\_STATE\_FUNDED  
 CRS\_FEE\_SELF\_SUP\_NCR  ABE\_BASIC\_SKILLS  APPLICATION\_FEES

**Priority:**

Course Description: Human A&P I

Subjects Covered: The first of a two-quarter sequence of human anatomy and physiology intended for students pursuing careers in allied health fields. The course covers histology and the structure and function of the intergumentary, skeletal, muscular, and nervous systems and the special senses.

Graded Course Component: laboratory, lecture

Grading Basis: graded

Fee Rate: Low 41.20 High 41.20

Credit: Min 5 Max 5

Pass Through:  Yes  No

Fee Type Function Component: Laboratory, lecture

Department Comments:

Department Approver Name: Dalila Paredes Signature Dalila Paredes Date 1/14/26

**General Ledger Information:** For Budget Office use only.

Is charged fee has an split % among different chartstrings?

**1<sup>st</sup> Journal Set (Chartstring)**

Split %:					
Line 1 - Fund:	148	Appropriation:	Class: 011	Program:	Department: 22515 Account: 4000050
Split %:					
Line 2 - Fund:		Appropriation:	Class:	Program:	Department: Account:
Split %:					
Line 3 - Fund:		Appropriation:	Class:	Program:	Department: Account:

**2<sup>nd</sup> Journal Set (Chartstring) For the Fin Aid Fees Only**

Split %:					
Line 1 - Fund:		Appropriation:	Class:	Program:	Department: Account:
Split %:					
Line 2 - Fund:		Appropriation:	Class:	Program:	Department: Account:
Split %:					
Line 3 - Fund:		Appropriation:	Class:	Program:	Department: Account:

**Budget Office Comments:**

No changes to the existing item type required.

E-Team Approver Name: Dr. Ryan Aiello Signature Dr. Ryan Aiello Date 1/14/26

Board Approved Date:

## Requesting Department Information

**Department:** Biology  
**Requester Name:** Dalila Paredes  
**Course/Subject:** Biol242 -- Anatomy and Physiology II

## Fee Information

Is this a New Fee Request?  Or Request to Adjustment to an Existing Fee?

**Fee Description\*:** BIOL-general CLS fee

**Fee Short Description\*:** BIOL-general CLS fee

(\*If requesting changes to an existing fee, provide the existing fee's description. If requesting a new fee, enter suggested fee description that is aligned with the fee function.)

**For Existing Fee Provide Associated Item Type:** 220000015445

**Effective Date:** 8/26/2026 **Is the Fee Refundable?**  Yes  No

**Fee Classification:**  Payment  Charge  Fin Aid  Refund  Write-off  Waiver

**Purpose of the Fee:**

Support additional supplies needed for students to learn lab skills

### Rationale for the Request:

These fees are used to purchase lab supplies and consumables, live and preserved specimens used by students in labs, and software for virtual labs and courses. The equipment and materials purchased with these fees is shared across classes, and often only purchased once or a few times a year, to be used for multiple quarters. In addition, these fees will be used for maintenance of equipment used by students during lab. Overall prices for lab equipment have increased over the last few years, and maintenance costs are being passed on to the department. Shoreline's lab fees are well below that of other colleges in the area and are not sufficient to cover increased costs. An increase of 25% to fees for the listed classes will allow the department to cover these increased costs. This increase will allow us to better support our students by ensuring that they have the supplies needed to learn valuable lab skills they will need for their future careers, while also ensuring that we are following best practices for student safety during labs, and appropriate waste storage and disposal after the fact – for example, through maintenance of fume hoods and autoclaves, and ensuring students have appropriate PPE. These tools are necessary to support student success and the health of everyone working in the labs.

## Calculation

	Lab or User	Insurance	Testing	Total
Current \$:	\$ 33.00			\$ 33.00
Proposed \$:	\$ 41.25			\$ 41.25

Indicate if course will be taught via Distance Learning (DL) (yes/no):

No

If yes, should the lab fee be assessed in addition to the DL fee? (yes/no):

No

### ACADEMIC YEAR DEDICATED STUDENT FEE REVENUES:

If course has been taught for a full academic year, get section and enrollment data from ctLink.

### Course Summary

Academic Year Enrollments (most recent):

Number of Course Sections:

12

Student Enrollment per Section:

24

Total Enrollment (should agree to cTLink, unless new course):

288

Proposed Lab, User, Insurance, or Testing Fee per student (from above):

\$ 41.25

**PROJECTED TOTAL DEDICATED STUDENT FEE REVENUE:**

\$ 11,880.00

### ACADEMIC YEAR LAB OPERATING EXPENSES

Provide only those costs and expenses to be funded by lab or user fees from the most recent academic period.

1. Supplies Consumed in Lab (please itemize costs):

a: Lab supplies, consumables, reagents, and bacterial cultures (across 9 companies)	\$ 6,306.70
b: additional live and preserved specimens	\$ 733.30
c:	
d:	
e:	

2. Specialized Software Costs for Lab or User Use:

\$ 3,667.00

3. Hazardous Materials Waste Storage, Removal, or Disposal:

4. Small Tools and Minor Equipment:

a: Transferred to Student or Replaced Annually:

b: Annual Rental or Lease costs:

5. Personnel Costs for Lab (NOTE: Prior approval from Human Resources & Budget Office required):

a: Lab Student Assistant/Lab Manager/Paraprofessionals:

b: Technical Support:

6. Van Rental, Gasoline, and Tolls for Student Field Trips:

7. Equipment Inspection, Repairs, Maintenance, and Depreciation:

a: Depreciation (annual portion only)

b: Repairs, Maintenance, Inspections, and Certifications

\$ 1,173.00

8. Other:

9. ACADEMIC YEAR INSURANCE COST, if any:

10. ACADEMIC YEAR TESTING COST, if any:

Name of test(s):

PROJECTED TOTAL LAB, USER, INSURANCE & TESTING EXPENSES:

\$ 11,880.00

EXCESS FEE REVENUES or (EXCESS LAB EXPENSES)-- should be \$0:

\$ 0.00

[CTCLINK Fee Information \(This is required to ensure the correct setup in ctLink\)](#)

**Charge Priority List:**

If you are not sure of the Charge Priority List, lookup here: [ADD LINK TO EXCEL FILE](#)

Account Type:  TUT  FEE  MISC  TPC  PPL

1098-T Eligible?  Yes  No

**Node (Fee Type):**

TERM\_FEES  MANDATORY\_FEES  CLASS\_FEES  CLS\_FEE\_STATE\_FUNDED  CLS\_FEE\_SELF\_SUP\_NCR  COURSE\_FEES  CRS\_FEE\_STATE\_FUNDED  
 CRS\_FEE\_SELF\_SUP\_NCR  ABE\_BASIC\_SKILLS  APPLICATION\_FEES

**Priority:**

Course Description: Human A&P II

Subjects Covered: The second of a two-quarter sequence of human anatomy and physiology intended for students pursuing careers in allied health fields. The course covers structure and function of the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. Laboratory includes dissection of animal specimens

Graded Course Component: laboratory, lecture

Grading Basis: graded

Fee Rate: Low 41.25 High 41.25

Credit: Min 5 Max 5

Pass Through:  Yes  No

Fee Type Function Component: Laboratory, lecture

Department Comments:

Department Approver Name: Dalila Paredes

Signature Dalila Paredes

Date 1/14/2026

**General Ledger Information:** For Budget Office use only.

Is charged fee has an split % among different chartstrings?

**1<sup>st</sup> Journal Set (Chartstring)**

Split %:

Line 1 - Fund: 148 Appropriation: Class: 011 Program: Department: 22515 Account: 4000050

Split %:

Line 2 - Fund: Appropriation: Class: Program: Department: Account:

Split %:

Line 3 - Fund: Appropriation: Class: Program: Department: Account:

**2<sup>nd</sup> Journal Set (Chartstring) For the Fin Aid Fees Only**

Split %:

Line 1 - Fund: Appropriation: Class: Program: Department: Account:

Split %:

Line 2 - Fund: Appropriation: Class: Program: Department: Account:

Split %:

Line 3 - Fund: Appropriation: Class: Program: Department: Account:

**Budget Office Comments:**

No Changes to the existing item type required.

E-Team Approver Name: Dr. Ryan Aiello

Signature Dr. Ryan Aiello

Date 1/14/26

Board Approved Date:

## Requesting Department Information

**Department:** Biology  
**Requester Name:** Dalila Paredes  
**Course/Subject:** Biol260 -- Microbiology

## Fee Information

**Is this a New Fee Request?**  **Or Request to Adjustment to an Existing Fee?**

**Fee Description\*:** BIOL-general CLS fee

**Fee Short Description\*:** BIOL-general CLS fee

(\*If requesting changes to an existing fee, provide the existing fee's description. If requesting a new fee, enter suggested fee description that is aligned with the fee function.)

**For Existing Fee Provide Associated Item Type:** 220000015445

**Effective Date:** 8/26/2026 **Is the Fee Refundable?**  Yes  No

**Fee Classification:**  Payment  Charge  Fin Aid  Refund  Write-off  Waiver

**Purpose of the Fee:**

Support additional supplies needed for students to learn lab skills

### Rationale for the Request:

These fees are used to purchase lab supplies and consumables, live and preserved specimens used by students in labs, and software for virtual labs and courses. The equipment and materials purchased with these fees is shared across classes, and often only purchased once or a few times a year, to be used for multiple quarters. In addition, these fees will be used for maintenance of equipment used by students during lab. +

### Calculation

	Lab or User	Insurance	Testing	Total
Current \$:	\$ 48.40			\$ 48.40
Proposed \$:	\$ 58.40			\$ 58.40

Indicate if course will be taught via Distance Learning (DL) (yes/no):

No

If yes, should the lab fee be assessed in addition to the DL fee? (yes/no):

No

### ACADEMIC YEAR DEDICATED STUDENT FEE REVENUES:

**If course has been taught for a full academic year, get section and enrollment data from ctLink.**

### Course Summary

Academic Year Enrollments (most recent):

Number of Course Sections:

12

Student Enrollment per Section:

24

Total Enrollment (should agree to cTLink, unless new course):

288

Proposed Lab, User, Insurance, or Testing Fee per student (from above):

\$ 58.40

**PROJECTED TOTAL DEDICATED STUDENT FEE REVENUE:**

\$ 16,819.20

### ACADEMIC YEAR LAB OPERATING EXPENSES

**Provide only those costs and expenses to be funded by lab or user fees from the most recent academic period.**

1. Supplies Consumed in Lab (please itemize costs):

a: Lab supplies, consumables, reagents, and bacterial cultures (across 9 companies)	\$ 8,928.20
b: live and preserved specimens	\$ 1,038.00
c:	
d:	
e:	

2. Specialized Software Costs for Lab or User Use:

\$ 5,192.00

3. Hazardous Materials Waste Storage, Removal, or Disposal:

4. Small Tools and Minor Equipment:

a: Transferred to Student or Replaced Annually:

b: Annual Rental or Lease costs:

5. Personnel Costs for Lab (NOTE: Prior approval from Human Resources & Budget Office required):

a: Lab Student Assistant/Lab Manager/Paraprofessionals:

b: Technical Support:

6. Van Rental, Gasoline, and Tolls for Student Field Trips:

7. Equipment Inspection, Repairs, Maintenance, and Depreciation:

a: Depreciation (annual portion only)

b: Repairs, Maintenance, Inspections, and Certifications

\$ 1,661.00

8. Other:

9. ACADEMIC YEAR INSURANCE COST, if any:

10. ACADEMIC YEAR TESTING COST, if any:

Name of test(s):

PROJECTED TOTAL LAB, USER, INSURANCE & TESTING EXPENSES:

\$ 16,819.20

EXCESS FEE REVENUES or (EXCESS LAB EXPENSES)-- should be \$0:

\$ 0.00

[CTCLINK Fee Information \(This is required to ensure the correct setup in ctLink\)](#)

**Charge Priority List:**

If you are not sure of the Charge Priority List, lookup here: [ADD LINK TO EXCEL FILE](#)

Account Type:  TUT  FEE  MISC  TPC  PPL

1098-T Eligible?  Yes  No

**Node (Fee Type):**

TERM\_FEES  MANDATORY\_FEES  CLASS\_FEES  CLS\_FEE\_STATE\_FUNDED  CLS\_FEE\_SELF\_SUP\_NCR  COURSE\_FEES  CRS\_FEE\_STATE\_FUNDED  
 CRS\_FEE\_SELF\_SUP\_NCR  ABE\_BASIC\_SKILLS  APPLICATION\_FEES

Priority: No Change

Course Description: Microbiology

Subjects Covered: Survey of microorganisms with focus on healthcare applications. Structure, classification, metabolism and genetics of bacteria and viruses are main themes. Emphasis on disease process, microbial control and immunology. Laboratory techniques include isolation and identification of bacteria.

Graded Course Component: Laboratory, lecture Grading Basis: graded

Fee Rate: Low 58.50 High 58.50 Credit: Min 5 Max 5

Pass Through:  Yes  No Fee Type Function Component: Laboratory, lecture

Department Comments:

Department Approver Name: Dalila Paredes Signature Dalila Paredes Date 1/14/26

**General Ledger Information:** For Budget Office use only.

Is charged fee has an split % among different chartstrings?

**1<sup>st</sup> Journal Set (Chartstring)**

Split %:					
Line 1 - Fund: 148	Appropriation:	Class: 0111	Program:	Department: 22010	Account: 400000
Split %:					
Line 2 - Fund:	Appropriation:	Class:	Program:	Department:	Account:
Split %:					
Line 3 - Fund:	Appropriation:	Class:	Program:	Department:	Account:

**2<sup>nd</sup> Journal Set (Chartstring) For the Fin Aid Fees Only**

Split %:					
Line 1 - Fund:	Appropriation:	Class:	Program:	Department:	Account:
Split %:					
Line 2 - Fund:	Appropriation:	Class:	Program:	Department:	Account:
Split %:					
Line 3 - Fund:	Appropriation:	Class:	Program:	Department:	Account:

**Budget Office Comments:**

No changes to the existing item type required.

E-Team Approver Name: Dr. Ryan Aiello Signature Dr. Ryan Aiello Date 1/14/26

Board Approved Date:



**Proposal to Increase the Automotive Student Fees**

**Situation:** This proposal is to request an increase in the Automotive Tech Factory lab fees by \$75.00 (total new fee \$150) and Auto Tech GST fee by \$200 (total new fee \$300) per student for the 8-quarter program in which 4 quarters have fees.

**Background:** The automotive program has kept the fees the same since 2018, with the increase of consumables and automotive parts doubling over the years this has added strain to the program to provide needed resources for learning hands on skills.

**Recommendation:** The Automotive program is recommending the fee schedule for each following programs per the following course schedule to be implemented for the 2026-2027 academic year.

**Current Courses and Associated Fees:**

**Auto Tech Factory Courses and Fees:**

Course Number		Current Student Fees	Course Number		Current Student Fees	Course Number		Current Student Fees
AUTOC	170	\$ 75.00	AUTOG	170	\$75.00	AUTOT	180	\$ 75.00
AUTOC	171	\$ 75.00	AUTOG	171	\$75.00	AUTOT	181	\$ 75.00
AUTOC	172	\$ 75.00	AUTOG	172	\$75.00	AUTOT	182	\$ 75.00
AUTOC	173	\$ 75.00	AUTOG	173	\$75.00	AUTOT	183	\$ 75.00
AUTOC	174	\$ 75.00	AUTOG	174	\$75.00	AUTOT	184	\$ 75.00
AUTOC	175	\$ 75.00	AUTOG	175	\$75.00	AUTOT	185	\$ 75.00
AUTOC	176	\$ 75.00	AUTOG	176	\$75.00	AUTOT	186	\$ 75.00
AUTOC	177	\$ 75.00	AUTOG	177	\$75.00	AUTOT	187	\$ 75.00
AUTOC	178	\$ 75.00	AUTOG	178	\$75.00	AUTOT	188	\$ 75.00
						AUTOT	189	\$ 75.00
AUTOF	171	\$ 75.00	AUTOH	170	\$75.00	AUTOT	130	\$ 75.00
AUTOF	172	\$ 75.00	AUTOH	171	\$75.00			
AUTOF	173	\$ 75.00	AUTOH	172	\$75.00			
AUTOF	174	\$ 75.00	AUTOH	173	\$75.00			
AUTOF	175	\$ 75.00	AUTOH	174	\$75.00			
AUTOF	176	\$ 75.00	AUTOH	175	\$75.00			
AUTOF	177	\$ 75.00	AUTOH	176	\$75.00			
AUTOF	178	\$ 75.00	AUTOH	177	\$75.00			
AUTOF	179	\$ 75.00	AUTOH	178	\$75.00			
AUTOF	180	\$ 75.00						

**Auto Tech GST Courses and Fees:**

Course Number		Current Student Fees
AUTOA	121	\$ 100.00
AUTOA	122	\$ 100.00
AUTOA	123	\$ 100.00
AUTOA	124	\$ 100.00
AUTOA	125	\$ 100.00

**Key Benefits:** Automotive is a career where real shop experience is essential. Every hands-on class uses consumables that must be replaced frequently:

- Oils and fluids
- Brake cleaner
- Chemicals
- Fuses, bulbs, electrical connectors
- Gaskets, seals, fasteners

Without fees, our program struggles to cover these recurring costs, the fees also offer:

- Live vehicle work
- Modern diagnostic scenarios
- Opportunities to practice with new tools and technologies

This makes students more employable and keeps the program competitive

**Relevant Program Document Links**

Comparison:

- Lake Washington Institute of Technology \$250.00
- Renton Technical College \$25.00 per credit, ranges \$300.00-\$450.00 per class
- South Seattle College \$163.00

## Requesting Department Information

**Department:** Automotive  
**Requester Name:** Gary Fantozzi  
**Course/Subject:** Automotive manufacture programs- List of all course numbers is attached.

## Fee Information

**Is this a New Fee Request?**  **Or Request to Adjustment to an Existing Fee?**

**Fee Description\*:** Auto Tech Factory Fee

**Fee Short Description\*:** Auto Fee

(\*If requesting changes to an existing fee, provide the existing fee's description. If requesting a new fee, enter suggested fee description that is aligned with the fee function.)

**For Existing Fee Provide Associated Item Type:** 220000070000

**Effective Date:** 7/1/26 **Is the Fee Refundable?**  Yes  No

**Fee Classification:**  Payment  Charge  Fin Aid  Refund  Write-off  Waiver

**Purpose of the Fee:**

To pay for consumables automotive parts, tools and testing for training and lab work

**Rationale for the Request:**

Fees have not been changed in years, consumables and parts have increased in cost

## Calculation

	Lab or User	Insurance	Testing	Total
Current \$:	\$ 75.00	\$ 0.00	\$ 0.00	\$ 75.00
Proposed \$:	\$ 150.00	\$ 0.00	\$ 0.00	\$ 150.00

Indicate if course will be taught via Distance Learning (DL) (yes/no):

No

If yes, should the lab fee be assessed in addition to the DL fee? (yes/no):

No

### ACADEMIC YEAR DEDICATED STUDENT FEE REVENUES:

**If course has been taught for a full academic year, get section and enrollment data from ctLink.**

### Course Summary

Academic Year Enrollments (most recent):

Number of Course Sections:

12

Student Enrollment per Section:

72

Total Enrollment (should agree to cTLink, unless new course):

864

Proposed Lab, User, Insurance, or Testing Fee per student (from above):

\$ 150.00

**PROJECTED TOTAL DEDICATED STUDENT FEE REVENUE:**

\$ 129,600.00

### ACADEMIC YEAR LAB OPERATING EXPENSES

**Provide only those costs and expenses to be funded by lab or user fees from the most recent academic period.**

1. Supplies Consumed in Lab (please itemize costs):

a: Automotive parts

\$ 31,180.00

b: Consumable goods and related items

\$ 21,180.00

c: Uniforms

\$ 9,930.00

d: Tools/Subscriptions

\$ 27,430.00

e: other

\$ 18,750.00

2. Specialized Software Costs for Lab or User Use:

3. Hazardous Materials Waste Storage, Removal, or Disposal:

4. Small Tools and Minor Equipment:

a: Transferred to Student or Replaced Annually:

b: Annual Rental or Lease costs:

5. Personnel Costs for Lab (NOTE: Prior approval from Human Resources & Budget Office required):

a: Lab Student Assistant/Lab Manager/Paraprofessionals:

b: Technical Support:

6. Van Rental, Gasoline, and Tolls for Student Field Trips:

\$ 1,200.00

7. Equipment Inspection, Repairs, Maintenance, and Depreciation:  
a: Depreciation (annual portion only)  
b: Repairs, Maintenance, Inspections, and Certifications

\$ 19,930.00

8. Other:

9. ACADEMIC YEAR INSURANCE COST, if any:  
10. ACADEMIC YEAR TESTING COST, if any:

Name of test(s):

PROJECTED TOTAL LAB, USER, INSURANCE & TESTING EXPENSES:

\$ 129,600.00
---------------

EXCESS FEE REVENUES or (EXCESS LAB EXPENSES)-- should be \$0:

\$ 0.00
---------

**CTCLINK Fee Information (This is required to ensure the correct setup in ctLink)**

**Charge Priority List:**

If you are not sure of the Charge Priority List, lookup here: ADD LINK TO EXCEL FILE

Account Type:  TUT  FEE  MISC  TPC  PPL

1098-T Eligible?  Yes  No

**Node (Fee Type):**

TERM\_FEES  MANDATORY\_FEES  CLASS\_FEES  CLS\_FEE\_STATE\_FUNDED  CLS\_FEE\_SELF\_SUP\_NCR  COURSE\_FEES  CRS\_FEE\_STATE\_FUNDED  
 CRS\_FEE\_SELF\_SUP\_NCR  ABE\_BASIC\_SKILLS  APPLICATION\_FEES

Priority: No Change

Course Description: Automotive AUTOC AUTOG, AUTOH, AUTOF, AUTOT

Subjects Covered: ENGINE, ELECTRICAL, PERFORMANCE, BRAKES, STEERING, TRANSMISSIONS, HVAC, DRIVETRAINS

Graded Course Component:

Grading Basis: POINT

Fee Rate: Low 150 High 150

Credit: Min 1 Max 20

Pass Through:  Yes  No

Fee Type Function Component:

Department Comments:

Department Approver Name: Gary Fantozzi Signature Gary Fantozzi Date 01/14/2026

**General Ledger Information:** For Budget Office use only.

Is charged fee has an split % among different chartstrings?

**1st Journal Set (Chartstring)**

Split %:					
Line 1 - Fund: 148	Appropriation:	Class: 012	Program:	Department: 22526	Account: 4000050
Split %:					
Line 2 - Fund:	Appropriation:	Class:	Program:	Department:	Account:
Split %:					
Line 3 - Fund:	Appropriation:	Class:	Program:	Department:	Account:

**2nd Journal Set (Chartstring) For the Fin Aid Fees Only**

Split %:					
Line 1 - Fund:	Appropriation:	Class:	Program:	Department:	Account:
Split %:					
Line 2 - Fund:	Appropriation:	Class:	Program:	Department:	Account:
Split %:					
Line 3 - Fund:	Appropriation:	Class:	Program:	Department:	Account:

**Budget Office Comments:**

No changes to the existing item type needed.

E-Team Approver Name: Signature Date

Board Approved Date

## Requesting Department Information

**Department:** Automotive  
**Requester Name:** Gary Fantozzi  
**Course/Subject:** GST/AST --See full list of course numbers attached.

## Fee Information

**Is this a New Fee Request?**  **Or Request to Adjustment to an Existing Fee?**

**Fee Description\*:** Auto Tech GST Fee

**Fee Short Description\*:** Auto Fee

(\*If requesting changes to an existing fee, provide the existing fee's description. If requesting a new fee, enter suggested fee description that is aligned with the fee function.)

**For Existing Fee Provide Associated Item Type:** 220000070010

**Effective Date:** 7/1/26 **Is the Fee Refundable?**  Yes  No

**Fee Classification:**  Payment  Charge  Fin Aid  Refund  Write-off  Waiver

**Purpose of the Fee:**

To pay for consumables automotive parts, tools and testing for training and lab work

**Rationale for the Request:**

Fees have not been changed in years, consumables and parts have increased in cost

## Calculation

	Lab or User	Insurance	Testing	Total
Current \$:	\$ 100.00	\$ 0.00	\$ 0.00	\$ 100.00
Proposed \$:	\$ 300.00	\$ 0.00	\$ 0.00	\$ 300.00

Indicate if course will be taught via Distance Learning (DL) (yes/no):

No

If yes, should the lab fee be assessed in addition to the DL fee? (yes/no):

No

### ACADEMIC YEAR DEDICATED STUDENT FEE REVENUES:

**If course has been taught for a full academic year, get section and enrollment data from ctLink.**

### Course Summary

Academic Year Enrollments (most recent):

Number of Course Sections:

4

Student Enrollment per Section:

25

Total Enrollment (should agree to cTLink, unless new course):

100

Proposed Lab, User, Insurance, or Testing Fee per student (from above):

\$ 300.00

**PROJECTED TOTAL DEDICATED STUDENT FEE REVENUE:**

\$ 30,000.00

### ACADEMIC YEAR LAB OPERATING EXPENSES

**Provide only those costs and expenses to be funded by lab or user fees from the most recent academic period.**

1. Supplies Consumed in Lab (please itemize costs):

a: Automotive parts

\$ 11,500.00

b: Consumables

\$ 5,500.00

c: Uniforms

\$ 1,200.00

d: Tools/subscriptions

\$ 4,500.00

e: Other Expenses

\$ 3,000.00

2. Specialized Software Costs for Lab or User Use:

3. Hazardous Materials Waste Storage, Removal, or Disposal:

4. Small Tools and Minor Equipment:

a: Transferred to Student or Replaced Annually:

b: Annual Rental or Lease costs:

5. Personnel Costs for Lab (NOTE: Prior approval from Human Resources & Budget Office required):

a: Lab Student Assistant/Lab Manager/Paraprofessionals:

b: Technical Support:

6. Van Rental, Gasoline, and Tolls for Student Field Trips:

\$ 800.00

- 7. Equipment Inspection, Repairs, Maintenance, and Depreciation:
  - a: Depreciation (annual portion only)
  - b: Repairs, Maintenance, Inspections, and Certifications

\$ 3,500.00

8. Other:

- 9. ACADEMIC YEAR INSURANCE COST, if any:
- 10. ACADEMIC YEAR TESTING COST, if any:

Name of test(s):

PROJECTED TOTAL LAB, USER, INSURANCE & TESTING EXPENSES:

\$ 30,000.00
--------------

EXCESS FEE REVENUES or (EXCESS LAB EXPENSES)-- should be \$0:

\$ 0.00
---------

**CTCLINK Fee Information (This is required to ensure the correct setup in ctLink)**

**Charge Priority List:**

If you are not sure of the Charge Priority List, lookup here: ADD LINK TO EXCEL FILE

Account Type:  TUT  FEE  MISC  TPC  PPL

1098-T Eligible?  Yes  No

**Node (Fee Type):**

- TERM\_FEES  MANDATORY\_FEES  CLASS\_FEES  CLS\_FEE\_STATE\_FUNDED  CLS\_FEE\_SELF\_SUP\_NCR  COURSE\_FEES  CRS\_FEE\_STATE\_FUNDED
- CRS\_FEE\_SELF\_SUP\_NCR  ABE\_BASIC\_SKILLS  APPLICATION\_FEES

Priority: No change

Course Description: Automotive GST/AST

Subjects Covered: Engine, Electrical, performance, brakes, steering, drivetrains, HVAC, suspension,

Graded Course Component:

Grading Basis:

Fee Rate: Low 300 High 300

Credit: Min 17 Max 17

Pass Through:  Yes  No

Fee Type Function Component:

Department Comments:

Department Approver Name: Gary Fantozzi

Signature Gary Fantozzi

Date 01/14/2026

**General Ledger Information:** For Budget Office use only.

Is charged fee has an split % among different chartstrings?

**1<sup>st</sup> Journal Set (Chartstring)**

Split %:					
Line 1 - Fund:	148	Appropriation:	Class: 012	Program:	Department: 22526
					Account: 4000050
Split %:					
Line 2 - Fund:		Appropriation:	Class:	Program:	Department:
					Account:
Split %:					
Line 3 - Fund:		Appropriation:	Class:	Program:	Department:
					Account:

**2<sup>nd</sup> Journal Set (Chartstring) For the Fin Aid Fees Only**

Split %:					
Line 1 - Fund:		Appropriation:	Class:	Program:	Department:
					Account:
Split %:					
Line 2 - Fund:		Appropriation:	Class:	Program:	Department:
					Account:
Split %:					
Line 3 - Fund:		Appropriation:	Class:	Program:	Department:
					Account:

**Budget Office Comments:**

No changes to the existing item type needed.

E-Team Approver Name: Dr. Ryan Aiello

Signature Dr. Ryan Aiello

Date 1/14/26

Board Approved Date:



**Proposal to Increase the Nursing Student Textbook Fees**

**Situation:**

This proposal is to request an increase in the nursing student fees for academic resources by a total of \$155 per student for students in the 6 Quarter program. Students in the advanced placement LPN to RN, and the 11 Quarter programs would have an increase as well per the recommendation below.

**Background:**

The nursing program faculty approved in the Spring of 2025 to adopt a new learning resource for 1 year, **Lippincott Client Cases for Clinical Judgement**, which will support the implementation of case-based active learning in the curriculum. The current student Academic Resource Fees do not reflect the adoption of this learning resource. The nursing program would like to ensure fiscal responsibility and ensure the academic resource fees cover the full cost of this new resource. For further details about Lippincott Client Cases, please see **Appendix A**.

Nursing students currently pay an academic resource fee for learning resources from our publisher, Wolters Kluwer/Lippincott which is approximately \$300 per quarter. For a full list of current student Academic Resource fees, see **Appendix B**. To contextualize this academic resource fee within all fees (within the exception of tuition and college wide fees) see the current nursing program fees in **Appendix C**.

**Recommendation:**

The nursing program is recommending the fee schedule for each of the three nursing programs per the following course schedule to be implemented for the 2026-2027 academic year.

	Course Number	Academic Resource Fee	Advanced Placement LPN> RN Program	Course Number	Academic Resource Fee	11Q Program	Course Number	Academic Resource Fee					
	6Q program	NURS 141		\$326	NURS 143		\$326	NURSE 141	\$326	NURSE 142	\$326		
NURS 142		\$326	NURS 221	\$326		NURSE 143	\$326						
NURS 143		\$326		NURS 222			\$326		NURSE 144		\$326		
NURS 221		\$326					NURS 223				\$326	NURSE 221	\$326
NURS 222		\$326									Totals		\$1,304
NURS 223		\$326	TOTALS	\$1,956	NURSE 223		\$326						
TOTALS		\$1,956		TOTALS			\$2,282						

**Appendix A:**

**Lippincott® Client Cases for Clinical Judgment** is an active learning tool written by practicing nurses from actual experiences designed to engage students. From day one, nursing students will immerse themselves in nurturing their “clinical judgment muscle” through its realistic and challenging scenarios presented through an EHR. Next-Gen NCLEX-style questions provide decision-making and critical thinking practice to inform prioritization, delegation, and clinical judgment.

**Key Benefits:**

- **Real Cases, Real Impact:** Developed by expert nurses, Lippincott® Client Cases for Clinical Judgment’s extensive cases collection based on clinical encounters mirroring real-life patient care, resonating with authenticity and diversity that heightens student engagement and learning.
- **Educator Empowerment:** Faculty can leverage the flexibility of this tool for dynamic teaching—stimulating classroom discussions, as pre-and post-clinical assignments, or to reinforce concepts throughout the nursing program.
- **Grading Simplicity:** Assignability and gradebook allow educators to focus more on teaching while building accountability in students for learning outside the classroom.
- **Realistic Practicum:** Students interact with sample electronic health records, gaining exposure to the actual documentation they will encounter in clinical settings.
- **Versatility in Application:** Whether utilized in complex simulation exercises, in class active learning, as a reflective tool in post-clinical settings, or as remediation for NCLEX prep, **Lippincott® Client Cases for Clinical Judgment** adapts to the evolving pedagogical needs of nursing education. Interweaving clinical exposure with these patient scenarios expands learning opportunities.

**Appendix B:**

6Q program	Course Number	Academic Resource Fee	Advanced Placement LPN> RN Program	Course Number	Academic Resource Fee	11Q Program	Course Number	Academic Resource Fee
	NURS 141	\$300		NURS 143	\$300		NURSE 141	\$300
NURS 142	\$300	NURS 221	\$300	NURSE 142	\$300			
NURS 143	\$300	NURS 222	\$300	NURSE 143	\$300			
NURS 221	\$300	NURS 223	\$300	NURSE 144	\$300			
NURS 222	\$300	<b>Totals</b>	<b>\$1,200</b>	NURSE 221	\$300			
NURS 223	\$300			NURSE 222	\$300			
<b>TOTALS</b>	<b>\$1,800</b>			NURSE 223	\$300			
				<b>TOTALS</b>	<b>\$2,100</b>			

**Appendix C:**

Additional Nursing Program Fees	
Vaccinations	Varies
Immunotrax/Background Check	\$92.30
Malpractice Insurance each quarter (\$6.25 X 8)	\$50.00
Skills Lab Equipment Fees	\$401.00
Vital Sign Equipment: stethoscope, pen light, pulse ox, thermometer	\$115.00
ExamSoft \$35 per quarter	\$210.00
Scrubs, shoes, lab coat	\$180.00
Academic Resource Fee (Wolters Kluwer) \$300 per quarter	\$1,800.00

FY2026-27 Proposal to Increase Student Fees **FALL 2026**

Other mandatory textbooks	354.59
Other optional text books	321.03
Clinical Placement Fee	\$210.00
Simulation Fee	\$480.00
<b>Totals</b>	<b>\$4,213.92</b>

**Relevant Program Document Links**

- [WoltersKluwer Learning Resource Analysis Discussion](#)
- [2025-26 DRAFT Estimated Nursing Program Expenses](#)



- 7. Equipment Inspection, Repairs, Maintenance, and Depreciation:
  - a: Depreciation (annual portion only)
  - b: Repairs, Maintenance, Inspections, and Certifications


8. Other:

9. ACADEMIC YEAR INSURANCE COST, if any:  
 10. ACADEMIC YEAR TESTING COST, if any:

Name of test(s):

PROJECTED TOTAL LAB, USER, INSURANCE & TESTING EXPENSES:

EXCESS FEE REVENUES or (EXCESS LAB EXPENSES)-- should be \$0:

[CTCLINK Fee Information \(This is required to ensure the correct setup in ctcLink\)](#)

**Charge Priority List:**

If you are not sure of the Charge Priority List, lookup here: [ADD LINK TO EXCEL FILE](#)

<b>Account Type:</b>	TUT	FEE	MISC	TPC	PPL	<b>1098-T Eligible?</b>	Yes	No
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**Node (Fee Type):**

TERM_FEES	MANDATORY_FEES	CLASS_FEES	CLS_FEE_STATE_FUNDED	CLS_FEE_SELF_SUP_NCR	COURSE_FEES	CRS_FEE_STATE_FUNDED
CRS_FEE_SELF_SUP_NCR	ABE_BASIC_SKILLS	APPLICATION_FEES				

**Priority:**

**Course Description:**

**Subjects Covered:**

**Graded Course Component:**

**Grading Basis:**

<b>Fee Rate:</b>	Low	High	<b>Credit:</b>	Min	Max
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<b>Pass Through:</b>	Yes	No	<b>Fee Type Function Component:</b>
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**Department Comments:**

<b>Department Approver Name:</b>	<b>Signature</b>	<b>Date</b>
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**General Ledger Information:** For Budget Office use only.

Is charged fee has an split % among different chartstrings?

**1<sup>st</sup> Journal Set (Chartstring)**

Split %:						
Line 1 - Fund:	Appropriation:	Class:	Program:	Department:	Account:	
Split %:						
Line 2 - Fund:	Appropriation:	Class:	Program:	Department:	Account:	
Split %:						
Line 3 - Fund:	Appropriation:	Class:	Program:	Department:	Account:	

**2<sup>nd</sup> Journal Set (Chartstring) For the Fin Aid Fees Only**

Split %:						
Line 1 - Fund:	Appropriation:	Class:	Program:	Department:	Account:	
Split %:						
Line 2 - Fund:	Appropriation:	Class:	Program:	Department:	Account:	
Split %:						
Line 3 - Fund:	Appropriation:	Class:	Program:	Department:	Account:	

**Budget Office Comments:**

<b>E-Team Approver Name:</b>	<b>Signature</b>	<b>Date</b>
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**Board Approver Name:**

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**Proposal to Increase Dental Hygiene Fees  
Effective 7/1/2026**

**Situation and Background:**

The Shoreline Community College Dental Hygiene program is a partnership at the University of Washington, School of Dentistry (UW SOD). With the School of Dentistry’s major facility renovation and increased expenses with the new UW SOD partnership agreement, the Dental Hygiene program requests an increase to existing lab and course fees to offset passthrough expense increases with the UW SOD.

As part of the new UW SOD partnership agreement, UW SOD pass-through expenses for lab materials and supplies will be calculated based upon actual expenses rather than an annual estimated increased in costs. This ensures that both partners are made whole and that students are not overcharged on pass-through expenses.

Also included in the new agreement, UW SOD pass-through expenses now includes expenses for the College’s portion of UW’s “shared services” activity-based costing model implemented University-wide to cover costs of I.T. Services and other general services. These passthrough costs were not previously included in the Dental Hygiene dedicated student fees.

The fee increase request will be effective 7/1/2026 rather than the Fall 2026 quarter to align with the quarterly academic start of the Year 1 and Year 2 cohorts.

**Recommendation:**

The Dental Hygiene program recommends the fee schedule for each of the following classes grouped by cohort to be implemented effective 7/1/2026 for the 2026-2027 academic year:

<b>Year 1 Cohort</b>	<b>Course Number</b>	<b>Current Fee</b>	<b>Proposed Fee</b>	<b>Increase</b>
	DENHY 220	\$1,840.00	\$2,390.00	\$550.00
	DENHY 322	\$1,840.00	\$2,390.00	\$550.00
	DENHY 323	\$1,840.00	\$2,390.00	\$550.00

<b>Year 2 Cohort</b>	<b>Course Number</b>	<b>Current Fee</b>	<b>Proposed Fee</b>	<b>Increase</b>
	DENHY 323	\$1,840.00	\$1,910.00	\$70.00
	DENHY 421	\$1,840.00	\$1,910.00	\$70.00
	DENHY 422	\$1,840.00	\$1,910.00	\$70.00
	DENHY 423	\$1,840.00	\$1,910.00	\$70.00

**Relevant Program Document Links**

Please refer to the attached Fee Request Forms for further detail on the breakout of the fee request.

## Requesting Department Information

**Department:** Dental Hygiene  
**Requester Name:** Lori Simicich  
**Course/Subject:** DENHY 220, DENHY 322, DENHY 323 \*\*\*EFFECTIVE 7/1/2026\*\*\*

## Fee Information

Is this a New Fee Request?  Or Request to Adjustment to an Existing Fee?

**Fee Description\*:** Various- Keep existing descriptions.

**Fee Short Description\*:**

(\*If requesting changes to an existing fee, provide the existing fee's description. If requesting a new fee, enter suggested fee description that is aligned with the fee function.)

**For Existing Fee Provide Associated Item Type:** Various

**Effective Date:** **Is the Fee Refundable?**  Yes  No

**Fee Classification:**  Payment  Charge  Fin Aid  Refund  Write-off  Waiver

**Purpose of the Fee:**

Dedicated student fee to pay for unique expenses, specialized equipment, and UW facilities use.

**Rationale for the Request:**

Full Increase in UW SOD Clinic Use and Lab Supply Fees Pass-through Expenses for Y1 cohort beginning 7/1/26.

## Calculation

	Lab or User	Insurance	Testing	Total
Current \$:	\$ 1,840.00			\$ 1,840.00
Proposed \$:	\$ 2,390.00			\$ 2,390.00

Indicate if course will be taught via Distance Learning (DL) (yes/no): No  
 If yes, should the lab fee be assessed in addition to the DL fee? (yes/no): No

### ACADEMIC YEAR DEDICATED STUDENT FEE REVENUES:

**If course has been taught for a full academic year, get section and enrollment data from ctLink.**

### Course Summary

Academic Year Enrollments (most recent):	
Number of Course Sections:	1
Student Enrollment per Section:	1
Total Enrollment (should agree to cTLink, unless new course):	1
Proposed Lab, User, Insurance, or Testing Fee per student (from above):	\$ 2,390.00
<b>PROJECTED TOTAL DEDICATED STUDENT FEE REVENUE:</b>	<b>\$ 2,390.00</b>

### ACADEMIC YEAR LAB OPERATING EXPENSES

**Provide only those costs and expenses to be funded by lab or user fees from the most recent academic period.**

1. Supplies Consumed in Lab (please itemize costs):	
a: UW SOD Clinic Use Fee - Passthrough	\$ 1,000.00
b: UW SOD Lab Supply Fee - Passthrough	\$ 950.00
c:	
d:	
e:	
2. Specialized Software Costs for Lab or User Use:	
3. Hazardous Materials Waste Storage, Removal, or Disposal:	
4. Small Tools and Minor Equipment:	
a: Transferred to Student or Replaced Annually:	
b: Annual Rental or Lease costs:	\$ 300.00
5. Personnel Costs for Lab (NOTE: Prior approval from Human Resources & Budget Office required):	
a: Lab Student Assistant/Lab Manager/Paraprofessionals:	
b: Technical Support:	
6. Van Rental, Gasoline, and Tolls for Student Field Trips:	

## Requesting Department Information

**Department:** Dental Hygiene  
**Requester Name:** Lori Simicich  
**Course/Subject:** DENHY 324, DENHY 421, DENHY 422, DENHY 423 \*\*\*EFFECTIVE 7/1/26\*\*

## Fee Information

Is this a New Fee Request?  Or Request to Adjustment to an Existing Fee?

**Fee Description\*:** Various- Keep existing descriptions.

**Fee Short Description\*:**

(\*If requesting changes to an existing fee, provide the existing fee's description. If requesting a new fee, enter suggested fee description that is aligned with the fee function.)

**For Existing Fee Provide Associated Item Type:** Various

**Effective Date:** **Is the Fee Refundable?**  Yes  No

**Fee Classification:**  Payment  Charge  Fin Aid  Refund  Write-off  Waiver

**Purpose of the Fee:**

Dedicated student fee to pay for unique expenses, specialized equipment, and UW SOD facilities use.

**Rationale for the Request:**

Partial Increase in UW SOD Clinic Use and Lab Supply Fees Pass-through Expenses for Y2 cohort beginning 7/1/26

## Calculation

	Lab or User	Insurance	Testing	Total
Current \$:	\$ 1,840.00			\$ 1,840.00
Proposed \$:	\$ 1,910.00			\$ 1,910.00

Indicate if course will be taught via Distance Learning (DL) (yes/no):

No
No

If yes, should the lab fee be assessed in addition to the DL fee? (yes/no):

### ACADEMIC YEAR DEDICATED STUDENT FEE REVENUES:

**If course has been taught for a full academic year, get section and enrollment data from ctLink.**

### Course Summary

Academic Year Enrollments (most recent):

Number of Course Sections:

Student Enrollment per Section:

Total Enrollment (should agree to cTcLink, unless new course):

Proposed Lab, User, Insurance, or Testing Fee per student (from above):

**PROJECTED TOTAL DEDICATED STUDENT FEE REVENUE:**

1
1
1
\$ 1,910.00
\$ 1,910.00

### ACADEMIC YEAR LAB OPERATING EXPENSES

**Provide only those costs and expenses to be funded by lab or user fees from the most recent academic period.**

1. Supplies Consumed in Lab (please itemize costs):

a: UW SOD Clinic Use Fee - Passthrough

b: UW SOD Lab Supply Fee - Passthrough

c:

d:

e:

\$ 840.00
\$ 630.00

2. Specialized Software Costs for Lab or User Use:

3. Hazardous Materials Waste Storage, Removal, or Disposal:

4. Small Tools and Minor Equipment:

a: Transferred to Student or Replaced Annually:

b: Annual Rental or Lease costs:

\$ 300.00

5. Personnel Costs for Lab (NOTE: Prior approval from Human Resources & Budget Office required):

a: Lab Student Assistant/Lab Manager/Paraprofessionals:

b: Technical Support:


6. Van Rental, Gasoline, and Tolls for Student Field Trips:

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- 7. Equipment Inspection, Repairs, Maintenance, and Depreciation:
  - a: Depreciation (annual portion only)
  - b: Repairs, Maintenance, Inspections, and Certifications

\$ 140.00

8. Other: Director Fee

9. ACADEMIC YEAR INSURANCE COST, if any:

10. ACADEMIC YEAR TESTING COST, if any:

Name of test(s):

PROJECTED TOTAL LAB, USER, INSURANCE & TESTING EXPENSES: \$ 1,910.00

EXCESS FEE REVENUES or (EXCESS LAB EXPENSES)-- should be \$0: \$ 0.00

**CTCLINK Fee Information (This is required to ensure the correct setup in ctLink)**

**Charge Priority List:**

If you are not sure of the Charge Priority List, lookup here: ADD LINK TO EXCEL FILE

Account Type: TUT FEE MISC TPC PPL 1098-T Eligible? Yes No

**Node (Fee Type):**

TERM\_FEES MANDATORY\_FEES CLASS\_FEES CLS\_FEE\_STATE\_FUNDED CLS\_FEE\_SELF\_SUP\_NCR COURSE\_FEES CRS\_FEE\_STATE\_FUNDED  
CRS\_FEE\_SELF\_SUP\_NCR ABE\_BASIC\_SKILLS APPLICATION\_FEES

**Priority:**

Course Description: Clin Dental Hygiene IV, Clin Dental Hygiene V, Clin Dental Hygiene VI, Clin Dental Hygiene VI

**Subjects Covered:**

**Graded Course Component:**

**Grading Basis:**

Fee Rate: Low High Credit: Min Max

Pass Through: Yes No Fee Type Function Component:

**Department Comments:**

\*\*\*Effective 7/1/2026 as Dental Hygiene Cohorts begin with the summer quarter.\*\*\*

Department Approver Name: Lori Simicich Signature Lori Simicich Date 2/20/26

**General Ledger Information:** For Budget Office use only.

Is charged fee has an split % among different chartstrings?

**1st Journal Set (Chartstring)**

Split %:					
Line 1 - Fund:	Appropriation:	Class:	Program:	Department:	Account:
Split %:					
Line 2 - Fund:	Appropriation:	Class:	Program:	Department:	Account:
Split %:					
Line 3 - Fund:	Appropriation:	Class:	Program:	Department:	Account:

**2nd Journal Set (Chartstring) For the Fin Aid Fees Only**

Split %:					
Line 1 - Fund:	Appropriation:	Class:	Program:	Department:	Account:
Split %:					
Line 2 - Fund:	Appropriation:	Class:	Program:	Department:	Account:
Split %:					
Line 3 - Fund:	Appropriation:	Class:	Program:	Department:	Account:

**Budget Office Comments:**

E-Team Approver Name: Dr. Ryan Aiello Signature Dr. Ryan Aiello Date 2/20/26

**Board Approval Date:**

- 7. Equipment Inspection, Repairs, Maintenance, and Depreciation:
  - a: Depreciation (annual portion only)
  - b: Repairs, Maintenance, Inspections, and Certifications

\$ 140.00

8. Other: Director Fee

9. ACADEMIC YEAR INSURANCE COST, if any:

10. ACADEMIC YEAR TESTING COST, if any:

Name of test(s):

PROJECTED TOTAL LAB, USER, INSURANCE & TESTING EXPENSES:

\$ 2,390.00

EXCESS FEE REVENUES or (EXCESS LAB EXPENSES)-- should be \$0:

\$ 0.00

**CTCLINK Fee Information (This is required to ensure the correct setup in ctcLink)**

**Charge Priority List:**

If you are not sure of the Charge Priority List, lookup here: ADD LINK TO EXCEL FILE

Account Type: TUT FEE MISC TPC PPL

1098-T Eligible? Yes No

**Node (Fee Type):**

TERM\_FEES MANDATORY\_FEES CLASS\_FEES CLS\_FEE\_STATE\_FUNDED CLS\_FEE\_SELF\_SUP\_NCR COURSE\_FEES CRS\_FEE\_STATE\_FUNDED  
CRS\_FEE\_SELF\_SUP\_NCR ABE\_BASIC\_SKILLS APPLICATION\_FEES

**Priority:**

Course Description: Clin Dent Hyg/Fund 1, Clin Dental Hygiene II, Clin Dental Hygiene III

Subjects Covered:

Graded Course Component:

Grading Basis:

Fee Rate: Low High

Credit: Min Max

Pass Through: Yes No

Fee Type Function Component:

Department Comments:

\*\*\*Effective 7/1/2026 as Dental Hygiene Cohorts begin with the summer quarter.\*\*\*

Department Approver Name: Lori Simicich Signature Lori Simicich Date 2/20/26

**General Ledger Information:** For Budget Office use only.

Is charged fee has an split % among different chartstrings?

**1st Journal Set (Chartstring)**

Split %:					
Line 1 - Fund:	Appropriation:	Class:	Program:	Department:	Account:
Split %:					
Line 2 - Fund:	Appropriation:	Class:	Program:	Department:	Account:
Split %:					
Line 3 - Fund:	Appropriation:	Class:	Program:	Department:	Account:

**2nd Journal Set (Chartstring) For the Fin Aid Fees Only**

Split %:					
Line 1 - Fund:	Appropriation:	Class:	Program:	Department:	Account:
Split %:					
Line 2 - Fund:	Appropriation:	Class:	Program:	Department:	Account:
Split %:					
Line 3 - Fund:	Appropriation:	Class:	Program:	Department:	Account:

Budget Office Comments:

E-Team Approver Name: Dr. Ryan Aiello Signature Dr. Ryan Aiello Date 2/20/26

Board Approval Date:

**SHORELINE COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
REGULAR MEETING OF FEBRUARY 25, 2026**

**TAB 3**

**ACTION**

**Subject: Faculty Sabbatical Leave Proposals (2026–2027)**

**Background**

Per Article XIV.A.1.a in the July 1, 2024 through June 30, 2027 Shoreline Community College and the Shoreline Community College Federation of Teachers Collective Bargaining Agreement (CBA):

- The number of annual sabbatical leaves shall not exceed two and four-tenths percent (2.4%) of the total number of Full-Time academic employees, provided that there are enough applicants who meet the conditions established in this Article; and further provided the aggregate cost of such leaves during any year, including the cost of replacement personnel, shall not exceed one hundred fifty percent (150%) of the cost of salaries which otherwise would have been paid to personnel on leave.

The 2026–2027 Sabbatical Selection Committee, composed of tenured academic employees, evaluated the sabbatical leave proposals based on four criteria: the proposal’s merit, the applicant’s service to the College, alignment with the Strategic Plan, and whether an applicant had previously taken a sabbatical. Recommendations from the Committee:

- The granting of a total of nine (9) quarters of sabbatical leave for the 2026–2027 academic year.
- Sabbatical leaves during the 2026–2027 academic year, at 100% compensation, be granted to: Henry García and Kristine Petesch for **2 quarters each**.
- Sabbatical leaves during the 2026–2027 academic year, at 100% compensation, be granted to: Rachel David, Duygu Erdoğan Monson, Trysteen Thanh-Binh Tran, Lauren Wilson, and Alan Yates for **1 quarter each**.

<p><b>Henry García</b> Division: Humanities &amp; Transitional Studies Recommend: 2 quarters sabbatical leave (2026–2027 academic year)</p>
<p>“I will be pursuing a Master's degree in Educational Technology and Digital Competencies from Universidad Internacional de La Rioja (UNIR) in Spain. This one-year online graduate program prepares educators to design technology-enhanced lessons, integrate digital tools into instruction, support accessible learning, and strengthen digital competencies across diverse educational settings.”</p>

**Kristine Petesch**

Division: Science, Technology, Engineering & Mathematics (STEM)

Recommend: 2 quarters sabbatical leave (2026–2027 academic year)

“The focus for this sabbatical is the gateway course, CHEM&121 (with CHEM&131 as its following class as time permits). The intention of the project is to (1) update outdated practices and procedures in the course to more fully align with accessibility requirements, the learning assessments of the College, and the College’s current strategic plan; (2) to develop more in depth opportunities for exploratory and research based learning, both in and outside of the laboratory, and (3) to develop and implement more robust student support focusing in increasing retention and completion by addressing the challenges and needs of our students.”

**Rachel David**

Division: Business, Communication & Social Sciences

Recommend: 1 quarter sabbatical leave (2026–2027 academic year)

“Convert classes to OER (Multicultural Psychology - PSYC 230, and possibly General Psychology – PSYC 100 and Psychology of Sexuality – PSYC 210). After teaching PSYC 230 for several years, I’m confident that I can replace the textbook with resources available on the internet and research databases. The current book is relatively inexpensive (\$50 for ebook rental), but I have an unprecedented number of students struggling to afford the book this year. For PSYC 100 and PSYC 210, I am less confident that I will find adequate OER textbooks or other resources to replace a textbook. The search will involve an extensive amount of research and reading.”

**Duygu Erdoğan Monson**

Division: Humanities & Transitional Studies

Recommend: 1 quarter sabbatical leave (2026–2027 academic year)

“I will revise, expand, and complete a scholarly book manuscript based on my doctoral dissertation: Replacing the Image of the Ottoman Turk: *Le Bourgeois Gentilhomme* and *Turquerie* as Resistance.”

**Trysteen Thanh-Binh Tran**

Division: Humanities & Transitional Studies

Recommend: 1 quarter sabbatical leave (2026–2027 academic year)

“To revive and scale the service-learning program. Not only would I have the time resource to carefully analyze my curriculum and student data, I can also seek out ways to deepen community partnerships and develop sustainable course models for other departments and disciplines.”

**Lauren Wilson**

Division: Humanities & Transitional Studies

Recommend: 1 quarter sabbatical leave (2026–2027 academic year)

“Complete an update of Shoreline’s quarterly ELL reading placement system, a project delayed by the pandemic. Increase my knowledge of an important group of students I teach by participating in a month-long tour of the six Central American countries: Guatemala, Honduras, El Salvador, Nicaragua, Costa Rica, and Panama.”

**Alan Yates**

Division: Humanities & Transitional Studies

Recommend: 1 quarter sabbatical leave (2026–2027 academic year)

“Exploration and design of proposals for **interdepartmental internship programs** that would provide students from several departments hands-on learning experiences in graphic design, production art, copywriting, marketing, interactive design, audio/soundtrack engineering, film/video, promotional project management, and business management.”

**Recommendation**

That the Board of Trustees, by motion and subsequent action, approve the granting of sabbatical leaves during the 2026–2027 academic year to:

- Henry García and Kristine Petesch, at 100% compensation, for **2 quarters each**.
- Rachel David, Duygu Erdoğan Monson, Trysteen Thanh-Binh Tran, Lauren Wilson, and Alan Yates, at 100% compensation, for **1 quarter each**.

Prepared by: Jack Kahn, President  
Ryan Aiello, Vice President of Student Affairs/Interim Vice President of  
Academic Affairs  
Shoreline College  
February 2026

**SHORELINE COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
REGULAR MEETING OF FEBRUARY 25, 2026**

**TAB 4**

**ACTION**

**Subject: Appointment of Administrative Law Judge (ALJ)**

**Background**

The College is conducting a reduction in force, and the faculty collective bargaining agreement (CBA) provides tenured faculty who receive notice of lay off a right to a dismissal hearing conducted by a hearing officer and heard by a dismissal review committee. The CBA requires that "Upon receipt of a request for a hearing from an affected academic employee, the College President shall notify the Board of Trustees and request that the Board appoint an impartial hearing officer after consultation with the Federation President." At the present time, two faculty members have requested a hearing.

Administrative Law Judges (ALJ) at the Washington Office of Administrative Hearings (OAH) are impartial and have expertise in conducting administrative hearings. President Kahn requests that the Shoreline College Board of Trustees authorize the College to send a request to OAH to assign an ALJ as the hearing officer for any reduction in force faculty hearings.

**Recommendation**

That the Board of Trustees by motion and subsequent action, authorize the College to send a request to the Washington Office of Administrative Hearings to assign an Administrative Law Judge to be the presiding officer for faculty reduction in force dismissal hearings.

Prepared by: Jack Kahn, President  
Shoreline College  
February 2026