

**SHORELINE COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING OF MARCH 21, 2018**

3:00 PM Study Session – Room 9208 (“Quiet Dining Room”), Bldg 9000 (“The PUB”)

4:30 PM Regular Session – Room 9208 (“Quiet Dining Room”), Bldg 9000 (“The PUB”)

A G E N D A

3:00 PM – STUDY SESSION: ROOM 9208 (“QUIET DINING ROOM”) ▪ BLDG 9000 (“THE PUB”) → ROOM 9301-THIRD LEVEL ▪ BLDG 9000 → MAIN LEVEL ▪ BLDG 3000 (GYMNASIUM) → ROOM 9208 ▪ BLDG 9000			
No.	AGENDA ITEM	RESPONSIBILITY	TAB
	•Students, Equity and Success Division Factoids: <ul style="list-style-type: none"> • Student Life • Athletics • Tutoring & Learning Centers 	<ul style="list-style-type: none"> •Rezina Habtemariam •Steve Eskridge •Derek Levy 	
4:30 PM – REGULAR SESSION [ROOM 9208 (“QUIET DINING ROOM”) ▪ BLDG 9000 (“THE PUB”)]			
No.	AGENDA ITEM	RESPONSIBILITY	TAB
1.	Convene Meeting	<i>Douglass Jackson</i>	
2.	Report: Chair, Board of Trustees	<i>Douglass Jackson</i>	
3.	Consent Agenda a. Approval of Previous Meeting Minutes <ul style="list-style-type: none"> ▪ Regular Meeting of January 24, 2018 ▪ Special Meeting of March 5, 2018 b. Revisions to Board of Trustees Governance Manual	<i>Douglass Jackson & Trustees</i>	1
4.	Communication from the Public	<i>Douglass Jackson</i>	
5.	Action: Renewal of First-Year & Second-Year Tenure Track Faculty Candidates	<i>Guy Hamilton</i>	2
6.	Action: Tenure Considerations	<i>Guy Hamilton</i>	3
7.	College Update(s)		
8.	Report: Shoreline Acting President	<i>Alison Stevens</i>	
9.	Report: Enrollment	<i>Bayta Maring</i>	
10.	Report: Budget – Mid-Year	<i>Stuart Trippel</i>	
11.	First Reading: Two-Year College Calendar	<i>Stuart Trippel & Chris Melton</i>	4
12.	First Reading: Date Change – Commencement 2019	<i>Chris Melton</i>	5

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JANUARY 24, 2018

MINUTES

STUDY SESSION

The Study Session of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Douglass Jackson at 3:04 PM in the Board Room of the Administration Building at Shoreline Community College. A quorum of the Board was present.

At 3:04 PM, the Trustees proceeded to the 5100 level in building 5000 (“FOSS”) for a visit to the Testing Center, followed by visits to Services for Students with Disabilities (5200 level-building 5000), and to Veterans Programs (5200 level-building 5000).

CONVENE IN REGULAR SESSION

The Regular Meeting of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Douglass Jackson at 4:31 PM in the Board Room (#1010M), located in the Administration building (#1000) at Shoreline Community College. A quorum of the Board was present.

MEMBERS PRESENT

Trustees Phil Barrett, Douglass Jackson, Tom Lux, and Clara Pellham were present.

Assistant Attorney General (AAG) John Clark represented the Office of the Attorney General.

AMENDMENT TO THE AGENDA

Chair Jackson requested an amendment to the agenda to include an additional Executive Session to precede agenda item #17 (Action: Adjournment).

Motion 18:02: A motion was made by Trustee Barrett to approve the amendment to the agenda.

Trustee Pellham seconded the motion, which was then unanimously approved by the Board.

REPORT: CHAIR, BOARD OF TRUSTEES

Chair Jackson noted that the Board held a very productive winter retreat in early January.

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JANUARY 24, 2018

CONSENT AGENDA

On the consent agenda:

- a) Minutes from the Regular Meeting of December 6, 2017 and the Special Meeting of January 5, 2018
- b) Date Change: Commencement 2018
- c) College Policies

New

- Policy 3805 (Alcohol Consumption & Possession)

For Elimination

- Policy 5325 (Students – Alcoholic Beverages)

Motion 18:03: A motion was made by Trustee Barrett to move b) Date Change: Commencement 2018 out of the consent agenda for separate discussion and action.

Trustee Lux seconded the motion, which was then unanimously approved by the Board.

Chair Jackson asked the Board to consider approval of a) and c) on the consent agenda

Motion 18:04: A motion was made by Trustee Lux to approve a) and c) on the consent agenda.

Trustee Pellham seconded the motion, which was then unanimously approved by the Board.

DATE CHANGE: COMMENCEMENT 2018

Executive Vice President Alison Stevens shared the background and recommendation contained in TAB 1 (Date Change: Commencement 2018).

Motion 18:05: A motion was made by Trustee Lux to approve the change of Commencement 2018 from June 10, 2018, to June 21, 2018.

Trustee Barrett seconded the motion, which was then unanimously approved by the Board.

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DISTRICT NUMBER SEVEN
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COMMUNICATION FROM THE PUBLIC

None.

COLLEGE UPDATE(S)

None.

REPORT: 2018 WASHINGTON ACT TRANSFORMING LIVES AWARD(S)

Trustees Barrett provided an overview of the Washington Association of College Trustees (ACT) Transforming Lives Award(s). Trustees Barrett and Pellham reviewed three nominations and recommended Robin Oliver as the Shoreline Community College Board of Trustees' nominee for the 2018 ACT Transforming Lives Awards.

Certificates of Appreciation were presented to two of the nominees present: Carlos Amezcua and Robin Oliver.

EXECUTIVE SESSION

At 4:47 PM, Chair Jackson announced that the Board would convene in Executive Session for 10 minutes for discussions related to collective bargaining and the interpretation or application of a labor agreement.

The Executive Session convened at 4:49 PM.

ACTION: MEMORANDUM OF UNDERSTANDING REGARDING PAYMENT OF 2.3% COLA

Motion 18:06: A motion was made by Trustee Lux to approve the Memorandum of Understanding By and Between the Shoreline Community College and the Shoreline Community College Federation of Teachers regarding payment of 2.3% COLA.

Trustee Pellham seconded the motion, which was then unanimously approved by the Board.

REPORT: SHORELINE PRESIDENT

President Roberts distributed and provided an overview of her *College & Community Engagement* report (December 7, 2017 – January 24, 2018) and spoke of the capital budget process, the projects approved by the Legislature—including Shoreline Community College's projects.

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DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF JANUARY 24, 2018

REPORT: COLLEGE POLICIES &/OR RULES

Director Veronica Zura showed the new Policies & Procedures page <https://www.shoreline.edu/about-shoreline/policies-procedures/> and acknowledged Web Specialist Adam Staffa for his work on the College's website, including the Policies & Procedures page.

Director Zura shared that communication about College policies would be regularly communicated to the campus.

ACTION: POLICY 3812/WAC 132G-276-090 PUBLIC RECORDS

Director Veronica Zura provided an overview of the action item contained in TAB 3 [Policy 3812/WAC 132G-276-090 (Public Records)].

Motion 18:07: A motion was made by Trustee Barrett to approve Policy 3812/WAC 132G-276-090 (Public Records).

Trustee Pellham seconded the motion, which was then unanimously approved by the Board.

FIRST READING: REVISIONS TO BOARD OF TRUSTEES GOVERNANCE MANUAL

Chair Jackson spoke about the process the Board has undertaken in relation to revising the Board's Governance Manual. One line (Accordingly, the Board of Trustees will see that) in GP-1, Section 3: Governance Process – Global Governance Commitment, was identified for elimination.

REPORT: SHORELINE FACULTY

SCCFT President DuValle Daniel spoke about the Memorandum of Understanding regarding payment of 2.3% COLA.

SCCFT President Daniel communicated that while the Board has expressed appreciation for the administration, there have been no responses, inquiries or concern from the Board to the "issues brought forward by the SCCFT President at Board meetings."

REPORT: SHORELINE CLASSIFIED

WFSE Chief Steward Jerry Owens expressed contentment that the capital budget has passed and noted that Classified Staff is looking forward to seeing the quarterly budget update.

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REPORT: SHORELINE ASSOCIATED STUDENT GOVERNMENT

ASG President Yorin Anggari shared information related to the Washington Community & Technical College Student Association (WACTCSA) 2017 – 2018 legislative agenda, as well as the events during MLK Jr. Week (January 15 – 25).

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

There were no closing remarks from the Trustees.

EXECUTIVE SESSION

At 5:33 PM, Chair Jackson announced that the Board would convene in Executive Session for fifteen minutes to discuss with legal counsel matters in litigation.

The Executive Session convened at 5:35 PM.

At 5:50 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its Executive Session by five minutes.

At 5:55 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its Executive Session by five minutes.

ADJOURNMENT

Motion 18:08: A motion was made by Trustee Barrett to adjourn the Regular Meeting of January 24, 2018.

Trustee Lux seconded the motion, which was then unanimously approved by the Board.

Chair Jackson adjourned the meeting at 6:00 PM.

Signed _____
Douglass Jackson, Chair

Attest: March 21, 2018

Lori Y. Yonemitsu, Secretary

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
SPECIAL MEETING OF MARCH 5, 2018
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MINUTES

The Special Meeting of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Douglass Jackson at 8:43 AM in the Central Conference Room (#1020M), located in the Administration Building (#1000) at Shoreline Community College, 16101 Greenwood Avenue North, Shoreline, Washington 98133.

MEMBERS PRESENT

Trustees Phil Barrett, Catherine D'Ambrosio, Douglass Jackson, and Tom Lux were present.

Also present: Acting President Alison Stevens and Acting Vice President for Student Learning Guy Hamilton.

COMMUNICATION FROM THE PUBLIC

None.

EXECUTIVE SESSION

At 8:44 AM, Chair Jackson announced that the Board would convene in Executive Session until 11:00 AM to review the performance of public employees.

RECONVENE IN SPECIAL SESSION

The Trustees reconvened in Special Session at 11:00 AM.

EXECUTIVE SESSION

At 11:44 AM, Chair Jackson announced that the Board would convene in Executive Session until 1:05 PM to review the performance of public employees.

At 1:20 PM, Chair Jackson stated that the Board would extend its Executive Session through the conclusion of the last scheduled meeting with an Appointment Review Committee (ARC) Chair.

RECONVENE IN SPECIAL SESSION

The Trustees reconvened in Special Session at 2:43 PM.

ADJOURNMENT

Motion 18:09: A motion was made by Trustee D'Ambrosio to adjourn the Special Meeting of March 5, 2018.

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
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SPECIAL MEETING OF MARCH 5, 2018
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Trustee Lux seconded the motion, which was then unanimously approved by the Board.

Chair Jackson adjourned the meeting at 2:43 PM.

Signed _____
Douglass L. Jackson, Chair

Attest: March 21, 2018

Lori Y. Yonemitsu, Secretary

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF MARCH 21, 2018**

TAB 1

CONSENT AGENDA

Subject: Revisions to Board of Trustees Governance Manual

Background

The Board of Trustees has been progressively discussing, providing input, and approving changes to the Board of Trustees Governance Manual (aka Board Policy Manual) since August 2014.

During the fall of 2017, Board Chair Douglass Jackson and Vice Chair Clara Pellham worked with President Roberts and Special Assistant to the President Laura Rehrmann to review and recommend changes for sections 3 (Governance Process), 4 (Board-President Relationship), and 5 (Bylaws) of the Governance Manual. The recommended changes were presented to the entire Board for further review, discussion, and input at the Board's January 5, 2018 winter retreat. In addition, Senior Executive Director and CFO Stuart Trippel presented recommended changes to ERE-4 in section 2 (Executive Responsibilities and Expectations) to the entire Board for review, discussion, and input at the Board's January 5, 2018 winter retreat.

To follow/attached: "Red lined" documents reflecting the revisions made to the Board of Trustees Governance Manual during the Board's review, discussion, and input process (Fall 2017 - January 24, 2018).

Recommendation

It is recommended that the Board of Trustees take action on the proposed changes to the Board of Trustees Governance Manual.

Prepared by: Lori Yonemitsu
Executive Assistant to the President and Secretary to the Board of Trustees
Shoreline Community College
February 23, 2018

BOARD POLICY NUMBER: ERE-4

POLICY TITLE: SECTION 2: EXECUTIVE RESPONSIBILITIES AND EXPECTATIONS Fiscal Policy

With respect to the actual, ongoing financial condition and activities, the President will promote fiscal integrity and avoid material deviation from Board-approved priorities.

The President establishes operational policies and procedures that carry out the Board policy:

- 4.1. Expend only those funds that have been approved by the Board in the fiscal year, unless the Board's approval to do otherwise has been obtained. Notify the Board within 45 days of any expenditure that deviates by more than one-half of one percent (0.5%) of the approved operating budget.
- ~~4.2. Not incur debt in an amount greater than that which can be repaid by certain and otherwise unencumbered revenues within the current year, or can be repaid from accounts specifically established for such purpose, or Board approved.~~
- ~~4.3. Not make any single purchase or otherwise commit the College to any expenditure greater than one half (1/2) of one percent (1%) of the College's current approved operating budget that deviates from the Board adopted budget, without notifying the Board within 45 days of such expenditure. Splitting orders or obligations to avoid this limit is not acceptable.~~
- ~~4.4.4.2. Promote fiscal integrity by expending College funds in a manner that will result in a zero or positive fund balance at the close of the fiscal year, except for Board-designated transfers from reserves.~~
- ~~4.5. Promote comprehensive facilities planning and execute the resulting plans for the use of the College's physical plant in order to:
 - a. contribute to student learning,
 - b. assist in the attraction of new students and retention of existing students,
 - c. optimize the use of taxpayer-provided capital assets,
 - d. extend the useful life of existing structures to the greatest practical degree, and
 - e. a. promote a safe and healthy environment for students and staff.~~
- ~~4.6.4.3. Provide to the Board, quarterly and annual reports of the College's current financial condition that will continually enhance the Board's ability to meet its fiduciary responsibility, including reserves.~~
- ~~4.7. Accept only gifts or grants that are in the best interest of the College, and not obligate the College to make future expenditures using funds other than those created by the gift or grant without Board approval.~~
- 4.8. Maintain a general fund balance reserve to provide for such items as adequate cash flow, emergencies, budget contingencies, multi-year planning, revenue shortfalls, unplanned but necessary expenditures, or operating changes that occur outside of the planned annual budget. The general fund balance reserves will be 10-12% of the College's most recently completed fiscal year's actual operating expenditures, unless a different level is necessary to sustain operations.
- ~~4.9.4.4. Maintain, as necessary, local capital fund reserves to manage facilities needs that are not funded, or are underfunded, by the state. The President will annually recommend to the Board of Trustees an~~

amount to be set aside to maintain this fund, which is subject to approval by the Board of Trustees. ~~Establish a reserve fund up to 50% of maintenance budget. In recommending local capital reserve levels and expenditures, the President will consider how such levels and expenditures contribute to the attraction of new students and retention of existing students.~~

~~4.10.4.5.~~ _____ Maintain a tuition contingency reserve of ~~10~~15% of the previous year's tuition collections, to provide financial cover in the event of unforeseen fluctuations in enrollment.

~~4.11.4.6.~~ _____ Maintain an innovation and opportunities reserve fund up to 2% of the operating budget to facilitate college investment in initiatives that demonstrate the potential for substantial return on investment, and that are deemed by the President as vital to the College's future. The President will approve all distributions, and will recommend future designations based on the College's overall financial performance. The President will provide the Board of Trustees with at least semi-annual financial reports. Each self-supported program will budget up to 10% of each applicable budget for reserves.

~~4.12.~~ ~~Maintain, as necessary, a reserve for designated programs, including auxiliary services and self support programs, to provide for adequate cash flow, multi-year planning, and operating contingencies.~~

~~4.13.~~ ~~Maintain a reserve for all funds required by law, regulations and/or agreement that are restricted as to type of use complying with federal, state, grantor, and office of financial management rules.~~

~~4.14.4.7.~~ _____ Designate between 5-8% of the most recently completed fiscal year's operating budget surplus to the Board of Trustees Reserve Fund. Under the sole authority of the Board of Trustees, funds may be used for special board initiatives, and/or to ensure that sufficient funds are available in the event of an unbudgeted emergency.

~~4.15.~~ ~~Provides reports, on an annual basis, the status of reserves and reserve projections.~~

BOARD POLICY NUMBER: GP-1

POLICY TITLE: SECTION 3: GOVERNANCE PROCESS – Global Governance Commitment

CURRENT POLICY	RECOMMENDED REVISIONS TO CURRENT POLICY <i>(changes tracked)</i>
<p>The Board of Trustees is committed to govern Shoreline Community College in accordance with the Constitutions of the United States and the State of Washington, and the Community and Technical College Act of the State of Washington. The Board of Trustees will always act in the best interest of Shoreline Community College, its students, employees, and the community it serves.</p> <p>Accordingly, the Board of Trustees will see that:</p> <p>1.1 The College achieves appropriate results for appropriate persons at an appropriate cost.</p>	<p>The Board of Trustees is committed to govern Shoreline Community College in accordance with the Constitutions of the United States and the State of Washington, and the Community and Technical College Act of the State of Washington. The Board of Trustees will always act in the best interest of Shoreline Community College, its students, employees, and the <u>diverse community-communities</u> it serves.</p> <p>Accordingly, the Board of Trustees will see that:</p> <p>1.1 The College achieves appropriate results for appropriate persons at an appropriate cost.</p>

BOARD POLICY NUMBER: GP-5

POLICY TITLE: SECTION 3: GOVERNANCE PROCESS – Chair’s Role

CURRENT POLICY	RECOMMENDED REVISIONS TO CURRENT POLICY (<i>changes tracked</i>)
<p><i>The Chair assures the integrity of the Board's process and secondarily, represents the Board to outside parties. The Chair is the only Board member authorized to speak for the Board (beyond simply reporting Board decisions), other than in specifically authorized instances.</i></p> <p>Accordingly, the Chair will:</p> <p>5.1 Ensure that the Board and individual Board members consistently behave in accordance with the Board's own rules and policies and those legitimately imposed upon the Board from outside the College. Specifically:</p> <ol style="list-style-type: none"> a. Meeting discussion content will be on those issues that, according to Board policy, belong to the Board, not to the President, to examine and or decide. b. Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and to the point. c. The Chair will stimulate discussion among the Board members and will attempt to arrive at Board decisions through consensus. d. The Chair will confirm accuracy of transcribed, approved minutes, will sign the minutes of all special and regular meetings of the Board, and will sign other documents as required by law. <p>5.2 Make decisions that fall within the topics covered by Board policies on the Governance Process and Board-President Relationship, with the exception of employment or termination of the President, and where the Board specifically delegates portions of this authority to others. The Chair is authorized to use any reasonable interpretation of the provisions in these policies.</p>	<p><i>The Chair assures the integrity of the Board's process and secondarily, represents the Board to <u>our diverse communities</u>. outside parties. The Chair is the only Board member authorized to speak for the Board (beyond simply reporting Board decisions), other than in specifically authorized instances.</i></p> <p>Accordingly, the Chair will:</p> <p>5.1 Ensure that the Board and individual Board members consistently behave in accordance with the Board's own rules and policies and those legitimately imposed upon the Board from outside the College. Specifically:</p> <ol style="list-style-type: none"> a. Meeting discussion content will be on those issues that, according to Board policy, belong to the Board, not to the President, to examine and or decide. b. Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and to the point. c. The Chair will <u>encourage stimulate</u> discussion <u>and consensus</u> among the Board members. and will attempt to arrive at Board decisions through consensus. d. The Chair will <u>confirm accuracy of transcribed, approved minutes, will</u> sign the minutes of all <u>special-regular</u> and <u>regular-special</u> meetings of the Board, and will sign other documents as required by law. <p>5.2 Make decisions that fall within the topics covered by Board policies on the Governance Process and Board-President Relationship, with the exception of employment or termination of the President, and where the Board specifically delegates portions of this authority to</p>

<p>5.3 Not make decisions about policies created by the Board within the Goals and Executive Limitations policy areas. Therefore, the Chair has no authority to supervise or direct the President.</p> <p>5.4 Chair board meetings with all the commonly accepted power of the position, to include ruling, recognizing, agenda setting and calling special meetings as required.</p> <p>5.5 Ensure that other Board members are informed of current and pending Board issues and processes.</p> <p>5.6 After Board discussion, appoint members to committees established by the Board.</p> <p>5.7 Designate the Vice-Chair to preside at Board meetings in the absence of the Chair or to fulfill the duties of the Chair as needed.</p>	<p>others. The Chair is authorized to use any reasonable interpretation of the provisions in these policies.</p> <p>5.3 Not make decisions about policies created by the Board within the Goals and Executive Limitations policy areas. Therefore, the Chair has<u>Have</u> no authority to supervise or direct the President.</p> <p>5.4 Chair board meetings with all the commonly accepted power of the position, to include ruling, <u>and</u> recognizing, <u>as well as</u> agenda setting and calling special meetings as required.</p> <p>5.5 Ensure that other Board members are informed of current and pending Board issues and processes.</p> <p><u>5.6</u> After Board discussion, appoint members to committees established by the Board.</p> <p>5.6<u>5.7</u> <u>Work with the Vice-Chair to review and revise the Board of Trustees Governance Manual.</u></p> <p>5.7<u>5.8</u> Designate the Vice-Chair to preside at Board meetings in the absence of the Chair or to fulfill the duties of the Chair as needed.</p>
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BOARD POLICY NUMBER: GP-6

POLICY TITLE: SECTION 3: GOVERNANCE PROCESS – Board Committee Principles

CURRENT POLICY	RECOMMENDED REVISIONS TO CURRENT POLICY (<i>changes tracked</i>)
<p><i>Board committees, when used, will be assigned so as to reinforce the wholeness of the Board’s job. The committees will operate to minimally interfere with the wholeness of the board’s job and never to interfere with delegation of authority from the Board to the President. Committees will be used sparingly.</i></p> <p>Accordingly, Board Committees are:</p> <p>6.1 To help the Board do its job, not to help, guide or advise the employees of the College do their jobs. Committees typically will assist the Board by preparing policy alternatives and implications for Board deliberation. In keeping with the Board’s broader focus, Board committees will, by and large, not have direct dealings with current staff operations.</p> <p>6.2 Not to speak or act for the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the President.</p> <p>6.3 Not to exercise authority over College employees. The President works for the full Board; therefore the President is not required to obtain approval of a Board committee before an executive action.</p> <p>6.4 To avoid identification with organizational parts rather than the whole. A Board committee that has helped the Board create policy on some subject will not be used to monitor organizational performance on that same subject.</p>	<p><i>Board committees, when used, will be assigned so as to reinforce the wholeness of the Board’s job. The committees will operate to minimally<u>not</u> interfere with the wholeness of the board’s job and never to interfere with<u>the</u> delegation of authority from the Board to the President. Committees will be used sparingly.</i></p> <p>Accordingly, Board Committees are:</p> <p><u>6.1 To help</u> Help the Board do its job, not to help, guide or advise the employees of the College <u>to</u> do their jobs. Committees typically will assist the Board by preparing policy alternatives and implications for Board deliberation<u>recommendations</u>. In keeping with the Board’s broader focus, Board committees will, by and large, not have direct dealings with current staff operations. <u>A Board committee will not be used to monitor organizational performance on that same subject.</u></p> <p>6.16.2 <u>Will never consist of a quorum of Board members.</u></p> <p>6.26.3 <u>Not</u> Do not to speak or act for the Board, except when formally given such authority for specific and time-limited purposes. <u>Expectations and authority will be carefully stated in order not to conflict with authority delegated to the President.</u></p> <p>6.36.4 <u>Not to exercise authority over College employees. The President works for the full Board; therefore the President is not required to obtain approval of a Board committee before an executive action.</u></p>

6.5 Not to have standing committees. When necessary, the Board will form an ad-hoc committee. Committees will never consist of more than two Board members.

6.6 This policy applies only to committees that are formed by Board action, whether or not the committees include non-board members. It does not apply to committees formed under the authority of the President.

~~6.46.5~~ ~~To avoid identification with organizational parts rather than the whole. A Board committee that has helped the Board create policy on some subject will not be used to monitor organizational performance on that same subject.~~

~~6.56.6~~ ~~Not to have standing committees. When necessary, the Board will form an ad hoc committee. Committees will never consist of more than two Board members.~~

~~6.6~~ This policy applies only to committees that are formed by Board action, whether or not the committees include non-board members. ~~It does not apply to committees formed under the authority of the President.~~

BOARD POLICY NUMBER: GP-7

POLICY TITLE: SECTION 3: GOVERNANCE PROCESS – Board Self-Evaluations

CURRENT POLICY	RECOMMENDED REVISIONS TO CURRENT POLICY (<i>changes tracked</i>)
<i>The Board of Trustees shall conduct an annual self-evaluation prior to the annual planning retreat, with discussion during the retreat.</i>	<i>The Board of Trustees shall conduct an annual self-evaluation prior to the annual planning retreat, with discussion during the retreat.</i>

BOARD POLICY NUMBER: GP-10

POLICY TITLE: SECTION 3: GOVERNANCE PROCESS – Board Members Code Of Conduct

CURRENT POLICY	RECOMMENDED REVISIONS TO CURRENT POLICY (<i>changes tracked</i>)
<p><i>The Shoreline Community College Board of Trustees commits itself to ethical, businesslike, and lawful conduct. Such conduct includes the proper use of authority and appropriate decorum when acting as Board members.</i></p> <p>Accordingly, Board Members will:</p> <p>10.1. Maintain loyalty to the College. This loyalty supersedes any conflicting loyalty to or advocacy for staff, other organizations, interest groups, membership on other boards or organizations. This loyalty supersedes the personal interest of any Board member acting as an individual consumer of College services.</p> <p>10.2. Avoid any conflict of interest with respect to their fiduciary responsibility. Specifically:</p> <p style="padding-left: 40px;">a. There will be no self-dealing or any conduct of private business or personal services between any Board member and the College.</p> <p style="padding-left: 40px;">b. When the Board is to decide upon an issue that a member has an unavoidable conflict of interest, that member will withdraw without comment not only from the vote, but also from the deliberation.</p> <p style="padding-left: 40px;">c. Board members will not use their positions to obtain employment by the College or to furnish services or goods to the College on behalf of themselves, family members, friends, or associates.</p> <p>10.3. Not attempt to exercise individual authority over the College or on behalf of the Board as a whole, except as explicitly set forth in Board policies. Specifically:</p> <p style="padding-left: 40px;">a. Board members will recognize the lack of authority in any individual Board member when interacting with the President or with College employees, except when explicitly authorized by the Board.</p>	<p><i>The Shoreline Community College Board of Trustees commits itself to ethical, businesslike <u>professional</u>, and lawful conduct. Such conduct includes the proper use of authority and appropriate decorum when acting as Board members.</i></p> <p>Accordingly, Board Members will:</p> <p>10.1. Maintain loyalty to the College. This loyalty supersedes any conflicting loyalty to or advocacy for staff, other organizations, interest groups, membership on other boards or organizations. This loyalty supersedes the personal interest of any Board member acting as an individual consumer of College services.</p> <p>10.2. Avoid any conflict of interest with respect to their fiduciary responsibility. Specifically:</p> <p style="padding-left: 40px;">a. There will be no self-dealing or any conduct of private business or personal services between any Board member and the College.</p> <p style="padding-left: 40px;">b. When the Board is to decide upon an issue that a member has an unavoidable conflict of interest, that member will withdraw without comment not only from the vote, but also from the deliberation.</p> <p style="padding-left: 40px;">c. Board members will not use their positions to obtain employment by the College or to furnish services or goods to the College on behalf of themselves, family members, <u>relatives</u>, friends, or associates.</p> <p>10.3. Not attempt to exercise individual authority over the College or on behalf of the Board as a whole, except as explicitly set forth in Board policies. Specifically:</p> <p style="padding-left: 40px;">a. Board members will recognize the lack of authority in any individual Board member when interacting with the President or with College employees, except when explicitly authorized by the Board.</p>

<p>b. Board members will recognize the same limitation and the similar inability of any Board member or Board members to speak for the Board in interaction with the public, press, or other entities.</p>	<p>b. Board members will recognize the same limitation and the similar inability of any Board member or Board members to speak for the Board in interaction with the public, press, or other entities.</p>
<p>10.4 Support the legitimacy and authority of the final determination of the Board on any matter, irrespective of the member's person position on the issue.</p>	<p>10.4 Support the legitimacy and authority of the final determination of the Board on any matter, irrespective of the member's person position on the issue.</p>
<p>10.5. Not permit themselves to be used to circumvent established lines of authority or to interfere in normal procedures for the handling of complaints or grievances.</p>	<p>10.5. Not permit themselves to be used to circumvent established lines of authority or to interfere in normal procedures for the handling of complaints or grievances.</p>
<p>10.6. Not present an item for action at board meetings that is not on the agenda, without consensus of the Board.</p>	<p>10.6. Not present an item for action at board meetings that is not on the agenda, without consensus of the Board.</p>
<p>10.7. Be properly prepared for board deliberation.</p>	<p>10.7. Be properly prepared for board deliberation.</p>
<p>10.8. Strive to participate in educational activities, including local, state, regional, and national meetings, to enhance their ability to serve effectively as members of the College's Board of Trustees.</p>	<p>10.8. Strive to participate in educational activities, including local, state, regional, and national meetings, to enhance their ability to serve effectively as members of the College's Board of Trustees.</p>
<p>10.9. Aim to be honest and ethical in their dealings with each other, with college employees, partners, suppliers and the public.</p>	<p>10.9. Aim to be honest and ethical in their dealings with each other, with college employees, partners, suppliers, and the public.</p>
<p>10.10. Treat each other and all people with respect, and will foster a productive environment free of harassment, intimidation and discrimination.</p>	<p>10.10. Treat each other and all people with respect, and will foster a productive environment free of harassment, intimidation, and discrimination.</p>
<p>10.11. This policy will not restrict a Board member from communicating informally with the President, College staff, the public or other entities about College educational services or activities.</p>	<p>10.11. This policy will not restrict a Board member from communicating informally with the President, College staff, the public or other entities about College educational services or activities.</p>

BOARD POLICY NUMBER: BPR-1

POLICY TITLE: SECTION 4: BOARD--PRESIDENT RELATIONSHIP – Global Board--President Delegation

CURRENT POLICY	RECOMMENDED REVISIONS TO CURRENT POLICY (<i>changes tracked</i>)
<i>The Board's sole official connection to Shoreline Community College, its operational achievements and conduct, will be through the President of Shoreline Community College.</i>	<i>The Board's sole official connection to Shoreline Community College, its operational achievements and conduct, will be through the President of Shoreline Community College.</i>

BOARD POLICY NUMBER: BPR-2

POLICY TITLE: SECTION 4: BOARD--PRESIDENT RELATIONSHIP – Unity Of Control

CURRENT POLICY	RECOMMENDED REVISIONS TO CURRENT POLICY (<i>changes tracked</i>)
<p>2.1. Only official motions passed by the Board of Trustees are binding on the President of Shoreline Community College. Decisions or instructions by individual Board members, officers, or committees are not binding on the President of the college, except in rare instances when the Board may specifically authorized individual Board members, officers, or committees to exercise authority.</p> <p>2.2. In the event Board members or committees request information or assistance with Board authorization, the President may refuse such requests that require, in the President’s opinion, a material amount of staff time or funds, or are disruptive.</p>	<p>2.1. Only official motions passed by the Board of Trustees are binding on the President of Shoreline Community College. Decisions or instructions by individual Board members, officers, or committees are not binding on the President of the college, except in rare instances when the Board may specifically authorized individual Board members, officers, or committees to exercise authority.</p> <p>2.2. In the event Board members or committees request information or assistance with Board authorization, the President may refuse such requests that require, in the President’s opinion, a material amount of staff time or funds, or are disruptive.</p>

BOARD POLICY NUMBER: 7510

POLICY TITLE: SECTION 5: BYLAWS – Office ~~Of of The the~~ Board Of Trustees

CURRENT POLICY	RECOMMENDED REVISIONS TO CURRENT POLICY (<i>changes tracked</i>)
<p>The Board of Trustees shall maintain an office at 16101 Greenwood Avenue North, Shoreline, Washington 98133, where all records, minutes and the official College Seal shall be kept. This office shall be open during normal business hours.</p> <p>Correspondence or other business for the Board shall be sent to the Secretary of the Board at the above address.</p>	<p>The Board of Trustees shall maintain an office at 16101 Greenwood Avenue North, Shoreline, Washington 98133, where all records, minutes, and the official College Seal shall be kept. This office shall be open during normal business hours.</p> <p>Correspondence or other business for the Board shall be sent to the Secretary of the Board at the above address.</p>

BOARD POLICY NUMBER: 7511

POLICY TITLE: SECTION 5: BYLAWS – Meetings of the Board of Trustees

CURRENT POLICY	RECOMMENDED REVISIONS TO CURRENT POLICY (<i>changes tracked</i>)
<p>The Board of Trustees shall hold one regular meeting on the fourth Wednesday in January, February, April, May, June, September and October, the third Wednesday in March, and the first Wednesday in December. Special meetings may be requested by the Chair of the Board or by a majority of the members of the Board. Notice of regular meetings, regular meeting changes, and special meetings will be made in accordance with open public meetings law.</p> <p>All regular and special meetings of the Board of Trustees shall be held at 16101 Greenwood Avenue North, Shoreline, WA 98133, unless scheduled elsewhere, and shall be open to the general public, except for lawful executive sessions.</p> <p>No official business shall be conducted by the Board of Trustees except during a regular or special meeting.</p>	<p>The Board of Trustees shall hold one <u>customarily holds a</u> regular meeting on at such time and place as it may designate approximately every month between January through July and from October through December. the fourth Wednesday in January, February, April, May, June, September and October, the third Wednesday in March, and the first Wednesday in December. Special meetings may be requested by the Chair of the Board or by a majority of the members of the Board. <u>Notice of the time and place of all regular meetings, regular meeting changes, and special meetings will be made in accordance with open public meetings law. shall be governed by the requirements of the Open Public Meetings Act, chapter 42.30 RCW.</u></p> <p>All regular and special meetings of the Board of Trustees shall be held at 16101 Greenwood Avenue North, Shoreline, WA 98133, unless scheduled elsewhere, and shall be open to the general public, except for lawful executive sessions.</p> <p>No official business shall be conducted by the Board of Trustees except during a regular or special meeting.</p>

BOARD POLICY NUMBER: 7512

POLICY TITLE: SECTION 5: BYLAWS – Request For Items To Be Placed On The Agenda

[WAC 132 G-104-020: Request for items to be placed on board agenda.]

CURRENT POLICY	RECOMMENDED REVISIONS TO CURRENT POLICY (<i>changes tracked</i>)
<p>Anyone, other than a Board member or a representative of the President's Office wishing an item placed on the agenda of a Board meeting, must have a written request in the office of the Board Secretary no later than twelve o'clock noon five business days before the next scheduled meeting of the Board. The Secretary will relate the request to the College President and the Chair of the Board as soon as feasible. The Chair will determine whether the item is to be placed on the agenda. The Chair or his/her designee will notify the individual initiating the request as to whether or not the item will be placed on the agenda.</p>	<p>Anyone, other than a Board member or a representative of the President's Office<u>Office of the President</u> wishing an item placed on the agenda of a Board meeting, must have a written request in the office of the Board Secretary no later than twelve o'clock noon five <u>(5)</u> business days before the next scheduled meeting of the Board. The Secretary will relate the request to the College President and the Chair of the Board as soon as feasible. The Chair will determine whether the item is to be placed on the agenda. The Chair or his/her designee will notify the individual initiating the request as to whether or not the item will be placed on the agenda.</p>

BOARD POLICY NUMBER: 7513

POLICY TITLE: SECTION 5: BYLAWS – Executive Sessions

CURRENT POLICY	RECOMMENDED REVISIONS TO CURRENT POLICY (<i>changes tracked</i>)
<p>The Board of Trustees may convene in Executive Session. These meetings will be held in accordance with the rules and regulations set forth in the Open Public Meetings Act.</p>	<p>The Board of Trustees may convene in Executive Session. These meetings will be held in accordance with the rules and regulations set forth in the Open Public Meetings Act, <u>chapter RCW 42.30</u>.</p>

BOARD POLICY NUMBER: 7514
POLICY TITLE: SECTION 5: BYLAWS – Agenda Items

CURRENT POLICY	RECOMMENDED REVISIONS TO CURRENT POLICY (<i>changes tracked</i>)
<p>The agenda of all regular meetings of the Board of Trustees shall include the following items, the order to be determined by the chair:</p> <ol style="list-style-type: none"> 1. Approval of Previous Minutes 2. Correspondence 3. Reports to the Board 4. Recommendations for Action of the Board 5. Other Business 6. Adjournment 	<p>The agenda of all regular meetings of the Board of Trustees shall include the following items, the order to be determined by the chair:</p> <ol style="list-style-type: none"> 1. Approval of Previous <u>Meeting</u> Minutes 2. Correspondence<u>Communication from the Public</u> 3. Reports to the Board 4. Recommendations for Action of the Board 5. Other Business 6. Adjournment

BOARD POLICY NUMBER: 7515
POLICY TITLE: SECTION 5: BYLAWS – Records Of Board Action

CURRENT POLICY	RECOMMENDED REVISIONS TO CURRENT POLICY (<i>changes tracked</i>)
<p>All official business transacted in regular or special Board meetings shall be recorded in minutes approved by the Board of Trustees and available for reference in its office.</p>	<p>All official business transacted in regular or special Board meetings shall be recorded in minutes approved by the Board of Trustees and available for reference in its office.</p>

BOARD POLICY NUMBER: 7516
POLICY TITLE: SECTION 5: BYLAWS – Parliamentary Procedure

CURRENT POLICY	RECOMMENDED REVISIONS TO CURRENT POLICY (<i>changes tracked</i>)
<p>Three members of the Board of Trustees shall constitute a quorum but no official action shall be taken by less than a majority of the total Board membership.</p> <p>Normally, voting shall be by voice; however, any member of the Board may request that his/her vote or abstention be recorded.</p> <p>In questions of parliamentary procedure, the actions of the Board shall be conducted according to <u>Robert's Rules of Order</u> unless specified otherwise by state law, regulation of the State Board, or a bylaw of this Board.</p>	<p>Three members of the Board of Trustees shall constitute a quorum but no official action shall be taken by less than a majority of the total Board membership.</p> <p>Normally, voting shall be by voice; however, any <u>Any</u> member of the Board may request that his/her vote or abstention be recorded.</p> <p>In questions of parliamentary procedure, the actions of the Board shall be conducted according to <u>Robert's Rules of Order</u> unless specified otherwise by state law, regulation of the State Board, or a bylaw of this Board.</p>

BOARD POLICY NUMBER: 7517
POLICY TITLE: SECTION 5: BYLAWS – Release Of Information To News Media

CURRENT POLICY	RECOMMENDED REVISIONS TO CURRENT POLICY (<i>changes tracked</i>)
<p>Publicity regarding official activities of the Board of Trustees normally will be made available to news media through the Office of College Communications/Public Information. All inquiries by representatives of the news media regarding official activities of the Board of Trustees should be referred to the Director of College Communications/Public Information.</p>	<p>Publicity regarding official activities of the Board of Trustees normally will be made available to news media through the Office of College Communications/Public <u>Communications and Marketing Office</u> Information. All inquiries by representatives of the news media regarding official activities of the Board of Trustees should be referred to the Director of College Communications/Public Information <u>Executive Director for Communications and Marketing</u>.</p>

BOARD POLICY NUMBER: 7518
POLICY TITLE: SECTION 5: BYLAWS – Officers Of The Board

CURRENT POLICY	RECOMMENDED REVISIONS TO CURRENT POLICY (<i>changes tracked</i>)
<p>The officers of the Board of Trustees shall be a chair, a vice-chair, and a secretary. At the first regularly scheduled meeting of the Board in June each year, the Board shall elect from its membership the chair and vice-chair to serve for the ensuing year, from July through the following June. As specified by state law, the secretary shall be the President of Shoreline Community College or his/her designee.</p> <p>The chair, in addition to any duties imposed by rules and regulations of the State Board, shall preside at all meetings of the Board, sign legal and official documents recording actions of the Board, and review the agenda prepared for each meeting of the Board. The chair shall, while presiding at official meetings, have full right of discussion and vote.</p> <p>The vice-chair, in addition to any duties imposed by rules and regulations of the State Board, shall act as chair of the Board in the absence of the chair.</p> <p>A Board member designated by the Board chair shall serve as chair, in any official meeting of the Board conducted in the absence of the chair and vice-chair.</p> <p>In addition to any duties imposed by rules and regulations of the State Board or assigned by this Board, the secretary of the board or his/her designee shall keep the Seal and maintain all records of the meetings of the Board. He/she shall also be responsible for Board correspondence, compiling the agenda of meetings, and distributing the minutes of the meetings and related reports.</p>	<p>The officers of the Board of Trustees shall be a chair, a vice-chair, and a secretary. At the first regularly scheduled meeting of the Board in June each year, the Board shall elect from its membership the chair and vice-chair to serve for the ensuing year, from July through the following June. As specified by state law, the secretary shall be the President of Shoreline Community College or his/her designee.</p> <p>The chair, in addition to any duties imposed by rules and regulations of the State Board, shall preside at all meetings of the Board, sign legal and official documents recording actions of the Board, and review the agenda prepared for each meeting of the Board. The chair shall, while presiding at official meetings, have full right of discussion and vote.</p> <p>The vice-chair, in addition to any duties imposed by rules and regulations of the State Board, shall act as chair of the Board in the absence of the chair.</p> <p><u>Together, the chair and vice-chair will conduct initial reviews of the policies and bylaws contained in the Board of Trustees Governance Manual, as well as review the agendas for study sessions and regular meetings of the Board of Trustees.</u></p> <p>A Board member designated by the Board chair shall serve as chair, in any official meeting of the Board conducted in the absence of the chair and vice-chair.</p> <p>In addition to any duties imposed by rules and regulations of the State Board or assigned by this Board, the secretary of the board or his/her designee shall keep the Seal and maintain all records of the meetings of the Board. He/she shall also be responsible for Board correspondence, compiling the agenda of meetings, and distributing the minutes of the meetings and related reports.</p>

BOARD POLICY NUMBER: 7519
POLICY TITLE: SECTION 5: BYLAWS – Restrictions Of Individual Authority

CURRENT POLICY	RECOMMENDED REVISIONS TO CURRENT POLICY (<i>changes tracked</i>)
<p>Legal authority is vested in the Board of Trustees and may be exercised only by formal action of the Board, taken in a regular or special meeting. No individual member of the Board may act on behalf of the Board unless specifically instructed by action of the Board.</p>	<p>Legal authority is vested in the Board of Trustees and may be exercised only by formal action of the Board, taken in a regular or special meeting. No individual member of the Board may act on behalf of the Board unless specifically instructed by action of the Board.</p>

BOARD POLICY NUMBER: 7520
POLICY TITLE: SECTION 5: BYLAWS – Fiscal Year Of The Board Of Trustees



CURRENT POLICY	RECOMMENDED REVISIONS TO CURRENT POLICY (<i>changes tracked</i>)
<p>The fiscal year of the Board shall conform to the fiscal year of the State of Washington and shall be from July 1 through June 30.</p>	<p>The fiscal year of the Board shall conform to the fiscal year of the State of Washington and shall be from July 1 through June 30.</p>

BOARD POLICY NUMBER: ~~7521~~
POLICY TITLE: ~~SECTION 5: BYLAWS – Reimbursement For Expenses~~

CURRENT POLICY	RECOMMENDED REVISIONS TO CURRENT POLICY (<i>changes tracked</i>)
<p>Reimbursement to members of the Board of Trustees for necessary travel expenses incurred in fulfilling their responsibilities shall be in accordance with provisions and limitation for other appointed officials of the State as specified in RCW 43.03.050 and RCW43.03.060.</p>	<p>Reimbursement to members of the Board of Trustees for necessary travel expenses incurred in fulfilling their responsibilities shall be in accordance with provisions and limitation for other appointed officials of the State as specified in RCW 43.03.050 and RCW43.03.060.</p>

BOARD POLICY NUMBER: 75227521

POLICY TITLE: SECTION 5: BYLAWS – Seal And Name Of The College District

CURRENT POLICY	RECOMMENDED REVISIONS TO CURRENT POLICY (<i>changes tracked</i>)
<p>The Board of Trustees shall maintain an official seal for use upon official documents. The seal shall be as follows:</p> 	<p>The Board of Trustees shall maintain an official seal for use upon official documents. The seal shall be as follows:</p> 

BOARD POLICY NUMBER: ~~7523~~7522
POLICY TITLE: SECTION 5: BYLAWS – Amendments Of Bylaws Of The Board Of Trustees

CURRENT POLICY	RECOMMENDED REVISIONS TO CURRENT POLICY (<i>changes tracked</i>)
<p>Bylaws of the Board may be amended by a majority vote of the Board provided such changes are proposed at least one meeting prior to the meeting at which the vote is taken. Bylaws may be amended by unanimous vote of the total Board membership at any regular or special meeting.</p> <p>Revisions Approved by:</p> <p>Board of Trustees April 24, 2002 Board of Trustees October 13, 2005</p> <p>The Board of Trustees hereby revises Policies 7510-7523.</p> <p>Done in Open Meeting by the Board this 13th day October, 2005.</p> <p>Board of Trustees</p> <p>Shoreline Community College</p> <p>By: _____ Chair of the Board</p>	<p>Bylaws of the Board may be amended by a majority vote of the Board provided such changes are proposed at least one meeting prior to the meeting at which the vote is taken. Bylaws may be amended by unanimous vote of the total Board membership at any regular or special meeting.</p> <p>Revisions Approved by:</p> <p>Board of Trustees April 24, 2002 Board of Trustees October 13, 2005 <u>Board of Trustees To be filled in upon approval</u></p> <p>The Board of Trustees hereby revises Policies 7510-7523.</p> <p>Done in Open Meeting by the Board this 13th day October, 2005.</p> <p>Board of Trustees</p> <p>Shoreline Community College</p> <p>By: _____ Chair of the Board</p>

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF MARCH 21, 2018
ACTION**

TAB 2

**Subject: Renewal of First-Year & Second-Year Tenure Track Faculty
Candidates**

Background

Under separate cover the Board received copies of the appointment review committees' evaluations for three first-year, and four second-year tenure track faculty candidates. On March 5, 2018, the Board met in executive session with faculty chairs of each of the seven appointment review committees to review and discuss the second year Appointment Review Committee Reports.

Listed below are the tenure track faculty candidates and committee chairs.

<u>Faculty Member</u>	<u>Discipline/Area</u>	<u>Years on Probation</u>	<u>Committee Chair</u>
GENEST, TOM	ESL/ABE/GED	2	Elizabeth Hanson
PELLETIER, TREVOR	Mathematics	2	Juliet Lovejoy
SLEIGHT, SHELBY	Adult Basic Education	2	Claire Murata
TING, GUY	Chemistry	2	David Phippen
ALLRED, ROBERT	Automotive	1	Sean Rody
HESS, CRYSTAL	Computer Science	1	Adria Magrath
WYZGOWSKI, PRZEMYSŁAW	Mathematics	1	Fred Kuczarski

Recommendation

At this time the Board may consider taking action on the tenure track faculty candidates.

Prepared by: Guy Hamilton
Acting Vice President for Student Learning & Success
Shoreline Community College
March 14, 2018

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF MARCH 21, 2018
ACTION**

TAB 3

Subject: Tenure Considerations

Background

Under separate cover the Board received copies of the appointment review committees' reports and recommendations for the following six third-year faculty candidates.

On March 5, 2018 the Board met in executive session with the faculty chairs of each of the following six appointment review committees to review and discuss the third year Appointment Review Committee reports.

<u>Faculty</u>	<u>Discipline/Area</u>	<u>Committee Chair</u>
BASHAM, ERIC	Engineering	Shana Calaway
BURROUGHS, MARY	Nursing	Alison Leahy
ERDOGAN MONSON, DUYGU	Film and Theater Arts	Tony Doupe
ESQUIBEL, ELENA	Communication Studies	Brooke Zimmers
FAGEL, JOYCE	Advising	Judy Penn
FISCHER, AUDREY	Advising	Rachel David

Recommendation

At this time the Board has two options: 1) to grant tenure or 2) to deny tenure.

Prepared by: Guy Hamilton
Acting Vice President for Student Learning & Success
Shoreline Community College
March 14, 2018

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF MARCH 21, 2018**

TAB 4

FIRST READING

Subject: Two-Year College Calendar (2019 – 2020; 2020 – 2021)

Background

The following recommendations by the Joint Union Management Committee (JU/MC) were used to develop the 2019-2020 and tentative 2020-2021 academic calendars:

1. Continued adherence to Policy 6000.
2. Each quarter of the academic year should contain 49 or 50 instructional days.
3. Attempt to have the same number of instructional days for each day of the week.
4. Commencement should be held the day after finals and can be held in the evening.
5. Late start for Winter, Spring, Summer, and Fall.
6. Have three (3) final exam days, except Summer.
7. Have a prep day for each quarter, except Summer.
8. A minimum four (4) week break between Summer and Fall quarters.
9. Allow several days after the week of closure before starting winter break, to allow for necessary student services to be put in place.
10. Expand the break between Winter and Spring quarter to more than five (5) days.
11. Shorten opening week by one (1) day, and moving that day to another date within the academic year, for the purpose of professional learning, in accordance with Article 7.b.5.

Consider the following requests:

- a. Avoid scheduling this date the Friday before a quarter startup
 - b. Avoid the last two (2) weeks before the quarter ends
 - c. Take into consideration the positive and/or negative impact on students when determining the date
12. Have a full week of instruction following Thanksgiving.

The Calendar Committee attempted to comply with the above parameters, working closely with the JU/MC as the calendars were developed.

The 2019-2020 and tentative 2020-2021 calendars have been approved by the JU/MC and are attached for the Board's consideration.

Prepared by:

Chris Melton, Director – Enrollment & Financial Aid Services/Registrar
Shoreline Community College
February 15, 2018

SHORELINE COMMUNITY COLLEGE DISTRICT NUMBER SEVEN
2019-2020 CALENDAR

(This calendar is not official until approved by the College Board of Trustees)

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

{ } Commencement

* Campus closed - "Legal holidays" and "legislatively recognized days"

FALL QTR 2019	
INSTR	50
FAC/PREP	1
EXAMS	3
TOTAL	54

WINTER QTR 2020	
INSTR	50
FAC/PREP	1
EXAMS	3
TOTAL	54

SPRING QTR 2020	
INSTR	49
FAC/PREP	1
EXAMS	3
TOTAL	53

SUMMER QTR 2020	
INSTR	32
FAC/PREP	0
EXAMS	**
TOTAL	32

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

SEPTEMBER 2019

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

MARCH

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

10/9 to 11/13 Drops show as W
After 11/13 Drops show as Z, NC, or V
10/29 Last day for P/NC option

FALL QUARTER

9/2	Holiday - Campus Closed*
9/19	Opening Week Begins
9/25	Instruction Begins
11/11	Holiday - Campus Closed*
11/28	Holiday - Campus Closed*
11/29	Holiday - Campus Closed*
12/6	Instruction Ends
12/9	Prep Day
12/10, 12/11 & 12/12	Exams
12/17	Grades Due
12/25	Holiday - Campus Closed*

OCTOBER

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

APRIL

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

1/23 to 2/21 Drops show as W
After 2/21 Drops show as Z, NC, or V
2/12 Last day for P/NC option

WINTER QUARTER

1/1	Holiday - Campus Closed*
1/8	Instruction Begins
1/20	Holiday - Campus Closed*
2/17	Holiday - Campus Closed*
3/19	Instruction Ends
3/20	Prep Day
3/23, 3/24 & 3/25	Exams
3/31	Grades Due

NOVEMBER

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

MAY

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

4/20 to 5/19 Drops show as W
After 5/19 Drops show as Z, NC, or V
5/8 Last day for P/NC option

SPRING QUARTER

4/6	Instruction Begins
4/24	Professional Learning Day
5/25	Holiday - Campus Closed*
6/15	Instruction Ends
6/16	Prep Day
6/17, 6/18 & 6/19	Exams
6/20	Commencement
6/23	Grades Due

DECEMBER

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

JUNE

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

JANUARY 2020

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

JULY

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

7/8 to 7/29 Drops show as W
After 7/29 Drops show as Z, NC, or V
7/23 Last day for P/NC option

SUMMER QUARTER

6/29	Instruction Begins
7/3	Holiday - Campus Closed*
8/20	Instruction Ends
	(Exams on last day of class)
8/25	Grades Due

FEBRUARY

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

AUGUST

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

**SHORELINE COMMUNITY COLLEGE DISTRICT NUMBER SEVEN
TENTATIVE 2020-2021 CALENDAR**

(This calendar is not official until approved by the College Board of Trustees)

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

{ } Commencement

* Campus closed - "Legal holidays" and "legislatively recognized days"

FALL QTR 2020	
INSTR	50
FAC/PREP	1
EXAMS	3
TOTAL	54

WINTER QTR 2021	
INSTR	50
FAC/PREP	1
EXAMS	3
TOTAL	54

SPRING QTR 2021	
INSTR	49
FAC/PREP	1
EXAMS	3
TOTAL	53

SUMMER QTR 2021	
INSTR	31
FAC/PREP	0
EXAMS	--
TOTAL	31

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

SEPTEMBER 2020

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

MARCH

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

10/9 - 11/4
After 11/4
10/14

Drops show as W
Drops show as Z, NC, or V
Last day for P/NC option

FALL QUARTER

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

OCTOBER

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

APRIL

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

1/21 - 2/19
After 2/19
2/10

Drops show as W
Drops show as Z, NC, or V
Last day for P/NC option

WINTER QUARTER

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

NOVEMBER

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

MAY

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

DECEMBER

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

JUNE

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

4/19 - 5/18
After 5/18
5/7

Drops show as W
Drops show as Z, NC, or V
Last day for P/NC option

SPRING QUARTER

4/5	Instruction Begins
4/30	Professional Learning Day
5/31	Holiday - Campus Closed*
6/14	Instruction Ends
6/15	Prep Day
6/16, 6/17, 6/18	Exams
6/19	Commencement
6/22	Grades Due

JANUARY 2021

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

JULY

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

FEBRUARY

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

AUGUST

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

7/8 - 7/29
After 7/29
7/22

Drops show as W
Drops show as Z, NC, or V
Last day for P/NC option

SUMMER QUARTER

6/28	Instruction Begins
7/5	Holiday - Campus Closed*
8/19	Instruction Ends (Exams on last day of class)
8/24	Grades Due

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF MARCH 21, 2018**

TAB 5

FIRST READING

Subject: Date Change – Commencement 2019

Background

Spring 2019 commencement is scheduled for June 9, 2019, which is four days prior to the last day of Spring quarter classes. The Joint Union Management Committee (JU/MC) recommended moving this date to the day after finals, which falls on June 20, 2019.

Prepared by:

Chris Melton, Director – Enrollment & Financial Aid Services/Registrar
Shoreline Community College
February 23, 2018

SHORELINE COMMUNITY COLLEGE DISTRICT NUMBER SEVEN
2018-2019 CALENDAR

(Approved by the Board of Trustees - May 24, 2017)

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 - "Legal holidays" and "legislatively recognized days"

FALL QTR 2018	
INSTR	50
FAC/PREP	1
EXAMS	3
TOTAL	54

WINTER QTR 2019	
INSTR	49
FAC/PREP	1
EXAMS	3
TOTAL	53

SPRING QTR 2019	
INSTR	50
FAC/PREP	1
EXAMS	3
TOTAL	54

SUMMER QTR 2019	
INSTR	31
FAC/PREP	0
EXAMS	--
TOTAL	31

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

SEPTEMBER 2018

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

MARCH

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

OCTOBER

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

APRIL

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

NOVEMBER

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

MAY

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

DECEMBER

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

JUNE

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

JANUARY 2019

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

JULY

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

FEBRUARY

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

AUGUST

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

10/10 to 11/7 Drops show as W
After 11/7 Drops show as Z, NC, or V
10/30 Last day for P/NC option

FALL QUARTER

9/3	Labor Day *
9/20	Opening Week Begins
9/26	Instruction Begins
11/12	Veterans' Day * (observed)
11/22	Thanksgiving Day *
11/23	Native American Heritage Day *
12/7	Instruction Ends
12/10	Prep Day
12/11, 12/12 & 12/13	Exams
12/18	Grades Due
12/25	Commonly called Christmas Day *

1/22 to 2/20 Drops show as W
After 2/20 Drops show as Z, NC, or V
2/8 Last day for P/NC option

WINTER QUARTER

1/1	Commonly called New Year's Day *
1/7	Instruction Begins
1/21	Celebrated as M.L.King Jr. Day *
2/18	Presidents' Day *
3/18	Instruction Ends
3/19	Prep Day
3/20, 3/21 & 3/22	Exams
3/26	Grades Due

4/17 to 5/16 Drops show as W
After 5/16 Drops show as Z, NC, or V
5/8 Last day for P/NC option

SPRING QUARTER

4/3	Instruction Begins
4/26	Professional Learning Day
5/27	Commonly called Memorial Day *
6/9	Commencement
6/13	Instruction Ends
6/14	Prep Day
6/17, 6/18 & 6/19	Exams
6/25	Grades Due

7/11 to 8/1 Drops show as W
After 8/1 Drops show as Z, NC, or V
7/25 Last day for P/NC option

SUMMER QUARTER

7/1	Instruction Begins
7/4	Commonly called 4th of July *
8/22	Instruction Ends (Exams on last day of class)
8/27	Grades Due

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF MARCH 21, 2018**

TAB 6

ACTION

Subject: FACULTY SABBATICAL LEAVES (2018 – 2019)

Background

The June 1, 2017 – June 30, 2019 Agreement By and Between the Shoreline Community College Board of Trustees, District VII and the Shoreline Community College Federation of Teachers (Article XIV: Leaves) states that the College may award annual sabbatical leaves to eligible faculty not to exceed 2.4% of the total number of full-time academic employees.

A total of ten (10) quarters of sabbatical leave is recommended for the 2018 – 2019 academic year. All faculty recommended are eligible for a sabbatical leave and the faculty Sabbatical Committee has complied with the provisions of Article XIV: Leaves of the 2017 – 2019 Agreement.

11 sabbatical leave applications (proposals) were submitted for consideration to the faculty Sabbatical Committee, chaired by Sean Rody.

Following the Committee's review of the written applications and applicant interviews, five proposals were forwarded to the Board of Trustees for review. The Committee recommended two (2) quarters sabbatical leave for five (5) faculty members at 100% compensation.

To follow: Summary of the proposals recommended for 2018 – 2019 sabbatical leaves by the faculty Sabbatical Committee.

1.	<u>Name</u>	<u>Division</u>	<u>Quarter & Year of Initial Employment</u>	<u>Previous Sabbatical Quarters</u>	<u>Number of Quarters Recommended</u>
	Stephanie Diemel	STEM	SPR 2001 (FT)	FA 2007; WIN 2008; SPR 2008	2
<u>Purpose:</u> To create a digital catalog of physics laboratory curriculum using Canvas as a repository tool. This would establish a standardization in physics lab experiments and lead to greater efficiency when orienting new associate faculty.					

2.	<u>Name</u>	<u>Division</u>	<u>Quarter & Year of Initial Employment</u>	<u>Previous Sabbatical Quarters</u>	<u>Number of Quarters Recommended</u>
	Sarah Leyden	Science	FA 1993 (FT)	FA 1998; SPR 2001	2
<u>Purpose:</u> To learn different types of class structures to keep today's students engaged and successful in both face-to-face and online classes. And to explore mathematics apps and programs in order to provide the most current and leading tools to students.					

3.	<u>Name</u> Matthew Loper	<u>Division</u> Science	<u>Quarter & Year of Initial Employment</u> SPR 2000 (FT)	<u>Previous Sabbatical Quarters</u> FA 2004; WIN 2005	<u>Number of Quarters Recommended</u> 2
----	------------------------------	----------------------------	--	---	--

Purpose: To conduct field research in Washington and California on rare plant conservation. Additionally, to gain further experience in DNA technology in order to improve teaching skills. And develop partnerships with non-profits and state organizations.

4.	<u>Name</u> David Phippen	<u>Division</u> Science	<u>Quarter & Year of Initial Employment</u> SPR 2001 (FT)	<u>Previous Sabbatical Quarters</u> None	<u>Number of Quarters Recommended</u> 2
----	------------------------------	----------------------------	--	---	--

Purpose: To study the history of science from both Western and Eastern perspectives to incorporate into the classroom. To create “demo sets” for teaching/showing chemical demonstrations and for faculty accessibility. And to develop an annual student-led chemical demonstration to present to the Shoreline Community.

5.	<u>Name</u> Alan Yates	<u>Division</u> Humanities	<u>Quarter & Year of Initial Employment</u> SPR 2010 (FT)	<u>Previous Sabbatical Quarters</u> None	<u>Number of Quarters Recommended</u> 2
----	---------------------------	-------------------------------	--	---	--

Purpose: To further skills in virtual reality technology in order to improve curriculum for students. Additionally, to work with Lake Washington Institute of Technology on articulation agreements which will benefit students after completing their AAAS degree and move on to LWIT to complete an applied bachelors' degree.

Recommendation

It is recommended that sabbatical leaves be granted to:

- Stephanie Diemel, Sarah Leyden, Matthew Loper, David Phippen, and Alan Yates for two (2) quarters each during the 2018 - 2019 academic year at 100% compensation.

Prepared by: Guy Hamilton
Vice President for Student Learning
Shoreline Community College
February 23, 2018

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF MARCH 21, 2018**

TAB 7A

FIRST READING

Subject: College Policies &/or Rules – New & Revised

Background

Shoreline Community College is in the process of reviewing and, where appropriate, creating revising and/or replacing existing rules, policies and procedures to ensure alignment and compliance with State Board for Community and Technical Colleges (SBCTC) as well as the Northwest Commission for Colleges and Universities (NWCCU) guidelines.

As part of this process, rules and policies are reviewed by the appropriate College council (such as Faculty Senate Council, College Council, or the Strategic Planning/Budget Council), and the Executive Team for recommendation to be presented to the Board of Trustees.

The following policies have been created during the policy review process:

- Policy 5002 – Admissions

The following policies have been revised during the policy review process:

- Policy 4010 – Suspended Operations
- Policy 4111 – Equal Opportunity in Recruitment & Hiring
- Policy 4123 – Employee Email Communications
- Policy 4727 – Shared Leave
- Policy 5050 – Student Email Communications

To Follow

- Policy 5002 – Admissions
- Policy 4010 – Suspended Operations
- Policy 4111 – Equal Opportunity in Recruitment & Hiring
- Policy 4123 – Employee Email Communications
- Policy 4727 – Shared Leave
- Policy 5050 – Student Email Communications

Prepared by: Alison Stevens, Acting President
Veronica Zura, Director of Human Resources
Shoreline Community College
March 16, 2018



Policy Name:	Admissions
Policy Number:	5002
Applicable Code/Law:	Admissions – Americans with Disabilities Act, 1990; Section 504 of the Rehabilitation Act of 1973; Titles VI and VII of the Civil Rights Act, 1964; Title IX of the Educational Amendments of 1972; Shoreline Community College Catalog; High School Completion program – Office of the State Superintendent of Public Instruction; Information Collection – Family Educational Rights & Privacy Act, 1974; Running Start – RCW 28A.600.300 through 28A.600.380, RCW 28A.150.260 and RCW 28A.150.209.

Policy:

Shoreline Community College maintains an open door policy for all students who are high school graduates, have earned a General Education Development (GED) certificate, or are at least 18 years of age. Applicants for programs that are targeted to specific populations under the age of 18 may be admitted under the specific guidelines established for each program. Students under the age of 16 are generally not admitted to the college.

Programs that require additional criteria for admission into the major will establish guidelines approved by the college. These selective admission programs may require a non-refundable fee. Prerequisite coursework may be required in some selective programs. Students in certain selective admission programs, (e.g. Nursing, Dental Hygiene, Medical Lab Technician) are required to submit to a background investigation prior to entry.

Selected Shoreline courses may also require students to demonstrate existing knowledge and skills prior to enrollment. Shoreline allows for multiple methods of placement into such courses.



Policy Name:	Suspended Operations
Policy Number:	4010
Applicable Code/Law:	WAC 357-31-255, 265, 270, 275

Policy:

Severe weather or other emergency conditions may warrant closing the College campus. The College President or designee will determine when the safety of public health, property, or campus personnel is jeopardized. In such cases, on-campus classes and online classes may be impacted.

Employees will be notified when the campus is closed, or if it is advisable to suspend the operation of all or any portion of Shoreline Community College. Notification to employees and the campus will be made through a variety of methods as described in the suspended operations procedure.



Policy Name:	Equal Opportunity in Recruitment & Hiring
Policy Number:	4111
Applicable Code/Law:	Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, and RCW 49.60.030.

Policy:

Shoreline Community College District Number Seven (7) is committed to ensuring equal opportunity and non-discriminatory practices for all applicants and employees.

The College does not discriminate on the basis of race, color, national origin, age, genetic information, gender, gender identity, sex, sexual orientation, marital status, creed, religion, honorably discharged veteran or military status, citizenship status as an immigrant authorized to work in the United States, or the presence of any sensory, mental, or physical disability, except where reasonable accommodation cannot be made without posing undue hardship upon the College. Reasonable accommodations will be made for documented physical or mental limitations for all otherwise qualified persons with disabilities.

The College will make every effort to eliminate barriers to equal opportunity, with the Office of Human Resources responsible for monitoring and reporting adherence to this policy. It is incumbent upon administration, faculty, and staff of Shoreline Community College to make a good faith effort towards these policy goals.



Policy Name:	Employee Email Communications
Policy Number:	4123
Applicable Code/Law:	N/A

Policy:

It is the policy of Shoreline Community College that employees are provided with a College email account for the purpose of conducting College business and receiving College-generated alerts, announcements, or electronic communications as deemed appropriate by the College.

The College will send all electronic communication connected with official College business to employees' Shoreline email accounts. The College expects that employees will read email on a frequent and consistent basis. Failure to read College communications in a timely manner does not release employees from the responsibility to know and comply with the content of such communications.

The College expects employees to use their Shoreline email accounts or other College-authorized means of digital communications to conduct all electronic communication connected with official College business, which may include but is not limited to communications with students, fellow employees, state and local agencies, advisory boards, community organizations, contractors, and others.

Use of College email will be consistent and in compliance with all applicable College policies and procedures.



Policy Name:	Shared Leave
Policy Number:	4727
Applicable Code/Law:	RCW 41.04.650-670, OFM 25.40.10, WAC 357.31.390-455

Policy:

The policy of Shoreline Community College District Number Seven (7) is to provide a shared leave program that allows Shoreline Community College employees who accrue leave to donate leave to other Shoreline Community College employees. An employee may be eligible to receive shared leave if the employee a) suffers from or has an eligible relative or household member who suffers from an extraordinary or severe illness or injury which prevents the individual from working; b) has been called to service for the uniformed services; c) is an emergency volunteer in response to a federal or state declared state of emergency; or d) is a victim of domestic violence, sexual assault or stalking.

Donated annual/sick leave becomes shared leave which may then be used in accordance with the regulations governing sick leave. Employees receiving time loss compensation or other types of disability payments are not eligible for shared leave. Shared leave may not be used for bereavement leave. Once written notice of termination is given, an employee may not donate any type of leave they would lose due to termination, whether by voluntary resignation, retirement, and layoff or as a result of disciplinary action.



Policy Name:	Student Email Communications
Policy Number:	5050
Applicable Code/Law:	N/A

Policy:

It is the policy of Shoreline Community College that all registered students have an active College email account for the purpose of official College communications. College communications may include College-generated alerts, announcements, financial aid notifications, enrollment or registration transactions, instructor messages, or other electronic communications as deemed appropriate by the College.

The College expects that students will read email on a frequent and consistent basis. Failure to read College communications in a timely manner does not release students from the responsibility to know and comply with the content of such communications.

The College will provide access to student email through computers available in campus computer labs or the library. Information on open computer labs is posted on the College's technology website and in the library building.

Students may elect to redirect (auto-forward) emails sent to their College email address. Students who redirect emails from their official College email address to another address do so at their own risk. If email is lost because of forwarding, it does not release the student of the responsibilities associated with communications sent to their official College email address.

Use of College email will be consistent and in compliance with all applicable College policies and procedures.

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF MARCH 21, 2018**

TAB 7B

Subject: Rules & Policies Recommended for Elimination

Background

As Shoreline continues to review and update policies, certain policies and/or rules have been identified as no longer applicable to the operation of the College.

Recommendation

The following policies and/or rules were recommended for elimination by the appropriate College administrative and/or governance bodies and approved for elimination by the Executive Team during the policy review process:

- Policy 3799 – Use of Motor Vehicles
- Policy 5010 – College Mascot
- Policy 5215 – Appearance & Dress
- Policy 5330 – Safety & Security
- Chapter 132G-160 WAC – Admissions & Registration Procedures
- Chapter 132G-300-010 WAC – Grievance Procedure, Title IX

To Follow

- Policy 3799 – Use of Motor Vehicles
- Policy 5010 – College Mascot
- Policy 5215 – Appearance & Dress
- Policy 5330 – Safety & Security
- Chapter 132G-160 WAC – Admissions & Registration Procedures
- Chapter 132G-300-101 WAC – Grievance Procedure, Title IX

Prepared by: Alison Stevens, Acting President
Veronica Zura, Director of Human Resources
Shoreline Community College
March 16, 2018

Use of Motor Vehicles

3799

POLICY

IT SHALL BE THE POLICY OF SHORELINE COMMUNITY COLLEGE DISTRICT NUMBER SEVEN, THAT ITS OWNED MOTOR VEHICLES, INCLUDING BUT NOT LIMITED TO AUTOMOBILES, TRUCKS, SCOOTERS AND OTHER SELF PROPELLED VEHICLES, SHALL BE LIMITED IN USE TO OFFICIAL COLLEGE PURPOSES ONLY.

THE BOARD OF TRUSTEES HEREBY DELEGATES TO THE PRESIDENT OF THE COLLEGE OR HIS DESIGNEE THE AUTHORITY AND RESPONSIBILITY TO DEVELOP AND ENFORCE PROCEDURAL GUIDELINES TO EFFECTUATE THIS POLICY.

Approved by:
Board of Trustees.....5/17/74

College Mascot

5010

POLICY

THE MASCOT ADOPTED TO SERVE AS THE OFFICIAL SHORELINE
COMMUNITY COLLEGE MASCOT MUST BE IN GOOD TASTE AND MUST BE
FREE OF DIRECT OR INDIRECT REFERENCE TO ANY RACIAL, ETHNIC, OR
RELIGIOUS GROUP OF PEOPLE.

Approved by:
Board of Trustees 1/17/92

Appearance and Dress 5215

Appearance and Dress 5215

POLICY

EDUCATION IS TOO IMPORTANT TO BE GRANTED OR DENIED ON THE BASIS OF STANDARDS OF PERSONAL APPEARANCE UNLESS A STUDENT'S APPEARANCE DISRUPTS THE EDUCATIONAL PROCESS OR CONSTITUTES A THREAT TO SAFETY.

Approved by:
Board of Trustees.....11/10/69

Safety and Security 5330

Safety and Security 5330

POLICY

THE SECURITY OFFICER WORKING WITH THE BUSINESS MANAGER WILL BE RESPONSIBLE FOR THE ENFORCEMENT OF THE RULES AND REGULATIONS APPLICABLE TO SAFETY AND SECURITY.

Approved by:
Board of Trustees07/14/69

REPEALER

The following chapter of the Washington Administrative Code is repealed:

WAC 132G-160-010	Availability of information.
WAC 132G-160-020	Admissions.
WAC 132G-160-030	Registration—Appointments.
WAC 132G-160-040	Registration—Change of program.
WAC 132G-160-050	Residency status.
WAC 132G-160-060	Matriculation fee.
WAC 132G-160-075	Refund of tuition and fees.
WAC 132G-160-080	Advanced registration payment—Foreign students.
WAC 132G-160-500	Graduation requirements.

REPEALER

The following chapter of the Washington Administrative Code is repealed:

WAC 132G-300-010 Grievance procedure, Title IX.

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF MARCH 21, 2018**

TAB 8

FIRST READING

Subject: Board of Trustees 2019 Regular Meeting Schedule

Background

The Board of Trustees will consider holding a regular meeting at such time and place as it may designate approximately every month between January through July and from October through December.

Proposed regular meeting dates for calendar year 2019

(Regular Meeting start times: To be determined.)

<u>WINTER 2019</u>		
<u>•January 23, 2019</u>	<u>•February 27, 2019</u>	<u>•March 20, 2019¹</u>
<u>SPRING 2019</u>		
<u>•April 24, 2019</u>	<u>•May 22, 2019</u>	<u>•June 26, 2019</u>
<u>SUMMER 2019</u>		
<u>•July 17, 2019¹</u>		
<u>FALL 2019</u>		
<u>•October 23, 2019</u>		<u>•December 4, 2019²</u>

¹Third Wednesday of the month.

²First Wednesday of the month.

Prepared by: Lori Yonemitsu
Executive Assistant to the President • Secretary to the Board of Trustees
Shoreline Community College
March 15, 2018