


**SHORELINE COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
REGULAR MEETING OF JUNE 26, 2019**

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

**4:00 PM Special Session – Room 9208 (“Quiet Dining Room”), Bldg 9000**

**A G E N D A (Revised 06/24/19)**

<b>3:00 PM – STUDY SESSION: ROOM 9208 (“QUIET DINING ROOM”) • BLDG 9000</b>			
<b>NO.</b>	<b>AGENDA ITEM</b>	<b>RESPONSIBILITY</b>	<b>TAB</b>
	<b>2019 – 2020 College Budget</b>	<i>Bill Saraceno &amp; Satoko Prigmore</i>	
<b>4:00 PM – REGULAR SESSION: ROOM 9208 (“QUIET DINING ROOM”) • BLDG 9000</b>			
<b>NO.</b>	<b>AGENDA ITEM</b>	<b>RESPONSIBILITY</b>	<b>TAB</b>
1.	<b>Convene Meeting</b>	<i>Clara Pellham</i>	
2.	<b>Report:</b> Chair, Board of Trustees	<i>Clara Pellham</i>	
3.	<b>Consent Agenda</b> <b>a. Approval of Previous Meeting Minutes</b> ▪ Regular Meeting of May 22, 2019 ▪ Special Meeting of June 17, 2019	<i>Clara Pellham &amp; Trustees</i>	
4.	<b>Communication from the Public</b>	<i>Clara Pellham</i>	
5.	<b>Report:</b> Enrollment	<i>Bayta Maring</i>	
6.	<b>Action: 2019 – 2020 College Budget</b>	<i>Bill Saraceno &amp; Satoko Prigmore</i>	<b>1</b>
7.	<b>Action: 2019 – 2020 Services &amp; Activities (S&amp;A) Budget</b>	<i>Marisa Herrera &amp; Sundi Musnicki</i>	<b>2</b>
8.	<b>Action: Ratify Agreement By and Between The Board of Trustees Of Shoreline Community College District Number VII and the Shoreline Community College Federation of Teachers, Local No. 1950, AFT Washington/AFT/AFL-CIO (Effective: July 1, 2019 - June 30, 2022)</b>	<i>Veronica Zura</i>	<b>3</b>
9.	<b>Action: Board Resolution No. 150</b> (Commending Service of Shoreline Community College Federation of Teachers (SCCFT) • Local No.1950 •AFT Washington/AFT/AFL-CIO President: Professor DuValle Daniel)	<i>Clara Pellham &amp; Trustees</i>	<b>4</b>
10.	<b>Action: Board Resolution No. 151</b> (Commending Service of Washington Federation of State Employees (WFSE) Chief Shop Steward Paul Fernandez)	<i>Clara Pellham &amp; Trustees</i>	<b>5</b>
11.	<b>Action: Board Resolution No. 152</b> (Commending Service of Associated Student Government President Denish Oleke)	<i>Clara Pellham &amp; Trustees</i> 	<b>6</b>

Next Regular Meeting: July 17, 2019

12.	<b>Action: President's Certification of Compliance Document</b>	<i>Clara Pellham &amp; Trustees</i>	<b>7</b>
13.	<b>First Reading: College Policies &amp;/or Rules For Elimination</b> <ul style="list-style-type: none"> <li>• Policy 5265 – Distribution of Materials: Off-Campus Organizations and Non-Students</li> <li>• Policy 5352 – Employers Recruiting On Campus</li> </ul> <u>Revised</u> <ul style="list-style-type: none"> <li>• Policy 4114 – Reasonable Accommodations for Employees &amp; Applicants</li> <li>• Policy 4125 – Standards for Ethical Conduct</li> <li>• Policy 4126 – Acceptable Use of Technology &amp; Data</li> <li>• Policy 5114 – Reasonable Accommodations for Students with Disabilities</li> </ul>	<i>Veronica Zura</i>	<b>8A</b>  <b>8B</b>
14.	<b>Report: Shoreline President</b>	<i>Cheryl Roberts</i>	
15.	<b>Constituent Report: Shoreline Faculty</b>	<i>Eric Hamako</i>	
16.	<b>Constituent Report: Shoreline Classified Staff</b>	<i>Paul Fernandez</i>	
17.	<b>Constituent Report: Shoreline Associated Student Government</b>	<i>Denish Oleke</i>	
18.	<b>Report: Closing Remarks – Board of Trustees</b>	<i>Trustees</i>	
19.	<b>Action: Elect Board of Trustees Officers (2019 – 2020)</b> <ul style="list-style-type: none"> <li>•Chair</li> <li>•Vice Chair</li> </ul>	<i>Clara Pellham &amp; Trustees</i>	<b>9</b>
20.	<b>Executive Session</b> <ul style="list-style-type: none"> <li>• To discuss with legal counsel matters in litigation or matters of potential litigation</li> </ul>	<i>Clara Pellham</i>	
21.	<b>Action: Adjournment</b>	<i>Clara Pellham</i>	

## MINUTES

### STUDY SESSION

Chair Clara Pellham called the study session of the Board of Trustees of Shoreline Community College District Number Seven to order at 3:01 PM in room 2120, located in building 2100 at Shoreline Community College. A quorum of the Board was present.

Associated Student Government (ASG) President Denish Oleke and Communications Officer Tran Bui provided an overview of the *Services & Activities Fee Budget Allocation Proposal 2019–2020* slide presentation that included information on the following:

- S&A Budget Allocation Process Overview
- 2019-2020 Budget Allocation Breakdown
- Notable Changes
- S&A Fee Increase Proposal
- S&A Fee Increase Proposal Timeline
- S&A Fee Awareness Campaign
- Survey Feedback
- No Fee Increase v. Increase
- Conclusions

Trustee D'Ambrosio commended the ASG for conducting surveys and stressed the importance of seeking and receiving feedback on S&A allocations, from the student body.

In response to a question from Trustee Lux, ASG President Oleke communicated that the ASG did not receive negative comments in relation to the proposal to increase the S&A fee from \$9.00 per credit, to \$9.90 per credit.

In response to a question from Trustee Terpstra, Budget Analyst 4 Ann Martin-Cummins communicated that the last increase in the S&A fee occurred three years ago.

Trustee D'Ambrosio expressed concern about the disproportionality related to allocations between programs and referenced the funding allocated to the Athletics program in comparison to other programs.

ASG President Oleke invited Director of Athletics, Intramurals & Wellness Steve Eskridge to share his personal story as an example of the positive contributions of Athletics programs to student success and completion.

Trustee D'Ambrosio thanked Director Eskridge and concluded by inquiring whether students are aware of how the money (S&A dollars) is spent, and whether that is "how they want to spend their money."

The Trustees recessed until 4:00 PM.

### CONVENE IN SPECIAL SESSION

Chair Clara Pellham called the special meeting of the Board of Trustees of Shoreline Community College District Number Seven to order at 4:00 PM in room 2120, located in building 2100 at Shoreline Community College. A quorum of the Board was present.

### MEMBERS PRESENT

Trustees Catherine D'Ambrosio, Douglass Jackson, Tom Lux, Clara Pellham, and Gidget Terpstra were present.

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

### REPORT: CHAIR, BOARD OF TRUSTEES

Chair Pellham read the Board Chair's report. (Report attached.)

### CONSENT AGENDA

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

- a. Minutes from the regular meeting of April 24, 2019

Motion 19:21: Motion made by Trustee Jackson to approve the consent agenda.

Motion seconded by Trustee Terpstra, followed by all Trustees in favor of the motion.

### COMMUNICATION FROM THE PUBLIC

Community member Stuart Aque referred to an article in the April 19, 2019 edition of *The Ebbtide* regarding the future site (2500 building) of the "STEM building" [Allied Health, Science, and Advanced Manufacturing Classroom Complex (HSAMCC)] which would involve demolition of the 2500 building. President Roberts responded that current plans are for the HSAMCC building to be behind the 2500 building.

In addition, Mr. Aque spoke of athletics and health as a part of the college experience and expressed concern that the (track/soccer) field is underutilized and whether the field could potentially be a source of revenue.

### FIRST READING: PROPOSED COLLEGE BUDGET FOR FY 2019-2020

President Roberts and Budget Director Satoko Prigmore provided an overview of the following:

- Budget, Expenditures and Revenue
- Draft Initial Operating Budget for FY2019-2020
- Actual Revenue and Expenditure (As of 5/20/2019)
- April 2019 Bank Statement

### COLLEGE UPDATE(S)

#### All-Washington Academic Team Members

Professor and Phi Theta Kappa (PTK) Advisor Terry Taylor spoke of the very rigorous nomination process for the All-Washington Academic Team honors. 2019 All-Washington Academic Team members Shujah Sial and Ting-yu (Shari) Sung both shared their plans to transfer to the University of Washington.

Professor Taylor shared that eight students from The Honors College at Shoreline had an opportunity to display their research project posters at the University of Washington's Undergraduate Research Symposium on May 17, 2019.

#### Program Navigation Project

Executive Director Martha Lynn and Assistant Director Adam Staffa spoke of the cross-divisional, cross-departmental work, including interviews with students, related to the redevelopment of web pages for instructional programs, degrees, and certificates. Assistant Director Staffa projected the website and showed where changes to the website, occurred. He noted how the improvements to the webpages and website support strategic enrollment management.

### REPORT: SHORELINE PRESIDENT

President Roberts distributed the *President's College & Community Engagement* report (March 21 – April 24, 2019). In addition to sharing information on upcoming events, including Commencement, she spoke of timelines related to the work on financial statements by CliftonLarsonAllen; the opening of the residence hall; the frontage (e.g. sidewalk) improvements; the Vice President for Business & Administrative Services recruitment; Vice President for Student Learning Phillip King's start date; and the deployment of ctcLink at Shoreline.

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President Roberts shared information on the state's operating and capital budgets in relation to the community and technical college system, as well as to Shoreline Community College.

CONSTITUENT REPORT: SHORELINE FACULTY

Professor and SCCFT Division Representative Eric Hamako read the Federation President's report on behalf of SCCFT President DuValle Daniel. (Report attached.)

CONSTITUENT REPORT: SHORELINE CLASSIFIED

WFSE Chief Shop Steward Paul Fernandez read his report on behalf of Classified Staff. (Report attached.)

CONSTITUENT REPORT: SHORELINE ASSOCIATED STUDENT GOVERNMENT

ASG President Denish Oleke shared that three-hundred students participated in voting and noted that Isaac Tchao is the incoming ASG President. ASG President Oleke conveyed that other officer positions are still pending and that, the Club Awards event is scheduled for the evening of May 24.

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

Trustee D'Ambrosio conveyed that it was a pleasure to serve as a Trustee and reiterated the constrictions the Board is under insofar as "what we can do."

EXECUTIVE SESSION

At 5:25 PM, Chair Pellham announced that the Board would convene in executive session for twenty minutes to review the performance of a public employee; to discuss with legal counsel matters in litigation or matters of potential litigation; and to discuss strategies and/or positions to be taken in labor proceedings. Chair Pellham noted that the Board would reconvene in open session following the executive session to adjourn.

The Executive Session commenced at 5:35 PM.

At 5:55 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its executive session by twenty minutes.

At 6:15 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its executive session by twenty minutes.

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At 6:35 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its executive session by fifteen minutes.

At 6:50 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its executive session by five minutes.

ADJOURNMENT

Motion 19:22: Motion made by Trustee Lux to adjourn the special meeting of May 22, 2019.

Motion seconded by Trustee Terpstra, followed by all Trustees in favor of the motion.

Chair Pellham adjourned the meeting at 6:57 PM.

Signed \_\_\_\_\_  
Clara Pellham, Chair

Attest: June 26, 2019

\_\_\_\_\_  
Lori Y. Yonemitsu, Secretary

## BOARD CHAIR REPORT FOR MAY 22, 2019 MEETING

I would like to address comments made at the last Board meeting.

Although we have some key financial practices that needed to be reviewed and improved:

- Those financial process concerns are not the cause of the current budget shortfall; the shortfall would still exist because of increased expenses and decreased revenue. Nonetheless, the improvements in financial reporting and monitoring is extremely important and occurring.
- Contrary to some comments that have been received, no money has been determined to be missing or misappropriated.
- The College's reserves and local funds are stronger than many other colleges in the CTC system, which is a result of prudent financial decisions and careful budgeting.
- The College is completing construction of new student housing, which had several high expenses.

Although problematic, the major problem is our steep decline in enrollment (including enrollment mix and fewer international students). This decline in enrollment created a situation where we did not have enough revenue to cover our expenditures.

- Clearly said, we have a revenue and expenditure problem that is the contributor to the College looking at having to reduce its workforce.
- The legislature authorized bargaining of local funds, and the College agreed to use local funds for faculty compensation in the current CBA. This ongoing compensation expense is not funded by the legislature.
- The College used local funds to pay for a portion of prior COLAs that were not fully funded by the legislature.
- The College has several mandatory increases in expenses (such as: paid family leave premiums, ctLink assessment).
- The revenue/expense problem Shoreline is experiencing is occurring at colleges throughout the system.

Regarding the PERC examiner's decision and the work completed by Administrators at the College:

- The PERC examiner's decision did not determine that Veronica Zura or the College used an incorrect method to pay the faculty salary increases, and it did not determine that the faculty union's desired method of payment was the correct method. Instead, the examiner decided that the dispute should have been bargained further. The College disagrees with the examiner's legal reasoning, and the issue is being reviewed on appeal.

We are a policy making Board.



Please read this statement into the minutes:

SCCFT Local 1950 President Report to the BOT: May 22, 2019.

It is my observation over these last 4 years as President of SCCFT Local 1950 that we have a systemic problem at this College which manifests itself in a number of ways. As a result, we find ourselves in a situation where the Administration is forecasting a possible RIF of our fulltime tenured faculty and other layoffs of our part-time faculty and employees in other classifications within the next two years. Much of this is due to the lack of adequate leadership and oversight at this College, but everyone else is going to pay the price.

I hope you hear my words in the spirit they are being written and understand that the reason for bringing forth these concerns is not to shame or hurt anyone but to make sure you understand what we see from our view and why we have little confidence in the budget process being presented, the decisions that are being made and the future decisions that will be made on our behalf.

**First, the Budget.** At the last budget meeting, Dr. Roberts and Acting CFO Bill Saraceno stated that all of the CTCs are in basically the same boat except Pierce, implying that our financial situation isn't specific to our campus but is a statewide problem. While there may be some truth to that statement, there is also some misrepresentation of the facts that goes to the unwillingness of the Administration to accept responsibility for the situation we are in at Shoreline CC. All of the CTCs did not mismanage their funds. All of the CTCs did not neglect to anticipate through rigorous financial analysis this situation and prepare for it. All of the CTCs didn't start with a relatively health financial situation that deteriorated due to mismanagement, incompetence and possible malfeasance. We didn't have to have this financial crises if we had done our due diligence. It is important for the College to acknowledge this.

**Second, the RIFs and the Inclusion initiative by the College around the Budget.** To discuss possible RIFs in the midst of the unclear financial situation we are in seems premature. To suddenly start asking for participation of the faculty and staff to determine what programs are viable and which ones might have to go is also unfair. Now, when our jobs and the jobs of our colleagues are on the line, we are being asked our opinion. We've had opinions that have not been listened to. We asked why we continue to move forward on capital projects that are draining our cash flow when we should be focusing on saving jobs. We have not been listened to. The sudden shift to transparency and inclusion in our budgetary process seems nothing more than an opportunity for this College to share the responsibility for the loss of jobs with the faculty and staff, and it is unfair. It's important for the College to acknowledge this.

**Third, the resignation of Dr. Gloria Ngezaho and the lack of commitment to Diversity, Equity and Inclusion that his resignation represents.** Dr. Gloria Ngezaho was an outstanding candidate with qualifications that met all of the expectations of the job description. The screening committee, with HR Executive Director Veronica Zura as the Chair, specifically were looking for someone to lead the Human Resources department and therefore the College towards a more diverse and equitable hiring and professional development process at Shoreline with multilevel training to help change the campus climate and provide all employees at the College with growth opportunities.

However, Dr. Roberts made what appeared to be a unilateral decision, which changed significantly the position Dr. Ngezaho originally applied for and that two screening committees spent hours searching for. Instead, she split the position and promoted the chair of the screening committee into the position

without consultation with the screening committee or taking into consideration that the person promoted did not meet the minimum qualifications stated on the announcement for the position Dr. Ngezaho was selected for. The ethics of this process and the outcome is questionable at best, and yet our current Ethics Officer fully participated in and benefited from this process. This reinforces the lack of trust in the decision-making of the leadership at this college, and the College needs to acknowledge this.

**Lastly, Concerns about our current decision makers:** We now find ourselves in a **possible** financial crises (still not clear if it is indeed a crises of finances or a crisis of poor financial management) with an Administration full of interims and vacant positions and administrators who have been here less than a year making critical decisions about the direction of the College and the security of our livelihood.

I want you to know that I purposely decided not to attend this session because at this point I am overwhelmed with disappointment in the Administration of this College because I have conveyed my concerns to you, the Board of Trustees, clearly, directly and consistently for the last two years, and it isn't an easy role to play. I appreciate that Dr. Eric Hamako agreed to read my statement so that I would not have to do so this one time.

May 22<sup>nd</sup>,

My name is Paul Fernandez. I am the Chief Shop Steward here at Shoreline Community College. I am an Executive Board Member of the Washington Federation of State Employees – Local 304. I have served on 304s' executive board for 14 years.

I have been working here at Shoreline Community College for over 30 years. The first year and ½ as an hourly employee. Before Jerry became chief shop steward, I held the role for over eight years. So I have seen job cuts before, the first time it was because the college was rebased, and shortly after that, it was because the state budget tanked. I have seen the pain that job reductions cause.

But today I want to talk about the lack of inclusion, the lack of accountability and the low moral on campus.

On Inclusion:

We, the Washington Federation of State Employees, had a meeting on campus today and I asked staff about whether or not they were included during the week of May 6<sup>th</sup>?. Your administrator was supposed to ask you for ideas on cutting 2% of your division's budget. Was that amount of staff being included 100%? No, it was 25%.

We have a great deal of knowledge about the campus and the budget, but we are not all included. You need to start using your full team.

On Accountability:

Where should I start?

I am talking about the lack of accountability by you, the Board and the Administration. Last year is not the first year that we overspent our budget, it was the fourth in a row that I know of. And the amount of overspending increased each year. Why did the board not ask questions about the overspending?

As my union sister brought up last month at the BOT meeting, where is the accountability about negligence, the lack of oversight and the lack of due diligence on behalf of the Board and the Administration?

On Moral:

Moral on this campus is the lowest that I have ever seen it.

We don't feel that we are being heard and included in decisions being made on this campus.

The college has a history over the last five or six years of not including staff.

Here is an example: The Union Management Communications Committee Meetings, the meeting between the Union and the Administration, takes place every month. We have consistently asked about budget issues. We have asked about new building issues, we have asked about training, including safety, issues. Only to be told, "You will receive the information when you need to receive the information" This attitude has cost the college a lot of money. The college has had to have several expensive do overs because they did not share information or ask questions of staff.

At the last UMCC, we received a list of open positions. I cannot remember a time when the list was ever longer than it is now. We are told that positions are going to be held open to help balance the budget, which means staff workloads will increase. This is causing staff to look for work elsewhere. As we lose staff, more open positions and greater workload issues are created.

We asked near the end of April questions about the budget and we still have not received anything.

We asked for a history over the last seven years, in five different categories, for the number, and the cost associated with it, for administration employees, for full-time faculty, for part time faculty, for full-time staff and for part time staff. We have not received that information. We also asked for similar information about the Foundation. We have not received anything.

*Where do we go from here?*

The college has tools that check to see if classes students take meet certain goals.

What tools do you use to see if staff are being included and respected?

Your actions speak louder than your words.

The staff on this campus have a lot of knowledge and a lot of experience we want to be included in the decisions, we want to be respected, we want to be a part of this team.

## MINUTES

Chair Clara Pellham called the special meeting of the Board of Trustees of Shoreline Community College District Number Seven to order at 3:00 PM in room 9202, located in building 9000 (the "PUB") at Shoreline Community College, 16101 Greenwood Avenue North, Shoreline, Washington 98133. A quorum of the Board was present.

## MEMBERS PRESENT

Present: Trustees Douglass Jackson, Tom Lux, Clara Pellham, and Gidget Terpstra.

## COMMUNICATION FROM THE PUBLIC

None.

## ACTION: RENEWAL OF FIRST-YEAR TENURE TRACK FACULTY CANDIDATES

Acting Vice President Bayta Maring read the background and recommendation contained on tab 1 (Action: Renewal of First-Year Tenure Track Faculty Candidates) and the names of the first-year track faculty candidates, including each candidate's discipline/area and Appointment Review Committee (ARC) Chair.

Motion 19:23: Trustee Lux stated, "After having given reasonable consideration to the recommendations of the respective Appointment Review Committees, the Acting Vice President for Student Learning, and the President, I move that the Board continue the tenure-track candidate status of Lori Simicich and Chilan Ta."

Motion seconded by Trustee Terpstra.

The Board discussed, in general, the variations in the membership composition amongst the Appointment Review Committees (ARCs), as well as the variations in the level of details contained in ARC reports.

Motion unanimously approved by the Board.

## EXECUTIVE SESSION

At 3:14 PM, Chair Pellham announced that the Board would convene in executive session for one-hundred twenty minutes to discuss the performance of a public employee.

At 5:14 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its executive session by forty-five minutes.

After a brief recess, the Board resumed in executive session at 5:23 PM.

At 6:08 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its executive session by twenty minutes.

At 6:28 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its executive session by fifteen minutes.

At 6:43 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its executive session by five minutes.

At 6:48 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its executive session by five minutes.

At 6:53 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its executive session by two minutes.

At 6:55 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its executive session by one minute.

#### RECONVENE IN SPECIAL SESSION

The Trustees reconvened in special session at 6:56 PM.

#### ADJOURNMENT

Motion 19:24: Motion made by Trustee Lux to adjourn the Special Meeting of June 17, 2019.

Motion seconded by Trustee Jackson, followed by all Trustees in favor of the motion.

Chair Pellham adjourned the meeting at 6:57 PM.

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Signed \_\_\_\_\_  
Clara Pellham, Chair

Attest: June 26, 2019

\_\_\_\_\_  
Lori Y. Yonemitsu, Secretary

**SHORELINE COMMUNITY COLLEGE  
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REGULAR MEETING OF JUNE 26, 2019**

**TAB 1**

**ACTION**

**Subject: Fiscal Year 2019 – 2020 College Operating Budget Recommendation**

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**Background**

The College's current fiscal year (FY 2018-2019) ends June 30, 2019, along with the fiscal year of the State of Washington. In order to have proper spending authority in place, it is necessary for the College to adopt a budget for next fiscal year (FY2019-2020), which begins July 1, 2019.

The total estimated operating expenditure is recommended to be \$47,362,876 for FY 2019-2020. In order to support this expenditure, it is recommended to use the carry forward cash balance of \$1,929,016 to balance the budget.

State allocation	\$27,499,624
Tuition and major contract revenues (Domestic, International, Running Start, CEO)	17,934,236
<u>Carry forward cash balance</u>	<u>1,929,016</u>
Estimated operating budget for FY2019-2020	<u>\$47,362,876</u>

- Mandatory expenditure increases include health care, pensions, and compensation adjustments (3% cost of living adjustments and 5% King County premium payment)
- Recommend holding some vacant positions
- 2% budget reduction from Goods and Services has been implemented to minimize the impact on the cash balance
- No recommendation for fee increases

**Recommendation**

That the Board adopt the following motion:

MOVED, That the Board of Trustees of Shoreline Community College authorizes a fiscal year 2019-2020 operating budget of \$47,362,876 with the reduced expenditure levels as for fiscal year 2019, plus mandatory expenditure increases for health care, pensions, and compensation adjustments; and FURTHER MOVED, That the college President may adjust the operating budget up or down by up to one (1) percent of estimated operating revenues.

Prepared by: William Saraceno, Interim Chief Executive Officer  
Shoreline Community College  
June 24, 2019

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**SHORELINE COMMUNITY COLLEGE  
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REGULAR MEETING OF JUNE 26, 2019**

**TAB 2**

**ACTION**

**Subject: 2019 – 2020 Services & Activities (S&A) Budget**

**Background**

At the May 22, 2019 study session of the Board of Trustees, the Board was presented with a Services & Activities (S&A) budget allocation proposal of \$1.292 million (based on a \$0.90/credit increase of the S&A fee) for FY 2019-20.

The total amount requested by 18 programs, student clubs, and discretionary funds for FY 2019-20 exceeded \$1.7 million. Since the May 22, 2019 study session, it was discovered that S&A funds from tuition revenue and international contract revenue is projected to be approximately \$1.2 million for FY 2018-19. It is expected that S&A funds will decrease in FY 2019-20 due to anticipated declines in enrollment.

Rather than severely reducing the S&A budget to match the projected revenue, we are requesting to utilize \$108,000.00 from a S&A cash balance to supplement the \$1.292 million for a total of \$1.4 million for FY 2019-20. This includes a 10% increase to the current S&A fee (from \$9 per credit to \$9.90 per credit) to be allocated to 18 programs, 55 student organizations (clubs), and other discretionary funding sources.

**Recommendation**

That the Board of Trustees take action on the amended Services and Activities (S&A) budget allocation proposal of \$1.4 million for FY 2019-20.

Prepared by: Sundi Musnicki  
Director, Student Leadership & Residential Life  
Shoreline Community College  
June 21, 2019

**To follow**

- Amended 2019–2020 Services & Activities (S&A) Fee Budget Allocation Proposal, based on a \$1.4 million budget for FY 2019-20.

Programs	2018-2019 Allocation	2019-2020 Request	2019-2020 Allocation (Up to \$1.4m)*		
Arts & Entertainment	175,448	150,552	109,614	65,834	
Art Gallery	3,170	2,306	2,306	864	
Assoc. Student Gov.	108,285	127,237	100,245	8,040	
ASG - Student Clubs	45,000	45,000	45,000		
ASG - Contingency	15,000	15,000	10,000	5,000	
ASG - Mini-Grant	80,000	80,000	75,000	5,000	
Athletics-Total	352,745	390,091	302,345	50,400	
Athletics-Scholarships	45,164	49,250	0		
Athletics-Intramurals	32,745	44,749	32,745		
Athletics-W Gen	29,940	31,496	29,940		
Athletics-M Gen	29,763	31,599	29,763		
Athletics-W Vball	24,665	27,119	23,819		*not including \$3,300 from SCOF
Athletics-W Soccer	27,550	30,398	27,098		*not including \$3,300 from SCOF
Athletics-M Soccer	26,368	29,217	25,917		*not including \$3,300 from SCOF
Athletics-W Bball	27,170	29,573	26,273		*not including \$3,300 from SCOF
Athletics-M Baseball	47,088	49,542	46,242		*not including \$3,300 from SCOF
Athletics-W Softball	35,522	37,976	34,676		*not including \$3,300 from SCOF
Athletics-M Bball	26,770	29,172	25,872		*not including \$3,300 from SCOF
Choral Groups	21,000	39,830	21,000		
Concert Band	10,130	28,694	10,130		
DECA	18,319	32,142	18,319		
Ebbtide	30,629	48,373	33,129	2,500	
Gender Equity Center	5,000	53,840	11,736	6,736	
Instrumental Music	22,959	22,959	22,959		
Multicultural Center	16,850	45,187	21,850	5,000	
Opera & Musicals	43,935	44,670	43,935		
Parent/Child Center	105,000	112,660	106,000	1,000	
Plays & Video	17,000	15,323	15,323	1,677	
Spindrift	18,000	21,189	18,000		
Student Life	169,195	311,950	290,774	121,579	
Theater Tech	60,335	61,257	60,335		
Tutoring	82,000	83,549	82,000		
<b>TOTAL</b>	<b>1,400,000</b>	<b>1,731,809</b>	<b>1,400,000</b>	<b>0</b>	
<b>GOAL</b>			<b>1,400,000</b>		

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
REGULAR MEETING OF JUNE 26, 2019**

**TAB 3**

**ACTION**

**Subject: Ratify Agreement By and Between The Board of Trustees Of Community College District Number VII and the Shoreline Community College Federation of Teachers, Local No. 1950, AFT Washington/AFT/AFL-CIO**

**(Effective: July 1, 2019 through June 30, 2022)**

**Background**

Shoreline Community College recognizes the Shoreline Community College Federation of Teachers (SCCFT) as the exclusive negotiating representative for academic employees as defined in RCW 28B.52. A team consisting of members of the SSCFT Local No. 1950 and the Shoreline Community College administration entered into a new bargaining period in Fall quarter of 2018. A Tentative Agreement was reached in June 2019.

**1. General Contract Updates**

- a. Changed the reference of specific dates to relative dates.
- b. Clarified definitions of full-time and part-time employment categories to resolve ambiguity around the current contract's use of the terms describing faculty positions.

**2. 10 Hour Annual Training Requirement**

- a. Eliminated the 10 hour annual training requirement for part-time faculty.
- b. The College will continue to compensate part-time faculty to complete required compliance trainings such as FERPA, Title IX, etc.

**3. Professional Growth**

- a. Increased the Professional Development funds to \$600 per year for individual full-time faculty.
- b. Increased the part-time faculty professional development pool to \$39,000 per year. Included the ability for the College to compensate part-time faculty for attendance at college-sponsored trainings using pool funds.

**4. Faculty Program Coordinators (FPC)**

- a. Defined that FPC duties can be similar to the professional responsibilities for faculty but to be considered FPC work, coordination of work on behalf of the entire FPC unit is required.
- b. Documented a calculation that determines the proportion of instructional hours to the hours required to fulfill other faculty professional responsibilities.

- c. Updated the compensation method for FPC work.
  - i. For Full-Time faculty, FPC work requiring 13 hours or less per quarter is paid by the non-instructional hourly rate and FPC work between 13 hrs and 75 hrs (25%) per quarter is paid off the full-time faculty salary schedule.
  - ii. For Part-Time faculty, all FPC work is paid by the non-instructional hourly rate.

## **5. Workspace & Equipment**

- a. Part-time faculty will be provided with workspaces and storage that is secure and lockable. This secure storage will be as close to the part-time faculty workspace as is practical.
- b. Management will coordinate the optimization of part-time faculty workspace assignments, including meeting spaces.

## **6. Compensation**

- a. Documented the calculations used for all faculty compensation types.
- b. Management will pay both the employer and employee portions of the premium under Washington's Paid Family and Medical Leave (PFML) program for faculty work covered by the current collective bargaining agreement.
- c. Removed the level 2 limitation for faculty with only a bachelor's degree.
- d. Decreased the years of experience in each level of the placement schedule in alignment with placement schedule used for part-time faculty.
- e. Applied the 2019-22 general salary increases as increments to the full-time faculty salaries with no change made to the full-time faculty salary schedule.
- f. Applied the 2019-22 general salary increases as cost-of-living-allocation (COLA) increases to the part-time faculty salary schedule. College will apply the first 1.6% of the COLA received as a COLA to the part-time faculty salary schedule with the intent to bring the ratio of part-time salary to 80% of full-time salary with that increase.
- g. Applied COLAs to club advisors stipends, and the non-instructional and supervising dentists.
- h. Four (4) new tenure lines will be added in total over the course of the contract period. This agreement does not limit the use of the RIF process or obligate the College to fill any vacated tenure lines.
- i. Updated the Faculty Incentive Plan (FIP) to include a one-time annual payment that will be determined for payout and funding as triggered by a positive Net Position of the College and measured by the FIP Incremental Funding formula and Target Performance formula. Positive Net Position is defined as: total state allocation operating budget plus total revenue for International Education plus tuition revenue less expenditure associated with these revenue accounts.
- j. The parties mutually agreed to hold limited reopeners within one (1) year of receiving guidance from the state regarding state funding for Nursing; and "high demand" areas.
- k. The parties mutually agreed to hold a limited reopener to address Article XXII (Priority Associate).

## **Recommendation**

It is recommended that the Board approve the changes made to the Agreement By and Between The Board of Trustees of Community College District Number VII and the Shoreline Community College Federation of Teachers, Local No. 1950, AFT Washington/AFT/AFL-CIO, effective July 1, 2019 through June 30, 2022.

Prepared by: Dr. Guy Hamilton  
Executive Dean – Workforce & STEM, Lead Negotiator for Management  
Shoreline Community College  
June 24, 2019

**ACTION**

**Subject: Board Resolution No. 150  
(Commending Service of Shoreline Community College Federation of  
Teachers (SCCFT) • Local No. 1950 • AFT Washington/AFT/AFL-CIO  
President: Professor DuValle Daniel)**

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**Resolution No. 150  
Commending Service of  
Shoreline Community College Federation of Teachers (SCCFT)  
Local No. 1950, AFT Washington/AFT/AFL-CIO President:  
Professor DuValle Daniel**

WHEREAS, Professor DuValle Daniel has represented the Shoreline Community College Federation of Teachers (SCCFT) • Local No. 1950 • AFT Washington/AFT/AFL-CIO to the Board of Trustees since September 2015; and

WHEREAS, Professor Daniel has served and represented the faculty of Shoreline Community College; and

WHEREAS, Professor Daniel advocated for matters concerning the SCCFT membership through her communication with the Board of Trustees; and

WHEREAS, Professor Daniel is concluding her term as the President of the SCCFT; and

WHEREAS, Professor Daniel demonstrates a commitment to student success;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Shoreline Community College to publicly proclaim its appreciation to Professor Daniel for her service to students, faculty, staff and trustees.

The Board hereby adopts Resolution No. 150.

Done in Open Public Meeting by the Board of Trustees this 26<sup>th</sup> Day of June, 2019.

Board of Trustees  
Shoreline Community College  
District Number Seven

By: \_\_\_\_\_  
Clara Pellham  
Chair

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**Recommendation**

That the Board of Trustees take action on Resolution No. 150.

Prepared by: Lori Yonemitsu  
Executive Assistant to the President  
Shoreline Community College  
June 21, 2019

**ACTION**

**Subject: Board Resolution No. 151  
(Commending Service of Washington Federation of State Employees (WFSE)  
Chief Shop Steward Paul Fernandez)**

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**Resolution No. 151  
Commending Service of  
Washington Federation of State Employees (WFSE)  
Chief Shop Steward Paul Fernandez**

WHEREAS, Mr. Paul Fernandez has represented the Shoreline Community College Classified Staff in a leadership capacity for the Washington Federation of State Employees (WFSE) to the Board of Trustees for many years; and

WHEREAS, Mr. Fernandez has returned to the role as the WFSE's Chief Shop Steward; and

WHEREAS, Mr. Fernandez serves on numerous campus-wide committees, keeping members of the campus community informed about matters impacting Classified Staff; and

WHEREAS, Mr. Fernandez demonstrates a commitment to student success;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Shoreline Community College to publicly proclaim its appreciation to Mr. Fernandez for his service to students, faculty, staff and trustees.

The Board hereby adopts Resolution No. 151.

Done in Open Public Meeting by the Board of Trustees this 26<sup>th</sup> Day of June, 2019.

Board of Trustees  
Shoreline Community College  
District Number Seven



By: \_\_\_\_\_  
Clara Pellham  
Chair

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**Recommendation**

That the Board of Trustees take action on Resolution No. 151.

Prepared by: Lori Yonemitsu  
Executive Assistant to the President  
Shoreline Community College  
June 21, 2019

**ACTION**

**Subject: Board Resolution No. 152  
(Commending Service of Associated Student Government President  
Denish Oleke)**

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**Resolution No. 152  
Commending Service of  
Associated Student Government President Denish Oleke**

WHEREAS, the Associated Student Government (ASG) is the recognized governmental body representing the students of Shoreline Community College; and

WHEREAS, Mr. Denish Oleke has represented the students of Shoreline Community College with passion, energy, exceptional leadership and dedication; and

WHEREAS, Mr. Oleke has provided the Board of Trustees with comprehensive reports of ASG activities and initiatives; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Shoreline Community College to publicly proclaim its appreciation to Mr. Denish Oleke for his service to students, faculty, staff and trustees;

BE IT FURTHER RESOLVED that the Board extends best wishes to Mr. Oleke as he continues his educational, professional and personal goals.

The Board hereby approves Resolution No. 152.

Done in Open Public Meeting by the Board of Trustees this 26<sup>th</sup> Day of June, 2019.

Board of Trustees  
Shoreline Community College  
District Number Seven

By: \_\_\_\_\_  
Clara Pellam  
Chair

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**Recommendation**

That the Board of Trustees take action on Resolution No. 152.

Prepared by: Lori Yonemitsu  
Executive Assistant to the President  
Shoreline Community College  
June 21, 2019

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
REGULAR MEETING OF JUNE 26, 2019**

**TAB 7**

**ACTION**

**Subject: President's Certification of Compliance Document**

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**Background**

At its May 26, 2010 Study Session, the Board of Trustees agreed “that commencing with the 2010 – 2011 year, the Board would utilize a certifying document (which the President is to certify by her/his signature) in relation to the ten Executive Limitations (EL)” contained in the Board of Trustees Governance Manual (aka Board Policy Manual). Note: The Executive Limitations (EL) were renamed Executive Responsibilities and Expectations (ERE) and approved by the Board of Trustees at its regular meeting of September 26, 2016.

**To Follow**

President's Certification of Compliance document denoting the ten Executive Responsibilities and Expectations (ERE-1 through ERE-10) as contained in the Board of Trustees Governance Manual.

**Recommendation**

That the Board of Trustees take action on the certified 2018 – 2019 President's Certification of Compliance document—to be furnished to the Board on June 26, 2019.

Prepared by: Lori Yonemitsu  
Executive Assistant to the President  
June 21, 2019



●EXECUTIVE RESPONSIBILITIES AND EXPECTATIONS●

●POLICY TYPE: EXECUTIVE RESPONSIBILITIES AND EXPECTATIONS
●POLICY TITLE: GLOBAL EXECUTIVE CONSTRAINT
●POLICY NUMBER: ERE-1
<ul style="list-style-type: none"> <li>•Adopted by Board of Trustees in Open Meeting: June 24, 2009</li> <li>•Revision Adopted by Board of Trustees in Open Meeting(s): September 28, 2011; September 26, 2012; September 28, 2016</li> </ul>

The Board of Trustees delegates to the President of Shoreline Community College the authority to exercise in the name of the Board (RCW 28B.10.528) all of the powers and duties vested in or imposed upon the Board by law, except such powers and duties as the Board expressly reserves for the Board. The Executive Responsibilities and Expectations that are described in Section 2 provide clarification to the above delegated responsibility.

Within the college, the College President will allow, practices, activities, decisions, or organizational circumstances that are lawful, prudent, and in compliance with commonly accepted business and professional ethics and practices, and in agreement with the provisions set forth in the State Board for Community and Technical Colleges policy, Office of Financial Management policy, the Shoreline Community College Board of Trustees' Policy and/or take into account any executive order of the Governor of the State of Washington.

●POLICY TYPE: EXECUTIVE RESPONSIBILITIES AND EXPECTATIONS
●POLICY TITLE: TREATMENT OF PEOPLE
●POLICY NUMBER: ERE-2
<ul style="list-style-type: none"> <li>•Adopted by Board of Trustees in Open Meeting: June 24, 2009</li> <li>•Revision Adopted by Board of Trustees in Open Meeting(s): September 28, 2011; September 26, 2012; September 28, 2016</li> </ul>

With respect to treatment of students, employees, volunteers, community members and visitors, the President will promote conditions that are humane, fair, dignified, and non-discriminatory.

- 2.1. The President establishes operational policies and procedures that carry out the Board Policy including those that:
  - a. clarify rules for students, employees, volunteers, community members and visitors, in addressing the Board, expressing ethical dissent, and rules and sanctions that provide a civil and non-disruptive learning environment.
  - b. provide for effective handling of grievances, and ensure that students and employees know their rights and responsibilities.
  - c. protect against wrongful conditions, such as nepotism and grossly preferential treatment for personal reasons, and comply with all laws, rules and regulations pertaining to students and employees, including those pertaining to discrimination.
  - d. ensure due process procedures for students, employees, volunteers and visitors without discrimination or retaliation against anyone for expressing non-disruptive ethical dissent.



- 2.2. The President takes prompt and appropriate action when aware of any violation of federal laws, state laws, rules, regulations, State Board for Community and Technical Colleges policy, Office of Financial Management policy, any Executive Order of the Governor of the State of Washington, or Shoreline Board of Trustees policy.
- 2.3. The President protects the academic freedom of the institution, its faculty and its students and establishes rules and necessary sanctions that provide a civil and non-disruptive learning environment.
- 2.4. The President ensures that staff is prepared to deal with emergency situations.
- 2.5. The President attempts to maintain goodwill with community members and external stakeholders.

<ul style="list-style-type: none"> <li>●POLICY TYPE: EXECUTIVE RESPONSIBILITIES AND EXPECTATIONS</li> <li>●POLICY TITLE: FINANCIAL PLANNING/BUDGETING</li> <li>●POLICY NUMBER: ERE-3</li> </ul>
<ul style="list-style-type: none"> <li>•Adopted by Board of Trustees in Open Meeting: June 24, 2009</li> <li>•Revision Adopted by Board of Trustees in Open Meeting(s): September 28, 2011; September 26, 2012; September 28, 2016</li> </ul>

*The President will promote and allow financial planning and budgeting for general, capital, student body, and other funds in any fiscal year or the remaining part of any fiscal year to be in accordance with the Board's policies, to protect fiscal integrity, to be derived from a multi-year strategic plan, and to be realistic in projections of income and expenses.*

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

- 3.1. Uphold those situations or conditions described in the Board Policy "Financial Condition and Activities." (Policy No. ERE-4)
- 3.2. Develop a budget with credible projection of revenues and expenses that separates capital and operating items and that discloses planning assumptions and budget principles.
- 3.3. Plan that expenditure of funds in any fiscal year will not be more than the sum of a) what is conservatively projected to be received during that year and, b) what has been approved by the Board to be carried over for expenditure from previous years.
- 3.4. Develop budget processes that provide opportunities for information and feedback from a broad base, including administrators, faculty, staff and students.
- 3.5. Develop a budget that takes into account the Board priorities.
- 3.6. Allocate a minimum of \$200,000 annually, to be included as a contingency account in the College's annual budget under the President's authority, to cover unanticipated expenses during the annual fiscal period.

<p>●POLICY TYPE: EXECUTIVE RESPONSIBILITIES AND EXPECTATIONS</p>
<p>●POLICY TITLE: FINANCIAL CONDITION AND ACTIVITIES</p>
<p>●POLICY NUMBER: ERE-4</p>
<p>•Adopted by Board of Trustees in Open Meeting: June 24, 2009 •Revision Adopted by Board of Trustees in Open Meeting(s): September 28, 2011; September 26, 2012; September 28, 2016; March 21, 2018</p>

*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. 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.
- 4.3. 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.
- 4.4. 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.
- 4.5. 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. 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.
- 4.6. Maintain a tuition contingency reserve of 15% of the previous year's tuition collections, to provide financial cover in the event of unforeseen fluctuations in enrollment.
- 4.7. 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.



4.8. 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.

<b>●POLICY TYPE: EXECUTIVE RESPONSIBILITIES AND EXPECTATIONS</b>
<b>●POLICY TITLE: EMERGENCY EXECUTIVE SUCCESSION</b>
<b>●POLICY NUMBER: ERE-5</b>
<ul style="list-style-type: none"> <li>•Adopted by Board of Trustees in Open Meeting: June 24, 2009</li> <li>•Revision Adopted by Board of Trustees in Open Meeting(s): September 28, 2011; September 26, 2012; September 28, 2016</li> </ul>

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

<b>●POLICY TYPE: EXECUTIVE RESPONSIBILITIES AND EXPECTATIONS</b>
<b>●POLICY TITLE: ASSET PROTECTION</b>
<b>●POLICY NUMBER: ERE-6</b>
<ul style="list-style-type: none"> <li>•Adopted by Board of Trustees in Open Meeting: June 24, 2009</li> <li>•Revision Adopted by Board of Trustees in Open Meeting(s): September 28, 2011; September 26, 2012; September 28, 2016</li> </ul>

*The President will protect and maintain College assets.*

Accordingly, the President will:

- 6.1. Insure adequately, to the extent appropriate for a state-owned institution of higher education, against:
  - a. theft and casualty losses in amounts consistent with replacement values, and
  - b. liability losses to the College itself, Board members, and employees.
- 6.2. Ensure that un-bonded personnel do not have access to funds in amounts considered material for audit purposes.
- 6.3. Promote the proper care and sufficient maintenance of physical plant and equipment.
- 6.4. Protect the College, the Board, and employees against claims of liability.
- 6.5. Receive, process, and disburse funds under controls that are sufficient to meet standards used by all auditors at various federal, state, and local levels that may be reasonably expected to assess the College's controls.





- 6.6. Invest funds in accounts or in investments only as permitted by Washington state law.
- 6.7. Acquire, encumber, name, and dispose of real property only with Board approval.
- 6.8. Protect information, files, and intellectual property from loss, damage, and misuse.
- 6.9. Protect the College's name and maintain its identity in the community.
- 6.10. Submit the facilities master plan to the Board for approval.

<ul style="list-style-type: none"> <li>●POLICY TYPE: EXECUTIVE RESPONSIBILITIES AND EXPECTATIONS</li> <li>●POLICY TITLE: COMPENSATION AND BENEFITS</li> <li>●POLICY NUMBER: ERE-7</li> </ul>
<ul style="list-style-type: none"> <li>•Adopted by Board of Trustees in Open Meeting: June 24, 2009</li> <li>•Revision Adopted by Board of Trustees in Open Meeting(s): September 28, 2011; September 26, 2012; September 28, 2016</li> </ul>

*With respect to employment of, compensation for, and benefits to employees, consultants, and contract workers, the President will protect the financial integrity and public image of the College, and is in accordance to the Ethics and other State Laws.*

Accordingly,

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



<b>●POLICY TYPE: EXECUTIVE RESPONSIBILITIES AND EXPECTATIONS</b>
<b>●POLICY TITLE: COMMUNICATION AND SUPPORT TO THE BOARD</b>
<b>●POLICY NUMBER: ERE-8</b>
•Adopted by Board of Trustees in Open Meeting: June 24, 2009 •Revision Adopted by Board of Trustees in Open Meeting(s): September 28, 2011; September 26, 2012; September 28, 2016

*The President will inform and support the Board in its work.*

Accordingly the President will:

- 8.1. Submit monitoring data required by the Board in a timely, accurate, and understandable manner that directly addresses provisions of the Board policies being monitored.
- 8.2. Inform the Board Chair of relevant trends, anticipated adverse media coverage, actual or anticipated legal actions, or material external and internal changes, including changes in the assumptions upon which any Board policy has been established.
- 8.3. Tell the Board that, in the President's opinion, the Board is not in compliance with its own policies on Governance Process and Board-President Relationship, particularly in the case of Board behavior that is detrimental to the working relationship between the Board and the President.
- 8.4. Not present information that is knowingly inaccurate or incomplete.
- 8.5. Provide a mechanism for official Board communication.
- 8.6. Deal with the Board in a way that indicates no favoritism and privilege towards certain Board members, except when:
  - a. fulfilling individual requests for information, or
  - b. responding to officers or committees duly charged by the Board.
- 8.7. Submit a consent agenda to the Board containing items that although delegated to the President, are required by law, regulation, or contract to be Board-approved, along with applicable monitoring information.



PRESIDENT'S CERTIFICATION OF COMPLIANCE • 2018-2019

●POLICY TYPE: EXECUTIVE RESPONSIBILITIES AND EXPECTATIONS
●POLICY TITLE: TENURE
●POLICY NUMBER: ERE-9
•Adopted by Board of Trustees in Open Meeting: June 24, 2009 •Revision Adopted by Board of Trustees in Open Meeting(s): September 28, 2011; September 26, 2012; September 28, 2016

The Board of Trustees reserves the authority to grant tenure, deny tenure, and to issue a final order for dismissal of tenured faculty at Shoreline Community College. Additionally, the Board reserves the authority to renew or not renew contracts for probationary faculty and to issue a final order to dismiss probationary faculty.

Accordingly, the President will:

- 9.1. Submit recommendations to the Board to grant, deny or tenure faculty.
- 9.2. Submit recommendations to the Board to issue the final order to dismiss tenured faculty.
- 9.3. Submit recommendations to the Board for the renewal or non-renewal of contracts for probationary faculty.
- 9.4. Submit recommendations to the Board to issue the final order to dismiss probationary faculty.

●POLICY TYPE: EXECUTIVE RESPONSIBILITIES AND EXPECTATIONS
●POLICY TITLE: NEGOTIATED AGREEMENTS
●POLICY NUMBER: ERE-10
•Adopted by Board of Trustees in Open Meeting: June 24, 2009 •Revision Adopted by Board of Trustees in Open Meeting(s): September 28, 2011; September 26, 2012; September 28, 2016

The Board of Trustees reserves the authority to ratify negotiated agreements between the Board of Trustees and any bargaining unit representing the employees of Shoreline Community College.

Accordingly, the President will:

- 10.1. Not ratify any such negotiated agreements on behalf of the Board.

I, the President of Shoreline Community College, hereby certify that I have complied with the Executive Responsibilities and Expectations as set forth herein.

Signed: *Cheryl Roberts*

Date: *6.21.19*

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
REGULAR MEETING OF JUNE 26, 2019**

**TAB 8A**

**FIRST READING**

**Subject: 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 have been 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 5265 – Distribution of Materials: Off-Campus Organizations & Non-Students
- Policy 5352 – Employer Recruiting On Campus

**To Follow**

- Policy 5265 – Distribution of Materials: Off-Campus Organizations & Non-Students
- Policy 5352 – Employer Recruiting On Campus

Prepared by: Cheryl Roberts, President  
Veronica Zura, Executive Director of Human Resources  
Shoreline Community College  
June 24, 2019

POLICY

FREE EXPRESSION IS ENCOURAGED ON THE SHORELINE COMMUNITY COLLEGE CAMPUS. THE ADMINISTRATION HAS THE RESPONSIBILITY TO CONTROL AND REGULATE THE DISTRIBUTION OF MATERIALS WHICH MIGHT TEND TO IMPEDE, OBSTRUCT, OR THREATEN THE ACHIEVEMENTS OF THE INSTITUTION'S EDUCATIONAL GOALS.

Approved by:  
Board of Trustees.....02/12/68

POLICY

ALL EMPLOYER REPRESENTATIVES ARE WELCOME TO INTERVIEW PROSPECTIVE EMPLOYEES ON SHORELINE COMMUNITY COLLEGE CAMPUS PROVIDED THEY ATTEST TO THE FOLLOWING STATEMENT:

"THAT THE BUSINESS, COMPANY, CORPORATION, ETC., IS AN EQUAL OPPORTUNITY EMPLOYER. THAT THEY WILL HIRE THE BEST QUALIFIED APPLICANT FOR A JOB, WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, OR AGE, EXCEPT WHERE SEX OR AGE IS A BONA FIDE OCCUPATIONAL QUALIFICATION."

Approved by:  
Board of Trustees.....03/12/73

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
REGULAR MEETING OF JUNE 26, 2019**

**TAB 8B**

**FIRST READING**

**Subject: College Policies– 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 revised during the policy review process:

- Policy 4114 – Reasonable Accommodations for Employees & Applicants
- Policy 4125 – Standards for Ethical Conduct
- Policy 4126 – Acceptable Use of Technology & Data
- Policy 5114 – Reasonable Accommodations for Students with Disabilities

**To Follow**

- Policy 4114 – Reasonable Accommodations for Employees & Applicants
- Policy 4125 – Standards for Ethical Conduct
- Policy 4126 – Acceptable Use of Technology & Data
- Policy 5114 – Reasonable Accommodations for Students with Disabilities

Prepared by: Cheryl Roberts, President  
Veronica Zura, Executive Director of Human Resources  
Shoreline Community College  
June 24, 2019



Policy Name:	Reasonable Accommodation for Employees & Applicants
Policy Number:	4114
Applicable Code/Law:	Americans with Disabilities Act (ADA) of 1990, Rehabilitation Act of 1973, Executive Order 96.042.1, RCW 49.60, WAC 357-26, WAC 357-46, WAC 357-52, and WAC 162-22.

**Policy:**

The policy of Shoreline Community College District Number Seven (7) is to provide reasonable accommodations for qualified applicants or employees with disabilities. Reasonable accommodation means modification or adjustment to a job, work environment, policy, practice, or procedure that enables a qualified individual with a disability to perform the essential functions of that position or enjoy equal employment opportunity without imposing an undue hardship on the College.

Persons with disabilities have the right to reasonable accommodation in all aspects of employment with the College. This includes, but is not limited to recruitment, application, hiring, training, termination, conditions of employment, and any other employer-supported activities. This policy should not be construed as provide rights or obligations not provided under applicable law and the Office of Human Resources is responsible for implementation of this policy at the College.

To receive reasonable accommodations, individuals are responsible for requesting accommodations and documenting the nature and extent of their disability in a timely manner. The reasonable accommodation process is an interactive process and requires the cooperation of the individual requesting accommodation. Failure to cooperate may delay or stop the reasonable accommodation process.

Notification of the right to an accommodation and information on how to make such a request for qualified applicants with a disability will be included in all recruitment efforts. The College will post its accommodation policy on its website, provide it in all new employee orientation packets, and make it available to any employee or applicant upon request.





Policy Name:	Standards for Ethical Conduct
Policy Number:	4125
Applicable Code/Law:	RCW 42.52

**Policy:**

The policy of Shoreline Community College District Number Seven (7) is to ensure an environment where employees and officers operate in accordance with the Washington State Ethics in Public Service Chapter 42.52 RCW. The Ethics in Public Services law applies to all officers and state employees, including members of the Board of Trustees, and all employees at Shoreline Community College.

Complaints may be filed directly with the Washington State Executive Ethics Board. Complaints must name a specific state officer or state employee and the alleged conduct that could violate the state's ethics law if true. The Executive Ethics Board is required under law to investigate any complaint that alleges conduct in violation of RCW 42.52.

Complaints also may be filed internally, within the College, following whatever complaint procedure or investigative process applies to the state officer or state employee who is alleged to have violated the ethics law.

All ethics complaints are protected under Whistleblower protection as identified in Chapter 42.52.410 RCW. Employees found to have violated this policy may be subject to disciplinary action as well as penalties imposed by the Executive Ethics Board under WAC 42.52.520.



Policy Name:	Acceptable Use of Technology & Data
Policy Number:	4126
Applicable Code/Law:	RCW 42.52.050, 160 and 180; WAC 292.110.010, RCW 40.14, RCW 42.17

**Policy:**

The policy of Shoreline Community College District Number Seven (7) is to specify and identify acceptable use regarding use of data, administrative and instructional computing, communications technology, and technology resources. This policy governs the use of all technology and computer resources at the College including, but not limited to computers, smart devices, email, internet access and the use of the College network by either College owned or personal equipment.

The College has the right to access, inspect or monitor any College data, inclusive of electronic records. Employees cannot expect privacy in their use of College technology resources whether that use occurs in the conduct of official duties or is a use made for a purpose other than the conduct of official duties.

Use of the College's technology and computer resources signifies agreement to abide by this policy. This policy is applicable to all staff, students, faculty, visitors, patrons, vendors, contractors, tenants, renters, and/or any external third parties that support Shoreline Community College's educational, administrative, operational, and/or strategic mission.



Policy Name:	Reasonable Accommodations for Students with Disabilities
Policy Number:	5114
Applicable Code/Law:	Sections 504 of the Rehabilitation Act; Americans With Disabilities Act (ADA) and ADA Amendments Act of 2008; Washington State Core Services Bill for students with disabilities, Washington Law Against Discrimination RCW 49.60 and RCW 28B.10.910, 912, 914; and SBCTC Policy on Access for Students with Disabilities, 3.20.30.

**Policy:**

The policy of Shoreline Community College District Number Seven (7) is to ensure qualified students with disabilities are provided with equal opportunity to access the benefits, rights and privileges of College services, programs, and activities provided in compliance with the Americans with Disabilities Act, Americans with Disabilities Amendment Act of 2008, Section 504 of the Rehabilitation Act of 1973, the Washington Law Against Discrimination, and RCW 28B.10.910, .912, and .914.

No student shall, on the basis of their disability, be excluded from participation, denied benefits, or otherwise be subject to discrimination under any College program or activity.

Shoreline Community College is committed to providing reasonable accommodations to qualified students with disabilities. To receive appropriate and timely reasonable accommodations, students are responsible for requesting accommodation and documenting the nature and extent of their disability in accordance with College procedures.

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
REGULAR MEETING OF JUNE 26, 2019**

**TAB 9**

**ACTION**

**Subject: Elect Board of Trustees Officers (2019 - 2020)  
•Chair •Vice Chair**

**Background**

•POLICY TYPE: GOVERNANCE PROCESS
•POLICY TITLE: BOARD STRUCTURE AND ELECTIONS
•POLICY NUMBER: GP-4
•ADOPTED BY BOARD OF TRUSTEES IN OPEN MEETING: JUNE 24, 2009 •REVISION ADOPTED BY BOARD OF TRUSTEES IN OPEN MEETING(S): SEPTEMBER 28, 2011; SEPTEMBER 26, 2012; SEPTEMBER 28, 2016

*The Governor of the State of Washington appoints all members of the Board of Trustees. The officers of the Board of Trustees shall be a Chair, a Vice-Chair, and a Secretary.*

Accordingly:

- 4.1. The Board will elect from its membership the Chair and Vice-Chair. As specified by state law, the Secretary will be the President of Shoreline Community College, or his/her designee.
- 4.2. The Board will elect the Chair and Vice-Chair at the regularly scheduled Board meeting in June, to serve for the ensuing year, from July through the following June.
- 4.3. The term of the office of Chair and Vice-Chair shall be for one year. The Board may elect the Chair to serve a consecutive term under extraordinary circumstances. Discussions concerning the extraordinary circumstances are to be held in a full Board open meeting.
- 4.4. Traditionally, the responsibility as Chair and Vice-Chair will be rotated through all members in the order of appointment or reappointment.
- 4.5. Traditionally, the Vice Chair will move into the position of Chair of the Board, at the election of the Board.
- 4.6. If a Board member does not wish to serve when his/her name is moved into officer position, the replacement will be the next senior Board member who qualifies according to the order of appointment or reappointment.

- 4.7. Board members reserve the right to nominate candidates to stand for election in addition to those who qualify on the basis of the order of appointment or reappointment. This nomination process and discussion can take place only in an open meeting attended by all Board Members unless any Board Member is excused.
- 4.8. In the event of a vacancy in the office of the Chair, the Vice-Chair will succeed as Chair for the remainder of the unexpired term, plus the term for which he/she was elected. The Board will conduct an election to elect a new Vice-Chair at the next regular meeting after a vacancy has occurred. The new Vice-Chair will serve for the remainder of the unexpired term.

### **Recommendation**

It is recommended that the Board of Trustees elect its Chair and Vice-Chair for 2019 – 2020 (July – June).

Prepared by: Lori Yonemitsu  
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June 21, 2019