


**SHORELINE COMMUNITY COLLEGE
BOARD OF TRUSTEES
SPECIAL MEETING OF JULY 17, 2019**

4:15 PM Special Session – Room 9208 (“Quiet Dining Room”), Bldg 9000

A G E N D A

4:15 PM – SPECIAL SESSION: ROOM 9208 (“QUIET DINING ROOM”) ▪ BLDG 9000			
No.	AGENDA ITEM	RESPONSIBILITY	TAB
1.	Convene Meeting	<i>Vice Chair Douglass Jackson</i>	
2.	Report: Chair, Board of Trustees	<i>Vice Chair Douglass Jackson</i>	
3.	<p>Consent Agenda</p> <p>a. Approval of Previous Meeting Minutes</p> <ul style="list-style-type: none"> ▪ Regular Meeting of June 26, 2019 <p>b. College Policies</p> <p><u>For Elimination</u></p> <ul style="list-style-type: none"> • Policy 5265 – Distribution of Materials: Off-Campus Organizations and Non-Students • Policy 5352 – Employers Recruiting On Campus <p><u>Revised</u></p> <ul style="list-style-type: none"> • 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 	<p><i>Vice Chair Douglass Jackson & Trustees</i></p> <p><i>Veronica Zura</i></p>	<p>1A</p> <p>1B</p>
4.	Communication from the Public	<i>Vice Chair Douglass Jackson</i>	
5.	Action: Certificate of Participation – Health, Science & Advanced Manufacturing Classroom Complex (HSAMCC Building)	<i>Cheryl Roberts & Bill Saraceno</i>	2
6.	<p>Executive Session:</p> <ul style="list-style-type: none"> • To discuss the performance of a public employee • To discuss with legal counsel matters in litigation 	<i>Vice Chair Douglass Jackson</i>	
7.	Action: 2019 Exceptional Faculty Award	<i>Vice Chair Douglass Jackson</i>	
8.	Action: 2019 Addendum to the President’s Contract	<i>Veronica Zura</i>	
9.	Action: Board Resolution No. 153 (Commending Service of Trustee Gidget Terpstra)	<i>Vice Chair Douglass Jackson & Trustees</i>	3 

10.	First Reading: Proposed 2019 – 2020 Fee Changes (Nursing)	<i>Mary Burroughs & Bayta Maring</i>	4
11.	Report: Financial Updates	<i>Bill Saraceno</i>	
12.	Report: AGC Biologics	<i>Guy Hamilton</i>	
13.	Report: Shoreline President	<i>Cheryl Roberts</i>	
14.	Report: Shoreline Faculty	<i>DuValle Daniel</i>	
15.	Report: Shoreline Classified Staff	<i>Paul Fernandez</i>	
16.	Report: Shoreline Associated Student Government	<i>Denish Oleke</i>	
17.	Action: Adjournment	<i>Vice Chair Douglass Jackson</i>	
Next Regular Meeting: Wednesday, October 23, 2019			

MINUTES

STUDY SESSION

The study session of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Clara Pellham at 3:00 PM in room 9208 (the “Quiet Dining Room”), located in building 9000 (the “PUB”) 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.

Interim Chief Financial Officer (CFO) Bill Saraceno provided an overview of the following:

- Budget, Expenditures and Revenue (2017-2018; 2018-2019)
- Draft Initial Operating Budget for FY 2019-2020
- Actual Revenue and Expenditure – As of 5/20/2019 & 6/10/2019
- Fiscal Year 2019-2020 Operating Budget Development
- FY 2020 Allocation Fund Summary by District

(Slide presentation attached.)

Interim CFO Saraceno noted that since he started working for the College, he has been looking at the budget on a continual basis and added that the Board should expect to receive a detailed budget report every quarter.

Trustee Jackson noted that for historical comparison purposes, it would be helpful to see the revenue and expenditures from the previous fiscal year when presenting the revenue and expenditures for the current fiscal year.

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 Clara Pellham at 4:05 PM in room 9208 (the “Quiet Dining Room”), located in building 9000 (the “PUB”) at Shoreline Community College. A quorum of the Board was present.

MEMBERS PRESENT

Trustees Douglass Jackson, Tom Lux, Clara Pellham, and Gidget Terpstra were present. Assistant Attorney General (AAG) Bruce Marvin represented the Office of the Attorney General.

REPORT: CHAIR, BOARD OF TRUSTEES

Chair Pellham noted that she would present the Chair's report during the Board's closing remarks.

CONSENT AGENDA

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

- Minutes from the regular meeting of May 22, 2019 and minutes from the special meeting of June 17, 2019.

Motion 19:25: Motion made by Trustee Jackson to approve the consent agenda.

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

COMMUNICATION FROM THE PUBLIC

None.

REPORT: ENROLLMENT

Executive Director Bayta Maring provided an update on the preliminary enrollment figures for the 2019 summer and fall quarters.

ACTION: 2019 – 2020 COLLEGE BUDGET

Interim Chief Financial Officer Bill Saraceno read tab 1 (Action: Fiscal Year 2019 – 2020 College Operating Budget Recommendation).

Motion 19:26: Motion made by Trustee Jackson to approve the 2019 – 2020 College Operating Budget as presented.

Motion seconded by Trustee Lux.

Trustee Jackson and Chair Pellham expressed appreciation for the extensive work on the budget and for answering the Board's questions. Trustee Jackson stated, "This makes us understand what is usual and customary in regard to the budget."

Motion unanimously approved by the Board.

ACTION: 2019 – 2020 SERVICES & ACTIVITIES (S&A) BUDGET

Vice President Marisa Herrera explained the reasoning for the amendment to the 2019 – 2020 Services & Activities (S&A) Budget proposal as contained in tab 2 (Action: 2019 – 2020 Services & Activities (S&A) Budget).

Motion 19:27: Motion made by Trustee Jackson to approve the amended Services & Activities (S&A) budget.

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

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)

Executive Director Veronica Zura provided an overview of tab 3 (Action: 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).

Motion 19:28: Motion made by Trustee Lux to approve the Agreement as presented.

Motion seconded by Trustee Terpstra.

Trustee Lux asked Executive Director Zura if the Administration was in agreement with the contract. Executive Director Zura responded in the affirmative.

Trustee Lux asked Professor and SCCFT Division Representative Eric Hamako if the Faculty was in agreement with the contract. Professor and SCCFT Division Representative Hamako responded in the affirmative.

Motion unanimously approved by the Board.

ACTION: BOARD RESOLUTION NO. 150 (Action: Commending Service of Shoreline Community College Federation of Teachers (SCCFT) • Local No. 1950 • AFT Washington/AFT/AFL-CIO President: Professor DuValle Daniel)

Trustee Jackson read Resolution No. 150.

Motion 19:29: Motion made by Trustee Jackson to approve Resolution No. 150.

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

ACTION: BOARD RESOLUTION NO. 151 (Action: Commending Service of Washington Federation of State Employees (WFSE) Chief Shop Steward Paul Fernandez)

Trustee Lux read Resolution No. 151.

Motion 19:30: Motion made by Trustee Lux to approve Resolution No. 151.

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

ACTION: BOARD RESOLUTION NO. 152 (Action: Commending Service of Associated Student Government President Denish Oleke)

Trustee Terpstra read Resolution No. 152.

Motion 19:31: Motion made by Trustee Lux to approve Resolution No. 152.

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

ACTION: PRESIDENT'S CERTIFICATION OF COMPLIANCE DOCUMENT

Trustee Jackson read tab 7 (Action: President's Certification of Compliance Document).

Motion 19:32: Motion made by Trustee Lux to approve the President's Certification of Compliance document.

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

FIRST READING: COLLEGE POLICIES AND/OR RULES

College Policies &/or Rules

For Elimination

Executive Director Veronica Zura provided an overview of tab 8A (First Reading: Policies Recommended for Elimination) containing information on policies proposed for elimination—policy 5265 (Distribution of Materials: Off-Campus Organizations & Non-Students) and policy 5352 (Employer Recruiting on Campus).

For Revision

Executive Director Veronica Zura provided an overview of tab 8B (First Reading: College Policies-Revised) containing information on policies proposed for revision—policy 4114 (Reasonable Accommodations for Employees & Applicants); policy 4114 (Reasonable Accommodations for Employees & Applicants); policy 4125 (Standards for Ethical Conduct); policy 4126 (Acceptable Use of Technology & Data); and policy 5114 (Reasonable Accommodations for Students with Disabilities).

REPORT: SHORELINE PRESIDENT

President Roberts distributed the *President's College & Community Engagement* report (May 24 – June 25, 2019). She thanked Dr. Bayta Maring for her leadership during her tenure as the Acting Vice President for Student Learning and introduced the new Vice President for Student Learning, Phillip King.

In addition to sharing information about Commencement and the multitude of campus wide successes and projects “in the works,” she shared information from the *College Wide Accountability Timeline* (an operational and strategic spreadsheet), as well as provided updates related to 7000 Campus Living, the Health, Science & Advanced Manufacturing Classroom Complex (HSAMCC), and ctcLink.

President Roberts concluded her report by expressing her appreciation to everyone for their support.

CONSTITUENT REPORT: SHORELINE FACULTY

Professor and SCCFT Division Representative Eric Hamako distributed the June 14, 2019 issue of the student-run newspaper, *the ebttide*, and noted that he was sitting in for SCCFT President DuValle Daniel. He requested that the budget presentation be included in the minutes, expressed appreciation for the ratification of the Faculty contract, and shared that he is the incoming SCCFT President—effective fall 2019.

CONSTITUENT REPORT: SHORELINE CLASSIFIED

On behalf of the Classified Staff, WFSE Chief Shop Steward Paul Fernandez read the following contained on the Board page on the College's website:

Legal power and responsibility for the operation of Shoreline Community College rests with the board of trustees. The trustees establish and review college policies and oversee the general management of funds and properties.

The board is composed of five trustees who are appointed by the governor of Washington and confirmed by the Senate. The trustees represent the public interest and ensure the basic fiscal integrity of the college.

He requested the posting of the annual audits, shared that there is a fear of layoffs, and spoke of the many positive events planned for Classified Staff—including team-building activities and professional development opportunities beginning summer quarter.

CONSTITUENT REPORT: SHORELINE ASSOCIATED STUDENT GOVERNMENT

ASG President Denish Oleke shared the Associated Student Government's End of Year Report, containing the 2018 – 2019 projects completed, as well as successes.

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

Chair Pellham thanked the Board and members of the campus community.

Trustee Lux thanked Chair Pellham for her service as Board Chair.

Trustee Jackson expressed appreciation for Professor Hamako's, WFSE Chief Shop Steward Fernandez's, and ASG President Oleke's reports. He thanked President Roberts and concluded with, "We are learning and growing together."

ACTION: ELECT BOARD OF TRUSTEES OFFICERS (2019 – 2020) – CHAIR • VICE CHAIR

Motion 19:33: Motion by Trustee Jackson, nominating Trustee Lux to serve as the 2019–2020 Chair of the Board of Trustees.

Trustee Pellham seconded the motion.

Trustee Lux abstained from voting.

The motion passed with three "ayes."

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

Motion 19:34: Motion made by Trustee Terpstra, nominating Trustee Jackson to serve as the 2019–2020 Vice Chair of the Board of Trustees.

Trustee Lux seconded the motion.

Trustee Jackson abstained from voting.

The motion passed with three “ayes.”

EXECUTIVE SESSION

At 5:29 PM, Chair Pellham announced that the Board would convene in executive session for ten minutes to discuss with legal counsel matters in litigation or matters of potential litigation. Chair Pellham noted that the Board would reconvene in open session following the executive session to adjourn.

The Executive Session commenced at 5:32 PM

At 5:42 PM, Secretary to the Board of Trustees Lori Yonemitsu announced that the Board would extend its executive session by two minutes.

ADJOURNMENT

Motion 19:35: Motion made by Trustee Jackson to adjourn the regular meeting of June 26, 2019.

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

Chair Pellham adjourned the meeting at 5:45 PM.

Signed _____
Clara Pellham, Chair

Attest: July 17, 2019

Lori Y. Yonemitsu, Secretary

Budget, Expenditures and Revenue

5/31/19 Actual and 6/30/19 FY 2018-2019 (Current Year)

2018-2019	As of May 31, 2019	Projected for June 30, 2019
Revenue (Actual)	\$39,476,139	\$40,527,627
<i>Budgeted Expenditures</i>		\$45,090,272
Expenditures (Actual)	\$40,676,676	\$42,820,597
Difference	(\$1,200,537)	(\$2,292,969)

Expected expenditure in June:

- 6/25 and 7/10 payrolls
- June Expenditure for Goods and Supplies

Draft Initial Operating Budget for FY2019-2020

Revenue Source	No Change	Scenario 1 Minus 3%	Scenario 2 Minus 5%	Scenario 3 Minus 7%	Scenario 4 Plus 3%
State Allocation	27,499,624	27,499,624	27,499,624	27,499,624	27,499,624
Other State Reimbursement	165,000	165,000	165,000	165,000	165,000
Tuition	11,099,439	10,774,260	10,557,474	10,340,688	11,424,618
From Int'l	5,426,903	5,177,345	5,010,974	4,844,602	5,676,461
From Running Start (RS)	1,430,413	1,430,413	1,358,892	1,330,284	1,473,325
From Career Education Options (CEO)	718,589	718,589	682,660	668,288	740,147
Minor Repair Reimbursement	368,200	368,200	368,200	368,200	368,200
Total	46,708,168	46,133,431	45,642,824	45,216,686	47,347,375

Numbers has been updated from the first reading at May BOT meetings

Balancing Budgets FY2019-2020

Items	Amount
Estimated Expenditure	\$47,362,876
Revenues:	
State Allocation	27,499,624
Domestic Tuition*	10,774,260
International Education*	5,010,974
Running Start	1,430,413
Career Education Options	718,589
Total Revenues	\$45,433,860
Budgeted Over-expenditure	(1,929,016)
Cash Balance	1,929,016
Balance Budget	- 0 -

* 3% reduction for Domestic and 5% reduction for International are applied.

Actual Revenue and Expenditure - As of 5/20/2019

BOT Expenses and Revenues Report (BOT_EXP_REV)

Row Type	SO	State	Local Fees	Local Tuition	Contracts	S & A	TOTAL
Revenue		101, 123, 3E0, etc.	148	149	145	522	
TOTAL Revenue		23,343,146.00	3,367,536.63	9,856,208.52	7,676,919.94	1,687,038.20	45,930,849.29
Expense							
Salaries & Wages	A	13,098,808.00	1,478,703.03	10,940,271.33	397,570.10	507,113.78	26,422,466.24
Benefits	B	4,505,780.05	583,149.78	3,950,592.16	176,349.38	70,752.65	9,286,624.02
Personal Services Contracts	C	0.00	57,407.91	130,903.48	0.00	9,850.00	198,161.39
Goods & Services	E	1,191,933.57	653,342.99	2,559,075.38	11,279.87	254,943.38	4,670,575.19
Cost of Goods Sold	F	0.00	0.00	205.40	0.00	0.00	205.40
Travel	G	3,141.97	13,086.61	201,598.65	451.34	69,477.52	287,766.09
Capital Outlays	J	56,549.48	12,026.04	91,291.16	0.00	148.18	160,014.86
Software	K	9,379.64	361,006.55	97,356.30	0.00	2,659.91	470,402.40
Grants Benefits & Client Svcs	N	43,922.82	54,206.72	0.00	161,571.12	0.00	259,700.66
Debt Services	P	0.00	0.00	58,613.55	0.00	113,177.25	171,790.80
Interagency Reimbursements	S	(245,335.30)	(18,722.10)	0.00	0.00	0.00	(264,057.40)
Intraagency Reimbursements	T	678,559.86	(129,745.56)	(8,873,879.13)	6,487,365.50	105,000.00	(1,732,699.33)
TOTAL Expense		19,342,740.09	3,064,461.97	9,156,028.28	7,234,587.31	1,133,122.67	39,930,940.32
NET RESOURCES		4,000,405.91	303,074.66	700,180.24	442,332.63	553,915.53	5,999,908.97

Explanation for S & T SubObject (SO):

Interagency Reimbursements (S) – Reimbursement from SBCTC for certain programs

Intra-agency Reimbursements (T) – Transfer from CEO, R.S., Int'l Ed, Overheads and others

Actual Revenue and Expenditure - As of 6/10/2019

BOT Expenses and Revenues Report (BOT_EXP_REV)

Row Type	SO	State	Local Fees	Local Tuition	Contracts	S & A	TOTAL
Revenue							
TOTAL Revenue		23,343,146.00	3,497,840.21	9,856,208.55	8,158,300.63	1,699,410.14	46,554,905.53
Expense							
Salaries & Wages	A	14,405,621.62	1,559,245.40	11,669,229.19	419,785.51	559,847.74	28,613,729.46
Benefits	B	4,729,175.10	597,375.21	4,089,477.74	180,592.34	75,508.52	9,672,128.91
Personal Services Contracts	C	0.00	58,525.91	148,280.40	0.00	12,710.00	219,516.31
Goods & Services	E	1,195,901.37	683,618.23	2,844,382.05	11,933.10	307,702.73	5,043,537.48
Cost of Goods Sold	F	0.00	0.00	205.40	0.00	0.00	205.40
Travel	G	1,763.83	13,586.47	226,556.27	451.34	83,381.85	325,739.76
Capital Outlays	J	63,096.65	12,026.04	97,520.80	0.00	148.18	172,791.67
Software	K	9,379.64	361,006.55	194,757.49	0.00	2,659.91	567,803.59
Grants Benefits & Client Svcs	N	43,922.82	54,206.72	0.00	161,571.12	0.00	259,700.66
Debt Services	P	0.00	0.00	392,152.55	0.00	700,000.00	1,092,152.55
Interagency Reimbursements	S	(245,335.30)	(21,427.54)	0.00	0.00	0.00	(266,762.84)
Intraagency Reimbursements	T	769,433.39	(129,745.56)	(8,873,879.13)	6,487,365.50	105,000.00	(1,641,825.80)
TOTAL Expense		20,972,959.12	3,188,417.43	10,788,682.76	7,261,698.91	1,846,958.93	44,058,717.15
NET RESOURCES		2,370,186.88	309,422.78	(932,474.21)	896,601.72	(147,548.79)	2,496,188.38

Explanation for S & T SubObject (SO):

Interagency Reimbursements (S) – Reimbursement from SBCTC for certain programs

Intra-agency Reimbursements (T) – Transfer from CEO, R.S., Int'l Ed, Overheads and others

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
SPECIAL MEETING OF JULY 17, 2019**

TAB 1A

CONSENT AGENDA

Subject: Policies Recommended for Elimination

Background

The Board of Trustees conducted a first reading at its Regular Meeting of June 26, 2019 of the following College policies that have been recommended for elimination during the policy review process:

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

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 and 5352.

Prepared by: Cheryl Roberts, President
Veronica Zura, Executive Director of Human Resources
Shoreline Community College
July 12, 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
SPECIAL MEETING OF JULY 17, 2019**

TAB 1B

CONSENT AGENDA

Subject: College Policies – Revised

Background

The Board of Trustees conducted a first reading at its Regular Meeting of June 26, 2019 of the following College policies that have been revised during the policy review process:

Revised

- 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

Recommendation

It is recommended that the Board of Trustees approve the revisions of:

- 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
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To Follow

- Policy 4114, 4125, 4126, and 5114.

Prepared by: Cheryl Roberts, President
Veronica Zura, Executive Director of Human Resources
Shoreline Community College
July 12, 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
SPECIAL MEETING OF JULY 17, 2019**

TAB 2

ACTION

**Subject: Certificate of Participation – Health, Science, & Advanced
Manufacturing Classroom Complex (HSAMCC Building)**

Background

Original planning called for a 70,000 square foot replacement building for the College’s Health, Science, Advanced Manufacturing, Clean Energy, Engineering, Computer Science & General Purpose Classrooms. The building has since been redesigned down to a bare minimum 51,600 square feet. As a result of ten years of construction cost escalation in King County that has far exceeded the State’s allowable cost inflation and infrastructure upgrades required by the City of Shoreline, the College anticipates up to a \$10,000,000 budget shortfall to complete this smaller structure. This is the College’s first State funded capital project in 30 years.

It has been determined that the best avenue for the financing of the building would be via submitting a request to the State Board for Community and Technical Colleges (SBCTC) for a Certificate of Participation (COP):

<u>Estimated Cost and Terms of Acquisition</u>			
Total cost/value	\$ 10,000,000	Annual cost (if lease or time purchase)	\$ 695,000
Expected terms: 20 years at 3.43%			
Repair and renovation costs on existing facility (included): N/A			

Recommendation

That the Board of Trustees take action on submitting a request to the State Board for Community and Technical Colleges (SBCTC) for a Certificate of Participation under the estimated cost and terms of acquisition as shown on the table in the background section of this document (tab 3).

Prepared by: William Saraceno, Interim Chief Executive Officer
Shoreline Community College
July 12, 2019

2019-21 FINANCIAL CONTRACT REQUEST

College: Shoreline Community College
Project title: HSAMCC Building (Health, Science & Advanced Manufacturing Classroom Complex)
Project location: Main Campus
Contact Name: William E. Saraceno
Contact Phone: 509-546-4917

Probable Timing

Month/year of possible acquisition/development: Construction start date June 2020

Probable Type of Acquisition/Development

 Purchase (lump sum) Lease with a purchase option
XXX Time purchase (COP) Lease for more than 10 years

Probable Property Description

Desired location of proposed acquisition: Shoreline Community College Campus
 Description of proposed or desired property (include parcel numbers): Main Campus
 Owner’s name on title if COP desired (attach title report): Shoreline Community College

Size of proposed acquisition:

Acres N/A Assignable SF 36,120 Gross SF 51,600

Condition of acquired facility:

Estimated Cost and Terms of Acquisition

Total cost/value \$ 10,000,000 Annual cost (if lease or time purchase) \$ 695,000

Expected terms: 20 years at 3.43%

Repair and renovation costs on existing facility (included):N/A

Probable programs and enrollments to be accommodated:

Biology, Chemistry, Advanced Manufacturing, Medical Lab Technician, Engineering

Reasons for acquisition and how this project relates to the college’s facilities master plan, the strategic plan, and institutional goals:

Original planning called for a 70,000 square foot replacement building for our Health, Sciences, Advanced Manufacturing, Clean Energy, Engineering, Computer Science & General

Purpose Classrooms. The building has been redesigned down to a bare minimum 51,600 square feet. As a result of 10 years of construction cost escalation in King County that has far exceeded the State’s allowable cost inflation and infrastructure upgrades required by the City of Shoreline the College anticipates up to \$10,000,000 budget shortfall to complete this smaller structure. This is the College’s first State funded capital project in 30 years.

FINANCIAL PLAN

Estimated Acquisition / Development Cost

Attach C100 cost estimating form if Project Total is more than \$5 million.

Available here - https://ofm.wa.gov/sites/default/files/public/budget/forms/C100_2018.xlsx

Acquisition	\$ N/A	Include DES RES fee
Design	\$ 6,304,556	Include sales tax if design-build delivery
Construction	\$ 41,839,940*	Include sales tax
Equipment	\$ 1,100,000	Include sales tax
Artwork	\$ 123,458	Optional for locally funded projects
DES Project Management	\$ 178,614	Include DES E&AS fee
Other	\$ 3,687,432**	Include permits, HazMat, DAHP, LEED, ...
Total Project Cost	\$ 53,234,000	Must equal cash and financing below

Capital Project Funding

Cash and State Appropriations

<u>Fund #</u>	<u>Describe Sources of Cash or Appropriation</u>	<u>Amount</u>
<u>057</u>	State Appropriation	+ \$40,234,000
		+ \$
<u>147</u>	Local Funds (Match)	+ \$ 3,000,000
	C.O.P.	+ \$10,000,000
	Total Cash Contribution	= \$53,234,000

Local Financing

Certificate of Participation (amount borrowed)		\$ 10,000,000
Term (years)	20 yrs	
Rate	3.43%	

Annual Operating Cost

Annual debt service payment	(a)	+ \$699,162 per yr
Incremental cost of maintenance and operations due to project		+ \$ N/A per yr
Additional 25 percent for debt service coverage		+ \$174,790 per yr
Annual dedicated operating cash flow	(C)	= \$ 873,952 per yr

Revenue Sources for Operating Costs

<u>Fund #</u>	<u>Describe Source of Revenues</u>	<u>Amount</u>
<u>145</u>	<u>Grant and Contract Revenue</u>	+ \$873,952
		+ \$
		+ \$
		+ \$
	Total Dedicated Revenue (R)	= \$873,952

Annual Excess/(Deficit) Revenue due to Project

(R – C) \$ N/A

Notes:

* Includes \$3,500,000 for Dental Hygiene surge space move.

**Includes \$3,000,000 in storm water remediation required by the City of Shoreline.

Neither of these items were planned for by the architect.

1. Identify special fees and distributions assessed by the students or Board of Trustees. Indicate date of action, duration of the assessment, and other conditions associated with the funds dedicated to this project. Additional information may be provided to support this request. N/A
2. The State has not provided M & O for college non-academic or enterprise related facilities – dormitories, parking structures, food service facilities, bookstore space, etc. M & O for other alternatively financed projects is not certain and will be subject to OFM and legislative review on a case-by-case basis.

This facility is an already approved replacement project at 70,000 square feet. The project now calls for a 51,600 square foot building. Full funding is expected for M&O for this building.

FISCAL HEALTH MEASURE

Use the following criteria for your analysis:

Operating Revenue:

Funds: 145, 148, 149, 4xx (except 444), 5xx
 GL: 32xx
 SrcRev: All except 03xx, 06xx, 07xx and 08xx
 GL: 65xx
 Exp Obj: Sx

Debt:

Funds: All except 0xx, 253, 444, 790, 840
 GL: 5xxx except 5116, 5124, 5125, 5127, 5128, 5153, 5155, 5158, 5192, 5225, 5227, 5228

Previous fiscal year (e.g., 2018)	(current)	2018
First full fiscal year of debt service for proposed financing	(future)	2021
Current debt service		\$2,531,688
Current operating revenue		/ \$43,454,657
Current debt service / operating revenue		= 5.8 %
Future debt service without proposed project requiring financing		\$2,531,688
Future debt service due to proposed project requiring financing (a) from page 2		+ \$873,952
Future debt service	(A)	= \$3,405,640
Future operating revenue without proposed project requiring financing		\$46,174,968
Future operating revenue due to proposed project requiring financing		+ N/A
Future operating revenue	(B)	= \$46,174,968

Future debt service / operating revenue

(A/B) = 7.3 %

ELIGIBILITY FOR TAX EXEMPT FINANCING

Treasurer’s questions to be answered when requesting authorization for capital financing. June 2018 update.

- 1. Will any portion of the project or asset ever be owned by any entity other than the state or one of its agencies or departments? Yes X No
- 2. Will any portion of the project or asset ever be leased to any entity other than the state or one of its agencies or departments? Yes X No
- 3. Will any portion of the project or asset ever be managed or operated by any entity other than the state or one of its agencies or departments? Yes X No
- 4. Will any portion of the project or asset be used to perform sponsored research under an agreement with a nongovernmental entity (business, non-profit entity, or the federal government), including any federal department or agency? Yes X No
- 5. Does the project involve a public/private venture, or will any entity other than the state or one of its agencies or departments ever have a special priority or other right to use any portion of the project or asset to purchase or otherwise acquire any output of the project or asset such as electric power or water supply? Yes X No
- 6. Will any portion of the Bond/COP proceeds be granted or transferred to nongovernmental entities (businesses, non-profit entities, or the federal government) or granted or transferred to other governmental entities which will use the grant for nongovernmental purposes? Yes X No
- 7. If you have answered “Yes” to any of the questions above, will your agency or any other state agency receive any payments from any nongovernmental entity, for the use of, or in connection with, the project or assets? A nongovernmental entity is defined as
 - a. any person or private entity, such as a corporation, partnership, limited liability company, or association;
 - b. any nonprofit corporation (including any 501(c)(3) organization); or
 - c. the federal governmental (including any federal department or agency). Yes X No
- 8. Is any portion of the project or asset, or rights to any portion of the project or asset, expected to be sold to any entity other than the state or one of its agencies or departments? Yes X No
- 9. Will any portion of the Bond/COP proceeds be loaned to nongovernmental entities or loaned to other governmental entities that will use the loan for nongovernmental purposes? Yes X No
- 10. Will any portion of the Bond/COP proceeds be used for staff costs for tasks not directly related to a financed project(s)? Yes X No

Determining eligibility:

If all of the answers to the questions above are “No”, request tax-exempt funding. If the answer to any of the questions is “Yes”, contact the SBCTC Capital Budget Office for further review.

ACTION

**Subject: Board Resolution No. 153
(Commending Service of Trustee Gidget Terpstra)**

**Resolution No. 153
Commending Service of
Trustee Gidget Terpstra**

WHEREAS, Trustee Gidget Terpstra has served Shoreline Community College as a member of the Board of Trustees from 2004 – 2013 and from 2018 – 2019; and

WHEREAS, Trustee Terpstra has worked diligently and tirelessly on behalf of all students and their families—establishing stronger connections between the College and the communities it serves; and

WHEREAS, Trustee Terpstra has provided outstanding leadership to the Board; and

WHEREAS, her leadership, wisdom, advocacy and experiences have brought strength and continuity to the Board; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Shoreline Community College to publicly proclaim its appreciation to Trustee Gidget Terpstra for her exemplary service to the students, staff and trustees; and,

BE IT FURTHER RESOLVED that the Board wishes Trustee Terpstra every success as she continues to serve the community-at-large, as well as stay connected to the College.

The Board hereby adopts Resolution No. 153.

Done in Open Public Meeting by the Board of Trustees this 17th Day of July, 2019.

Board of Trustees
Shoreline Community College
District Number Seven

By: _____
Thomas W. Lux, Chair

Recommendation

That the Board of Trustees take action on Resolution No. 153.

Prepared by: Lori Yonemitsu
Executive Assistant to the President
Shoreline Community College
July 12, 2019

FIRST READING

Subject: Proposed 2019 – 2020 Fee Changes (Nursing)

Background

Proposed New Student Fee – Testing Nursing

The Nursing Program is proposing a new fee to cover the costs associated with the utilization beginning in the fall of 2019, of ExamSoft, a web-based testing platform.

ExamSoft provides test development, a secure testing environment for students, and robust data analysis. The move to this testing platform will enable the Nursing Program to deliver examinations in a similar modality as the nursing licensure exam, the NCLEX-RN. The program currently uses paper-based examinations and does not have the capability to support all of the types of questions used in the NCLEX-RN.

The contract with ExamSoft includes a per student fee based structure of \$60 per student, per year. By charging students a per session fee, the program will be able to equitably collect the cost of this application. In addition, a per session fee means that a student will only be charged the fee once per quarter while enrolled in nursing classes. This will assure that a student would not be charged more than \$20 per quarter.

A new fee code will be established and applied to all NURS and NURSE theory courses.

Amount of cost incurred per quarter without student fee:

$$216 \text{ students} \times \$20 \text{ per quarter} = \$4,320$$

Proposed New Student Fees – Simulation Nursing

The Nursing Program is proposing new fees to cover the costs of contracting with the University of Washington's WWAMI (WISH) simulation center at Northwest Hospital & Medical Center (NWHMC) and direct costs associated with simulation activities/experiences at Shoreline. Note: Shoreline's Nursing Faculty instruct the simulations as a part of their course load(s).

Students have been participating in simulations at the NWHMC since 2012. A grant initially covered the costs of the simulation activities/experiences. Per a signed agreement between Shoreline Community College and the NWHMC in 2014, the College

began paying the NWHMC for the simulation activities/experiences and students were not charged for the costs associated with simulation activities/experiences.

In 2017-2018, the College paid \$43,145.50 to the NWHMC for simulation activities/experiences. Due to the College’s current budget situation, the Nursing Program is proposing new student fees to cover the costs associated with the simulation activities/experiences.

The NWHMC fee charge(s) include equipment and supply usage; the hourly charge for a technician; and the use of classrooms. Due to the different scenarios used in each course, the cost for each course varies. Below are the estimated costs per student:

Course	Proposed Student Fee	Comments
NURS 161	\$ 9.60	Simulation occurs at Shoreline
NURS 152	\$ 77.83	
NURS 153	\$ 77.83	
NURS 231	\$ 77.83	
NURS 232	\$ 57.66	Simulation occurs at Shoreline
NURS 233	\$164.64	Students participate in simulation twice/quarter
NURSE 142	\$ 9.60	Simulation occurs at Shoreline
NURSE 123	\$ 77.83	
NURSE 125	\$ 77.83	
NURSE 231	\$ 77.83	
NURSE 233	\$ 57.66	Simulation occurs at Shoreline
NURSE 235	\$164.64	Students participate in simulation twice/quarter

However, to allow for consistency of costs for students, **we are recommending charging an average fee of \$80.00 in each course that includes simulation.** This cost was determined by taking the costs per course and dividing by 6, the number of courses that include simulation.

Amount of cost incurred per quarter without student fee:

\$14,892.48

(no costs incurred for 10 Quarter courses for fall 2019)

Prepared by: Mary Burroughs, Associate Dean - Nursing
 Shoreline Community College
 July 12, 2019