

**SHORELINE COMMUNITY COLLEGE****Board of Trustees****(Virtual) Special Meeting of December 1, 2021****4:30 PM – Special Session**Zoom Link: <https://us02web.zoom.us/j/82623897722>

Webinar (“Meeting”) ID: 826 2389 7722

(See page 2 for information to connect to the meeting via telephone)

**AGENDA**

<b>4:30 PM – SPECIAL SESSION</b>			
<b>NO.</b>	<b>AGENDA ITEM</b>	<b>RESPONSIBILITY</b>	<b>TAB</b>
1.	<b>Convene Special Meeting</b>	<i>Chair Catherine D’Ambrosio</i>	
2.	<b>Report:</b> Chair, Board of Trustees	<i>Chair Catherine D’Ambrosio</i>	
3.	<b>Consent Agenda</b> <b>a. Approval of Previous Meeting Minutes</b> <ul style="list-style-type: none"> <li>▪Special Meeting of October 27, 2021</li> </ul> <b>b. College Policies</b> <u>New</u> <ul style="list-style-type: none"> <li>•Policy 1007 (COVID-19 Fully Vaccinated Campus)</li> <li>•Policy 5165 (Transfer of Credit)</li> </ul>	<i>Chair Catherine D’Ambrosio &amp; Trustees</i>  <i>Veronica Zura</i>	<b>1A</b> <b>1B</b>
4.	<b>Communication from the Public</b> Public comment(s) will be presented to the Board verbally. <ul style="list-style-type: none"> <li>• <u>For attendees connecting online:</u> Please sign up to provide a public comment via the Chat function in Zoom between 4:15 PM – 4:30 PM on December 1, 2021.</li> <li>• <u>For attendees connecting by telephone:</u> Please sign up to provide a public comment between 4:15 PM – 4:30 PM on December 1, 2021 by: 1. Sending an email to Board Secretary Lori Yonemitsu at <a href="mailto:lyonemitsu@shoreline.edu">lyonemitsu@shoreline.edu</a> with your telephone number and name (optional); or 2. Calling Board Secretary Lori Yonemitsu at (206) 546-4552 with your telephone number and name (optional).</li> </ul> <p>The Board Chair will call upon each speaker signed up to provide public comment. The total public comment period at the December 1, 2021 meeting will be no more than thirty (30) minutes with up to two (2) minutes allotted per speaker. Adjustments to the two (2) minute allotment will be made if more than fifteen (15) individuals sign up to speak. (For the entering of a public comment into the record and attaching to the minutes of the December 1, 2021 meeting, please send written public comment to Board Secretary Lori Yonemitsu at <a href="mailto:lyonemitsu@shoreline.edu">lyonemitsu@shoreline.edu</a> following the December 1, 2021 meeting.)</p>	<i>Chair Catherine D’Ambrosio</i>	

5.	<b>College Update(s)</b>	<i>Phillip King</i>	
6.	<b>First Reading:</b> 2021-2022 Services & Activities (S&A) Budget & Winter 2022 Allocations	<i>Sundi Musnicki</i>	<b>2</b>
7.	<b>Second Reading:</b> Board of Trustees 2021 – 2022 Professional Learning Goals	<i>Chair Catherine D'Ambrosio &amp; Trustees</i>	<b>3</b>
8.	<b>Report:</b> Financial & Budget Update	<i>Bob Williamson</i>	
9.	<b>First Reading:</b> Changing February 2022 & April 2022 Board of Trustees Regular Meeting Dates	<i>Chair Catherine D'Ambrosio</i>	<b>4</b>
10.	<b>Constituent Report:</b> Shoreline Faculty	<i>Eric Hamako</i>	
11.	<b>Constituent Report:</b> Shoreline Classified Staff	<i>Ric Doike-Foreman</i>	
12.	<b>Constituent Report:</b> Shoreline Associated Student Government	<i>Sunshine Cheng</i>	
13.	<b>Report:</b> College President	<i>Steve Hanson</i>	
14.	<b>Report:</b> Closing Remarks – Board of Trustees	<i>Trustees</i>	
15.	<b>Action: Adjournment</b>	<i>Chair Catherine D'Ambrosio</i>	

•To connect to the December 1, 2021 special meeting:

- Via **link**, go to: <https://us02web.zoom.us/j/82623897722>
- Via **telephone**: Call/Dial/Key-in to one of the following **numbers**. Start with the first number. If you receive a busy signal or an “all circuits are busy” message, try the next number on the list.

(253) 215-8782

(669) 900-6833

(346) 248-7799

- **Webinar (“Meeting”) ID:** 826 2389 7722

SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
(VIRTUAL) SPECIAL MEETING OF OCTOBER 27, 2021

MINUTES

The special meeting of the Board of Trustees of Shoreline Community College District Number Seven was called to order by Chair Catherine Post D'Ambrosio at 4:31 PM by audio/visual conference. A quorum of the Board was present by audio/visual conference.

MEMBERS PRESENT

Trustees Rebecca Chan, Catherine Post D'Ambrosio, Tom Lux, Eben Pobe, and Kim Wells were present via audio/visual conference.

Assistant Attorney General (AAG) John Clark represented the Office of the Attorney General via audio/visual conference.

REPORT: CHAIR, BOARD OF TRUSTEES

No report.

CONSENT AGENDA

Chair Post D'Ambrosio asked the Board to consider approval of the consent agenda. On the agenda for approval:

- a. Minutes from the special meetings of July 21, 2021; August 27, 2021; and September 30, 2021.

Motion 21:61: Motion made by Trustee Lux to approve the consent agenda.

Motion seconded by Trustee Pobe. All five Trustees present (Rebecca Chan, Catherine Post D'Ambrosio, Tom Lux, Eben Pobe) for this action item, voted *aye* to approve the motion.

COMMUNICATION FROM THE PUBLIC

Per the notice for the October 27, 2021 (virtual) special meeting of the Board of Trustees:

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

- For attendees connecting online: Please sign up to provide a public comment via the Chat function in Zoom between 4:15 PM – 4:30 PM on October 27, 2021.
- For attendees connecting by telephone: Please sign up to provide a public comment between 4:15 PM – 4:30 PM on October 27, 2021 by: 1. Sending an email to Board Secretary Lori Yonemitsu at [lyonemitsu@shoreline.edu](mailto:lyonemitsu@shoreline.edu) with your telephone number and name (optional); or 2. Calling Board Secretary Lori Yonemitsu at (206) 546-4552 with your telephone number and name (optional).

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The meeting host will move individuals signed up to provide public comment to the panelist screen and the Board Chair will call upon speakers. The total public comment period at the October 27, 2021 meeting will be no more than thirty (30) minutes with up to two (2) minutes allotted per speaker. Adjustments to the two (2) minute allotment will be made if more than fifteen (15) individuals sign up to speak. (For the entering of a public comment into the record and attaching to the minutes of the October 27, 2021 meeting, please send written public comment to Board Secretary Lori Yonemitsu at [lyonemitsu@shoreline.edu](mailto:lyonemitsu@shoreline.edu) following the October 27, 2021 meeting.)

There were no speakers signed up to provide public comments.

COLLEGE UPDATES

Title III – Strengthening Institutions Program (SIP) & Asian American and Native American Pacific Islander Serving Institutions (AANAPISI) Grants

Institutional Assessment & Data Management Executive Director Bayta Maring and Acting Director of Grants Zack Thill shared information about the Strengthening Institutions Program (SIP) grant and the Asian American and Native American Pacific Islander Serving Institutions (AANAPISI) grant—Title III grants recently awarded to Shoreline Community College.

“Title II grants are intended to serve primarily low income, first generation, and historically underrepresented students. While there are synergies between the two grants, they do function in different ways. The SIP is intended to serve those primary three groups (low income, first generation, historically underrepresented) across the entire college. The AANAPISI is intended to serve low income Asian American and Pacific Islander students.”

“The grants will:

- provide comprehensive onboarding and orientation that will be provided both in person and online.”
- provide peer mentoring for students to build community, a sense of belonging, and connection to the campus in the broader campus community.”
- provide funding to offer students comprehensive career navigation in advising, especially in that critical first fifteen (15) college credit period.”
- provide funding to develop, pilot, and refine student success courses for students in their first year.”
- develop a set of community of practices for both faculty and other college administration and staff – to learn better pedagogical practices and ways to work with these different student constituencies.”
- Provide funds to develop college-wide learning events and opportunities which will be open not only to students and employees, but the broader community.”

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SIP

- A five-year grant, providing approximately \$440,000 per year, for five years.
- Services to students, “provided across the whole campus.”

AANAPISI

- A five-year grant, providing approximately \$320,000 per year, for five years.
- A cohort-based program – “once the program is up and running, will serve between one-hundred fifty (150) and three-hundred (300) students a year.”

In response to Trustee Lux’s question about how the grants will be used to help with onboarding and building community, Executive Director Maring responded:

- “The long-term outcome of these grants and the goals have to do with student success measures such as retention and earning fifteen (15) college level credits.”
- “The intermediary step really has to do with assessing that sense of belongingness that students have. The AANAPISI, because it is cohort based, is focused very much on bringing students into the college as a cohort and as a community.”
- “There are intentional community building activities within the grants—such as a college success course and mandatory orientation.”

In response to Trustee Chan’s question as to whether the grant funds will be building upon something that already exists at the college or is new programming, Executive Director Maring responded:

- “It’s both. Contained in the SIP proposal, we said that we were going to leverage the funding from the state to implement our college-wide Guided Pathways efforts.”

REPORT: ENROLLMENT UPDATE

Institutional Assessment & Data Management Executive Director Bayta Maring went over a *Fall 2021 Enrollment Update* slide presentation (attached).

Slide 1 (Fall Quarterly Enrollment Update) contained Fall 2020 and Fall 2021 Total FTE and FTE for International Contract; State Supported; CEO/LCN; Running Start; Other; Worker Retraining; Aerospace 1000; New to Shoreline; Veterans; Online; and Basic Skills.

Slide 2 (Annual Enrollment Update) contained Fall 2020, Fall 2021, Change Fall, Change Summer, and Cumulative Change to Date numbers for International Contract; State Supported; CEO/LCN; Running Start; and Other.

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In response to Trustee questions regarding Shoreline’s enrollment in comparison to other colleges in the system, as well as students new to Shoreline, Executive Director Maring and/or Acting President Phillip King responded:

- That a “couple of weeks ago, there were colleges that were significantly more down” (in enrollment) “than us.”
- “We are doing very well in international enrollment.”
- “Across the state, Running Start is down.”
- New to Shoreline: “the trendline is better than last year. In some ways, two year and four year” (colleges and universities) “are seeing Covid rebound now as there are more in-person classes, students may have waited to enroll in college, new college students might have waited, and are coming back.”

FIRST READING: BOARD OF TRUSTEES 2021—2022 PROFESSIONAL LEARNING GOALS

Board Secretary Lori Yonemitsu read tab 1 [First Reading: Board of Trustees 2021—2022 Professional Learning Goals].

Trustee Wells and Chair Post D’Ambrosio volunteered to review and revise the goals, and bring the revised goals back to the Board, at the December 1, 2021 Board of Trustees meeting.

REPORT: FISCAL YEAR-END (2020-2021)

Acting President Phillip King introduced Bob Williamson, Acting Vice President for Business & Administrative Services.

Acting Vice President Williamson went over a *FY 21 Operating Budget – June 2021 Final* spreadsheet (attached) and expressed his gratitude to/for Budget Director Cliff Frederickson, noting the work that Director Frederickson has done throughout the summer to close FY 2021 and prepare for the current fiscal year.

To assist the Board in fulfilling its fiduciary responsibilities moving forward, Acting Vice President Williamson suggested sharing/providing the Board of Trustees with:

- The actual state allocation received from the State Board for Community & Technical Colleges.
- Any amendment to the initial allocation which impacts the funding that Shoreline receives.
- Budget status reports at regular meetings of the Board.

Acting Vice President Williamson stressed, “Enrollment is the biggest driver of the budget. Enrollment is central to our planning and long-term financial stability.”

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Discussion included:

- The need to eventually develop a plan related to long-term investments for computers and related hardware.
- Acting Vice President Williamson’s perspective on the number of budget line items with significant variances.

REPORT: 2021—2022 COLLEGE BUDGET UPDATE

Acting Vice President for Business & Administrative Services Bob Williamson went over a *Revised 2021-22 Operating Budget 10-18-21* spreadsheet (attached) and addressed the variances between the originally adopted FY22 Budget and the revised FY22 Budget.

Discussion included:

- The variance in the Hourly, Students and Other budget line between the FY22 Budget and the revised FY22 Budget.
- The variance in Administrative/Exempt line between the FY22 Budget and the revised FY22 Budget.
- The surplus in the FY22 Budget.
- Cash reserve principles.
- ctcLink and reporting modules linking personnel and budget data.

Acting Vice President Williamson went over the *State Board for Community and Technical Colleges 2022 Allocation Schedule* (attached).

Regarding budgets, Acting Vice President Williamson encouraged thinking in term of four-year increments, allowing for long-range forecasting – “Where do we expect to be four years from now?”

ACTION: 2021—2022 COLLEGE BUDGET CHANGES

Acting Vice President for Business & Administrative Services Bob Williamson read tab 2 [2021—2022 College Budget Changes].

Motion 21:62: Motion made by Trustee Chan that the Board of Trustees of Shoreline Community College authorizes adoption of the revised 2021-2022 budget.

Motion seconded by Trustee Lux. All five Trustees present (Rebecca Chan, Catherine Post D’Ambrosio, Tom Lux, Eben Pobe, Kim Wells) for this action item, voted *aye* to approve the motion.

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ACTION: POLICY 5165 (TRANSFER OF CREDIT)

Institutional Assessment & Data Management Executive Director Bayta Maring read tab 3 [Policy 5165 (Transfer of Credit)] and policy 5165.

Motion 21:63: Motion made by Trustee Wells that the Board of Trustees of Shoreline Community College adopt policy 5165 (Transfer of Credit).

Motion seconded by Trustee Lux. All five Trustees present (Rebecca Chan, Catherine Post D’Ambrosio, Tom Lux, Eben Pobe, Kim Wells) for this action item, voted *aye* to approve the motion.

ACTION: POLICY 1007 (COVID-19 FULLY VACCINATED CAMPUS)

Executive Director for Human Resources Veronica Zura noted that she was presenting policy 1007 (COVID-19 Fully Vaccinated Campus) as a first reading, rather than as an action item.

Executive Zura went over the policy review and approval process and read new policy 1007.

In response to a question from Chair Post D’Ambrosio, Executive Director Zura stated, “We were highly successful with our employees in terms of meeting the vaccinated campus requirement.”

ACTION: WASHINGTON ASSOCIATION OF COLLEGE TRUSTEES (ACT) TRANSFORMING LIVES AWARDS

Board Secretary Lori Yonemitsu read tab 5 [Washington Association of College Trustees (ACT) Transforming Lives Awards].

Trustee Wells nominated Trustee Pobe, who accepted the nomination. Trustee Chan nominated Trustee Lux, who accepted the nomination.

Motion 21:64: Motion made by Trustee Chan for Trustee Lux and Trustee Pobe to review the nomination submissions and recommend the Shoreline Community College Board of Trustees’ nominee for the 2022 ACT Transforming Lives Awards to the ACT Awards Committee.

Motion seconded by Trustee Wells. All five Trustees present (Rebecca Chan, Catherine Post D’Ambrosio, Tom Lux, Eben Pobe, Kim Wells) for this action item, voted *aye* to approve the motion.



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CONSTITUENT REPORT: SHORELINE FACULTY

Professor and SCCFT President Eric Hamako read *Statement to the SCC Board of Trustees* (attached).

CONSTITUENT REPORT: SHORELINE CLASSIFIED STAFF

IT Administrator & Chief Shop Steward Ric Doike-Foreman read statement (attached).

CONSTITUENT REPORT: SHORELINE ASSOCIATED STUDENT GOVERNMENT

Associated Student Government (ASG) President Sunshine Cheng read statement (attached).

REPORT: SHORELINE PRESIDENT

Acting President King's report consisted of expressions of appreciation of/to/for departments, programs, divisions, and all members of the campus community, and spoke of the wide range of work, completed and ongoing, by college personnel.

REPORT: CLOSING REMARKS – BOARD OF TRUSTEES

The Trustees expressed that it has been a privilege, honor, and pleasure to work with Acting President King.

Trustee Lux shared that in a short period of time, Acting President King, "opened up some transparency and most of all, communication with the Board, as well as with the campus." He thanked SCCFT President Hamako, WFSE Chief Shop Steward Doike-Foreman, and ASG President Cheng for their very thoughtful and important reports. "I hope this will start better communication on campus and shared governance as we move forward. The campus and students deserve nothing less."

ACTION: RESCIND APPROVAL OF POLICY 5165 (TRANSFER OF CREDIT)

Executive Director for Human Resources Veronica Zura recapped the process for policy review and approval, and noted that the intention was for policy 5165 (Transfer of Credit) to be a first reading, and requested that the Board put forth a motion to rescind its action to approve policy 5165 (Transfer of Credit).

Motion 21:65: Motion made by Trustee Wells that the Board rescind "our previous agreement to approve of policy 5165" and "to be reviewed at a future Board meeting."

Motion seconded by Trustee Lux. All five Trustees present (Rebecca Chan, Catherine Post D'Ambrosio, Tom Lux, Eben

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Pobee, Kim Wells) for this action item, voted *aye* to approve the motion.

EXECUTIVE SESSION

At 7:05 PM, Chair Post D'Ambrosio announced that the Board would convene in executive session for sixty minutes to evaluate the qualifications of applicants for public employment, to discuss matters of litigation or potential litigation with legal counsel, and to discuss matters involving collective bargaining. It was noted that the Board would reconvene in open session for one (1) action item, followed by the adjournment of the meeting.

The executive session commenced at approximately 7:10 PM.

At approximately 8:11 PM, it was noted/announced in the open session's *Zoom Room* that the Board was extending its executive session by twenty minutes.

ACTION: INTERIM PRESIDENT SELECTION

The Board reconvened in open session.

Motion 21:66: Motion made by Trustee Lux that the Board of Trustees appoint Steve Hanson to the position of Interim President, with a start date of November 15, 2021 at an annual salary of \$240,000 and that Chair D'Ambrosio, execute an Interim President's contract with new Interim President.

Motion seconded by Trustee Wells.

Chair Post D'Ambrosio communicated excitement and expressed deep appreciation to Executive Director Zura for working with her, to Trustees Lux and Wells for conducting the interviews, and to Dr. Hamako, Chief Shop Steward Doike-Foreman, and ASG President Cheng for the "work that they did, interviewing the candidates, and presenting to the Board, their perspectives."

Four Trustees (Rebecca Chan, Catherine Post D'Ambrosio, Tom Lux, Kim Wells) voted *aye* to approve the motion. (Trustee Pobee's vote was inaudible.)

ADJOURNMENT

Motion 21:67: Motion made by Trustee Wells to adjourn the special meeting of October 27, 2021.

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Four Trustees (Rebecca Chan, Catherine Post D'Ambrosio, Tom Lux, Kim Wells) voted *aye* to approve the motion. (Trustee Pobe's vote was inaudible.)

Chair Post D'Ambrosio adjourned the meeting at 8:37 PM.

Signed \_\_\_\_\_  
Catherine Post D'Ambrosio, Chair

Attest: December 1, 2021

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

# Fall 2021 Enrollment Update



1

## Fall Quarterly Enrollment Update

	Fall 2020	Fall 2021	
<b>Total FTE</b>	<b>4,264</b>	<b>3,949</b>	<b>-7.4%</b>
International Contract	676	636	-5.8%
State-Supported	3023	2858	-5.5%
CEO/LCN	207	147	-28.9%
Running Start	337	269	-20.0%
Other	22	38	+75.8%
	Fall 2020	Fall 2021	
Worker Retraining	191	192	+0.6%
Aerospace 1000	52	35	-32.3%
New to Shoreline	1127	1181	+4.8%
Veterans	201	140	-30.4%
Online FTE	1171	997	-14.9%
Basic Skills FTE	267	309	+16.0%

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## Annual Enrollment Update

Category	Fall 2020	Fall 2021*	Change Fall
<b>International Contract</b>	225	212	-6% (-13)
<b>State-Supported</b>	1008	953	-5% (-55)
<b>CEO/LCN</b>	69	49	-29% (-20)
<b>Running Start</b>	112	90	-20% (-22)
<b>Other</b>	7	13	+73% (+5)
<b>TOTAL</b>	1421	1316	-7% (-105)

Change Summer	Cumulative Change to Date
(-48)	-17% (-61)
(-63)	-8% (-118)
(-13)	-32% (-33)
n/a	-20% (-22)
(+4)	+71% (+11)
(-119)	-11% (-224)

\* Not final numbers, may vary by +/- 1% of total



## FY 21 Operating Budget - June 2021 Final

<b>Revenues</b>	<b>FY21 Budget</b>	<b>Thru June 30, 2021 Actual</b>	<b>Variance Favorable (Unfavorable)</b>	<b>Variance Favorable (Unfavorable)</b>
State Operating Appropriations	\$ 29,900,297.00	\$ 31,360,065.53	\$ 1,459,768.53	4.88%
Operating Tuition (0424)	9,646,651.00	10,602,746.95	956,095.95	9.91%
Running Start reimbursement of Operating Budget expenditures	1,501,934.00	1,501,934.00	-	0.00%
International Education reimbursement of Operating Budget expenditures	4,008,779.00	4,008,779.00	-	0.00%
CEO reimbursement of Operating Budget expenditures	646,730.00	646,730.00	-	0.00%
ABE/ESL SBCTC Reimbursement	275,174.00	275,174.00	-	0.00%
	<u>\$ 45,979,565.00</u>	<u>\$ 48,395,429.48</u>	<u>\$ 2,415,864.48</u>	
<b>Expenditures</b>	<b>FY21 Budget</b>	<b>Thru June 30, 2021 Actual</b>	<b>Variance Favorable (Unfavorable)</b>	<b>Variance Favorable (Unfavorable)</b>
Exempt	\$ 4,670,946.00	\$ 4,897,080.15	\$ (226,134.15)	-4.84%
Full-Time Faculty	9,936,125.00	9,810,724.48	125,400.52	1.26%
Part-Time Faculty	8,691,962.00	8,915,571.84	(223,609.84)	-2.57%
Classified	6,308,665.00	6,237,424.42	71,240.58	1.13%
Hourly, Students and Others	477,900.00	235,257.29	242,642.71	50.77%
Overtime, Sick and Terminal Leave	42,975.00	546,554.27	(503,579.27)	-1171.80%
Benefits	10,131,547.00	9,888,542.07	243,004.93	2.40%
Personal Services Contracts	68,799.00	143,110.80	(74,311.80)	-108.01%
Goods and Services	4,829,696.00	4,480,816.84	348,879.16	7.22%
Travel	12,210.00	35,103.53	(22,893.53)	-187.50%
Capital Outlays - Fixed Assets	1,014,896.00	236,115.43	778,780.57	76.74%
Computers and Related Hardware	144,775.00	121,894.90	22,880.10	15.80%
Client Services and Financial Aid	839,546.00	853,510.94	(13,964.94)	-1.66%
Debt Service	392,419.00	388,155.43	4,263.57	1.09%
Subtotal	47,562,461.00	46,789,862.39	772,598.61	
Intra Agency Reimbursements	(368,200.00)	(146,859.38)	(221,340.62)	60.11%
Total Expenditures	<u>\$ 47,194,261.00</u>	<u>46,643,003.01</u>	<u>\$ 551,257.99</u>	
Surplus Subtotal		1,752,426.47		
CARES Act Funding		4,283,157.00		
<b>Surplus Total</b>		<u>\$ 6,035,583.47</u>		

**Revised 2021-22 Operating Budget 10-18-21**

	<b>FY22 Budget</b>	<b>FY22 Revised</b>
<b>REVENUES</b>		
State Appropriation	\$ 30,253,615	\$ <b>31,057,551</b>
Operating Tuition	9,447,930	<b>10,354,133</b>
International Program	2,757,238	<b>3,287,030</b>
Running Start	2,116,982	2,116,982
Continuing Education Options	727,701	727,701
ABE/ESL Reimbursement	-	-
<b>Total Revenues</b>	<u>45,303,466</u>	<u>47,543,397</u>
<b>PERSONNEL</b>		
Administrative/Exempt	4,330,961	5,175,112
Full Time Faculty	9,879,311	10,197,564
Part Time Faculty	8,279,991	9,124,446
Classified	6,495,902	6,365,784
Hourly, Students and Other	-	578,233
Employee Benefits	9,500,000	10,146,056
<b>Total Personnel</b>	<u>38,486,165</u>	<u>41,587,195</u>
<b>OPERATIONS</b>		
Contracted Services	167,000	320,500
Goods and Services	4,131,400	3,926,457
Travel	91,690	102,270
Equipment	840,226	533,999
Computer Equipment and Software	412,123	205,923
Student Aid	828,642	828,543
Debt Service	392,419	392,419
Intra-Agency Reimbursement	(534,005)	(368,200)
<b>Total Operations</b>	<u>6,329,495</u>	<u>5,941,911</u>
<b>Total Expenditures</b>	<u>44,815,660</u>	<u>47,529,106</u>
<b>Surplus/(Deficit)</b>	<u>\$ 487,806</u>	<u>14,291</u>

**Stateboard for Community and Technical Colleges  
2022 Allocation Schedule**

**Allocation: #1  
District: 7 Shoreline**

**Enrollments**

<i>DEAB</i>	<i>Earmark Base</i>	<i>Growth &amp; Variable</i>	<i>Total FTES</i>
4,711	145	144	5,000

	<b>Prior Allocation</b>	<b>Current Allocation</b>	<b>New Allocation</b>	<b>Fund-Approp. Number</b>	<b>FMS Approp. Index</b>
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**ALLOCATION MODEL**

**BASE - District Enrollment Allocation Base (DEAB)**

District Enrollment Allocation Base (GFS)		11,603,860	11,603,860	001-011	101
District Enrollment Allocation Base (ELTA)		2,986,277	2,986,277	08A-3E0	3E0
<b>Subtotal</b>	<b>-</b>	<b>14,590,137</b>	<b>14,590,137</b>		

**Weighted Enrollments**

Weighted Enrollments - Additional 30%		1,647,623	1,647,623	001-011	101
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**Performance Funding**

Performance Funding (GFS)		1,157,468	1,157,468	001-011	101
Performance Funding (proviso)		153,779	153,779	001-BD1	BD1
<b>Subtotal</b>	<b>-</b>	<b>1,311,247</b>	<b>1,311,247</b>		

**Minimum Operating Allocation (MOA)**

Minimum Operating Allocation		2,481,800	2,481,800	001-011	101
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<b>Allocation Subtotal</b>	<b>-</b>	<b>20,030,807</b>	<b>20,030,807</b>		
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**SAFEHARBOR (Earmarks and Provisos)**

**Four Years - Safe Harbor**

Health Rate Changes (GFS)		111,029	111,029	001-011	101
Pension Rate Changes		(164,792)	(164,792)	001-011	101
Wage Increase Regional Pay		932,993	932,993	001-011	101
Wage Increase (GFS)		2,424,972	2,424,972	001-011	101
Wage Increase Bowwave		206,841	206,841	001-011	101
<b>Subtotal</b>	<b>-</b>	<b>3,511,043</b>	<b>3,511,043</b>		

**Provisos**

Career Launch Enrollments		176,000	176,000	24J-150	151
College Affordability Program (Tuition reduction)		596,672	596,672	001-BG1	BG1
Compensation & Student Support		992,315	992,315	24J-050	051
Diversity Bill SB 5227		66,895	66,895	001-EG1	EG1
Equity & Access SB5194		195,000	195,000	24J-1A0	1A1
Guided Pathways (WEIA)		1,060,892	1,060,892	24J-070	071
High Demand Program Faculty		771,763	771,763	24J-110	111
Menstrual Products		9,681	9,681	001-EF1	EF1
Nurse Educator Salaries		963,720	963,720	24J-090	091
Worker Retraining - Proviso		1,392,198	1,392,198	001-AC1	123
<b>Subtotal</b>	<b>-</b>	<b>6,225,136</b>	<b>6,225,136</b>		

**Earmarks**

Aerospace Enrollments - 1000 High Demand		157,397	157,397	08A-3E0	3E0
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	Prior Allocation	Current Allocation	New Allocation	Fund-Approp. Number	FMS Approp. Index
Disability Accommodations		61,126	61,126	08A-3E0	3E0
Hospital Employee Education & Training		248,404	248,404	001-011	101
Opportunity Grants		445,412	445,412	08A-3E0	3E0
Students of Color		33,226	33,226	08A-3E0	3E0
University Contracts (GFS)					
Workforce Development Projects		45,000	45,000	001-011	101
<b>Subtotal</b>	-	<b>990,565</b>	<b>990,565</b>		
<b>Safeharbor - Subtotal</b>	-	<b>10,726,744</b>	<b>10,726,744</b>		
<b>GRAND TOTAL State Allocation</b>	-	<b>30,757,551</b>	<b>30,757,551</b>		



SCCFT President Eric Hamako  
Statement to the SCC Board of Trustees  
2021.10.27  
Permalink: <https://bit.ly/SCCFTtoBOT2021-10>

I ask that my comments be read into the record.

Trustees of the Board:

My name is Eric Hamako. I am the President of the faculty's union, the Shoreline Community College Federation of Teachers (SCCFT), Local 1950 of the American Federation of Teachers (AFT).

When I was a college student, I studied psychology because I was interested in why people do what we do. Of psychology's different disciplines, I was most interested in social psychology, which studies how social situations influence people's thoughts, feelings, and actions. Social psychology seeks to understand the interaction between individuals and our situations. Social psychology proposes that, far from being independent actors, each individual person is influenced and constrained by the power of our situations. The individual person in a situation *does* matter, but how *much* they matter – how much they will be able to behave differently from another person in the same situation – depends largely on the power of situational influences. The power of the situation constrains our actions to a range of possibility.

For example, the College is now hiring an Interim College President. In doing so, the College's choices are constrained by its situation. The College is seeking a candidate who will serve for six to nine months. But, there are only so many candidates who are qualified and interested in such a position. So, the College's choice is constrained to two candidates. They differ in some ways; they are similar in many ways. The Board's choice for Interim President *does* matter – but, the power of the situation *also* matters and it constrains the Board's choices for an Interim College President.

And, we can see the interplay between individuals' differences and the power of the situation in other College situations, as well. Among them, the College's approaches to financial management & transparency, its approaches to bargaining and shared governance, and its approaches to workplace safety during the ongoing COVID-19 pandemic.

1. For years, the College has had problems with financial mismanagement, errors, and lack of transparency. Some of those problems might be explained by looking at the people who held various roles. At times, changing the person who holds a role may improve a situation. For example, Acting President King recently approached the Federation to inform us of the errors in the now-former Vice President of Business and Administrative Services's (VP-BAS) proposed budget for this year, errors which have been discussed at tonight's meeting. We appreciate Acting President King proactively informing us and discussing the matter prior to the meeting. But, many problems are endemic to a situation, which then shapes what any person in that role can do. The errors of the most recent former Vice President of BAS seem unlikely to be only attributable to that individual. Rather, they seem part of larger, longstanding issues with the College's financial & data management situation.

We appreciate that the new Vice President of BAS has been advocating a new budget process within the Strategic Plan & Budget Council ("Strat Plan") to provide more meaningful participation for stakeholders. Changing the person in the position may contribute to that change in approach. But, it's also likely that the situational influence of our regional accreditors, NWCCU, plays a role in that change of approach in Strat Plan. NWCCU's February 2021 report evaluated the College as "in need of improvement" in this regard and directed the College to "*Manage financial resources transparently by defining, developing and sharing financial processes, policies, and budget development decisions, including ongoing budget management and annual financial statements,*" and stated, "*Stakeholders should have opportunities for meaningful participation in the budget development process.*" The Federation recognizes and appreciates that the Board intends to "*develop competencies around financial oversight,*" as one of its goals for 2021-2022. And, we also see the role that our two labor unions, our community's stakeholders, and the regional accreditors have played in impressing upon the Board the need for better financial management and transparency.

2. Faculty, Classified Staff, and students continue to call on the College to engage in "shared governance" with us. Over the past few years, the College has been moving away from even the pretense of "shared governance." The Board's recent decision to change who leads the College may provide opportunities to return us toward a path to meaningfully shared governance. For example, Acting President King has made the decision to

regularly meet with the Federation and WFSE leaders, to discuss emergent issues. With this, he has reinstated something that the former College President had abruptly discontinued.

But, labor and management each have our roles to play. As a labor union, the Federation exists to advocate for the interests of our faculty workers. Sometimes those interests converge with the College's interests – as with a mutual interest in maintaining our accreditation, improving enrollment, and educating students. More often, those interests conflict – as with the College's continued moves toward unilateral decision-making.

For example, in our recent limited reopener bargaining with the College over Priority Associate Faculty Status, the College made a scorched earth proposal to eliminate the Priority Associate Faculty's status *as* Priority Associate Faculty and to instead offer only a limited number of so-called "Priority Associate contracts." That would be akin to proposing eliminating faculty tenure, which is a *status*, but proposing to replace it with a set of Full-Time Annual *Contracts*. And, it would have further decreased job security for more than one hundred of our faculty. When the Federation would not agree to that sweeping proposal, the College refused to bargain any of our proposals that were intended to mend, not end, the Priority Associate Faculty Status.

Or, for example, the College's reorganization of the Learning Centers, skimming work out of our faculty bargaining unit, impacting two Full-Time Faculty positions' workload, and reducing services to students. The Federation demanded to bargain this unilateral change, but the College has refused to desist. We see this skimming as another Unfair Labor Practice case in the making.

Or, for example, the College's recent moves to unilaterally change Full-Time Faculty's service requirements – including what work *counts* as service. This last move might be situationally influenced by the report by our regional accrediting body, NWCCU, which evaluated the College as "not in compliance" with the requirement to "*Engage in assessment practices that focus on systematic and on-going assessment of course learning outcomes that lead to program learning outcomes in general education, all instructional and student support areas. Assessments must be used to improve student learning outcomes and inform academic and learning support-planning and practices.*" We recognize that the College may need to improve its management of faculty's service work, so that the College can meet its accreditation requirements. Both the College and the faculty have an interest in the College maintaining its accreditation. And, the faculty have an interest in being meaningfully involved in whether and how our work is

managed – bargaining it when we can, seeking remedies from other authorities when we need to.

3. Recently, the College has been further reopening in-person services on campus, even as the COVID-19 pandemic continues. Previously, the College had taken an approach that had been admirably cautious when compared to other peer institutions. Perhaps some of that might be attributed to the former President, but it might also be partially attributed to our two labor unions' bargaining to establish and maintain additional rights for workers, such as the Federation's COVID MOU #1, by which the College agreed to, among other things, give "*reasonable accommodation to continue working from home to address high-risk health status, high-risk family members, or childcare needs impacted by modified school schedules.*" But, now, the College is making moves to expand its reopening of campus, even while the COVID pandemic continues surging. To be clear, situational influences here seem to far outweigh any changes to which individual helms the College.

The Washington State Office of the Governor offered a cannily-titled "fully vaccinated campus" status – which might more accurately be called a "fully attested campus status" or "fully masked campus status" – opening the gates to peer institutions competing for in-person students. The Federal and state governments have ended various COVID support resources, even as the pandemic continues. The Federal government has signaled changes that would require student veterans and international students to return to campus, ending their ability to study via remote, thus incentivizing the College to further reopen in-person services during the pandemic.

And, the College's longstanding, situational challenges with internal communications to workers and students continue to stress workers who are on-campus during the pandemic. Even though the College has changed up who is managing the Communications & Marketing department, the College's communications to workers and students about how to handle on-campus pandemic problems continue to be inadequate. Numerous faculty members have expressed concern for the safety of students and themselves in the classroom and non-instructional spaces, as well as questions about how to handle emergent or predicted pandemic problems in our work places. Our WFSE colleagues have collectively bargained with the State for a number of admirable accommodations. Our faculty union bargains with the College, rather than the State, and our bargaining for a second COVID MOU to cover the expanding return to campus is under way. But, the College's initial response has concerned our team, with the College responding to several proposals by saying, "The State isn't requiring us to do that." As a union, we understand that the State's requirements may be inadequate for

workers. That's why our faculty union has demanded to bargain with the College: to advocate for the interests of faculty workers in ways that the State has not.

In studying social psychology, I learned that when a person does what the situation demands, you can't learn much about them as an individual. But, when a person does something other than what the situation demands, then you may be able to learn about who they are as an individual. So, whether we are talking about the governance policy of the College, the financial management and transparency of the College, or the College's approaches to handling and communicating about workplace safety during a pandemic, the faculty union will be looking to the College to do better than what is required by the situation. For the sake of improving our long-deteriorating labor-management relations, the Federation asks that the Board of Trustees join us in advocating for improved financial accuracy and transparency, for a governance policy that enacts meaningful shared governance, and for pandemic workplace safety agreements that are better than what may be required of you.

Good night.

###

I ask that my comments be read into the record. Good evening everyone. My name is Ric Doike-Foreman and I have the honor to serve as the Washington Federation of State Employees (WFSE) Chief Shop Steward.

I would like to extend a warm welcome to the newest Board of Trustees members Rebecca Chen and Kim Wells. I would also like to extend appreciation to Phillip King for stepping up to the challenges presented as acting president of Shoreline Community College.

At the July Board of Trustees session, Chair D'Ambrosio made a comment that the Board would like to hear about what is going on with the various constituents versus simply hearing complaints. During these past months the classified staff have been adjusting to new times trying to discover the new normal, stalwartly pressing forward as we prepare embrace the changes coming with ctLink, and hope that tomorrow will truly bring some definitive consolidation in direction amidst the miasma of confusing communications that flutter across campus.

Leadership is changing here at Shoreline. The Board sets itself apart from the college attending to policy management stating they are only a policy-making board. Yet tonight you stated that the financial outlook of the college is one of your priorities. How can this be a priority when no action is taken to fully understand what it takes to make the college function. It is often inquired upon as to the purpose of these meetings as they have nothing to do with establishing policy; that is done in other committees/councils or board discussions. The majority of campus are not privy to those discussions or meetings. Maybe the overall purpose is just a matter of policy because it checks a box as you do not seem interested in having a conversation. The Board of Trustees needs to find their new normal and play a more active part with all constituent roles providing necessary guidance and leadership support to this college.

Communication has improved throughout campus. The classified staff asked, administration provided due in large part to acting presidents King's desire for transparency. However, this is not as successful as envisioned. Communication at the top is loud and clear. As it trickles down through the layers of management, the intent and messages seem to morph into some semblance of original intent spun with individuals' thoughts and personal purpose. This has shown to dramatically alter the intent of the communication and create more stress and impart confusion amongst the classified staff. This is something definitely not needed especially when a significant number of classified staff are essentially doubling their workload to support the campus move to ctLink.

Communication without context does not provide the understanding behind the message. Presently there is a desire to understand what has changed with enrollment to warrant the massive shift in returning to campus as the increase in on-campus resources will not substantially change into Winter quarter. Administration on campus is not the same as classified staff on campus. They often forget they have doors they like to close separating them from the ebb and flow of students and general public leaving the classified staff to just manage

them. These actions lead to inconsistency in this return to campus process as the admin lose focus on what is needed and what needs to be done.

We all wish to have change for the better. I want to be able to sit here with you and discuss good times, have a laugh, share successes. Until it is understood that you can change a person / a position all you want, but unless you change the underlying infrastructure supporting those positions nothing will change.



To the Board of Trustees, good evening. My name is Sunshine Cheng, I am the student body president.

It's the start of a new year, and I am excited to share some of the things we have been up to at Student Life. We had a most wonderful welcome week and successful new student orientation, and to see life on campus again has truly been a sight for sore eyes. I am excited to report that we've already had several new clubs formed, with more new applications still under review. We are also gearing up for our first S&A process of the year and have renewed our SCOF mini-grant application.

In addition to our internal committees, ASG has formed several workgroups around social justice, civic engagement and community service, and communication, and we are planning events for various awareness activities throughout this year. We have begun our leadership certificate series and we've also had our first service Saturday involving restoration of the campus garden. We have been busy putting together weekly events and giveaways, both online and in person, and although I can't capture everything this month has encompassed, I hope I can illustrate some of the exciting things we have been working on. This month has been busy for certain, but truly in the most joyous of ways.

On behalf of the student body, I would like to extend my gratitude toward the tireless efforts from our faculty and staff to continue to support our students as we navigate the remnants of last year, and the start of this one. I feel hopeful for a new year, a new leaf, and I look forward to seeing how we will embrace all that it will bring.

Thank you.

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
(VIRTUAL) SPECIAL MEETING OF DECEMBER 1, 2021**

**TABS 1A & 1B**

**CONSENT AGENDA**

**Subject: College Policies**

**Background**

The Board of Trustees conducted a first reading at its special meeting of October 27, 2021 of the following College policies that have been created during the policy review process:

Created (New)

- Policy 1007 – COVID-19 Fully Vaccinated Campus
- Policy 5165 – Transfer of Credit

**Recommendation**

It is recommended that the Board of Trustees approve, in its consent agenda:

- Policy 1007 – COVID-19 Fully Vaccinated Campus
- Policy 5165 – Transfer of Credit

Prepared by: Veronica Zura, Executive Director of Human Resources  
Shoreline Community College  
November 30, 2021

**To Follow**

- Policies 1007, 5165



Policy Name:	COVID-19 Fully Vaccinated Campus
Policy Number:	1007
Applicable Code/Law:	Governor's Proclamation 20.12.5, and 21-14.1

The policy of Shoreline Community College District Number Seven (7) is to operate as a COVID-19 Fully Vaccinated Campus as defined under Governor Inslee's [Proclamation 20-12.5](#) for the period of time the proclamation remains in effect.

All employees (including student employees), volunteers working on campus, and contractors with the College must be fully vaccinated or be approved for a medical or religious exemption by October 18, 2021 as a condition of employment. Employees who fail to meet this condition of employment by the October 18, 2021 deadline will be prohibited from engaging in any type of further work for the College and will be subject to a non-disciplinary separation.

All in-person or on-campus students coming to the College for courses and/or any activities or services must also be fully vaccinated or be approved for a medical or religious exemption by October 18, 2021. Note that fully online students who will not enter the campus will not be required to claim their vaccination status or submit a request for vaccine exemption. Students who fail to meet the vaccination requirements will have a registration hold applied to their records.

All individuals on campus are required to wear a mask which meets the [Center for Disease Control \(CDC\) guidelines](#) indoors in settings with other people, regardless of vaccination status. This includes all indoor public spaces, and when inside College transportation. Authorized exceptions to the face mask requirement are limited to when individuals are alone in a) an office, b) an enclosed cubicle, c) a vehicle, or d) their own room in the residence hall.



Policy Name:	TRANSFER OF CREDIT
Policy Number:	5165
Applicable Code/Law:	Washington State Board for Community and Technical Colleges Reciprocity Agreement

**Policy:**

The policy of Shoreline Community College District Number Seven (7) is that students can be awarded credit based on official transcripts from regionally accredited colleges or universities or recognized international colleges or universities. Shoreline's procedures for transcript evaluation are designed to support students in meeting the learning outcomes of their chosen degree or certificate and transferring coursework to subsequent programs. Credit for prior learning not included in official transcripts or from US institutions not regionally accredited is addressed in Shoreline's Policy 5164. The maximum number of credits that can be applied toward a credential conferred by Shoreline is described in Policy 5004: Graduation.

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
(VIRTUAL) SPECIAL MEETING OF DECEMBER 1, 2021**

**TAB 2**

**FIRST READING**

**Subject: 2021-2022 Services & Activities (S&A) Budget & Winter 2022 Allocations**

**Background**

At the June 23, 2021 Board of Trustees meeting, the Board approved an S&A budget allocation of \$678,128 for the first half of FY 2021-2022 (July-December). As of November 19, 2021, S&A fees have generated \$450,765 in revenue and a total of \$210,255 has been used by eighteen (18) programs, sixteen (16) currently active student clubs, and other discretionary budgets.

With Shoreline Community College continued transition back to in-person classes and activities, the S&A Committee has decided to allocate funding for the remainder of FY 2021-2022 on a per-quarter basis. All programs were asked to submit requests for winter 2022 funding in mid October 2021. A total of \$217,469 was requested and of that, S&A approved \$216,233 in allocations. Programs whose funding was not approved or whose request was not received during the fall 2021 formal process may request funding through the Associated Student Government's (ASG's) mini-grant process, beginning in mid-January 2022.

**To Follow**

- Winter 2022 Services and Activities (S&A) Fee Allocation Proposal
- S&A Fee FAQ

Prepared by: Sundi Musnicki  
Director, Student Leadership & Residential Life  
Shoreline Community College  
November 23, 2021



**Winter 2022**  
Services and Activities (S&A) Fee  
Allocation Proposal

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**Shoreline Community College  
Associated Student Government**

Shoreline Community College  
16101 Greenwood Avenue North  
Shoreline, WA 98133-5696

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## Executive Summary

At the June 2021 Board of Trustees meeting, the Board approved the allocation of funding for S&A programs, student clubs, and discretionary funds for summer and fall quarters only to allow the S&A committee continued flexibility to respond to the evolving situation around Covid-19 and the college's gradual re-opening of campus. A revenue of \$1 million was projected for the 2021-2022 academic year, and the Board approved accessing (if needed) an additional \$200,000 from S&A reserves. At that time, a total of \$678,128 was allocated to 23 budgets for summer and fall quarters; as of November 19, 2021, a total of \$210,255 has been spent. To date, the S&A fee has brought in a total revenue of \$450,765.

**Table 1: Summer/Fall 2021 S&A Expenses to Date**

Programs	Summer/Fall 2021 Allocation	Summer/Fall 2021 Spent	Summer/Fall 2021 Remaining
<b>Arts &amp; Entertainment</b>	\$37,332	\$16,419	\$20,913
<b>Art Gallery</b>	\$0	\$0	\$0
<b>Assoc. Student Gov.</b>	\$33,120	\$7,201	\$25,919
<b>ASG - Student Clubs</b>	\$25,000	\$0	\$25,000
<b>ASG - Mini-Grant</b>	\$100,000	\$0	\$100,000
<b>Athletics</b>	\$220,066	\$54,514	\$165,552
<b>Choral Groups</b>	\$7,609	\$376	\$7,233
<b>Concert Band</b>	\$0	\$0	\$0
<b>DECA</b>	\$0	\$0	\$0
<b>Ebbtide</b>	\$16,845	\$0	\$16,845
<b>Gender Equity Center</b>	\$10,375	\$3,242	\$7,133
<b>Instrumental Music</b>	\$0	\$0	\$0
<b>Multicultural Center</b>	\$12,964	\$2,653	\$10,311
<b>Opera &amp; Musicals</b>	\$0	\$0	\$0
<b>Parent/Child Center</b>	\$26,500	\$26,500	\$0
<b>Plays &amp; Video</b>	\$5,996	\$526	\$5,470
<b>Spindrift</b>	\$10,315	\$1,732	\$8,583
<b>Student Life</b>	\$130,096	\$85,450	\$44,646
<b>Theater Tech</b>	\$8,578	\$3,703	\$4,875
<b>Tutoring</b>	\$33,332	\$7,939	\$25,393
<b>TOTAL</b>	<b>\$678,128</b>	<b>\$210,255</b>	<b>\$467,873</b>

*Please Note: A detailed breakdown of budget expenses and requests begins on page 6.*

Based on the announcement made by the college that winter quarter would continue to have limited in-person classes and activities, all S&A programs were notified that allocations for



the remainder of the year were going to be made on a per-quarter basis to allow for continued adaptability. Budget managers were asked to provide updates regarding their spending up to that point and to submit a projection as to their anticipated costs for winter quarter. 12 programs responded, 3 of them asking for no funding at this time.

The S&A committee made decisions based on the information provided and available at the time; programs will have the ability to request mini-grant funding from ASG for any budget items not funded through this process. During the mini-grant process, programs and student clubs are required to provide an overview and budget breakdown for their event/project, which helps keep ASG apprised of events and initiatives taking place on campus and allows them to provide support and promotions to the greater student body.

Of the \$217,469 requested for winter quarter, \$216,233 was approved. A breakdown of funding for each program is provided in the following pages.

**Table 2: Winter 2022 S&A Request & Allocation**

<b>Programs</b>	<b>Winter 2022 Requested</b>	<b>Winter 2022 Allocation</b>
<b>Arts &amp; Entertainment</b>	\$11,350	\$11,350
<b>Art Gallery</b>	\$0	\$0
<b>Assoc. Student Gov.</b>	\$0	\$0
<b>ASG - Student Clubs</b>	\$0	\$0
<b>ASG - Mini-Grant</b>	\$0	\$0
<b>Athletics</b>		\$0
<b>Choral Groups</b>	\$10,805	\$8,805
<b>Concert Band</b>		\$0
<b>DECA</b>		\$0
<b>Ebbtide</b>		\$0
<b>Gender Equity Center</b>	\$0	\$0
<b>Instrumental Music</b>		\$0
<b>Multicultural Center</b>	\$2,567	\$2,567
<b>Opera &amp; Musicals</b>		\$0
<b>Parent/Child Center</b>	\$26,500	\$26,500
<b>Plays &amp; Video</b>	\$3,082	\$3,082
<b>Spindrift</b>	\$2,584	\$3,348
<b>Student Life</b>	\$140,096	\$140,096
<b>Theater Tech</b>	\$5,301	\$5,301
<b>Tutoring</b>	\$15,184	\$15,184
<b>TOTAL</b>	<b>\$217,469</b>	<b>\$216,233</b>

# Winter 2022 S&A Fee Allocation Overview

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The S&A budget will be allocated towards the following programs, club funding, and discretionary budgets:

- **Discretionary Funding:**
  - Mini-Grants
  - Contingency Fund
  
- **Recognized Student Organizations/Clubs**
  
- **18 Programs:**
  - Art Gallery
  - Athletics
  - Arts & Entertainment Board
  - Associated Student Government
  - Choral Groups
  - Concert Band
  - DECA
  - Ebbtide
  - Gender Equity Center
  - Instrumental Music
  - Multicultural Center
  - Opera & Musicals
  - Parent/Child Center
  - Plays & Video
  - Spindrift
  - Student Life
  - Theater Tech
  - Tutoring

**Table 3: 2021-2022 S&A Allocation & Expenses to Date (Detailed)**

Programs	Summer/Fall 2021 Allocation	Summer/Fall 2021 Spent	Summer/Fall 2021 Remaining	Winter 2022 Requested	Winter 2022 Allocation
Arts & Entertainment	\$37,332	\$16,419	\$20,913	\$11,350	\$11,350
Art Gallery	\$0	\$0	\$0	\$0	\$0
Assoc. Student Gov.	\$33,120	\$7,201	\$25,919	\$0	\$0
ASG - Student Clubs	\$25,000	\$0	\$25,000	\$0	\$0
ASG - Mini-Grant	\$100,000	\$0	\$100,000	\$0	\$0
Athletics-Intramurals	\$14,481	\$3,178	\$11,303		\$0
Athletics-W Gen	\$21,404	\$6,400	\$15,004		\$0
Athletics-M Gen	\$23,541	\$3,435	\$20,106		\$0
Athletics-W Vball	\$22,895	\$13,396	\$9,499		\$0
Athletics-W Soccer	\$26,174	\$14,264	\$11,910		\$0
Athletics-W Bball	\$23,359	\$5,310	\$18,049		\$0
Athletics-M Baseball	\$36,786	\$2,167	\$34,619		\$0
Athletics-W Softball	\$28,683	\$2,867	\$25,816		\$0
Athletics-M Bball	\$22,743	\$3,497	\$19,246		\$0
Choral Groups	\$7,609	\$376	\$7,233	\$10,805	\$8,805
Concert Band	\$0	\$0	\$0		\$0
DECA	\$0	\$0	\$0		\$0
Ebbtide	\$16,845	\$0	\$16,845		\$0
Gender Equity Center	\$10,375	\$3,242	\$7,133	\$0	\$0
Instrumental Music	\$0	\$0	\$0		\$0
Multicultural Center	\$12,964	\$2,653	\$10,311	\$2,567	\$2,567
Opera & Musicals	\$0	\$0	\$0		\$0
Parent/Child Center	\$26,500	\$26,500	\$0	\$26,500	\$26,500
Plays & Video	\$5,996	\$526	\$5,470	\$3,082	\$3,082
Spindrift	\$10,315	\$1,732	\$8,583	\$2,584	\$3,348
Student Life	\$130,096	\$85,450	\$44,646	\$140,096	\$140,096
Theater Tech	\$8,578	\$3,703	\$4,875	\$5,301	\$5,301
Tutoring	\$33,332	\$7,939	\$25,393	\$15,184	\$15,184
<b>TOTAL</b>	<b>\$678,128</b>	<b>\$210,255</b>	<b>\$467,873</b>	<b>\$217,469</b>	<b>\$216,233</b>

# Allocation Rationale

In October 2021, programs were asked to provide updates regarding their spending up to that point and to submit a projection as to their anticipated costs for winter quarter. Based on the information provided, allocations were made totaling \$216,233. Based on summer/fall expenses to date of \$210,255, it is estimated that no more than \$300,000 will be spent by the end of fall. This combined with the allocation for winter will result in an estimated \$684,000 of the \$1.2 million budget remaining for the year.

## CATEGORY I: Student Clubs

Summer/Fall 2021 Allocation	Winter 2022 Requested	Winter 2022 Allocation
\$25,000	\$0	\$0

**Description:** The S&A fee provides funding for all student clubs to support activities, projects, and faculty and classified staff advisors.

**Request Purposes:** Club baseline budgets (\$500) and advisor stipends.

**Rationale:** Based on current active club roster (16), current allocation is more than sufficient for baseline budgets and advisor stipends. No additional funding is requested at this time.

## CATEGORY II: Programs

### Arts & Entertainment Board

Summer/Fall 2021 Allocation	Winter 2022 Requested	Winter 2022 Allocation
\$37,332	\$11,350	\$11,350

**Description:** A&E organizes campus wide programs and events that create an engaging and vibrant student experience. Additionally, A&E provides graphic design and event planning services for clubs and programs.

**Request Purposes:** Student salaries and supplies for activities

**Rationale:** Funding for 5 student staff positions and supplies for virtual and in-person events.

### Art Gallery

Summer/Fall 2021 Allocation	Winter 2022 Requested	Winter 2022 Allocation
\$0	\$0	\$0

**Description:** The Art Gallery, located in the 1000 building, showcases various forms of art produced by students, community members, and faculty.

**Request Purposes:** No funding requested for the 2021-2022 academic year due to gallery being closed.

### Associated Student Government

Summer/Fall 2021 Allocation	Winter 2022 Requested	Winter 2022 Allocation
\$33,120	\$0	\$0

**Description:** ASG serves as the representative student voice at Shoreline Community College. 9 officers serve on a variety of campus-wide committees, oversee 2 student fee budgets, and organize a variety of events and initiatives throughout the year to support/serve students.

**Request Purposes:** Student salaries.

**Rationale:** Minimal funding was used for fall quarter due to delays in hiring student staff, so remaining funds will be used for salaries for winter quarter; no additional funding is requested at this time.

### Athletics

Summer/Fall 2021 Allocation	Winter 2022 Requested	Winter 2022 Allocation
\$220,066	\$0	\$0

**Description:** The Athletics Program consists of six sports teams that compete in the Northwest Athletic Conference (NWAC). Men's basketball, baseball; and women's basketball, softball, soccer, and volleyball.

**Request Purposes:** Salaries for coaches, mandatory fees as required for NWAC compliance, tournament fees, field rentals, and uniforms.

**Rationale:** Funding for coaches' salaries, equipment, and uniforms for all teams as well as insurance and conference fees was fully allocated during Summer 2021. Therefore, no additional funding has been requested at this time.

### Choral Group

Summer/Fall 2021 Allocation	Winter 2022 Requested	Winter 2022 Allocation
\$7,609	\$10,805	\$8,805

**Description:** Choral Ensembles provide students with opportunities to perform a variety of music. This program oversees two performing groups: Chamber Choral and Shoreline Singers.

**Request purposes:** Choral librarian salary, music purchases, and instrumentalist's salary.

**Rationale:** No funding from summer/fall allocation has been spent. Funding for non-student salaries was allocated at this time. Additional funding for a group retreat may be requested via ASG's mini-grant process upon approval from the college.

### Concert Band

Summer/Fall 2021 Allocation	Winter 2022 Requested	Winter 2022 Allocation
\$0	\$0	\$0

**Description:** Concert Band consists of student musicians who rehearse and perform during campus and community events including SCC's commencement.

**Request Purposes:** Student salary (music librarian), sheet music.

**Rationale:** No funding requested for summer/fall or winter quarters.

### DECA

Summer/Fall 2021 Allocation	Winter 2022 Requested	Winter 2022 Allocation
\$0	\$0	\$0

**Description:** DECA is a co-curricular activity that aligns with SCC's Business Administration Program. It provides students with real world business experience through preparing students to compete in regional and international business competitions.

**Request Purposes:** Registration, travel, and lodging for state and national competitions.

**Rationale:** No funding requested for summer/fall or winter quarters.

### Ebbtide

Summer/Fall 2021 Allocation	Winter 2022 Requested	Winter 2022 Allocation
\$16,845	\$0	\$0

**Description:** The Ebbtide is a student-run news outlet that publishes online and in print. The Ebbtide delivers campus news and views from a student perspective as well as allowing students to practice journalism skills.

**Request Purposes:** Student salaries, advisor stipend, printing, journalism conference, and organization membership fee.

**Rationale:** No funding from summer/fall allocation has been spent and no funding was requested for winter quarter.

### Gender Equity Center

Summer/Fall 2021 Allocation	Winter 2022 Requested	Winter 2022 Allocation
\$10,375	\$0	\$0

**Description:** The Gender Equity Center advocates for education and inclusion on our campus. They provide services and resources for women, LGBTQ+ students, and other underserved populations.

**Request purposes:** Student salaries, workshops, and other events.

**Rationale:** Minimal funding was used for fall quarter, so remaining funds will be used for salary and programming for winter quarter; no additional funding is requested at this time.

### Instrumental Music

Summer/Fall 2021 Allocation	Winter 2022 Requested	Winter 2022 Allocation
\$0	\$0	\$0

**Description:** Instrumental Music provides students with an opportunity to perform in an orchestra and small group ensembles.

**Request purposes:** Fees for guest clinicians and performers for zoom workshops

**Rationale:** No funding requested for summer/fall or winter quarters. The program expressed interest in out-of-state travel for spring and has been directed to ASG's mini-grant process upon approval from the college.

### Multicultural Center

Summer/Fall 2021 Allocation	Winter 2022 Requested	Winter 2022 Allocation
\$12,964	\$2,567	\$2,567

**Description:** The Multicultural Center engages the entire campus community to create a climate of inclusion, social justice, equity, access for underserved students and develops programs that support retention and student success.

**Request Purposes:** Student salaries, speaker/facilitator stipends for workshops and lectures, and supplies for virtual events.

**Rationale:** Budget remaining from fall quarter in addition to winter request will cover costs for student salaries and future programming.

### Opera/Musical

Summer/Fall 2021 Allocation	Winter 2022 Requested	Winter 2022 Allocation
\$0	\$0	\$0

**Description:** The Opera/Musical Program organizes opera and musical productions. Students gain experience as singers, dancers, actors, etc. This program also employs experienced local professionals.

**Request Purposes:** No funding from summer/fall allocation has been spent and no funding was requested for winter quarter.

### Parent Child Center

Summer/Fall 2021 Allocation	Winter 2022 Requested	Winter 2022 Allocation
\$26,500	\$26,500	\$26,500

**Description:** The Parent Child Center provides educational and childcare services for students, faculty/staff, and community members. The PCC also serves as a lab school for students in the Early Childhood Educational Program at SCC.

**Request Purposes:** Salaries for staff and teachers.

**Rationale:** Funding for staff salaries for continued operation of the center.

### Plays, Film, and Video

Summer/Fall 2021 Allocation	Winter 2022 Requested	Winter 2022 Allocation
\$5,996	\$3,082	\$3,082

**Description:** Plays, Film, and Video is a program that helps students learn and develop skills required to work in film and theater industries. They create student produced films and host the Shoreline Shorts (short plays written and directed by students).

**Request Purposes:** Student and staff salaries and supplies for online production.

**Rationale:** Funding for salaries and goods & services to produce virtual and in-person projects and support student projects.

### Spindrift

Summer/Fall 2021 Allocation	Winter 2022 Requested	Winter 2022 Allocation
\$10,315	\$2,584	\$3,348

**Description:** Spindrift is a literary magazine that solicits and publishes written and artistic work from students and community members annually.

**Request Purposes:** Student salaries, advisor stipend, and printing costs.

**Rationale:** Budget remaining from fall quarter in addition to winter request will cover costs for student salaries and advisor stipends.

### Student Life

Summer/Fall 2021 Allocation	Winter 2022 Requested	Winter 2022 Allocation
\$130,096	\$140,096	\$140,096



**Description:** Student Life creates dynamic co-curricular programs and activities that are invested in the transformation of all students. This program provides accessible opportunities for students to build community, develop critical skills, and engage the campus community.

**Request Purposes:** Full time Student Life staff salaries and supplies for student leadership training, club support, facilitator stipends, and New Student Orientation.

**Rationale:** Salaries for 3 full-time staff positions + 1 graduate intern for winter and spring quarter as well as office supplies/printing and Commencement planning. No additional salary funding will be requested this year.

### Theater Tech

Summer/Fall 2021 Allocation	Winter 2022 Requested	Winter 2022 Allocation
\$8,578	\$5,301	\$5,301

**Description:** The Theater Tech Program supports the production of plays, musicals, concerts, and operas.

**Request Purposes:** Student and staff salaries and building materials for online production.

**Rationale:** Funding requested for salaries and goods & services to produce virtual and in-person projects and support student projects for winter.

### Tutoring Services

Summer/Fall 2021 Allocation	Winter 2022 Requested	Winter 2022 Allocation
\$33,332	\$15,184	\$15,184

**Description:** Tutoring Services provides students with free one-on-one tutoring services in various subjects.

**Request Purposes:** Tutor salaries.

**Rationale:** Salaries for student and non-student tutors.

## CATEGORY III: Discretionary Funding

### Mini-Grant

Summer/Fall 2021 Allocation	Winter 2022 Requested	Winter 2022 Allocation
\$100,000	\$0	\$0

**Description:** Mini-Grants are a supplemental funding source that clubs and programs can access through an application process that is managed by ASG.

**Request Purposes:** Salaries for performers speakers, and other supplies for virtual events.

**Rationale:** Amount based on anticipated requests for winter quarter from active clubs and programs needing additional funding prior to spring quarter.

# Recommendation

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S&A programs continue to navigate challenges associated with the gradual re-opening of campus and a return to more in-person classes and activities. Because of this, the S&A Committee recommends that the Board of Trustees approve the proposed \$216,233 in allocations for winter quarter. As the S&A fee has already brought in a revenue for \$450,765 for summer and fall quarter and spending to date has been \$210,255 the committee feels comfortable that the amounts allocated are still well within the existing and projected budget for the 2021-2022 academic year.

Thank you,

## **Services & Activities Fee Committee**

Kate Nguyen, ASG Budget & Finance Officer  
Sunshine Cheng, ASG President  
Jessyln Tilon, ASG Communications Officer  
Joel Sitanggang, ASG Student Representative  
Velizca Mackenzie, Student At-Large  
Alyshia Josleyn, Director of Financial Services  
Sundi Musnicki, ASG Advisor/Director of Student Life

## **S&A Fee FAQ**

### **What are S&A fees?**

The Services and Activities (S&A) Fee is used to support nonacademic student activities, programs, and projects. This fee is used to enrich the student experience through funding for student government, entertainment, student organizations, speakers, facilities, and recreation.

S&A is one of three student fees that are overseen by a committee comprised of mostly students who review proposals and allocate funding. S&A fees currently support 18 programs, 16 student clubs, and discretionary budgets.

### **What is supported by S&A?**

- Student Life (Student Life, ASG, A&E)
- Athletics (Sports & Intramurals)
- Student Support (Multicultural Center, Gender Equity Center, Tutoring Services, Parent/Child Center)
- Visual & Performing Arts (Art Gallery, Choral Groups, Concert Band, Instrumental Music, Opera/Musicals, Plays & Video, Theater Tech)
- Discretionary Funding (Mini-Grant, Contingency Fund)
- Student Publications (Ebbtide, Spindrift)
- Academic Engagement (DECA)
- Student Clubs

### **What are contingency and mini-grant funds used for?**

- Clubs and programs can request mini-grant funding for events or projects that they are working on.
- Typically, contingency funding is available in case of emergency, however for the 2021-2022 academic year this budget will be used to hold S&A revenue until it is allocated either through the mini-grant process or through mid-year distribution

### **What if programs need additional funding beyond their quarterly allocation?**

- All programs and student clubs that need additional funding over their initial allocation/baseline budget may submit a mini-grant request to ASG.
- ASG will consider College enrollment and fee revenue information and the in-person/activity status of the College in all mini-grant decisions.

### **How was the decision made to allocate funding on a quarterly basis through the rest of the academic year?**

- The S&A Committee made the decision in order to remain the most flexible and informed about the evolving status of the College.

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
(VIRTUAL) SPECIAL MEETING OF DECEMBER 1, 2021**

**TAB 3**

**SECOND READING**

**Subject: Board of Trustees 2021 – 2022 Professional Learning Goals**

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**Board of Trustees 2021 – 2022 Professional Learning Goals (Draft for Second Reading)**

- ~~1.~~ Continue with Shoreline 101. *(A 2020 – 2021 Professional Learning Goal)*
- ~~2.~~ Review more data (deep dive), in more areas (e.g. national and state trends). Use mission fulfillment categories in dashboard to drive the data in support of each. *(A 2020 – 2021 Professional Learning Goal)*
1. Participate in the Board Winter Retreat and review deep dive data to **understand the measures related to answer the question: How is the College is serving our students? Utilize this knowledge going forward in Trustee meetings.** *(A 2020 – 2021 Professional Learning Goal)*
- ~~4.~~ Engage with, and continue to engage with, community and statewide stakeholders, in-person and/or virtually (e.g., learn how peer Boards operate by attending open meetings of neighboring colleges, including the Five Star Consortium colleges).
- ~~5.~~ How to be more effective advocates.
  2. **Learn about DEI issues particularly relevant to Community College Systems in order to become strong advocates for a learning community free from bias and racism. Focus on both learning as individuals and learning as a team of CC leaders. Develop competencies in Diversity, Equity, and Inclusion (DEI).**
  3. **Gain a deeper understanding regarding the key financial levers that impact the college's financial health and sustainability. Develop competencies around financial oversight.**
- ~~8.~~ Explore different methods for effective presidential searches.
  4. Develop competencies related to presidential onboarding (e.g., understanding the role of the Board in helping set-up the new president for success) **in anticipation of the new president starting in 2022 or 2023.**
  5. Participate in individual meetings with the College President. *(A 2020 – 2021 Professional Learning Goal)*

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
(VIRTUAL) SPECIAL MEETING OF DECEMBER 1, 2021**

**TAB 4**

**FIRST READING**

**Subject: Changing February 2022 & April 2022 Board of Trustees Regular Meeting Dates**

**Background**

The Board approved its 2022 regular meeting schedule at the June 23, 2021 special meeting of the Board of Trustees. Due to conflicts with the Shoreline Public Schools' mid-winter break and spring break, the following date changes to the February 2022 and April 2022 regular meetings are presented to the Board for consideration as a first reading.

<b>FROM</b>		<b>TO</b>
<b>Wednesday, February 23, 2022</b> 3:00 PM (Study Session)/4:30 PM (Regular Meeting)	<b>→</b>	<b>Thursday, February 17, 2022</b> 3:00 PM (Study Session)/4:30 PM (Regular Meeting)
<b>Wednesday, April 27, 2022</b> 3:00 PM (Study Session)/4:30 PM (Regular Meeting)	<b>→</b>	<b>Thursday, April 21, 2022</b> 3:00 PM (Study Session)/4:30 PM (Regular Meeting)

This agenda item will be brought back to the Board as an action item at the January 26, 2022 Board of Trustees meeting.

Prepared by: Lori Yonemitsu, Executive Assistant to the President  
Shoreline Community College  
November 29, 2021