

SUMMARY

Present: Ann Garnsey-Harter, Ann Martin-Cummins Alison Stevens, Barb Kristek, Brigitte Kidd, Cheryl Roberts, DuValle Daniel, Fikru Diro, George Beckley, Khalee Kiazolu, Jerry Owens, Leah Pearce, Matthew Poon, Nida Haque, Nirmala Savage, Rosie Bellert, Winston Lee, and Veronica Zura

Not in Attendance: Ed Dilimulati, Liane Almughirah, Mary Brueggeman, Mary Harding, Ric Doike-Foreman, and Stuart Trippel

Chair: Jerry Owens

Recorder: Lisa Layne

CHANGES TO APR 11, 2017 AGENDA

By a thumbs-up consensus, the Council approved the Apr 11, 2017 agenda.

REVIEW & APPROVAL OF MAR 14, 2017 MEETING SUMMARY

By a thumbs-up unanimous consensus, the Council approved the March 14, 2017 meeting summary after updating the colon to a comma after “terms” in this sentence:

President Roberts stated that at the next Council meeting the terms, policies, procedures, and guidelines will be revisited.

OPEN COMMENT PERIOD

ASG President, Winston Lee, announced that a campus smoking and shuttle bus survey will be going out to all students, faculty and staff to collect data. Winston Lee will present the findings from this survey at the last College Council meeting on May 30, 2017.

President Roberts announced Michele Storms, Deputy Director of the Washington American Civil Liberties Union (ACLU), will do a presentation on First Amendment Rights on college campuses at the Spring Quarter Campus Update on Friday, April 14, 2017.

COLLEGE CALENDARS 2018-2020

The Director of Enrollment & Financial Aid Services, Chris Melton, presented the draft versions of the 2018-19 and 2019-20 academic calendars and confirmed the upcoming 2017-18 academic calendar adjustments have been approved by the Board of Trustees. Quarter start dates for the upcoming years have been adjusted after the College saw an increase in

enrollment during Winter 2017 when the quarter started a week later than neighboring SBCTC colleges. The 2017-18 academic calendar revision was approved by the Board of Trustees at the February 22, 2017 meeting. Future calendars will reflect the change of start dates ranging from a couple of days to up to a week.

Chris Melton also noted that, starting with next year, one day of Opening Week will be moved to a later day in the academic year to be used for professional learning.

President Roberts commented that these changes also create a longer break in both Winter and Spring which allows faculty the time for better preparation each quarter.

There was a question about the affect these changes will have on transfer students. Chris Melton stated that semester school students could be affected in Summer quarter only, but that her office would work with those students to get their grades posted/transferred quickly.

A comment was made that many international students were happy to get additional time for travel with the one week later start in Winter Quarter 2017.

President Roberts expressed her appreciation for all of the work done by the Calendar Committee.

INITIAL REIVEW OF COLLEGE INDICATORS AND MEASURES

Executive Vice President for Student Learning & Success (EVP-SLS), Alison Stevens gave an update on the progress of the work being done to assess the indicators and measures of the College. EVP-SLS Alison Stevens noted that we are still collecting feedback on campus regarding the behaviors which display our values. The next step will be to go out for feedback via internet surveys, noting that previous feedback was collected at in-person events. The goal is to ensure that when we create our core themes/measures, they correspond with the information in our Student Achievement Initiative (SAI) points.

EVP-SLS Alison Stevens stated that significant changes are being made on how SAI (Student Achievement Initiative) points are accumulated and that we will know more from the State Board in June 2017.

COLLEGE COUNCIL MEMBERSHIP

President Roberts reviewed the 2017 current membership roster and thanked the members whose terms will be ending this year. She requested that the Council start thinking about new members to fill the upcoming open positions (two classified, two exempt, one faculty and four student positions). The new members would attend the last College Council meeting on May 30, 2017.

POLICIES, PROCEDURES, AND GUIDELINES DISCUSSION

Director of Human Resources, Veronica Zura reviewed the draft document which outlined the distinctions between policies, procedures and guidelines as follows:

Policies: Written expressions of the College's governance structure (the decision-making process we use), established to provide direction to employees, students, vendors and other members of the community. Policies set expectations for behavior and help us make appropriate decisions in alignment with College values.

Procedures: Procedures are statements that describe specific actions to be taken to comply with established College policies and allow for the orderly implementation of these policies.

Guidelines: Department level framework (unique to the area) around implementation of procedure in compliance with approved College policy.

Veronica Zura explained that policies are under the responsibility of the Board of Trustees; procedures are under the responsibility of the Executive Team, and guidelines are under the responsibility of the area administrator. President Roberts commented that guidelines are specific clarifications to the policy with the example of the College's Unattended Children policy being discussed in light of areas where it might be ok to have children (English class) vs. areas where it would never be ok (in a lab environment).

EVPSLS Alison Stevens gave a term from Odessa College of "master of paradox" which is maintaining a structured course while allowing for some flexibility.

REVISED CODE OF WASHINGTON (RCW) INFORMATION

Veronica Zura shared that she has been designated as the Rules Coordinator for Shoreline Community College and then presented information on the rule-making process including an overview of WAC enactment and revision. Veronica noted that WAC-ing a policy gives the College enforcement ability. For example, if the College's smoking policy describes a \$50.00 violator's fee, this policy would need to be WAC'd for the College to have authority to collect the fine amount listed.

POLICY REVIEW

POLICY 5240 – DISTRIBUTION OF MATERIALS AND POSTING OF SIGNS BY STUDENTS

Veronica Zura presented policy 5240 reflecting the Council's recommendation to add back the original policy language as the preamble and noting the corrected title of "Office of Student Life"

throughout the policy. Other edits identified by the Council included moving the preamble to the top of the policy language and adding “as well as the College’s community standard” to the last sentence of the preamble statement.

Following this discussion, the Council moved to approve the amended policy 5240.

By a thumbs-up consensus, the Council approved the edits and amendment of policy 5240.

POLICY 5255 – OFF-CAMPUS STUDENT-INVITED SPEAKERS

Veronica Zura presented policy 5255 reflecting the Council’s recommendation to add back the original language from policy 5240 as the preamble and noting the corrected title of “Office of Student Life” throughout the policy. Other edits identified by the Council included moving the preamble to the top of the policy language and adding “as well as the College’s community standard” to the last sentence of the preamble statement.

President Roberts stated that this policy must go through the WAC process. She gave the example of the UW student invited speakers and that students have the right to invite who they want. To adjust this student right would mean we need enforcement ability to do so, which is provided by the WAC enactment process.

ASG President, Winston Lee commented that the ASG procedures are not in alignment with the suggested policy edits. He suggested adding in “Office of Student Life” and “the College” in the first sentence of the WAC language. The Council agreed to break the first sentence of the suggested WAC language into 2 separate sentence for clarity.

Following this discussion, the Council moved to approve the amended policy 5255.

By a thumbs-up consensus, the Council approved the edits and amendment of policy 5255.

POLICY 5325/5326 – ALCOHOLIC BEVERAGES AND DRUG ABUSE

Veronica Zura presented the updated policy 5325 which reflect the combination of policy 5325 (Alcoholic Beverages) with policy 5326 (Alcohol and Drug Abuse) under the new title of Alcoholic Beverages / Drug-Free. The committee discussed the distinction of federal law vs. state law with regards to cannabis use and/or other authorized drugs (such as prescription medication, etc). President Roberts stated the importance of the College being both free of illegal drugs and free of drug use in manners which are not legal. President Roberts gave an example of cannabis lotion used for pain and put on while at home, vs. smoking cannabis while at work.

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
APRIL 11, 2017

Page 5 of 5

There was a discussion about shortening the policy, additional policy edits and looking at Green River's [Drug-Free Campus Policy](#). ASG President Winston Lee suggested that the policy 5325 be tabled until the next College Council meeting. The Council agreed to this suggestion.

PREVIEW OF TOPICS FOR NEXT MEETING: MAY 9TH

College Council Chair, Jerry Owens discussed the topics for the next College Council meeting which included continuing the review of policy 5325, and choosing a new College Council Chair. He described the duties and time commitment involved in being a Chair. Following a question from the committee, it was confirmed that Jerry could be re-appointed in this capacity.

ADJOURNMENT

The meeting adjourned at 4:00 PM to start the tour.

TOUR OF ALL GENDER RESTROOMS

Director of Facilities Jason Francois was in attendance to help lead the tour of the All Gender Restrooms.

NEXT MEETING

Tuesday, May 9 ▪ 2:30 – 4:30 PM ▪ Board Room