



## **SEATTLE COLLEGES DISTRICT BOARD OF TRUSTEES**

**November 14, 2019**

### **STUDY SESSION**

2:00 p.m.

North Star Dining Room

North Seattle College  
9600 College Way North  
Seattle, WA 98103

### **REGULAR SESSION**

3:00 p.m.

North Star Dining Room

North Seattle College  
9600 College Way North  
Seattle, WA 98103

### **STUDY SESSION AGENDA**

#### **2:00 p.m. EXECUTIVE SESSION (10 minutes)**

- a. *(3) To discuss with legal counsel litigation or potential litigation to which the college is, or is like to become, a party, when public knowledge of the discussion would likely result in adverse consequence to the district;*

#### **2:10 p.m. OPEN SESSION**

- a. Strategic Plan Goal 4: Partnerships - IT+3 Presentation  
*Presenter: Arielle Matthews, NSF Grant Coordinator*

**REGULAR MEETING AGENDA**

<b>3:00 p.m.</b>	<b>CALL TO ORDER</b>	
<b>3:00 p.m.</b>	<b>ACTION / Approval of Agenda</b>	<b>Tab 1</b>
<b>3:00 p.m.</b>	<b>PUBLIC COMMENTS</b>	
<b>3:15 p.m.</b>	<b>PRESENTATION</b> <b>50 Years of Changing Lives through Education – Celebrating NSC’s 50<sup>th</sup> anniversary</b> <i>Presenter: Melissa Mixon, NSC Executive Director of Communications, Marketing &amp; Community Relations</i>	
<b>3:35 p.m.</b>	<b>ACTION ITEMS</b>	
	A. Minutes from October 10, 2019	<b>Tab 2</b>
	B. Minutes from October 28, 2019	<b>Tab 3</b>
	C. Policy 628, Acquisition of Services – Second Reading	<b>Tab 4</b>
	D. Policy 630, Travel – Second Reading	<b>Tab 5</b>
	E. Policy 632, Meals and Light Refreshments – Second Reading	<b>Tab 6</b>
	F. Policy 270, Use of Seattle Colleges Facilities by College Groups and Non-College Groups for First Amendment Activities - Second Reading	<b>Tab 7</b>
	G. ProxCard Reader Contract, Seattle Central College	<b>Tab 8</b>
<b>3:50 p.m.</b>	<b>INFORMATION ITEMS</b>	
	A. Policy Review, First Readings Policies reviewed and recommended for deletion: i. Policy 900, Public Information Function ii. Policy 901, Public Announcements and Comments iii. Policy 902, Informing Appropriate Public Officials iv. Policy 903, Representation at Meetings	<b>Tab 9</b>
	B. Budget Report, through September 2019	<b>Tab 10</b>
	C. Sustainability Presentation	<b>Tab 11</b>

**4:30 p.m.**

**ORAL REPORTS**

**Written Reports-Tab 12**

- A. Student Representatives
  - 1. Sarah Fenton, North Seattle College
  - 2. Camila Christensen, Seattle Central College
  - 3. Krisna Mandujano, South Seattle College
- B. Chancellor's Report
- C. Chair's Report
- D. Trustees
- E. Labor Union Representatives
  - 1. Annette Stofer, AFT Seattle Community Colleges
  - 2. Matthew Davenhall, WFSE
  - 3. Cody Hiatt, AFT-SPS
- F. College Presidents, Vice Chancellors
  - 1. Warren Brown, North Seattle College
  - 2. Sheila Edwards Lange, Seattle Central College
  - 3. Rosie Rimando-Chareunsap, South Seattle College
  - 4. Kurt Buttleman, Vice Chancellor of Academic and Student Success
  - 5. Jennifer Dixon, Interim Vice Chancellor for Human Resources
  - 6. Kerry Howell, Vice Chancellor for Advancement
  - 7. Cindy Riche, Chief Information Officer
  - 8. Jennifer Strother, Interim Vice Chancellor of Finance and Operations

**5:00 p.m.**

**ADJOURNMENT**

The next meeting of the Board of Trustees will be held on Thursday, December 19, 2019 at South Seattle College, 6000 16<sup>th</sup> Avenue SW, Seattle, WA 98106. There will be a Study Session at 1:30 p.m., and the Regular Meeting will follow at 3:00 p.m.

**EXECUTIVE SESSIONS**

*An executive session may be held for one or more of the following purposes: (1) To receive and evaluate complaints against a public officer or employee; (2) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee; (3) To discuss with legal counsel litigation or potential litigation to which the college is, or is like to become, a party, when public knowledge of the discussion would likely result in adverse consequence to the district; (4) To consider, as a quasi-judicial body, a quasi-judicial matter between named parties; (5) To consider matters governed by the administrative procedure act, chapter 34.05 RCW; and/or (6) To plan or adopt the strategy or position to be taken during collective bargaining, professional negotiations, or grievance or mediation proceedings, or to review proposals made in on-going negotiations or proceedings.*



## **SEATTLE COLLEGES DISTRICT BOARD OF TRUSTEES**

**October 10, 2019**

**STUDY SESSION**

1:30 p.m.

Broadway Performance Hall Boardroom

Seattle Central College  
1701 Broadway Ave  
Seattle, WA 98122

**REGULAR SESSION**

3:00 p.m.

Broadway Performance Hall Boardroom

Seattle Central College  
1701 Broadway Ave  
Seattle, WA 98122

### **STUDY SESSION AGENDA**

- a. Central Accreditation Visit Preparation, October 28-30

*Presenter: Bradley Lane, Vice President of Instruction, Seattle Central College*

Bradley Lane prepared the board for Central's Year 7 visit, which is happening October 28-30, 2019. He reviewed the 2012 recommendations from NWCCU, how the college responded to those recommendations and corrected them for the mid-cycle visit in 2015. He outlined the mission fulfillment system and the evaluation of each indicator. He also discussed work that is underway to reduce the number of indicators and prepare for the next cycle in advance.

- b. Budget Development Timeline

*Presenter: Jennifer Strother, Interim Vice Chancellor of Finance and Operations*

Jennifer Strother presented a budget development timeline that ends with the board's final budget review in June 2020.

- c. Northgate Pedestrian Bridge update

President Brown gave an update on the project. The groundbreaking has been delayed and there may be another easement needed to move the project forward.

- d. Student Housing at North Seattle College and Seattle Central College

Warren Brown gave an update on plans for possible student housing at NSC. Sheila Edwards

Lange reported on student housing proposals at SCC.

e. Fall Calendar of Events

The board reviewed a calendar of upcoming college events and statewide meetings.

f. ACCT conference planning

Chancellor Pan and Trustees Batayola and Peralta are attending the ACCT Leadership Congress next week.

g. ctcLink and Starfish Presentation

Daniel Cordas outlined the benefits of the new system, the project timeline, and our plan for implementing ctcLink at Seattle Colleges. He also gave an update on Starfish Phase 1 implementation and the early alert pilot that is underway.

## **REGULAR MEETING AGENDA**

### **CALL TO ORDER**

**Acting Chair Peralta called the meeting to order at 3:05.**

### **ATTENDANCE**

Teresita Batayola, Louise Chernin, Rosa Peralta, Shouan Pan, Warren Brown, Sheila Edwards-Lange, Rosie Rimando-Chareunsap, Kurt Buttleman, Jennifer Dixon, Kerry Howell, Cindy Riche, Jennifer Strother, Derek Edwards, Annette Stofer, Cody Hiatt, Rebecca Von Groote, Diane Ellis, Camila Christensen, Sarah Fenton, Rebecca Hansen  
Guests who signed in: Andrea Insley, Mari Acob-Nas

### **ACTION / Approval of Agenda**

**Trustee Chernin made a motion to approve the agenda. Trustee Batayola seconded. The motion carried 3-0.**

### **WELCOME STUDENT LEADERS**

Camila Christensen from Seattle Central College introduced herself to the board. Sarah Fenton from North Seattle College also introduced herself.

### **PUBLIC COMMENTS**

Johnny Dwyer delivered comments to the board on ASI on behalf of WFSE members.

### **PRESENTATION**

Seattle Colleges Alumni Engagement

*Presenters: Emily Thurston, Associate Director of Community Relations and Events at SCC; Sonja Renner, Assistant Director of Public Affairs and Community Relations at NSC*

Presenters gave an overview of the work they did in 2018-19 and the potential for growth in alumni engagement.

## **ACTION ITEMS**

- A. Minutes from September 12, 2019

**Trustee Chernin made a motion to approve the minutes. Trustee Batayola seconded. The motion carried 3-0.**

- B. 100s Policy/Procedure Review – Second Reading

### Proposed Revisions

- a. Policy 100: Board of Trustees Legal Basis-Establishment
- b. Policy 102: Board of Trustees Legal Basis-Qualifications
- c. Policy 107: Board of Trustees Legal Basis -Power and Duties
- d. Policy 108: Delegated Authorities of the Board of Trustees
- e. Policy 126: Meetings of the Board of Trustees-Guidelines
- f. Policy 127: Meetings of the Board of Trustees-Format
- g. Policy 128: Exercise of Powers by the Board of Trustees
- h. Policy 129: Advisory Representative to the Board of Trustees
- i. Policy 131: Code of Ethics for the Board of Trustees
- j. Policy 132: Membership of the Board of Trustees
- k. Policy 133: Orientation of New Board Members
- l. Policy 150: SCD Policies and Procedures
- m. Policy 151: District Seal
- n. Policy: Tendering and Accepting Gifts for SCD
- o. Policy 153: Tenure

**Trustee Batayola made a motion to approve the policy changes. Trustee Chernin seconded. The motion carried 3-0.**

### Reviewed with No Proposed Edits

- p. Policy 101: Board of Trustees Legal Basis-Appointment-Terms-Composition
- q. Policy 103: Board of Trustees Legal Basis –Restrictions
- r. Policy 104: Board of Trustees Legal Basis –Organization
- s. Policy 105: Board of Trustees Legal Basis – Officers
- t. Policy 106: Board of Trustees Legal Basis - Quorum
- u. Policy 110: SCD Mission Statement
- v. Policy 125: Powers and Duties of the Officers of the Board
- w. Policy 154: Contested Case Hearings

**Trustee Batayola made a motion to approve the policies with no revisions. Trustee Chernin seconded. The motion carried 3-0.**

## **INFORMATION ITEMS**

- A. Policy 269, Affinity Groups – First Reading

Chancellor Pan introduced a new policy to formalize affinity groups for employees and students. Trustees gave feedback on the policy language and would like affinity groups to be consistent with the district mission, vision, values and goals. They also suggested removing students from the policy since there is a separate process for students who want to form clubs.

B. Policy 628, Acquisition of Services – First Reading

Chancellor Pan introduced the policy for a first reading.

C. Policy 630, Travel – First Reading

Chancellor Pan outlined changes to the travel policy and introduced it for a first reading.

D. Policy 632, Meals and Light Refreshments and Policy 270, Use of Seattle Colleges Facilities by College Groups and Non-College Groups for First Amendment Activities - First Reading

Chancellor Pan introduced two policies where no changes are currently recommended.

E. Budget Report, through August 2019

Jennifer Strother summarized the budget through the end of August 2019.

F. Summer Enrollment Report

Summer quarter is about 10% of total enrollment. Summer enrollment was overall down, except North which was up compared to last year.

G. Workplace Diversity Report

Jennifer Dixon summarized the workforce profile.

## ORAL REPORTS

A. Student Representatives

1. Camila Christensen, Seattle Central College

Camila told the board about a few upcoming events, including a speed networking event on October 17. She reported on welcome week activities.

2. Sarah Fenton, North Seattle College

Sarah Fenton told the board about a National Coming Out Day event. She also provided data on food pantry usage.

B. Chancellor's Report

Dr. Pan highlighted a recent grant from the National Science Foundation for IT+3 Pathways. He also gave an update on the ASI assessment, and the two concurrent vice chancellor searches.

C. Labor Union Representatives

1. Annette Stofer, AFT Seattle Community Colleges

Annette Stofer gave an update on the request to bargain on nursing salaries. She is going to present at a national conference on collaboration with administration during last year's faculty walkout.

2. Rebecca Von Groote, AFT-SPS

Rebecca Von Groote reported member enthusiasm for legislative outreach. She also shared comments on ASI.

D. College Presidents, Vice Chancellors

1. Sheila Edwards Lange, Seattle Central College

President Edwards Lange informed the board that Central received a Title III Strengthening Institutions grant.

2. Warren Brown, North Seattle College

President Brown reported that NWCCU has new standards. The board will be briefed on the new standards at the February 2020 meeting.

3. Rosie Rimando-Chareunsap, South Seattle College

President Rimando-Chareunsap gave an update on hiring for South's VP of Finance and Administration. She also reported on the success of a new Welding IBEST program and the expansion of IBEST into other programs.

4. Kurt Buttleman, Vice Chancellor of Academic and Student Success

Vice Chancellor Buttleman reported that Seattle Colleges welcomed 400 Promise students to campuses this fall.

5. Jennifer Dixon, Interim Vice Chancellor for Human Resources

Interim Vice Chancellor Dixon reported on Payroll staffing.

6. Kerry Howell, Vice Chancellor for Advancement

Vice Chancellor Howell reported on an upcoming staff training to share best practices between Seattle Colleges and UW. She also reported on changes in communications staffing. She also updated the board on development of the Blue Ribbon Committee, which Jon Fine will chair.

7. Jennifer Strother, Interim Vice Chancellor of Finance and Operations

Interim Vice Chancellor Strother reported on ongoing audits and ctcLink conversion.

**ADJOURNMENT**

**The meeting was adjourned at 4:41pm.**

The next meeting of the Board of Trustees will be held on Thursday, November 14, 2019 at North Seattle College, 9600 College Way North, Seattle, WA 98103. There will be a Study Session at 1:30 p.m., and the Regular Meeting will follow at 3:00 p.m.

## **EXECUTIVE SESSIONS**

*An executive session may be held for one or more of the following purposes: (1) To receive and evaluate complaints against a public officer or employee; (2) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee; (3) To discuss with legal counsel litigation or potential litigation to which the college is, or is like to become, a party, when public knowledge of the discussion would likely result in adverse consequence to the district; (4) To consider, as a quasi-judicial body, a quasi-judicial matter between named parties; (5) To consider matters governed by the administrative procedure act, chapter 34.05 RCW; and/or (6) To plan or adopt the strategy or position to be taken during collective bargaining, professional negotiations, or grievance or mediation proceedings, or to review proposals made in on-going negotiations or proceedings.*

**SEATTLE COLLEGES DISTRICT BOARD OF TRUSTEES  
SPECIAL MEETING**

**October 28, 2019**

**SPECIAL MEETING**

3:00 p.m.

Room BE4180D

Seattle Central College  
1701 Broadway Avenue  
Seattle, WA 98122

**MINUTES**

**CALL TO ORDER**

**The meeting was called to order at 3:05pm.**

**ATTENDANCE:** Steve Hill, Rosa Peralta, Louise Chernin, Teresa Rivenes, Pam Goad

**PUBLIC COMMENT**

There was no public comment.

**MEETING WITH ACCREDITATION TEAM**

Trustees met with the NWCCU accreditation team as part of their visit to Seattle Central College.

**ADJOURNMENT**

**The meeting adjourned at 4:00pm.**

The next meeting of the Board of Trustees will be held on Thursday, November 14, 2019 at North Seattle College, 9600 College Way North, Seattle 98103. There will be a Study Session at 1:30 p.m., and the Regular Meeting will follow at 3:00 p.m.



**MEMORANDUM**

**TO:** Board of Trustees  
**FROM:** Jennifer Strother  
**DATE:** November 14, 2019  
**SUBJECT:** Policy 628 – Second Reading & Final Action

**Background**

The attached Acquisition of Services policy recommended revision.

This item is being sent to the Board for second reading and final action. Once the Board approves the policy, it becomes effective immediately.

**Recommendation**

It is recommended that the Board approve Policy 628 as presented.

Submitted by:

Jennifer Strother  
Vice Chancellor for Finance & Operations

Transmitted to the Board of Trustees with favorable recommendation.

Dr. Shouan Pan  
Chancellor

## Seattle College District Policy

---

NUMBER: 628

TITLE: Acquisition of Services

Adopted Date: 7/9/2002

Last Revised: 4/10/2014

The Seattle College District shall adhere to the Department of Enterprise Service's Department of Enterprise Service's and the Office of Financial Management's rules and regulations regarding the acquisition of services. Types of services include: Personal Services; Client Services; Employee Professional Development and Training; and, Purchased Services.

### Board of Trustees - Revision & Adoption History

Adopted: 7/9/2002

Revised: 9/10/2009

Revised: 4/10/2014

**MEMORANDUM**

**TO:** Board of Trustees

**FROM:** Jennifer Strother

**DATE:** November 14, 2019

**SUBJECT:** Policy 630 – Second Reading & Final Action

**Background**

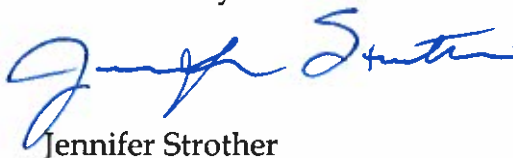
The attached Travel policy recommended revision.

This item is being sent to the Board for second reading and final action. Once the Board approves the policy, it becomes effective immediately.

**Recommendation**


It is recommended that the Board approve Policy 630 as presented.

Submitted by:



Jennifer Strother  
Vice Chancellor for Finance & Operations

Transmitted to the Board of Trustees with favorable recommendation.



Dr. Shouan Pan  
Chancellor

**NUMBER: 630**

**TITLE: Travel**

**Adopted Date: 7/9/2002**

**Last Revised: 4/15/2013**

Seattle College District (SCD) employees, management and Board members shall adhere to the State of Washington OFM Travel Management Requirements and Restrictions as published in [Chapter 10](#) of State Administrative and Accounting Manual (SAAM).

Also in accordance with the state of Washington travel management requirements, Board members will be reimbursed on a per diem basis when attending regular and special meetings.

Board of Trustees - Revision & Adoption History

Adopted: 7/9/2002

Revised: 7/9/2002

Revised: 9/10/2009

Revised: 4/15/2013

**MEMORANDUM**

**TO:** Board of Trustees  
**FROM:** Jennifer Strother  
**DATE:** November 14, 2019  
**SUBJECT:** Policy 632 – Second Reading & Final Action

**Background**

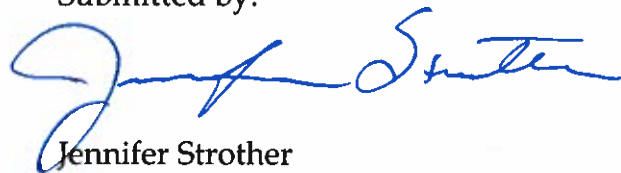
The attached Meals and Light Refreshments policy proposes no changes to the existing language.

This item is being sent to the Board for second reading and final action. Once the Board approves the policy, it becomes effective immediately.

**Recommendation**

It is recommended that the Board approve Policy 632 as presented.

Submitted by:



Jennifer Strother  
Vice Chancellor for Finance & Operations

Transmitted to the Board of Trustees with favorable recommendation.



Dr. Shouan Pan  
Chancellor

## Seattle College District Policy

---

**NUMBER: 632**

**TITLE: Meals and Light Refreshments**

**Adopted Date: 2/4/1990**

**Last Revised: 10/10/2013**

Seattle College District (SCD) employees and management shall adhere to the State of Washington OFM guidelines for Meals with Meetings and Coffee and Light Refreshments as published in the State Administrative and Accounting Manual (SAAM).

Board of Trustees - Revision & Adoption History

Adopted: 2/4/1990

Revised: 5/5/1998

Revised: 9/10/2009

Reviewed: 10/10/2013

**MEMORANDUM**

**TO:** Board of Trustees  
**FROM:** Jennifer Strother  
**DATE:** November 14, 2019  
**SUBJECT:** Policy 270 – Second Reading & Final Action

**Background**

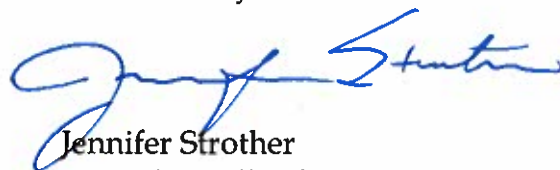
The attached Use of SCD Facilities by College Groups and Non-College Groups for First Amendment Activities policy proposes no changes to the existing language.

This item is being sent to the Board for second reading and final action. Once the Board approves the policy, it becomes effective immediately.

**Recommendation**

It is recommended that the Board approve Policy 270 as presented.

Submitted by:



Jennifer Strother  
Vice Chancellor for Finance & Operations

Transmitted to the Board of Trustees with favorable recommendation.



Dr. Shouan Fan  
Chancellor

## Seattle College District Policy

---

**NUMBER: 270**

**TITLE: Use of Seattle College District Facilities by College Groups and Non-College Groups for First Amendment Activities**

**Adopted Date: 4/14/2011**

**Last Revised: 12/5/2013**

Seattle College District VI is an educational institution provided and maintained by the people of the state of Washington. The public character of the district does not grant to individuals an unlimited license to engage in activity which limits, interferes with, or otherwise disrupts the normal activities for and to which the college's buildings, facilities and grounds are dedicated and said buildings, facilities and grounds are not available for unrestricted use by non-college groups. While said buildings, facilities and grounds are not available for unlimited use by college groups, it is recognized that Seattle College students and employees should be accorded opportunity to utilize the facilities and grounds of the college to the fullest extent possible. The purpose of these time, place and manner regulations contained in the accompanying procedure is to establish procedures and reasonable controls for the use of college facilities for both non-college and college groups. It is intended to balance the district's responsibility to fulfill its mission as a state educational institution of Washington with the interests of non-college groups or college groups who are interested in using the campus for purposes of constitutionally protected speech, assembly or expression.

Board of Trustees - Revision & Adoption History

Adopted: 4/14/2011

Revised: 12/5/2013

**MEMORANDUM**

**TO:** Board of Trustees  
**FROM:** Jennifer Strother  
**DATE:** October 24, 2019  
**SUBJECT:** SCC Access Control – Card Reader

**Background**

Per District Policy 108, the Board of Trustees has reserved authority on entering into “any contract including any settlement agreement that involves payment by the district of a total amount of \$250,000 or more in any fiscal year, except public works contracts that are managed by another state agency.”

Seattle Central College desire to enter into a contract with Puget Sound Hardware, per quote of purchase for 650 Card Reader, in the amount of \$849,690.14.

**Recommendation**

It is recommended that the Board of Trustees authorizes the Chancellor and his designee to enter into this Instructional contract, in the amount of \$849,690.14.

Submitted by:



Jennifer Strother  
Interim Vice Chancellor of Finance and Operations

Transmitted to the Board with a favorable recommendation.



Dr. Shouan Pan  
Chancellor

## MEMORANDUM

**TO:** Board of Trustees

**FROM:** Dr. Shouan Pan

**DATE:** November 14, 2019

**SUBJECT:** Policies 900-903 – First Reading

### **Background**


The attached policies have been reviewed by Chancellor's Executive Cabinet and are recommended for deletion.

The recommendation will be shared with various constituent groups across the district for review and feedback before a vote is taken at a future board meeting.

### **Recommended Action**

The recommended policy deletion is to be received as information only. This is a first reading and no action is requested at this time.

Submitted by and transmitted to the Board with a favorable recommendation,

  
Dr. Shouan Pan,  
Chancellor

## **~~POLICY NUMBER: 900~~**

### **~~TITLE: PUBLIC INFORMATION FUNCTION -- 900 PUBLIC INFORMATION FUNCTION~~**

**~~Adopted Date: 4/9/1974~~ ————— ~~Last Revised: 4/7/1998~~**

~~In accordance with the powers and duties delegated to the appointing authority by the Board of Trustees, the chief administrative officer of each major organizational component of the District shall establish and maintain a communications office. The ultimate responsibility for this function and for the information disseminated by it rests with the chief administrative officer.~~

~~*Board of Trustees — Revision & Adoption History*~~

~~*Adopted: 4/9/1974*~~

~~*Revised: 4/7/1998*~~

## **~~POLICY NUMBER: 901~~**

### **~~TITLE: PUBLIC ANNOUNCEMENTS AND COMMENTS~~**

**~~Adopted Date: 4/9/1974~~ ————— ~~Last Revised: 4/7/1998~~**

~~All public announcements and comments concerning any of the major organizational components of the District will be made by the chief administrative officer of that component, or in his or her name by its (the component's) chief communication officer or other official designee.~~

~~*Board of Trustees — Revision & Adoption History*~~

~~*Adopted: 4/9/1974*~~

~~*Revised: 4/7/1998*~~

## **~~POLICY NUMBER: 902~~**

### **~~TITLE: INFORMING APPROPRIATE PUBLIC OFFICIALS~~**

**~~Adopted Date: 4/9/1974~~ ————— ~~Last Revised: 4/7/1998~~**

~~It shall be the joint responsibility of the Board of Trustees and the chief administrative officer of each major organizational component to regularly and completely inform all appropriate public officials, and the general public, concerning the activities, needs, programs and problems of the institutions.~~

~~*Board of Trustees — Revision & Adoption History*~~

~~*Adopted: 4/9/1974*~~

~~*Revised: 4/7/1998*~~

# **~~POLICY NUMBER: 903~~**

## **~~TITLE: REPRESENTATION AT MEETINGS~~**

**~~Adopted Date: 4/9/1974~~ ————— ~~Last Revised: 4/7/1998~~**

~~The chief administrative officer of each major organizational component shall assure that the component is adequately represented at every meeting involving the institution's interests.~~

~~*Board of Trustees    Revision & Adoption History*~~

~~*Adopted: 4/9/1974*~~

~~*Revised: 4/7/1998*~~



**SEATTLE  
COLLEGES**

Central · North · South · SVI

District VI | 206.934.3872 | Fax 206.934.3894 | Voice Relay 800.833.6388  
1500 Harvard Avenue, Seattle WA 98122-3803 | [www.seattlecolleges.edu](http://www.seattlecolleges.edu)

## **MEMORANDUM**

**TO:** Board of Trustees

**FROM:** Jennifer Strother

**DATE:** November 14, 2019

**SUBJECT:** Monthly Financial Summary - Information only

### **Background**

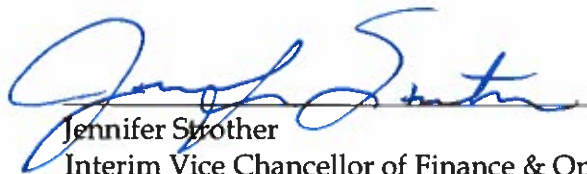
Seattle College District budgets and accounts for its funds in accordance with policies and procedures of the State of Washington Office of Financial Management (OFM) and the State Board for Community and Technical Colleges (SBCTC).

The attached Monthly Financial Summary provides summary data for all of the campuses and the District Office as of September 30, 2019.

### **Recommendation**

It is recommended that this item be received as information only.

Submitted by:



Jennifer Strother  
Interim Vice Chancellor of Finance & Operations

Transmitted to the Board with a favorable recommendation.



Dr. Shouan Fan  
Chancellor

Operating Funds History and Projections							
SEATTLE COLLEGES DISTRICT							
FISCAL YEAR	ACTUAL 2017/18	1819FY Budget	YTD-9/30/18	1920FY Budget	YTD-9/30/19	% BDGT YTD	Change % YTD Sept.
<b>SOURCES:</b>							
State Allocation	\$ (73,282,890)	\$ (74,049,104)	\$ (14,095,021)	\$ (81,541,035)	\$ (11,967,359)	15%	-15%
State Allocation/Capital	\$ (1,322,600)	\$ (1,322,600)	\$ -	\$ (1,322,600)	\$ (330,650)	25%	N/A
Local Revenues:							
Tuition	\$ (31,461,126)	\$ (31,856,595)	\$ (10,793,915)	\$ (30,342,622)	\$ (10,815,168)	36%	0%
Fees	\$ (9,624,274)	\$ (9,311,274)	\$ (3,275,265)	\$ (10,115,932)	\$ (3,324,988)	33%	2%
Running Start	\$ (6,637,430)	\$ (8,473,623)	\$ (145)	\$ (9,991,765)	\$ (90)	0%	-38%
International, IEL	\$ (25,014,666)	\$ (21,571,789)	\$ (10,522,357)	\$ (17,972,159)	\$ (8,760,345)	49%	-17%
Other	\$ (2,690,480)	\$ (1,722,404)	\$ (565,024)	\$ (993,829)	\$ (467,092)	47%	-17%
Revenue Transfers	\$ 4,640,217	\$ 3,686,041	\$ 12,500	\$ (83,567)	\$ (37,223)	45%	N/A
Use of Reserves	\$ -	\$ (14,544,290)	\$ -	\$ (4,035,913)	\$ -	0%	N/A
SubTotal	\$ (70,787,760)	\$ (83,793,934)	\$ (25,144,206)	\$ (73,535,787)	\$ (23,404,905)	32%	-7%
Total	\$ (145,393,250)	\$ (159,165,638)	\$ (39,239,226)	\$ (156,399,422)	\$ (35,702,914)	23%	-9%
<b>USES BY EXPENSE TYPE:</b>							
FISCAL YEAR	ACTUAL 2017/18	1819FY Budget	YTD-9/30/18	1920FY Budget	YTD-9/30/19	% BDGT YTD	Change % YTD Sept.
Salaries/Wages	\$ 88,749,867	\$ 97,066,454	\$ 17,983,051	\$ 103,288,984	\$ 20,307,119	20%	13%
Employee Benefits	\$ 30,687,380	\$ 33,869,838	\$ 6,689,575	\$ 34,423,764	\$ 7,315,953	21%	9%
Contracted Services	\$ 367,167	\$ 682,520	\$ 20,414	\$ 395,381	\$ 38,429	10%	88%
Supplies	\$ 18,806,563	\$ 25,669,621	\$ 3,793,410	\$ 20,324,132	\$ 3,285,721	16%	-13%
Travel	\$ 670,787	\$ 965,991	\$ 91,807	\$ 860,900	\$ 78,970	9%	-14%
Equipment	\$ 1,350,479	\$ 2,289,231	\$ 633,046	\$ 1,968,167	\$ 272,826	14%	-57%
Grants to Students	\$ 7,337,238	\$ 3,780,606	\$ 576,503	\$ 7,221,649	\$ (17,062)	0%	-103%
Other	\$ (5,298,336)	\$ (7,250,244)	\$ 1,010,859	\$ (14,102,509)	\$ 505,236	-4%	-50%
DISTRICT TRANSFER				\$ -	\$ (0)		
Total	\$ 142,671,144	\$ 157,074,017	\$ 30,798,664	\$ 154,380,468	\$ 31,787,192	21%	3%
<b>USES BY PROGRAM:</b>							
EXPENSES BY PROGRAM	ACTUAL 2017/18	1819FY Budget	YTD-9/30/18	1920FY Budget	YTD-9/30/19	% BDGT YTD	Change % YTD Sept.
Instruction	\$ 84,188,784	\$ 88,699,539	\$ 16,030,505	\$ 85,209,121	\$ 15,119,843	18%	-6%
Primary Support	\$ 10,448,660	\$ 13,400,188	\$ 2,820,235	\$ 15,641,139	\$ 3,685,575	24%	31%
Library	\$ 2,658,760	\$ 2,876,696	\$ 557,708	\$ 3,237,195	\$ 535,255	17%	-4%
Student Svcs	\$ 12,890,074	\$ 14,117,128	\$ 2,656,832	\$ 16,323,838	\$ 3,172,660	19%	19%
Institutional Support	\$ 9,821,619	\$ 24,778,909	\$ 5,043,580	\$ 22,543,658	\$ 6,008,207	27%	19%
Plant Ops. & Maint.	\$ 22,663,247	\$ 13,201,557	\$ 3,689,804	\$ 11,425,517	\$ 3,265,651	29%	-11%
Grand Total	\$ 142,671,144	\$ 157,074,017	\$ 30,798,664	\$ 154,380,468	\$ 31,787,192	21%	3%

\* Instruction includes full-time faculty, part-time faculty and other instructional expenses

Primary Support includes academic administration, computer lab, institutional research, personnel development, academic administration, and curriculum development

Library expenses are for library and educational media expenses

Student Services expenses are for advising, counseling, assessment and financial aid expenses

Institutional support includes institutional management, public relations IT, fiscal services, HR, Legal, and Insurance expenses

Plant Operations and Maintenance include expenses for custodial, public safety, and maintenance staff and other plant related costs like utilities.

\*\*Part of Other Expenses

Operating Funds History and Projections							
SEATTLE CENTRAL COLLEGE							
FISCAL YEAR	ACTUAL 2017/18	1819FY Budget	YTD-9/30/18	1920FY Budget	YTD-9/30/19	% BDGT YTD	Change % YTD Sept.
<b>SOURCES:</b>							
State Allocation	\$ (25,051,311)	\$ (23,710,703)	\$ (5,100,462)	\$ (31,994,800)	\$ (4,989,963)	16%	-2%
State Allocation/Capital	\$ (595,150)	\$ (595,150)		\$ (595,150)	\$ (148,788)	25%	N/A
					\$ -		
Local Revenues:					\$ -		
Tuition	\$ (12,549,001)	\$ (10,837,274)	\$ (4,330,163)	\$ (12,472,200)	\$ (4,308,128)	35%	-1%
Fees	\$ (3,693,249)	\$ (4,168,459)	\$ (1,258,874)	\$ (3,215,249)	\$ (1,098,413)	34%	-13%
Running Start	\$ (2,808,431)	\$ (3,873,623)	\$ (145)	\$ (3,991,765)	\$ (17)	0%	-89%
International, IEL	\$ (13,289,011)	\$ (11,317,942)	\$ (5,911,742)	\$ (10,651,353)	\$ (4,931,443)	46%	-17%
Other	\$ (863,482)	\$ (140,125)	\$ (110,768)	\$ (444,279)	\$ (68,572)	15%	-38%
Revenue Transfers	\$ (47,221)	\$ 2,070,673	\$ -	\$ (35,322)	\$ (37,223)	105%	N/A
Use of Reserves		\$ (5,363,146)	\$ -	\$ (1,014,509)	\$ -	0%	N/A
SubTotal	\$ (33,250,395)	\$ (33,629,896)	\$ (11,611,692)	\$ (31,824,677)	\$ (10,443,796)	33%	-10%
TOTAL	\$ (58,896,856)	\$ (57,935,749)	\$ (16,712,153)	\$ (64,414,627)	\$ (15,582,546)	24%	-7%
<b>USES BY EXPENSE TYPE:</b>							
FISCAL YEAR	ACTUAL 2017/18	1819FY Budget	YTD-9/30/18	1920FY Budget	YTD-9/30/19	% BDGT YTD	Change % YTD Sept.
Salaries/Wages	\$ 36,621,724	\$ 38,114,432	\$ 7,352,679	\$ 41,206,838	\$ 7,502,511	18%	2%
Employee Benefits	\$ 12,614,736	\$ 13,096,642	\$ 2,851,275	\$ 13,672,854	\$ 2,866,622	21%	1%
Contracted Services	\$ 180,624	\$ 240,571	\$ 13,973	\$ 78,590	\$ 22,158	28%	59%
Supplies	\$ 6,952,436	\$ 7,313,959	\$ 1,018,731	\$ 7,072,153	\$ 1,107,991	16%	9%
Travel	\$ 180,619	\$ 292,086	\$ 29,979	\$ 189,537	\$ 25,771	14%	-14%
Equipment	\$ 888,722	\$ 735,551	\$ 222,673	\$ 633,849	\$ 155,943	25%	-30%
Grants to Students	\$ 1,108,970	\$ 1,077,584	\$ 5,473	\$ 913,900	\$ 5,257	1%	-4%
Other	\$ (1,123,600)	\$ (3,690,686)	\$ 131,876	\$ 1,660,309	\$ (203,985)	-12%	N/A
DISTRICT TRANSFER**				\$ 9,905,580	\$ 2,476,395		N/A
TOTAL	\$ 57,424,230	\$ 57,180,139	\$ 11,626,658	\$ 65,428,030	\$ 13,958,664	21%	20%
<b>USES BY PROGRAM:</b>							
EXPENSES BY PROGRAM	ACTUAL 2017/18	1819FY Budget	YTD-9/30/18	1920FY Budget	YTD-9/30/19	% BDGT YTD	Change % YTD Sept.
Instruction	\$ 38,689,604	\$ 39,549,265	\$ 6,929,633	\$ 34,559,485	\$ 6,581,220	19%	-5%
Primary Support	\$ 3,864,023	\$ 3,207,720	\$ 1,034,742	\$ 5,118,995	\$ 1,557,292	30%	51%
Library	\$ 1,093,916	\$ 1,102,823	\$ 166,108	\$ 1,471,098	\$ 255,558	17%	54%
Student Svcs	\$ 5,213,748	\$ 5,921,081	\$ 1,084,592	\$ 7,534,686	\$ 1,404,762	19%	30%
Institutional Support	\$ 4,096,792	\$ 2,919,518	\$ 955,924	\$ 10,668,906	\$ 2,792,675	26%	N/A
Plant Ops. & Maint.	\$ 4,466,147	\$ 4,479,732	\$ 1,455,659	\$ 6,074,860	\$ 1,367,157	23%	-6%
Grand Total	\$ 57,424,230	\$ 57,180,139	\$ 11,626,658	\$ 65,428,030	\$ 13,958,664	21%	20%

\* Instruction includes full-time faculty, part-time faculty and other instructional expenses

Primary Support includes academic administration, computer lab, institutional research, personnel development, academic administration, and curriculum development

Library expenses are for library and educational media expenses

Student Services expenses are for advising, counseling, assessment and financial aid expenses

Institutional support includes institutional management, public relations IT, fiscal services, HR, Legal, and Insurance expenses

Plant Operations and Maintenance include expenses for custodial, public safety, and maintenance staff and other plant related costs like utilities.

\*\*Part of Other Expenses

Operating Funds History and Projections							
NORTH SEATTLE COLLEGE							
FISCAL YEAR	ACTUAL 2017/18	1819FY Budget	YTD-9/30/18	1920FY Budget	YTD-9/30/19	% BDGT YTD	Change % YTD Sept.
SOURCES:							
State Allocation	\$ (18,013,450)	\$ (16,771,152)	\$ (3,093,893)	\$ (23,761,431)	\$ (3,551,485)	15%	15%
State Allocation/Capital	\$ (330,650)	\$ (330,650)		\$ (330,650)	\$ (82,663)	25%	N/A
					\$ -		
Local Revenues:					\$ -		
Tuition	\$ (9,769,044)	\$ (7,614,045)	\$ (3,537,057)	\$ (9,978,200)	\$ (3,598,298)	36%	2%
Fees	\$ (2,844,694)	\$ (2,924,290)	\$ (1,004,510)	\$ (2,912,700)	\$ (1,022,066)	35%	2%
Running Start	\$ (1,626,289)	\$ (1,400,000)	\$ -	\$ (3,000,000)	\$ (73)	0%	N/A
International, IEL	\$ (6,909,531)	\$ (5,478,647)	\$ (2,305,925)	\$ (4,220,806)	\$ (1,801,002)	43%	-22%
Other	\$ (358,341)	\$ (229,079)	\$ (88,529)	\$ (232,050)	\$ (45,955)	20%	-48%
Revenue Transfers	\$ 1,641,761	\$ 2,224,300	\$ -	\$ (48,245)	\$ -	0%	N/A
Use of Reserves		\$ (7,605,526)	\$ -	\$ (120,000)	\$ -	0%	N/A
SubTotal	\$ (19,866,137)	\$ (23,027,287)	\$ (6,936,021)	\$ (20,512,001)	\$ (6,467,394)	32%	-7%
TOTAL	\$ (38,210,237)	\$ (40,129,089)	\$ (10,029,914)	\$ (44,604,082)	\$ (10,101,541)	23%	1%
USES BY EXPENSE TYPE:							
FISCAL YEAR	ACTUAL 2017/18	1819FY Budget	YTD-9/30/18	1920FY Budget	YTD-9/30/19	% BDGT YTD	Change % YTD Sept.
Salaries/Wages	\$ 23,132,430	\$ 25,079,261	\$ 4,517,731	\$ 25,371,865	\$ 4,954,381	20%	10%
Employee Benefits	\$ 8,060,585	\$ 8,189,159	\$ 1,752,867	\$ 8,921,982	\$ 1,837,491	21%	5%
Contracted Services	\$ 74,174	\$ 124,034	\$ 1,028	\$ 143,034	\$ (7,454)	-5%	N/A
Supplies	\$ 3,374,094	\$ 3,917,715	\$ 745,136	\$ 3,121,052	\$ 603,067	19%	-19%
Travel	\$ 94,433	\$ 125,997	\$ 11,357	\$ 152,684	\$ 14,267	9%	26%
Equipment	\$ 454,823	\$ 1,047,245	\$ 149,323	\$ 841,100	\$ 35,172	4%	-76%
Grants to Students	\$ 1,003,946	\$ 923,473	\$ 74,829	\$ 539,189	\$ 9,997	2%	-87%
Other	\$ (660,069)	\$ (289,281)	\$ 992,052	\$ 5,536,452	\$ 868,161	16%	-12%
DISTRICT TRANSFER**				\$ 6,839,568	\$ 1,709,892		
TOTAL	\$ 35,534,416	\$ 39,117,603	\$ 8,244,324	\$ 44,627,358	\$ 10,024,973	22%	22%
USES BY PROGRAM:							
EXPENSES BY PROGRAM	ACTUAL 2017/18	1819FY Budget	YTD-9/30/18	1920FY Budget	YTD-9/30/19	% BDGT YTD	Change % YTD Sept.
Instruction	\$ 22,374,121	\$ 23,814,882	\$ 5,042,647	\$ 25,318,021	\$ 5,037,894	20%	0%
Primary Support	\$ 3,749,719	\$ 3,924,541	\$ 908,608	\$ 5,852,013	\$ 1,177,344	20%	30%
Library	\$ 707,747	\$ 716,234	\$ 134,232	\$ 842,713	\$ 170,506	20%	27%
Student Svcs	\$ 3,126,238	\$ 4,008,257	\$ 605,370	\$ 4,252,495	\$ 754,747	18%	25%
Institutional Support	\$ 2,337,866	\$ 3,507,521	\$ 453,668	\$ 7,981,099	\$ 1,871,783	23%	N/A
Plant Ops. & Maint.	\$ 3,238,725	\$ 3,146,168	\$ 1,099,800	\$ 381,017	\$ 1,012,700	N/A	-8%
Grand Total	\$ 35,534,416	\$ 39,117,603	\$ 8,244,324	\$ 44,627,358	\$ 10,024,973	22%	22%

\* Instruction includes full-time faculty, part-time faculty and other instructional expenses

Primary Support includes academic administration, computer lab, institutional research, personnel development, academic administration, and curriculum development

Library expenses are for library and educational media expenses

Student Services expenses are for advising, counseling, assessment and financial aid expenses

Institutional support includes institutional management, public relations IT, fiscal services, HR, Legal, and Insurance expenses

Plant Operations and Maintenance include expenses for custodial, public safety, and maintenance staff and other plant related costs like utilities.

\*\*Part of Other Expenses

Operating Funds History and Projections							
SOUTH SEATTLE COLLEGE							
FISCAL YEAR	ACTUAL 2017/18	1819FY Budget	YTD-9/30/18	1920FY Budget	YTD-9/30/19	% BDGT YTD	Change % YTD Sept.
<b>SOURCES:</b>							
State Allocation	\$ (20,528,679)	\$ (19,070,387)	\$ (3,444,611)	\$ (25,784,804)	\$ (3,220,577)	12%	-7%
State Allocation/Capital	\$ (396,800)	\$ (396,800)		\$ (396,800)	\$ (99,200)	25%	N/A
					\$ -		
Local Revenues:					\$ -		
Tuition	\$ (9,143,081)	\$ (8,089,518)	\$ (2,926,694)	\$ (7,892,222)	\$ (2,908,742)	37%	-1%
Fees	\$ (2,974,985)	\$ (2,018,525)	\$ (944,871)	\$ (2,492,250)	\$ (905,778)	36%	-4%
Running Start	\$ (2,202,711)	\$ (3,200,000)	\$ -	\$ (3,000,000)	\$ -	0%	N/A
International, IEL	\$ (4,816,124)	\$ (4,775,200)	\$ (2,304,690)	\$ (3,100,000)	\$ (2,027,900)	65%	-12%
Other	\$ (765,077)	\$ (353,200)	\$ (83,010)	\$ (317,500)	\$ (87,167)	27%	5%
Revenue Transfers	\$ 3,031,106	\$ (739,128)	\$ -	\$ -	\$ -	N/A	N/A
Use of Reserves		\$ (1,075,618)	\$ -	\$ (2,901,404)	\$ -	N/A	N/A
SubTotal	\$ (16,870,872)	\$ (20,251,189)	\$ (6,259,266)	\$ (19,703,376)	\$ (5,929,587)	30%	-5%
TOTAL	\$ (37,796,351)	\$ (39,718,376)	\$ (9,703,877)	\$ (45,884,980)	\$ (9,249,364)	20%	-5%
<b>USES BY EXPENSE TYPE:</b>							
FISCAL YEAR	ACTUAL 2017/18	1819FY Budget	YTD-9/30/18	1920FY Budget	YTD-9/30/19	% BDGT YTD	Change % YTD Sept.
Salaries/Wages	\$ 22,250,446	\$ 22,873,142	\$ 4,195,710	\$ 22,743,820	\$ 4,588,948	20%	9%
Employee Benefits	\$ 7,462,012	\$ 8,427,037	\$ 1,534,697	\$ 6,901,322	\$ 1,590,715	23%	4%
Contracted Services	\$ 35,856	\$ 80,210	\$ -	\$ 109,100	\$ 12,250	11%	N/A
Supplies	\$ 4,587,855	\$ 6,378,630	\$ 890,671	\$ 4,370,013	\$ 640,413	15%	-28%
Travel	\$ 267,855	\$ 287,984	\$ 38,152	\$ 323,579	\$ 13,110	4%	-66%
Equipment	\$ (130,745)	\$ 287,715	\$ 242,193	\$ 391,044	\$ 67,294	17%	-72%
Grants to Students	\$ 5,222,671	\$ 1,778,199	\$ 496,200	\$ 5,768,560	\$ (32,316)	-1%	-107%
Other	\$ (2,545,450)	\$ (602,116)	\$ (8,674)	\$ 2,496,142	\$ (122,375)	-5%	N/A
DISTRICT TRANSFER**				\$ 6,839,568	\$ 1,709,892		
TOTAL	\$ 37,150,501	\$ 39,510,801	\$ 7,388,948	\$ 43,103,580	\$ 8,467,931	20%	15%
<b>USES BY PROGRAM:</b>							
EXPENSES BY PROGRAM	ACTUAL 2017/18	1819FY Budget	YTD-9/30/18	1920FY Budget	YTD-9/30/19	% BDGT YTD	Change % YTD Sept.
Instruction	\$ 22,861,873	\$ 25,170,886	\$ 3,736,004	\$ 25,331,357	\$ 3,728,380	15%	0%
Primary Support	\$ 2,834,917	\$ 2,158,656	\$ 634,124	\$ 3,223,195	\$ 747,300	23%	18%
Library	\$ 656,491	\$ 653,030	\$ 110,343	\$ 923,384	\$ 154,080	17%	40%
Student Svcs	\$ 4,144,148	\$ 4,187,790	\$ 966,870	\$ 4,536,657	\$ 1,013,151	22%	5%
Institutional Support	\$ 3,372,801	\$ 2,461,513	\$ 809,579	\$ 4,112,061	\$ 1,929,640	47%	N/A
Plant Ops. & Maint.	\$ 3,280,270	\$ 4,878,926	\$ 1,132,028	\$ 4,976,926	\$ 895,379	18%	-21%
Grand Total	\$ 37,150,501	\$ 39,510,801	\$ 7,388,948	\$ 43,103,580	\$ 8,467,931	20%	15%

\* Instruction includes full-time faculty, part-time faculty and other instructional expenses

Primary Support includes academic administration, computer lab, institutional research, personnel development, academic administration, and curriculum development

Library expenses are for library and educational media expenses

Student Services expenses are for advising, counseling, assessment and financial aid expenses

Institutional support includes institutional management, public relations IT, fiscal services, HR, Legal, and Insurance expenses

Plant Operations and Maintenance include expenses for custodial, public safety, and maintenance staff and other plant related costs like utilities.

\*\*Part of Other Expenses

## Operating Funds History and Projections

### DISTRICT

FISCAL YEAR	ACTUAL 2017/18	1819FY Budget	YTD-9/30/18	1920FY Budget	YTD-9/30/19	% BDGT YTD	Change % YTD Sept.
<b>SOURCES:</b>							
State Allocation	\$ (9,689,450)	\$ (14,496,862)	\$ (2,456,055)	\$ -	\$ (205,334)	N/A	-92%
State Allocation/Capital		\$ -	\$ -		\$ -	N/A	N/A
					\$ -		
Local Revenues:			\$ -		\$ -		
Tuition		\$ (5,315,758)	\$ -	\$ -	\$ -	N/A	N/A
Fees	\$ (111,347)	\$ (200,000)	\$ (67,010)	\$ (1,495,733)	\$ (298,731)	15%	346%
Running Start			\$ -	\$ -	\$ -	N/A	N/A
International, IEL			\$ -	\$ -	\$ -	N/A	N/A
Other	\$ (703,580)	\$ (1,000,000)	\$ (282,717)	\$ -	\$ (265,398)	N/A	-6%
Revenue Transfers	\$ 14,571	\$ 130,196	\$ 12,500		\$ -	N/A	N/A
Use of Reserves		\$ (500,000)	\$ -	\$ -	\$ -	N/A	N/A
SubTotal	\$ (800,356)	\$ (6,885,562)	\$ (337,227)	\$ (1,495,733)	\$ (564,129)	38%	67%
<b>TOTAL</b>	<b>\$ (10,489,806)</b>	<b>\$ (21,382,424)</b>	<b>\$ (2,793,282)</b>	<b>\$ (1,495,733)</b>	<b>\$ (769,462)</b>	<b>51%</b>	<b>-72%</b>

#### USES BY EXPENSE TYPE:

FISCAL YEAR	ACTUAL 2017/18	1819FY Budget	YTD-9/30/18	1920FY Budget	YTD-9/30/19	% BDGT YTD	Change % YTD Sept.
Salaries/Wages	\$ 6,745,267	\$ 10,999,619	\$ 1,916,931	\$ 13,966,461	\$ 3,261,280	23%	70%
Employee Benefits	\$ 2,550,048	\$ 4,157,000	\$ 550,737	\$ 4,927,606	\$ 1,021,125	21%	85%
Contracted Services	\$ 76,513	\$ 237,705	\$ 5,414	\$ 64,657	\$ 11,475	18%	112%
Supplies	\$ 3,892,178	\$ 8,059,317	\$ 1,138,872	\$ 5,760,914	\$ 934,250	16%	-18%
Travel	\$ 127,880	\$ 259,924	\$ 12,319	\$ 195,100	\$ 25,821	13%	110%
Equipment	\$ 137,679	\$ 218,720	\$ 18,856	\$ 102,174	\$ 14,417	14%	-24%
Grants to Students	\$ 1,650	\$ 1,350	\$ -	\$ -	\$ -	N/A	N/A
Other	\$ (969,217)	\$ (2,668,161)	\$ (104,395)	\$ (210,697)	\$ (36,565)	17%	N/A
DISTRICT TRANSFER				\$ (23,584,715)	\$ (5,896,179)	25%	
<b>TOTAL</b>	<b>\$ 12,561,997</b>	<b>\$ 21,265,474</b>	<b>\$ 3,538,733</b>	<b>\$ 1,221,500</b>	<b>\$ (664,376)</b>	<b>-54%</b>	<b>-119%</b>

#### USES BY PROGRAM:

EXPENSES BY PROGRAM	ACTUAL 2017/18	1819FY Budget	YTD-9/30/18	1920FY Budget	YTD-9/30/19	% BDGT YTD	Change % YTD Sept.
Instruction	\$ 263,185	\$ 164,506	\$ 322,221	\$ 258	\$ (227,651)	N/A	N/A
Primary Support		\$ 4,109,271	\$ 242,761	\$ 1,446,936	\$ 203,639	N/A	N/A
Library	\$ 200,606	\$ 404,609	\$ 147,025	\$ -	\$ (44,889)	N/A	N/A
Student Svcs	\$ 405,940	\$ -	\$ -	\$ -	\$ -	N/A	N/A
Institutional Support	\$ 14,160	\$ 15,890,357	\$ 2,824,408	\$ (218,408)	\$ (585,891)	N/A	N/A
Plant Ops. & Maint.	\$ 11,678,106	\$ 696,731	\$ 2,317	\$ (7,286)	\$ (9,585)	N/A	N/A
<b>Grand Total</b>	<b>\$ 12,561,997</b>	<b>\$ 21,265,474</b>	<b>\$ 3,538,733</b>	<b>\$ 1,221,500</b>	<b>\$ (664,376)</b>	<b>-54%</b>	<b>-119%</b>

\* Instruction includes full-time faculty, part-time faculty and other instructional expenses

Primary Support includes academic administration, computer lab, institutional research, personnel development, academic administration, and curriculum development

Library expenses are for library and educational media expenses

Student Services expenses are for advising, counseling, assessment and financial aid expenses

Institutional support includes institutional management, public relations IT, fiscal services, HR, Legal, and Insurance expenses

Plant Operations and Maintenance include expenses for custodial, public safety, and maintenance staff and other plant related costs like utilities.

\*\*Part of Other Expenses

The period ending September 30, 2019 financial report is presented showing a comparison of year-to-date operating revenues and expenses for the fiscal quarters ended September 30, 2018 and September 30, 2019.

The first fiscal quarter results show the following trends:

- Tuition revenue is almost even with last year's September quarter tuition and is about 36% of annual budgeted tuition. North Seattle College's tuition is up slightly while Seattle Central and South Seattle's tuition is down slightly compared with last year's tuition revenues. There was a 2% tuition increase this year which somewhat offset enrollment declines.
- Fees are up about 2% over last September and are 33% of budget. Fees for computer labs were moved to District budgets this year showing a shift from college budgets last year.
- International fees continued to show a downward trend and were 17% lower than the quarter ended last September. North Seattle's international fees were down 22%, Seattle Central international fees declined 17%, and South Seattle's international fees were down 12%.
- No Running Start had been billed by the end of September since there was no summer running start in either year.
- Allocation spending is behind last year by about \$2M. This is primarily due to the new District billing which colleges will be transferring to the state allocation after September.
- Salaries are up about 13% from the period and are 20% of budget for the year. Part of the salary increase was due to the 3% COLA and 5% regional pay increase.
- Central's salaries were up about 2% during this time, North was up 10% and South was up 9%. District salaries showed the effect the COLA and regional pay increase and also showed the effect of moving IT, HR, and foundation salaries to District from colleges. District salaries were up about \$1.3M for the period with IT salaries representing 63% of the total increase and HR and the foundation representing 18% and 15% of the increase respectively.
- Benefits expenses were up 9% and were 21% of annual budget for the quarter ended September 30.
- Timing of purchases and transfers of expenses were reasons for other expense variances comparing the same period to last year's expenses. Equipment expenses were down 57% primarily due to last year's purchases of over 500 replacement desktops in August 2018. Grants to students were down 103% due to timing of payments on apprenticeship contracts and timing of transfers of worker retraining and opportunity grant expenses. Other expenses were down 50% this year primarily due to a transfer last year to support an infrastructure project at North Seattle College.
- District Transfers of \$5.9M are reflected for the quarter this year as part of the new allocation model.

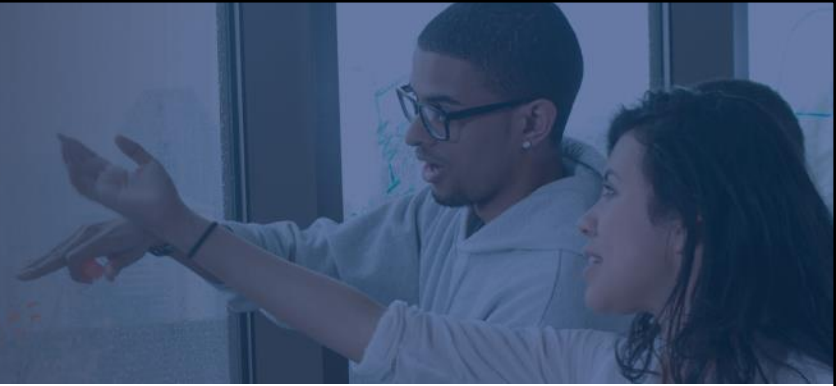


**SEATTLE COLLEGES**

*Central • North • South • SVI*

**MISSION**

As an open-access learning institution, Seattle Colleges prepares each student for success in life and work, fostering a diverse, engaged, and dynamic community.



# Sustainability Drivers at Colleges/Universities

## Board of Trustees

Adam Maurer, District Sustainability Coordinator

November 14<sup>th</sup>, 2019



**SEATTLE COLLEGES**

*Central • North • South • SVI*

**1. Students**

**2. Risk Management**

**3. Mandates/Reporting**



**SEATTLE COLLEGES**

*Central • North • South • SVI*

# 1. Students

2. Risk Management

3. Mandates/Reporting



**SEATTLE COLLEGES**

*Central • North • South • SVI*

# Gen Z Interests/Concerns

**“government should do more to curb climate change, even at the expense of economic growth”**

**32% in 2015 agreed**

**46% in spring 2019 agreed**

**“Protecting the environment is now central to both domestic and foreign policy agendas of young Americans” (18-29 years old)**



# Divestment Movement

## 170+ Colleges & Universities

**✕ FOSSIL FREE: DIVESTMENT**

**University of Washington**

**Whitman College**

**University of Puget Sound**

**Seattle University**

**University of California**

**University of Oregon Foundation**

**Western Oregon**



**SEATTLE COLLEGES**

Central • North • South • SVI

# Hardships

**48%** of community college students were  
**food insecure** (within last 30 days)

**56%** of college students were housing  
**insecure** (within last year)

**17%** of college students were homeless  
(within last year)



Source: #RealCollege Survey Report, April 2019, [https://hope4college.com/wp-content/uploads/2019/04/HOPE\\_realcollege\\_National\\_report\\_digital.pdf](https://hope4college.com/wp-content/uploads/2019/04/HOPE_realcollege_National_report_digital.pdf)



**SEATTLE COLLEGES**  
Central • North • South • SVI

1. Students

# 2. Risk Management

3. Mandates/Reporting

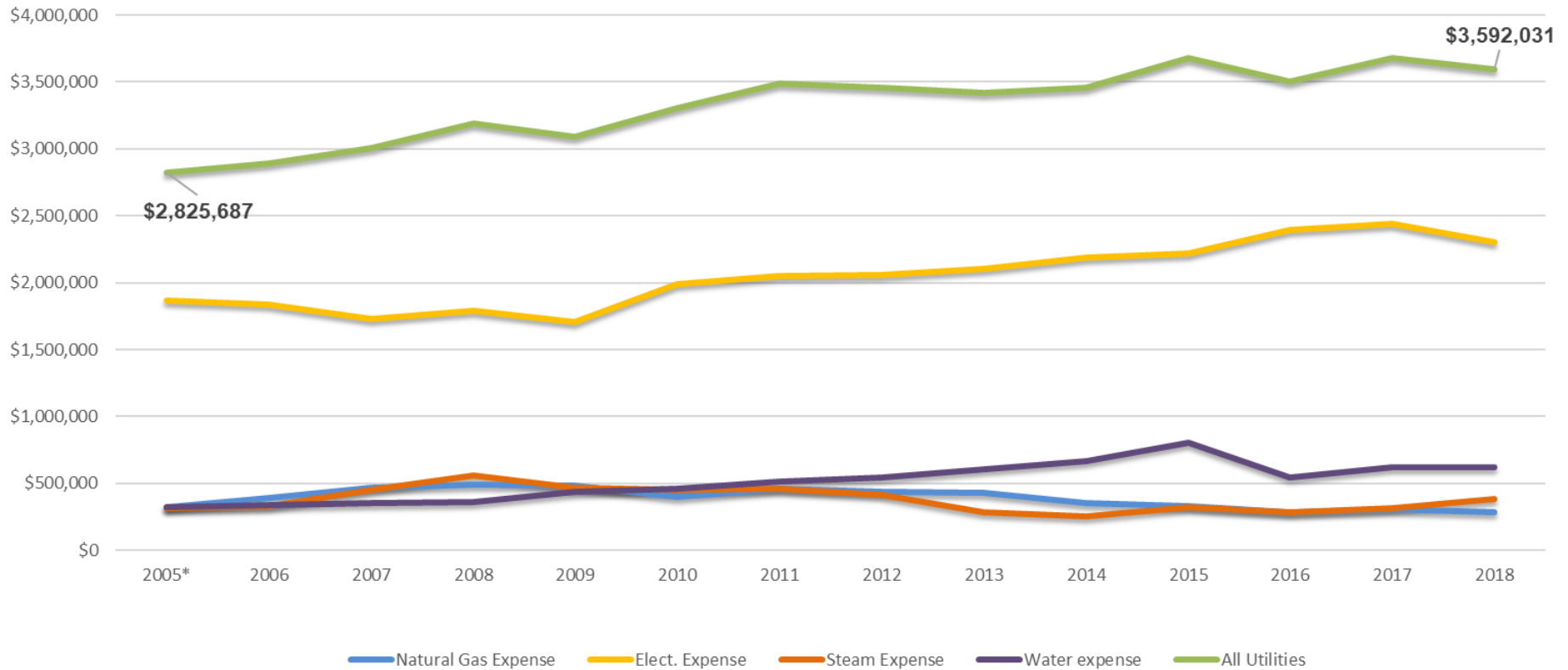


**SEATTLE COLLEGES**

*Central • North • South • SVI*

# Historical Utility Expenses

Seattle Colleges Utility Expenses (2005-2018)



- Utility expenses increased over \$750k since 2005 (27% increase)
- Expenses in 2016-present are understated (water expenses not accurate)



**SEATTLE COLLEGES**  
Central • North • South • SVI

# Utility Rates

Utility Type	2017	2018	2019	2020	2021	2022	2023
Electricity <sup>1</sup>	<b>5.6%</b>	<b>5.6%</b>	<b>5.0%</b>	<b>3.6%</b>	<b>3.1%</b>	<b>2.5%</b>	Unknown
Natural Gas <sup>2</sup>	Unknown	<b>4.6%</b>	<b>18.6%</b>	Unknown	Unknown	Unknown	Unknown
Steam <sup>3</sup>	↑	↑	↑	↑	↑	↑	↑
Water/Sewer	<b>5.6%</b>	<b>4.3%</b>	<b>5.7%</b>	<b>7.0%</b>	<b>6.8%</b>	<b>3.7%</b>	<b>3.6%</b>

<sup>1</sup> Seattle City Light 2017-2022 Strategic Plan,  
[http://www.seattle.gov/light/stratplan/docs/Strategic\\_Plan\\_2017-2022\\_Financial\\_Forecast\\_Assumptions-062216.pdf](http://www.seattle.gov/light/stratplan/docs/Strategic_Plan_2017-2022_Financial_Forecast_Assumptions-062216.pdf)

<sup>2</sup> Periodic PSE customer communication. Average of schedule 31 and 41 services. EIA predicts 11% increase in natural gas rates from 2015-2025

<sup>3</sup> Enwave rates based on volatile natural gas /oil prices



**SEATTLE COLLEGES**  
 Central • North • South • SVI

# Future Risks



Image: <https://www.evolving-science.com/environment/carbon-taxation-00764>



**SEATTLE COLLEGES**  
Central • North • South • SVI

1. Students

2. Risk Management

**3. Mandates/Reporting**



**SEATTLE COLLEGES**

*Central • North • South • SVI*



SEATTLE  
**energy  
benchmarking**



SEATTLE  
**building  
tune-ups**



**stars**<sup>®</sup>  
*a program of* **aashe**





SEATTLE  
**2030**  
DISTRICT<sup>®</sup>



**SEATTLE COLLEGES**  
*Central • North • South • SVI*

# Seattle Colleges Strategic Plan STARS measure



Strategic Plan Targets		Baseline (2013)	Year 1 (2017)	Year 3 (2020)	Year 6 (2023)
	North Seattle	47 <sup>A</sup>	60 <sup>A</sup>		
	Seattle Central	31 <sup>A</sup>	42 <sup>A</sup>		
	South Seattle	27 <sup>A</sup>	43 <sup>A</sup>		
	SEATTLE COLLEGES <i>Central · North · South · SVI</i>	105 <sup>A</sup>	123 <sup>T</sup> 145 <sup>A</sup>	148 <sup>T</sup>	178 <sup>T</sup>

17% ↑<sup>T</sup>  
38% ↑<sup>A</sup>

20% ↑<sup>T</sup>

20% ↑<sup>T</sup>

## Key

<sup>A</sup> actual score

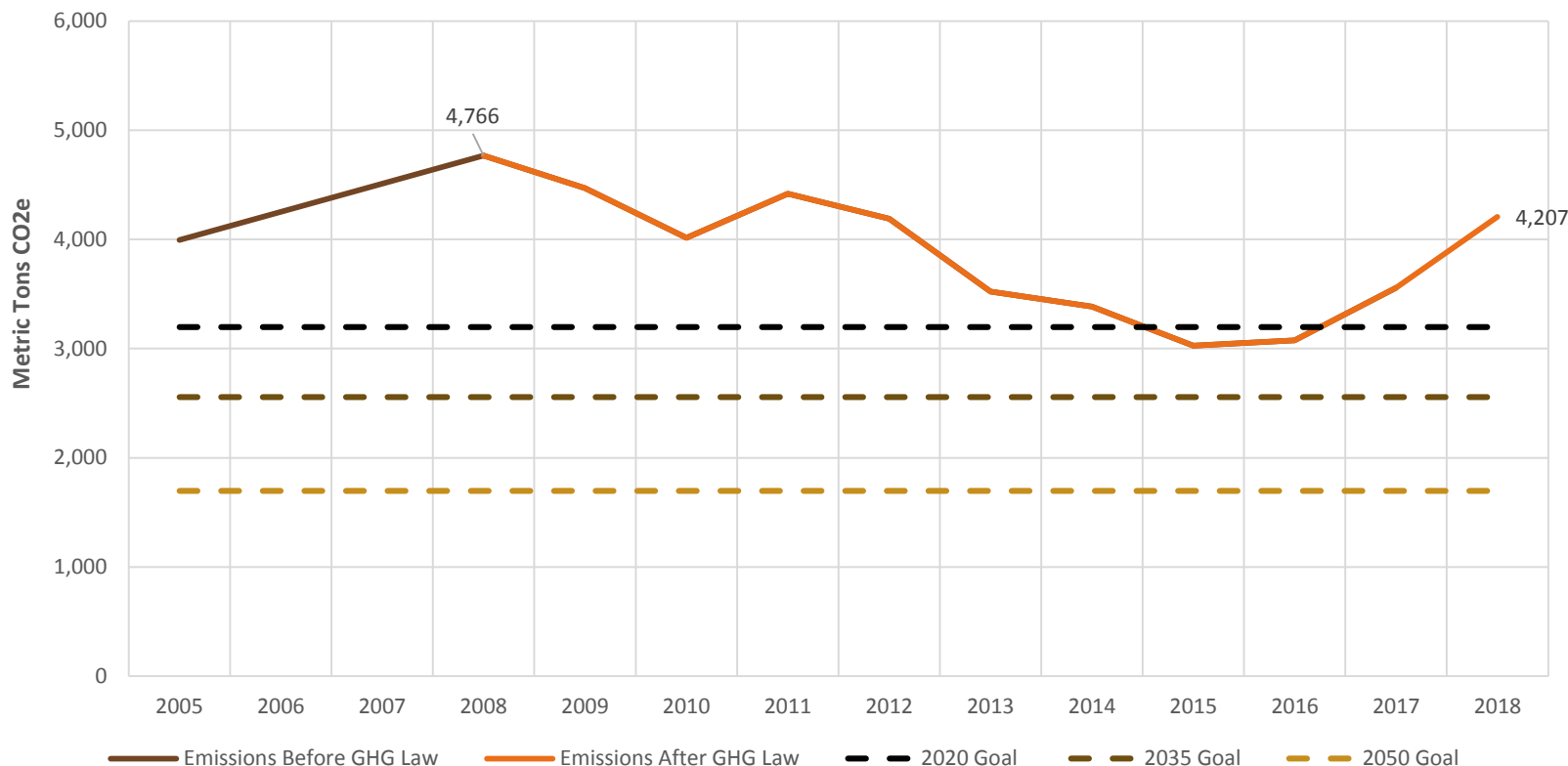
<sup>T</sup> target score



**SEATTLE COLLEGES**  
*Central · North · South · SVI*

# WA State Agency Climate Leadership Act

Seattle Colleges GHG Emissions from Buildings and Fleet  
(CY 2005-2018)



GHG increases in 2017 and 2018 were caused by;

1. Inexplicable increase in steam usage at Central
2. Increased electricity emission factor in 2018 (usage decreased)
3. Increased natural gas usage  
(net increase of 59k sq. ft. of heated space)



**SEATTLE COLLEGES**  
Central • North • South • SVI



# CLIMATE ACTION PLAN



**SEATTLE COLLEGES**  
Central • North • South • SVI

# Questions/Discussion



**SEATTLE COLLEGES**

*Central • North • South • SVI*

**MEMORANDUM**

**TO:** Board of Trustees  
**FROM:** Shouan Pan, Chancellor  
**DATE:** November 14, 2019  
**SUBJECT:** Report to the Board of Trustees

**I. Student Success****Launching Seattle Colleges and Year Up Partnership**

Year Up offers a one-year, intensive training program that provides motivated yet under-served young adults, ages 18-28, with a combination of hands-on skills development, coursework eligible for college credit, corporate internships, and wrap around support. Across the country, more than 90 percent of students who complete the Year Up program find work or enroll in advanced classes within four months of completion.

On Monday, Oct. 21, Seattle Colleges and Year Up held a special ceremony to formally launch the partnership programs at Seattle Central College and South Seattle College. President Edwards Lange, president Rimando Chareunsap, and chancellor Pan all spoke at the ceremony, expressing shared appreciations for the partnership opportunities and commitment to making the program successful for students. Seattle Central's Year-Up program enrolled 80 students on September 23, 2019; South Seattle College's program will begin on April 6, 2020.

**II. Organizational Excellence****NW Commission Accreditation Team Visited Seattle Central College**

During the three days of Oct. 28-30, a nine-member Team representing the NW Commission conducted the Seven-Year accreditation visit. In addition to meeting with faculty, staff, and students at Seattle Central College, members of the Team held individual meetings with Trustees Hill, Chernin, and Peralta and with chancellor Pan.

Before concluding the visits, the Team leader shared the preliminary findings and conclusions in a wrap-up meeting. Seattle Central College received 8 preliminary commendations and 6 preliminary recommendations. The college is awaiting the written findings. President Edwards Lange and VP Lane and their college team worked long and hard in preparation for the visit.

**State Audit Entrance Conference**

On Tuesday, Oct. 29, Trustee Peralta, VC Strother, and chancellor Pan met with a group of state auditors in an entrance conference. In the following weeks, the Auditing Team will

conduct Accountability and Financial Statement Audits. VC Strother and her staff team will work closely and responsively with the auditors.

### **Vice Chancellors Searches**

After several months of work, Search Committees for Vice Chancellor HR and Vice Chancellor for Finance and Operations have progressed to onsite interviews of the finalists. Three finalists for VC HR were on site November 4-5 to go through a series of interviews with members of Chancellor's Executive Cabinet and chancellor Pan and Trustees. Open Forums were conducted on each of the three college campuses. Chancellor Pan is reviewing feedback collected from the interviews. Final selection is expected by the third week of November.

The Search Committee for VC Finance and Operations also recommended three finalists for the second round interviews. Regretfully, two of the three finalists withdrew from the search process before the scheduled interviews. Chancellor Pan has decided to stop the search. A plan is underway to re-advertise the position and re-open the search in spring 2020.

### **III. Partnerships**

#### **Chancellor's Advisory Council Meeting**

The college presidents and chancellor held the first Chancellor's Advisory Council meeting of the Academic Year on Wednesday, Oct. 2. In addition to operational updates, CAC members had an engaged discussions about the overlapping features of the WA College Grant, the King County Promise that is under development, and Seattle Promise.

#### **Exploring Partnership with Generation**

Generation, a global company, founded in 2014 by McKinsey and Company, offers highly successful skills training for unemployed and underemployed youths between the ages of 16-29. Through partnerships with employers, Generation recruits, trains, and places non-traditional candidates in entry-level, middle-skill roles across a range of sectors and professions.

Since mid-September, Drs. Grothe, Buttleman, and Pan have been engaging leadership of Generation USA in exploring a partnership between Seattle Colleges and Generation. South Seattle College has indicated an interest in initiating a cohort of students and is in the process of formalizing the partnership through an MOU.

#### **Chancellor Pan Attended WA People of Color Legislative Summit**

On Saturday, Oct. 12, chancellor Pan attended the second statewide People of Color Legislative Summit at University of Washington. Through "zoom" video conferencing and onsite breakout sessions, attendees from across the state worked together to formulate a

community driven legislative agenda that advances the interest of people of color. Affordable housing, mental health, education, jobs, economic parity, and minority youth engagement emerged as the main themes.

#### **IV. Pride Points**

##### **Chancellor Pan Invited to Serve as Advisor for the Seattle Chinese Radio Station**

The Seattle Chinese Radio Station (1150 AM KKNW), founded in 2012, provides radio programming for the Chinese community in the greater Seattle area. In addition to Chinese news, the station offers special programs on a variety of topics including health, travel, education, books, family, etc. Recently, chancellor Pan was appointed to serve on the Advisory Board for the Station.

##### **Trustee Batayola and Chancellor Pan Presented at the 2019 ACCT Leadership Congress**

The 2019 ACCT Leadership Congress was held in San Francisco. Trustees Batayola and Peralta, together with chancellor Pan attended the Congress. Trustee Batayola and chancellor Pan presented “Lessons Learned from Building a New Foundation” during the pre-conference session devoted to the theme of Policy Guidelines for Fiscal Health and Management.



**MEMORANDUM**

**TO:** Board of Trustees  
**FROM:** North Seattle College President Dr. Warren Brown  
**DATE:** October 31, 2019  
**SUBJECT:** Report to the Board of Trustees

**I. Institutional Excellence**

- **NSC Creates Art Council**

To ensure members of the college are involved in art on campus, North Seattle College has launched an Art Council. The Council, led by Art faculty and open to all, was previously a committee. However, the committee was elevated to a Council by college leadership, giving it a budget and line to the President. The Council will lead the creation of a 50<sup>th</sup> anniversary mural.

- **International Learning Partnerships**

NSC President Warren Brown traveled to Japan in late October and secured Memorandums of Understanding/Agreement with two universities. The partnerships will enhance NSC's programs and could lead to enrollment increases.

**II. External Affairs**

- **NSC Recognized as a Premier Manufacturing Partner Program by Boeing**

NSC was recently recognized as a Premier Manufacturing Partner Program by Boeing. The college was recognized for its innovative partnership with Shoreline Community College to offer a joint Mechatronics program.

- **Global Learning Project Brings Together Students from NSC, Malaysia & Australia**

The International Business Bachelor of Applied Science program recently completed its Global Work Integrated Learning project with partner schools in Malaysia and Australia. The project, one of a few in existence, had students formulate a global business strategy for EnerG2, a Seattle-based tech company. This year, NSC hosted and students presented findings to EnerG2. A delegation of college faculty and an administrator from Malaysia also visited campus as part of the project.

**III. Pride Points**

- **NSC Licton Springs Review Receives Award**

North Seattle College literary magazine, Licton Springs Review (LSR) 2019, received an honorable mention in the Washington Community College Humanities Association's Annual Literary magazine competition. LSR is an annual publication that showcases the best poetry, fiction, essays, etc., by students and alumni of NSC.

- **Property Management BAS Program Sees Growth & Diversity in Second Year**

NSC's Residential and Commercial Property Management Bachelor of Applied Science degree program doubled its enrollment from 2018 to 18 students for its second cohort. With a diverse makeup, the cohort is 55 percent female, 22 percent veterans, 11 percent are former ESL students, and range ages 21 to 50.



# SEATTLE CENTRAL COLLEGE

*One of the Seattle Colleges*

## PRESIDENT'S OFFICE

1701 Broadway, Seattle, WA 98122  
Main 206.934.5417 • Fax 206.934.4390  
seattlecentral.edu

### MEMORANDUM

**TO:** Board of Trustees  
**FROM:** Sheila Edwards Lange, Ph.D., President  
**DATE:** Oct. 31, 2019  
**SUBJECT:** Seattle Central College monthly report

### STUDENT SUCCESS

#### **Speed networking event connects students with professionals**

Seattle Central College held this year's Connect Central Speed Networking event on Oct. 17 at the Mitchell Activity Center. Sponsored by WSECU, the event included 367 students, who met with 90 professionals for 15-minute networking sessions. The volunteers were from businesses such as BECU, Microsoft, Deloitte, Alaska Airlines, and other regional powerhouses. In the words of a student who participated, "I was able to make in person connections rather than sending endless amounts of resumes on the computer."

#### **Seattle Central earns \$2.2 million grant to improve student success**

The U.S. Department of Education has awarded Seattle Central College a Title III Strengthening Institutions Program grant of more than \$2.2 million to help the college to expand capacity to serve low-income students. Over a five-year period, the grant will support the design and implementation of a First Year Experience program, career exploration and planning for students, and professional development and training for faculty and staff.

### PARTNERSHIPS

#### **Seattle Colleges and Year Up celebrate expanded partnership**

Seattle Colleges and Year Up hosted a celebration of their growing partnership on Oct. 21, in the company of Seattle Mayor Jenny Durkan and several Washington state legislators. Year Up is a free program that partners with community colleges and top companies to get underserved young adults on a path towards meaningful-wage careers.

#### **Maritime Academy hosts Alaskan students for career experience**

The Seattle Maritime Academy served as one of the Seattle stops for a group of 20 students from Alaska who participate in the college and trader preparation program called Ciuneq. Ciuneq is a Yup'ik word that translates as "the future." The program brings 9th and 10th grade students from coastal communities in Alaska to visit college campuses and maritime and trade industries so that they can get familiar with higher education settings and learn more about career opportunities.

### PRIDE POINTS

#### **STEM student presents research at Fred Hutch Symposium**

Emery Rwigamba, a Seattle Central College MESA student pursuing an associate degree in microbiology, was invited to present his research at the Oct. 11 Fred Hutch United Symposium 2019. His presentation explored research on the viability of using dry blood spot samples to extract DNA and RNA from chronic myeloid leukemia patients for analysis and testing. Dry samples are much cheaper to collect and transfer than tubes, which could make these tests more accessible and affordable. Emery is an international student from Rwanda, who plans to continue his studies with a bachelor's degree and to eventually apply for medical school.



MEMORANDUM

**TO:** Board of Trustees  
**FROM:** Rosie Rimando-Chareunsap, President  
**DATE:** Nov. 14, 2019  
**SUBJECT:** Report to the Board of Trustees

I. **Student Success**

- **Vigor Contract:** Vigor Industrial, South's partner in operating the Harbor Island Training Center for maritime welding, has been awarded a \$303.6 million contract to repair two US Navy Cruisers over the next three years. The work is expected to grow the Harbor Island workforce to 650, meaning steady employment opportunities for students in the program.
- **Welding I-Best:** South launched a new Welding I-BEST this fall. I-BEST accelerates placement of students into college-level courses by offering a co-teaching model that's data-proven and consistent with Guided Pathways initiatives. South now offers I-BEST in Welding, Automotive Maintenance, and CNC Machining, with further expansions planned for the future.

II. **Institutional Excellence**

- **Data Labs:** As part of an ongoing effort to build a "culture of evidence" at South, the Culture of Evidence Committee held the first of quarterly-scheduled "Data Labs" on Oct. 24, where staff and faculty were invited to learn about resources, systems, information and data that support our work and continuous improvement efforts.

III. **Financial Health**

- **VPFA Selected:** On Oct. 16, President Rimando-Chareunsap announced Julianne DeGeyter will serve as South's next Vice President of Finance and Administration. Coming to South from University of California-Davis, DeGeyter has broad financial and leadership experience from large universities and K-12 public school districts. She also has experience leading capital projects, facilities, maintenance, and auxiliary functions, and revenue-generation initiatives.

IV. **External Affairs**

- **Faculty and Staff of Color Conference:** President Rimando-Chareunsap and a range of staff members attended the 2019 Annual Faculty and Staff of Color Conference in Spokane, WA from Oct. 30 – Nov. 1. On Oct. 31, Dr. Rimando-Chareunsap took part in a "Presidents of Color: The Tea, Struggles, Realities and Triumphs" panel where they discussed their paths to president roles, and provided frank guidance for those seeking transformative opportunities in their own careers.



- **Connecting with the Filipino-American Community:** President Rimando-Chareunsap was the keynote speaker at two recent events: the Association of Filipino-American Engineers of Washington Fundraising Gala on Oct. 19 and the Filipino Community of Seattle 84<sup>th</sup> Anniversary Gala on Nov. 9.
- **Discussing Equity Work in Community Colleges:** President Rimando-Chareunsap attended a University of Washington one-day research symposium around community college innovation, access and success on Nov. 12, where she took part in a panel discussion on “Equity Work in Washington Community Colleges,” discussing South’s extensive work in Guided Pathways redesign and anti-racist initiatives.

V. **Pride Points**

- **A Proud Statistic:** 98% of South students would recommend our college to friends and family, according to SENSE, a national Survey of Entering Student Engagement administered by the Center for Community College Student Engagement.



To: Seattle Colleges District Board of Trustees

From: Annette Stofer, AFT Seattle Local 1789 President

Re: Report for November 14, 2019

Each year during the last week of October, we honor our part-time/adjunct faculty with Campus Equity Week events. Our District President for Part-time Faculty, Natalie Simmons, arranged some actions to bring attention to the plight of this group of faculty who make up 70% of our teachers. The Governor issued a proclamation, which includes equal pay for equal work as a standard for institutions to reach. Our faculty union has a long history of leading on progressive initiatives for part-time faculty, whether it be in our organizational structure or our contract provisions. As a part-timer who has greatly benefitted from these efforts, I couldn't be prouder of AFT Seattle's commitment to part-time faculty equity and good jobs for all.

Our district's ASI initiatives are very much on the minds of faculty as we see how integration has played out and affected our work places. By the time of this meeting, we will have heard from the consultants regarding the survey findings. Even where there is a clear need for integration and consistency of systems in our district, it feels that the human element has been brushed to the side. If there were clearly-laid out plans for approaching the systems integrations, they were not communicated well with those of us in the trenches. If integration is for the purpose of efficiency and the financial health of the district, we haven't yet been shown that this is actually happening. So the employees are left in a state of uncertainty and sometimes fear, affecting morale and turnover. There is little to no interaction between you, the members of the Board, and the employees impacted by the ASI plans. Better emails about what is happening will not improve the situation. The remedy would be that you meet with employees yourselves and see the faces of the people who make our colleges the excellent places that they are. The remedy would be you learning what we do and why, and planning changes in a way that support our work, not disrupt it. The remedy would be basing decisions on solid evidence that is confirmed by those of us actually delivering education and services. AFT Seattle leaders would be happy to partner with you to find opportunities to talk with faculty. Change in and of itself is not good or bad. We should be managing change in a way that takes good care of people while leading us to a healthier district.

Respectfully submitted by Annette Stofer



# NORTH SEATTLE COLLEGE

*One of the Seattle Colleges*

## MEMORANDUM

TO: Board of Trustees  
Seattle Colleges District

FROM: Sarah Fenton  
Student Body President  
North Seattle College

DATE: October 18, 2019

SUBJECT: STUDENT ADMINISTRATIVE TEAM REPORT -Information Only

NSC Student Leadership and Multicultural Programs has the following to report.

- Student Leadership and Multicultural Programs has initiated the search for an official NSC mascot. SLMP started accepting nominations on October 25<sup>th</sup>. The official process has been defined and will culminate in a campus wide vote taking place in February, after which the new Mascot will be announced.
- NSC's Sustainability Board has started to revitalize the signage around campus demonstrating how to sort garbage, from recycling and compost. This will be an ongoing effort on the part of our Sustainability Board Student Leaders throughout the year.
- ASB President Sarah Fenton sat down with Marielle Trumbauer, an aid for Congresswoman Pramila Jayapal. The two discussed issues that face students at North Seattle College while touring campus. Seattle Promise was specifically discussed.

### Campus Events

- National Coming Out Day, Friday October 11<sup>th</sup>: Student Leadership worked with the Equity and Welcome Center and International Programs to put together a colorful event celebrating NSC's LGBTQ+ communities. Over 120 participants enjoyed this event. The event included several open banners where students could write/share their own stories. When asked how NSC could better support students in the LGBTQ+ community, among other things, students said they would like to see instructors ask for pronouns more regularly.
- North Seattle College observed Indigenous Peoples Day on Monday October 14<sup>th</sup> with a community forum designed to facilitate a discussion around the history and significance of Indigenous Peoples Day.

## MEMORANDUM

**TO:** Board of Trustees

**FROM:** Associated Student Council (SCC)

**DATE:** November 29<sup>th</sup>, 2018

**SUBJECT:** Report to the Board of Trustees

### I. Student Success

- **Student Open Forum:** Student meet with campus administration to discuss their concerns. This quarter, the focus will be the Mascot competition and Open Educational Resources. The event will happen on November 6<sup>th</sup> from 3-4pm at BE1110. Snack and refreshments were offered to the attendants.
- **Conversational Partner:** The Global Engagement Team is hosting weekly meetings where students will have an opportunity to learn about one another's country and culture in a conversation-based program.
- **Transfer Fair:** 32 colleges and universities across the country participated in the fall transfer fair that took place in the Broadway Edison (BE) main hallway on October 23. Students had the opportunity to ask specific questions to each of the schools regarding their application and admission processes for the upcoming school year. Participating schools include University of Washington, Seattle University, Montana State University, UC Santa Barbara, Washington State University and more.
- **Monthly Food Drive:** Seattle Central's Phi Theta Kappa chapter received 1,155 items during their food drive in partnership with the two (2) QFCs located at Broadway Avenue. The items were given to the school's food pantry.
- **Voter Registration:** The Student leaders of Seattle Central, registered 180 students to vote.
- **Mental Health Support Group:** The Associated Student Council and the counseling center is working together to provide a support group where students can talk about mental health.
- **Student Union Building:** The Associated Student Council and the administration met last month to talk about the Student Union Building feasibility. We identified the needs and the benefits of the space for the student body. During our

discussion we identified the need of having an open space where students can gather to do different activities, meeting rooms, a student quiet room (nap/sleep room) a food pantry with a kitchen, all-gender bathrooms, and possibly a safe space where student parents can bring their children, while they study.

- **Student Leadership Institute:** The Student Leadership Institute is a series of development opportunities designed to focus on key aspects of leadership such as but not limited to Critical Thinking, Social Justice, Communication, and Emotional Intelligence for all the student leaders of Seattle Central College. The meeting happened on October 17 at BE1110. The next one, happens on November 14<sup>th</sup> from 3 - 6 PM.
- **Student Involvement Fair:** Student leadership promoted our clubs and activities, recruited new membership and volunteers, and got a boost in visibility to the Seattle Central Community on October 24 during our annual student involvement fair.
- **Meeting with Congresswoman Pramila Jayapal's outreach staffer on education issues:** 5 members of the Associated Student Council, met with Marielle Trumbauer to talk about the issues facing students at Seattle Central College in our leadership capacity. Some of the topics addressed was students housing and food instability, undocumented students and the resources they have on campus and security on campus.

**MEMORANDUM**

**TO:** Board of Trustees

**FROM:** Krisna Mandujano  
President, United Student Association

**DATE:** November 14, 2019

**SUBJECT:** United Student Association (USA) REPORT – INFORMATION ONLY

**Wellness Center:**

As students voted in 2015 for the campus enhancement fee to build a new Wellness Center, the USA team is looking forward to participating in the workgroup during fall quarter to establish a formal timeline and specifically announcing a projected groundbreaking date for the project. A student recently attended our weekly meeting and asked, what is happening to the money students have already paid for the Wellness Center? She asked for more communication updates to students on this project and more. We were informed that meetings will reconvene this quarter and we look forward to participating on behalf of our student constituencies.

**Parliamentary Procedure Training – Sept 24th**

On September 24th, the Dean of Student Life- Dan Johnson hosted a parliamentary procedure training to express the importance of conducting structured and organized meetings. Through mock meeting training, our officers were able to further their knowledge of the parliamentary process and learn how to pass, second or amend motions. This training has helped to catalyze our skills in parliamentary procedure. Moving forward, our team will hold each other accountable to uphold a fair and democratic platform at our meetings.

**Voter Registration Drive (VRD) Update: Sept 24 – Oct 28th**

Anna Au, Vice President/Legislative Liaison, met with Emma Escalzo from the Washington Bus, to form a goal and strategic plan for the Voter Registration Drive. They both agreed that Student Government's goal would be to register/preregister 250 students by October 28th 2019. To achieve this number, our team canvassed at our annual fall quarter Resource Fair and BBQ, where we were able to access a pool of 180-200 students. VP Anna Au is also collaborating with American Government and International Relations professor, Larry Cushnie, for class visits. To date, Student Government has registered/pre-registered 140 students. Our team will work collectively with staff and faculty to strengthen our voter registration efforts across campus.

**Issues and Concerns Comment Box Project**

During President's Day, Dr. Rosie Rimando addressed the effect of racism in higher education. She stated that as president of South Seattle College she would move the college towards an anti-racist campus. Inspired and motivated by this statement, Diversity and Inclusions Officer Najma Mohamed,



began to reflect on how she could use her position to move towards an inclusive and safe campus for students of color. Najma decided to initiate an *Issues and Concerns Comment Box*. Every quarter, boxes will be placed near student populated areas. Students will be able to write their issues and concerns surrounding inclusivity and diversity at the college. If a student chooses to remain anonymous, we will respect that. Our goal is to bring these issues and concerns to the administration and work alongside them to create an inclusive and antiracist campus

### **Running Start Club**

Issues and Concerns Officer, Asma Jama, Diversity and Inclusion Officer, Najma Mohamed, and Sustainability Officer Afrah Agraw will organize a club designated for Running Start students. The purpose of the club will be to ensure that Running Start students are able to navigate the college system. We acknowledge that advisors and counselors have a pivotal role in supporting these students, but a student to student support system is just as crucial to their success. We believe that through this club, students will be able to develop a support network that they can rely on during their time at South Seattle College

### **Crosswalk Improvements at 16th Ave SW City of Seattle Project 19-27:**

Last Spring, the 2018-2019 USA team applied for a \$90,000 grant from the City of Seattle to install traffic calming devices on the 16th Ave SW crosswalk at the college's center entrance (Entrance 2). This crosswalk has become dangerous for pedestrians and bus-riders (both the 125 and 128 bus lines stop here). In recent months, there have been "near miss" incidents as students, faculty and staff try to cross. There is also low visibility due to overgrown shrubbery in the median. This grant is competitive and part of the City's project "Your Voice, Your Choice: Parks & Streets" which aims to push for improvement initiatives. The last day to vote in favor of our initiative was September 30<sup>th</sup> 2019. Since voting has officially closed, our team will wait for the results which will be published in late October 2019.

### **Student Board Representative Orientation 2019**

On September 27<sup>th</sup>, all three Seattle Colleges student body Presidents were invited to attend an orientation to learn about their roles as student board representatives. The knowledge learned from this meeting was used to begin crafting our Student Government 2019-2020 goals and objectives. South Seattle College's USA is an advocate of Equity, Diversity, Inclusion, And Community. We acknowledge that there are disparities that prevent historically underserved students from succeeding in higher education. One of the Seattle Colleges Strategic plans is to develop and implement a diversity action plan. Student Government will also create a diversity action plan for the 2019-2020 year.

### **Pramila Jayapal Outreach coordinator**

Student Government met with Marielle Trumbauer, Congresswoman Pramila Jayapal's outreach staffer on Thursday October 10. Krisna Mandujano, USA President, discussed disparities that students face at South Seattle College. In addition, the team was able to highlight Seattle Promise and the diverse student body at the college. Furthermore, we discussed homelessness on campus, food insecurity and affordable tuition. Marielle Trumbauer mentioned that she will also be meeting with student government presidents at North Seattle and Seattle Central College. Essentially, the information that



was collected will be used to address and find solutions to the education disparities that our communities face.

**Student Reps serving on 15 Faculty Tenure Committee Assignments & Orientation**

USA approved the student assignments which Advisor Monica Lundberg presented. All student representatives attended a mandatory orientation on October 16 with VP of Instruction Sayumi Irei and their respective committee chairs.