

3:00 p.m. PUBLIC COMMENTS

3:15 p.m. PRESENTATION

Guided Pathways Update

Presenters: Rosie Rimando-Chareunsap, President; Sayumi Irely, Vice President of Instruction; Erin Barzen, Director of Title III; Jesse Knappenberger, Dean of Student Achievement

3:35 p.m. ACTION ITEMS

- A. Minutes from November 12, 2019 **Tab 2**
- B. Minutes from November 14, 2019 **Tab 3**
- C. 900-903 Policies, Second Reading **Tab 4**
 - a. Policy 900, Public Information Function
 - b. Policy 901, Public Announcements and Comments
 - c. Policy 902, Informing Appropriate Public Officials
 - d. Policy 903, Representation at Meetings
- D. Contract Amendment, DOL Tech Hire Grant **Tab 5**

3:50 p.m. INFORMATION ITEMS

- A. Policy 256, Establishment of the WAC for SCD – First Reading **Tab 6**
- B. Policy 406, Verification of Employment – First Reading **Tab 7**
- C. Policy 407, Official Communication to Employees – First Reading **Tab 8**
- D. Policy 408, Performance of Civil Duties –First Reading **Tab 9**
- E. Budget Report, through October 2019 **Tab 10**

4:30 p.m. ORAL REPORTS

Written Reports-Tab 11

- A. Student Representatives
 - 1. Krisna Mandujuano, South Seattle College
 - 2. Sarah Fenton, North Seattle College
 - 3. Camila Christensen, Seattle Central 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. Rosie Rimando-Chareunsap, South Seattle College
2. Warren Brown, North Seattle College
3. Sheila Edwards Lange, Seattle Central 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, January 9, 2020 at Seattle Central College, 1701 Broadway Ave, Seattle, WA 98122. 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**

November 12, 2019

SPECIAL MEETING

9:00 a.m.

Jim Christiansen Conference Room

Siegal Center
1500 Harvard Avenue
Seattle, WA 98122

MINUTES

CALL TO ORDER

The meeting was called to order at 9:05 a.m.

ATTENDANCE

Shouan Pan, Teresita Batayola, Louise Chernin, Rosa Peralta, Cindy Riche, Annette Stofer, Rebecca Hansen, Jennifer Dixon, Rosie Rimando-Chareunsap, Jennifer Strother, Kurt Buttleman, Earnest Phillips, Kerry Howell, Warren Brown, Cody Hiatt, Victor Kuo, Sheila Edwards Lange, Malcolm Grothe, Scott Swail, Kimberly Landis

PUBLIC COMMENT

There was no public comment.

EDUCATIONAL POLICY INSTITUTE PRESENTATION

Scott Swail and Kimberly Landis of Education Policy Institute presented highlights from their report. The full report is expected to be shared during the week of November 25.

ADJOURNMENT

The meeting adjourned at 10:03 a.m.

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.

REGULAR MEETING AGENDA

CALL TO ORDER

Chair Hill called the meeting to order at 3:00.

ATTENDANCE

Teresita Batayola, Louise Chernin, Steve Hill, Rosa Peralta, Shouan Pan, Warren Brown, Rosie Rimando-Chareunsap, Bradley Lane, Kurt Buttleman, Jennifer Dixon, Kerry Howell, Cindy Riche, Jennifer Strother, Derek Edwards, Matthew Davenhall, Annette Stofer, Coral Celine Martel, Camila Christensen, Sarah Fenton, Krisna Mandujano

Guests: Adam Maurer, Bob Bunge, Heather Emlund, Mike Steffancin, Peter Lortz, Curtis Bonney, Kathleen Chambers, Diana Benavides, Thuy Nguyen, Melissa Mixon, Tim Albertson

ACTION / Approval of Agenda

Trustee Chernin made a motion to approve the agenda. Trustee Batayola seconded. The motion passed 4-0.

PUBLIC COMMENTS

Sophia Faller addressed the board and asked Seattle Colleges to divest endowment funds from fossil fuel companies.

Tommy Fuglestad addressed the board and thanked Dr. Pan for meeting with WFSE leadership and setting future meetings. He also raised concerns over ASI.

Steve Hoffman read a statement from International Programs staff at NSC. The statement raised concerns over integration of the programs.

Sabrina Woodson spoke in support of International Programs.

Davene Eyres is FT Physics Faculty. She told the board that NSC Faculty have concerns over proposed changes to Policy 271.

Caroline Pew is Chemistry faculty at NSC. Negotiations begin next year and she highlighted items that are especially important to faculty including workload equity and regional pay.

Heather Price spoke about the climate emergency; she also spoke about regional pay.

PRESENTATION

50 Years of Changing Lives through Education – Celebrating NSC's 50th anniversary

Presenter: Melissa Mixon, NSC Executive Director of Communications, Marketing & Community Relations

Melissa Mixon presented highlights from the college's history and interview clips from faculty and student alum. She outlined goals for the 50th anniversary celebration.

ACTION ITEMS

- A. Minutes from October 10, 2019

Trustee Chernin made a motion to approve the minutes. Trustee Batayola seconded. The motion passed 4-0.

- B. Minutes from October 28, 2019

Trustee Chernin made a motion to approve the minutes. Trustee Peralta seconded. The motion passed 4-0.

- C. Policy 628, Acquisition of Services – Second Reading

DES is repeated in the proposed policy and needs to be removed before publishing.

Trustee Chernin made a motion to approve the revised policy. Trustee Batayola seconded. The motion passed 4-0.

- D. Policy 630, Travel – Second Reading

Trustee Batayola made a motion to approve the revised policy. Trustee Peralta seconded. The motion passed 4-0.

- E. Policy 632, Meals and Light Refreshments – Second Reading

Trustee Chernin made a motion to approve the revised policy. Trustee Peralta seconded. The motion passed 4-0.

- F. Policy 270, Use of Seattle Colleges Facilities by College Groups and Non-College Groups for First Amendment Activities - Second Reading

Trustee Chernin made a motion to approve the revised policy. Trustee Peralta seconded. The motion passed 4-0.

- G. ProxCard Reader Contract, Seattle Central College

Trustee Batayola made a motion to approve the purchase. Trustee Chernin seconded. The motion passed 4-0.

INFORMATION ITEMS

- 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

Trustees reviewed the policies recommended for deletion. The policies will come back for a Second Reading and vote at a future meeting.

B. Budget Report, through September 2019

Jennifer Strother outlined highlights from the report.

C. Sustainability Presentation

Adam Maurer presented on sustainability drivers at colleges and universities and how Seattle Colleges is responding to the identified risks. He outlined shifts in utility cost and usage. He urged the board and senior administration to support the development of a Climate Action Plan.

ORAL REPORTS

A. Student Representatives

Sarah Fenton from North Seattle College commented on the needs of homeless and housing insecure and food insecure students. She applauded the partnership with United Way's Benefits Hub. She reported that the Indigenous Students Alliance has been active and that Latinas Unidos held a dia de los muertos event. AbTrans day of remembrance event is being hosted on campus soon.

Camila Christensen from Seattle Central College reported on the mascot competition. She also informed the board that the library will have extended hours during finals and that refreshments will be available. The Women in Science and Engineering group is preparing for a mentorship night and PTK is hosting a sustainability forum.

Krisna Mandujano from South Seattle College reported that students at South partnered with the WA Bus to preregister 200 students to vote. She also reported on meeting with Representative Jayapal's staff. She updated the board on the application for a traffic calming grant through the city.

B. Chancellor's Report

Dr. Pan highlighted a partnership with Year Up that launched recently and reported on Generation and the potential for a new partnership. College retention plans are due to the Chancellor's Office in December and will be combined into a districtwide retention plan. He thanked Trustees Batayola and Peralta for attending and presenting at the 2019 ACCT Leadership conference.

C. Chair's Report

Chair Hill gave a report on the Chancellor's performance review process and outcomes.

The review is conducted annually and as in prior years, the board followed this process:

- Dr Pan provided us a self-review, based on his goals for the last fiscal year.

- Using the criteria in the Aspen Institute, criteria for exceptional community college leaders who advance student success, the board surveyed the cabinet, labor leaders, community leaders and the 5 Trustees.
- At the September board meeting, the Trustees met and distilled this feedback. They then met with Dr. Pan and discussed the feedback. This was followed by a letter from the Trustees to Dr. Pan.

Chair Hill provided the following summary of the feedback given to Dr. Pan:

The Board acknowledged Dr. Pan's outstanding leadership of the Colleges and the significant progress that has been made on strategic priorities. Dr. Pan repeatedly credits this progress to efforts by the overall team. The Trustees appreciate this leadership style and know that this progress would not be underway without his leadership.

The surveys strongly reinforced our views about Dr. Pan's performance—he is very a highly regarded leader by his team, labor leaders, and the community.

The Trustees emphasized these points in our feedback to Dr. Pan:

1. His deep commitment to student success and the colleges efforts to achieve increased student enrollment, completion, and post college success.
2. Significant progress with Integration of Systems across the district: IT, Starfish, Foundations, Pathways, International, and Apprentice Programs.
3. Diversity, Equity and Inclusion: Each College having a VP of DE&I continues to demonstrate that diversity and equity are guiding values and top goals for Seattle Colleges.
4. Regional Pay: The leadership team, and our labor leaders collaborated for an enormous win with the approval of the regional pay increase.
5. Building an outstanding leadership team with support of Dr. Rosie Rimando-Chareunsap, the appointment of Dr. Kurt Buttleman as Vice Chancellor of Academic and Student Success, and the recruiting of Kerry Howell as Vice Chancellor of Advancement.
6. College leadership's engagement with the City and County on the Seattle Promise. Connecting the efforts with Pathways and ASI to the expectations of community leaders is an important communication opportunity.
7. Acknowledged the changes made in the budgeting model and look forward to further improvements to align resources with strategic priorities.

In the discussion with Board, we encouraged focus in these areas for next year:

1. Student Success: we acknowledged Dr Pan's explicit recognition that "progress on student retention and completion has been marginal". The Trustees are committed to being a positive force for change in this critical area.
2. We validated and support the 4 areas identified for focus in ASI this year. We asked that ASI continue to focus on areas that would impact student success, completion, retention, and improved enrollment. ASI and improving student success should be framed not as "projects" with an end-date, but as ongoing efforts of continuous improvement.
3. The Board of Trustees discussed the idea of an "Aspen" award and what would it take for the District to be so recognized. Would this provide a motivating vision for the District? We look forward to continuing this conversation with you on how we obtain and demonstrate high achievement and performance in the Seattle Colleges District.

4. Foundation Integration: having put the leadership team and “nuts and bolts” aspects of the Foundation integration together, Seattle Colleges is poised to create a development plan to significantly increase the level of fund raising, particularly in major gifts.

In summary, the Trustees acknowledged both the difficulty and the successful “breakthrough” character of the last year. The Colleges made significant progress and the Trustees would like to see that continue. As a group, we are committed to supporting the changes necessary to bring Seattle Colleges in alignment with today’s students, technology, workforce requirements, and community expectations.

D. Trustees

Trustee Batayola reported on a presentation she attended at the ACCT conference about a countywide Promise program in CA.

E. Labor Union Representatives

Annette Stofer, AFT Seattle Community Colleges, commented on food and housing insecurity among faculty. She also reported that the executive board has decided to do the ICDI.

Matthew Davenhall, WFSE, thanked Dr. Pan for meeting with classified leadership.

F. College Presidents, Vice Chancellors

Warren Brown, North Seattle College, shared a video of Traci Furitani being featured in Russian media. He shared that the Russian government is funding students and a faculty member to come to NSC. Dr. Brown also gave an update on the pedestrian bridge.

Rosie Rimando-Chareunsap, South Seattle College, reported on a first generation college student fair hosted by TRIO. She also updated the board on a Women and Women Identifying Students in the Trades group that has formed with strong industry connection. Dr. Rimando-Chareunsap also gave an update on the SEEM work that she is co-chairing with Bradley Lane.

Bradley Lane, Seattle Central College, reported that the speed networking event for students was successful. He also gave an update on the commendations and recommendations received from the visiting team from NWCCU.

Kurt Buttleman, Vice Chancellor of Academic and Student Success, reported that ctLink implementation at Clark College was successful. Seattle Colleges staff continues to prepare for our implementation in February 2021. Dr. Buttleman also reported on Promise application numbers for 2021 and reminded board members that the League for Innovation conference is being hosted by Seattle Colleges in March.

Jennifer Dixon, Interim Vice Chancellor for Human Resources, reported that she is working with labor partners on concerns that have been raised related to ASI.

Kerry Howell, Vice Chancellor for Advancement, informed the board that Central and North received a bequest of \$500,000. 17 community colleges across WA will benefit from the

bequest. She also reported that she is working with South's foundation on a partnership for administering South's scholarship program.

Jennifer Strother, Interim Vice Chancellor of Finance and Operations, reported on work with the auditors.

ADJOURNMENT

The meeting adjourned at 5:05 p.m.

The next meeting of the Board of Trustees will be held on Thursday, December 19, 2019 at South Seattle College, 6000 16th 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.

MEMORANDUM

TO: Board of Trustees

FROM: Dr. Shouan Pan

DATE: December 19, 2019

SUBJECT: Policies 900-903 – Second Reading

Background

The attached policies have been shared with various constituent groups across the district for review and feedback. They were also reviewed by Chancellor's Executive Cabinet and are recommended for deletion.

Recommended Action

The board is asked to approve deletion of Policies 900 through 903.

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*~~

MEMORANDUM

TO: Board of Trustees
FROM: Jennifer Strother
DATE: December 19, 2019
SUBJECT: DOL TechHire Grant Amendment – ADA Developer’s Academy

Background

The Board of Trustees previously approved \$668,330.00 spending from the DOL TechHire Grant to pay ADA Developers Academy as a sub-recipient. Another vendor, LaunchCode, was also approved for spending from the grant. LaunchCode has discontinued their work on the grant and the grant has been modified to allocate funds previously approved for LaunchCode to ADA Developer’s Academy. Board approval is being requested to add an additional \$250,000 to the ADA Developer’s Academy contract. The contract for ADA Developer’s Academy will continue through the 4th year of the grant. Formal approval is also being requested from the DOL to extend the grant to Year 5, and once this is finalized, there will be an additional request to add another \$250,000 from grant funding to the ADA Developer’s Academy contract.

Recommendation:

It is recommended that the Board of Trustees authorizes the Chancellor and his designee to approve this amendment to the contract to add \$250,000.00 to the ADA Developer’s Academy contract.

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: December 19, 2019

SUBJECT: Policy 256 – First Reading

Background

The attached Policy & Procedure was reviewed by the HR group. The main proposed change is to the procedure for adoption of rules in the Washington Administrative Code (WAC). It is being proposed that materials considered for entry and codification in the WAC will be forwarded to the Office of the Vice Chancellor for Human Resources, instead of the Office of the Vice Chancellor for Business and Finance Office.

This policy was reviewed by the Chancellor's Executive Cabinet on December 2, 2019.

The recommended changes have been shared with various constituent groups across the district for review and feedback before formal adoption at a future board meeting.

Recommended Action

These recommended policy changes are 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: 256

TITLE: ESTABLISHMENT OF WASHINGTON ADMINISTRATIVE CODE FOR SCD

Adopted Date: 6/10/1975

Last Revised: 1/26/1998

Seattle College District shall provide a uniform method for the adoption, identification, and enforcement of rules and regulations governing aspects of institutional operation which affect substantial rights of individuals. (RCW 28B.19.010)

Board of Trustees – Revision & Adoption History

Adopted: 6/10/1975

Revised: 1/26/1998

PROCEDURE NUMBER: 256.10-.30

TITLE: ESTABLISHMENT OF WASHINGTON ADMINISTRATIVE CODE FOR SCD

Adopted Date: 4/6/1981

Last Revised: 11/2/1993

256.10 Materials Codified into the Washington Administrative Code for Seattle College District

Materials codified into the Washington Administrative Code for Seattle College District are created from specified categories of "rules" as defined by the Revised Code of Washington. By definition, a "rule" means any order, directive, or regulation of any institution of higher education which affects the relationship of the general public with the institution, or the relationship of particular segments of the particular educational community such as students, faculty or other employees, with the institution or with each other,

- A. the violation of which subjects a person to a penalty or administrative sanction; or
- B. which establishes, alters, or revokes any procedures, practice or requirement relating to institutional hearings; or
- C. which establishes, alters or revokes any qualification or requirement relating to the enjoyment of benefits or privileges conferred by law. The term includes the amendment or repeal of a prior rule but does not include rules, regulations, orders, statements, or policies relating primarily to the following:

Standards for admission; academic advancement, academic credits, graduation and granting of degrees; tuition and fees, scholarships, financial aids, and similar academic matters; employment relationships; fiscal processes; or matters concerning only the internal management of an institution and not affecting private rights or procedures available to the general public; and such matters need not be established by rule adopted under this chapter unless otherwise required by law.

(RCW 28B.19.20, Definitions)

RCW 28B.19.20

256.20 Procedure for Adoption of Rules (Washington Administrative Code) for Seattle College District

- 256.20.1 Materials to be considered for entry and codification on the Washington Administrative Code (hereafter referred to as WAC) are to be forwarded through appropriate administrative channels to the ~~Vice Chancellor's for Business and Finance Office~~Office of the Vice Chancellor for Human Resources.
- 256.20.2 If forwarded to the president's/vice chancellor's office, that office has responsibility to forward rules to the Office of the Vice Chancellor for Human Resources.
- 256.20.3 The Vice Chancellor's Office will be responsible for contacting the Washington State Assistant Attorney General's Office to determine if the proposed materials should be codified and appropriate language is utilized for this purpose. The Vice Chancellor's Office will assume responsibility for providing materials for proposed codification to the Chancellor's Cabinet for review.
- 256.20.4 Materials which are recommended by the Assistant Attorney General for conclusion in WAC are presented to the ~~e~~Chancellor's ~~e~~Cabinet prior to initiation of formal procedure to codify any "rule" proposed for Seattle College District.
- 256.20.5 Following notification of the ~~e~~Chancellor's ~~e~~Cabinet of the intent to codify rules, the formal filing proceedings are to be initiated by the Vice Chancellor's Office according to District Policy 128.

256.30 A register of all codified Seattle College District Washington Administrative Codes will be maintained by the Vice Chancellor's Office. This register will be available for public review according to District Policy 254, Access to Public Records.

Chancellors Cabinet – Revision & Adoption History

Adopted: 4/6/1981

Revised: 11/2/1993

MEMORANDUM

TO: Board of Trustees
FROM: Dr. Shouan Pan
DATE: December 19, 2019
SUBJECT: Policy 406 – First Reading

Background

The attached Policy was reviewed by the HR group. The only proposed change is to clarify “express” by changing it to “written”.

This policy was reviewed by the Chancellor’s Executive Cabinet on December 2, 2019.

The recommended changes have been shared with various constituent groups across the district for review and feedback before formal adoption at a future board meeting.

Recommended Action

These recommended policy changes are 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: 406

TITLE: VERIFICATION OF EMPLOYMENT

Adopted Date: 9/11/1973

Last Revised: 5/7/2009

In response to inquiries concerning employees of the Seattle College District, the Human Resources, Payroll and/or Benefits Office will provide only the following information: the name of the employee, the employee's job title, and the beginning date of employment with the District. Any other information will be given only with the express-written permission of the employee, unless required by law.

Board of Trustees – Revision & Adoption History

Adopted: 9/11/1973

Revised: 2/3/1998

Revised: 8/28/2007

Revised: 5/7/2009

MEMORANDUM

TO: Board of Trustees
FROM: Dr. Shouan Pan
DATE: December 19, 2019
SUBJECT: Policy 407 – First Reading

Background

The attached Policy was reviewed by the HR group. This policy has not been utilized and deletion of it has no districtwide implications. Deletion of this policy also has no effect on Policy 281 regarding E-mail Use.

This policy was reviewed by the Chancellor's Executive Cabinet on December 2, 2019.

The recommended changes have been shared with various constituent groups across the district for review and feedback before formal adoption at a future board meeting.

Recommended Action

These recommended policy changes are 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: 407~~

~~TITLE: OFFICIAL COMMUNICATIONS TO EMPLOYEES~~

~~Adopted Date: 9/11/1973~~ ————— ~~Last Revised: 6/2/1998~~

~~Official communications to all Seattle College District employees or to a group of employees, e.g., faculty members, within the District will originate from the Chancellor or his/her designee.~~

~~Official communications affecting the employees of only one organizational component will originate from the office of the appointing authority for that component or from the office of a designee. Normally, the District or college mail system will be used to transmit official employee communications. In some instances, however, mailing of materials to the homes of employees may be authorized by either the Chancellor or the appointing authority as appropriate.~~

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

~~*Adopted: 9/11/1973*~~

~~*Revised: 6/2/1998*~~

MEMORANDUM

TO: Board of Trustees
FROM: Dr. Shouan Pan
DATE: December 19, 2019
SUBJECT: Policy 408 – First Reading

Background

The attached Policy was reviewed by the HR group. The proposed edit is to change “civil” to “civic” duties. This is not a reflection of any changes in the law. The phrase “civic duties” more accurately captures the intent of the policy.

This policy was reviewed by the Chancellor’s Executive Cabinet on December 2, 2019.

The recommended changes have been shared with various constituent groups across the district for review and feedback before formal adoption at a future board meeting.

Recommended Action

These recommended policy changes are 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: 408

TITLE: PERFORMANCE OF ~~CIVIL~~ CIVIC DUTIES

Adopted Date: 9/11/1973

Last Revised: 7/11/2005

This POLICY covers employees who are summoned or subpoenaed to perform ~~civil~~ civic duties.

A leave of absence with pay will be granted to any employee who:

1. has been selected for jury duty;
2. must appear as a witness in a trial; or
3. must exercise other ~~civil~~ civic duties.

~~This POLICY covers employees who are summoned or subpoenaed to perform civil duties.~~

Board of Trustees – Revision & Adoption History

Adopted: 9/11/1973

Revised: 2/3/1998

Revised: 7/11/2005

MEMORANDUM

TO: Board of Trustees

FROM: Jennifer Strother

DATE: December 12, 2019

SUBJECT: Monthly Financial Summary - Information only

Background

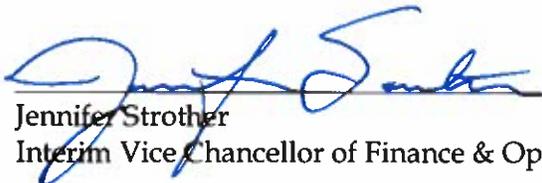
Seattle College District budgets and accounts for its funds in accordance with policies and procedures of the State of Washington Office of Financial Management (OFM) and the State Board for Community and Technical Colleges (SBCTC).

The attached Monthly Financial Summary provides summary data for all of the campuses and the District Office as of October 31, 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 Pan
Chancellor

Financial Report
Period Ending October 31, 2019
Summary

Period ending October 31, 2019 financials are presented showing a comparison of year-to-date operating revenues and expenses for October 31, 2018 to October 31, 2019.

Resource trends:

- Tuition revenue is down 1% compared to the same period last year and is within budget.
- Fees are about 2% higher compared to the same period last year and are within budget.
 - Note that District financials through October 2019 show Computer Lab Fees that were recorded last year at colleges.
- International revenue is 16% lower than the same period last year and is within budget.
- Running Start had not been fully billed for fall quarter by the end of October with high schools completing billing information by December.
- Allocation spending is behind last year by about \$1M primarily due to District billing which colleges will be transferring to the state allocation later.

Operating Funds History and Projections

SEATTLE COLLEGES DISTRICT

FISCAL YEAR	ACTUAL 2018/19	1819FY Budget	YTD-10/31/18	1920FY Budget **	YTD-10/31/19	% BDGT YTD	Change % YTD Oct
SOURCES:							
State Allocation	\$ (74,042,817)	\$ (74,049,104)	\$ (19,435,287)	\$ (81,305,285)	\$ (18,400,384)	23%	-5%
State Allocation/Capital	\$ (1,322,600)	\$ (1,322,600)	\$ -	\$ (1,322,600)	\$ (330,650)	25%	N/A
	\$ -				\$ -		
Local Revenues:	\$ -				\$ -		
Tuition	\$ (30,782,660)	\$ (31,856,595)	\$ (11,662,716)	\$ (30,342,622)	\$ (11,555,020)	38%	-1%
Fees	\$ (9,527,778)	\$ (9,311,274)	\$ (3,694,765)	\$ (10,115,932)	\$ (3,771,821)	37%	2%
Running Start	\$ (9,323,814)	\$ (8,473,623)	\$ (1,122,303)	\$ (9,991,765)	\$ (1,334,596)	13%	19%
International, IEL	\$ (20,913,685)	\$ (21,571,789)	\$ (10,721,518)	\$ (17,972,159)	\$ (9,036,564)	50%	-16%
Other	\$ (2,879,028)	\$ (1,722,404)	\$ (79,887)	\$ (993,829)	\$ (654,881)	66%	720%
Revenue Transfers	\$ 2,244,243	\$ 3,686,041	\$ 12,500	\$ (83,567)	\$ 999,975	N/A	N/A
Use of Reserves	\$ -	\$ (14,544,290)	\$ (50)	\$ (4,035,913)	\$ 24	N/A	N/A
SubTotal	\$ (71,182,721)	\$ (83,793,934)	\$ (27,268,739)	\$ (73,535,787)	\$ (25,352,883)	34%	-7%
Total	\$ (146,548,139)	\$ (159,165,638)	\$ (46,704,027)	\$ (156,163,672)	\$ (44,083,917)	28%	-6%

USES BY EXPENSE TYPE:

FISCAL YEAR	ACTUAL 2018/19	1819FY Budget	YTD-10/31/18	1920FY Budget **	YTD-10/31/19	% BDGT YTD	Change % YTD Oct
Salaries/Wages	\$ 91,337,880	\$ 97,066,454	\$ 26,069,062	\$ 102,833,152	\$ 29,470,492	29%	13%
Employee Benefits	\$ 30,775,666	\$ 33,869,838	\$ 9,279,215	\$ 34,569,616	\$ 10,161,510	29%	10%
Contracted Services	\$ 551,504	\$ 682,520	\$ 59,577	\$ 400,381	\$ 64,742	16%	9%
Supplies	\$ 19,599,358	\$ 25,669,621	\$ 5,201,110	\$ 20,321,913	\$ 5,256,612	26%	1%
Travel	\$ 641,847	\$ 965,991	\$ 133,435	\$ 853,400	\$ 119,836	14%	-10%
Equipment	\$ 2,766,869	\$ 2,289,231	\$ 905,998	\$ 1,951,167	\$ 457,214	23%	-50%
Grants to Students	\$ 7,036,501	\$ 3,780,606	\$ 921,822	\$ 7,221,649	\$ 18,725	0%	-98%
Other	\$ (5,532,845)	\$ (7,250,244)	\$ 228,080	\$ (14,299,511)	\$ (884,929)	6%	-488%
DISTRICT TRANSFER			\$ -	\$ -	\$ -		
Total	\$ 147,176,780	\$ 157,074,017	\$ 42,798,299	\$ 153,851,767	\$ 44,664,201	29%	4%

USES BY PROGRAM:***

EXPENSES BY PROGRAM	ACTUAL 2018/19	1819FY Budget	YTD-10/31/18	1920FY Budget **	YTD-10/31/19	% BDGT YTD	Change % YTD Oct
Instruction	\$ 83,392,274	\$ 88,699,539	\$ 22,541,690	\$ 86,832,991	\$ 21,056,459	24%	-7%
Primary Support	\$ 11,183,737	\$ 13,400,188	\$ 3,827,391	\$ 15,592,360	\$ 4,909,876	31%	28%
Library	\$ 2,886,799	\$ 2,876,696	\$ 790,828	\$ 3,122,074	\$ 907,738	29%	15%
Student Svcs	\$ 12,183,463	\$ 14,117,128	\$ 4,908,640	\$ 16,063,318	\$ 4,390,352	27%	-11%
Institutional Support	\$ 24,880,827	\$ 24,778,909	\$ 5,859,891	\$ 19,245,951	\$ 8,539,260	44%	46%
Plant Ops. & Maint.	\$ 12,649,679	\$ 13,201,557	\$ 4,869,859	\$ 12,995,073	\$ 4,860,516	37%	0%
Grand Total	\$ 147,176,780	\$ 157,074,017	\$ 42,798,299	\$ 153,851,767	\$ 44,664,201	29%	4%

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

Primary Support includes academic admin., computer lab, institutional research, personnel development, academic admin., 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.

**Board approved 9/19 with allocation changes

*** Note that budget changes between years are responsible for shifts in categories. E.g., some computer lab costs previously in instruction shifted to primary & institutional support. Timing of expenses and transfers cause other variances between years.

Operating Funds History and Projections

SEATTLE CENTRAL COLLEGE

FISCAL YEAR	ACTUAL 2018/19	1819FY Budget	YTD-10/31/18	1920FY Budget **	YTD-10/31/19	% BDGT YTD	Change % YTD Oct.
SOURCES:							
State Allocation	\$ (23,704,419)	\$ (23,710,703)	\$ (7,438,122)	\$ (31,463,710)	\$ (7,768,323)	25%	4%
State Allocation/Capital	\$ (595,150)	\$ (595,150)	\$ -	\$ (595,150)	\$ (148,788)	25%	N/A
			\$ -		\$ -		
Local Revenues:			\$ -		\$ -		
Tuition	\$ (12,493,289)	\$ (10,837,274)	\$ (4,669,211)	\$ (12,472,200)	\$ (4,588,947)	37%	-2%
Fees	\$ (3,459,407)	\$ (4,168,459)	\$ (1,375,268)	\$ (3,215,249)	\$ (1,222,495)	38%	-11%
Running Start	\$ (3,963,132)	\$ (3,873,623)	\$ (476,467)	\$ (3,991,765)	\$ (568,071)	14%	19%
International, IEL	\$ (11,773,204)	\$ (11,317,942)	\$ (5,970,109)	\$ (10,651,353)	\$ (5,041,008)	47%	-16%
Other	\$ (682,119)	\$ (140,125)	\$ 205,650	\$ (444,279)	\$ (177,183)	40%	-186%
Revenue Transfers	\$ 2,129,145	\$ 2,070,673	\$ -	\$ (35,322)	\$ -	0%	N/A
Use of Reserves		\$ (5,363,146)	\$ -	\$ (1,014,509)	\$ -	0%	N/A
SubTotal	\$ (30,242,006)	\$ (33,629,896)	\$ (12,285,405)	\$ (31,824,677)	\$ (11,597,703)	36%	-6%
TOTAL	\$ (54,541,575)	\$ (57,935,749)	\$ (19,723,527)	\$ (63,883,537)	\$ (19,514,814)	31%	-1%

USES BY EXPENSE TYPE:

FISCAL YEAR	ACTUAL 2018/19	1819FY Budget	YTD-10/31/18	1920FY Budget **	YTD-10/31/19	% BDGT YTD	Change % YTD Oct.
Salaries/Wages	\$ 37,006,539	\$ 38,114,432	\$ 10,737,549	\$ 40,788,930	\$ 11,138,777	27%	4%
Employee Benefits	\$ 12,484,646	\$ 13,096,642	\$ 3,948,816	\$ 13,823,206	\$ 4,018,309	29%	2%
Contracted Services	\$ 211,976	\$ 240,571	\$ 17,123	\$ 78,590	\$ 28,913	37%	69%
Supplies	\$ 6,343,239	\$ 7,313,959	\$ 1,495,901	\$ 7,023,973	\$ 1,598,832	23%	7%
Travel	\$ 209,203	\$ 292,086	\$ 49,527	\$ 182,037	\$ 41,585	23%	-16%
Equipment	\$ 1,004,923	\$ 735,551	\$ 269,598	\$ 616,849	\$ 300,121	49%	11%
Grants to Students	\$ 933,554	\$ 1,077,584	\$ 204,279	\$ 913,900	\$ 14,806	2%	-93%
Other	\$ (3,537,959)	\$ (3,690,686)	\$ (141,702)	\$ (8,442,271)	\$ (505,531)	6%	N/A
DISTRICT TRANSFER**				\$ 9,905,580	\$ 3,301,860	33%	
TOTAL	\$ 54,656,121	\$ 57,180,139	\$ 16,581,090	\$ 64,890,794	\$ 19,937,673	31%	20%

USES BY PROGRAM:***

EXPENSES BY PROGRAM	ACTUAL 2018/19	1819FY Budget	YTD-10/31/18	1920FY Budget **	YTD-10/31/19	% BDGT YTD	Change % YTD Oct.
Instruction	\$ 38,795,397	\$ 39,549,265	\$ 9,878,513	\$ 34,413,572	\$ 9,800,470	28%	-1%
Primary Support	\$ 3,028,672	\$ 3,207,720	\$ 1,407,317	\$ 4,921,995	\$ 2,103,690	43%	49%
Library	\$ 1,068,967	\$ 1,102,823	\$ 252,523	\$ 1,471,098	\$ 386,680	26%	53%
Student Svcs	\$ 5,336,034	\$ 5,921,081	\$ 1,747,347	\$ 7,274,166	\$ 1,935,901	27%	11%
Institutional Support	\$ 2,204,824	\$ 2,919,518	\$ 1,347,042	\$ 10,735,103	\$ 3,781,077	35%	N/A
Plant Ops. & Maint.	\$ 4,222,227	\$ 4,479,732	\$ 1,948,349	\$ 6,074,860	\$ 1,929,855	32%	-1%
Grand Total	\$ 54,656,121	\$ 57,180,139	\$ 16,581,090	\$ 64,890,794	\$ 19,937,673	31%	20%

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

\$ 0

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

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

**Board approved 9/19 with allocation changes

*** Note that budget changes between years are responsible for shifts in categories. E.g., some computer lab costs previously in instruction shifted to primary & institutional support. Timing of expenses and transfers cause other variances between years.

Operating Funds History and Projections

NORTH SEATTLE COLLEGE

FISCAL YEAR	ACTUAL 2018/19	1819FY Budget	YTD-10/31/18	1920FY Budget **	YTD-10/31/19	% BDGT YTD	Change % YTD Oct.
SOURCES:							
State Allocation	\$ (16,771,151)	\$ (16,771,152)	\$ (4,264,404)	\$ (23,638,543)	\$ (5,683,688)	24%	33%
State Allocation/Capital	\$ (330,650)	\$ (330,650)	\$ -	\$ (330,650)	\$ (82,663)	25%	N/A
			\$ -				
Local Revenues:			\$ -				
Tuition	\$ (9,527,482)	\$ (7,614,045)	\$ (3,774,410)	\$ (9,978,200)	\$ (3,733,668)	37%	-1%
Fees	\$ (2,884,840)	\$ (2,924,290)	\$ (1,099,229)	\$ (2,912,700)	\$ (1,123,936)	39%	2%
Running Start	\$ (2,348,014)	\$ (1,400,000)	\$ (290,529)	\$ (3,000,000)	\$ (373,373)	12%	29%
International, IEL	\$ (4,543,907)	\$ (5,478,647)	\$ (2,413,636)	\$ (4,220,806)	\$ (1,914,188)	45%	-21%
Other	\$ (390,449)	\$ (229,079)	\$ (115,180)	\$ (232,050)	\$ (81,105)	35%	-30%
Revenue Transfers	\$ (447)	\$ 2,224,300	\$ -	\$ (48,245)	\$ 1,000,000	-2073%	N/A
Use of Reserves	\$ -	\$ (7,605,526)	\$ -	\$ (120,000)	\$ -	0%	N/A
SubTotal	\$ (19,695,138)	\$ (23,027,287)	\$ (7,692,984)	\$ (20,512,001)	\$ (6,226,270)	30%	-19%
TOTAL	\$ (36,796,938)	\$ (40,129,089)	\$ (11,957,388)	\$ (44,481,194)	\$ (11,992,620)	27%	0%

USES BY EXPENSE TYPE:

FISCAL YEAR	ACTUAL 2018/19	1819FY Budget	YTD-10/31/18	1920FY Budget **	YTD-10/31/19	% BDGT YTD	Change % YTD Oct.
Salaries/Wages	\$ 22,831,678	\$ 25,079,261	\$ 6,608,861	\$ 25,371,865	\$ 7,268,960	29%	10%
Employee Benefits	\$ 7,695,825	\$ 8,189,159	\$ 2,427,071	\$ 8,921,982	\$ 2,559,818	29%	5%
Contracted Services	\$ 74,582	\$ 124,034	\$ 1,028	\$ 148,034	\$ 6,546	4%	537%
Supplies	\$ 3,035,101	\$ 3,917,715	\$ 944,646	\$ 3,116,052	\$ 905,362	29%	-4%
Travel	\$ 93,057	\$ 125,997	\$ 18,402	\$ 152,684	\$ 17,399	11%	-5%
Equipment	\$ 792,283	\$ 1,047,245	\$ 288,768	\$ 841,100	\$ 41,516	5%	-86%
Grants to Students	\$ 1,061,622	\$ 923,473	\$ 189,299	\$ 539,189	\$ 3,840	1%	-98%
Other	\$ 451,875	\$ (289,281)	\$ 776,901	\$ (1,303,117)	\$ (188,491)	14%	-124%
DISTRICT TRANSFER**				\$ 6,839,568	\$ 2,279,856	33%	
TOTAL	\$ 36,036,023	\$ 39,117,603	\$ 11,254,976	\$ 44,627,357	\$ 12,894,804	29%	15%

USES BY PROGRAM:***

EXPENSES BY PROGRAM	ACTUAL 2018/19	1819FY Budget	YTD-10/31/18	1920FY Budget **	YTD-10/31/19	% BDGT YTD	Change % YTD Oct.
Instruction	\$ 22,971,134	\$ 23,814,882	\$ 6,843,734	\$ 27,088,062	\$ 5,979,754	22%	-13%
Primary Support	\$ 2,872,013	\$ 3,924,541	\$ 1,207,181	\$ 6,021,437	\$ 1,580,882	26%	31%
Library	\$ 735,218	\$ 716,234	\$ 198,413	\$ 727,592	\$ 250,358	34%	26%
Student Svcs	\$ 3,330,250	\$ 4,008,257	\$ 973,460	\$ 4,252,495	\$ 1,033,647	24%	6%
Institutional Support	\$ 2,856,860	\$ 3,507,521	\$ 672,410	\$ 4,594,484	\$ 2,545,508	55%	N/A
Plant Ops. & Maint.	\$ 3,270,547	\$ 3,146,168	\$ 1,359,779	\$ 1,943,287	\$ 1,504,656	N/A	11%
Grand Total	\$ 36,036,023	\$ 39,117,603	\$ 11,254,976	\$ 44,627,357	\$ 12,894,804	29%	15%

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

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

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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.

**Board approved 9/19 with allocation changes

*** Note that budget changes between years are responsible for shifts in categories. E.g., some computer lab costs previously in instruction shifted to primary & institutional support. Timing of expenses and transfers cause other variances between years.

Operating Funds History and Projections

SOUTH SEATTLE COLLEGE

FISCAL YEAR	ACTUAL 2018/19	1819FY Budget	YTD-10/31/18	1920FY Budget **	YTD-10/31/19	% BDGT YTD	Change % YTD Oct.
SOURCES:							
State Allocation	\$ (19,070,386)	\$ (19,070,387)	\$ (4,752,291)	\$ (25,971,677)	\$ (4,719,120)	18%	-1%
State Allocation/Capital	\$ (396,800)	\$ (396,800)	\$ -	\$ (396,800)	\$ (99,200)	25%	N/A
			\$ -		\$ -		
Local Revenues:			\$ -		\$ -		
Tuition	\$ (8,579,492)	\$ (8,089,518)	\$ (3,219,095)	\$ (7,892,222)	\$ (3,232,405)	41%	0%
Fees	\$ (3,112,367)	\$ (2,018,525)	\$ (1,146,039)	\$ (2,492,250)	\$ (1,110,683)	45%	-3%
Running Start	\$ (3,012,669)	\$ (3,200,000)	\$ (355,307)	\$ (3,000,000)	\$ (393,152)	13%	11%
International, IEL	\$ (4,596,573)	\$ (4,775,200)	\$ (2,337,773)	\$ (3,100,000)	\$ (2,081,369)	67%	-11%
Other	\$ (1,049,177)	\$ (353,200)	\$ (152,362)	\$ (317,500)	\$ (131,646)	41%	-14%
Revenue Transfers	\$ 9,646	\$ (739,128)	\$ -	\$ -	\$ (25)	N/A	N/A
Use of Reserves	\$ -	\$ (1,075,618)	\$ -	\$ (2,901,404)	\$ -	N/A	N/A
SubTotal	\$ (20,340,631)	\$ (20,251,189)	\$ (7,210,576)	\$ (19,703,376)	\$ (6,949,280)	35%	-4%
TOTAL	\$ (39,807,817)	\$ (39,718,376)	\$ (11,962,866)	\$ (46,071,853)	\$ (11,767,600)	26%	-2%

USES BY EXPENSE TYPE:

FISCAL YEAR	ACTUAL 2018/19	1819FY Budget	YTD-10/31/18	1920FY Budget **	YTD-10/31/19	% BDGT YTD	Change % YTD Oct.
Salaries/Wages	\$ 21,352,117	\$ 22,873,142	\$ 6,157,497	\$ 22,743,820	\$ 6,687,543	29%	9%
Employee Benefits	\$ 6,955,749	\$ 8,427,037	\$ 2,140,931	\$ 6,901,322	\$ 2,213,765	32%	3%
Contracted Services	\$ 61,480	\$ 80,210	\$ 4,470	\$ 109,100	\$ 13,600	12%	N/A
Supplies	\$ 4,631,710	\$ 6,378,630	\$ 1,387,977	\$ 4,370,013	\$ 1,173,295	27%	-15%
Travel	\$ 196,141	\$ 287,984	\$ 47,565	\$ 323,579	\$ 20,173	6%	-58%
Equipment	\$ 439,525	\$ 287,715	\$ 327,294	\$ 391,044	\$ 77,010	20%	-76%
Grants to Students	\$ 5,039,269	\$ 1,778,199	\$ 528,243	\$ 5,768,560	\$ 79	0%	-100%
Other	\$ (1,123,749)	\$ (602,116)	\$ (267,936)	\$ (4,343,426)	\$ (153,638)	4%	N/A
DISTRICT TRANSFER**				\$ 6,839,568	\$ 2,279,856	33%	
TOTAL	\$ 37,552,242	\$ 39,510,801	\$ 10,326,040	\$ 43,103,580	\$ 12,311,684	29%	19%

USES BY PROGRAM:***

EXPENSES BY PROGRAM	ACTUAL 2018/19	1819FY Budget	YTD-10/31/18	1920FY Budget **	YTD-10/31/19	% BDGT YTD	Change % YTD Oct.
Instruction	\$ 21,393,447	\$ 25,170,886	\$ 5,487,289	\$ 25,331,357	\$ 5,578,267	22%	2%
Primary Support	\$ 1,638,644	\$ 2,158,656	\$ 807,392	\$ 3,223,195	\$ 1,025,439	32%	27%
Library	\$ 732,135	\$ 653,030	\$ 172,599	\$ 923,384	\$ 235,969	26%	37%
Student Svcs	\$ 3,427,965	\$ 4,187,790	\$ 1,283,402	\$ 4,536,657	\$ 1,420,014	31%	11%
Institutional Support	\$ 5,315,359	\$ 2,461,513	\$ 1,015,944	\$ 4,112,061	\$ 2,613,252	64%	N/A
Plant Ops. & Maint.	\$ 5,044,692	\$ 4,878,926	\$ 1,559,414	\$ 4,976,926	\$ 1,438,743	29%	-8%
Grand Total	\$ 37,552,242	\$ 39,510,801	\$ 10,326,040	\$ 43,103,580	\$ 12,311,683	29%	19%

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

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

**Board approved 9/19 with allocation changes

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Operating Funds History and Projections

DISTRICT

FISCAL YEAR	ACTUAL 2018/19	1819FY Budget	YTD-10/31/18	1920FY Budget **	YTD-10/31/19	% BDGT YTD	Change % YTD Oct.
SOURCES:							
State Allocation	\$ (14,496,862)	\$ (14,496,862)	\$ (2,980,471)	\$ (231,354)	\$ (229,252)	N/A	-92%
State Allocation/Capital		\$ -	\$ -		\$ -	N/A	N/A
			\$ -		\$ -		
Local Revenues:			\$ -		\$ -		
Tuition	\$ (182,397)	\$ (5,315,758)	\$ -	\$ -	\$ -	N/A	N/A
Fees	\$ (71,164)	\$ (200,000)	\$ (74,229)	\$ (1,495,733)	\$ (314,706)	16%	324%
Running Start			\$ -	\$ -	\$ -	N/A	N/A
International, IEL			\$ -	\$ -	\$ -	N/A	N/A
Other	\$ (757,284)	\$ (1,000,000)	\$ (17,996)	\$ -	\$ (264,948)	N/A	1372%
Revenue Transfers	\$ 105,898	\$ 130,196	\$ 12,500		\$ -	N/A	N/A
Use of Reserves		\$ (500,000)	\$ (50)	\$ -	\$ 24	N/A	N/A
SubTotal	\$ (904,947)	\$ (6,885,562)	\$ (79,775)	\$ (1,495,733)	\$ (579,630)	39%	627%
TOTAL	\$ (15,401,809)	\$ (21,382,424)	\$ (3,060,246)	\$ (1,727,087)	\$ (808,883)	47%	-74%

USES BY EXPENSE TYPE:

FISCAL YEAR	ACTUAL 2018/19	1819FY Budget	YTD-10/31/18	1920FY Budget **	YTD-10/31/19	% BDGT YTD	Change % YTD Oct.
Salaries/Wages	\$ 10,147,546	\$ 10,999,619	\$ 2,565,156	\$ 13,928,536	\$ 4,375,212	31%	71%
Employee Benefits	\$ 3,639,445	\$ 4,157,000	\$ 762,398	\$ 4,923,106	\$ 1,369,617	28%	80%
Contracted Services	\$ 203,466	\$ 237,705	\$ 36,957	\$ 64,657	\$ 15,683	24%	-58%
Supplies	\$ 5,589,308	\$ 8,059,317	\$ 1,372,587	\$ 5,811,875	\$ 1,579,123	27%	15%
Travel	\$ 143,447	\$ 259,924	\$ 17,941	\$ 195,100	\$ 40,680	21%	127%
Equipment	\$ 530,138	\$ 218,720	\$ 20,338	\$ 102,174	\$ 38,567	38%	90%
Grants to Students	\$ 2,056	\$ 1,350	\$ -		\$ -	N/A	N/A
Other	\$ (1,323,013)	\$ (2,668,161)	\$ (139,183)	\$ (210,697)	\$ (37,269)	18%	N/A
DISTRICT TRANSFER				\$ (23,584,715)	\$ (7,861,572)	33%	
TOTAL	\$ 18,932,394	\$ 21,265,474	\$ 4,636,193	\$ 1,230,036	\$ (479,959)	-39%	-110%

USES BY PROGRAM:***

EXPENSES BY PROGRAM	ACTUAL 2018/19	1819FY Budget	YTD-10/31/18	1920FY Budget **	YTD-10/31/19	% BDGT YTD	Change % YTD Oct.
Instruction	\$ 232,296	\$ 164,506	\$ 332,154	\$ -	\$ (302,030)	N/A	N/A
Primary Support	\$ 3,644,407	\$ 4,109,271	\$ 405,501	\$ 1,425,733	\$ 199,865	N/A	N/A
Library	\$ 350,480	\$ 404,609	\$ 167,294	\$ -	\$ 34,731	N/A	N/A
Student Svcs	\$ 89,214	\$ -	\$ 904,431	\$ -	\$ 790	N/A	N/A
Institutional Support	\$ 14,503,785	\$ 15,890,357	\$ 2,824,495	\$ (195,697)	\$ (400,576)	N/A	N/A
Plant Ops. & Maint.	\$ 112,213	\$ 696,731	\$ 2,317	\$ -	\$ (12,739)	N/A	N/A
Grand Total	\$ 18,932,394	\$ 21,265,474	\$ 4,636,193	\$ 1,230,036	\$ (479,959)	-39%	-110%

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

Primary Support includes academic admin., computer lab, institutional research, personnel development, academic admin., 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.

**Board approved 9/19 with allocation changes

*** Note that budget changes between years are responsible for shifts in categories. E.g., some computer lab costs previously in instruction shifted to primary & institutional support. Timing of expenses and transfers cause other variances between years.

MEMORANDUM

TO: Board of Trustees
FROM: Shouan Pan, Chancellor
DATE: December 19, 2019
SUBJECT: Report to the Board of Trustees

I. Student Success

Hosting Congresswoman Pramila Jaypal

On Tuesday, Nov. 5, Dr. Sheila Edwards Lange, Dr. Kurt Buttleman, Ms. Melody Mcmillan, and Dr. Shouan Pan hosted Congresswoman Pramila Jaypal at Seattle Central College. The Congresswoman visited with several current and past Promise students. The students shared their personal stories on how Seattle Promise has positively boosted their personal confidence and changed their educational and career goals. The hour-long exchange was very informative, inspirational, and enjoyed by all.

II. Organizational Excellence

Seattle Promise featured at Nonprofit Innovation Event

On November 20, Seattle Promise Director Melody McMillan participated as a panelist at the Seattle Metropolitan Chamber of Commerce's "Non-profit Innovation" event. This panel discussion was held at the Gates Foundation and focused on innovative approaches for creating positive change. We were excited to have Melody represent Seattle Colleges and the Seattle Promise program at this engagement.

Corporate & Customized Training

In the fall of 2018, the chancellor and college presidents approved a new integrated model for Corporate & Customized Training. In the spring of 2019, Bob Embrey was named Executive Director of Corporate and Customized Training after serving as interim director.

In one year's time, the Seattle Colleges Office of Corporate & Customized Training is now:

- managing 14 training projects, operating under four state Job Skills Program grants and ten contracts, with projected revenue above \$600,000 per year and climbing, providing a sustained profitability that is trending positive.
- partnering with Green River, Renton Technical, Everett, and Skagit Valley Colleges to deliver education and training around the region in mutually beneficial individual partnerships.

- developing relationships with organizations such as Tulalip TERO, Seattle Jobs Initiative, the City of Seattle, King County, and others to support development of the regional workforce.
- collaboratively establishing a contract/corporate training consortium partnership with the corporate training departments at Renton Technical, Green River, and Highline Colleges with identified goals of pooled enrollments, shared faculty, and synergy of education and training resources to serve the training needs of our region beginning in 2020.

ASI Assessment Report by EPI Released to the District Community

On Nov. 25, Scott Swail, owner of the Educational Policy Institute contracted to conduct the ASI assessment, submitted the final official ASI Assessment Report to chancellor Pan. Chancellor Pan released the full report to the district community on the same day. The Report, including an Executive Summary, the main body of the Report, and Appendices, highlighted the progress and successes as well as issues and concerns with the ASI initiative of the past two plus years. Chancellor Pan is meeting with the district senior leadership group on Dec. 19 to discuss the next steps that we need to take to address the issues and areas of concerns, as well as to solidify progress made thus far. Chancellor Pan has scheduled ASI discussion forums at each of the colleges in February 2020.

Jennifer Dixon Named Vice Chancellor Human Resources

Following an open national search, the Search Committee for Vice Chancellor of Human Resources forwarded three strong finalists for on-site interviews in early November, including Open Forums and interviews with members of the Chancellor Executive Cabinet, chancellor Pan and several trustees. Taking into consideration all of the feedback from across the district, chancellor Pan decided to appoint Jennifer Dixon as the permanent vice chancellor. Jennifer assumed the role on Monday, December 2.

III. Partnerships

Trustee Peralta and Chancellor Pan attended ACT Legislative Action Committee Meeting

The ACT Fall Conference was held between Nov. 7-8 at the Double Tree by Hilton Seattle. Trustee Peralta and chancellor Pan participated in a focused discussion on developing the legislative agenda for the upcoming 2020 Legislative Session. The half-day discussion forum on Nov. 7 was organized by the ACT Legislative Action Committee.

King County Promise

Dr. Rosie Rimando-Chareunsap, President, and Vanessa Calonzo, Director of New Student Services at South Seattle College, and Steve Leahy, Director of Government Relations,

participated with 45 others in an all-day planning meeting for the King County Promise at the Puget Sound Educational Service District on Nov. 25th. Kerry Howell, Vice Chancellor of Advancement, also participated in the planning meetings. President Rimando-Chareunsap serves on the Design Team that will lead the effort. Participants from community colleges, K-12 school districts, and community-based organizations are serving on numerous work teams to develop a proposed plan that will be submitted to the King County Council in December of 2020.

Hosting Senator Frockt

President Warren Brown, Director Steve Leahy, and chancellor Pan hosted State Senator David Frockt at NSC on Monday, Nov. 25. We expressed our sincere appreciations to Senator Frockt for his strong support for helping pass the historical HB2158 and his ongoing support for Seattle Colleges. President Brown and Vice President Andrea Johnson relayed to Senator Frockt our concerns with the lack of Capital funds. As a result of the visit, Senor Frockt received an update on the urgent need for NSC to receive construction fund to complete the remodeling of North's Library.

Chancellor Pan Participated in Several Community Fundraising Events

November is a busy month for fundraising activities across Seattle. During the month, chancellor Pan attended several fundraising events in support of community partners, including the Washington State Opportunity Scholarship Breakfast, the Glitter Gala event for Seattle/King County Goodwill, the United Way Fundraiser, and the GSBA Equalux Event.

IV. Pride Points

Chancellor Pan Named Trustee for Washington Technology University

Washington Technology University, based in Bellevue, is a non-profit university offering undergraduate level of education in technical fields. It opened its doors two years ago. The owner of the University the Board of Trustees recently invited chancellor Pan to serve on the university's Board of Trustees.

MEMORANDUM

TO: Board of Trustees
FROM: North Seattle College President Dr. Warren Brown
DATE: December 5, 2019
SUBJECT: Report to the Board of Trustees

I. Institutional Excellence

- **New BAS in International Accounting with Accounting**
Program development is underway for North Seattle College's new Accounting with International Accounting Bachelor of Applied Science degree and is on track for a fall 2020 cohort start, making it one of five BAS offerings at NSC.
- **NSC Ironworkers Apprenticeship Program Receives Career Launch Endorsement**
North Seattle College received a Career Launch Endorsement from the State Board for Community and Technical Colleges and the Career Launch Endorsement Review team. This endorsement enables NSC to be eligible for funding opportunities for enrollment support and equipment. Career Launch is part of Career Connect Washington, an initiative launched by Washington State Governor, Jay Inslee. Career Launch programs provide students with real-life work experience related to their classroom studies.

II. External Affairs

- **NSC Faculty Traci Furutani Represents NSC in Russia**
Physics Instructor & Rocketry Club Faculty Advisor Tracy Furutani was awarded a prestigious Fulbright Scholarship and participated in a learning exchange at Amur State University in Russia during November. Furutani previously traveled to Russia with President Brown, also a Fulbright scholar, and the two helped create a learning partnership between North and the university.
- **NSC Electronics Dept. Sponsors Pacific NW Aerospace Alliance NExT Symposium**
North Seattle College's Electronics Department sponsored the Pacific Northwest Aerospace Alliance's (PNAA) NExT Symposium on the digital factory. The event was held on Nov. 15 at NSC and industry members came to learn about augmented reality and virtual reality, 3D laser scanning, and how to integrate new digital technologies into aerospace manufacturing. NSC Dean of Workforce Instruction, Aaron Korngiebel, welcomed the group and highlighted North's electronics, mechatronics, and engineering graphics programs.

III. Financial Health

- **NSC ECE program to offer Early Numeracy Community-Based Education**
Boeing granted Childcare Aware of America \$75,000 to partner with NSC's Early Childhood Education program to offer Early Numeracy Community-Based Education for Monolingual Providers. The project will design and implement a culturally and linguistically competent math/science class for Spanish-speaking providers.



MEMORANDUM

TO: Board of Trustees
FROM: Sheila Edwards Lange, Ph.D., President
DATE: Dec. 5, 2019
SUBJECT: Seattle Central College monthly report

INSTITUTIONAL EXCELLENCE

NCCU team visits campus: In late October, we welcomed the visit of a team from the Northwest Commission on Colleges and Universities for our seven-year accreditation review. The team spent three days meeting with staff, faculty and students to gauge our progress in meeting the goals of our last accreditation. Their visit was preceded by months of work on a self-evaluation report that looked at everything from student achievement, to college governance, to how we collect and share data. They shared their preliminary commendations and suggestions for improvements, and they were fair and objective. Among those:

- Our faculty go beyond the call of duty to help students succeed
- Our co-locations are modern and a model for how to train students for employment
- We need to improve students' access to information about degrees, certificates, and learning outcomes
- We need to provide safer and secure facilities, especially during nights and weekends

PARTNERSHIPS

Youth advocacy hits DC: One America, the largest immigrant and refugee advocacy organization in Washington State, took a group of Seattle Central Students to Washington DC on Nov. 13-16 to meet with members of congress and their staffers. The group advocated on behalf of the #Not1Dollar campaign to prevent the expense of federal funds to separate families both in our own backyards and at the border.

Day of Spain brings Spanish gastronomy to campus: Seattle Central Culinary Academy students were in for a treat this Nov. 21, when cortador Manuel Antonio Recio explained the history and process of making jamón ibérico, the exquisite cured ham from Spain. Students even got to taste the highly prized pata negra ham. The event was part of the annual Day of Spain, a unique deep dive into the wonderful foods and culinary techniques of that nation. Seattle Central College has offered this experience to culinary students for the past five years, in partnership with the Spanish Trade Commission.

PRIDE POINTS

Philippe Hyojung Kim, a Seattle Central art instructor, was recently appointed to the Curator Roster of the Washington State Arts Commission. Philippe will oversee various public arts projects and collections management/distribution throughout the state.

Faculty member Marjorie Richard and BTS Director La Shonda Lipscomb were accepted as fellows to the 2019 Digital Pedagogy Lab in Fredericksburg, Virginia, to present a workshop on Queering the Curriculum. La Shonda Lipscomb was also invited to be on the closing panel to discuss the importance of critical pedagogy and of making the conference more diverse and inclusive of faculty and students.

MEMORANDUM

TO: Board of Trustees
FROM: Rosie Rimando-Chareunsap, President
DATE: Dec. 19, 2019
SUBJECT: Report to the Board of Trustees

I. Student Success

- **First-Generation Celebration:** South Seattle College's TRIO programs held a *First-Generation College Day Celebration* on Nov. 14 where first-gen students were invited to hear a panel discussion with first-gen alumni sharing advice, network, learn about campus resources dedicated to their success, and get quality headshots for resumes.
- **Supporting Women in Trades:** South has held its first two Women-identified & Allies in Trades Student Group meetings over the month of November. The group's purpose is to build a peer network to increase community building, professional and personal belonging and growth, and support retention and completion of our students in non-traditional programs of study.

II. Institutional Excellence

- **Social Justice Leadership:** The statewide Social Justice Leadership Institute, led by South's VPI Sayumi Irey in collaboration with Bellevue College, aims to achieve leadership participation and empowerment for historically underrepresented professionals in the SBCTC system through mentoring and training opportunities. The current cohort came to South on Nov. 7 for a panel discussion of leaders of color – including President Rimando-Chareunsap – on their path to leadership roles.
- **EDI Advisory Council:** South's AVP for Equity, Diversity and Inclusion Betsy Hasegawa is forming an Equity, Diversity, and Inclusion Advisory Council to help the college become more adept at leading with racial equity, and develop greater organizational capacity to lead systemic change, especially related to racial equity.

III. External Affairs

- **Aspen Institute:** President Rosie Rimando-Chareunsap attended the second institute of the *Aspen Presidential Fellowship for Community College Excellence* in Virginia from Nov. 20-24. She was selected as one of 40 educators across the nation for the fellowship, where they focus on leading for student success and transformational change.

IV. Pride Points

- **Honoring Our Veterans:** In addition to our annual Veterans Day flag and challenge coin ceremonies to honor and thank our student and colleague veterans, the Veteran Student Center coordinated a *Holiday Hosting Drive* to connect student veterans with staff or faculty who had an extra spot at their Thanksgiving table over the Nov. 26-27 holiday break.



December 5, 2019

To: Seattle Colleges Board of Trustees

From: Annette Stofer, AFT Seattle Local 1789 President

Re: December 2019 report

On behalf of our executive board, I would like to wish everyone a happy holiday season. Fall quarter is nearing its close, and final exams are happening as I write this report. After challenges with things such as technology and payroll, we hope that the quarter is ending on a good note for everyone.

AFT Seattle is happy to welcome two new officers to our executive board. Sean Cargill and Sharon McNeil are now co-Part-time Faculty Representatives at South Seattle. We look forward to adding their ideas and energy to the work that we do.

Upcoming contract negotiations get much of our attention right now. We have chosen our negotiating team, have agreed to some basics with SCD administration, and look forward to our first sessions on January 14 and 15. While we plan to do joint training on Interest-Based Bargaining, we have discussed trying a different approach to scheduling face-to-face meetings and exchanging proposals that we hope will speed up the process.

Separate negotiations will focus on the new Nurse Educator funds, and we have scheduled a meeting to open those discussions during the quarter break. We have a small faculty team appointed. We have carefully reviewed the law to understand who is included and how the funds can be used. We have surveyed the faculty to learn about their program needs. We look forward to seeing progress on raising faculty salaries to be more in line with industry and the cost of living in this region.

There is a long list of issues that we are working on. Some, like safety on our campuses, seem to always need attention. We are aware that the accreditation team who recently visited Seattle Central mentioned this in their report. AFT Seattle would like to be a partner in making our workplaces safe and healthful. The recommendation to merge the Intensive English Programs into one is of great importance to us. AFT Seattle has submitted a request to bargain the impacts of such a change. It is easy to see that working conditions will be significantly affected, and we want to make sure that faculty needs are addressed well. As the District moves toward the use of on-line student evaluation forms in order to save paper and staff time, as well as trying to boost student participation in the evaluation process, there were some snags this quarter that caused some upset. As we work on those, it seems timely to repeat our belief that less emphasis should be placed on student evaluations, as research shows them to be a faulty way to learn how well an instructor actually does the job.

We look forward to a productive and peaceful 2020.

MEMORANDUM

TO: Board of Trustees

FROM: Camila Christensen
Student Body President
Seattle Central College

DATE: December 05th, 2019

SUBJECT: ASSOCIATED STUDENT COUNCIL REPORT – Information Only

Student Leadership Report

- **All-gender restrooms:** The Associated Student Council is supporting a petition started by a student that requests restrooms which are accessible to all people regardless of gender in the Mitchel Activity Center (MAC), Science and Math (SAM) building, Fine Arts and Student Leadership building. Camila Christensen sat down with Dr. Sheila Edward-Lange to discuss this topic. Since there's a budget set aside to bathroom repair for the Broadway Edison building, Dr. Edward-Lange is looking into the possibility of giving priority to repair the restrooms in the buildings that don't have all gender restrooms yet.
- **Canvas News Bulletin:** The Executive of Legislative Affairs has started the research to create a News Bulletin on Canvas to announce Student Leadership activities and events to student. The News Bulletin would have no extra cost to students.
- **Services and Activities (S&A) committee:** The committee met on Saturday, November 22nd for 4 hours to go over the guidelines on the use of the Services and Activities fees, as well as the timeline for the application process, the student leadership community agreements and Seattle Central College's operational plan.
- **ASC last meeting of the quarter:** In the hope to increase our presence around the campus to engage better with students. The Associated Student Council hosted their last meeting of the fall quarter in the cafeteria at the Broadway Edison (BE) building. The executives went over the agenda topics of the quarter and answered student's questions. The meetings are traditionally held in the student leadership conference room every Monday from 3-4pm.
- **Library Extended Hours** - In preparation for the week of finals, the Seattle Central College library will extend its normal hours of operation. On December 5th, 9th and 10th from 7:45 AM until 10:00 PM. In addition, the Associated Student Council

will be at the library providing free snacks and refreshments for student during those days from 6:00 PM to 10:00 PM.

Events

- **Transgender Day of Remembrance** – Seattle Central College’s Queer Cooperative club hosted the transgender day of remembrance on November 20th in solidarity and support of those whose lives have been lost to anti-trans hate crimes and violence, and those who continue to fight for equality and acceptance.
- **Non-Violence Resistance in African History** – The College Activities Board (CAB) hosted on November. 14th a conversation with Dr. Rudolph Bilal Ware, a Ph.D. from the University of Pennsylvania, trained in African History, African American History, and Islamic Intellectual History. This event is part of the “Speaking up and Speaking out” series.
- **Sexual Violence on College Campuses** - In collaboration with Seattle Central Learning committee, Multicultural Services, Office of Diversity Equity and Inclusion, Counseling Department, and Seattle Creates Cinematic Art Club, the College Activities Board will screen the film "The Bystander Moment" to raise awareness for sexual violence on college campuses on January 15th-16th. A panel will discuss the topic after the film. The next day we will hold discussions for the film and panel. COSI on this topic will take place after the discussion.
- **Lunar New Year Celebration** - College Activities Board (CAB) presents to you Lunar New Year at SCC, an event to celebrate one of the most important festivals of the diverse Asian community on campus. In collaboration with the Student Organization Resource Council (SORC), Global Engagement Team (GET) as well as the campus Cultural Clubs.

MEMORANDUM

TO: Board of Trustees

FROM: Krisna Mandujano
President, United Student Association

DATE: December 19, 2019

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

Three New USA Officers:

After completing several orientations, screening applications and conducting interviews, the following three students were selected to serve as USA officers. They will begin work in December 2019.

Communications Officer Mahsa Mohajeri

Treasurer Julio Espinola

Public Relations Officer Mona Debesai

The USA Selection Committee was chaired by Vice President Anna Au.

Meeting with our College President, November 26

President Rosie Rimando-Chareunsap and Vice President of Student Services Joe Barrientos recently attended our weekly USA meeting. It was an opportunity for students to interact with the administration, share their concerns and discuss their experience at the college. Our initial goal was to reach 20 students and we are proud to confirm that the meeting was well attended by 30 students. Students asked an array of questions about class scheduling, college transparency, transportation accessibility and other significant student issues.

Vice President Joe Barrientos sent Student Government a list of follow up items that Rosie and him committed to follow-up with:

- Communication from both you and Rosie updating the campus community on the timeline for the Wellness Center.
- Consider the creation of an oversight committee to review and provide update on Wellness Center update.
- Share information with VPI and Instructional Dean regarding Organic Chem Series not currently offered and to assess student need as well as an online offering for Calculus 1, 2 or 3.
- Review our website information to ensure that information on vanpool and other transportation options are promoted on South's website
- Ensure student representative is part of the hiring committee when we post and hire for the position to support undocumented students.

These items reflect our discussion and provide an insight into issues and concerns students face at South Seattle College.

USA newsletter – Better communication

Over the years, Student Government has made efforts to establish effective communication to our students. As a result of the lack of communication avenues, our team has had minimal communication with students this fall quarter. We are committed to implementing effective communication by establishing a quarterly Student Government newsletter. Our team needs a platform where we can connect with students and inform students of issues affecting the student body. We believe that this newsletter should not be just fact based, but opinion-based. It is imperative that Student Government is identified as a student advocacy group and we plan on ensuring this by creating a platform where we can voice student issues and concerns.

On Monday November 25th, South's Communication Specialist, Mac Writt, met with several members of the USA team to brainstorm newsletter ideas and implement a timeline to execute this project. Communications Officer Mahsa Mohamed will take the lead and create content for the quarterly USA newsletter which will be emailed to all students and placed on our webpage.

Identifying Race/Ethnicity

Diversity and Inclusion Officer Najma Mohamed and Issues and Concerns office Asma Jama attended a discussion with Joyce Allen, Dean of Enrollment Services, and several staff to initiate a conversation around why the number of students that voluntarily indicate race/ethnicity when applying or first enrolling is decreasing. Joyce Allen shared the troubling statistic that since 2005 the unreported number of numbers has increased from 16% to 28%. Though federal funding and reporting requirements limit how as a college we can represent our student's racial and ethnic identities, the discussion led the team to develop ideas to improve the "volume and quality of the responses."

Summary of ideas:

- Change the language on the form – rename and expand categories and allow more than 2 to be selected
- Educate students on how the accurate reporting helps us help all students by better understanding supports and funding needs
- Demonstrate the use of the data for good so students build a different narrative about data use