

SEATTLE COLLEGES DISTRICT BOARD OF TRUSTEES

January 9, 2020

STUDY SESSION

Seattle Central College
1701 Broadway Ave
Seattle, WA 98122

2:30 p.m.

Broadway Performance Hall Boardroom

REGULAR SESSION

Seattle Central College
1701 Broadway Ave
Seattle, WA 98122

3:00 p.m.

Broadway Performance Hall Boardroom

STUDY SESSION AGENDA

2:30 p.m.

OPEN SESSION

- a. Draft Board Resolution on ASI

REGULAR MEETING AGENDA

3:00 p.m.	CALL TO ORDER	
3:00 p.m.	ACTION / Approval of Agenda	Tab 1
3:00 p.m.	PUBLIC COMMENTS	
3:15 p.m.	PRESENTATION TechHire Grant Project Update Presenters: Allison Shields, TechHire Grant Project Director; Chris Sullivan, Executive Dean of Workforce Education; John Fleming, TechHire Grant Advisor	
3:35 p.m.	ACTION ITEMS	
	A. Minutes from December 19, 2019	Tab 2
	B. Policy 256, Establishment of the WAC for SCD – Second Reading	Tab 3
	C. Policy 269, Affinity Groups – Second Reading	Tab 4
	D. Policy 406, Verification of Employment – Second Reading	Tab 5
	E. Policy 407, Official Communication to Employees – Second Reading	Tab 6
	F. Policy 408, Performance of Civil Duties –Second Reading	Tab 7
	G. Contract Amendment, DOL Tech Hire Grant	Tab 8
3:50 p.m.	INFORMATION ITEMS	
	A. Policy 670, SCD Grants and Contracts - First Reading	Tab 9
	B. WFSE Survey Results	Tab 10
	C. Budget Report, through November 2019	Tab 11
4:30 p.m.	ORAL REPORTS	Written Reports-Tab 12
	A. <u>Student Representatives</u>	

1. Camila Christensen, Seattle Central College
 2. Krisna Mandujano, South Seattle College
 3. Sarah Fenton, North 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. Sheila Edwards Lange, Seattle Central College
 2. Rosie Rimando-Chareunsap, South Seattle College
 3. Warren Brown, North 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, February 13, 2020 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

December 19, 2019

STUDY SESSION

2:15 p.m.

President's Boardroom

South Seattle College
6000 16th Ave SW
Seattle, WA 98106

REGULAR SESSION

3:00 p.m.

President's Boardroom

South Seattle College
6000 16th Ave SW
Seattle, WA 98106

STUDY SESSION AGENDA

2:15 p.m. OPEN SESSION

- a. Seattle Central College Master Plan update

Presenters: Sheila Edwards Lange, President; Lincoln Ferris, Interim Vice President of Administrative Services

SCC's current master plan is over 20 years old and the boundaries have shifted. There are also new planned and possible projects that need to be incorporated. The MIMP process with the city will take about 2 years. Sheila Edwards Lange outlined desired changes including boundary and policy changes. The proposed short-term building projects include student housing, a new IT center, and a new student union space. Lincoln Ferris outlined the timeline and milestones. The process will include community engagement.

- b. Northgate Pedestrian Bridge

Warren Brown gave an update on the pedestrian bridge project. The project is going through the permitting process with the Army Corps of Engineers. The goal is to hold a groundbreaking in January 2020. Light rail opens in August 2021.

- c. Promise Plus campaign

Shouan Pan reported on a recent meeting with Mayor Durkan regarding the Promise Plus campaign. Mayor Durkan has agreed to serve as Honorary Chair for the Blue Ribbon Group. The

goal is to raise \$100 million: \$30 million for Promise, plus \$70 million for other college needs. Kurt Buttleman reported that we have over 1000 Promise applications for Fall 2020.

d. Transforming Lives Dinner, February 17; ACT Winter Legislative Conference, February 18
Chancellor Pan and Trustee Hill will attend the dinner and legislative conference. Chancellor Pan would also like to host a local reception for the Transforming Lives nominees.

REGULAR MEETING AGENDA

CALL TO ORDER

Acting Chair Peralta called the meeting to order at 3:02p.m.

ATTENDANCE

Rosa Peralta, Teresita Batayola, Steve Hill (by phone), Shouan Pan, Warren Brown, Sheila Edwards Lange, Rosie Rimando-Chareunsap, Kurt Buttleman, Jennifer Dixon, Kerri Howell, Cindy Riche, Jennifer Strother, Derek Edwards, Sandy Long, Annette Stofer, Cody Hiatt, Krisna Mandujano, Rebecca Hansen
Guests who signed in: Erin Barzen, Jesse Knappenberger, Laila Suidan

Approval of Agenda

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

PUBLIC COMMENTS

Elizabeth Schoene is a Physics faculty member and spoke about workload equity for lab faculty.

Laila Suidan spoke about workload inequity in academic versus professional technical faculty.

Erin Givens is adjunct Chemistry faculty at Central. She distributed a proclamation from Governor Inslee and advocated for equal pay for equal work.

PRESENTATION

Guided Pathways Update

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

Kurt Buttleman gave an overview of Seattle Pathways work across the district. Rosie Rimando-Chareunsap introduced her leadership team and announced that she has a full cabinet in place. Jesse Knappenberger gave a land acknowledgment. He and Erin Barzen also presented the vision for Guided Pathways and the essential elements. Key metrics include: admissions conversion rate, application to enrollment, retention from fall to winter and fall to fall, and unsuccessful grades. The main goals for the Title III Grant at South include: increase completion/retention, implement the Guided Pathways structure, address equity gaps, and build a culture of evidence.

ACTION ITEMS

A. Minutes from November 12, 2019 and November 14, 2019

The trustees reviewed the minutes from the special meeting on November 12 and the regular meeting on November 14. **Trustee Batayola made a motion to approve the minutes. Trustee Hill seconded. The motion carried 3-0.**

B. 900-903 Policies, Second Reading

- 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**

Trustee Batayola made a motion to delete the policies. Trustee Hill seconded. The motion carried 3-0.

C. Contract Amendment, DOL Tech Hire Grant

A decision on the contract amendment was tabled until January 9. Trustees requested documentation from the Department of Labor that the amendment falls within the guidelines.

INFORMATION ITEMS

A. Policy 256, Establishment of the WAC for SCD – First Reading

The board reviewed the proposed policy changes. This will come back for a second reading at a future board meeting.

B. Policy 406, Verification of Employment – First Reading

The board reviewed the proposed policy changes. This will come back for a second reading at a future board meeting.

C. Policy 407, Official Communication to Employees – First Reading

The board reviewed the proposed policy changes. This will come back for a second reading at a future board meeting.

D. Policy 408, Performance of Civil Duties –First Reading

The board reviewed the proposed policy changes. This will come back for a second reading at a future board meeting.

E. Budget Report, through October 2019

Chancellor Pan presented the budget report through October 2019.

ORAL REPORTS

A. Student Representatives

Krisna Mandujuano from South Seattle College reported that they have hired three new student government officers. She reported on a recent meeting with Rosie Rimando-

Chareunsap and about 30 students. Joe Barrientos is working with the students to follow-up on action items. She also announced the development of a new quarterly newsletter for students.

B. Chancellor's Report

Chancellor Pan reported on a recent meeting with Representative Pramila Jayapal and Promise students. He thanked Trustee Peralta for attending the ACT Legislative Summit. He also congratulated Jennifer Dixon on her appointment to the permanent role of Vice Chancellor of Human Resources. The EPI report has been distributed districtwide and the leadership team met today to discuss next steps. Chancellor Pan was recently appointed to serve on the board for WA Technical University.

C. Chair's Report

Trustee Peralta thanked the Guided Pathways presenters and commented on their presentation.

D. Labor Union Representatives

Annette Stofer, AFT Seattle Community Colleges, reported that Nursing Educator dollars are being negotiated and full contract negotiations will open on January 14.

Sandy Long, WFSE, reported that staff appreciated the ability to earn comp time to prepare for the winter closure. WFSE contract bargaining will begin in 2020.

Cody Hiatt, AFT-SPS, reported that he has appreciated the partnership with administration on legislative priorities, input on policy and procedure revisions and ASI implementation.

E. College Presidents

Rosie Rimando-Chareunsap reported that she has a full leadership cabinet.

Warren Brown reported on a vacancy on his cabinet in HR leadership. In February, the board will be briefed on changes to the NWCCU accreditation standards.

Sheila Edwards Lange reported that Central will go before the commission on January 10 for their final accreditation report. She also reported on open houses with Capitol Hill Housing to learn about affordable housing options.

ADJOURNMENT

The meeting adjourned at 4:25p.m.

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.

MEMORANDUM

TO: Board of Trustees
FROM: Dr. Shouan Pan
DATE: January 9, 2020
SUBJECT: Policy 256 – Second 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 presented for a First Reading on December 19, 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

It is recommended that the Seattle Colleges Board of Trustees approve the proposed revisions to Policy 256.

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's for Business and Finance Office~~ 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 eChancellor's eCabinet prior to initiation of formal procedure to codify any "rule" proposed for Seattle College District.
- 256.20.5 Following notification of the eChancellor's eCabinet 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: January 9, 2020
SUBJECT: Policy 269 – Affinity Groups – Second Reading

Background

The attached language is a proposed draft for the new policy on affinity groups as pertaining to employees.

After receiving feedback from the First Reading, the student portion was struck from the Policy and Procedure. Additional language was also added to the Policy to recognize that affinity groups must:


- A) Commit to supporting the mission, vision, values, and strategic goals of Seattle Colleges
- B) Commit to developing a healthy, productive, and equity-minded workplace environment
- C) Commit to inclusive membership, regardless of the race, ethnicity, national origin, gender, or sexual orientation of the employee
- D) Commit to following relevant procedures that guide the application and approval process for all affinity groups

This policy was reviewed by the Executive Cabinet on December 16, 2019. The purpose of the policy is to acknowledge the importance of affinity groups and formalize the process for creating an employee-led affinity group at the Seattle Colleges.

Recommended Action

It is recommended that the Seattle Colleges Board of Trustees approve the proposed draft of Policy 269.

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


Dr. Shouan Pan,
Chancellor

SEATTLE COLLEGE DISTRICT PROPOSED POLICY

NUMBER: 269

TITLE: Affinity Groups

PROPOSED POLICY:

Affinity groups are informal associations of employees of similar backgrounds and interests who desire to form voluntarily to share ideas and provide mutual support. They are forums for employees to gather and share ideas about matters that affect their professional careers. Seattle Colleges regards affinity groups as being independent of the formal organization structure and supports the formation of affinity groups, provided the affinity groups:

- A) Commit to supporting the mission, vision, values, and strategic goals of Seattle Colleges
- B) Commit to developing a healthy, productive, and equity-minded workplace environment
- C) Commit to inclusive membership, regardless of the race, ethnicity, national origin, gender, or sexual orientation of the employee
- D) Commit to following relevant procedures that guide the application and approval process for all affinity groups

The District recognizes that such affinity groups foster development, contribute to the Seattle Colleges' commitment to diversity, and strengthen networking and unity across the District. Affinity groups are an important resource to the Seattle Colleges in many other ways as well. They provide important feedback to the Associate Vice Presidents of Equity, Diversity and Inclusion, and other key administrative and faculty leadership charged with stewarding equity, diversity and inclusion policies and practices, and assist with efforts to attract and retain a diverse workforce.

Because of the benefits to the workplace and contribution to the Seattle Colleges' mission, vision and values, affinity groups are welcomed and provided access to the resources listed in the corresponding procedure.

Board of Trustees – Revision & Adoption History

Adopted:

Revised:

SEATTLE COLLEGE DISTRICT PROPOSED PROCEDURE

NUMBER: TBD

TITLE: Affinity Groups

PURPOSE: To acknowledge the importance of affinity groups and formalize the process for creating an employee-led affinity group at the Seattle Colleges

PROPOSED PROCEDURE:

A. Formation and organization

Affinity groups are formed and led by employees. Affinity groups must:

- Be formed around a shared characteristic or common interest that can affect professional or academic development and be aligned with the District's Mission, Vision, and Goals. Examples include national origin, race, gender, sexual orientation, gender identity, being a working parent, and caring for aging family members while working.
- Be open to all Seattle Colleges students, employees, and volunteers. As required by state and federal law and Seattle Colleges policy, affinity groups may not discriminate on the basis of race, color, age, religion, veteran status, sex, national origin, gender identity, sexual orientation or disability.
- Adhere to all Seattle College policies.
- Be composed of only Seattle Colleges employees and volunteers. Guest speakers may be invited to affinity group meetings.
- As required by the Executive Ethics Act, affinity groups may not use state resources to support or oppose any ballot proposition or candidate for public office. Additionally, affinity groups may not be formed to promote or benefit any private company or organization.

Employees interested in forming an affinity group should contact their campus or District HR representative, in addition to the campus Associate Vice President for Equity, Diversity and Inclusion, and follow these procedures:

- Draft a letter including the following information:
 - Names of five individual members who will support and join the group
 - A mission and purpose statement, including a list of goals, based on the College's mission, vision, and values as set forth in the District Strategic Plan and the strategic plan of their respective college
 - Proposed activities/topics of the group and proposed timeline

- Name(s) of designated Chair or Co-Chairs of the group
 - A commitment to respect the guidelines and practices outlined in this procedure
 - Any specific assistance requested from Seattle Colleges
- Upon receipt of the information:
 - HR and the AVP-EDI will review the information, ask for clarification as needed
 - Submit to the Chief Human Resources Officer for approval
- Once approved, the affinity group will be welcomed and bound by Seattle College policies and use of resources as laid out in this procedure.

B. Resources available to affinity groups

Affinity groups are welcomed, but not supervised, by the Seattle Colleges. They are authorized to make use of the following state resources for the listed purposes:

- Physical space:
 - Seattle Colleges shared space, including conference and break rooms, may be used for group meetings on a space available basis. Because shared space is limited and priority for use must be given to the performance of business or academic tasks, it is possible that a scheduled affinity group meeting will be bumped when a room is necessary for district business or class activities.
 - Use of any District space must be in compliance with District Policies 250* (Use of Seattle College District Facilities) and 270* (Use of Seattle College District Facilities By College Groups and Non-College Groups for First Amendment Activities).
- Employee time:
 - Meetings, informal mentoring and training will primarily occur outside of working hours but may overlap during regular working hours.
 - Meeting preparation: employees preparing meeting agenda and/or training materials may use work time to prepare.
 - Supervisor approval is not required to join an affinity group. An employee's participation may not interfere with performance of the employee's assigned work. Where an employee's performance is affected by participation, supervisors may limit use of work time on affinity group activities in order to improve performance.
 - Use of employee time must be in compliance with District Policy 400* (Ethical Conduct/Conflict of Interest Standards).
- Computer, electronic mail, and telephones:

- Affinity group meetings may be conducted using teleconference, Skype, Zoom, or other similar means to facilitate participating of employees and students across the state.
- Seattle Colleges computers may be used to prepare meeting agenda and/or training materials.
- Email and phones may be used to hold meetings by teleconference, convey information about upcoming meetings, communicate with one another between meetings, communicate with speakers or potential speakers, and provide advice and mentoring to others.
- Use of electronic resources must be in compliance with District Policies 259* (Use of Electronic Resources) and 281* (E-mail Use).

DRAFT

MEMORANDUM

TO: Board of Trustees
FROM: Dr. Shouan Pan
DATE: January 9, 2020
SUBJECT: Policy 406 – Second 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 presented for a First Reading on December 19, 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

It is recommended that the Seattle Colleges Board of Trustees approve the proposed revisions to Policy 406.

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: January 9, 2020
SUBJECT: Policy 407 – Second 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 presented for a First Reading on December 19, 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

It is recommended that the Seattle Colleges Board of Trustees approve the proposed revisions to Policy 407.

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: January 9, 2020
SUBJECT: Policy 408 – Second 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 presented for a First Reading on December 19, 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

It is recommended that the Seattle Colleges Board of Trustees approve the proposed revisions to Policy 408.

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



Dr. Shouan Pan,
Chancellor

POLICY NUMBER: 408

TITLE: PERFORMANCE OF ~~eivil~~-CIVIC DUTIES

Adopted Date: 9/11/1973

Last Revised: 7/11/2005

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

~~This POLICY covers employees who are summoned or subpoenaed to perform ~~eivil~~ 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: January 9, 2020
SUBJECT: DOL TechHire Grant Amendment—ADA Developer's Academy

BACKGROUND

The Board of Trustees previously approved \$668,330 spending from the DOL TechHire Grant to pay the ADAD Developer's Academy as a sub-recipient. A new vendor, LaunchCode, was also approved for spending from the grant. Recently, LaunchCode has discontinued its work on the grant. With this change, the DOL has approved, in Modification 4, to reallocate the funds previously approved for LaunchCode to the ADA Developer's Academy (see attachments).

Seattle Colleges Board of Trustees is being requested to add additional \$250,000 to the ADA Developer's Academy Contract. The contract for the ADA Developer's Academy will continue through the 4th year of the grant. Formal approval is being requested from the DOL to extend the grant to year 5, and once DOL approval is received, there will be an additional request to add another \$250,000 from the 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.

Submitted by:

Jennifer Strother
Interim Vice Chancellor of Finance & Operations

Transmitted to the Board of Trustees with favorable recommendation.


Shouan Pan
Chancellor

Grant Modification / Notice of Award

U.S. DEPARTMENT OF LABOR / EMPLOYMENT AND TRAINING ADMINISTRATION

GRANT MODIFICATION		No. 6	PROJECT: High Growth	
GRANT NUMBER: HG-29361-16-60-A-53	EIN: 910826872	EFFECTIVE DATE: 01/28/2019	PAGE 1	
GRANTEE: SEATTLE CENTRAL COLLEGE 1701 BROADWAY, BE4180 SEATTLE, WASHINGTON 98122-2413		ISSUED BY U.S. DEPARTMENT OF LABOR / ETA DIVISION OF FEDERAL ASSISTANCE 200 CONSTITUTION AVENUE NW - ROOM N-4716 WASHINGTON, DC 20210		

Action:

To realign the budget and budget narrative in accordance with pages 2 to 6 of this modification.

To modify the existing Statement of Work in accordance with pages 7 to 17 of this modification.

YEAR / CFDA PROGRAM ACCOUNT ID	Mod 0-5 CURRENT LEVEL	Mod 6 MODIFICATION	NEW LEVEL	PMS DOC #
FY 16 / 17.268 H-1B NON-IMMIGRANT PETITIONER-CARRYOVER 16-1630-2016-055152830XBD201651520010165HBN00A0000AOFAM0AOFAM0- A90310-410023-ETA-DEFAULT TASK-	\$3,792,765.00	\$0.00	\$3,792,765.00	HG293613D0
TOTAL FUND AVAILABILITY	\$3,792,765.00	\$0.00	\$3,792,765.00	

Except as modified, all terms and conditions of said grant /agreement remain unchanged and in full effect.

Approved by



BRINDA RUGGLES

Grant Officer

Date Signed

02/11/2019

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. TechHire	17.268	\$	\$	\$ 3,792,765.00	\$	\$ 3,792,765.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		\$ 0.00	\$ 0.00	\$ 3,792,765.00	\$ 0.00	\$ 3,792,765.00

SECTION B - BUDGET CATEGORIES

Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY			Total (5)
	(1)	(2)	(3)	
a. Personnel	\$ 325,029.00	\$	\$	\$ 325,029.00
b. Fringe Benefits	123,730.00			123,730.00
c. Travel	6,003.00			6,003.00
d. Equipment	0.00			0.00
e. Supplies	1,996.00			1,996.00
f. Contractual	3,272,417.00			3,272,417.00
g. Construction	0.00			0.00
h. Other	12,131.00			12,131.00
i. Total Direct Charges (sum of 6a-6h)	3,741,306.00	0.00	0.00	3,741,306.00
j. Indirect Charges	51,459.00			51,459.00
k. TOTALS (sum of 6i and 6j)	\$ 3,792,765.00	\$ 0.00	\$ 0.00	\$ 3,792,765.00
7. Program Income	\$	\$	\$	\$ 0.00

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SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8.	\$	\$	\$	\$	0.00
9.					0.00
10.					0.00
11.					0.00
12. TOTAL (sum of lines 8-11)	\$	0.00 \$	0.00 \$	0.00 \$	0.00
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter			4th Quarter
		1st Quarter	2nd Quarter	3rd Quarter	
13. Federal	\$ 0.00	\$	\$	\$	
14. Non-Federal	0.00				
15. TOTAL (sum of lines 13 and 14)	\$ 0.00	0.00 \$	0.00 \$	0.00 \$	0.00
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16.	\$	\$	\$	\$	
17.					
18.					
19.					
20. TOTAL (sum of lines 16-19)	\$	0.00 \$	0.00 \$	0.00 \$	0.00
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges:		22. Indirect Charges:			
23. Remarks:					

PERSONNEL	Year 1	Year 2	Year 3	Year 4	Total	NARRATIVE
Project Director	\$28,750	\$65,600	\$75,741	\$79,938	\$250,029	Full-time, responsible for partner coordination, project management and reporting
TechHire Navigator	\$0	\$0	\$25,000	\$50,000	\$75,000	Full-time, responsible for TechHire data coordination and participant support services
TOTAL PERSONNEL	\$28,750	\$65,600	\$100,741	\$129,938	\$325,029	

FRINGE BENEFITS	Year 1	Year 2	Year 3	Year 4	Total	NARRATIVE
TechHire Project Director	\$9,900	\$25,343	\$26,509	\$27,978	\$89,730	Benefits are calculated at a union-negotiated 35% for Project Director
TechHire Navigator	\$0	\$0	\$11,500	\$22,500	\$34,000	Benefits are calculated at a union-negotiated rate of 45% for TechHire Navigator
TOTAL BENEFITS	\$9,900	\$25,343	\$38,009	\$50,478	\$123,730	

TRAVEL	Year 1	Year 2	Year 3	Year 4	Total	NARRATIVE
Year 1: CA Trips, Local Mileage	\$2,256	\$0	\$0	\$0	\$2,256	CA Trips to convene with other TechHire grantees, learn DOL monitoring process, mileage for local fiscal reporting meeting
Year 2: WA DC Convening, Local Mileage	\$0	\$1,746	\$0	\$0	\$1,746	WA DC 2017 Convening with national TechHire grantees, costs associated with Project Director's travel
Year 3: Local Mileage & DOL Sponsored Events	\$0	\$0	\$1,000	\$0	\$1,000	Estimate of costs for potential DOL Convenings and local mileage to regional events
Year 4: Local Mileage & DOL Sponsored Events	\$0	\$0	\$0	\$1,000	\$1,000	Estimate of costs for potential DOL Convenings and local mileage to regional events
TOTAL TRAVEL	\$2,256	\$1,746	\$1,000	\$1,000	\$6,003	

EQUIPMENT	Year 1	Year 2	Year 3	Year 4	Total	NARRATIVE
TOTAL EQUIPMENT	\$0	\$0	\$0	\$0	\$0	

SUPPLIES	Year 1	Year 2	Year 3	Year 4	Total	NARRATIVE
Staff Computers	\$953.66	\$0	\$955	\$0	\$1,909	Windows Surface Pro 4 for remote working, total of 2 for Project Director and TechHire Navigator
Misc. Office Supplies	\$42.35	\$0	\$45	\$0	\$87	Business cards for Project Director, other misc. but necessary supplies to support grant management
TOTAL SUPPLIES	\$996	\$0	\$1,000	\$0	\$1,996	

CONTRACTUAL	Year 1	Year 2	Year 3	Year 4	Total	NARRATIVE
Ada Developers Academy	\$0	\$287,079	\$525,211	\$332,711	\$1,145,000	Contract with Ada Developers Academy to provide training and on-the-job experiences to 64 participants identifying as female
LaunchCode Employer Engagement	\$0	\$457,693	\$0	\$0	\$457,693	Contract with LaunchCode for employer engagement, candidate assessment and recruitment
LaunchCode LC101 Training	\$0	\$93,725	\$0	\$0	\$93,725	Contract with LaunchCode to provide LC101 training to 58 participants
Seattle Education Access	\$0	\$94,796	\$110,102	\$110,102	\$315,000	Contract with Seattle Education Access to provide student support services to 90 participants
Unloop	\$0	\$0	\$100,500	\$100,500	\$201,000	Contract with Unloop to provide job training experiences to 50 participants with justice involved backgrounds
Urban League of Metropolitan Seattle	\$0	\$0	\$130,000	\$130,000	\$260,000	Contract with Urban League to provide training and job experiences to 10 students of color
Year Up	\$0	\$0	\$400,000	\$400,000	\$800,000	Contract with Year Up to provide training and job experiences to 256 young adults
TOTAL EQUIPMENT	\$0	\$933,292	\$1,265,812	\$1,073,312	\$3,272,417	

OTHER	Year 1	Year 2	Year 3	Year 4	Total	NARRATIVE
FullCon Tech 2018 Team Registration	\$0	\$981	\$0	\$0	\$981	Registration Fees for 4 TechHire Partners to attend FullConTech 2018 and collaborate with community partners
Data Management Tool: Formsite.com	\$1,100	\$3,350	\$3,350	\$3,350	\$11,150	Fees to securely collect and store participant-level data on Formsite.com
TOTAL OTHER	\$0	\$0	\$0	\$0	\$12,131	

INDIRECT	Year 1	Year 2	Year 3	Year 4	Total	NARRATIVE
Indirect Costs	\$3,414	\$15,736	\$17,528	\$14,781	\$51,459	Indirect calculated at negotiated rate of 0.08% of all direct costs and the first \$25,000 of each contract
TOTAL INDIRECT	\$3,414	\$15,736	\$17,528	\$14,781	\$51,459	
TOTAL BUDGET	\$45,316	\$1,041,717	\$1,424,091	\$1,269,510	\$3,792,765	

GENERAL INSTRUCTIONS FOR THE COMPLETION OF A BUDGET NARRATIVE
Please also refer to your grant's Funding Opportunity Announcement (FOA)

The total for each line item on the Budget Narrative must match the total for line item on the SF424A

a. Personnel	<p>TechHire Project Director- 1.0 FTE, 100% allocated in TechHire budget. Salary increases by a union-negotiated 4% each year, budgeted salary in Years 3 and 4 includes a possible reclassification for new supervisory duties of navigator position. Y1: \$28,750, Y2: \$65,600.04, Y3: \$75,741.12, Y4: \$79,938</p> <p>TechHire Participant Navigator- 1.0 FTE, 100% funded by TechHire award. Partial salary in Year 3 is due to estimated delays to hiring position. Y1: \$0, Y2: \$0, Y3:\$25,000, Y4: \$50,000</p> <p>Total personnel costs: \$325,029.16</p>
b. Fringe Benefits	<p>TechHire Project Director benefits: Calculated at 35% of salary costs to cover retirement, healthcare, unemployment, FICA. Y1: \$9,899.74, Y2:\$25,342.72, Y3:\$26,509.39, Y4:\$27,978.30</p> <p>TechHire Participant Navigator benefits: Calculated at 45% of salary costs to cover retirement, healthcare, unemployment, FICA. Y1: \$0, Y2:\$0, Y3:\$11,500, Y4:\$22,500</p> <p>Total benefits costs: \$123,730.15</p>
c. Travel	<p>Purpose of travel is to collaborate regionally and nationally with other TechHire grantees at DOL sponsored events and other related conferences and convenings. In Years 1 and 2, these trips included national TechHire convening in Washington, DC and two different trips to regional office in California for monitoring training and TechHire grantee meeting. Estimated costs in Years 3 and 4 include estimated mileage based on federal mileage and per diem rates. Y1: \$2,256.21, Y2:\$1,746.48, Y3:\$1,000, Y4:\$1,000</p> <p>Total travel costs: 6,002.69</p>
d. Equipment	<p>Not applicable</p>
e. Supplies	<p>Laptop computers for Project Director and Participant Navigator positions: Y1:\$953.66, Y2:\$0, Y3:\$955, Y4:\$0</p> <p>Misc. Office supplies, business cards to support grant management: Y1:\$42.35, Y2:\$0, Y3:\$45, Y4:\$0</p> <p>Total Supplies cost: Y1:\$995.53, Y2:\$0, Y3:\$1000, Y4: \$0</p>

f. Contractual	Contract with Ada Developers Academy to provide training and on-the-job experiences to 64 participants identifying as female. Y1:\$0, Y2:\$287,078.70, Y3:\$525,210.65, Y4:\$332,710.65
	Contract with LaunchCode for employer engagement, candidate assessment and recruitment Y1:\$0, Y2:\$457,692.52, Y3:\$0, Y4:\$0
	Contract with LaunchCode to provide LC101 training to 58 participants Y1:\$0, Y2:\$93,724.72, Y3:\$0, Y4:\$0
	Contract with Seattle Education Access to provide student support services to 90 participants Y1:\$0, Y2:\$94,796.32, Y3:\$110,101.84, Y4:\$110,101.84
	Contract with Unloop to provide job training experiences to 50 participants with justice involved backgrounds Y1:\$0, Y2:\$0, Y3:\$100,500, Y4:\$100,500
	Contract with Urban League to provide training and job experiences to 10 students of color Y1:\$0, Y2:\$0, Y3:\$130,000, Y4:\$130,000
	Contract with Year Up to provide training and job experiences to 256 young adults Y1:\$0, Y2:\$0, Y3:\$400,000, Y4:\$400,000
	Total contractual costs: Y1:\$0, Y2:\$933,292.26, Y3:\$1,265,812.49, Y4:\$1,073,312.49
g. Construction	Not applicable
h. Other	Data Management, Formsite.com: Due to the fact that TechHire participants are not also students of Seattle Central College, there was a need to pay a monthly fee to use a secure website to collect and store personally identifiable information from our participants. The yearly costs are as follows: Y1:\$1,100, Y2:\$3,350, Y3:\$3,350, Y4:\$3,350
	Registration for FullConTech 2018 Conference: TechHire Grant sent a team of 4 people to attend FullConTech to collaborate and partner with local employers and other non-profit and training providers to understand the region's needs and to provide more on-the-job training opportunities for participants: Y1:\$0, Y2:\$980.67, Y3:\$0, Y4:\$0
	Total Other costs: Y1:\$1,100, Y2:\$4,330.67, Y3:\$3,350, Y4:\$3,350
j. Indirect Charges	Original application included the current approved Negotiated Indirect Cost Rate Agreement or CAP, signed by the Federal cognizant agency, as an attachment to the grant application. Seattle Central College will collect 8% indirect on all direct costs and will only collect indirect on the first \$25,000 of each contract, as per the regulations in the TechHire FOA.



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MEMORANDUM

TO: United States Department of Labor – TechHire Region 6 Program Office

FROM: Seattle Central College

DATE: November 2018

SUBJECT: Seattle/King County TechHire Modification Narrative

SUMMARY:

In early May 2018, LaunchCode informed their TechHire Grant partners in Seattle, WA and Portland, OR that they would be ceasing operations in the two cities due to issues they had while attempting to engage with employers. Unfortunately, LaunchCode played a significant role in creating the project plan for the Seattle/King County TechHire project and the existing scope of work relies heavily on LaunchCode's Federally Recognized Apprenticeship status. With their departure, there are no other providers in Seattle/King County who offer a Federally Recognized Apprenticeship. Due to these factors, it is necessary that we obtain approval for a new plan to modify the existing scope of work and to re-allocate the remaining grant funds.

The current sub-recipient partners of the grant, including Seattle Education Access (SEA), Unloop, Ada Developers Academy and the Urban League of Metropolitan Seattle (ULMS), plan to continue their work as outlined in the approved grant scope of work and the most recently accepted grant modification. However, since there are additional funds after negotiating the new partnerships, we would like to increase the capacity of Ada Developers Academy to train more TechHire participants. Since the start of implementation, Ada Developers Academy has had the most success while building relationships with employers and placing students into on-the-job training opportunities and we think the project will benefit from reallocating funds to this work.

Since LaunchCode's announcement, Seattle Central College staff has negotiated with potential partners in the region who would have the capacity to train and support individuals in obtaining careers in technology. Throughout this process, Year Up, a nationally recognized organization, stood out as a training provider who has had success in collaborating with local employers for on-the-job training opportunities. Much like the outcomes of TechHire, Year Up's mission is to close the opportunity divide by providing urban young adults with the skills, experience and support to empower them to reach their potential through professional careers and higher education. More specifically, Year Up has a technical training program in Seattle that offers hands-on skills development, coursework for college credit, corporate internships and wraparound support, leading to employment in technology related careers.



We acknowledge that there is a chance we were awarded the grant due in part to the fact that we chose to incorporate LaunchCode's Federally Recognized Apprenticeship program into our initial application. Unfortunately, since LaunchCode has ceased operations in Seattle, we have no other choice than to move forward with other forms of on-the-job training opportunities for those who have received training from our sub-recipient partners.

ADA DEVELOPERS ACADEMY: INCREASED CAPACITY

Since LaunchCode's departure, Ada Developers Academy (Ada) has verbally committed to serving an additional 24 TechHire participants over years 3 and 4, bringing their 4-year total number of participants served to 64 individuals. Further, Ada plans to develop a more substantial pre-work curriculum to help better serve participants with backgrounds that are more diverse. In total, this modification will allocate an additional \$500,000 to Ada from LaunchCode's unspent funds, which includes \$400,000 for training the additional participants and \$100,000 for the pre-training program curriculum development and implementation in Years 3 and 4. When we receive the necessary modification approval, we will amend Ada's current contract to include the newly allocated funds and update their target numbers accordingly.

YEAR UP PARTNERSHIP AND BRIDGE PROGRAM

Our goal for this grant modification is to build a pathway for under-represented and out of school youth, starting with outreach at local community centers, and ending with mid to high skilled job opportunities. First, we will leverage our relationships with community partners to recruit diverse groups of candidates into the Year Up program. Participants will then complete the twenty-one week Year Up training program, ending with a paid internship. After the internship portion of the program, Seattle Central College plans to collaborate with Code Fellows, a locally based technology-training provider, to create a bridge program for those students leaving Year Up who wish to further their skills. Finally, upon completion of the bridge program, participants could further develop their skills in the WTIA Apprenticeship program.

Additionally, the new plan will leverage Seattle Central College's resources and offer credit options for each of the sections of the pathway, which provides more opportunities for furthering education, including degrees and certificates. This is exciting because participants would have the opportunity to leave the TechHire/Year Up training program with college credits and/or certificates that will be used to advance their careers.

To date, we have spent many hours collaborating with Year Up and understanding the market needs of employers. We anticipate this new plan being much more sustainable than what was



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written in the original grant application, as we will have the ability to share resources with an organization that better understands the region's needs.

Following the approval of this grant modification, we will reallocate a portion of LaunchCode's unspent funds to fund Year Up's training program. In total, we estimate that the cost per year will be close to \$400,000 for years 3 and 4, an amount that is available from LaunchCode's underspend and some personnel underspend from delays in hiring Seattle Central College staff.

MOBILE APPS PROGRAM AND POTENTIAL STUDENT NAVIGATOR

In the original grant application, Seattle Central College allocated some funding for staff to develop curriculum for a mobile apps course. However, we recognized that expanding Ada Developers Academy, through their proven model in Seattle was a better use of TechHire funds. Fortunately, we believe that redirecting these dollars to our partnership with Year Up and increasing Ada Developers Academy's reach will be more beneficial and result in higher levels of success for the target communities of the TechHire grant in Seattle. The Mobile Apps pathway will still exist outside of the TechHire project and will be supported by other college funding streams. Therefore, the target numbers that were originally agreed upon in the initial grant application for the Mobile Apps course will be redistributed to Year Up and Ada Developers Academy.

Additionally, with the approval of this grant modification, we plan to hire another staff person to help with TechHire data collection, assisting students while they navigate TechHire funded pathways and helping further develop the partnerships between Seattle Central College, the TechHire grant partners and the community as a whole. We believe that relieving some of the documentation burden will allow us more flexibility to reach our total targets in Year 3 and 4 in a more efficient manner.

UPDATED GRANT OUTCOMES

The purpose of this section is to clarify the Seattle/King County TechHire Grant outcomes as written in the original grant application and to explain how a shortened implementation timeline and decreased budget will significantly influence our ability to reach these goals.

Unfortunately, there is a misalignment of information in the original grant application, specifically regarding the target number of participants served. There are two different outcome tables within our original grant application, and the first is on page 11 of the approved scope of work and attached as the first table in this grant modification package. Table 1: Outcomes by Training Provider, breaks out each partner's outcome responsibility towards the overall grant targets and sums to a four-year of 530 participants served.



At some point through the application and award process, the formal outcomes table was changed to reflect a new total of 765 participants enrolled in training through the four years of implementation, as seen in the Approved Outcomes Table (Table 2 in the attached documents).

The difference between the four-year participant outcomes on the two tables is 235 individuals. Seattle Central College staff who initially worked on the project management of the grant were not aware that this discrepancy existed within the grant application and the grant funded training providers based their budgets on the initial targets listed in the first table. Since the Approved Outcomes Table does not divide participants among the training providers, we are unable to reference the assumptions of how each provider would contribute to the combined total of 765 individuals served.

Though LaunchCode was able to train some individuals in the short time they provided the LC101 course, the organization's departure from Seattle and the other major political barriers that we have faced have created unforeseen barriers to meeting the minimum participant outcomes in the first two years. With that stated, Seattle Central College and the TechHire grant-training providers are ready to work towards these grant goals, realizing the limitations of the remaining grant resources, specifically in regards to the timeline and budget.

We are striving towards creating plan for the final year and a half of implementation that is realistic for the remaining resources and the capacity of our grant partners. We have consistently provided straightforward documentation of the barriers to implementing this grant in Seattle and we hope that this project is able to provide many lessons learned for initiatives in the future that relate to diversifying the technology workforce in competitive environments.

SEATTLE TECHHIRE UPDATED TARGET TABLE:

The following is an updated outcomes table that takes into consideration the unforeseen barriers that Seattle/King County TechHire has faced, and realistically states the minimum targets for the remainder of the grant timeline and budget. The assigned targets in the category labeled "To Be Determined by Spring 2019" resolve the summation error between the two tables and will give us the opportunity to have this modification approved in a timely manner while also receiving input from our sub-recipient partners about their capacities to take on more participants. We have scheduled meetings with the partners and our technical assistance provider to work the details of assigning the 174 participants among our sub-recipients by spring 2019.



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	Ada Developers Academy	LaunchCode	Seattle Education Access	Unloop	Urban League of Metropolitan Seattle	Year Up	To Be Determined by Spring 2019	TOTAL
YEAR 1 ACTUALS	5	58	-	-	-	-	-	63
YEAR 2 ACTUALS	15	63	45	-	-	-	-	123
YEAR 3 TARGETS	27	-	35	25	5	128	45	265
YEAR 4 TARGETS	17	-	10	25	5	128	129	314
TOTAL	64	121	90	50	10	256	174	765

BUDGET

None of the changes that have been detailed in this modification amount to more than the 10% threshold that dictates the required budget modification. However, we have included a detailed budget breakdown that matches our new scope of work.



TABLE 1- OUTCOMES BY TRAINING PROVIDER:

Program	Responsible Partner	Skills Taught	Program Length	Final Evaluation	# of participants
CS50x (general course)	LaunchCode	Java, Java Script, CSS, and C#	96 hours of classroom learning over 16 weeks	Personal project that demonstrates skills learned that can be shown to an employer	Year 1: 50 Year 2: 100 Year 3: 100 Year 4: 100
Mobile Applications Development Certificate	Seattle Central College	Mobile web development; database admin; project management	Evenings and weekends; 12 months	Completion of 45 credit hours (results in certificate)	Year 1: 20 Year 2: 20 Year 3: 20 Year 4: 20
Women-focused bootcamp	Ada Developers Academy	Ruby, HTML/CSS, JavaScript, Ruby on Rails	6 months of classroom training and 5 months of internships	Completion of an internship as a software developer (5 months)	Year 1: 5 Year 2: 15 Year 3: 15 Year 4: 5
Justice-involved bootcamp	Unloop	JavaScript; object oriented programming	700 hours over 6 months	Final test; receive college credit that can be applied to IT certificates or AA programs	Year 1: 25 Year 2: 25 Year 3: 0 Year 4: 0
Minority-focused bootcamp	Floodgate Academy	Full-stack development with proprietary simulation software	6 months of classroom training; 6 months internship	Final assessment and completion of an internship	Year 1: 5 Year 2: 5 Year 3: 0 Year 4: 0

TABLE 2-APPROVED OUTCOMES TABLE

Outcome Measure Total			
1	Total Participants Served	Year 1: 163 Year 2: 214 Year 3: 196 Year 4: 191	765
1a	Target Population: Youth ages 17-29 with barriers to employment • At least 75% of participants	Year 1: 122 Year 2: 161 Year 3: 147 Year 4: 144	574
1b	Other populations: Unemployed, underemployed, and dislocated workers • No more than 25% of participants	Year 1: 41 Year 2: 53 Year 3: 49 Year 4: 48	191
		Targets for all Participants	
2	Total Participants Enrolled in Education/Training Activities	Year 1: 163 Year 2: 214 Year 3: 196 Year 4: 191	765



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3	Total Participants Completing Education/ Training Activities	Year 1: 76 Year 2: 199 Year 3: 222 Year 4: 234	731
4	Total Participants Completing Education/Training and Receiving a Degree or Other Credential	Year 1: 31 Year 2: 115 Year 3: 143 Year 4: 159	448
5	Total Number of Unemployed/Underemployed Participants who Obtain Employment <ul style="list-style-type: none">• Projections include underemployed that move into IT-related positions for the first time with a new employer	Year 1: 31 Year 2: 120 Year 3: 158 Year 4: 174	483
6	Total Number of Incumbent Worker Participants that Advanced into a New Position	Year 1: 0 Year 2: 0 Year 3: 0 Year 4: 0	0
7	Median Earnings	Year 1: \$50,000 Year 2: \$50,000 Year 3: \$50,000 Year 4: \$50,000	\$50,000



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ATTACHMENT: REVISED TIMELINE- NOVEMBER 2018 MODIFICATION

RECRUITMENT, EVALUATION, & TRAINING				
Goal: Recruit participants and conduct eligibility and up-front skills assessment		Year 1: \$0 Year 2: \$118,900 Year 3: \$316,453 Year 4: \$268,328	Total Costs: \$703,681 Equipment Costs: 0	
Activity:	Deliverable(s):	Implementer(s):	Timeline and Benchmarks	
Recruitment and engagement	800 submit application	Ada Developers Academy, Seattle Education Access, Unloop, Urban League of Metropolitan Seattle, Year Up	Day 30 and ongoing	
Individualized assessment of skills and competencies and screen for supportive services needs	Assess 765 participants	Ada Developers Academy, Seattle Education Access, Unloop, Urban League of Metropolitan Seattle, Year Up	Day 30 and ongoing	
Goal: Provide accelerated training options for eligible and qualified individuals who need to upgrade their skills and competencies to obtain employment in well-paying, middle- and high-skilled, and high-growth jobs in the IT industry with a focus on HI-B occupations.		Year 1: \$0 Year 2: \$285,603 Year 3: \$709,158 Year 4: \$564,783	Total Costs: \$1,559,544 Equipment Costs: 0	
Activity:	Deliverable(s):	Implementer(s):	Timeline and Benchmarks	
Accelerated training and on-the-job experience	At least 100 students enrolled in training per year.	Year Up	Offered in Years 3 and 4	
Accelerated Training: Ada Developers Academy (women-focused)	64 women enrolled 64 expected to complete	Ada Developers Academy	Annual enrollment	

Seattle/King County TechHire Grant Modification- Revised Timeline

NOVEMBER 2018



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Accelerated Training: Unloop (justice-involved)	50 participants enrolled At least 30 participants will complete	Unloop	Offered in years 3 and 4
Accelerated Training: Urban League of Metropolitan Seattle (minority-focused)	10 participants enrolled At least 8 participants will complete	Urban League of Metropolitan Seattle	New enrollments in fall or spring
Goal: Provide supportive services to ensure participants are able to fully participate and be successful in education and training. Year 1: \$0 Year 2: \$71,097 Year 3: \$82,576 Year 4: \$82,576 Total Costs: \$236,250 Equipment Costs: 0			
Activity:	Deliverable(s):	Implementer(s):	Timeline
Identification of WIOA eligible participants	Provide individualized services, including transportation, dependent care, and supply assistance related to training.	Ada Developers Academy, Seattle Central College, Seattle Education Access, Unloop, Urban League of Metropolitan Seattle, Year Up	Day 30 and ongoing
Identify individual needs for participants ineligible for WIOA services	Provide individualized services, including transportation, dependent care, and supply assistance related to training.	Ada Developers Academy, Seattle Central College, Seattle Education Access, Unloop, Urban League of Metropolitan Seattle, Year Up	Day 30 and ongoing
EMPLOYER ENGAGEMENT, REGISTERED APPRENTICESHIPS & JOB PLACEMENT			
Goal: Engage employers to offer Registered Apprenticeships and Direct Job Placements. Year 1: \$0 Year 2: \$457,693 Year 3: \$157,625 Year 4: \$157,625 Total Costs: \$772,943 Equipment Costs: 0			
Activity:	Deliverable(s):	Implementer(s):	Timeline and Milestones



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Identify, recruit, and onboard employer partners	200 employers engaged through service agreements	Ada Developers Academy, Seattle Central College, Seattle Education Access, Unloop, Urban League of Metropolitan Seattle, Year Up	Day 30 and ongoing 75 employers in year 1
Recruitment events	8 events focused on employer engagement and/or introduction of candidates to employers	Ada Developers Academy, Seattle Central College, Seattle Education Access, Unloop, Urban League of Metropolitan Seattle, Year Up	Day 30 and ongoing 2 events/year Event 1 in mo. 6
GRANT COORDINATION, START-UP & ADMINISTRATION ACTIVITIES			
Goal: Manage the TechHire grant award, complete planning phase in 3 months, and ensure effective coordination and cooperation among all project partners.			
Total Costs: \$520,348 Equipment Costs: 0			
Activity:	Deliverable(s):	Implementer(s):	Timeline
Coordinate project partners	Inform all project partners of grant award and timeline; provide partners with project information and referral guidelines; develop necessary policies/procedures for reporting	Seattle Central College	Day 1-90
Start-up activities	Hire and train new TechHire staff needed to implement grant activities; plan for revisions to current education programming	Seattle Central College	Day 1-90



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Reporting and compliance	Collect financial and programmatic data from project partners; monitor and ensure stewardship of all expenditures under the grant; ensure timely reporting <ul style="list-style-type: none">• Submit quarterly financial reports• Submit quarterly performance reports	Seattle Central College	Day 30 and ongoing Quarterly financial & performance reporting, as required by DOL
National TechHire evaluation	Participate in national evaluation conducted by DOL	Seattle Central College	As required by DOL
Grant closeout	Work with DOL to close out the grant at the end of the project/award period	Seattle Central College	As required by DOL

SUBAWARD AGREEMENT
Between
SEATTLE CENTRAL COLLEGE
And
ADA DEVELOPERS ACADEMY, FISCAL SPONSOR: THIRD SECTOR NEW ENGLAND, INC.

Resulting from a grant awarded under the H-1B TechHire Partnership Grants, as implemented by the U.S. Department of Labor's Employment and Training Administration.

FEDERAL AWARD INFORMATION		
Subrecipient Name	Ada Developers Academy	
Must match registered name in DUNS		
Subrecipient DUNS Number	Federal Award ID <FAIN>	CFDA Number
080550490	HG-29361-16-60-A-53	17.268- H-1B
Federal Award Date	Period of Performance Start Date	Period of Performance End Date
7/01/2016	7/01/2016	6/30/2020
Funds obligated by this action	Total amount of funds obligated to Subrecipient	Total amount of Federal Award
\$668,330	\$668,330	\$3,792,765

Grant Award Notification of funds awarded from US Department of Labor Employment and Training Administration (DOL/ETA) and between Seattle Central College (SCC) as Primary Recipient and Third Sector New England, Inc. on behalf of itself and its program Ada Developers Academy, collectively as the Subrecipient is incorporated herein. All applicable sections of the grant apply to this subaward and are binding upon Subrecipient.

I. SCOPE OF SUBAWARD

- A. **Primary recipient:** Seattle Central College
- B. **Subrecipient:** Ada Developers Academy, 1215 4th Ave, Suite 1050, Seattle, WA 98161, 04-2261109
- C. **Subaward amount:** Subrecipient is awarded a cost reimbursable subaward of \$668,330 in federal funds for the period 01/01/2017 through 06/30/2020. These funds will be utilized by Subrecipient in accordance with all applicable sections of the grant application between SCC, as Primary Recipient, and the U.S. Department of Labor Employment and Training Administration, herein referred to as "DOL/ETA", written in response to the awarding agency's request for proposals for above referenced CFDA Number. This sum is subject to reduction by the Primary Recipient should the Primary Recipient experience a reduction in funding from the DOL/ETA. However, any reduction will be discussed and agreed upon by the SCC director of the U.S. Department of Labor Employment and Training Administration Grant and the Executive Director Ada Developers Academy

II. SCOPE OF WORK

Ada Developers Academy will recruit participants through their existing digital and direct outreach programs and will conduct up-front skills assessments to create individualized, flexible career pathways for TechHire candidates. Throughout the grant period, Ada Developers Academy must enroll and support through completion at least 40 TechHire program participants in six months of classroom training and five months of internship as a software developer. The TechHire participants on the education track will receive supportive services from Ada Developers Academy to ensure success. Additionally, Ada Developers Academy will refer participants who are not suitable for the education program to Seattle Education Access for support in finding a better pathway.

At least 75% of the participants must be individuals who are between the ages of 17 and 29 who are out of secondary school. All participants must (1) lack the educational attainment, work experience and/or skill level necessary to secure full time employment in middle or high skill jobs; and (2) be unemployed or underemployed, needing access to training, education and supportive services to acquire skills necessary for better paying jobs.

III. Deliverables - Breakdown scope of work into yearly deliverables and timeline

Ada Developers Academy Activities	Year 1 1/2017- 6/2017	Year 2 7/2017- 6/2018	Year 3 7/2018- 6/2019	Year 4 7/2019- 6/2020
Provide outreach to low-income individuals ages 17-29 with barriers to employment either residing in or attending school in urban King County.	X	X	X	X
Partner with Seattle Central College and Seattle Education Access to refer underqualified candidates to better fitting pathways	x	x	x	X
Enroll, train and support at least 40 TechHire participants through completion of six months of classroom training and five months of full time internship as a software developer	5	15	15	5
Ensure eligibility of all participants in alignment with grant targets. Complete TechHire grant intake forms, provided by SCC, for all participants to collect data and inform quarterly reports.	xX	xX	xX	xX

Subrecipient and SCC's success in delivering this project will depend upon the successful completion and/or achievement of the performance indicators specified in the grant application.

IV. Responsibilities of SCC:

- 1) Review, approve, and reimburse Subrecipient for expenditures incurred for performing the services and activities identified in this Agreement;
- 2) Perform financial and programmatic monitoring of the Subrecipient for compliance with terms of the Agreement;
- 3) Specify reports and other deliverables required from Subrecipient;
- 4) Serve as the point of contact with the DOL assigned Federal Program Officer for all communication for the grant.

V. Responsibilities of Subrecipient:

- 1) Furnish necessary personnel, equipment, material, and/or services and otherwise do all things necessary to perform the work as described in the Scope of Work and Deliverables.

Any portion of payment under this Agreement not used for these purposes must revert to SCC and thereafter to the appropriate funding source;

- 2) Attend scheduled committee meetings with SCC as requested;
- 3) Make available all records, including general and subsidiary ledgers, reports, vouchers, books, program documentation, correspondence or other documentation or evidence at reasonable times for review, inspection or audit by duly authorized officials of SCC, the Washington State Auditor's Office, or DOL. The Subrecipient agrees that SCC or its agents may have the right to audit the records of Subrecipient pertaining to this Agreement both during performance and after completion;
- 4) Submit to the SCC any other plans, reports, documents or other projects that the Primary Recipient may require in furtherance of the project covered by this Agreement;
- 5) Report all expenditures on an accrual basis of accounting monthly. In order to claim reimbursement or receive monthly payment, the Subrecipient will submit to the SCC, in such forms and by such dates as specified by SCC, a financial status report for each activity which details expenditures;
- 6) Submit to SCC with the report of expenditures, in such form as specified by the SCC, an accounting of all program income;
- 7) Receive approval from SCC prior to implementation of any activity changes by the Subrecipient. Budget revisions must also receive advance approval from the SCC. As directed in 2 CFR 200.308(e), a budget revision is required if proposed cumulative transfers between budget lines exceed 10% of either budget line total.
- 8) Ensure that no funds from this Agreement will be used to carry on propaganda or otherwise attempt to influence legislation, to influence the outcome of any public election, or to carry on directly or indirectly any voter registration drive;
- 9) The Subrecipient must cooperate with the DOL in the conduct of a third-party evaluation, including providing DOL or its authorized contractor with appropriate data and access to program operating personnel and participants in a timely manner.

VI. COMPENSATION/EXPENSE REIMBURSEMENT

- A. For the services performed hereunder, the Subrecipient shall be paid based on mutually agreed reimbursable expenditures contained in Exhibit A – Subrecipient Budget. The total reimbursement from the Primary Recipient to the Subrecipient for provision of services shall not exceed \$668,330. Reimbursement of expenditures will not occur under this agreement for expenditures that occurred prior to January 1, 2017 or after June 30, 2020.
- B. Monthly payments shall be made, after an invoice is received, based on actual and accrued expenditures incurred in accordance with Exhibit A – Subrecipient Budget. Monthly payments shall be made within 30 days of an invoice and backup financial documentation. The invoice and the backup financial documentation must report expenses by activity in major budget category. Reimbursement requests are due by the fifth (5th) calendar day of the month following the month for which the reimbursement is requested. All requests for reimbursement shall be sent to the Primary Recipient and accompanied with the Subrecipient Invoice Template provided by SCC, signed by the individual with the authority to legally bind the Subrecipient's organization.
- C. Backup financial documentation includes:
 - 1) Payroll & Fringe Benefit documentation, including a breakout of benefits and regular insurance benefits;
 - 2) Time and Effort reports for both hourly and salary that identifies Administrative and Program Costs;
 - 3) Accruals (contract obligations, earned PTO, purchases ordered, received, not yet paid for, etc.);

- 4) Invoices from third party vendors with supporting Itemized Purchase Requisitions and/or Purchase Orders with specific notation for reason of purchase and approvals;
- 5) Itemized receipts with specific notation for reason of purchase for employee reimbursements and credit card statements
- 6) Travel form with specific notation for reason of purchase and supporting documentation and approvals (recommend submitting all travel expenses based on actual cost with itemized receipts as supporting documentation. However, if Subrecipient is submitting expenses per diem, a copy of their institution's travel policy is required;
- 7) Meeting Expense documentation (agenda with date & duration, attendance) and approvals;
- 8) General Ledger detail of all expenditures

SCC has the authority to withhold payment if the Subrecipient fails to make significant progress toward achieving the outcomes as defined in this Agreement or if the quality of services provided fails to meet DOL standards and expectations for any reason, or if the Subrecipient fails to submit the required reports.

VII. CLOSEOUT

- A. To allow sufficient time for SCC to close out the Federal award, subrecipient is required do the following no later than 90 calendar days after the end date of the period of performance:
 - 1) Submit any remaining periodic and final financial, narrative, performance, and other required reports;
 - 2) Liquidate all obligations incurred under the Federal award;
 - 3) A final statement of cumulative costs incurred, including any cost sharing, marked "FINAL", must be submitted to SCC's program director no later than thirty (30) days after subaward period of performance expiration date. The final statement of costs shall constitute Subrecipient's final financial report;
 - 4) Provide SCC with an accounting of any real or personal property acquired with awarded funds of this agreement in accordance with §§200.310 insurance coverage through 200.315 Property trust relationship and 200.329 Reporting on real property.
- B. Subrecipient must make prompt refund to SCC of any balances paid for disallowed costs, rebates or refunds that reduce a reimbursed expense, or any corrections found after closeout.

VII. RECORDS/ AUDITS

- A. **Records**
 In accordance with DOL/ETA General Conditions, in order to be in compliance with federal requirements, Subrecipient must maintain records regarding Use of Grant Funds, Progress toward Grant Objectives/Performance, Placement and Use of Equipment Purchased with Grant Funds, and all required written procedures according to 2 CFR 200. Records and other documents, in any medium, furnished by one party to this Agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material to any third parties without first giving notice to the furnishing party and giving a reasonable opportunity to respond. Each party will utilize reasonable security procedures and

protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

Records Regarding Use of Grant Funds

- 1) Subrecipient will maintain adequate financial records in accordance with generally accepted accounting practices and Washington Administrative Codes;
- 2) Backup financial documentation, submitted with or as part of each invoice, must clearly describe the nature of each expense, as authorized in the approved budget and/or terms of the agreement to substantiate costs;
- 3) Time and *effort* records must be available upon request for every exempt, classified, and hourly staff member compensated (or leveraged) by the grant. Records should reflect all sources of compensation with grant *effort* recorded separately to reflect the percentage of effort applied to the grant and other activities.

Records Regarding Progress toward Grant Objects/Performance

- 1) Subrecipient will submit a **Quarterly Narrative Report** provided by SCC that addresses expansion and outreach activities, service and training, underrepresented populations, status update on leveraged resources, status update on strategic partnership and employer engagement activities, status of deliverables, key issues, best practices and success stories;
- 2) Subrecipient will submit **Quarterly Performance Data** identifying program and participant metrics as identified in the individual record file provided by SCC.
- 3) Grant reporting follows the federal fiscal year, October 1 through September 30. Dates are as follows: July 1 – September 30, October 1 – December 31, January 1 – March 30, April 1 – June 30.
- 4) Quarterly Narrative Report and Quarterly Performance Data are due 15 days after the end of each quarter.

Records Regarding Placement and Use of Equipment Purchased with Grant Funds

- 1) Subrecipient will maintain an Equipment Inventory. List that documents the purchase, placement, and ongoing location of any equipment purchased with DOL/ETA funds. Each piece of equipment purchased with DOL/ETA funds will be labeled so it is clear that said funds paid for the equipment.

B. Audit

- 1) Subrecipient shall preserve and make available all records related to this agreement for examination by SCC, the federal government, and/or their duly authorized representative:
 - a. Subrecipient shall retain these records for three years after the completion of the above-mentioned activities and performance indicators;
 - b. If any audit or other action involving the records has been started before the

expiration of this period, the records must be retained until completion of the action and resolution of all issues which arise from it or until the end of the three-year period, whichever is later;

- c. The retention period starts on the day the grantee submits its last expenditure report for that period.
 - d. Any costs which, upon audit, are found to be unallowable will be reduced from future claims for reimbursement, or shall be refunded by Subrecipient if the Agreement has expired.
- 2) Subrecipient Monitoring: If Subrecipient receives federal assistance in excess of \$750,000 during a fiscal year, it shall arrange for an annual, independent examination, in compliance with the requirements of the office of the Washington State Auditor, in order to ascertain the effectiveness of Subrecipient's financial management systems and internal procedures established to meet the terms of the subcontract agreement.
 - 3) Subrecipient is subject to the Uniform Administration Requirements of OMB Circular 2 CFR 200 and/or other federal guidelines, and as such, shall provide SCC with a copy of its audited financial report and statement of findings noted in the examination within thirty (30) days of issuance.
 - 4) Subrecipient will permit a SCC representative and/or auditors (as defined in 2 CFR 200) to have access to the records and financial statements as necessary to comply with the appropriate regulations and this Agreement.

VIII. ASSURANCES

A. Certification

Acceptance of this subaward agreement constitutes certification that Subrecipient is not presently debarred, suspended, proposed for disbarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency.

- 1) Acceptance of the subaward agreement constitutes certification that Subrecipient is not delinquent on any Federal debt.
- 2) Acceptance of this subaward agreement constitutes certification that Subrecipient is in compliance with Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Public Law 100-960, Title V, Subtitle D).
- 3) Acceptance of this subaward agreement constitutes certification that to the best of Subrecipient's knowledge and belief:
 - a. No Federal appropriated funds have been paid or will be paid, by or on behalf of Subrecipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
 - b. Funds other than Federal appropriated funds have been paid or will be paid to

any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, Subrecipient shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

- c. Subrecipient agrees to notify SCC immediately if there is any change of status in 1, 2, 3, or 4 above.

IX. PRIOR APPROVAL

The following shall constitute deviations from the original intent of the TechHire Seattle King County program and/or from the application submitted by SCC and Subrecipient in response to the DOL/ETA's request for proposals and will require prior written approval from the DOL/ETA and the TechHire Director:

- 1) Changes in project scope or objectives;
- 2) Costs not specified on the approved budget as per Attachment A and for which the OMB Circular 2 CFR 200 requires prior written approval;
- 3) Change in Key Persons, including Activity Director, or disengagement of key person(s) from the project for more than three months or a 25 percent reduction in time;
- 4) Subawarding or contracting out work that was not described in the application (except if it involves solely the purchase of supplies or general support services); and
- 5) Incurring costs more than 90 days before the budget period begins;
- 6) No-cost extensions require the approval of SCC. Any requests for a no-cost extension should be addressed to and received by the SCC Grant Director not less than thirty (30) days prior to the desired effective date of the requested change.

X. DESIGNATION OF PERSONNEL

- A. Allison Shields, the SCC director of the TechHire Seattle King County Program is responsible for negotiating any changes in the terms, conditions, or amounts specified in the subaward agreement. All inquiries and reports regarding this agreement should be directed to:

TechHire Project Director Seattle
Central College
1701 Broadway, 2BE4180
Seattle, WA 98122
206-934-4146
allison.shields@seattlecolleges.edu

- B. Cynthia Tee, Executive Director, has been designated by Subrecipient as the SCC contact for this subaward agreement and will be responsible for coordinating financial and administrative matters as they relate to this subaward. All communication regarding this agreement should be directed to:

Ada Developers Academy
1215 4th Ave
Suite 1050
Seattle, WA 98161

- C. If Subrecipient hires additional staff/faculty during the course of this agreement period, they will inform the SCC TechHire Director of all personnel changes.

XI. SUSPENSION AND TERMINATION OF FUNDS

Pursuant to a mutual understanding that the terms of this Subaward Agreement do not encumber the implementation of Award Number HG-29361-16-60-A-53, as granted by the DOL/ETA for the explicit purposes of this cooperative project, either party may suspend or terminate this agreement upon thirty (30) days written notice, when at any time in either party's determination, the other party to this agreement violates or departs from the terms and conditions of this agreement; or if the program would not be achieved by continuance of the existing agreement; or if Subrecipient fails to submit the reports required under this agreement according to the established schedule.

Termination of this agreement, however, will not invalidate commitments or obligations properly incurred by Subrecipient prior to the date of termination, which cannot be canceled.

XII. INDEMNIFICATION

Each party agrees to be responsible and assume liability for its own wrongful or negligent acts or omissions, or those of its officers, agents, or employees.

XIII. ACKNOWLEDGEMENT OF FEDERAL SUPPORT

Section 511 of the appropriations act of the Department of Health and Human Services for fiscal year 1990 (Public Law 101.166) requires that when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all grantees receiving Federal funds, including but not limited to State or local governments, shall clearly state:

- 1) The percentage of the total costs of the program or project which will be financed with Federal money;
- 2) The dollar amount of Federal funds for the project or program; and
- 3) The percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

XIV. FEDERAL, STATE, AND LOCAL TAXES

Except as may be otherwise provided in this agreement, Subrecipient's expense budget includes all applicable Federal, State, and local taxes and duties.

XV. FEDERAL GRANT COMPLIANCE

In performing its responsibilities under this contract agreement, the subrecipient hereby certifies and assures that it will fully comply with all applicable Statute(s), and the following regulations and cost principles, including any subsequent amendments:

Uniform Administrative Requirements, Cost Principles, and Audit Requirements:

2 CFR Part 200; Uniform Administrative Requirements, Cost Principles, and Audit Requirements;
Final Rule

2 CFR Part 2900; DOL Exceptions to 2 CFR Part 200

Federal Appropriations pursuant to P.L 114-113

XVI. INSURANCE

SCC as a Washington State Community College, including all its agencies and departments, is self-insured for all exposure to tort liability, general liability, property damage liability, and vehicle liability as provided for in the Risk Management Act, Revised Code of Washington Chapter 43.19.19362. The Tort Claims Act, RCW 4.92 et seq., provides the fundamental remedy for all liability claims against the State. Such claims must be filed with the Division of Risk Management for processing according to statute.

XV. LAW

This agreement and all included attachments, Standard and Special Terms and Conditions, and any exhibits mentioned shall be governed by and construed in accordance with the laws of the State of Washington. Venue shall reside in Superior Court for King County. IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year last specified below.


Ada Developers Academy
Subrecipient Agency


Cynthia Tee, Executive Director

07/10/2017

Date

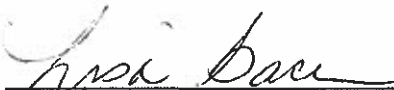
Ada Developers Academy
Subrecipient Agency


Lee Swislow, Executive Director

06/22/2017

Third Sector New England
Fiscal Sponsor

Seattle Central College
Lead Agency


Lisa Gacer, Senior Buyer

7/10/17

Date

Seattle Central College
Lead Agency

Date

EXHIBIT B-STANDARD TERMS AND CONDITIONS

DEFINITIONS

As used throughout this contract, the following terms shall have the meanings set forth below.

- A. "CONTRACTING OFFICER" shall mean that individual authorized to execute this agreement on behalf of SCC.
- B. "PERSONAL INFORMATION" means information identifiable to any person, including, but not limited to, information that relates to a person's name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, social security numbers, driver license numbers, other identifying numbers, and any financial identifiers.
- C. "SUBCONTRACTOR" shall mean one not an employee of the Subrecipient who is performing all or part of those services under this contract under a separate contract with the Subrecipient. The terms "subcontractor" and "subcontractors" mean subcontractor(s) in any tier.
- D. "SUBRECIPIENT" shall mean a non-federal entity that expends federal awards received from a pass-through entity to carry out a federal program, but does not include an individual that is a beneficiary of such a program. It also excludes vendors that receive federal funds in exchange for goods and/or services in the course of normal trade or commerce. The provisions of the Terms and Conditions of this award will be applied to any subrecipient under this award. The recipient is responsible for the monitoring of the subrecipient, ensuring that the terms and conditions are in all subaward packages and that the subrecipient is in compliance with all applicable regulations and the terms and conditions of this award (2 CFR 200.101(b)(1)).
- E. A "VENDOR" is an entity that agrees to provide the amount and kind of services requested by SCC; provides services under the contract only to those beneficiaries individually determined to be eligible by SCC, and provides services on a fee-for-service or per-unit basis with contractual penalties if the entity fails to meet program performance standards.
- F. A "CONTRACTOR", sometimes referred to as a vendor, is a dealer, distributor, merchant or other seller providing goods or services that are required for the conduct of a Federal program. (2 CFR 200.23) These goods or services may be for an organization's own use or for the use of beneficiaries of the Federal program. Additional guidance on distinguishing between a subrecipient and a contractor (vendor) is provided in 2 CFR 200.330. When procuring contractor provided goods and services, DOI ETA recipients and subrecipients must follow the procurement requirements 2 CFR 200.319, which call for free and open competition.

AMERICANS WITH DISABILITIES ACT (ADA) OF 1990, PUBLIC LAW 101-336, ALSO REFERRED TO AS THE "ADP" 28 CFR PART 35

The Subrecipient must comply with the ADA, which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.

ASSIGNMENT

Neither this contract, nor any claim arising under this contract, shall be transferred or assigned by the Subrecipient without prior written consent of SCC.

CHANGE IN STATUS

In the event of substantive change in the legal status, organizational structure, or fiscal reporting responsibility of the Subrecipient, Subrecipient agrees to notify SCC of the change. Subrecipient shall provide notice as soon as practicable, but no later than thirty (30) days after such a change takes effect.

CLEAN AIR ACT AND FEDERAL WATER POLLUTION CONTROL ACT

Independent contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

CONFLICT OF INTEREST

SCC may, in its sole discretion, by written notice to the Subrecipient, terminate this contract if it finds, after due notice and examination by the contracting officer, that there is a violation of the Ethics in Public Service Act, Chapter 42.52 RCW, or any similar statute involving the Subrecipient in the procurement of or performance under, this contract.

In the event this contract is terminated as provided above, SCC shall be entitled to pursue the same remedies against the Subrecipient as it could pursue in the event of a breach of the contract by the Subrecipient.

The rights and remedies of SCC provided for in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law. The existence of facts upon which the contracting officer makes any determination under this clause shall be an issue and may be reviewed as provided in the "Disputes" clause of this contract.

DISPUTES

Except as otherwise provided in this contract, when a dispute arises between the parties and it cannot be resolved by direct negotiation, any party may request a dispute resolution board (DRB). A request for a DRB must be in writing, state the disputed issue(s), state the relative positions of the parties and be sent to all parties. Parties must provide a response within three (3) days.

Once a party requests a DRB, each party shall designate a representative. The representatives shall mutually select a third member (for an additional member for disputes involving more than two parties).

The DRB shall evaluate the facts, contract terms and applicable statutes and rules and make a determination by majority vote. The decision is binding on all parties.

DISALLOWED COSTS

The Subrecipient is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its subcontractors.

ENERGY EFFICIENCY

Subrecipient will adhere to all mandatory standards and policies relating to energy efficiency which are contained in the Washington state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).

LICENSING AND ACCREDITATION STANDARDS

The Subrecipient shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements/standards, necessary in the performance of this contract.

LIMITATION OF AUTHORITY

Only the contracting officer or his/her delegate by writing (delegation to be made prior to action) shall have the express, implied or apparent authority to alter, amend, modify or waive any clause or condition of this contract. Furthermore, any alteration, amendment, modification or waiver of any clause or condition of this contract is not effective or binding unless made in writing and signed by the contracting officer.

NONDISCRIMINATION

During the performance of this contract, the Subrecipient shall comply with all federal and state nondiscrimination laws, regulations and policies. In the event of the Subrecipient's noncompliance or refusal to comply with any nondiscrimination law, regulation or policy, this contract may be rescinded, canceled or terminated in whole or in part, and Subrecipient may be declared ineligible for further contracts with SCC. The Subrecipient shall however be given a reasonable time in which to cure this noncompliance. Any dispute may be resolved in accordance with the "Disputes" procedure set forth herein.

PRIVACY

Personal information collected, used or acquired in connection with this contract shall be used solely for the purposes of this contract. Subrecipient and its subcontractors agree not to release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons personal information without the express written consent of SCC or as provided by law.

Subrecipient agrees to implement physical, electronic and managerial safeguards to prevent unauthorized access to personal information.

Primary Recipient reserves the rights to monitor, audit or investigate the use of personal information collected, used or acquired by the Subrecipient through this contract. The monitoring, auditing or investigation may include but is not limited to "salting" by the Primary Recipient.

Subrecipient shall certify the return or destruction of all personal information upon expiration of this contract. Salting is the act of placing a record containing unique but false information in a database that can be used later to identify inappropriate disclosure of data contained in the database.

Any breach of this provision may result in termination of the contract and the demand for return of all personal information. The Subrecipient agrees to indemnify and hold harmless the Primary Recipient for any damages related to the Subrecipient's unauthorized use of personal information.

For the purposes of this provision, personal information includes but is not limited to information identifiable to an individual that relates to a natural person's health, finances, education, business, use or receipt of governmental services or other activities, names, addresses, telephone numbers, social security numbers, driver license numbers, financial profiles, credit card numbers, financial identifiers and other identifying numbers.

These funds cannot be used in contravention of the 5 USC 552a or regulations implementing that section.

RELATIONSHIP OF THE PARTIES

This agreement is not intended to and shall not create a relationship such as partnership, franchise, community of interest, joint venture, agency, or employment relationship. Neither party may act in a manner which expresses or implies a relationship other than that of Subrecipient nor bind the other party.

RIGHT OF INSPECTION

The Subrecipient shall provide right of access to its facilities to SCC or any of its officers at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance under this contract on behalf of SCC.

All inspections and evaluations shall be performed in such a manner that will not unduly interfere with the Subrecipient's business or work hereunder.

RIGHTS IN DATA

Unless otherwise provided, data that originates from this contract shall be "works for hire" as defined by the U.S. Copyright Act of 1976 and shall be owned by SCC. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, register and the ability to transfer these rights.

Data that is delivered under the contract, but that does not originate therefrom, shall be transferred to SCC with a nonexclusive, royalty-free, irrevocable license to publish, translate, reproduce, deliver, perform, dispose of, and to authorize others to do so, provided that such license shall be limited to the extent that the Subrecipient has a right to grant such a license.

The Subrecipient shall exert all reasonable effort to SCC, at the time of delivery of data furnished under this agreement, of all known or potential invasions of privacy contained therein and of any portion of such document, which was not produced in the performance of this agreement.

SCC shall receive prompt written notice of each notice or claim of copyright infringement received by the Subrecipient with respect to any data delivered under this agreement. SCC shall have the right to modify or remove any restrictive markings placed upon the data by the Subrecipient.

SAFEGUARDING OF INFORMATION

The Subrecipient shall not use or disclose any:

- Personal Information gained by reason of this contract, or
- Information that may be classified as confidential for any purpose not directly connected with the administration of this contract except (1) with prior written consent of SCC or (2) as may be required by law. The Subrecipient shall safeguard such information and shall return or certify destruction of the information upon contract expiration or termination.

SEVERABILITY

If any provision of this contract or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this contract that can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this contract, and to this end the provisions of this contract are declared to be severable.

SUBCONTRACTING

Neither the Subrecipient nor any subcontractor shall enter into subcontracts for any of the work contemplated under this contract without obtaining prior written approval of the Primary Recipient.

Any approved subcontracts shall be subject to all conditions of this Agreement. The Subrecipient shall be responsible for the performance of any subcontractor. SCC shall not be responsible for compensating unapproved subcontractors for work performed.

In no event shall the existence of the subcontract operate to release or reduce the liability of the Subrecipient to the Primary Recipient for any breach in the performance of the Subrecipient's duties.

This clause does not include contracts of employment between the Subrecipient or personnel assigned to work under this contract.

TERMINATION FOR CONVENIENCE

SCC may terminate this agreement by giving written notice to the Subrecipient at the address first noted herein of such termination and specifying the effective date thereof, at least thirty (30) days before the effective date of such termination.

TERMINATION FOR CAUSE

If through any cause, the Subrecipient shall fail to fulfill in a timely and proper manner, its obligation under the agreement, or if the Subrecipient shall violate any of the covenants, agreements, assurances or stipulations of the agreement, SCC shall have the right to terminate this agreement by giving written notice to the Subrecipient at the address first noted herein, of such termination and specifying the effective date thereof, at least ten (10) days before the effective date of such termination.

TERMINATION PROCEDURE

Upon termination of this contract SCC, in addition to any other rights provided in this contract, may require the Subrecipient to deliver to SCC any property specifically produced or acquired for the performance of such part of this agreement as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.

SCC shall pay to the Subrecipient the agreed upon price, if separately stated, for completed work and services accepted by SCC and the amount agreed upon by the Subrecipient and the contracting officer for:

- Completed work and services for which no separate price is stated.
- Partially completed work and services.
- Other property or services that are accepted by SCC.
- The protection and preservation of the property, unless the termination is for default, in which case the contracting officer shall determine the extent of the liability of SCC. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause of this agreement.

SCC may withhold from any amounts due the Subrecipient for such completed work or services such sum as the contracting officer determines to be necessary to protect SCC against potential loss or liability.

The rights and remedies of SCC provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this agreement.

After receipt of a notice of termination, and except as otherwise directed by the contracting officer, the Subrecipient shall:

1. Stop work under the agreement on the date and to the extent specified in the notice.
2. Place no further orders or subcontracts for materials, services or facilities except as necessary to complete such portion of the work not terminated.

3. Assign to SCC, in the manner, at the times, and to the extent directed by the contracting officer, all of the rights, titles, and interest of the Subrecipient under the orders and subcontracts in which case SCC has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts.
4. Settle all outstanding liabilities and claims arising out of such termination of orders and subcontracts, with the approval or ratification of the contracting officer to the extent he/she may require, which approval or ratification shall be final for all the purposes of this clause.
5. Transfer title to SCC and deliver, in the manner, at the times and to the extent as directed by the contracting officer, any property which, if the contract had been completed, would have been required to be furnished to SCC.
6. Complete performance of such part of the work not terminated by the contracting officer.
7. Take such action as may be necessary or as the contracting officer may direct, for the protection and preservation of the property related to this agreement that is in the possession of the Subrecipient and in which SCC has or may acquire an interest.

VIOLATION/BREACH OF CONTRACT

In the event of a violation or breach of the terms within this Contract and Exhibits A & B, SCC will terminate for cause following the termination procedures described under Termination for Cause.

WAIVER OF DEFAULT

Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Waiver shall not be construed to be a modification of the terms of the contract unless stated to be such in writing, signed by the contracting officer of SCC.

INTELLECTUAL PROPERTY RIGHTS

The Federal Government reserves a paid-up, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use for federal purposes: i) the copyright in all products developed under the grant, including a subgrant or contract under the grant or subgrant; and ii) any rights of copyright to which the recipient, subrecipient or a contractor purchases ownership under an award (including but not limited to curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise. Federal funds may not be used to pay any royalty or license fee for use of a copyrighted work, or the cost of acquiring by purchase a copyright in a work, where the Department has a license or rights of free use in such work, although they may be used to pay costs for obtaining a copy which is limited to the developer/seller costs of copying and shipping. If revenues are generated through selling products developed with grant funds, including intellectual property, these revenues are program income. Program income must be used in accordance with the provisions of this grant award and 2 CFR 200.307.

If applicable, the following needs to be on all products developed in whole or in part with grant funds:

"This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the recipient and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it"

CREATIVE COMMONS LICENSE REQUIREMENT

Pursuant to 2 CFR 2900.13, to ensure that the Federal investment of DOL funds has as broad an impact as possible and to encourage innovation in the development of new learning materials the recipient will be required to license to the public all work created with the support of this grant under a Creative Commons Attribution 4.0 (CC BY) license. Work that must be licensed under the CC BY includes both new content created with the grant funds and modifications made to pre-existing, recipient-owned content using grant funds. This license allows subsequent users to copy, distribute, transmit, and adapt the copyrighted Work and requires such users to attribute the Work in the manner specified by the recipient. Notice of the license shall be affixed to the Work. For general information on CC BY, please visit <http://creativecommons.org/licenses/by/4.0>. Instructions for marking your work with CC BY can be found at http://wiki.creativecommons.org/Marking_your_work_with_a_CC_license. Only work that is developed by the recipient in whole or in part with grant funds is required to be licensed under the CC BY license. Pre-existing copyrighted materials licensed to, or purchased by the recipient from third parties, including modifications of such materials, remains subject to the intellectual property rights the recipient receives under the terms of that particular license or purchase. In addition, works created by the recipient without grant funds do not fall under the CC BY license requirement. The purpose of the CC BY licensing requirement is to ensure that materials developed with funds provided by this award result in work that can be freely reused and improved by others. When purchasing or licensing consumable or reusable materials, the recipient is required to respect all applicable Federal laws and regulations, including those pertaining to the copyright and accessibility provisions of the Federal Rehabilitation Act.

VETERAN'S PRIORITY PROVISIONS

38 U.S.C. 4215 requires recipients to provide priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by DOL. The regulations implementing this priority of service can be found at 20 CFR Part 1010. In circumstances where a grant recipient must choose between two qualified candidates for a service, one of whom is a veteran or eligible spouse, the veterans priority of service provisions require that the grant recipient give the veteran or eligible spouse priority of service by first providing him or her that service. To obtain priority of service, a veteran or spouse must meet the program's eligibility requirements. Recipients must comply with DOL guidance on veterans' priority. ETA's Training and Employment Guidance Letter (TEGL) No. 10-09 (issued November 10, 2009) provides guidance on implementing priority of service for veterans and eligible spouses in all qualified job training programs funded in whole or in part by DOL. TEGL No. 10-09 is available at

http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2

Buy American Notice Requirement

None of the funds made available under this act may be expended by an entity unless the entity agrees that in expending the funds it will comply with sections 8301 through 8303 of title 41, United States Code (commonly known as the "Buy American Act").

Prohibition on Trafficking in Persons

Trafficking in persons

- i. Provisions applicable to a recipient that is a private entity.
 - a. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not—
 - i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
 - ii. Procure a commercial sex act during the period of time that the award is in effect; or
 - iii. Use forced labor in the performance of the award or subawards under the award.
 - b. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity —
 - i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or]
 - ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either—1. Associated with performance under this award; or 2. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 29 CFR Part 98.
- ii. Provision applicable to a recipient other than a private entity. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity—
 - a. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or
 - b. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either—
 - i. Associated with performance under this award; or
 - ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 29 CFR Part 98.
- iii. Provisions applicable to any recipient.
 - a. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.
 - b. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:
 - i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
 - ii. Is in addition to all other remedies for noncompliance that are available to us under this award.
 - c. You must include the requirements of paragraph a.1 of this award term in any subaward you make to a private entity.
- iv. Definitions. For purposes of this award term:
 - a. "Employee" means either:
 - i. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
 - ii. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, HG29361_Mod0_Page20 a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
 - b. "Forced labor" means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
 - c. "Private entity":
 - i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25.
 - ii. Includes:
 1. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b).
 2. A for-profit organization.
 - d. "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

Hotel-Motel Fire Safety

Pursuant to 15 U.S.C. 2225a, the recipient must ensure that all space for conferences, meetings, conventions or training seminars funded in whole or in part with federal funds complies with the protection and control guidelines of the Hotel and Motel Fire Safety Act (P.L. 101-391, as amended). Recipients may search the Hotel Motel National Master List at <http://www.usfa.dhs.gov/applications/hotel/> to see if a property is in compliance, or to find other information about the Act.

Drug-Free Workplace

The Drug-Free Workplace Act of 1988, 41 U.S.C. 702 et seq., and 2 CFR 182 require that all organizations receiving grants from any Federal agency maintain a drug-free workplace. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for suspension or debarment.

Architectural Barriers

The Architectural Barriers Act of 1968, 42 U.S.C. 4151 et seq., as amended, the Federal Property Management Regulations (see 41 CFR 102-76), and the Uniform Federal Accessibility Standards issued by GSA (see 36 CFR 1191, Appendixes C and D) set forth requirements to make facilities accessible to, and usable by, the physically handicapped and include minimum design standards. All new facilities designed or constructed with grant support must comply with these requirements.

Flood Insurance

The Flood Disaster Protection Act of 1973, as amended, 42 U.S.C. 4001 et seq., provides that no Federal financial assistance to acquire, modernize, or construct property may be provided in identified flood-prone communities in the United States, unless the community participates in the National Flood Insurance Program and flood insurance is purchased within 1 year of the identification. The flood insurance purchase requirement applies to both public and private applicants for DOL support. Lists of flood-prone areas that are eligible for flood insurance are published in the Federal Register by FEMA.

Executive Orders

12928: Pursuant to Executive Order 12928, the recipient is strongly encouraged to provide subcontracting/subgranting opportunities to Historically Black Colleges and Universities and other Minority Institutions such as Hispanic-Serving Institutions and Tribal Colleges and Universities; and to Small Businesses Owned and Controlled by Socially and Economically Disadvantaged Individuals.

13043: Pursuant to Executive Order 13043, Increasing Seat Belt Use in the United States, dated April 16, 1997, recipients are encouraged to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented, or personally owned vehicles.

13513: Pursuant to Executive Order 13513, Federal Leadership On Reducing Text Messaging While Driving, dated October 1, 2009, recipients and subrecipients are encouraged to adopt and enforce policies that ban text messaging while driving company-owned or -rented vehicles or GOV, or while driving POV when on official Government business or when performing any work for or on behalf of the Government. Recipients and subrecipients are also encouraged to conduct initiatives of the type described in section 3(a) of this order.

13166: As clarified by Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, dated August 11, 2000, and resulting agency guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, recipients must take reasonable steps to ensure that LEP persons have meaningful access to programs in accordance with DOL's Policy Guidance on the Prohibition of National Origin Discrimination as it Affects Persons with Limited English Proficiency [05/29/2003] Volume 68, Number 103, Page 32289-32305. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Recipients are encouraged to consider the need for language services for LEP persons served or encountered both in developing budgets and in conducting programs and activities. For assistance and information regarding your LEP obligations, go to <http://www.lep.gov>.

Prohibition on Providing Federal Funds to ACORN

Pursuant to P.L. 114-113, Division H, Title V, Section 522, these funds may not be provided to the Association of Community Organizations for Reform Now (ACORN), or any of its affiliates, subsidiaries, allied organizations or successors.

Restriction on the Promotion of Drug Legalization

Pursuant to P.L. 114-113, Division H, Title V, Section 509, no Federal funds shall be used for any activity that promotes the legalization of any drug or other substance included in schedule I of the schedules of controlled substances established under section 202 of the Controlled Substances Act except for normal recognized executive-congressional communications or where the grant agreement provides for such use because there is significant medical evidence of a therapeutic advantage to the use of such drug or other substance.

Participant Minimum Age

Pursuant to P.L. 114-113, Division H, Title I, Section 104, H-1B funds must only be used: 1) for training individuals and for the related activities necessary to support such training, 2) for training individuals in the occupations and industries for which employers are using H-1B visas to hire foreign workers, and 3) to serve individuals who are older than 16 years of age and who are not currently enrolled in a school with a local educational agency.

Prohibition on Contracting with Corporations with Felony Criminal Convictions

Pursuant to P.L. 114-113, Division E, Title VII, Section 746, the recipient may not knowingly enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that was convicted of a felony criminal violation under any Federal law within the preceding 24 months.

Reporting of Waste, Fraud and Abuse

Pursuant to P.L. 114-113, Division E, Title VII, Section 743, no entity receiving federal funds may require employees or contractors of such entity seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

Prohibition on Contracting with Corporations with Unpaid Tax Liabilities

Pursuant to P.L. 114-113, Division E, Title VII, Section 745, the recipient may not knowingly enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

Bayh-Dole Act

With the exception of grants made for educational purposes, all non-federal entities must adhere to the Bayh Dole Act, which requirements are provided at 37 CFR 401.3(a). To summarize, these requirements describe the ownership of Intellectual Property rights and the government's nonexclusive, nontransferable, irrevocable, paid-up license to use any invention conceived or first actually reduced to practice in the performance of work under this grant.

Creative Commons License Requirement

Pursuant to 2 CFR 2900.13, intellectual property must be licensed under a Creative Commons Attribution 4.0 (CC BY) license, which allows subsequent users to copy, distribute, transmit and adapt the copyrighted work and requires such users to attribute the work in the manner specified by the recipient. For general information on CC BY, please visit <http://creativecommons.org/licenses/by/4.0>. Instructions for marking your work with CC BY can be found at http://wiki.creativecommons.org/Marking_your_work_with_a_CC_license.

Requirements for Conference and Conference Space

Conferences sponsored in whole or in part by the recipient of Federal awards are allowable if the conference is necessary and reasonable for the successful performance of the Federal Award. Recipients are urged to use discretion and judgment to ensure that all conference costs charged to the grant are appropriate and allowable. For more information on the requirements and allowability of costs associated with conferences, refer to 2 CFR 200.432. Recipients will be held to the requirements in 2 CFR 200.432. Costs that do not comply with 2 CFR 200.432 will be questioned and may be disallowed.

Travel

This award waives the prior approval requirement for domestic travel as contained in 2 CFR 200.407. For domestic travel to be an allowable cost, it must be necessary, reasonable, allocable and conform to the non-Federal entities written policies and procedures. All travel must also comply with Fly America Act (49 USC 40118), which states in part that any air transportation, regardless of price, must HG29361_Mod0_Page15 be performed by, or under a code-sharing arrangement with, a US Flag air carrier if service provided by such carrier is available.

Publicity

No funds provided under this grant shall be used for publicity or propaganda purposes, for the preparation, distribution or use of any kit, pamphlet, booklet, publication, radio, television or film presentation designed to support or defeat legislation pending before the Congress or any state or local legislature or legislative body, except in presentation to the Congress or any state or local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any state or local government, except in presentation to the executive branch of any state or local government itself. Nor shall grant funds be used to pay the salary or expenses of any recipient or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive Order proposed or pending before the Congress, or any state government, state legislature, or local legislature body other than for normal and recognized executive-legislative relationships or participation by an agency or officer of a state, local, or tribal government in policymaking and administrative processes within the executive branch of that government.

Procurement

The Uniform Administrative Requirements (2 CFR 200.317-36) require all recipient procurement transactions to be conducted in a manner to provide, to the maximum extent practical, open and free competition. If the statement of work identifies a specific entity to provide goods or services, the DOL ETA's award does not provide the justification or basis to sole-source the procurement, i.e., avoid competition.

MEMORANDUM

TO: Board of Trustees
FROM: Jennifer Strother
DATE: January 9, 2020
SUBJECT: Policy 670-First Reading

BACKGROUND

The attached SCD Policy on Grants and Contracts has been reviewed, with the recommended changes to the existing language.


RECOMMENDATION

It is recommended to the Board of Trustees as an information item at this point.

Submitted by:

Jennifer Strother
Interim Vice Chancellor of Finance & Operations

Transmitted to the Board of Trustees with favorable recommendation.


Shouan Pan
Chancellor

Seattle College District Policy

NUMBER: 670

TITLE: SCD Grants and Contracts

Adopted Date: 12/1/1975

Last Revised: 1/16/2014

It shall be the policy of Seattle Colleges ~~District~~ that all grant and contract proposals shall meet the following criteria:

1. The project itself must help advance the mission and strategic goals of Seattle Colleges and support the operation and programmatic priorities of the department and the college.
- ~~1.2. The project must conform help meet the overall mission of the department, the college and the District;~~
~~including conformity with~~ District policies, legal and financial considerations and college and District service capabilities.
- ~~2.3.~~ All grants and contracts, prior to implementation, must be approved by the appropriate signing authority as indicated in District procedures.

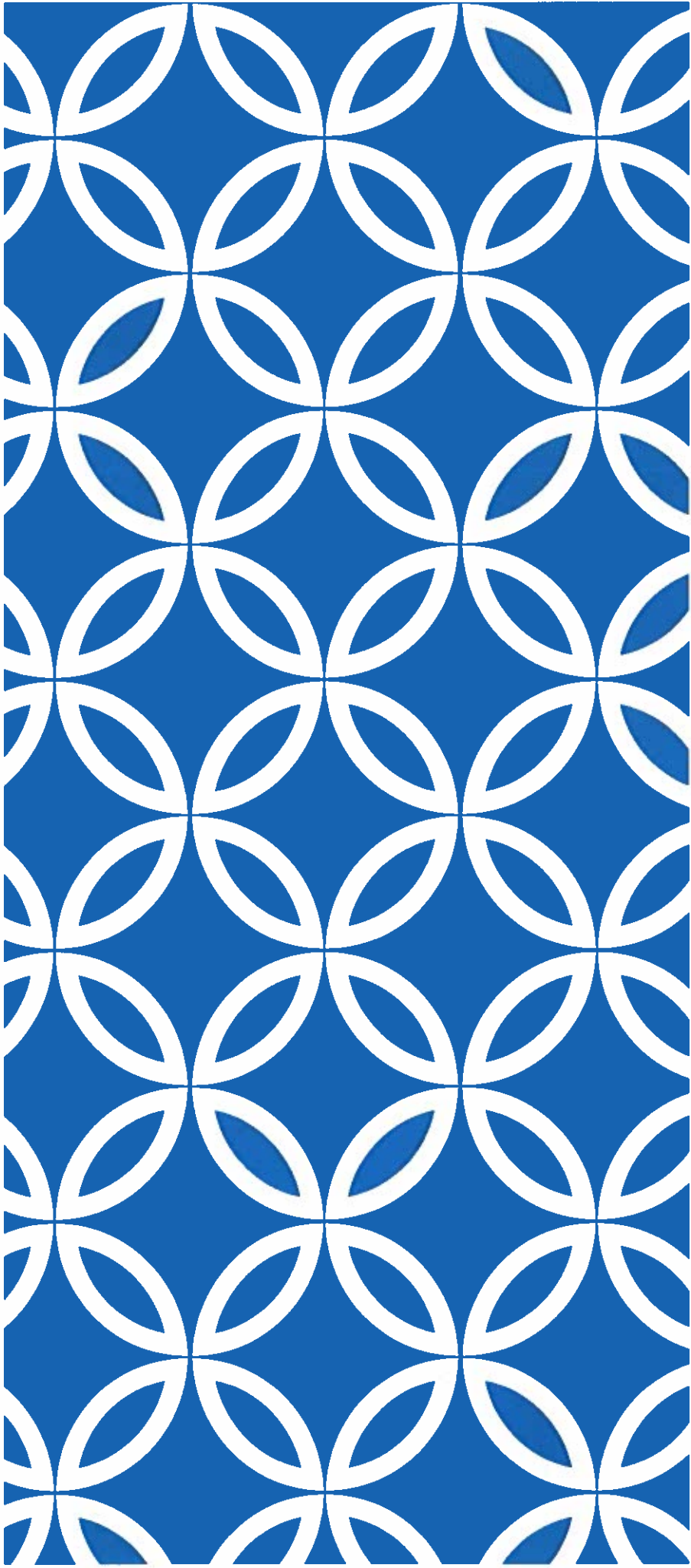
Board of Trustees – Revision & Adoption History

Adopted: 12/1/1975

Revised: 5/5/1998

Revised: 9/10/2009

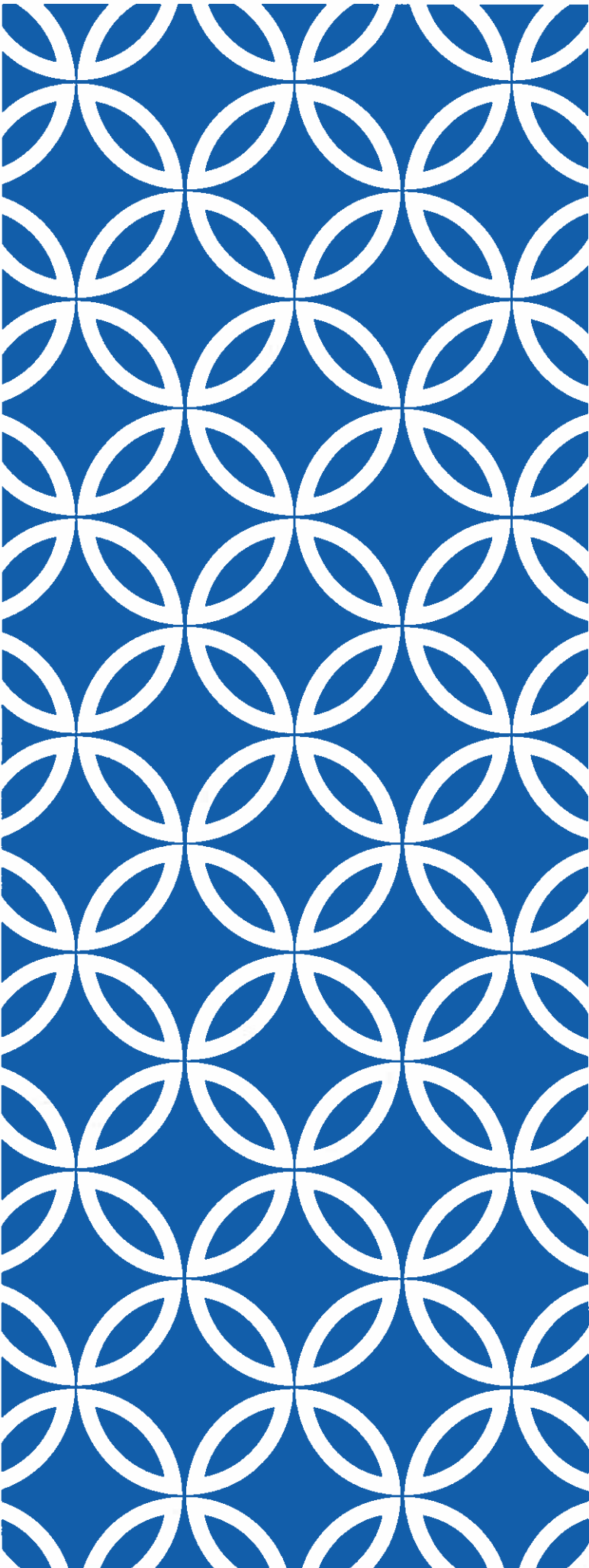
Revised: 1/16/2014



SEATTLE COLLEGES

Employee En





SEATTLE COLLEGES

Employee Engagement Survey

EMPLOYEE ENGAGEMENT

Why It Matters:

Productivity

- Organizations with high employee engagement levels are more productive

Fiscal Sustainability

- Human capital is our biggest asset and staffing costs are our largest expense

Employee Retention

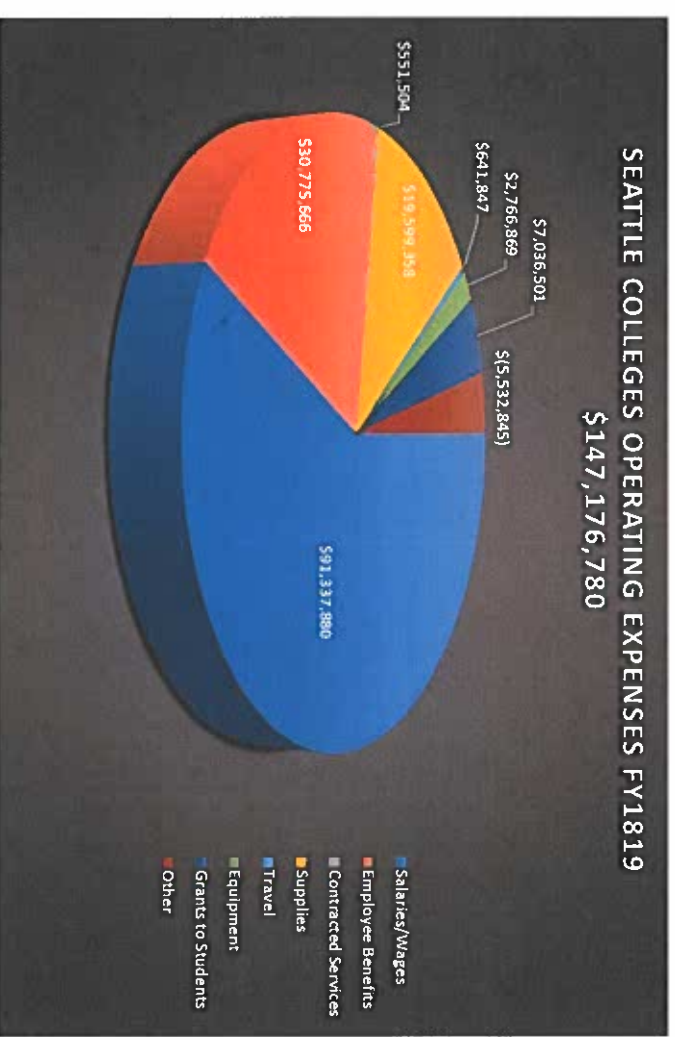
- Attracting top talent is time consuming and costly
- Full on-boarding can take months to years
- Training and developing institutional knowledge are valuable investments

Better outcomes and increased student satisfaction

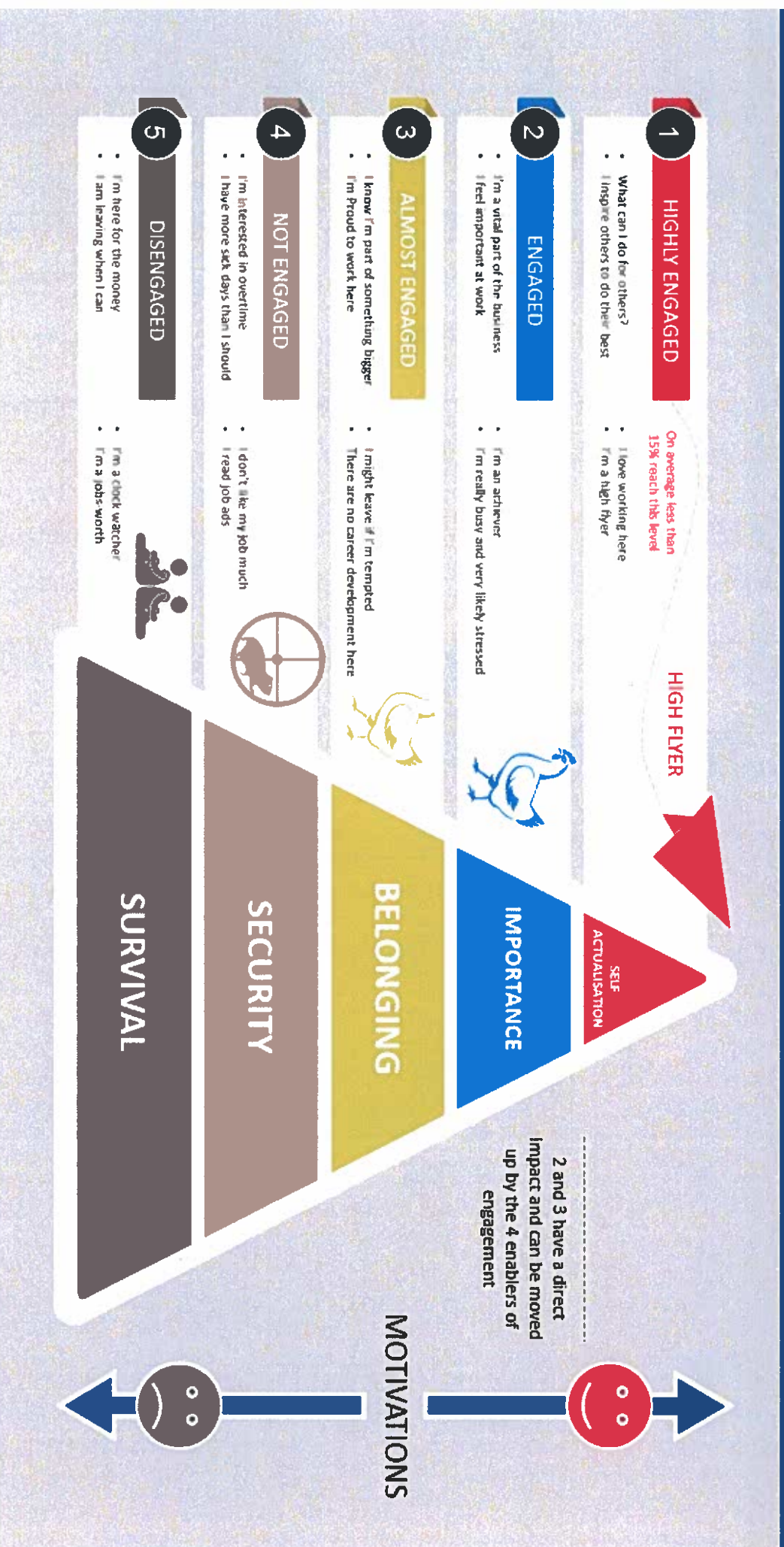
- Employee morale directly impacts students

Quality of work reflects quality of the brand

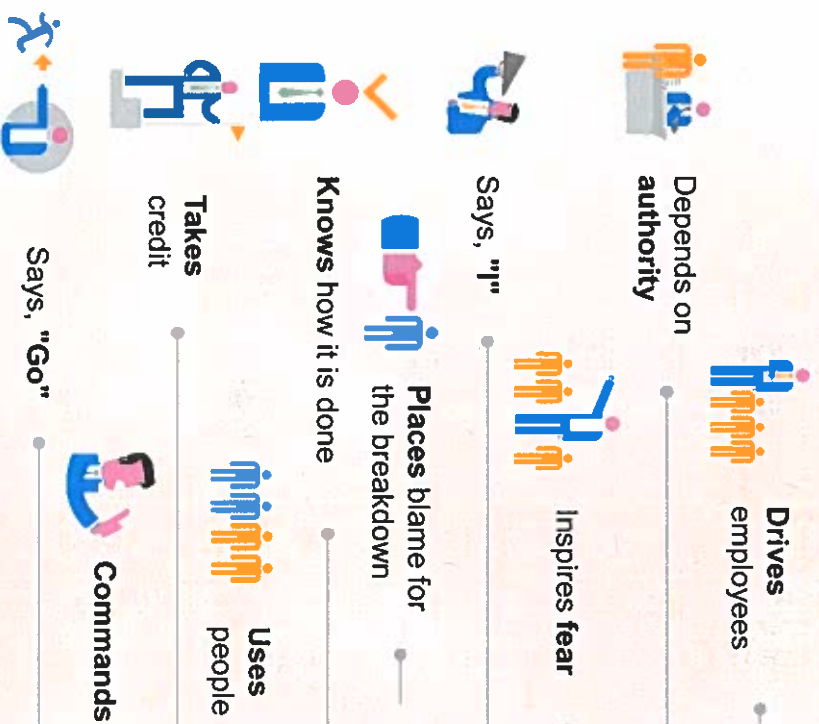
- Value alignment to organizational mission, vision, and goals



MASLOW'S HIERARCHY OF EMPLOYEE ENGAGEMENT



BOSS (manager)



LEADER



Managers light a fire under people.

DIFFERENCE BETWEEN

Leaders light a fire in people.

PROCESS & TIMELINE

- ❖ Early 2018 – Complaints of low morale, poor management, and lack of shared decision making
- ❖ June 2018 – Revisited past surveys
- ❖ July 2018 – Met with WFSE Local 304 E-Board to initiate survey
- ❖ December 2018 – Reviewed questions with Stakeholders
- ❖ March 2019 – First Draft Completed
- ❖ August 2019 – Final Review by Stakeholders
- ❖ September 2019 – Seattle College’s Stewards Committee Approval
- ❖ September 2019 – WFSE Local 304 Approval
- ❖ October 29th, 2019 – Release of Survey to Classified Distribution Lists
- ❖ November 15th, 2019 – Survey Closed

SURVEY QUESTIONS

29 Survey Questions

4 Categories

- Compensation and Basic Needs
- Gallup Q12 Employee Engagement
- Administration, Communication, and Goal Alignment
- Potentially CBA Violation Issues

Likert Rating Scale

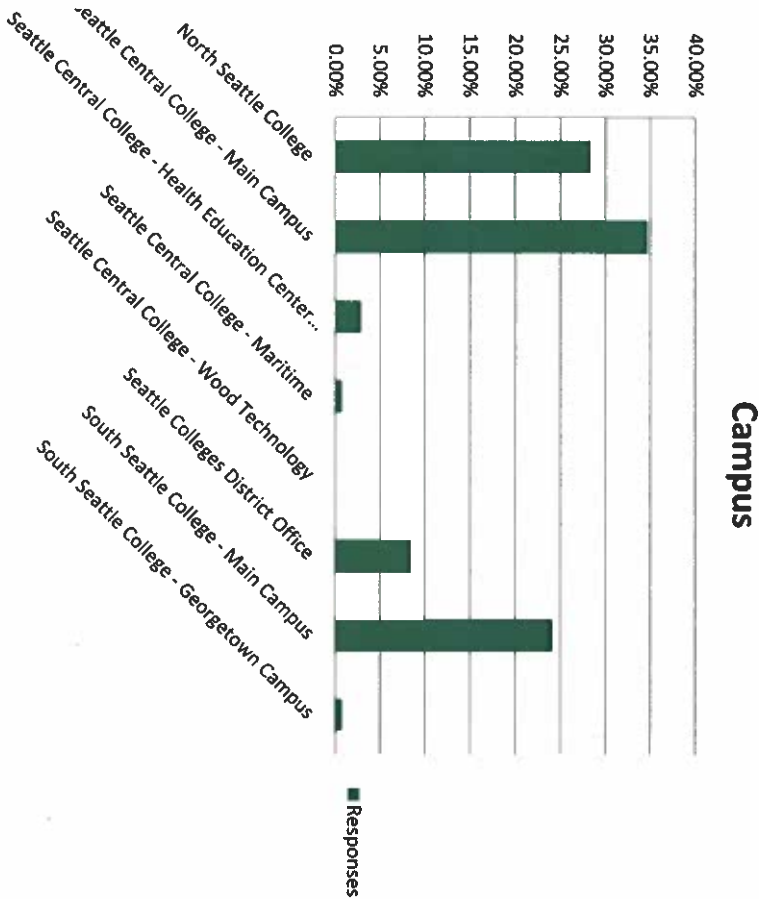
- Strongly Agree
- Agree
- Neutral / Don't Know
- Not Applicable
- Disagree
- Strongly Disagree

Survey Sent To 543 Employees

164 Responses = 30% Response Rate

RESPONSES BY CAMPUS

Number of responses indicating campus					141
Number of responses that did not indicate their campus					23
Campus	# of Responses	Email Recipients	Response Percent	Response Total	Percent of Response
North Seattle College	40	122	33%	28.37%	
Seattle Central College - Main Campus	49	221	24%	34.75%	
Seattle Central College - Health Education Center (Pac Med)	4			2.84%	
Seattle Central College - Maritime	1			0.71%	
Seattle Central College - Wood Technology	0			0.00%	
Seattle Colleges District Office	12	80	15%	8.51%	
South Seattle College - Main Campus	34	121	29%	24.11%	
South Seattle College - Georgetown Campus	1			0.71%	



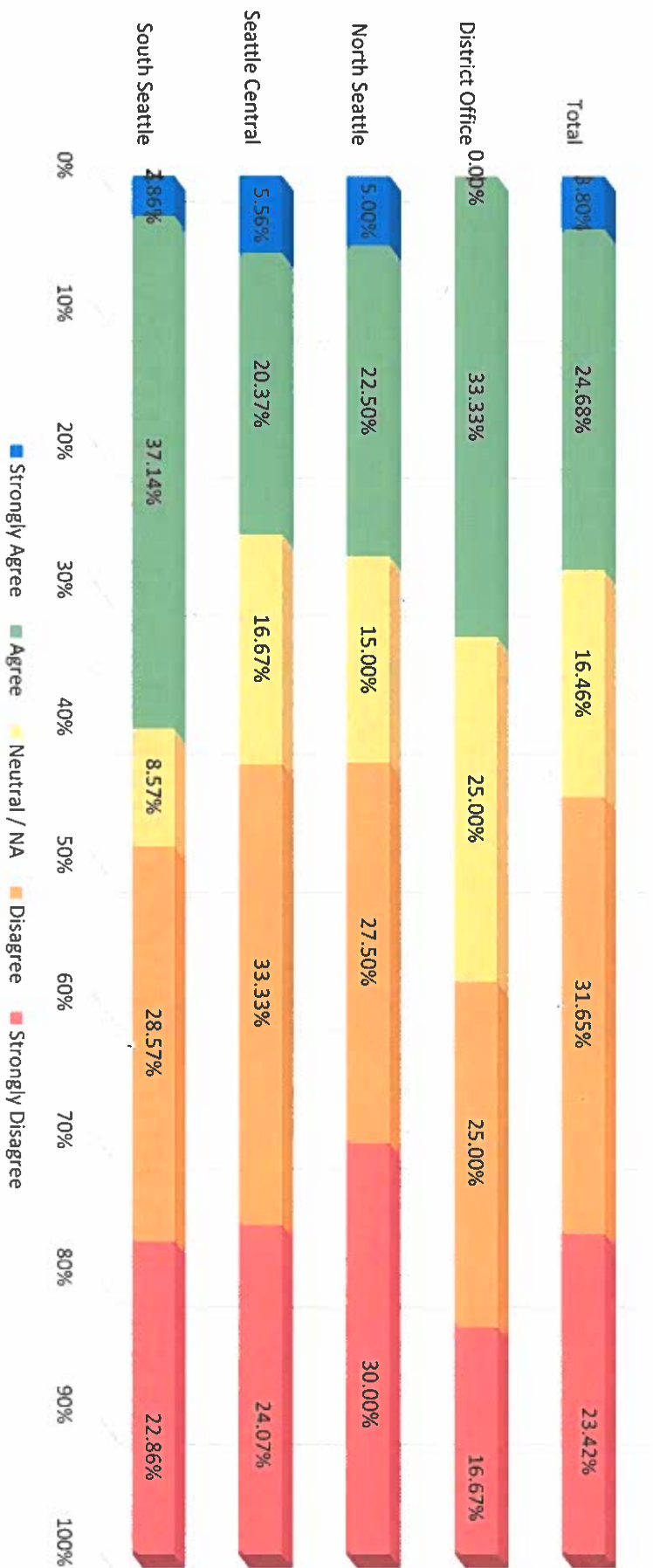
COMPENSATION AND BASIC NEEDS

Compensation and the ability to cover basic needs is the starting point for employee engagement.

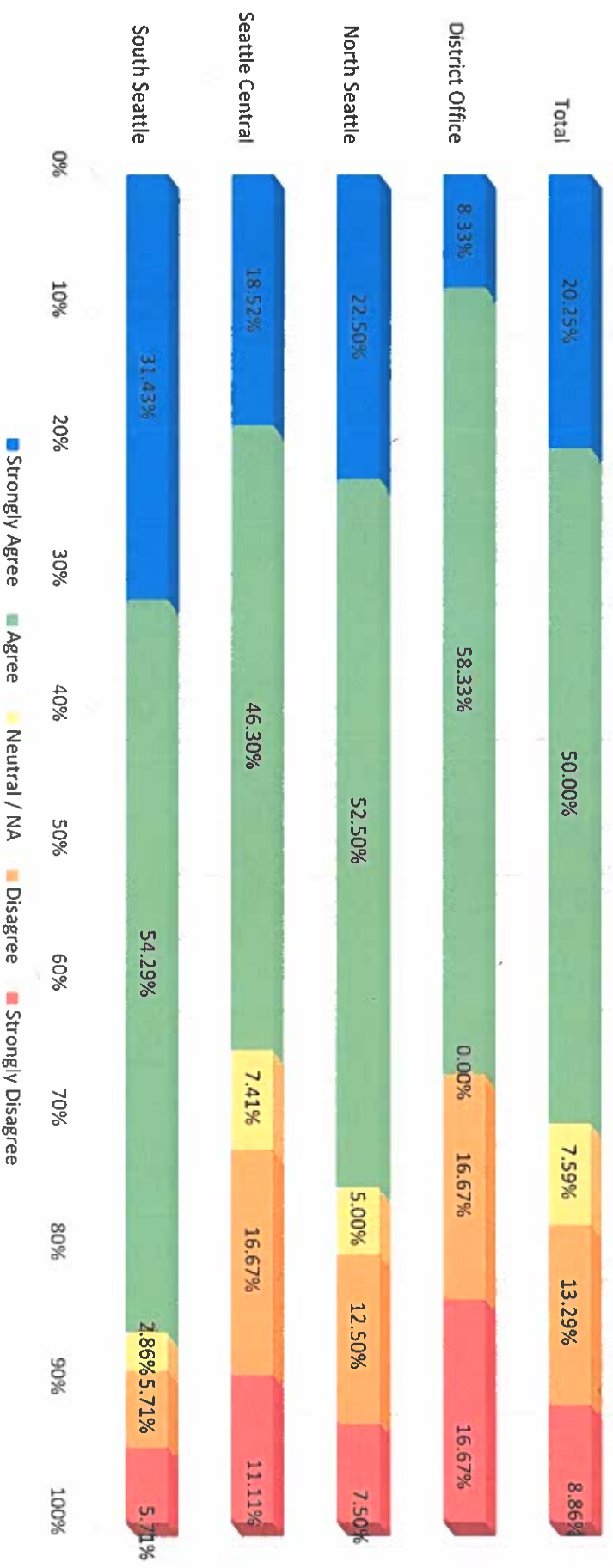
Without adequate wages and benefits, employees will either have to look for additional sources of income or a different position.

This keeps employees from being engaged in the workplace.

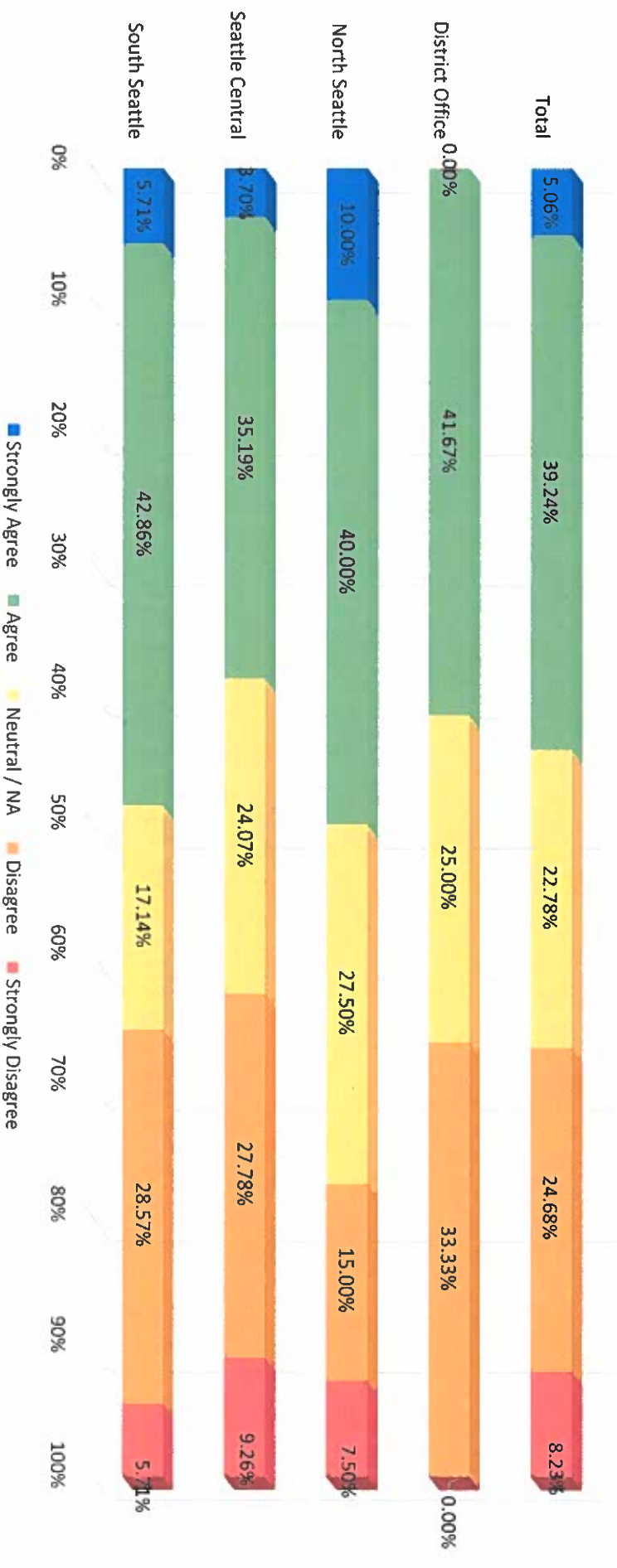
I CAN AFFORD A REASONABLE PLACE TO LIVE WITHOUT A SECOND JOB.



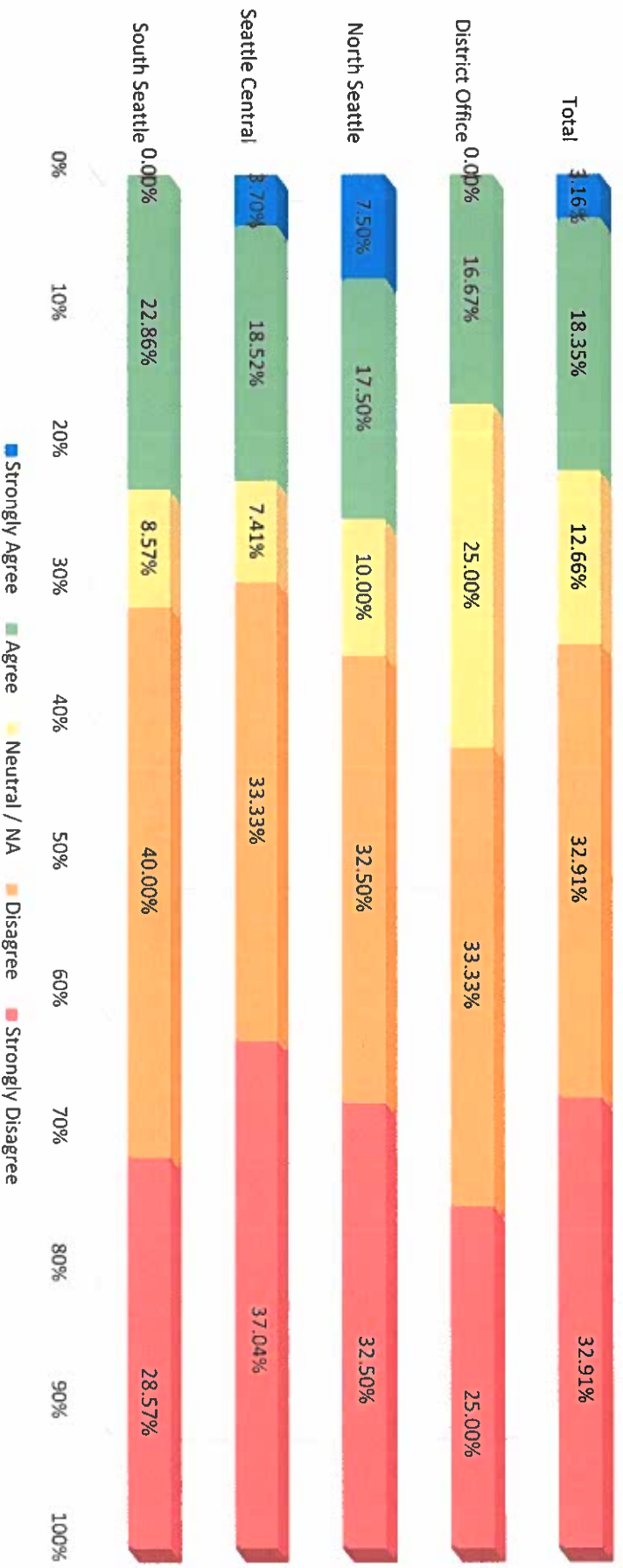
I HAVE RELIABLE TRANSPORTATION TO WORK AND MY COMMUTE IS REASONABLE (AN HOUR OR LESS).



I CAN USE MY HEALTHCARE BENEFITS WHENEVER NEEDED WITHOUT HAVING TO WORRY ABOUT HOW THE EXPENSE WILL AFFECT MY FINANCES.



I AM ABLE TO SAVE FOR MAJOR LIFE EXPENSES SUCH AS OWNING A HOME, RAISING A FAMILY, COLLEGE TUITION, AND/OR SAVING FOR RETIREMENT.



GALLOP'S Q12

These questions are all measured by the amount of people that Strongly Agree. The questions are divided into four sets:

Base Camp

Camp One

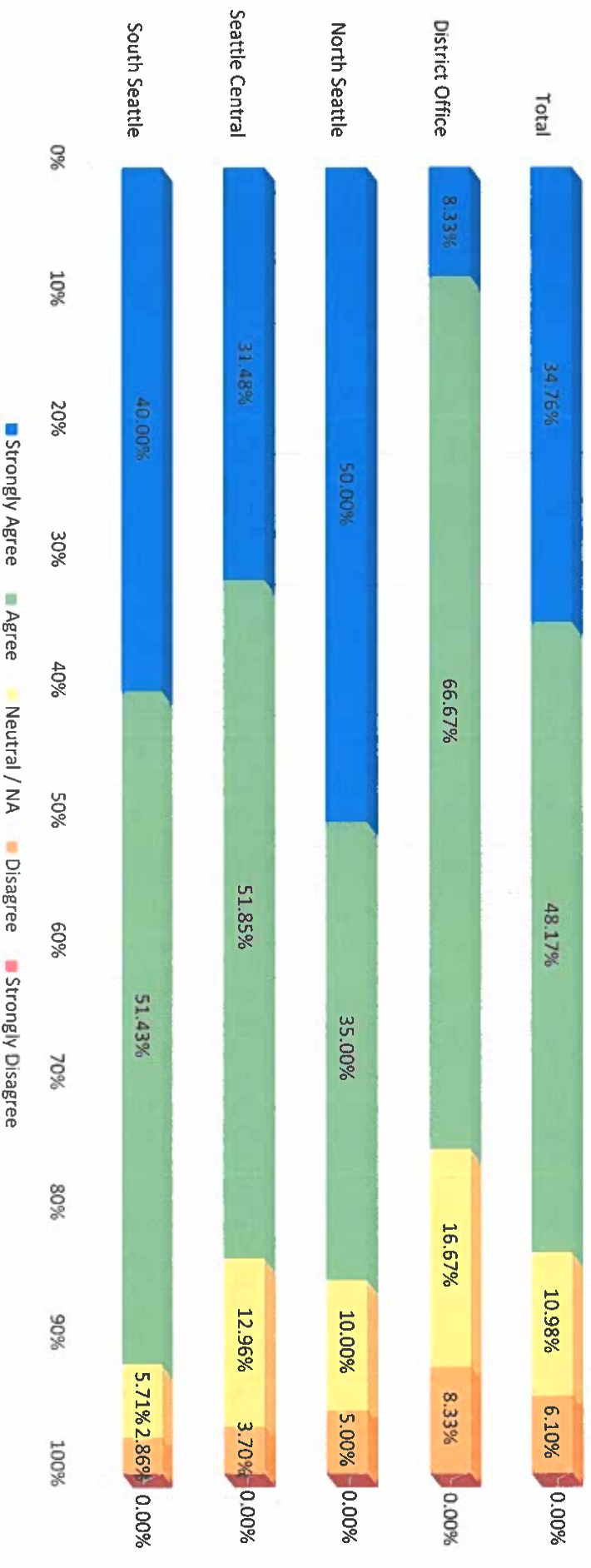
Camp Two

Camp Three

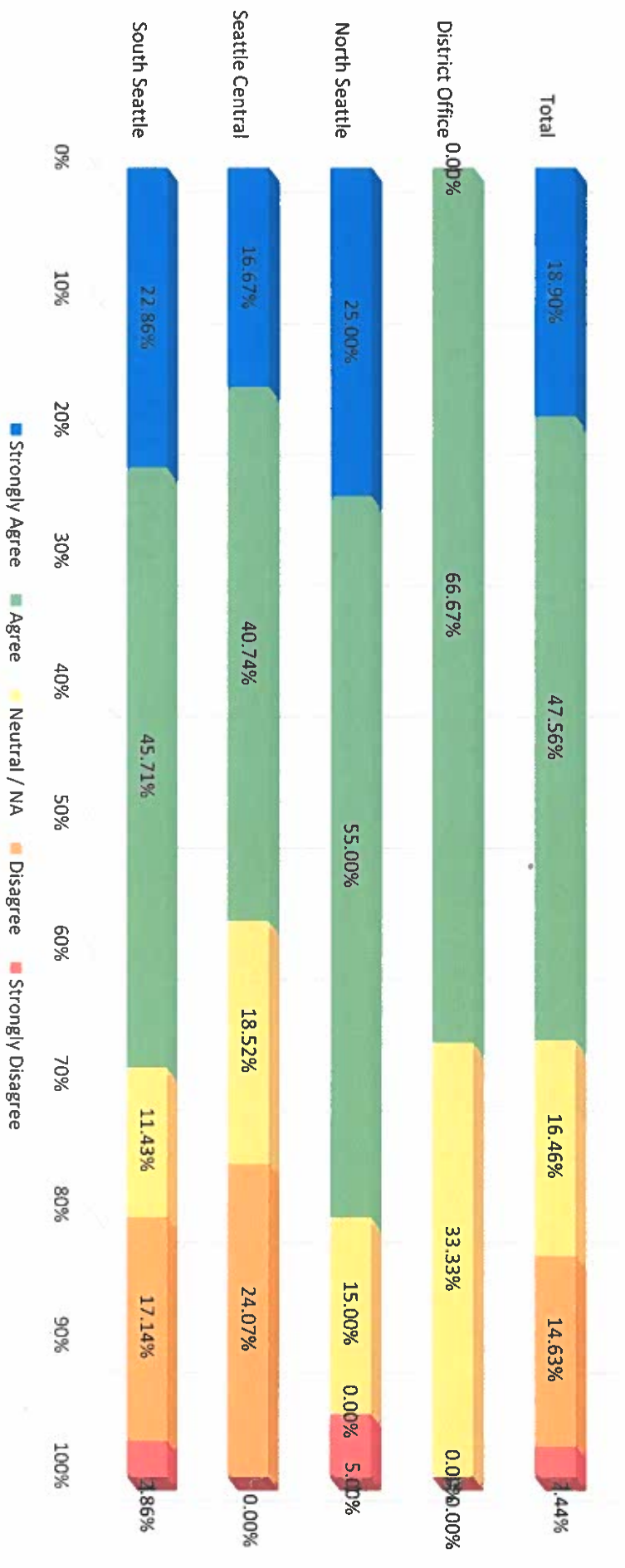
The Summit: If an employee answers all 12 questions positively, he or she has reached the summit. These are the most engaged and highest performing employees.

If employees lower-level needs aren't met, the more likely they will burn out, become unproductive and leave.

I KNOW WHAT IS EXPECTED OF ME AT WORK.



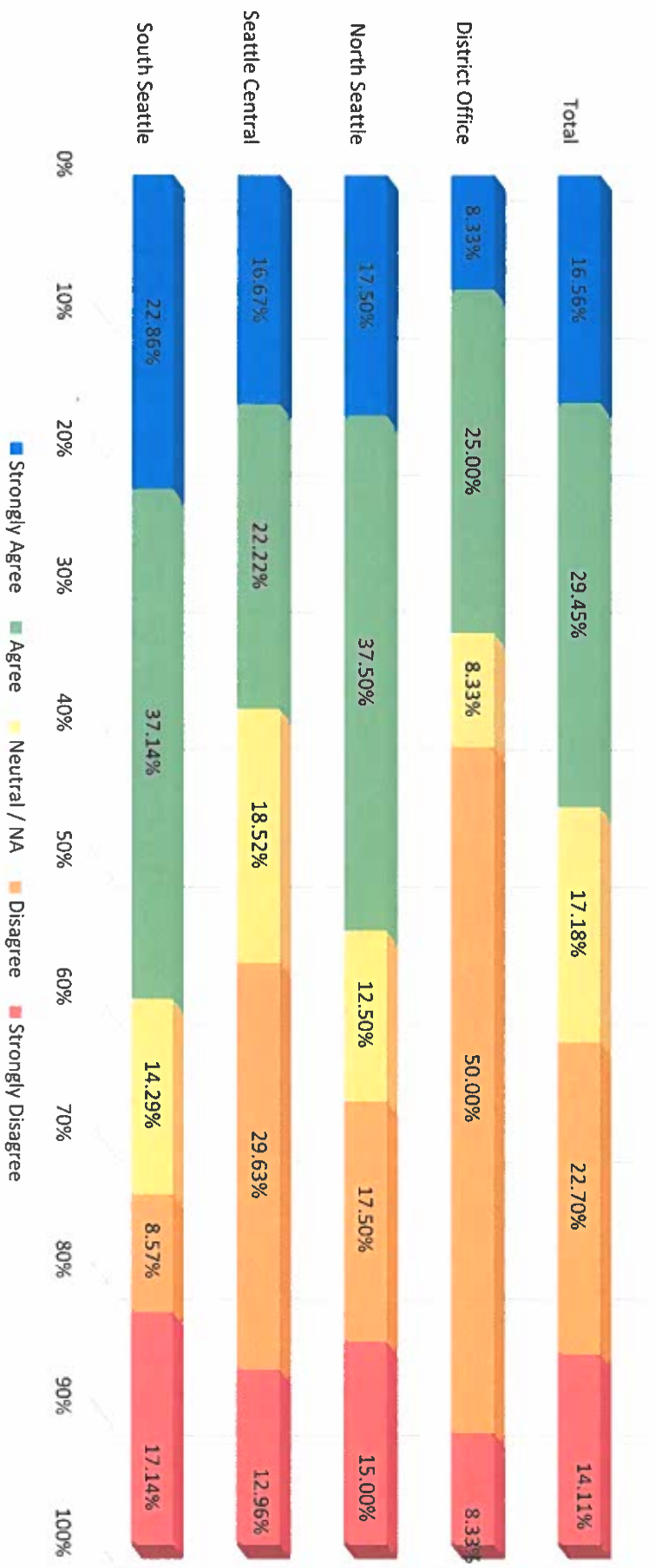
I HAVE THE MATERIALS AND EQUIPMENT I NEED TO DO MY WORK RIGHT.



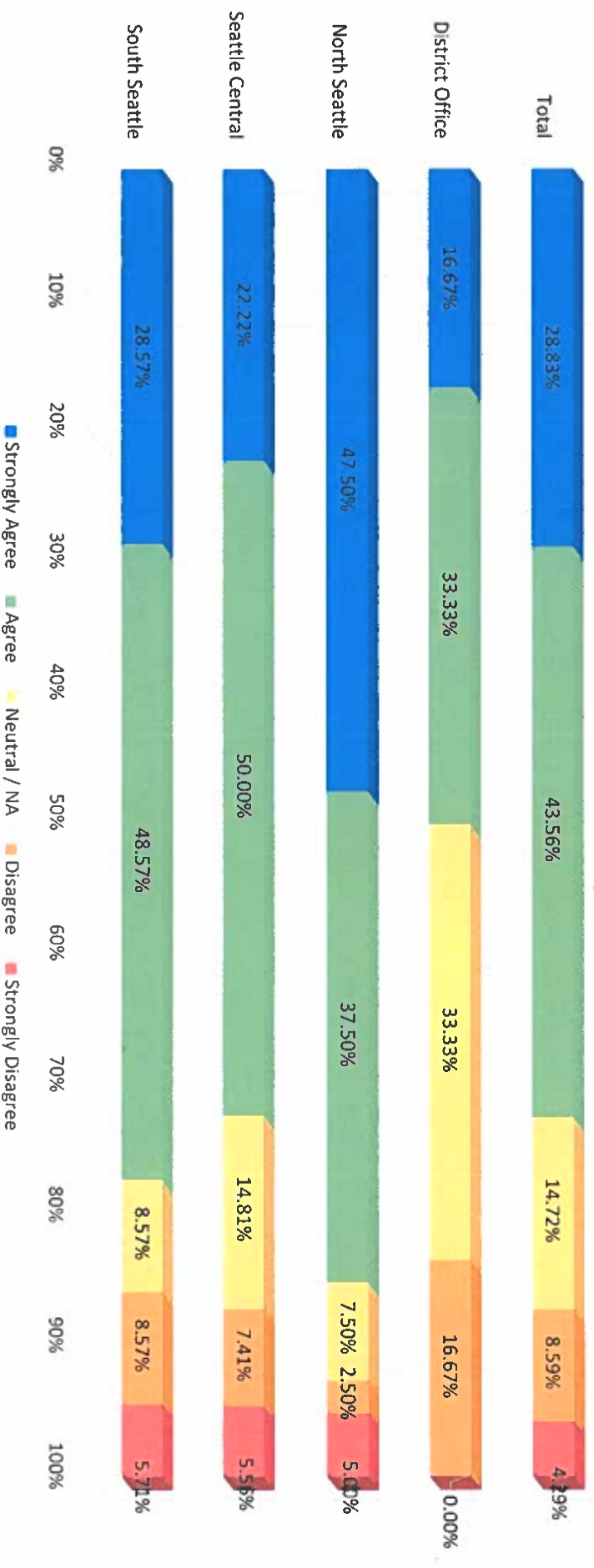
AT WORK, I HAVE THE OPPORTUNITY TO DO WHAT I DO BEST EVERY DAY.



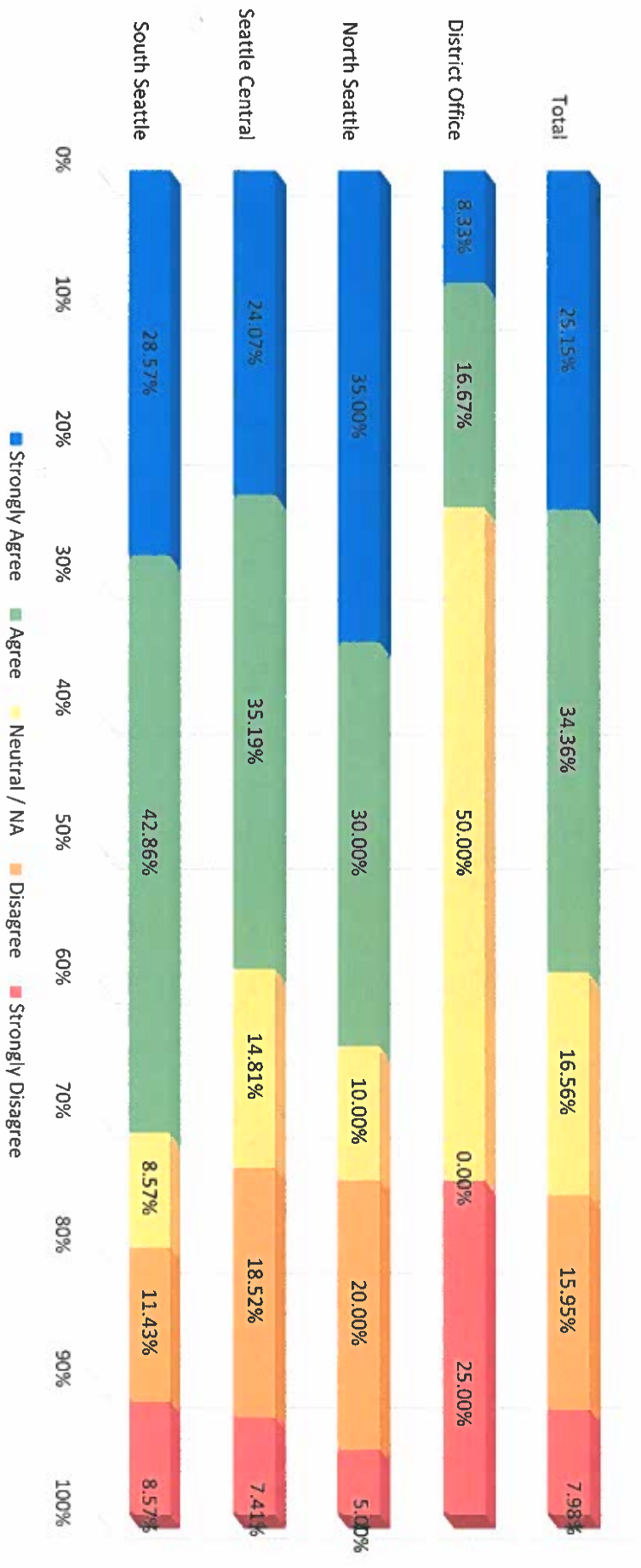
IN THE LAST SEVEN DAYS, I HAVE RECEIVED RECOGNITION OR PRAISE FOR DOING GOOD WORK.



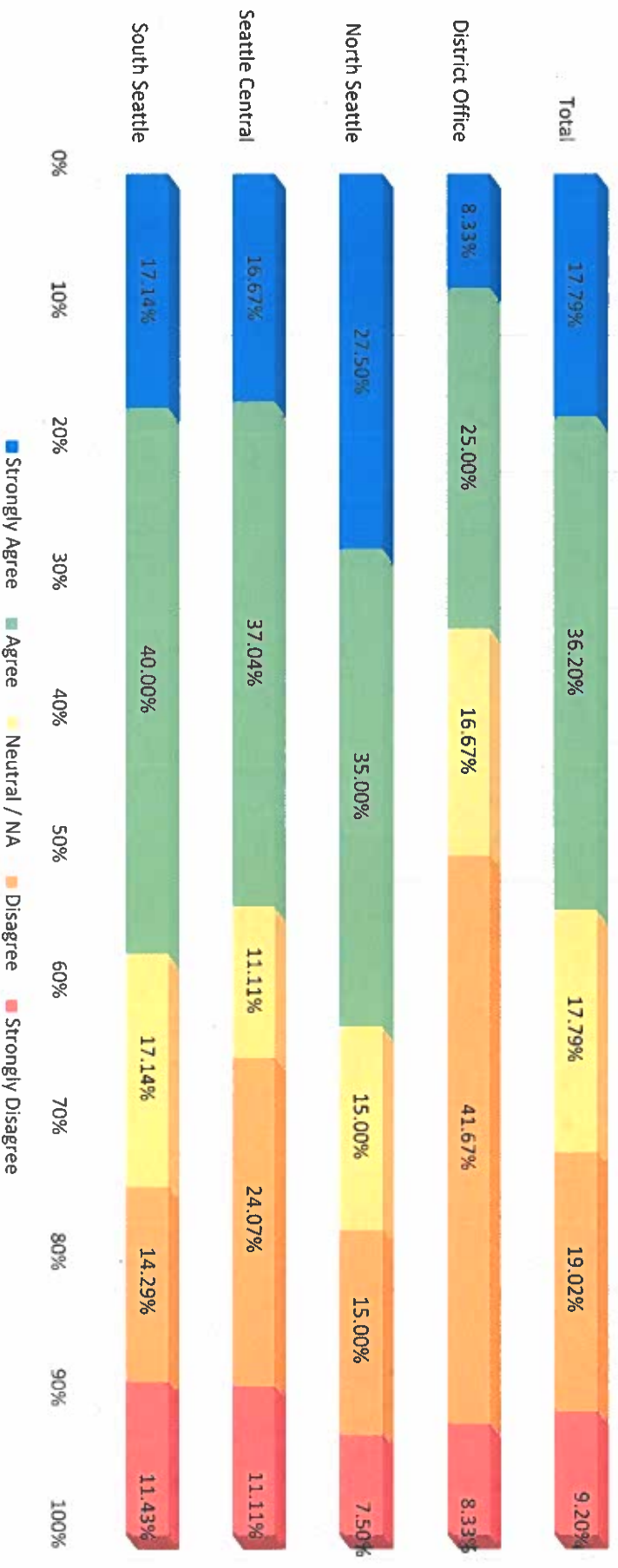
MY SUPERVISOR, OR SOMEONE AT WORK, SEEMS TO CARE ABOUT ME AS A PERSON.



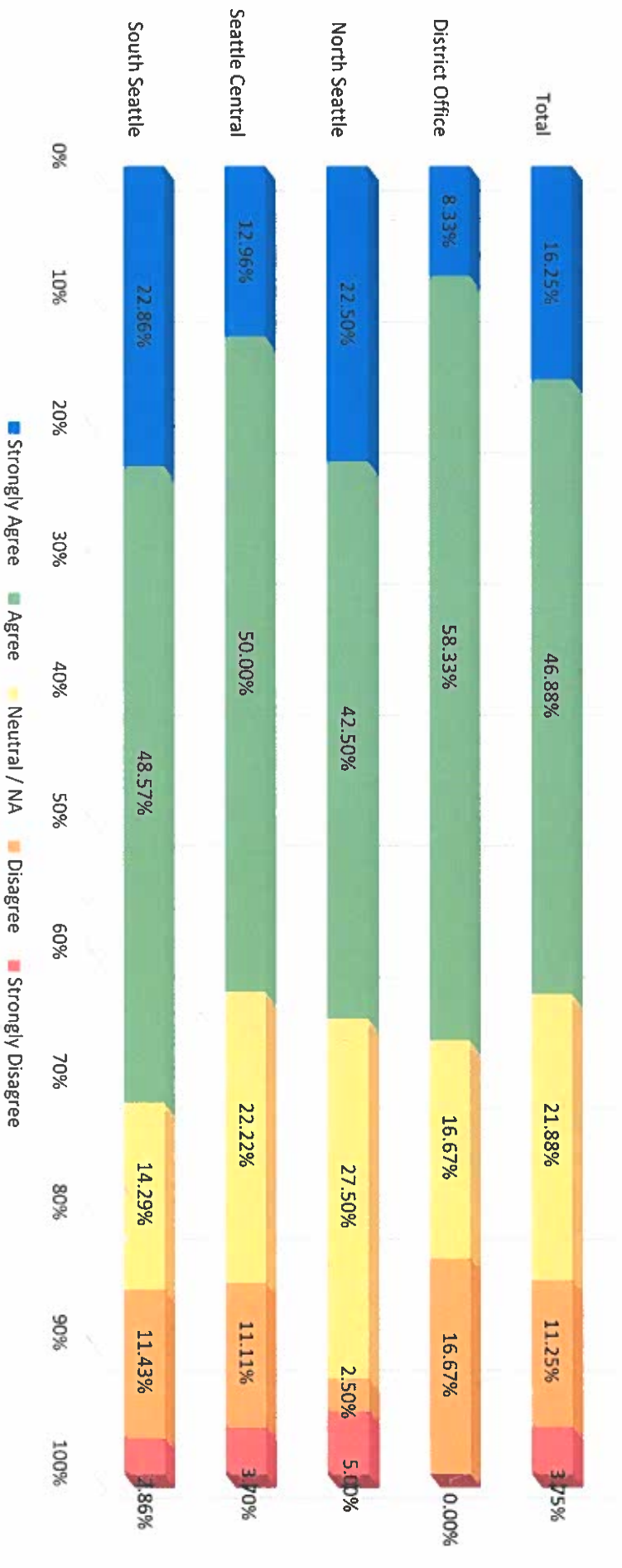
THERE IS SOMEONE AT WORK THAT ENCOURAGES MY DEVELOPMENT.



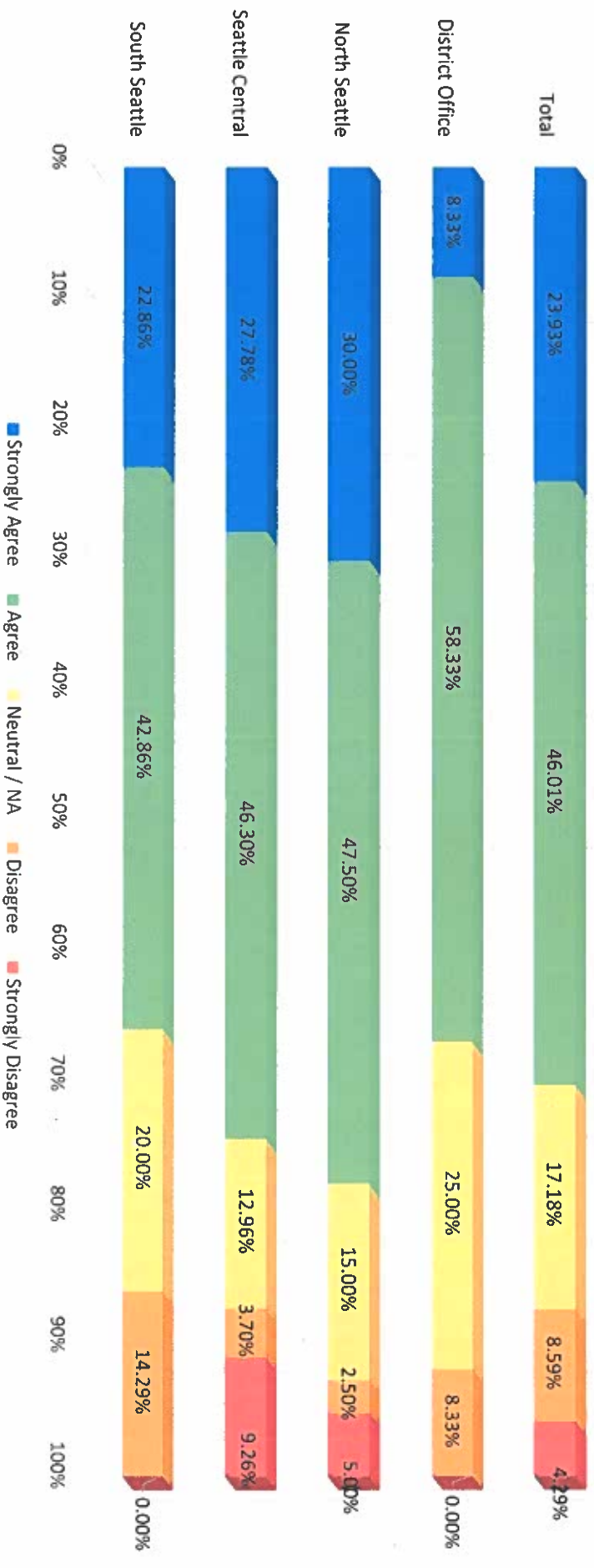
AT WORK, MY OPINIONS SEEM TO COUNT.



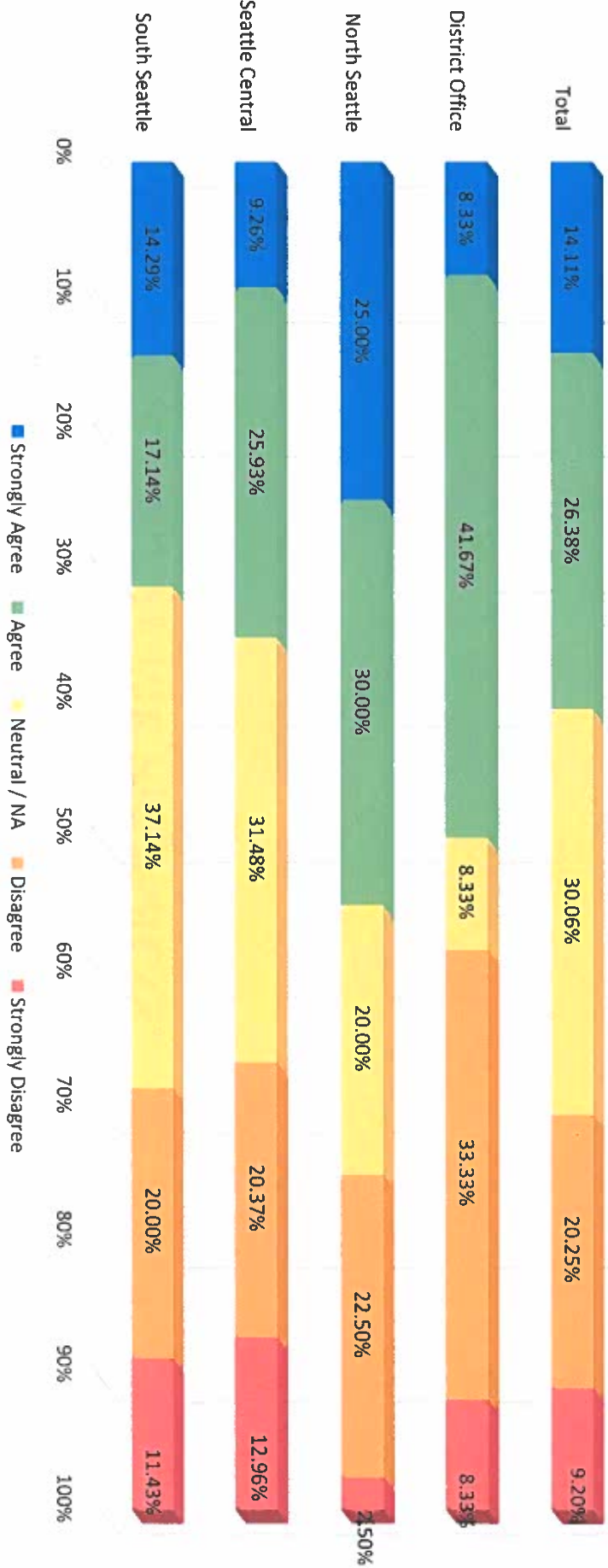
THE MISSION OR PURPOSE OF MY COLLEGE MAKES ME FEEL MY JOB IS IMPORTANT.



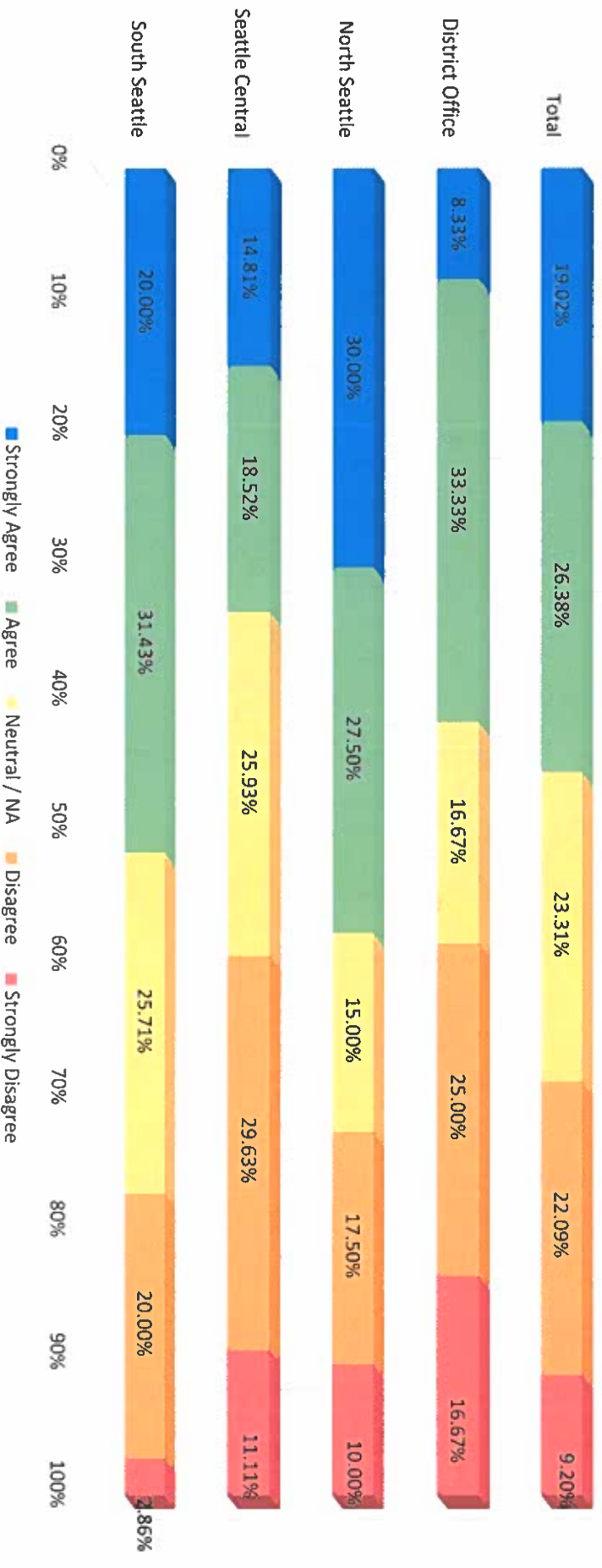
MY FELLOW EMPLOYEES ARE COMMITTED TO DOING QUALITY WORK.



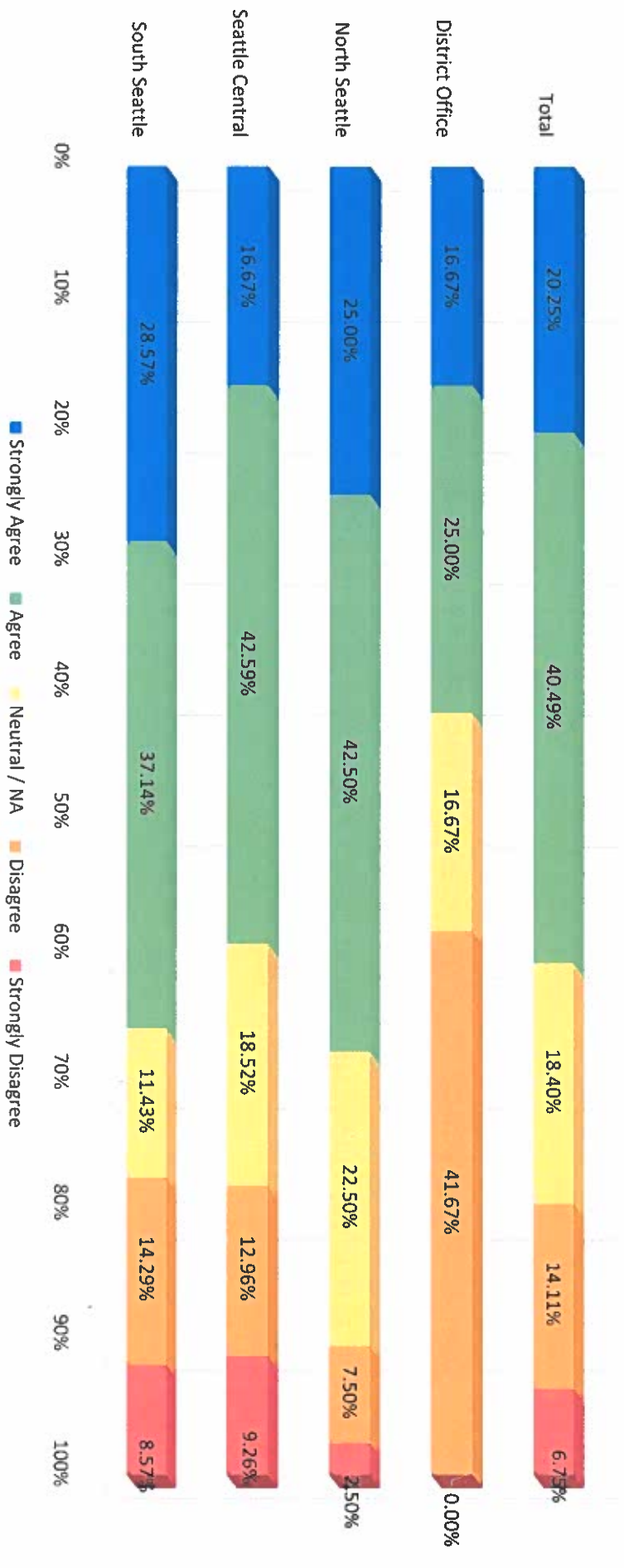
I HAVE A BEST FRIEND AT WORK.



IN THE LAST SIX MONTHS, SOMEONE AT WORK HAS TALKED TO ME ABOUT ME PROGRESS.



LAST YEAR, I HAD OPPORTUNITIES AT WORK TO LEARN AND GROW.



2017 GALLUP HIGHER EDUCATION DATABASE PERCENTILE RANKINGS

Gallup's Q12 Database consists of data from Q12 client administrations from the most recent five years.

The Higher Education Database, a subset of the Overall Q12 Database, is composed of institutions classified as Research 1 (60%), Research 2 (30%) and Baccalaureate-Diverse Fields (10%).

The next slide compares our Grand Mean and Q12 means to the Gallup Higher Education Workgroup Level Database. For example, if we have a mean of 4.25 on Q07, your group's score on that item would be in the top quartile of the Higher Education Database. Therefore, at least 75% of the workgroups in the database scored *lower* than your group.

OUR MEAN RESULTS & RANKING

Means

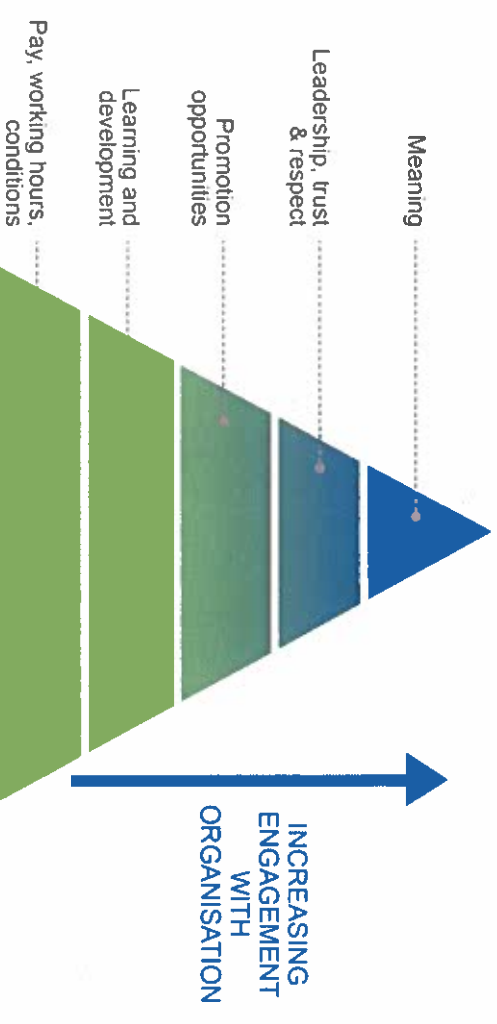
	Percentile				
	<25th	25th-49th	50th-74th	≥75th	
GrandMean	<3.51	3.52-3.79	3.80-4.07	4.08+	
Q00. Overall Satisfaction	<3.40	2.41-3.75	3.76-4.00	4.01+	
Gallup Q12					
Q01. Know what's expected	<4.00	4.01-4.32	4.33-4.56	4.57+	Q1
Q02. Have materials & equipment	<3.67	3.68-4.00	4.01-4.32	4.33+	Q2
					Q3
Q03. Opportunity to do best	<3.55	3.56-3.88	3.89-4.25	4.26+	Q4
Q04. Recognition	<2.80	2.81-3.40	3.41-3.91	4.92+	Q5
Q05. Cares about me	<3.75	3.76-4.17	4.18-4.50	4.51+	Q6
Q06. Development	<3.29	3.30-3.75	3.76-4.20	4.21+	Q7
					Q8
Q07. Opinions count	<3.18	3.19-3.63	3.64-4.00	4.01+	Q9
Q08. Mission/Purpose	<3.53	3.54-3.92	3.93-4.25	4.26+	Q10
Q09. Employees committed to quality	<3.67	3.68-4.00	4.01-4.33	4.34+	Q11
Q10. Best friend	<2.75	3.76-3.17	3.18-3.60	3.61+	Q12
Q11. Progress	<3.20	3.21-3.75	3.76-4.25	4.26+	
Q12. Learn & grow	<3.50	3.51-3.88	3.89-4.25	4.26+	

	Total	District Office	North Seattle	Seattle Central	South Seattle
Grand Mean	3.59	3.26	3.80	3.47	3.65
Q1	4.12	3.75	4.30	4.11	4.29
Q2	3.66	3.67	3.95	3.50	3.69
Q3	3.83	3.33	4.05	3.74	3.89
Q4	3.12	2.75	3.25	3.00	3.40
Q5	3.84	3.50	4.20	3.76	3.86
Q6	3.53	2.83	3.70	3.50	3.71
Q7	3.34	2.83	3.60	3.24	3.37
Q8	3.61	3.58	3.75	3.57	3.77
Q9	3.77	3.67	3.95	3.80	3.74
Q10	3.16	3.08	3.53	2.98	3.03
Q11	3.24	2.92	3.50	2.96	3.46
Q12	3.53	3.17	3.80	3.44	3.63

ADMINISTRATIVE, COMMUNICATION, AND GOAL ALIGNMENT

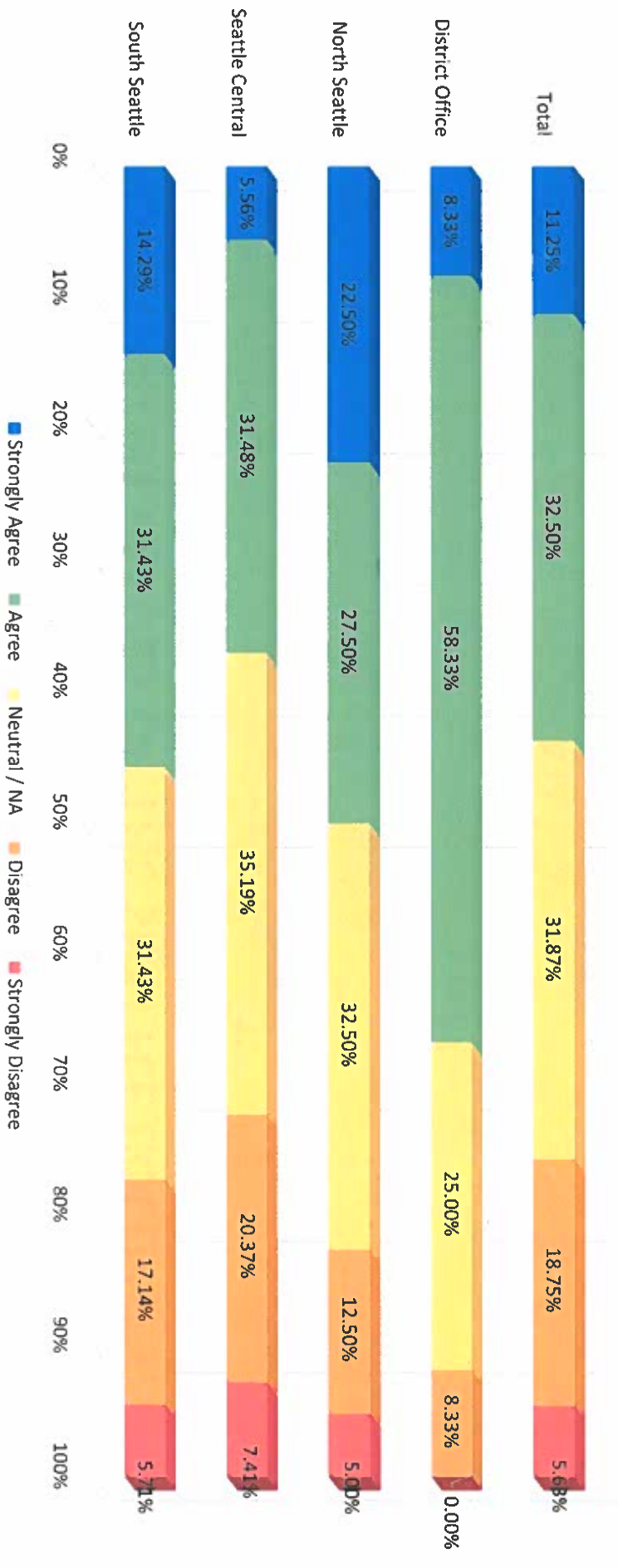
The following survey questions analysis how well the colleges and district functions as an organization. They should be measured by whether the response is positive, neutral, or negative.

“Trust is earned when actions meet words.” – Chris Butler

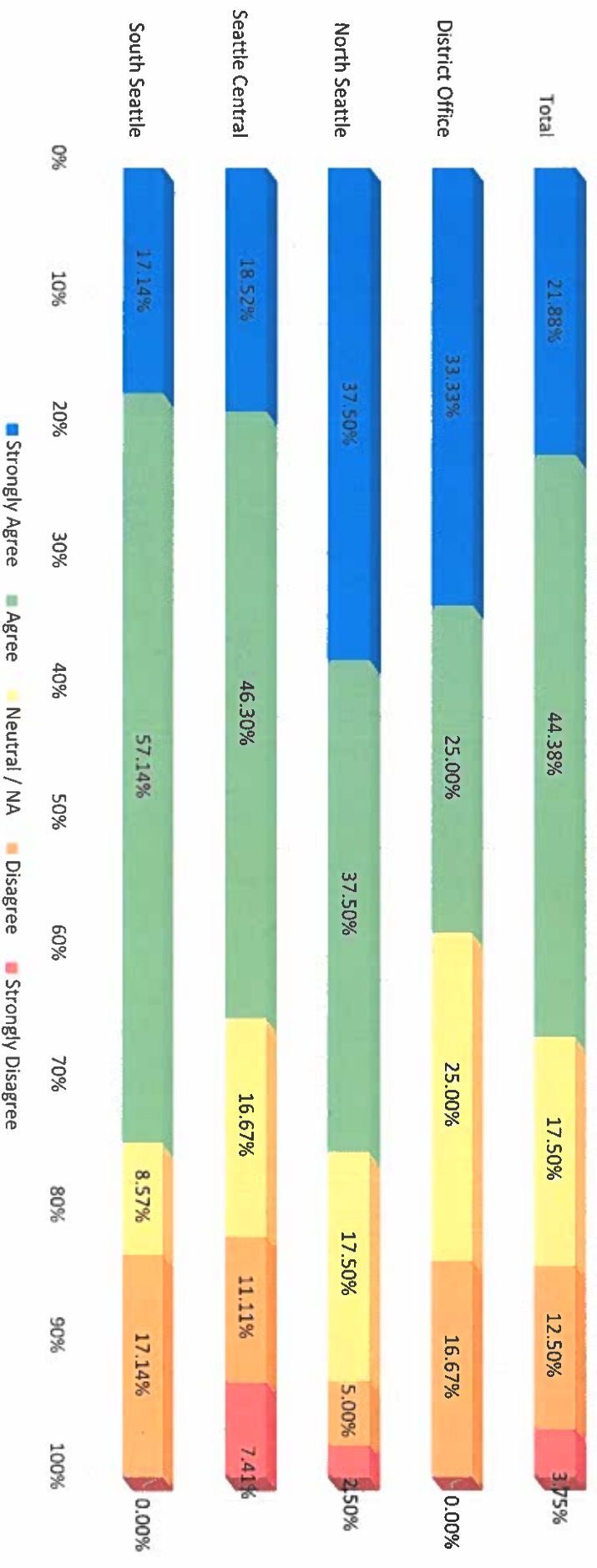


Penna's Hierarchical Model

EVERYONE WORKS TOWARDS A SHARED VISION, MISSION, AND GOALS.



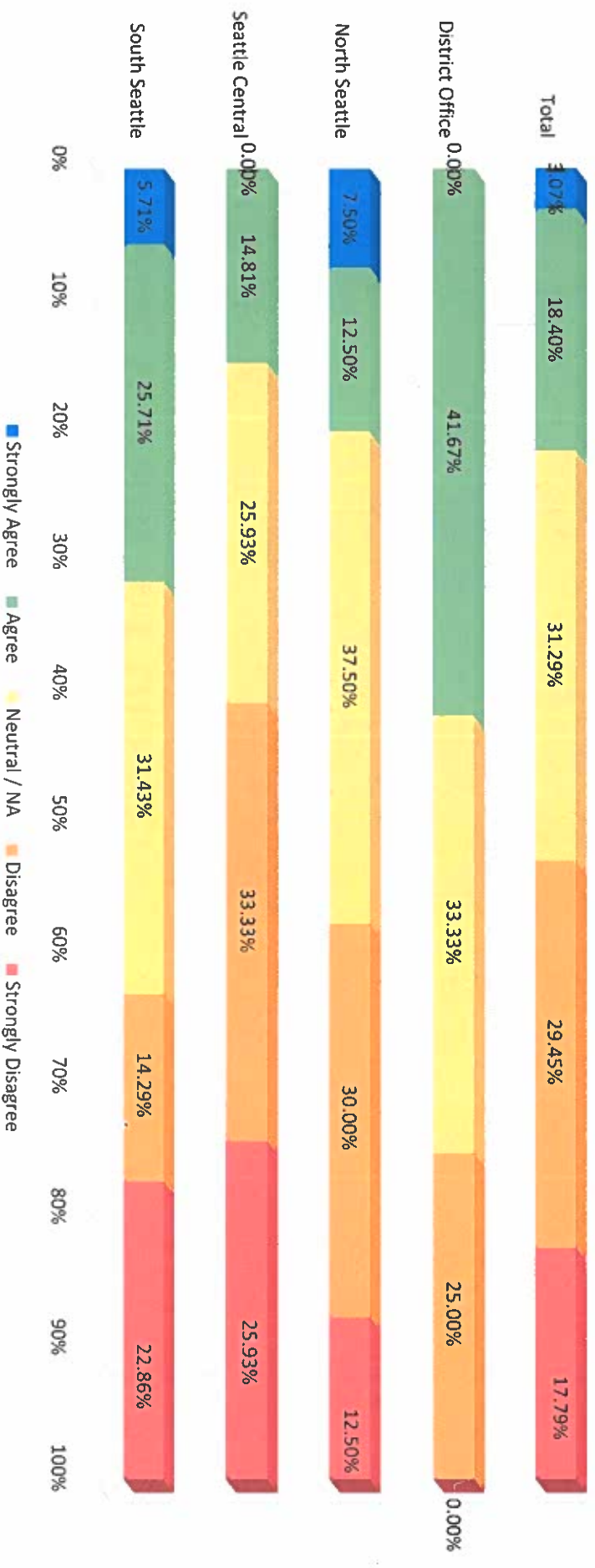
EQUITY, DIVERSITY, AND INCLUSION ARE DEMONSTRATED VALUES OF THE SEATTLE COLLEGES.



TEAM WORK AND COLLABORATION IS VALUED BY EVERYONE WITHIN MY OFFICE.



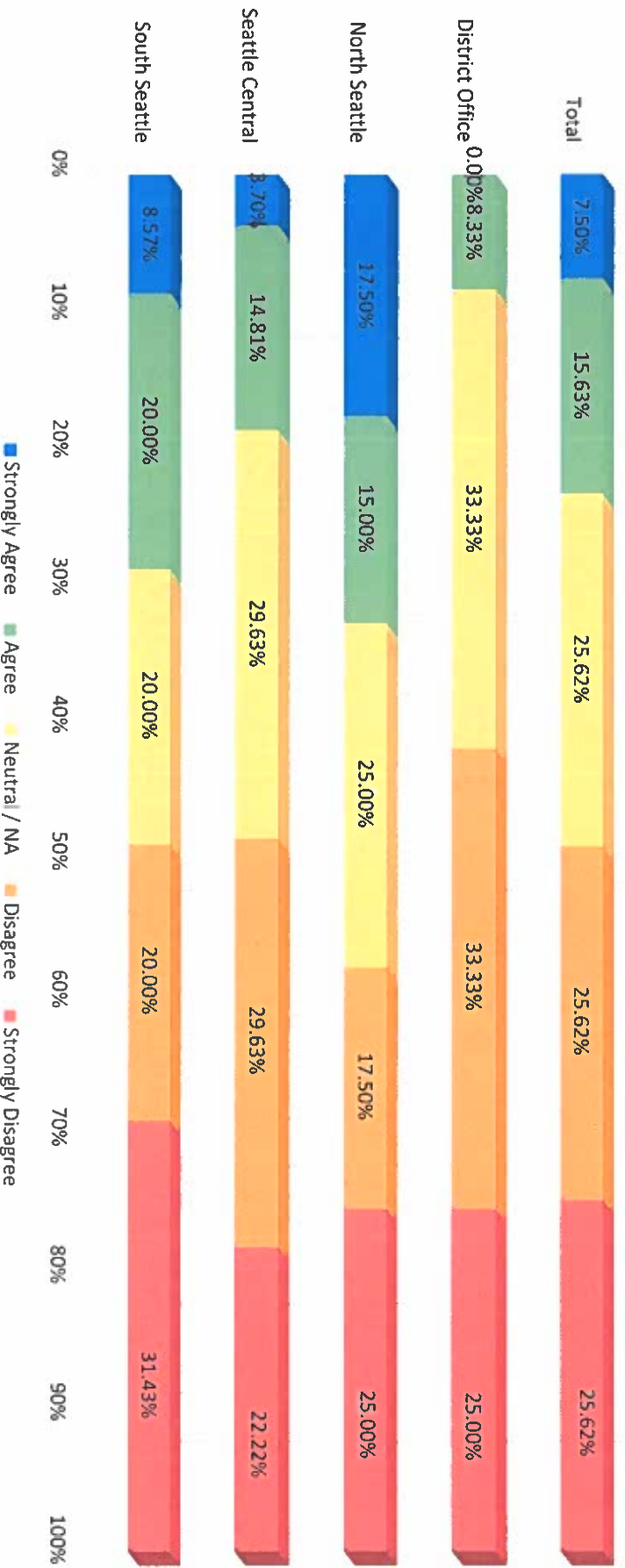
STAFF ON CAMPUS ARE INFORMED OF LARGE DECISIONS AND WILLINGLY ACCEPT CHANGE.



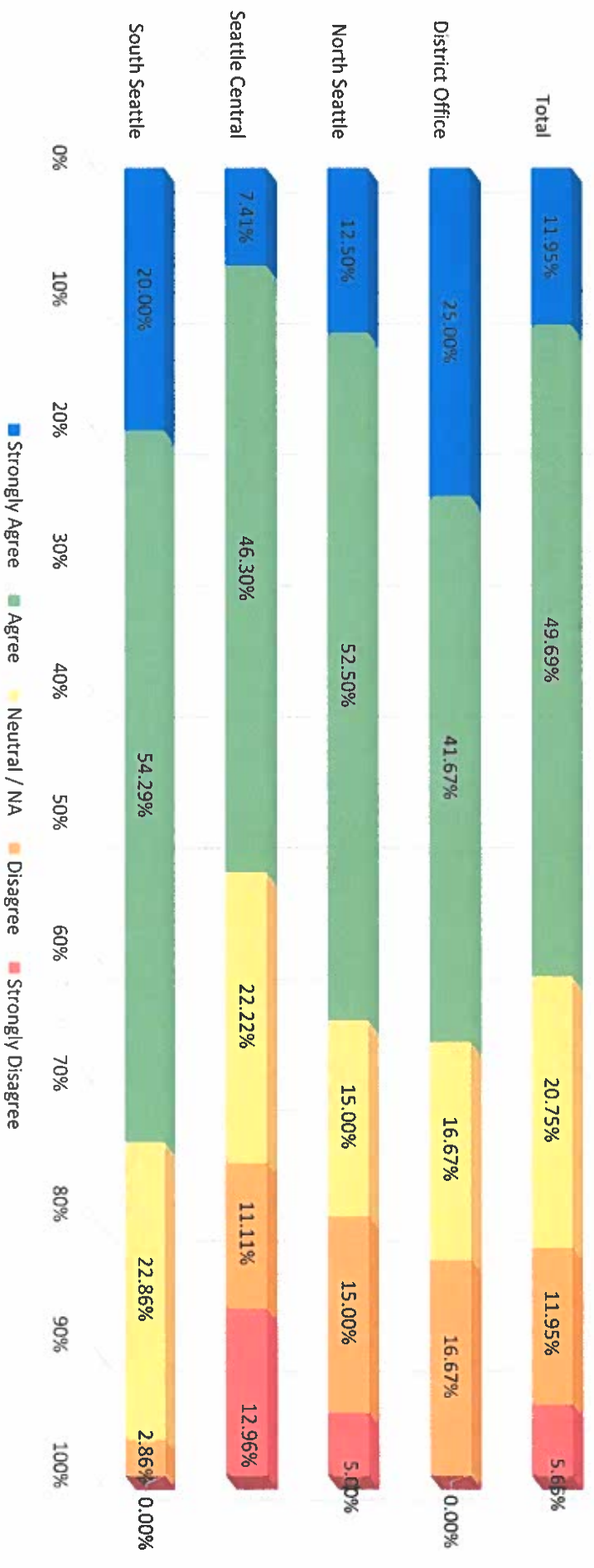
I AM CONFIDENT WHEN REFERRING STUDENTS BECAUSE DEPARTMENTS ON CAMPUS CLEARLY COMMUNICATE AVAILABLE RESOURCES & SERVICES.



WORKPLACE MORALE HAS INCREASED IN THE LAST YEAR.



CAMPUS SAFETY IS TAKEN SERIOUSLY AND I FEEL SAFE ON CAMPUS.



POTENTIAL CBA VIOLATION ISSUES

The following survey questions ask whether certain rights within the collective bargaining agreement are being upheld.

Any Disagree or Strongly Disagree response could indicate violation of the CBA.

Survey Question

Related Article in CBA

My annual performance review is fair and honest.

Article 6

The reclassification/reallocation process is accessible, clear, and fair.

Article 42

I can easily use vacation, sick leave, and personal leave when requested and/or as needed.

Article 11, 12, & 18

The college ensures accessibility and provides appropriate workplace accommodations when requested.

Article 34

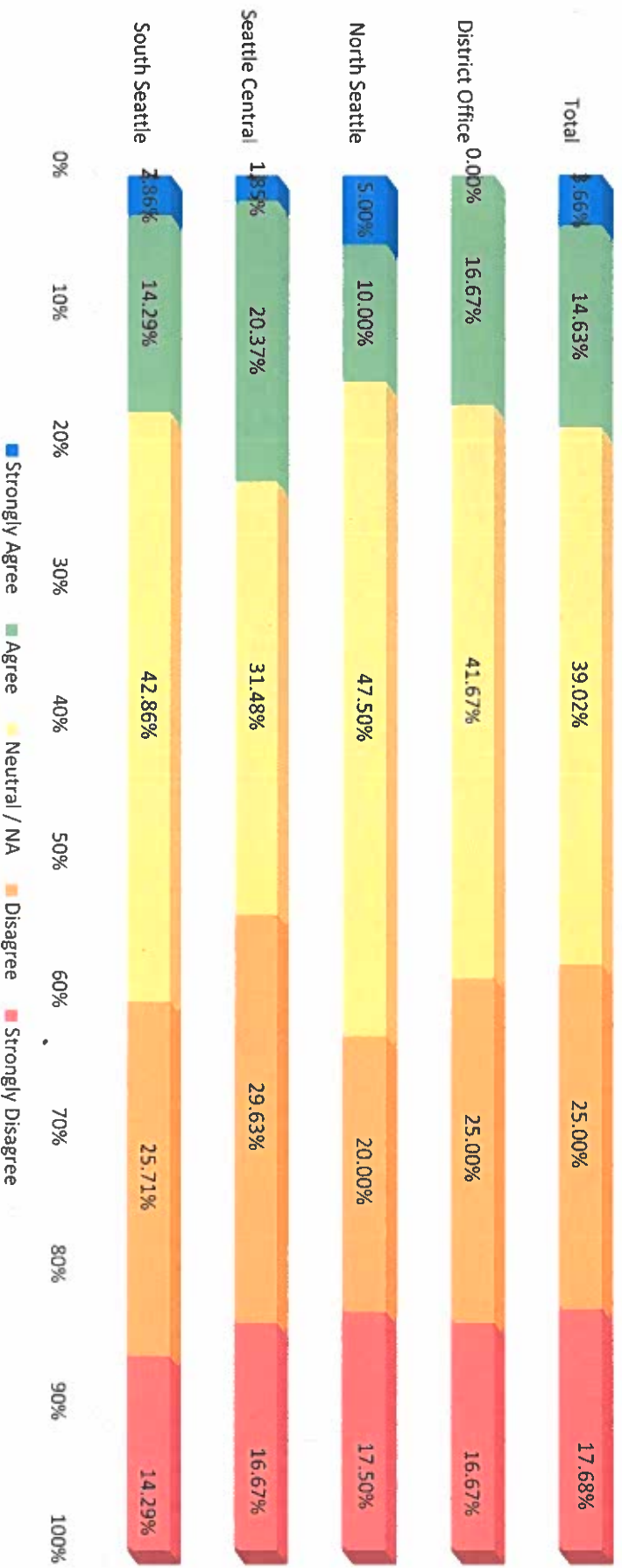
My department has a functional kitchen for meal breaks and I am able to take shorter breaks whenever needed.

Article 47 & Article 7

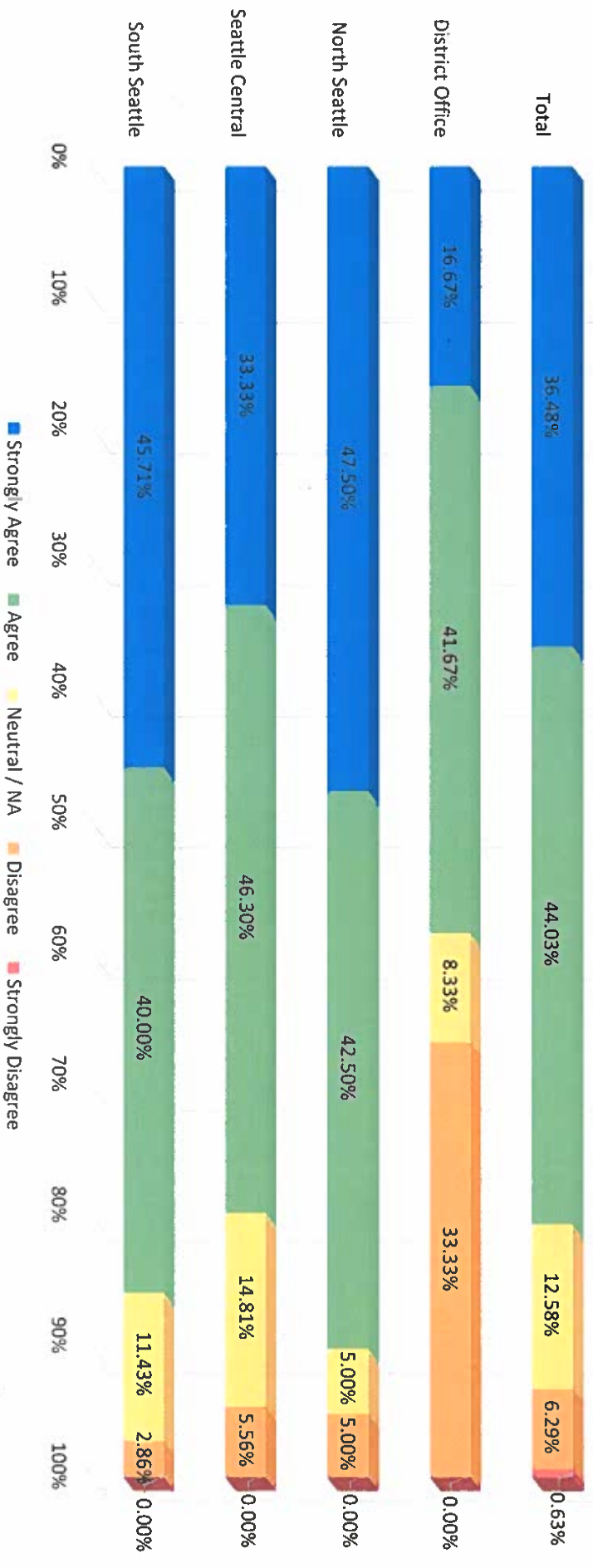
MY ANNUAL PERFORMANCE REVIEW IS FAIR AND HONEST.



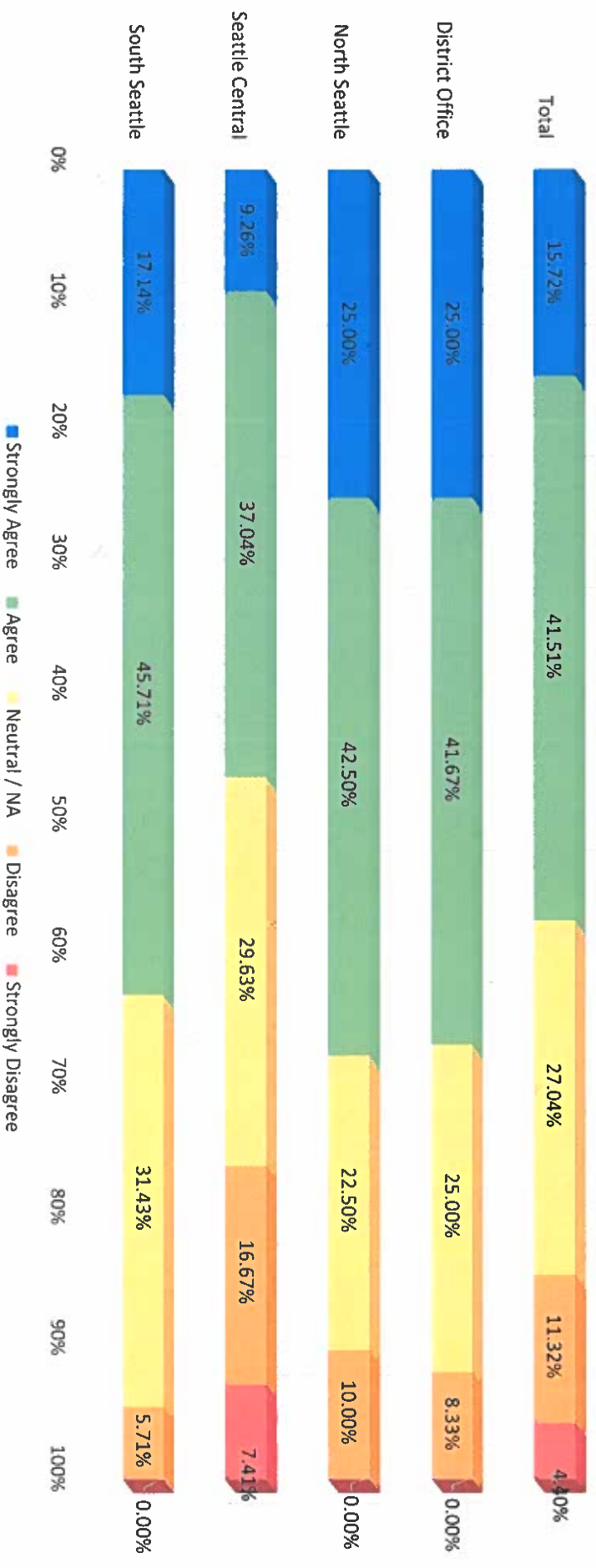
THE RECLASSIFICATION/REALLOCATION PROCESS IS ACCESSIBLE, CLEAR, AND FAIR.



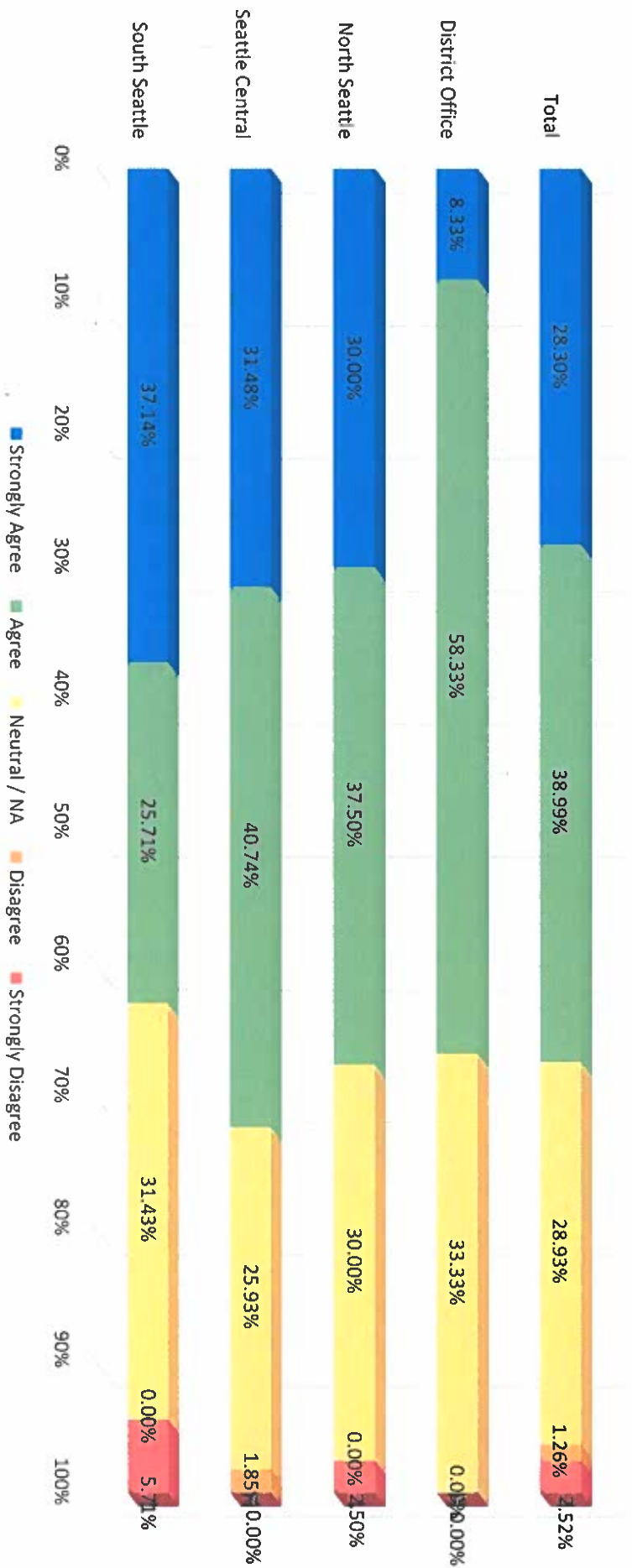
I CAN EASILY USE VACATION, SICK LEAVE, AND PERSONAL LEAVE WHEN REQUESTED AND/OR AS NEEDED.



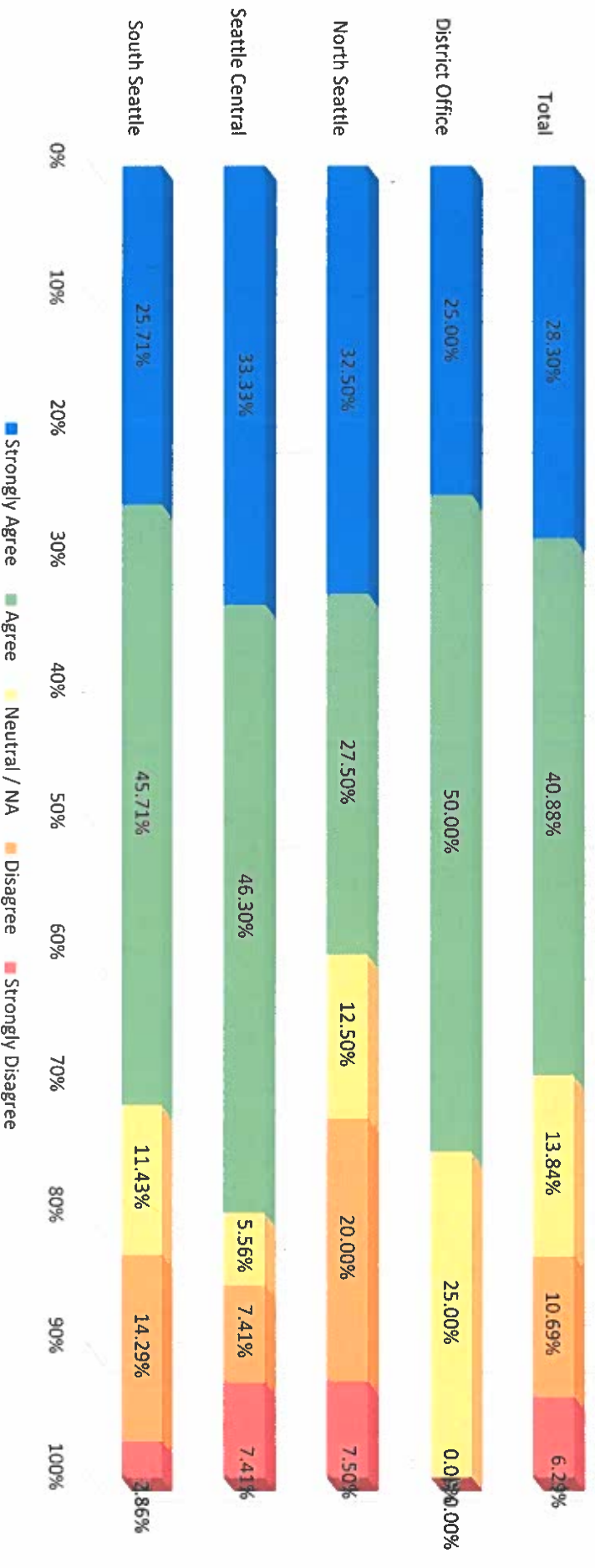
THE COLLEGE ENSURES ACCESSIBILITY AND PROVIDES APPROPRIATE WORKPLACE ACCOMMODATIONS WHEN REQUESTED.



I AM ABLE TO USE A GENDER APPROPRIATE AND/OR GENDER NEUTRAL RESTROOM AT WORK WHENEVER NEEDED.



MY DEPARTMENT HAS A FUNCTIONAL KITCHEN FOR MEAL BREAKS AND I AM ABLE TO TAKE SHORTER BREAKS WHENEVER NEEDED.



AREAS FOR IMPROVEMENT

Design Better Work

Management Practices

Communication & Participation

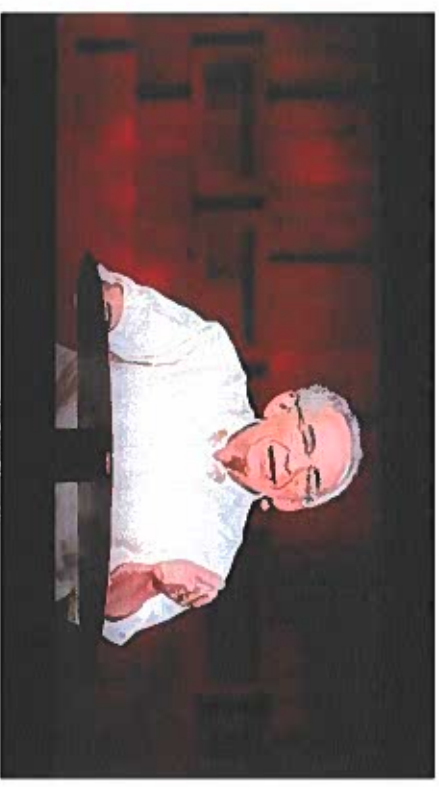
Career Development

Facilities Improvements

Benefits & Compensation

DESIGN BETTER WORK

- ❖ Share “tedious” and/or “low level” tasks amongst as many people as possible.
- ❖ Let everyone have input and give feedback.
- ❖ Allow people to expand their role.
- ❖ Share decision making as broadly as possible.
- ❖ Streamline process to remove repetitive tasks.
- ❖ Acknowledge building relationships as work.
- ❖ Make roles and responsibilities meaningful.



TED Talk: Barry Schwartz
[The way we think about work is broken](#)

MANAGEMENT PRACTICES

- ❖ Hold Managers and supervisors accountable for employee engagement.
- ❖ Treat effective management like the key to performance.
- ❖ Move from old management practices (BOSS) to new ones (LEADER).
- ❖ Leadership is a lifelong learning process, not a box to be checked.
- ❖ Create an ongoing training, certification, and educational system.
 - Basic: Chair a meeting, create an agenda, different decision making processes, planning & logistics, soft skills
 - Intermediate: Leading a team, strategy vs. tactics, time management, building involvement, following policy, communication
 - Advanced: Coaching a team, putting values into practice, scheduling workflow, sharing decision making, project management
 - Expert: Being a representative, strategic planning, supervising schedules, ensuring collaboration, creating processes
 - Mastery: Mentoring a leader, creating value, managing staffing, creating policy/procedure, effective communication

COMMUNICATION & PARTICIPATION

- ❖ Accept that you're accountable for delivering the strategy & values you designed.
- ❖ Break down silos and build networks
- ❖ Implement process for employees to submit innovations and/or ideas for improvement.
- ❖ Allow every employee a certain baseline amount of time for participation in campus/district committees and other recognized groups.
- ❖ Seek universal buy-in prior to making large changes.
- ❖ Better communication and change management for all large decisions.
- ❖ Commitment to shared decision making and follow past practice of appointment of a representative of each employee representing union on every district/campus committee.
- ❖ Create process for adoption of affinity groups and other semi-formal organizations.
- ❖ Find creative ways to involve the entire campus in decision making.

CAREER DEVELOPMENT

- ❖ Provide professional development opportunities and funding in an equitable way.
- ❖ Collaboratively redesign the re-classification/re-allocation process with the union.
- ❖ Collaboratively redesign the annual performance review process with the union.
- ❖ Provide constructive feedback, recognize good work, encourage personal and professional development.
- ❖ Use options currently available in the collective bargaining agreement:
 - Consider qualified internal candidates prior to external candidates
 - Create opportunities for Project Employment, In-Training Positions, and Apprenticeships.
- ❖ Build a robust training and short certificate programs in a wide variety of skills.
- ❖ Encourage employees to learn, grow, and use new skills.
- ❖ Think of classifications as a description, not a definition.
- ❖ Build and support mentorship structures.

FACILITIES IMPROVEMENTS

- ❖ Safety improvements; such as additional lighting, removal of sight barriers surrounding campus, etc.
- ❖ Ensure each work area has a functional employee lounge/kitchen.
- ❖ Increase number of gender neutral restrooms
- ❖ Increased funding and staffing for Facilities in order to improve campus environment.

BENEFITS & COMPENSATION

- ❖ Continued strong support and advocacy for increasing locality pay and cost of living adjustments.
- ❖ Build benefits programs to support employees in housing, tuition payment, childcare, and other major needs.
- ❖ Advocate for better medical benefits through the state-wide benefit plans.
- ❖ Work with and train supervisors to allow for more flexible schedules to accommodate childcare and other obligations.



MEMORANDUM

TO: Board of Trustees

FROM: Jennifer Strother

DATE: January 9, 2020

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 November 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 Pan
Chancellor

Financial Report
Period Ending November 30, 2019
Summary



Period ending November 30, 2019 financials are presented showing a comparison of year-to-date operating revenues and expenses for November 30, 2018 to November 30, 2019.

Resource comparisons:

- Tuition revenue is down 9% from last November YTD but is 1% less than last November and about 42% of Budget after removing the effect of international conversion. Conversion of International students was done in November last year. International conversion increased tuition in 1819 and reduced international revenue in 1819 compared to 1920 for the same period.
- Fees are up about 3% over last September and are at 45% of budget
- International revenue is down 14% over last November YTD. The decrease in international revenue is greater when annual international conversion to state tuition takes place. Adjusting international conversion out from last November, shows international revenue is down 22% compared to last November year-to-date.
- Running Start is up 19% over last November and 27% of budget. Running Start revenues for Fall quarter will not be complete until December.
- Allocation spending is up 3% over last year and expected to be fully spent by the end of the year.

Expense comparisons:

- Salaries are up about 13% from last November and are 37% of Budget for the year.
- District salaries are up about \$2M primarily due to centralizing IT, HR, and Foundation functions.
- Benefits are up 7% and are 37% of budget for the year.
- Timing of purchases and transfers of expenses are reasons for other YTD expense variances.

Operating Funds History and Projections

SEATTLE COLLEGES DISTRICT

FISCAL YEAR	ACTUAL 2018/19	1819FY Budget	YTD-11/30/18	1920FY Budget **	YTD-11/30/19	% BDGT YTD	Change % YTD Oct
SOURCES:							
State Allocation	\$ (74,042,817)	\$ (74,049,104)	\$ (25,095,033)	\$ (81,685,992)	\$ (25,793,024)	32%	3%
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)	\$ (13,952,148)	\$ (30,342,622)	\$ (12,747,879)	42%	-9%
Fees	\$ (9,527,778)	\$ (9,311,274)	\$ (4,401,677)	\$ (10,115,932)	\$ (4,518,521)	45%	3%
Running Start	\$ (9,323,814)	\$ (8,473,623)	\$ (2,229,436)	\$ (9,991,765)	\$ (2,654,520)	27%	19%
International/JEL ****	\$ (20,913,685)	\$ (21,571,789)	\$ (11,614,670)	\$ (17,972,159)	\$ (9,946,957)	55%	-14%
Other	\$ (2,879,028)	\$ (1,722,404)	\$ (475,170)	\$ (1,008,829)	\$ (779,937)	77%	64%
Revenue Transfers	\$ 2,244,243	\$ 3,686,041	\$ (87,500)	\$ (83,567)	\$ 999,462	-1196%	-1242%
Use of Reserves	\$ -	\$ (14,544,290)	\$ 10,245	\$ (4,035,913)	\$ (337)	0%	-103%
SubTotal	\$ (71,182,721)	\$ (83,793,934)	\$ (32,750,357)	\$ (73,550,787)	\$ (29,648,689)	40%	-9%
Total	\$ (146,548,139)	\$ (159,165,638)	\$ (57,845,391)	\$ (156,559,379)	\$ (55,772,363)	36%	-4%

USES BY EXPENSE TYPE:

FISCAL YEAR	ACTUAL 2018/19	1819FY Budget	YTD-11/30/18	1920FY Budget **	YTD-11/30/19	% BDGT YTD	Change % YTD Oct
Salaries/Wages	\$ 91,337,880	\$ 97,066,454	\$ 34,037,774	\$ 102,833,152	\$ 38,417,114	37%	13%
Employee Benefits	\$ 30,775,666	\$ 33,869,838	\$ 12,107,302	\$ 34,569,616	\$ 12,954,750	37%	7%
Contracted Services	\$ 551,504	\$ 682,520	\$ 97,301	\$ 400,381	\$ 85,782	21%	-12%
Supplies	\$ 19,599,358	\$ 25,669,621	\$ 6,303,482	\$ 20,321,913	\$ 5,922,653	29%	-6%
Travel	\$ 641,847	\$ 965,991	\$ 203,539	\$ 853,400	\$ 179,757	21%	-12%
Equipment	\$ 2,766,869	\$ 2,289,231	\$ 1,048,778	\$ 1,951,167	\$ 541,622	28%	-48%
Grants to Students	\$ 7,036,501	\$ 3,780,606	\$ 965,237	\$ 7,221,649	\$ 935,668	13%	-3%
Other	\$ (5,532,845)	\$ (7,250,244)	\$ 150,764	\$ (14,299,511)	\$ (1,162,096)	8%	-871%
DISTRICT TRANSFER			\$ -	\$ -	\$ -		
Total	\$ 147,176,780	\$ 157,074,017	\$ 54,914,177	\$ 153,851,767	\$ 57,875,248	38%	5%

USES BY PROGRAM:***

EXPENSES BY PROGRAM	ACTUAL 2018/19	1819FY Budget	YTD-11/30/18	1920FY Budget **	YTD-11/30/19	% BDGT YTD	Change % YTD Oct
Instruction	\$ 83,392,274	\$ 88,699,539	\$ 30,600,317	\$ 86,832,991	\$ 27,806,081	32%	-9%
Primary Support	\$ 11,183,737	\$ 13,400,188	\$ 4,640,392	\$ 15,592,360	\$ 6,276,141	40%	35%
Library	\$ 2,886,799	\$ 2,876,696	\$ 1,039,067	\$ 3,122,074	\$ 1,181,499	38%	14%
Student Svcs	\$ 12,183,463	\$ 14,117,128	\$ 4,816,559	\$ 16,063,318	\$ 6,339,021	39%	32%
Institutional Support	\$ 24,880,827	\$ 24,778,909	\$ 8,189,600	\$ 19,245,951	\$ 10,188,560	53%	24%
Plant Ops. & Maint.	\$ 12,649,679	\$ 13,201,557	\$ 5,628,243	\$ 12,995,073	\$ 6,083,945	47%	8%
Grand Total	\$ 147,176,780	\$ 157,074,017	\$ 54,914,177	\$ 153,851,767	\$ 57,875,248	38%	5%

* 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.

****Note there is a timing difference for conversion of international students to state students. The conversion was done in November last year and has not been done

SEATTLE CENTRAL COLLEGE

FISCAL YEAR	ACTUAL 2018/19	1819FY Budget	YTD-11/30/18	1920FY Budget **	YTD-11/30/19	% BDGT YTD	Change % YTD Oct.
SOURCES:							
State Allocation	\$ (23,704,419)	\$ (23,710,703)	\$ (10,038,091)	\$ (31,515,835)	\$ (11,135,916)	35%	11%
State Allocation/Capital	\$ (595,150)	\$ (595,150)	\$ -	\$ (595,150)	\$ (148,788)	25%	N/A
Local Revenues:							
Tuition ****	\$ (12,493,289)	\$ (10,837,274)	\$ (5,587,694)	\$ (12,472,200)	\$ (5,119,785)	41%	-8%
Fees	\$ (3,459,407)	\$ (4,168,459)	\$ (1,542,537)	\$ (3,215,249)	\$ (1,446,741)	45%	-6%
Running Start	\$ (3,963,132)	\$ (3,873,623)	\$ (945,376)	\$ (3,991,765)	\$ (1,132,240)	28%	20%
International/JEL ****	\$ (11,773,204)	\$ (11,317,942)	\$ (6,594,632)	\$ (10,651,353)	\$ (5,543,766)	52%	-16%
Other	\$ (682,119)	\$ (140,125)	\$ 111,138	\$ (444,279)	\$ (198,504)	45%	-279%
Revenue Transfers	\$ 2,129,145	\$ 2,070,673	\$ (100,000)	\$ (35,322)	\$ (513)	1%	-99%
Use of Reserves		\$ (5,363,146)	\$ -	\$ (1,014,509)	\$ -	0%	N/A
SubTotal	\$ (30,242,006)	\$ (33,629,896)	\$ (15,167,805)	\$ (31,824,677)	\$ (13,441,549)	42%	-11%
TOTAL	\$ (54,541,575)	\$ (57,935,749)	\$ (25,205,896)	\$ (63,935,662)	\$ (24,726,253)	39%	-2%

USES BY EXPENSE TYPE:

FISCAL YEAR	ACTUAL 2018/19	1819FY Budget	YTD-11/30/18	1920FY Budget **	YTD-11/30/19	% BDGT YTD	Change % YTD Oct.
Salaries/Wages	\$ 37,006,539	\$ 38,114,432	\$ 13,930,732	\$ 40,788,930	\$ 14,603,589	36%	5%
Employee Benefits	\$ 12,484,646	\$ 13,096,642	\$ 4,981,041	\$ 13,823,206	\$ 5,115,003	37%	3%
Contracted Services	\$ 211,976	\$ 240,571	\$ 48,755	\$ 78,590	\$ 38,133	49%	-22%
Supplies	\$ 6,343,239	\$ 7,313,959	\$ 2,006,623	\$ 7,023,973	\$ 2,018,261	29%	1%
Travel	\$ 209,203	\$ 292,086	\$ 72,003	\$ 182,037	\$ 52,087	29%	-28%
Equipment	\$ 1,004,923	\$ 735,551	\$ 387,942	\$ 616,849	\$ 337,725	55%	-13%
Grants to Students	\$ 933,554	\$ 1,077,584	\$ 207,492	\$ 913,900	\$ 333,081	36%	61%
Other	\$ (3,537,959)	\$ (3,690,686)	\$ (132,762)	\$ (8,442,271)	\$ (507,443)	6%	N/A
DISTRICT TRANSFER**				\$ 9,905,580	\$ 4,127,325	42%	
TOTAL	\$ 54,656,121	\$ 57,180,139	\$ 21,501,827	\$ 64,890,794	\$ 26,117,761	40%	21%

USES BY PROGRAM:***

EXPENSES BY PROGRAM	ACTUAL 2018/19	1819FY Budget	YTD-11/30/18	1920FY Budget **	YTD-11/30/19	% BDGT YTD	Change % YTD Oct.
Instruction	\$ 38,795,397	\$ 39,549,265	\$ 14,283,557	\$ 34,413,572	\$ 12,967,955	38%	-9%
Primary Support	\$ 3,028,672	\$ 3,207,720	\$ 1,412,574	\$ 4,921,995	\$ 2,652,787	54%	88%
Library	\$ 1,068,967	\$ 1,102,823	\$ 354,997	\$ 1,471,098	\$ 508,112	35%	43%
Student Svcs	\$ 5,336,034	\$ 5,921,081	\$ 1,996,195	\$ 7,274,166	\$ 2,799,657	38%	40%
Institutional Support	\$ 2,204,824	\$ 2,919,518	\$ 1,323,158	\$ 10,735,103	\$ 4,748,302	44%	N/A
Plant Ops. & Maint.	\$ 4,222,227	\$ 4,479,732	\$ 2,131,346	\$ 6,074,860	\$ 2,440,947	40%	15%
Grand Total	\$ 54,656,121	\$ 57,180,139	\$ 21,501,827	\$ 64,890,794	\$ 26,117,761	40%	21%

* 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

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

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Operating Funds History and Projections

NORTH SEATTLE COLLEGE

FISCAL YEAR	ACTUAL 2018/19	1819FY Budget	YTD-11/30/18	1920FY Budget **	YTD-11/30/19	% BDGT YTD	Change % YTD Oct.
SOURCES:							
State Allocation	\$ (16,771,151)	\$ (16,771,152)	\$ (5,274,301)	\$ (23,902,043)	\$ (8,156,079)	34%	55%
State Allocation/Capital	\$ (330,650)	\$ (330,650)	\$ -	\$ (330,650)	\$ (82,663)	25%	N/A
Local Revenues:							
Tuition ****	\$ (9,527,482)	\$ (7,614,045)	\$ (4,515,163)	\$ (9,978,200)	\$ (3,998,810)	40%	-11%
Fees	\$ (2,884,840)	\$ (2,924,290)	\$ (1,367,581)	\$ (2,912,700)	\$ (1,360,233)	47%	-1%
Running Start	\$ (2,348,014)	\$ (1,400,000)	\$ (578,031)	\$ (3,000,000)	\$ (738,892)	25%	28%
International/JEL ****	\$ (4,543,907)	\$ (5,478,647)	\$ (2,413,718)	\$ (4,220,806)	\$ (2,042,415)	48%	-15%
Other	\$ (390,449)	\$ (229,079)	\$ (150,968)	\$ (232,050)	\$ (109,252)	47%	-28%
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)	\$ (10,101,587)	\$ (20,512,001)	\$ (7,249,602)	35%	-28%
TOTAL	\$ (36,796,938)	\$ (40,129,089)	\$ (15,375,888)	\$ (44,744,694)	\$ (15,488,344)	35%	1%

USES BY EXPENSE TYPE:

FISCAL YEAR	ACTUAL 2018/19	1819FY Budget	YTD-11/30/18	1920FY Budget **	YTD-11/30/19	% BDGT YTD	Change % YTD Oct.
Salaries/Wages	\$ 22,831,678	\$ 25,079,261	\$ 8,546,871	\$ 25,371,865	\$ 9,498,016	37%	11%
Employee Benefits	\$ 7,695,825	\$ 8,189,159	\$ 3,060,862	\$ 8,921,982	\$ 3,262,546	37%	7%
Contracted Services	\$ 74,582	\$ 124,034	\$ 2,127	\$ 148,034	\$ 6,546	4%	208%
Supplies	\$ 3,035,101	\$ 3,917,715	\$ 1,143,980	\$ 3,116,052	\$ 1,117,697	36%	-2%
Travel	\$ 93,057	\$ 125,997	\$ 27,948	\$ 152,684	\$ 29,172	19%	4%
Equipment	\$ 792,283	\$ 1,047,245	\$ 291,076	\$ 841,100	\$ 47,289	6%	-84%
Grants to Students	\$ 1,061,622	\$ 923,473	\$ 195,987	\$ 539,189	\$ 349,862	65%	79%
Other	\$ 451,875	\$ (289,281)	\$ 773,964	\$ (1,303,117)	\$ (201,576)	15%	-126%
DISTRICT TRANSFER**				\$ 6,839,568	\$ 2,849,820	42%	
TOTAL	\$ 36,036,023	\$ 39,117,603	\$ 14,042,815	\$ 44,627,357	\$ 16,959,371	38%	21%

USES BY PROGRAM:***

EXPENSES BY PROGRAM	ACTUAL 2018/19	1819FY Budget	YTD-11/30/18	1920FY Budget **	YTD-11/30/19	% BDGT YTD	Change % YTD Oct.
Instruction	\$ 22,971,134	\$ 23,814,882	\$ 8,657,674	\$ 27,088,062	\$ 7,942,200	29%	-8%
Primary Support	\$ 2,872,013	\$ 3,924,541	\$ 1,408,283	\$ 6,021,437	\$ 1,991,758	33%	41%
Library	\$ 735,218	\$ 716,234	\$ 277,326	\$ 727,592	\$ 330,324	45%	19%
Student Svcs	\$ 3,330,250	\$ 4,008,257	\$ 1,232,869	\$ 4,252,495	\$ 1,624,999	38%	32%
Institutional Support	\$ 2,856,860	\$ 3,507,521	\$ 806,211	\$ 4,594,484	\$ 3,185,585	69%	295%
Plant Ops. & Maint.	\$ 3,270,547	\$ 3,146,168	\$ 1,660,451	\$ 1,943,287	\$ 1,884,506	N/A	13%
Grand Total	\$ 36,036,023	\$ 39,117,603	\$ 14,042,815	\$ 44,627,357	\$ 16,959,371	38%	21%

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SOUTH SEATTLE COLLEGE

FISCAL YEAR	ACTUAL 2018/19	1819FY Budget	YTD-11/30/18	1920FY Budget **	YTD-11/30/19	% BDGT YTD	Change % YTD Oct.
SOURCES:							
State Allocation	\$ (19,070,386)	\$ (19,070,387)	\$ (6,048,011)	\$ (26,036,760)	\$ (6,224,334)	24%	3%
State Allocation/Capital	\$ (396,800)	\$ (396,800)	\$ -	\$ (396,800)	\$ (99,200)	25%	N/A
Local Revenues:							
Tuition ****	\$ (8,579,492)	\$ (8,089,518)	\$ (3,849,291)	\$ (7,892,222)	\$ (3,629,284)	46%	-6%
Fees	\$ (3,112,367)	\$ (2,018,525)	\$ (1,404,580)	\$ (2,492,250)	\$ (1,346,894)	54%	-4%
Running Start	\$ (3,012,669)	\$ (3,200,000)	\$ (706,029)	\$ (3,000,000)	\$ (783,387)	26%	11%
International/JEL ****	\$ (4,596,573)	\$ (4,775,200)	\$ (2,606,321)	\$ (3,100,000)	\$ (2,360,776)	76%	-9%
Other	\$ (1,049,177)	\$ (353,200)	\$ (220,678)	\$ (317,500)	\$ (189,377)	60%	-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)	\$ (8,529,401)	\$ (19,703,376)	\$ (8,309,743)	42%	-3%
TOTAL	\$ (39,807,817)	\$ (39,718,376)	\$ (14,577,412)	\$ (46,136,936)	\$ (14,633,277)	32%	0%

USES BY EXPENSE TYPE:

FISCAL YEAR	ACTUAL 2018/19	1819FY Budget	YTD-11/30/18	1920FY Budget **	YTD-11/30/19	% BDGT YTD	Change % YTD Oct.
Salaries/Wages	\$ 21,352,117	\$ 22,873,142	\$ 7,923,662	\$ 22,743,820	\$ 8,713,148	38%	10%
Employee Benefits	\$ 6,955,749	\$ 8,427,037	\$ 2,690,973	\$ 6,901,322	\$ 2,826,571	41%	5%
Contracted Services	\$ 61,480	\$ 80,210	\$ 5,170	\$ 109,100	\$ 22,600	21%	337%
Supplies	\$ 4,631,710	\$ 6,378,630	\$ 1,621,270	\$ 4,370,013	\$ 1,438,801	33%	-11%
Travel	\$ 196,141	\$ 287,984	\$ 66,952	\$ 323,579	\$ 34,717	11%	-48%
Equipment	\$ 439,525	\$ 287,715	\$ 339,453	\$ 391,044	\$ 110,709	28%	-67%
Grants to Students	\$ 5,039,269	\$ 1,778,199	\$ 561,759	\$ 5,768,560	\$ 252,725	4%	-55%
Other	\$ (1,123,749)	\$ (602,116)	\$ (288,400)	\$ (4,343,426)	\$ (380,740)	9%	32%
DISTRICT TRANSFER**				\$ 6,839,568	\$ 2,849,820	42%	
TOTAL	\$ 37,552,242	\$ 39,510,801	\$ 12,920,839	\$ 43,103,580	\$ 15,868,350	37%	23%

USES BY PROGRAM:****

EXPENSES BY PROGRAM	ACTUAL 2018/19	1819FY Budget	YTD-11/30/18	1920FY Budget **	YTD-11/30/19	% BDGT YTD	Change % YTD Oct.
Instruction	\$ 21,393,447	\$ 25,170,886	\$ 7,316,998	\$ 25,331,357	\$ 7,272,329	29%	-1%
Primary Support	\$ 1,638,644	\$ 2,158,656	\$ 829,811	\$ 3,223,195	\$ 1,295,463	40%	56%
Library	\$ 732,135	\$ 653,030	\$ 226,084	\$ 923,384	\$ 327,076	35%	45%
Student Svcs	\$ 3,427,965	\$ 4,187,790	\$ 1,587,495	\$ 4,536,657	\$ 1,913,575	42%	21%
Institutional Support	\$ 5,315,359	\$ 2,461,513	\$ 1,129,488	\$ 4,112,061	\$ 3,281,772	80%	191%
Plant Ops. & Maint.	\$ 5,044,692	\$ 4,878,926	\$ 1,830,964	\$ 4,976,926	\$ 1,778,135	36%	-3%
Grand Total	\$ 37,552,242	\$ 39,510,801	\$ 12,920,839	\$ 43,103,580	\$ 15,868,350	37%	23%

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

Operating Funds History and Projections

DISTRICT

FISCAL YEAR	ACTUAL 2018/19	1819FY Budget	YTD-11/30/18	1920FY Budget **	YTD-11/30/19	% BDGT YTD	Change % YTD Oct.
SOURCES:							
State Allocation	\$ (14,496,862)	\$ (14,496,862)	\$ (3,734,630)	\$ (231,354)	\$ (276,694)	N/A	-93%
State Allocation/Capital	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	N/A
Local Revenues:							
Tuition ****	\$ (182,397)	\$ (5,315,758)	\$ -	\$ -	\$ -	N/A	N/A
Fees	\$ (71,164)	\$ (200,000)	\$ (86,979)	\$ (1,495,733)	\$ (364,654)	19%	N/A
Running Start						N/A	N/A
International/JEL ****						N/A	N/A
Other	\$ (757,284)	\$ (1,000,000)	\$ (214,661)	\$ (15,000)	\$ (282,804)	N/A	N/A
Revenue Transfers	\$ 105,898	\$ 130,196	\$ 12,500	\$ -	\$ -	N/A	N/A
Use of Reserves	\$ (904,947)	\$ (6,885,562)	\$ (274,086)	\$ (1,510,733)	\$ (647,795)	43%	136%
SubTotal	\$ (15,401,809)	\$ (21,382,424)	\$ (4,008,716)	\$ (1,742,087)	\$ (924,489)	53%	-77%

USES BY EXPENSE TYPE:

FISCAL YEAR	ACTUAL 2018/19	1819FY Budget	YTD-11/30/18	1920FY Budget **	YTD-11/30/19	% BDGT YTD	Change % YTD Oct.
Salaries/Wages	\$ 10,147,546	\$ 10,999,619	\$ 3,636,508	\$ 13,928,536	\$ 5,602,361	40%	54%
Employee Benefits	\$ 3,639,445	\$ 4,157,000	\$ 1,374,426	\$ 4,923,106	\$ 1,750,630	36%	27%
Contracted Services	\$ 203,466	\$ 237,705	\$ 41,249	\$ 64,657	\$ 18,503	29%	-55%
Supplies	\$ 5,589,308	\$ 8,059,317	\$ 1,531,609	\$ 5,811,875	\$ 1,347,895	23%	-12%
Travel	\$ 143,447	\$ 259,924	\$ 36,636	\$ 195,100	\$ 63,781	33%	74%
Equipment	\$ 530,138	\$ 218,720	\$ 30,307	\$ 102,174	\$ 45,899	45%	51%
Grants to Students	\$ 2,056	\$ 1,350	\$ -	\$ -	\$ -	N/A	N/A
Other	\$ (1,323,013)	\$ (2,668,161)	\$ (202,038)	\$ (210,697)	\$ (72,337)	34%	N/A
DISTRICT TRANSFER				\$ (23,584,715)	\$ (9,826,964)	42%	
TOTAL	\$ 18,932,394	\$ 21,265,474	\$ 6,448,696	\$ 1,230,036	\$ (1,070,233)	-87%	-117%

USES BY PROGRAM:***

EXPENSES BY PROGRAM	ACTUAL 2018/19	1819FY Budget	YTD-11/30/18	1920FY Budget **	YTD-11/30/19	% BDGT YTD	Change % YTD Oct.
Instruction	\$ 232,296	\$ 164,506	\$ 342,087	\$ -	\$ (376,402)	N/A	N/A
Primary Support	\$ 3,644,407	\$ 4,109,271	\$ 989,724	\$ 1,425,733	\$ 336,132	N/A	N/A
Library	\$ 350,480	\$ 404,609	\$ 180,660	\$ -	\$ 15,988	N/A	N/A
Student Svcs	\$ 89,214	\$ -	\$ -	\$ -	\$ 790	N/A	N/A
Institutional Support	\$ 14,503,785	\$ 15,890,357	\$ 4,930,743	\$ (195,697)	\$ (1,027,099)	N/A	N/A
Plant Ops. & Maint.	\$ 112,213	\$ 696,731	\$ 5,483	\$ -	\$ (19,642)	N/A	N/A
Grand Total	\$ 18,932,394	\$ 21,265,474	\$ 6,448,696	\$ 1,230,036	\$ (1,070,233)	-87%	-117%

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MEMORANDUM

TO: Board of Trustees
FROM: Shouan Pan, Chancellor
DATE: January 9, 2020
SUBJECT: Report to the Board of Trustee

I. Student Success**Meeting with Mayor Durkan on Seattle Promise Plus Campaign in the New Year**

On Tuesday, December 17, 2019, Jon Fine, recently retired CEO of King County United Way, joined the college presidents, Kerry Howell, Vice Chancellor for Advancement, and chancellor Pan in a meeting with Mayor Durkan to discuss plans and strategies for launching Seattle Promise Plus Campaign in Spring 2020. After reviewing the draft Case Statements and goals for the Campaign, Mayor Durkan reiterated her enthusiastic support for and commitment to helping to raise private funds for Seattle Promise and agreed to serve as the Honorary Chair for the Campaign. She offered specific feedback to the other areas (to raise funds for) that are not directly connected to Seattle Promise. The college presidents and chancellor Pan are working with Vice Chancellor Howell and Foundation staff to incorporate the Mayor's recommendations. It is anticipated that the Campaign will be launched in March 2020.

Tulalip Pre-Apprenticeship Program Graduates 15 Students

Fifteen Native American students, including members of the Tulalip Tribes and other regional tribes, graduated from the Tulalip Tribal Employment Rights Office (TERO) Vocational Training Center (TVTC) Pre-Apprenticeship Program on December 13, 2019, in a ceremony at Tulalip Resort Casino. Accredited in partnership through South Seattle Community College and Renton Technical College, the TVTC Pre-Apprenticeship Program is a hands-on learning experience that trains Native Americans from all tribal nations and their family members in the construction trades. Classes are offered on-site at the TVTC. During the sixteen-week course the students learn several skills they can apply at a variety of well-paying jobs including carpentry, plumbing, and electrical and mechanical work. They also earn their flagging, first aid, and safety certifications.

II. Organizational Excellence**NSC and SSC among Recipient CTCs from Surprise Gifts Bequeathed by Eva Gordon**

Eva Gordon, who passed away in 2018, left over \$10 million to 17 of WA's community and technical colleges. As stipulated in her Bequeath, North Seattle College and Seattle Central College are among the recipient colleges, each receiving \$550,000 in general student

scholarships. Mrs. Eva Gordon had made various other donations to South Seattle Colleges over the years.

III. Partnerships

Sarah Jane Gunter, Seasoned Amazon Executive, Joined Seattle Colleges Foundation

At the December 2019 Seattle Colleges Foundation Board meeting, Sarah Jane Gunter, was formally voted in to serve on the Foundation Board. Ms. Gunter has served in various executive roles at Amazon since 2000, and currently serves as the Technical Advisor for Worldwide Consumer Business. Barbara Dingfield, Steve Hill, Jon Fine, and Kerry Howell worked as a team to recruit Mr. Gunter to this new role.

IV. Pride Points

Chancellor Pan Served on ELI Faculty Panel

On Wednesday, December 11, 2019, chancellor Pan presented on the roles and responsibilities of community college presidents in the external community to senior community college leaders across the country who attended the Executive Leadership Institute (ELI) sponsored by the League for Innovation in the Community College in Scottsdale, Arizona. The ELI provides leadership training for prospective community college presidents or leaders in transition. Over the years, a few Seattle College leaders have attended the ELI.

MEMORANDUM

TO: Board of Trustees
FROM: Rosie Rimando-Chareunsap, President
DATE: Jan. 9, 2020
SUBJECT: Report to the Board of Trustees

I. Student Success

- **South Alum Selected for Transforming Lives Award:** 2018 South graduate and former student government president Angel Delker will be honored with the Washington State Association of College Trustees Transforming Lives award in Olympia this February. Angel and four other students from the statewide SBCTC system were selected as keynote speakers at the event, and will receive \$500 as well. Angel started at South to finish her high school diploma, and decided to continue her education and advocate strongly for undocumented students until graduation. She now attends the University of Washington School of Social Work and plans to turn her passion for helping underserved communities into a career.

II. Institutional Excellence

- **President's Cabinet at Full Strength:** Vice President of Finance and Administration Jullienne DeGeyter officially started at South on Dec. 16, bringing President Rimando-Chareunsap's Cabinet to a full- and permanently-staffed state.
- **Course Level Success Dashboards:** Faculty are getting access to valuable course-level data through Title III Grant financial support that allowed the Office of Institutional Effectiveness to partner with a local vendor to design and develop Tableau Course Level Success Dashboards. These dashboards are intended to give our faculty access to a wide range of data regarding the performance and successes of their students.
- **Excellence in Grant Leadership:** South's American Apprenticeship Initiative grant (AAI) was recently recognized as one of the 15 top-performing AAI grantees (of 46 grantees nationally). Our work will be featured in the upcoming AAI Final Report produced by The National Governor's Association and the US Department of Labor this spring. High performing AAI grantees have been invited to Washington, D.C. in January to help refine the report and provide relevant examples for final publication in April.
- **Alki Café Remodel:** Construction began late December to renovate Alki Cafe and create a new, more casual gathering space and eatery for our campus community. Construction is expected to last through March 2020, with an opening during Spring Quarter. This amazing transformation is being funded by donations, with support from the Seattle Colleges Foundation and South Seattle College Foundation.

MEMORANDUM

TO: Board of Trustees
FROM: North Seattle College President Dr. Warren Brown
DATE: December 20, 2019
SUBJECT: Report to the Board of Trustees

I. Institutional Excellence

- **NSC Food Pantry Provides Support to Students and Community**

In an effort to provide support for individuals experiencing food insecurity on campus and in North's community, North Seattle College and partner, University District Food Bank, have served 224 people on average weekly (80 percent students, ten percent community and 10 percent staff) with 28 different students volunteering their time during fall quarter 2019.

II. External Affairs

- **SDOT Pedestrian Bridge Construction is Underway**

Construction for the Northgate Pedestrian and Bicycle Bridge has begun, and the groundbreaking is scheduled for early 2020. SDOT is hosting drop-in sessions in January for the community to ask questions and learn more about the project. NSC will host a drop-in session on Tues. Jan. 7 from 12-1:30 p.m. in The Grove.

III. Financial Health

- **NSC Ironworkers Apprenticeship Program Receives Two Career Launch Grants**

North Seattle College received two Career Launch grants for the Ironworkers Apprenticeship Program, totaling \$254,407. The Career Launch FTES grant, for \$232,000 annually, will be used to fund instruction for the program, set up a portable classroom at the worksite, and to support a full-time apprenticeship manager. NSC also received a Career Launch Capital Equipment grant of \$22,407, which will allow the college to purchase a forklift for the apprenticeship program.

IV. Pride Points

- **NSC Mascot: Tree Frog or North Star?**

The competition for the new NSC college mascot is underway. Mascot nominations were accepted during fall quarter, and students, alumni, employees, and retirees were invited to submit their suggestions for the new mascot. The clear front-runners are the Pacific Tree Frog and the North Star. Voters will choose between the two during the final voting process, which starts during Winter Fest and runs through February 14, 2020. The new mascot will be announced in late February.

- **Retiree Holiday Party**

President Brown hosted North retirees and former employees at a holiday reception on December 17. Fourteen retirees RSVPed; seven attended the party and enjoyed great conversation and community. North retirees also meet regularly outside of college events, and continue to show support for the college.



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: January 6, 2020
SUBJECT: Seattle Central College monthly report

STUDENT SUCCESS

Seattle Central MESA students attend national conference: From Oct. 31 to Nov. 2, six Seattle Central College MESA students attended the 2019 Society for Advancement of Chicanos/Hispanics and Native Americans in Science (SACNAS) National Diversity in STEM Conference in Honolulu, Hawaii. Over the course of two days, students were exposed to cutting-edge scientific research and professional development sessions, motivational keynote speakers, a graduate school and career expo, multicultural celebrations, and an inclusive and welcoming community of peers, mentors, and role models that reflected our students' identities.

INSTITUTIONAL EXCELLENCE

Increased scholarship funding for Central students: King County closed on the purchase of 35 acres from Seattle Colleges, donated to the Seattle Central College last year. The \$889,000 sale will fund student scholarships. The county will use the land as a habitat preserve under the county's Open Spaces Program. Combined with the \$550,000 gift from the Eva Gordon estate, this represents \$1.4 million in new scholarship funding for Central students.

College wins national communications awards: Seattle Central College is a finalist for three awards from the National Council for Marketing and Public Relations. The Paragon Awards recognize excellence in writing, advertising, design, photography and other communications work by community and technical colleges. The judges selected our entries for Folder, Excellence in Writing-Short Form, and Excellence in Writing-Long Form. The Gold, Silver, and Bronze award winners for each category will be announced at the national NCMPR conference in Orland on March 22-24.

PARTNERSHIPS

Capitol Hill Housing partnership: Seattle Central has partnered with Capitol Hill Housing to promote affordable alternatives to all district employees. We are poised to transfer land on Broadway for redevelopment by Capitol Hill as affordable housing. In January, Capitol Hill will take applications for new affordably-priced apartments in Station House, just a block away from campus. Capitol Hill Housing operates over 2,000 affordably-priced apartments in Seattle in 49 buildings, most of them on Capitol Hill. Units become available throughout the year, including at the Pantages Apartment Building directly adjacent to the Broadway/Edison campus.

PRIDE POINTS

New Tiger mascot contest is on: Student leadership has formally launched a student design contest for the revived Bengal Tiger, the original mascot of the historic Broadway High School. The contest invites students to submit images of what the new mascot could look like, and all current students will get to vote on a set of finalist images selected by an appointed committee. The winning designer will receive \$1,000 for their image. The winning entry will be announced on Wednesday, March 18, 2020 on all Seattle Central social media channels and via campus wide email. An event is planned in mid-April 2020 to celebrate the winner.



MEMORANDUM

TO: Board of Trustees
FROM: Krisna Mandujano
President, United Student Association
DATE: January 9, 2020
SUBJECT: United Student Association (USA) REPORT – INFORMATION ONLY

Official Student Club Recognition Process

All student groups who wish to be officially sanctioned will now need to be endorsed by the United Student Association. This will entail submitting bylaws and the constitution, prepare an informative presentation on the mission of their club and describing how the club will benefit the diverse student body at South. All presentations will be treated equally and fairly. We are confident that students will feel comfortable and at ease knowing that the request for official club status process is student led.

Prior to this, Club Center Coordinators were responsible for determining requests for official club status. The Dean of Student Life, Dan Johnson, has shifted this responsibility onto Student Government. As student body representatives, we're thrilled that our officers will be able to be part of this process that has been formally led by campus administration. It is incumbent of administration to allow Student Government to have a voice in a student-focused matter, such as the decision to sanction a student club.

USA Sustainability Efforts: Trash Talkers Event

Trash Talkers is a student powered volunteer program that educates the campus community about how to sort materials into compost, recycling, and garbage waste bins. The sustainability committee and our USA Sustainability officer, Afrah Agraw, collectively organized these monthly sustainability efforts. As stated by Jessica Espy, member of the sustainability committee, it is frighteningly common for students to be confused on how to properly dispose waste into campus bins. Student Government believes that it is pivotal that students, faculty, and staff on campus are educated on this matter. This volunteer led program helped students in the campus food court properly sort their waste. Additionally, two representatives from Seattle Public Utilities donated reusable bags, kitchen compost bags and provided students with information on waste management. Our sustainability officer will continue to part with the sustainability committee to host additional Trash Talkers Events for Winter and Spring quarter.

2020 Trash Talker Events:

- January 2, 14, 16 2020
- February 6, 2020
- March 11, 2020

Location and times are to be determined by the end of fall qtr.

Fall Quarter Blood Drive with Bloodworks NW December 3

USA collaborated with Bloodwork's Northwest, the leading blood bank and medical research institute, to coordinate our quarterly blood drive. With the theme of "To better our community, drop by drop," the blood drive had scheduled donors and accepted walk-ins from 10 am to 4 pm.

Niki Watkinson, donor recruitment representative, provided follow-up data on the event:

- 20 individuals registered and attended
- 12 were first-time donors
- 9 out of 20 were differed/not able to donate
- 11 pints of blood were collected to help 33 local patients.

Student Legislative Advocacy Day in Olympia January 23

The annual state-wide Washington Community and Technical College Student Association Legislative Advocacy Day will be organized by USA Legislative Officer Anna Au. Anna will be collaborating with Political Science instructor Larry Cushnie for student participation. Most of the students who attend are unfamiliar with the structure of Washington politics in Olympia. As student advocates, it is our mission to educate ourselves and empower students to become familiar with the state's political structure. Additionally, it is imperative for students to meet with legislators and directly advocate for better higher-education public policy. We know we can make a difference by persuading and encouraging state lawmakers to prioritize the needs of students in higher education, specifically in community and technical colleges.

Student government will provide training, food and transportation for this full day in Olympia. Attendees will also be given the opportunity to discuss the top legislative issues from the Community and Technical College 2020 Legislative agenda with Washington legislators:

- More Open Educational Resources and Training Incentives for Educators
- EBT card use on college campuses
- More on campus mental health and wellness services
- Examine international student tuition schedule

Washington + Oregon Higher Education Sustainability Conference March 2-4

USA Sustainability Officer Afrah Agraw will be collaborating with Adam Mauer, District Sustainability Coordinator, to send a group of South students to the Washington and Oregon Higher Education Sustainability Conference at the University of Oregon. Their participation in this program will help them learn, connect, and strategize for the future of climate justice, and grow as leaders and advocates for change at South Seattle College.