

## SEATTLE COLLEGES DISTRICT BOARD OF TRUSTEES

**March 12, 2020**

**STUDY SESSION**

1:30 p.m.

Jim Christiansen Room

Siegal Center  
1500 Harvard Avenue  
Seattle, WA 98122

**REGULAR SESSION**

3:00 p.m.

Jim Christiansen Room

Siegal Center  
1500 Harvard Avenue  
Seattle, WA 98122

### **STUDY SESSION AGENDA**

**1:30 p.m.**

**EXECUTIVE SESSION**

A. Negotiations Update

*Exception (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.*

B. Review of Candidates for Tenure

*Exception (2) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee;*

**2:00 p.m.**

**OPEN SESSION**

A. COVID-19 Response

**REGULAR MEETING AGENDA**

<b>3:00 p.m.</b>	<b>CALL TO ORDER</b>	
<b>3:00 p.m.</b>	<b>ACTION / Approval of Agenda</b>	<b>Tab 1</b>
<b>3:00 p.m.</b>	<b>PUBLIC COMMENTS</b>	
<b>3:15 p.m.</b>	<b>ACTION ITEMS</b>	
	A. Minutes from February 13, 2020	<b>Tab 2</b>
	B. Approval of Tenure	<b>Tab 3</b>
	C. Policy 253, Suspended Operation – Second Reading	<b>Tab 4</b>
<b>3:25 p.m.</b>	<b>INFORMATION ITEMS</b>	
	A. Budget Report, through January 2020	<b>Tab 5</b>
	B. Policy 410, Employment of Relatives – First Reading	<b>Tab 6</b>
	C. Policy 448, Designated Work Schedules – First Reading	<b>Tab 7</b>
<b>3:45 p.m.</b>	<b>ORAL REPORTS</b>	<b>Written Reports-Tab 8</b>
	A. <u>Student Representatives</u>	
	1. Camila Christensen, Seattle Central College	
	2. Krisna Mandujuano, South Seattle College	
	3. Sarah Fenton, North Seattle College	
	B. Chancellor's Report	
	C. Chair's Report	
	D. Trustees	
	E. <u>Labor Union Representatives</u>	
	1. Annette Stofer, AFT Seattle Community Colleges	
	2. Matthew Davenhall, WFSE	
	3. Cody Hiatt, AFT-SPS	
	F. <u>College Presidents, Vice Chancellors</u>	
	1. Warren Brown, North Seattle College	

2. Sheila Edwards Lange, Seattle Central College
3. Rosie Rimando-Chareunsap, South Seattle College
4. Kurt Buttleman, Vice Chancellor of Academic and Student Success
5. Jennifer Dixon, Vice Chancellor of Human Resources
6. Kerry Howell, Vice Chancellor of Advancement
7. Cindy Riche, Chief Information Officer
8. Jennifer Strother, Interim Vice Chancellor of Finance and Operations

**4:15 p.m. ADJOURNMENT**

The next meeting of the Board of Trustees will be held on Thursday, April 9, 2020 at Seattle Central College, 1701 Broadway Avenue, Seattle, WA 98106. There will be a Study Session at 1:30 p.m., and the Regular Meeting will follow at 3:00 p.m.

**EXECUTIVE SESSIONS**

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

## SEATTLE COLLEGES DISTRICT BOARD OF TRUSTEES

**February 13, 2020**

### **STUDY SESSION**

1:30 p.m.

North Star Dining Room

North Seattle College  
9600 College Way North  
Seattle, WA 98103

### **REGULAR SESSION**

3:00 p.m.

North Star Dining Room

North Seattle College  
9600 College Way North  
Seattle, WA 98103

### **STUDY SESSION**

#### **EXECUTIVE SESSION**

**At 1:38 p.m., Chair Hill called an executive session for 45 minutes to discuss litigation and personnel matters.**

*Exception (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;*

*Exception (2) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee;*

**The executive session ended at 2:07 p.m.**

#### **OPEN SESSION**

##### **A. Budget update and projection model**

Interim Vice Chancellor Jennifer Strother presented budget scenarios related to enrollment trends and cost increases using a projection model.

##### **B. SCC Accreditation**

Sheila Edwards Lange reported on Seattle Central College's accreditation recommendations. A follow-up site visit will be scheduled for Spring 2021.

## **REGULAR MEETING**

### **CALL TO ORDER**

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

### **ATTENDANCE**

Teresita Batayola, Louise Chernin (by phone), Steve Hill, Rosa Peralta, Robert Williams, Shouan Pan, Warren Brown, Sheila Edwards Lange, Rosie Rimando-Chareunsap, Kurt Buttleman, Jennifer Dixon, Kerry Howell, Cindy Riche, Jennifer Strother, Derek Edwards, Diane Ellis, Annette Stofer, Cody Hiatt, Camila Christensen, Sarah Fenton, Rebecca Hansen  
Guests who signed in: Tom Speer, Margaret McKiben, Coryl Celene-Martel, Kathleen Chambers

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

**Trustee Batayola made a motion to approve the agenda. Trustee Williams seconded. The motion passed 5-0.**

### **PUBLIC COMMENTS**

Jim Jewell, spoke on behalf of the NSC College Council. He shared comments on the policy review process and requested more context for the proposed changes.

Althea Lazzaro spoke on behalf of the Seattle Colleges librarians. She shared comments about Policy and Procedure 281.

Kimberly Tate-Malone thanked Dr. Pan for agreeing to meet with the librarians about recommendations for revision of Policy 281.

Katy Dichter also spoke about Policy 281 and summarized the chancellor's response to the information the librarians provided.

Lorellen Nausner spoke about institutional racism at our colleges. She commented on unequal conditions for faculty and students in ESL and world languages classes.

Davene Eyres is a Physics instructor at North. She presented a PowerPoint from Elanor Appel that outlined subpar and unsafe conditions for teaching and learning. Her comments spoke to working conditions and salary.

Trish Root teaches Physical Education. She requested support to increase professional development funds.

Geoff Palmer is sociology faculty at NSC and he recently moved from Seattle to Kenmore. He encouraged the board to continue to advocate for pay that allows employees to live in the community they serve.

**Trustee Chernin left the meeting.**

## PRESENTATION

Clear Sky Partnership

*Presenters: D'Andre Fisher, Associate Vice Chancellor of Equity, Diversity and Inclusion; Christie Santos, Associate Director of Student Services for Equity, Diversity and Inclusion; Marcus Shriver, Urban Native Education Alliance Board Member; Alex Landwehr, Clear Sky Youth Participant; Akichita TakenAlive, Clear Sky Youth Participant; Alex Escarcega, Clear Sky Youth Participant*

The presentation team told attendees about how participants benefit from activities like the photojournalism project, the Licton Springs Project, and Language Circles. They outlined how UNEA and NSC values align.

## ACTION ITEMS

### A. Minutes from January 9, 2020

The board reviewed the minutes. **Trustee Batayola made a motion to approve the minutes. Trustee Williams seconded. The motion passed 4-0.**

### B. Policy 670, SCD Grants and Contracts – Second Reading

The board reviewed the proposed policy changes. **Trustee Peralta made a motion to approve the revised policy. Trustee Batayola seconded. The motion passed 4-0.**

## INFORMATION ITEMS

### A. Policy 253, Suspended Operation – First Reading

No changes were recommended for this policy. This will come back to the board for a second reading and final action at a future meeting.

### B. Fall Enrollment Report

Kurt Buttleman presented the enrollment report for Fall quarter and a projection for state funded FTE for the rest of the year. He noted a decline in international enrollment, and that the integration of the college programs continues. Bright spots include Running Start enrollment and eLearning as an area ripe for growth. The Seattle Promise application deadline is this Saturday, and as of today, there are 1667 applicants.

### C. Budget Report, through December 2019

Jennifer Strother presented the budget report through December 31, 2019.

### D. Quarterly Grants Report

Jennifer Strother summarized the quarterly grants report.

## ORAL REPORTS

### Student Representatives

Sarah Fenton, from North Seattle College, highlighted events for Black History Month. The partnership of the Black Student Union and Latinos Unidos is helping to build community among students of color. Sarah also reported that four new students leaders were hired in

December, and that student engagement numbers nearly doubled during winter quarter. The Research and Advocacy Board is going to Olympia on February 26 to advocate for mental health services on campus.

Camila Christensen, from Seattle Central College, reported that students are planning de-stressing activities during the week before finals. They are also working on encouraging participation in the census. Today is the final day of the mascot redesign contest and next week, three finalists will be chosen.

#### Chancellor's Report

Seattle Colleges is hosting the League Board meeting and Innovations conference at the end of February and early March. Chancellor Pan reminded trustees of the February 28 dinner with the League for Innovation Board. Dr. Pan highlighted the textbook borrowing program at the college libraries and reported on another successful MLK celebration. Steve Leahy gave an update on legislative session activity.

#### Labor Union Representatives

Annette Stofer, AFT Seattle Community Colleges, reported that statewide AFT lobby day is on Monday, February 17.

Jane, AFT-SPS, read a statement from Cody Hiatt who commented on the study session presentation and the accreditation recommendation at Seattle Central College.

#### College Presidents, Vice Chancellors

Warren Brown, North Seattle College, recognized Trustee Hill's photograph that is now hanging outside the North Star Dining Room. He also reported that students are voting on a new mascot: either the North Star or a vernal pond frog. A groundbreaking for the Northgate pedestrian bridge was held last week. President Brown offered thanks to Steve Hill for his engagement on the project. He also highlighted Applied Baccalaureate enrollment and announced that a new Applied Baccalaureate degree has been approved in International Accounting.

Sheila Edwards Lange, Seattle Central College, informed the board that they have closed on the South Annex Property deal with Capitol Hill Housing and Youth Care. The Sound Transit property swap continues through the process for sale. She also announced that SCC is getting the Eduardo Patron award from Campus Compact.

Rosie Rimando-Chareunsap, South Seattle College, highlighted student excellence and a national conference presentation on growing kale on Mars. She also shared that the webpage for undocumented students has been updated.

Kurt Buttleman, Vice Chancellor of Academic and Student Success, added 12 more Promise applications to the running total. He gave a brief ctcLink update; our scheduled deployment is February 2021.

Kerry Howell, Vice Chancellor of Advancement, reported that they have raised \$3 million of the \$4.5 million goal. She is working with city to launch the Promise Plus campaign and begin Seattle Ready fundraising. Staff recently analyzed the 13,000 entries in the foundation database and Kerry reported that there is great potential among the group. She also shared that the Foundation for Seattle Colleges is working with the South Seattle Foundation to administer the scholarship program.

Jennifer Strother, Interim Vice Chancellor of Finance and Operations, announced that the financial statement audit is underway. An exit conference will be scheduled with the fiscal subcommittee.

## **ADJOURNMENT**

**The meeting adjourned at 4:40pm.**

The next meeting of the Board of Trustees will be held on Thursday, March 12, 2020 at South Seattle College, 6000 16<sup>th</sup> Ave SW, Seattle, WA 98106. There will be a Study Session at 1:30 p.m., and the Regular Meeting will follow at 3:00 p.m.

## **EXECUTIVE SESSIONS**

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



**MEMORANDUM**

**TO:** Board of Trustees

**FROM:** Dr. Shouan Pan, Chancellor

**DATE:** March 12, 2020

**SUBJECT:** Recommended Approval of Tenure

**Background**

You have received tenure summaries for review and consideration for 17 faculty members. The faculty members listed below have been found to be qualified in their fields as instructors, and have been recommended for tenure in their discipline by their college tenure review committee, vice president for instruction, and president. I concur with these recommendations.

**North Seattle College**

Karlee Ikebara, ESL  
Jessica Logan, ESL  
April Materowski, Mathematics  
Justina Rompogren, English  
Chun Wing Tse, Economics

**Seattle Central College**

Lauren Acheson, Dental Hygiene  
Catherine Chaplan, Carpentry  
Jennifer Clark, Respiratory Care  
David Ellenwood, Library  
Arlene Ford, Computer Science & Physics  
Takami Nieda, English  
Gregory Jackson, Networking and Network Infrastructure  
Heather McLean-Riggs, Global Health

**South Seattle College**

Lawrence Cushnie, Political Science  
Abigail Daane, Physics  
Haris Mujahid, Accounting  
Jessica Pikul, Chemistry

**Recommended Action**

It is recommended that the Board of Trustees, having given reasonable consideration to the recommendations of the tenure review committee, the vice president and president, grant tenure to the faculty member in his or her discipline as specifically indicated above.

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

A handwritten signature in black ink, appearing to be 'Shouan Pan', with a long horizontal stroke extending to the right.

Dr. Shouan Pan  
Chancellor

**MEMORANDUM**

**TO:** Board of Trustees

**FROM:** Dr. Shouan Pan

**DATE:** March 12, 2020

**SUBJECT:** Policy 253 – Suspended Operations – Second Reading

**Background**

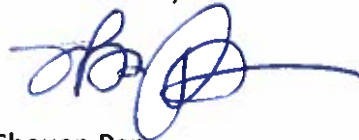
This policy was reviewed by the HR team and Executive Cabinet. No changes to the policy are being proposed.

The policy has been shared with various constituent groups across the district for review and feedback.

**Recommended Action**

It is recommended that the board approve the proposed policy.

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



Dr. Shouan Pan,  
Chancellor

# **POLICY NUMBER: 253**

## **TITLE: SUSPENDED OPERATION**

**Adopted Date: 2/17/1987**

**Last Revised: 7/11/2005**

The Seattle College District chancellor may suspend all or a portion of the District's operation because of inclement weather, or when public health, property, or safety is jeopardized.

*Board of Trustees – Revision & Adoption History*

*Adopted: 2/17/1987*

*Revised: 10/5/1993*

*Revised: 7/11/2005*

# **PROCEDURE NUMBER: 253.10-.60**

## **TITLE: SUSPENDED OPERATIONS PROCEDURE**

**Adopted Date: 2/17/1987**

**Last Revised: 7/11/2005**

### **253.10 Suspension of Operation Prior to the Start of the Work Day**

- 253.10.1 When the suspension of operations is anticipated prior to the commencement of normal business hours, the chancellor and the presidents/vice chancellors shall consult and make a decision regarding suspension of activities prior to 5:00 a.m. The chancellor shall notify the district public information officer of the decision, and s/he shall notify all major radio and television stations. (Broadcasting of closures begin at 5:30 a.m.). The vice chancellor for finance and operations shall act in the absence of the chancellor. Since conditions vary from one campus to another, suspension of operations decisions may vary. Siegal Center personnel shall follow the decision made for Seattle Central College staff. The presidents/vice chancellors shall notify their public information officers and other appropriate personnel.
- 253.10.2 Unless the suspension announcement is broadcasted on the radio or television by 7:00 a.m., employees are expected at work.
- 253.10.3 Essential personnel (as identified in 253.30) may be called in to work during periods of suspended operation. The district chancellor and the campus presidents/vice chancellors, and institute executive director shall determine which essential personnel will be required to work.

### **253.20 Suspension of Operation During the Work Day**

- 253.20.1 The district chancellor and presidents/vice chancellors shall make official the suspension of all or a portion of the District's operations when unanticipated events necessitate such action. A decision regarding evening classes shall be made by 3:00 p.m. The district chancellor shall consult with the presidents/vice chancellors of the campuses and the executive director of the institute affected by the suspension, the nature of the

problem which precipitated the suspension, the effective time of the suspension and the portions of the campuses impacted.

- 253.20.2 Each campus president/vice chancellor and institute executive director or their designee affected by the suspension of operations shall inform employees of the suspension and provide appropriate instructions. Campus presidents/vice chancellors, institute executive director, and/or district chancellor shall also determine which essential personnel (as identified in 253.30) will be required to remain on duty, what their functions will be, and how long they will remain on duty. Campus presidents/vice chancellors and institute executive director must ensure that District property is secured and that potential risk to health and property is minimized.

#### 253.30 Essential Personnel

- 253.30.1 "Essential personnel" are those individuals who are necessary to the safety, operation, and/or security of District property and personnel during periods of suspended operation.
- 253.30.2 Each campus president/vice chancellor and institute executive director shall designate "essential personnel" for their respective campus. The district chancellor shall identify "essential personnel" for the district office. "Essential personnel" should be identified for each department/division/office and other component.
- 253.30.3 The district chancellor and the campus presidents/vice chancellors may identify additional "essential personnel" to meet specific needs during periods of suspended operations.

#### 253.40 Resumption of Operation

The district chancellor will determine when to resume normal operations after a period of suspended operations.

- 253.40.1 When the operations of the District or an entire campus are affected, the district chancellor or designee shall notify local radio and television stations as indicated in section 253.10.1 of the status of the suspension on a daily basis. Unless an announcement of continued suspension of operations is broadcast on the radio and/or television by 7:00 a.m., employees are expected to return to work
- 253.40.2 When the operations of a portion of the campus or the district are suspended, the district chancellor shall notify the campus presidents/vice of the resumption of normal operations. The campus presidents/vice chancellors and institute executive director shall notify appropriate managers/supervisors of return to work instructions. Managers/supervisors will be responsible for notifying employees.

#### 253.50 Classified Employees — Compensation During Periods of Suspended Operations

- 253.50.1 If the Chancellor or designee of the institution determines that the public health, property or safety is jeopardized and it is advisable due to emergency conditions to suspend the operation of all or any portion of the institution, the following will govern classified employees:

- a. When prior notification has not been given, employees released until further notice after reporting to work, will suffer no loss in pay for the first day.
  - b. The following options will be made available to the affected employees who are not required to work for the balance of the closure:
    1. Vacation leave, personal holiday; or
    2. Accrued compensatory time (where applicable); or
    3. Leave without pay.
  - c. The Employer will identify the services required during late starts, early closures and suspended operations and notify employees required to work in accordance with the Employer's suspended operations procedures. Upon request, the Human Resources Office will make the suspended operations written procedures available to an employee.
  - d. For employees who are required to physically report to the college/district grounds to work or who are required by their supervisor to work during the suspended operations will be paid as follows:
    1. Employees will be paid their regular rate of pay plus one and one-half (for a total of 2 ½) times their regular rate of pay for the time worked when the first of the following events occur: working before a late start, working after an early closure; or working during a partial or full day of suspended operations. (Only time worked during the suspended operations is subject to the 2 ½ times pay. If the suspended operations work crosses over to the next day and the shift is unbroken, the 2 ½ times pay will carry over to the next day within the unbroken shift). If the hours worked are less than employee's regular shift for that first full day of suspended operations, the employee will be paid the balance of the time for the shift at their regular rate of pay.
    2. On the next day(s) following one of the preceding events, employees will be paid one and one-half (1 ½) times their regular rate of pay for the time worked during the partial or full day of suspended operations. (Only time worked during the suspended operations is subject to the 1 ½ times pay. If the suspended operations work crosses over to the next day and the shift is unbroken, the 1 ½ times pay will carry over to the next day within the unbroken shift).
  - e. Employees not receiving callback, who are required to work during late starts, early closures and suspended operations will receive a minimum of two (2) hours of pay for each day worked.
  - f. Any overtime worked during suspended operations will be compensated according to Article 8, Overtime, of the 2019-2021 WFSE Community College Coalition (CCC) Collective Bargaining Agreement (CBA).
  - g. During suspended operations when there are unsafe driving conditions or other hazards, the Chancellor or designee may allow off duty employees to remain at the college/district.
- 253.50.2 The options listed in Subsection 253.50.1.b, above, will be made available to employees who report to work late, leave work early or are unable to report to work due to severe inclement weather. In addition, employees may use sick leave for childcare emergencies, if applicable, per Subsection 12.2 D of the WFSE CCC CBA.
  - 253.50.3 If a work location is fully operational but an employee is unable to report to work or remain at work because of severe inclement weather, conditions caused by severe inclement weather or natural disaster, the employee's leave will be charged in the following order:

- a. Any earned compensatory time or previously accumulated exchange time.
  - b. Any accrued vacation leave.
  - c. Any accrued sick leave, up to a maximum of three (3) days in any calendar year.
  - d. Leave without pay. Although the types of paid leave will be used in the order listed above, and each type of paid leave will be exhausted before the next is used, employees will be permitted to use leave without pay or their personal holiday rather than vacation or sick leave at their request.
- 253.50.4 Employees who report to work late because of severe inclement weather, conditions caused by severe inclement weather or natural disaster may be allowed up to one (1) hour of paid time for the late arrival. Such requests will not be unreasonably denied.

#### 253.60 Faculty and Administrators--Compensation and Instructional Calendar Adjustment During Periods of Suspended Operation.

- 253.60.1 Faculty and administrators who are not required to work during periods of suspended operations are not required to make up such days.
- 253.60.2 The district chancellor, after consultation with the SCCFT president, and campus presidents/vice chancellors, shall make any necessary adjustments in the instructional year calendar to accommodate the requirements of the district instructional program.

#### Chancellors Cabinet – Revision & Adoption History

*Adopted: 2/17/1987*

*Revised: 10/5/1993*

*Revised: 7/11/2005*



**SEATTLE  
COLLEGES**

Central • North • South • SVI

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

## MEMORANDUM

**TO:** Board of Trustees

**FROM:** Jennifer Strother

**DATE:** March 12, 2020

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

### Background

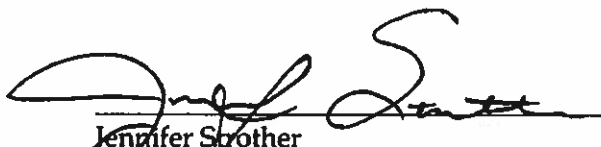
Seattle College District budgets and accounts for its funds in accordance with policies and procedures of the State of Washington Office of Financial Management (OFM) and the State Board for Community and Technical Colleges (SBCTC).

The attached Monthly Financial Summary provides summary data for all of the campuses and the District Office as of January 31, 2020.

### 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 January 31, 2020**  
**Summary**



Through January, tuition is down 3%, fees are up 6% and both are 66% of budget.

Running start shows a larger increase due to receiving billing information later last year. Adjusting for late billing last year, running start revenues are up 19% this January compared to last January.

International revenue collection is 15% lower than last January, but, may still show some lag in the conversion of international FTEs to state FTEs compared to when conversion occurred last year. The effect of any lag in conversion this year would be reflected in higher international revenue this year compared to last year.

Salaries are up 12% compared to last January and benefits up 8% over the same period.

Variations in other expense categories compared to the January last year are largely attributable to differences in timing of expenses and are within budget.

Operating Funds History and Projections					
SEATTLE COLLEGES DISTRICT					
FISCAL YEAR	YTD-01/31/19	1920FY Budget**	YTD-01/31/20	% BDGT YTD	Change % YTD
<b>SOURCES:</b>					
State Allocation	\$ (33,073,217)	\$ (81,685,992)	\$ (39,826,286)	49%	20%
State Allocation/Capital	\$ (991,950)	\$ (1,322,600)	\$ (991,950)	75%	0%
<b>Local Revenues:</b>					
Tuition	\$ (20,501,999)	\$ (30,342,622)	\$ (19,932,063)	66%	-3%
Fees	\$ (6,331,541)	\$ (10,115,932)	\$ (6,682,792)	66%	6%
Running Start	\$ (3,305,976)	\$ (9,991,765)	\$ (5,203,644)	52%	57%
International, IEL	\$ (16,378,832)	\$ (17,972,159)	\$ (13,989,188)	78%	-15%
Other	\$ (691,210)	\$ (1,008,829)	\$ (1,157,370)	115%	67%
Revenue Transfers	\$ 262,500	\$ (83,567)	\$ 881,435	-1055%	236%
Use of Reserves	\$ -	\$ (4,035,913)	\$ (17,627)	0%	
SubTotal	\$ (46,947,059)	\$ (73,550,787)	\$ (46,101,249)	63%	-2%
Total	\$ (81,012,226)	\$ (156,559,379)	\$ (86,919,485)	56%	7%
<b>USES BY EXPENSE TYPE:</b>					
FISCAL YEAR	YTD-01/31/19	1920FY Budget**	YTD-01/31/20	% BDGT YTD	Change % YTD
Salaries/Wages	\$ 49,055,612	\$ 102,833,152	\$ 55,116,804	54%	12%
Employee Benefits	\$ 17,113,983	\$ 34,569,616	\$ 18,422,225	53%	8%
Contracted Services	\$ 185,378	\$ 400,381	\$ 206,525	52%	11%
Supplies	\$ 8,627,577	\$ 20,321,913	\$ 8,480,945	42%	-2%
Travel	\$ 283,190	\$ 853,400	\$ 242,841	28%	-14%
Equipment	\$ 1,362,475	\$ 1,951,167	\$ 894,486	46%	-34%
Grants to Students	\$ 2,108,640	\$ 7,221,649	\$ 2,568,081	36%	22%
Other	\$ (1,076,019)	\$ (14,299,511)	\$ (2,228,856)	16%	107%
DISTRICT TRANSFER	\$ -	\$ -	\$ (0)		
Total	\$ 77,660,835	\$ 153,851,767	\$ 83,703,051	54%	8%
<b>USES BY PROGRAM: *</b>					
EXPENSES BY PROGRAM	YTD-01/31/19	1920FY Budget**	YTD-01/31/20	% BDGT YTD	Change % YTD
Instruction	\$ 44,981,895	\$ 86,832,991	\$ 43,897,001	51%	-2%
Primary Support	\$ 6,664,911	\$ 15,592,360	\$ 8,502,859	55%	28%
Library	\$ 1,483,112	\$ 3,122,074	\$ 1,664,752	53%	12%
Student Svcs	\$ 6,899,521	\$ 16,063,318	\$ 8,500,940	53%	23%
Institutional Support	\$ 10,855,495	\$ 19,245,951	\$ 13,829,257	72%	27%
Plant Ops. & Maint.	\$ 6,775,902	\$ 12,995,073	\$ 7,308,242	56%	8%
Grand Total	\$ 77,660,835	\$ 153,851,767	\$ 83,703,051	54%	8%

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

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.

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

Operating Funds History and Projections					
SEATTLE CENTRAL COLLEGE					
FISCAL YEAR	YTD-01/31/19	1920FY Budget**	YTD-01/31/20	% BDGT YTD	Change % YTD
<b>SOURCES:</b>					
State Allocation	\$ (12,528,993)	\$ (31,515,835)	\$ (19,246,974)	61%	54%
State Allocation/Capital	\$ (446,363)	\$ (595,150)	\$ (446,363)	75%	0%
	\$ -		\$ -		N/A
Local Revenues:	\$ -		\$ -		N/A
Tuition	\$ (8,524,517)	\$ (12,472,200)	\$ (8,273,693)	66%	-3%
Fees	\$ (2,394,127)	\$ (3,215,249)	\$ (2,315,437)	72%	-3%
Running Start	\$ (1,400,907)	\$ (3,991,765)	\$ (2,222,797)	56%	59%
International, IEL	\$ (9,135,143)	\$ (10,651,353)	\$ (8,041,837)	76%	-12%
Other	\$ (34,492)	\$ (444,279)	\$ (291,381)	66%	745%
Revenue Transfers	\$ (100,488)	\$ (35,322)	\$ (513)	1%	-99%
Use of Reserves	\$ -	\$ (1,014,509)	\$ -	0%	N/A
SubTotal	\$ (21,589,674)	\$ (31,824,677)	\$ (21,145,658)	66%	-2%
<b>TOTAL</b>	<b>\$ (34,565,030)</b>	<b>\$ (63,935,662)</b>	<b>\$ (40,838,994)</b>	<b>64%</b>	<b>18%</b>
<b>USES BY EXPENSE TYPE:</b>					
FISCAL YEAR	YTD-01/31/19	1920FY Budget**	YTD-01/31/20	% BDGT YTD	Change % YTD
Salaries/Wages	\$ 19,970,827	\$ 40,788,930	\$ 21,233,653	52%	6%
Employee Benefits	\$ 7,033,156	\$ 13,823,206	\$ 7,341,169	53%	4%
Contracted Services	\$ 82,323	\$ 78,590	\$ 61,130	78%	-26%
Supplies	\$ 2,964,772	\$ 7,023,973	\$ 3,122,144	44%	5%
Travel	\$ 102,551	\$ 182,037	\$ 63,812	35%	-38%
Equipment	\$ 545,110	\$ 616,849	\$ 374,226	61%	-31%
Grants to Students	\$ 216,625	\$ 913,900	\$ 541,419	59%	150%
Other	\$ (570,311)	\$ (8,442,271)	\$ (895,628)	11%	57%
DISTRICT TRANSFER		\$ 9,905,580	\$ 5,778,255	58%	
<b>TOTAL</b>	<b>\$ 30,345,052</b>	<b>\$ 64,890,794</b>	<b>\$ 37,620,179</b>	<b>58%</b>	<b>24%</b>
<b>USES BY PROGRAM: *</b>					
EXPENSES BY PROGRAM	YTD-01/31/19	1920FY Budget**	YTD-01/31/20	% BDGT YTD	Change % YTD
Instruction	\$ 21,111,539	\$ 34,413,572	\$ 21,428,814	62%	2%
Primary Support	\$ 1,930,119	\$ 4,921,995	\$ 3,333,762	68%	73%
Library	\$ 519,825	\$ 1,471,098	\$ 704,716	48%	36%
Student Svcs	\$ 2,798,374	\$ 7,274,166	\$ 3,592,362	49%	28%
Institutional Support	\$ 1,542,674	\$ 10,735,103	\$ 5,977,582	56%	287%
Plant Ops. & Maint.	\$ 2,442,520	\$ 6,074,860	\$ 2,582,943	43%	6%
<b>Grand Total</b>	<b>\$ 30,345,052</b>	<b>\$ 64,890,794</b>	<b>\$ 37,620,179</b>	<b>58%</b>	<b>24%</b>

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

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.

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

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

Operating Funds History and Projections					
NORTH SEATTLE COLLEGE					
FISCAL YEAR	YTD-01/31/19	1920FY Budget**	YTD-01/31/20	% BDGT YTD	Change % YTD
<b>SOURCES:</b>					
State Allocation	\$ (7,335,956)	\$ (23,902,043)	\$ (11,275,020)	47%	54%
State Allocation/Capital	\$ (247,988)	\$ (330,650)	\$ (247,988)	75%	0%
Local Revenues:					
Tuition	\$ (6,607,722)	\$ (9,978,200)	\$ (6,290,691)	63%	-5%
Fees	\$ (1,861,050)	\$ (2,912,700)	\$ (1,914,428)	66%	3%
Running Start	\$ (856,487)	\$ (3,000,000)	\$ (1,437,808)	48%	68%
International, IEL	\$ (3,708,738)	\$ (4,220,806)	\$ (2,863,613)	68%	-23%
Other	\$ (201,457)	\$ (232,050)	\$ (134,442)	58%	-33%
Revenue Transfers		\$ (48,245)	\$ 881,973	-1828%	N/A
Use of Reserves		\$ (120,000)	\$ -	0%	N/A
SubTotal	\$ (13,235,454)	\$ (20,512,001)	\$ (11,759,010)	57%	-11%
<b>TOTAL</b>	<b>\$ (20,819,397)</b>	<b>\$ (44,744,694)</b>	<b>\$ (23,282,017)</b>	<b>52%</b>	<b>12%</b>
<b>USES BY EXPENSE TYPE:</b>					
FISCAL YEAR	YTD-01/31/19	1920FY Budget**	YTD-01/31/20	% BDGT YTD	Change % YTD
Salaries/Wages	\$ 12,266,441	\$ 25,371,865	\$ 13,623,299	54%	11%
Employee Benefits	\$ 4,329,624	\$ 8,921,982	\$ 4,633,041	52%	7%
Contracted Services	\$ 11,474	\$ 148,034	\$ 29,246	20%	155%
Supplies	\$ 1,538,156	\$ 3,116,052	\$ 1,613,413	52%	5%
Travel	\$ 33,089	\$ 152,684	\$ 38,764	25%	17%
Equipment	\$ 434,714	\$ 841,100	\$ 73,580	9%	-83%
Grants to Students	\$ 403,314	\$ 539,189	\$ 520,874	97%	29%
Other	\$ 472,575	\$ (1,303,117)	\$ (523,476)	40%	-211%
DISTRICT TRANSFER		\$ 6,839,568	\$ 3,989,748		
<b>TOTAL</b>	<b>\$ 19,489,386</b>	<b>\$ 44,627,357</b>	<b>\$ 23,998,486</b>	<b>54%</b>	<b>23%</b>
<b>USES BY PROGRAM: *</b>					
EXPENSES BY PROGRAM	YTD-01/31/19	1920FY Budget**	YTD-01/31/20	% BDGT YTD	Change % YTD
Instruction	\$ 11,874,867	\$ 27,088,062	\$ 11,371,877	42%	-4%
Primary Support	\$ 1,900,605	\$ 6,021,437	\$ 2,792,737	46%	47%
Library	\$ 402,040	\$ 727,592	\$ 512,186	70%	27%
Student Svcs	\$ 1,926,675	\$ 4,252,495	\$ 2,291,082	54%	19%
Institutional Support	\$ 1,220,623	\$ 4,594,484	\$ 4,553,022	99%	273%
Plant Ops. & Maint.	\$ 2,164,576	\$ 1,943,287	\$ 2,477,582	N/A	14%
<b>Grand Total</b>	<b>\$ 19,489,386</b>	<b>\$ 44,627,357</b>	<b>\$ 23,998,486</b>	<b>54%</b>	<b>23%</b>

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

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.

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

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

Operating Funds History and Projections					
SOUTH SEATTLE COLLEGE					
FISCAL YEAR	YTD-01/31/19	1920FY Budget**	YTD-01/31/20	% BDGT YTD	Change % YTD
SOURCES:					
State Allocation	\$ (8,457,181)	\$ (26,036,760)	\$ (8,981,322)	34%	6%
State Allocation/Capital	\$ (297,600)	\$ (396,800)	\$ (297,600)	75%	0%
	\$ -		\$ -		
Local Revenues:	\$ -		\$ -		
Tuition	\$ (5,369,760)	\$ (7,892,222)	\$ (5,367,680)	68%	0%
Fees	\$ (1,960,975)	\$ (2,492,250)	\$ (1,886,984)	76%	-4%
Running Start	\$ (1,048,581)	\$ (3,000,000)	\$ (1,543,038)	51%	47%
International, IEL	\$ (3,534,952)	\$ (3,100,000)	\$ (3,083,738)	99%	-13%
Other	\$ (268,182)	\$ (317,500)	\$ (263,022)	83%	-2%
Revenue Transfers	\$ 350,488	\$ -	\$ (25)	N/A	-100%
Use of Reserves		\$ (2,901,404)	\$ -	N/A	
SubTotal	\$ (11,831,962)	\$ (19,703,376)	\$ (12,144,487)	62%	3%
TOTAL	\$ (20,586,743)	\$ (46,136,936)	\$ (21,423,409)	46%	4%
USES BY EXPENSE TYPE:					
FISCAL YEAR	YTD-01/31/19	1920FY Budget**	YTD-01/31/20	% BDGT YTD	Change % YTD
Salaries/Wages	\$ 11,297,565	\$ 22,743,820	\$ 12,417,332	55%	10%
Employee Benefits	\$ 3,784,569	\$ 6,901,322	\$ 3,995,102	58%	6%
Contracted Services	\$ 15,640	\$ 109,100	\$ 31,100	29%	99%
Supplies	\$ 2,209,430	\$ 4,370,013	\$ 2,004,343	46%	-9%
Travel	\$ 95,252	\$ 323,579	\$ 52,195	16%	-45%
Equipment	\$ 349,061	\$ 391,044	\$ 187,356	48%	-46%
Grants to Students	\$ 1,488,702	\$ 5,768,560	\$ 1,505,638	26%	1%
Other	\$ (593,573)	\$ (4,343,426)	\$ (716,802)	17%	21%
DISTRICT TRANSFER		\$ 6,839,568	\$ 3,989,748		
TOTAL	\$ 18,646,646	\$ 43,103,580	\$ 23,466,012	54%	26%
USES BY PROGRAM: *					
EXPENSES BY PROGRAM	YTD-01/31/19	1920FY Budget**	YTD-01/31/20	% BDGT YTD	Change % YTD
Instruction	\$ 11,633,473	\$ 25,331,357	\$ 11,613,137	46%	0%
Primary Support	\$ 1,013,828	\$ 3,223,195	\$ 1,834,465	57%	81%
Library	\$ 351,030	\$ 923,384	\$ 466,776	51%	33%
Student Svcs	\$ 2,174,471	\$ 4,536,657	\$ 2,616,705	58%	20%
Institutional Support	\$ 1,464,203	\$ 4,112,061	\$ 4,662,418	113%	218%
Plant Ops. & Maint.	\$ 2,009,639	\$ 4,976,926	\$ 2,272,511	46%	13%
Grand Total	\$ 18,646,646	\$ 43,103,580	\$ 23,466,012	54%	26%

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

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.

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

Operating Funds History and Projections					
DISTRICT					
FISCAL YEAR	YTD-01/31/19	1920FY Budget**	YTD-01/31/20	% BDGT YTD	Change % YTD
SOURCES:					
State Allocation	\$ (4,751,087)	\$ (231,354)	\$ (322,971)	140%	-93%
State Allocation/Capital	\$ -		\$ -		
	\$ -		\$ -		
Local Revenues:	\$ -		\$ -		
Tuition	\$ -	\$ -	\$ -		
Fees	\$ (115,389)	\$ (1,495,733)	\$ (565,942)	38%	390%
Running Start	\$ -	\$ -	\$ -		
International, IEL	\$ -	\$ -	\$ -		
Other	\$ (187,080)	\$ (15,000)	\$ (468,525)	3124%	150%
Revenue Transfers	\$ 12,500		\$ -		-100%
Use of Reserves	\$ -	\$ -	\$ (17,627)		
SubTotal	\$ (289,969)	\$ (1,510,733)	\$ (1,052,094)	70%	263%
TOTAL	\$ (5,041,056)	\$ (1,742,087)	\$ (1,375,065)	79%	-73%
USES BY EXPENSE TYPE:					
FISCAL YEAR	YTD-01/31/19	1920FY Budget**	YTD-01/31/20	% BDGT YTD	Change % YTD
Salaries/Wages	\$ 5,520,779	\$ 13,928,536	\$ 7,842,521	56%	42%
Employee Benefits	\$ 1,966,635	\$ 4,923,106	\$ 2,452,913	50%	25%
Contracted Services	\$ 75,941	\$ 64,657	\$ 85,049	132%	12%
Supplies	\$ 1,915,218	\$ 5,811,875	\$ 1,741,046	30%	-9%
Travel	\$ 52,298	\$ 195,100	\$ 88,071	45%	68%
Equipment	\$ 33,589	\$ 102,174	\$ 259,324	254%	672%
Grants to Students	\$ -		\$ 150		
Other	\$ (384,710)	\$ (210,697)	\$ (92,950)	44%	-76%
DISTRICT TRANSFER		\$ (23,584,715)	\$ (13,757,750)	58%	
TOTAL	\$ 9,179,752	\$ 1,230,036	\$ (1,381,627)	-112%	-115%
USES BY PROGRAM: *					
EXPENSES BY PROGRAM	YTD-01/31/19	1920FY Budget**	YTD-01/31/20	% BDGT YTD	Change % YTD
Instruction	\$ 362,015	\$ -	\$ (516,827)	NA	-243%
Primary Suppport	\$ 1,820,359	\$ 1,425,733	\$ 541,894	38%	-70%
Library	\$ 210,217	\$ -	\$ (18,925)		-109%
Student Srvs	\$ -	\$ -	\$ 790	NA	
Institutional Support	\$ 6,627,994	\$ (195,697)	\$ (1,363,766)	697%	-121%
Plant Ops. & Maint.	\$ 159,166	\$ -	\$ (24,793)	NA	-116%
Grand Total	\$ 9,179,752	\$ 1,230,036	\$ (1,381,626)	-112%	-115%

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

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.

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

## MEMORANDUM

**TO:** Board of Trustees

**FROM:** Dr. Shouan Pan

**DATE:** March 12, 2020

**SUBJECT:** Policy 410 Employment of Relatives – First Reading

### **Background**

The attached Policy was reviewed by the district HR team. The proposed edits update the reference to the Nepotism Policy in the Washington Administrative Code and clarifies definition to include “supervision” of an individual’s family member as prohibited.

This policy was reviewed by the Chancellor’s Executive Cabinet on February 24, 2020.

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

### **Recommended Action**

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

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



Dr. Shouan Pan,  
Chancellor

# POLICY NUMBER: 410

## TITLE: EMPLOYMENT OF RELATIVES

Adopted Date: 4/9/1974

Last Revised: 6/2/1998

In the appointment of its faculty and staff members, the Seattle ~~Community~~ College District seeks those persons qualified to fulfill the institution's teaching and service obligations. Accordingly, members of the same family, as defined by Chapter 132F-113 WAC, may be appointed to District faculty and staff positions when it has been determined that they are the most qualified candidates for the position. However, according to State law, an employee a person may not be ~~hired into a position that would result in a relationship where one individual is involved involved in the hiring, in the~~ appointment, termination of appointment, promotion, demotion, supervision, approval of salary increase or decrease of a member of ~~the individual's~~their family or of a person with whom there is substantial economic interest.

Reference: Chapter 132F-113 WAC Nepotism Policy

*Board of Trustees – Revision & Adoption History*

*Adopted: 4/9/1974*

*Revised: 6/2/1998*



## MEMORANDUM

**TO:** Board of Trustees

**FROM:** Dr. Shouan Pan

**DATE:** March 12, 2020

**SUBJECT:** Policy 448 Designated Work Schedules – First Reading

### **Background**

The attached Policy was reviewed by the district HR team and by the Chancellor's Executive Cabinet on February 24, 2020. There are no proposed edits.

### **Recommended Action**

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

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



Dr. Shouan Pan,  
Chancellor

# POLICY NUMBER: 448

## TITLE: DESIGNATED WORK SCHEDULES

Adopted Date: 2/17/1987

Last Revised: 7/11/2005

The Seattle ~~Community~~ College District may establish work weeks and work shifts of different numbers of hours. This may be done in order to meet business and customer service needs, as long as the work schedules meet federal and state laws.

*Board of Trustees – Revision & Adoption History*

*Adopted: 2/17/1987*

*Revised: 7/11/2005*

# PROCEDURE NUMBER: 448.10-.40

## TITLE: DESIGNATED WORK SCHEDULES

Adopted Date: 2/17/1987

Last Revised: 7/11/2005

448.10 Any request for a nonscheduled workweek must be submitted to the immediate supervisor, with reasons stated, in writing for approval. Immediate supervisors must request approval for the nonscheduled workweek in writing. The request must be directed to the personnel officer in the Department of Human Resources and must outline the reasons for the request.

448.20 Employees cannot be placed on a nonscheduled workweek unless the position has been approved for such by the ~~Department of Human Resources~~immediate supervisor.

448.30 The ~~Department of Human Resources~~immediate supervisor will evaluate the request using the following criteria:

- 448.30.1 A regular or alternate work schedule is not feasible given the duties and responsibilities of the position;
- 448.30.2 The past history of the position; and
- 448.30.3 Changes in the duties and responsibilities of the position.

448.40 The ~~Department of Human Resources~~immediate supervisor will respond within fourteen calendar days of ~~the receipt of receiving~~ the request. If the immediate supervisor does not approve the request, the employee may seek review by the Human Resources office.

*Chancellors Cabinet – Revision & Adoption History*

*Adopted: 2/17/1987*

*Revised: 7/11/2005*

## MEMORANDUM

**TO:** Board of Trustees

**FROM:** Camila Christensen

Student Body President

Seattle Central College

**DATE:** February 25<sup>th</sup>, 2020

**SUBJECT:** ASSOCIATED STUDENT COUNCIL REPORT – Information Only

### Student Leadership Report

- **Legislative Engagement Party:** The Legislative Engagement Forum will cover topics such as the importance of students' voice in politics, the impact of the Census in our neighborhood, the Primary and Presidential Election 2020. The event will take place on March 4<sup>th</sup> at Broadway Edison Building, Seattle Central College from 11am to 1pm. Steven Leahy, the Director of Government Relations for Seattle Colleges, Julie Wise elected Director of King County Election Division and the City of Seattle will be joining us on this fun event. Also, Washington BUS will be leading a fun Trivia with students.
- **Student Leadership Institute:** The Student Leadership Institute is a series of development opportunities designed to focus on key aspects of leadership for student leaders. This month's leadership institute focused on what it means to be a student advocate and give voice to voiceless in our very important/visible/awesome leadership roles. Inspired from a couple of Student Leadership events for students this quarter, we had a focused conversation/activities supporting our passion, social justice, and our "dreams" for student leadership.
- **Social Justice Re-entry Student Panel:** On February 20<sup>th</sup> Seattle Central Students shared their stories of transition, providing others with the perspective on how the criminal justice system should be reformed and how the concept of justice has changed for them over time. The addressed the dynamics of race, class, gender, sexuality, and the other roles they play in their understanding of justice.

**MEMORANDUM**

**TO:** Board of Trustees

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

**DATE:** March 12, 2020

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

**CC Student Legislative Advocacy Day in Olympia – January 23, 2020**

Student Government and approximately 20 students, staff and two faculty members traveled to Olympia for Legislative Advocacy Day to advocate for better public policy in community college higher education. The students met with Representatives Joe Nguyen, Joe Fitzgibbon, Senator Eileen Cody, and shared an array of Issues and urged our representatives to address inequities across community colleges. Students opened up about mental health, food insecurity, tuition and textbook affordability; and advocated for institutionalized financial support for undocumented students across community colleges. The majority of these students had never interacted with legislators before but they were self-assured and confident in their stories. A Running Start student shared his experience with close friends who dealt with adverse mental illness but had minimal support from college counselors. A student also highlighted that South Seattle College serves over 6,000 students, but we only have three uncertified counselors.

**Let's Talk Forum – January 29, 2020**

Issues and Concerns Officer Asma Jama created a forum to highlight the power and impact of student voices. The forum was a space specifically designed to encourage students to share Issues and concerns they experience at South Seattle College. The majority of the 15 students who attended suggested improving public transportation accessibility across all three campuses. Students passionately described their need for a public transit transportation program that could alleviate their financial stress and address the inequitable effects of transportation policies in King County. Asma Jama will collaborate with Public Relations Officer Mona Debesai, to research the University of Washington's U Pass program. The U Pass has successfully helped students access public transportation, commuter trains, light rail, and other [special programs](#).

**USA Open House – February 5, 2020**

USA hosted an open house in our office space to introduce students to the mission and 2019-2020 goals of Student Government. We sought to answer questions pertaining to student leadership and our responsibilities as student advocates. Students shared their interest in student affairs and their curiosity for Student Government. Our officers also conversed and hung out with students for several hours.



Overall, the open house served as a reminder that building community is a critical aspect of student affairs. The next open house is set for the beginning of Spring Quarter.

**Student of Color Forum – February 12, 2020**

Diversity and Inclusion Officer Najma Mohamed hosted a forum to discuss the inequities students of color face at South Seattle College. This forum was specifically created for students of color to have a safe space where they can share their concerns and discuss their experience in higher education. We acknowledge the importance of having these spaces, which is why we have decided to ensure that students of color have the space they deserve. Approximately 20 students of color from professor Allen Stowers' social justice class attended the forum. Several of these students shared their experience dealing with microaggressions, xenophobia, and Islamophobia. One student also shared an experience with professors who undermined their Intelligence because of their cultural Identity. We concluded the forum with the privilege walk exercise and an Intense discussion surrounding the impact of our identity.



**NORTH SEATTLE COLLEGE**

*One of the Seattle Colleges*

MEMORANDUM

TO: Board of Trustees  
Seattle Colleges District

FROM: Sarah Fenton  
Student Body President  
North Seattle College

DATE: February 27, 2020

SUBJECT: STUDENT ADMINISTRATIVE TEAM REPORT -Information Only

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

1. In the month of February Student Leadership partnered with Black Student Union and Latinos Unidos to host seven different events to celebrate Black History Month and increase community building opportunities for students around campus.
2. The Student Fee Review Board reviewed all UTF requests throughout the month and will be voting on them the first week of March.
3. The Research and Advocacy Board met with state legislators on Wednesday February 26<sup>th</sup> to advocate for mental health resources on campus.
4. On February 12<sup>th</sup> four student leaders attended the North Seattle College President's Advisory Board meeting where they were able to field questions about student experience at North.

**MEMORANDUM**

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

**I. Student Success and Pride Points****Celebrating SCD Transforming Lives Nominees and Award Winner**

In Fall 2019, SCD Board Chair Steven Hill, nominated three outstanding Seattle Colleges students for the 2020 Transforming Lives Award: Astro Pittman from Seattle Central College, Angelique Eklund from North Seattle College, and Angel Delker from South Seattle College. Angel Delker was selected as one of six (6) Transforming Lives Awardees. Trustee Hill, presidents Rosie Rimando-Chareunsap and Warren Brown, and chancellor Pan joined Angel Delker, Astro Pittman, and Angelique Eklund and their families at the Awards Dinner on Feb. 17.

**SSC Promise Student, Anthony Garcia, Invited to Speak at Mayor Durkan's 2020 State of the City Address**

During her 2020 State of the City address, Mayor Durkan announced her plan to significantly expand Seattle Promise Job and Career Pathways to connect Students with paid internships with local employers and the City of Seattle. This Internship Program helps students gain work experience, learn about career options and make professional connections, all while building their resumes and getting paid. South Seattle College student, Anthony Garcia, was invited to speak during the ceremony. As a Promise student, Anthony had the opportunity to intern at Amazon in summer 2019. He told the Mayor and the audience that he learned valuable leadership and job skills at Amazon. His eloquent and impressive speech won him several rounds of applause.

**Chancellor Pan Invited as a Panelist at the 2020 Dream Conference**

During the 2020 Achieving the Dream Conference, Martha Kanter, Executive Director of College Promise Campaign, hosted a special session on Promise movement across the country. Chancellor Pan was invited to serve on the panel with other community college leaders. Best practices and lessons learned of all promise programs, including those from Seattle Promise, were shared during the session.

## **II. Organizational Excellence**

### **Chancellor Pan Interviewed Probationary Faculty for Tenure Status**

Throughout the month of February, chancellor Pan interviewed 17 outstanding probationary faculty members across the colleges for tenure appointment. It was particularly encouraging and exciting to see a well-trained, talented, and committed cohort of younger faculty members being recommended for tenure status within Seattle Colleges. Their academic training, dedication to teaching excellence, and commitment to student success was unparalleled.

### **Search for NSC Interim President and Vice Chancellor for Finance and Operations Underway**

After consultation with Board of Trustees and North Seattle College Council, chancellor Pan appointed a 7-person Search Committee to conduct a local search for North's Interim President. The Committee is co-chaired by Cindy Riche and D'Andre Fisher. Brianne Sanchez serves as the Inclusion Advocate.

The national search for Vice Chancellor of Finance and Operations is also progressing according schedule. This search is co-chaired by Drs. Rimando-Chareunsap and Malcolm Grothe.

### **Managers across the District Convened to Discuss SEEM Committee Recommendations**

The Management Team, made up of managers across the district, met on Thursday, February 25, to review and discuss the recommendations submitted by the Strategic Equity Enrollment Management Committee. Co-chaired by Drs. Rimando-Chareunsap and Lane, the SEEM Committee forwarded a set of short- and longer-term recommendations aimed at eliminating student achievement gaps through implementing strategic enrollment management practices. One of the most important recommendations is to mobilize district financial and personnel resources to drastically improve enrollment, retention, and success rates for adult students. Currently, adult students make up the majority of the Seattle Colleges student population.

## **III. Partnerships**

### **Planning to Launch Seattle Ready Campaign**

Throughout February, the college presidents, vice chancellor for advancement and chancellor Pan met several times with Mayor Durkan, Sr. Deputy Mayor Fong, and City staff to design and develop a comprehensive multi-year capital campaign, titled the



Seattle Ready Campaign. Much work is still under way. It is anticipated that the Seattle Ready Campaign will be launched in May, 2020.

**Seattle Colleges Hosts League for Innovation Board of Directors and Co-hosts 2020 League for Innovation Convention with Bellevue College**

The League for Innovation held the 2020 Innvoations Convention at the Hyatt Regency Seattle March 1-4. Seattle Colleges and Bellevue College co-hosted the Convention. Over 100 faculty, staff, and administrators signed up to volunteer at the conference. Before fellow community college educators across the country, Seattle Colleges employees displayed the highest level of professionalism, solidarity, and volunteer spirit. In addition, 34 Seattle Colleges faculty, staff, and administrators gave 21 presentation sessions at the Conference.

Before the start of the Conference, Seattle Colleges hosted the League Board of Directors and College Representatives Feb. 27-29. In addition to arranging tours of the Amazon Spheres and the VIP tours of the Everett Boeing Factory, Seattle Colleges held welcome dinners for 35 plus Board of Directors and College Representatives at the Pacific Medical Center on Friday, Feb. 28 and at the One World Dining Room on Saturday, Feb. 29. Trustees Batayola, Chernin, Hill, and Peralta, presidents Edwards Lange and Rimando Chareunsap, vice chancellors Buttlerman, Dixon, Strother, Howell, and chancellor Pan served as hosts at the welcome dinner at the Pacific Medical Center.

**Major Accomplishments during the 2020 Legislative Session**

1. **Passage of SB 6492**---the “revenue fix” to the Workforce Education Investment Act passed in 2019. Governor signed this bill into law on Feb. 17<sup>th</sup> and it simplifies the B&O tax structure and fills the projected \$175 million revenue gap from the original bill. It will fully fund the Washington College Grant Program with higher demand than originally projected. It also funds Guided Pathways in CTCs, and more competitive compensation for faculty in high-demand fields like nursing education, IT, and engineering.
2. We were able to head-off/**defeat SB 6505**, proposed by K-12 Superintendent of Public Instruction Chris Reykdal that would have shifted costs for dual credit/Running Start students from K-12 school districts to the budgets of Community Colleges. The statewide cost-shift would have been between \$15-17 million per year. Community College and four-year university leaders will work the K-12 system over the Interim to explore alternative proposals to this original proposal by Superintendent Reykdal.
3. **South Seattle College** has been received legislative authorization for a \$10M COP (certificate of participation) for a new Student Wellness and Fitness Center.

---

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

4. **Student leadership delegations** from all three colleges went to Olympia to present the student perspective on community college needs to legislators. The 60-day supplemental session ends at midnight on Thursday, March 12<sup>th</sup>.



February 27, 2020

To: SCD Board of Trustees

From: Annette Stofer, AFT Seattle 1789 President

Re: March 2020 Report

February was a month of important activity in our faculty union.

- Contract negotiations always generate interest among the faculty. People in our executive board, faculty senates, and many more members are stepping up to ensure that our negotiations successfully address the needs of our faculty. In turn, our students will benefit from instructors, counselors, and librarians who are fairly compensated, well-supported, and respected as the professionals that we are.
- Faculty have spoken to the Board of Trustees on a variety of issues. Our experiences are important, as they impact our ability to serve students well. While you, the trustees, cannot navigate our day-to-day work lives with us, we can give you a view into our working conditions so that you can make good policies and support our negotiations needs.
- We have completed three negotiating sessions thus far. The AFT team appreciates the spirit of collaboration and commitment to problem solving that we have experienced with the administrative team. The approach we are trying is intense and requires both teams to push ahead at a faster pace than we have done in the past.
- Our annual Lobby Day with AFT Washington was held on February 17. AFT Seattle had strong participation, and we were able to meet with legislative aides for many of the elected representatives who serve our colleges. We delivered messages of thanks to those who have supported reinvestment in our colleges. We also discussed the importance of privacy for state employees as well as the need to improve conditions for faculty so that we can improve our students' learning conditions.

Related to our lobbying efforts, the Seattle Colleges District is giving a good deal of attention to student retention. We absolutely need to improve our system and get our students to completion. Given that students are most likely to form strong relationships with their faculty over the other college employees that they encounter, it is essential that we have a stable, diverse, available faculty group. We need more full-time faculty, and part-time faculty who can give the time and attention to students that they deserve. All faculty should be hired with care and then fully-supported to do our jobs to the best of our ability. When we are accessible to students, they are more likely to form the bonds at school that will encourage them to persist.

**MEMORANDUM**

**TO:** Board of Trustees  
**FROM:** North Seattle College President Dr. Warren Brown  
**DATE:** February 27, 2020  
**SUBJECT:** Report to the Board of Trustees

**I. Institutional Excellence**

- **North adds new BAS program: Accounting, with International Accounting**

The AIA (Accounting, with International Accounting) BAS program has been approved by the State Board for Community and Technical Colleges and the Northwest Commission on Colleges and Universities. The program will begin in fall 2020, and the application will be online soon. Internal and external advertising will kick off in spring 2020.

- **50<sup>th</sup> anniversary matching campaign**

North's 50<sup>th</sup> anniversary committee is partnering with the Seattle Colleges Foundation to promote employee, alumni and community giving to student scholarships in honor of the 50<sup>th</sup> anniversary celebration. Scholarship donations will be matched, up to a total of \$50,000, through the generous Eva Gordon donation funds.

**II. External Affairs**

- **League for Innovation in the Community College**

North employees will represent the college at the March Innovations Conference:

**Robert Bunge** (Information Technology) is presenting *Pathways+: Aligning Guided Pathways with AWS Educate Pathways*.

**Stephanie Dykes** (Institutional Effectiveness) is presenting *Transgender in the Academy: Challenges and Opportunities*.

**Ninder Gill** (Early Childhood Education), **Anna Saradeth** (ECE), and **Caroline O'Callahan** (ECE) are presenting *Student Advisory Board Decision-Making and Organizing*.

**Benjamin Roberts** (Electronics) and **Sarka Faltinova** (Basic Skills) are presenting on IBEST and will present a co-teaching demonstration in IT and Electronics.

**III. Pride Points**

- **President Warren Brown receives Phi Theta Kappa's Dr. Shirley B. Gordon award**

President Brown was nominated by North's PTK chapter for his strong support of chapter events and PTK members. In 2019, President Brown put forth the request for Washington State community colleges to recognize PTK as the state's official honor society. His request was granted, making Washington the first state to recognize PTK as the official honor society. President Brown also served on the national Presidential Advisory Board for PTK. The Gordon award is the PTK's most prestigious award for community college presidents.



# 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:** February 27, 2020  
**SUBJECT:** Seattle Central College monthly report

## STUDENT SUCCESS

### **Transforming Lives Awards dinner**

Astro Pittman, a Seattle Central College student and the editor in chief of the Seattle Collegian, was recognized for his achievements at the annual Transforming Lives dinner on Feb. 17. Astro was one of 34 students from across Washington state nominated for the Transforming Lives award by the Association of College Trustees.

### **Mini house gives carpentry students experience in green construction**

Carpentry students at the Wood Technology Center finished a demonstration small-footprint house that uses solar generation, airtight construction and insulation, and heat recovery features to effectively live off the grid. The mini-ZEPH "Zero Energy Passive House" is a collaboration between faculty and students at the WTC and architect and passive house consultant Joe Giampietro. The 400-square foot home was transported to its final location on top of a private residential garage, where it will be demonstrated to the public.

## INSTITUTIONAL EXCELLENCE

### **Seattle Pathways**

We have launched the new website for Central's Seattle Pathways initiative. This tool will help us to provide staff and students with more current information about Seattle Pathways, ways to get involved, and resources for additional learning. The site is at <https://seattlecentral.edu/about/seattle-pathways>

### **CPW partnership**

We have partnered with College Possible Washington since Fall 2019. College Possible Washington supports motivated, low-income college bound students in Seattle and South King County. They currently serve 1,600 college students; 123 of them attend Seattle Central College. We have two CPW staff spending two half days at our Career Exploration Center, assisting students in their transition from high school to our campus.

## EXTERNAL AFFAIRS

### **South Annex land sold**

Seattle Central College has closed on the sale of the South Annex on East Pine Street to Capitol Hill Housing for \$9 million. Seattle Central College identified the land as surplus in May 2017, and the buildings there would require extensive renovation to make them viable. YouthCare and Capitol Hill Housing have proposed to build low-income housing and an education and employment academy for homeless youth and young adults.



**MEMORANDUM**

**TO:** Board of Trustees  
**FROM:** Rosie Rimando-Chareunsap, President  
**DATE:** March 12, 2020  
**SUBJECT:** Report to the Board of Trustees

**I. Student Success**

- On February 6, South Seattle College's Georgetown Campus hosted a Try-A-Trade Apprenticeship event for 80 local high school students to give them a hands-on learning experience with the different trades in Washington State. The Aerospace Joint Apprenticeship Committee (AJAC) joined Georgetown staff in hosting students throughout the morning, educating them about the apprenticeship model and trades as a viable career path after high school.

**II. Institutional Excellence**

- On February 6, South's faculty and student services held a joint professional development day called "Building Community to Better Support Students." It was an opportunity for faculty and staff to join together with a shared mission to prepare student for life and work and set a common agenda towards improving collaboration to knock down student barriers and eliminate inequity.
- South's Title III Strengthening Institutions external grant evaluator performed an annual site visit in December, and the resulting report commends the college for its research analysis work in building a database for the grant and training faculty and staff in developing a Culture of Evidence that views data through an equity lens.

**III. Pride Points**

- South Seattle College's Black Student Union, with support from the Center for Equity, Inclusion, and Diversity and Student Activities & Programs Board, put together an amazing Black History Month Celebration throughout February. Four events included a deep dive into the importance of black history, a cultural expression showcase, a Black Economics speaker series, and a finale celebration of history, food and dance.