

SEATTLE COLLEGES DISTRICT BOARD OF TRUSTEES

April 9, 2020

STUDY SESSION

2:30 p.m.

Via Zoom

<https://zoom.us/j/269479348?pwd=RUM3SURWaXNFZlFiWFpwTHlqWEJCUT09>

Meeting ID: 269 479 348

Password: 458671

One tap mobile

+13462487799,,269479348# US (Houston)

+16699006833,,269479348# US (San Jose)

Dial by your location

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

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+1 301 715 8592 US

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

Meeting ID: 269 479 348

REGULAR SESSION

3:00 p.m.

Zoom (same access as above)

STUDY SESSION AGENDA

2:30 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.

2:40 p.m.

OPEN SESSION

A. Financial Statement Audit Results

B. COVID-19 Response

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. | ACTION ITEMS | |
| | A. Minutes from March 12 and 18, 2020 | Tab 2 |
| | B. Policy 410, Employment of Relatives – Second Reading | Tab 3 |
| | C. Policy 448, Designated Work Schedules – Second Reading | Tab 4 |
| | D. Policy 417, Shared Leave – First Reading and Final Action | Tab 5 |
| | E. Student Fees, changes for 20-21 – Second Reading | Tab 6 |
| 3:30 p.m. | INFORMATION ITEMS | |
| | A. Budget Report, through February 2020 | Tab 7 |
| | B. Strategic Plan Scorecard 2018-19 | Tab 8 |
| 4:00 p.m. | ORAL REPORTS | Written Reports-Tab 9 |
| | 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. <u>Labor Union Representatives</u> | |
| | 1. Annette Stofer, AFT Seattle Community Colleges | |
| | 2. Matthew Davenhall, WFSE | |
| | 3. Cody Hiatt, AFT-SPS | |
| | E. <u>College Presidents, Vice Chancellors</u> | |
| | 1. Kurt Buttleman, 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

4:30 p.m. ADJOURNMENT

The next meeting of the Board of Trustees will be held on Thursday, May 14, 2020 at North Seattle College. 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

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

1:30 p.m.

EXECUTIVE SESSION

Chair Hill called executive session at 1:30pm for 30 minutes.

A. Litigation Update

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;

Derek Edwards gave an update on ongoing litigation.

B. 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.

Chancellor Pan updated the trustees on ongoing negotiations with AFT.

C. 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;

Chancellor Pan and the college presidents summarized the qualifications of the candidates for tenure.

The Executive Session was extended for 10 minutes to end at 2:10pm.

OPEN SESSION

A. COVID-19 Response

Chancellor Pan gave the trustees an update on Seattle Colleges' response to the virus outbreak, planning for remote operations, and considerations for spring quarter.

REGULAR MEETING MINUTES

CALL TO ORDER

The meeting was called to order by Chair Hill at 3:00pm.

ATTENDANCE

Steve Hill, Rosa Peralta, Teresita Batayola, Louise Chernin, Robert Williams, Shouan Pan, Warren Brown, Sheila Edwards Lange, Rosie Rimando-Chareunsap, Kurt Buttleman, Jennifer Dixon, Kerry Howell, Cindy Riche, Jennifer Strother, Derek Edwards, Annette Stofer, Cody Hiatt, Sarah Fenton, Rebecca Hansen, Lilia Fomai

Guests: Sayumi Irey, Brian Rucci, Greg Dempsey, Diane Ellis, Catie Chaplan, Betsy Hasegawa, Johnny Hu, Anon Amaratunge, Jeanette U, Lolita Khachaturova, Jay McLean-Riggs

ACTION / Approval of Agenda

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

PUBLIC COMMENTS

Sean Cargill is PT Faculty at South in Aviation Maintenance. He spoke about the difficulty the program is having to find and retain qualified instructors. Raising pay for instructors would help them recruit and retain qualified instructors. Rebecca Hansen will connect Sean to Trustee Peralta.

ACTION ITEMS

A. Minutes from February 13, 2020

Trustee Williams made a motion to approve the minutes. Trustee Chernin seconded. The motion carried 5-0.

B. Approval of Tenure

Tenure candidates were introduced by the presidents and their materials were reviewed individually during the executive session. **Trustee Chernin made a motion to grant Tenure. Trustee Batayola seconded. The motion carried 5-0.**

C. Policy 253, Suspended Operation – Second Reading

No changes to this policy are recommended. Trustee Batayola made a motion to approve Policy 253. Trustee Chernin seconded. The motion carried 5-0.

INFORMATION ITEMS

A. Budget Report, through January 2020

Jennifer Strother summarized the financial report through January 31, 2020.

B. Policy 410, Employment of Relatives – First Reading

Chancellor Pan introduced Policy 410 and the proposed changes for a first reading. This policy will come back for a second reading and vote at a future Board of Trustees meeting.

C. Policy 448, Designated Work Schedules – First Reading

Chancellor Pan introduced Policy 448 and the proposed changes for a first reading. This policy will come back for a second reading and vote at a future Board of Trustees meeting.

ORAL REPORTS

A. Student Representatives

Sarah Fenton, North Seattle College, reported that the students have completed voting on how to use Universal Technology Fee funds. Funds will be used to purchase computers for Early Childhood Education students, the purchase of a new microscope for the Jewelry program, and a mirror board for faculty to use for online lectures. Students have officially adopted a new mascot: Star the Frog.

B. Chancellor's Report

Chancellor Pan began his report by acknowledging Dr. Warren Brown and his leadership and wished him the best in his next chapter with College Spark. Chancellor Pan highlighted the three students who were honored at the Transforming Lives dinner in Olympia. A Promise student from South was featured at the State of the City address. He updated the trustees on the search for an Interim President at NSC. Kurt Buttleman will serve as Acting President at NSC from March 23 until an Interim President is appointed. He also updated the trustees on the search for a new Vice Chancellor for Finance and Operations.

C. Trustees

The Trustees thanked Dr. Brown for his leadership.

D. Labor Union Representatives

Annette Stofer, AFT Seattle Community Colleges, reported on adjustments that faculty are making to finish the quarter remotely.

Cody Hiatt, AFT-SPS, commented on the college response to COVID-19 and thanked Dr. Brown for his leadership.

E. College Presidents, Vice Chancellors

Kurt Buttlerman, Vice Chancellor of Academic and Student Success, gave a report on Seattle Promise applications and ctcLink.

Cindy Riche, Chief Information Officer, acknowledged the work of IT staff in assisting employees with the transition to remote working and learning.

Rosie Rimando-Chareunsap, President of SSC, reported on COVID-19 response at South and lessons being learned.

ADJOURNMENT

The meeting adjourned at 3:55pm.

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 SPECIAL MEETING

March 18, 2020

REGULAR SESSION

1:00 p.m.

Jim Christiansen Room

Siegal Center
1500 Harvard Avenue
Seattle, WA 98122

SPECIAL MEETING MINUTES

CALL TO ORDER

Chair Hill called the meeting to order at 1:00pm.

ATTENDANCE

Steve Hill, Rosa Peralta, Louise Chernin, Robert Williams, Shouan Pan, Warren Brown, Sheila Edwards Lange, Rosie Rimando-Chareunsap, Jennifer Strother, Rebecca Hansen, Lilia Fomai, Diane Ellis, Dennis Denman, Julianne Degeyter, Sayumi Irey

ACTION / Approval of Agenda

Trustee Williams made a motion to approve the agenda. Trustee Peralta seconded. The motion passed 4-0.

INFORMATION ITEMS

A. Student Fees Changes – First Reading

Chancellor Pan introduced the student fees changes for a first reading. New fees and fees with changes were reviewed. Trustee Hill asked about the outreach process for engaging feedback on the proposed changes to the fees. The student fees will come back to the board for a second reading and final action on April 9, 2020.

B. COVID-19 update

Chancellor Pan gave an update on the Seattle Colleges response to COVID-19. He gave an update on planning for Spring quarter. The proposal is to start the quarter one week late, on April 13. The week of April 6 will be used by faculty to move classes to alternate formats. Chancellor Pan thanked our union partners for working with administration through this unprecedented time. North and South are working with Seattle Fire Department to establish drive-through testing sites. The foundation is working to raise emergency funds for students.

ADJOURNMENT

The meeting adjourned at 1:38pm.

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 98122. There will be a Study Session at 1:30 p.m., and the Regular Meeting will follow at 3:00 p.m.

MEMORANDUM

TO: Board of Trustees

FROM: Dr. Shouan Pan

DATE: April 9, 2020

SUBJECT: Policy 410 Employment of Relatives – Second 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 and received a First Reading on March 12, 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

It is recommended that the Seattle Colleges Board of Trustees approve the changes to Policy 410.

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: April 9, 2020

SUBJECT: Policy 448 Designated Work Schedules – Second 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.

The Board received a First Reading on March 12, 2020.

Recommended Action

It is recommended that the Seattle Colleges Board of Trustees approve Policy 448.

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



Dr. Shouan Pan,
Chancellor

District VI | 206.934.3872 | Fax 206.934.3894 | Voice Relay 800.833.6388
1500 Harvard Avenue, Seattle WA 98122-3803 | www.seattlecolleges.edu

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 Resourcesimmediate supervisor.

448.30 The Department of Human Resourcesimmediate 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 Resourcesimmediate 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: Dr. Shouan Pan

DATE: April 9, 2020

SUBJECT: Policy 417 Shared Leave – First Reading (for approval)

Background

The attached Policy was reviewed by the district HR team and updated to include language which allows leave due to emergency situations such as the current pandemic crisis. Other colleges have adopted similar language in their policies.

This policy was reviewed and approved by the Chancellor's Executive Cabinet on March 23, 2020. Because of the ongoing COVID-19 concerns, it was requested that this policy be expedited for formal approval at the Board without having a first reading.

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

Recommended Action

It is recommended that the Seattle Colleges Board of Trustees approve the changes to Policy 417.

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



Dr. Shouan Pan,
Chancellor

POLICY NUMBER: 417

TITLE: SHARED LEAVE

Adopted Date: 9/4/1990

Last Revised: 7/11/2005

The purpose of the shared leave program is to allow Seattle College District employees who accrue annual leave, and employees who do not accrue annual leave but do accrue sick leave, to donate leave to other Seattle College District employees. The employee who receives shared leave must have an extraordinary or severe illness or injury which prevents the individual from working, and which causes considerable economic and emotional distress to the employee. The District may authorize shared leave for employees who have exhausted accrued leave and are absent due to emergency situations such as communicable disease epidemics. Donated annual/sick leave becomes shared leave which may be used in accordance with the regulations governing sick leave.

Board of Trustees – Revision & Adoption History

Adopted: 9/4/1990

Revised: 7/11/2005

MEMORANDUM

TO: Board of Trustees

FROM: Dr. Shouan Pan – Chancellor

DATE: April 09, 2020

SUBJECT: Final Reading - Proposed Fee Increases & New Fees for FY2020-21

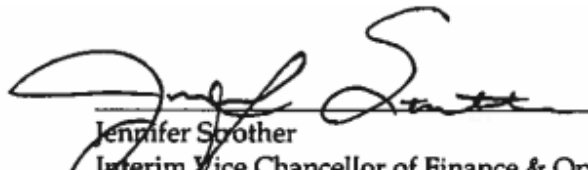
Background

The attached “Fees Request FY2020-21” schedule includes the campuses’ requests for raising and changing current fees, as well as establishing several new fees for the incoming academic year 2020-2021.

Recommendation


The attached “Fees Request FY2020-2021” schedule has been reviewed by the Chancellor’s Executive Cabinet. It is recommended that the Board of Trustees approve the proposed fee changes for FY2020-2021 in accordance with Seattle Colleges Policy 108.

Submitted by:



Jennifer Spother
Interim Vice Chancellor of Finance & Operations

Transmitted to the Board with a favorable recommendation.



Dr. Shouan Pan
Chancellor

FEES REQUEST 2020-21

How were new or increased fees being submitted for approval being reviewed with students along with the expected tuition increases?

Central and North have student representatives who were part of the College Council's review of tuition and fee increases. The student representatives will report to their respective student government leadership groups. South Seattle's Vice President of Administration planned to meet with Student Board representative on March 5th to review tuition and fee increases.

REQUEST		Fee Code(if more campus)									
Updated or New.	CENTRAL FEE CODE.	NORTH FEE CODE.	SOUTH FEE CODE.	Fee Title.	Department.	Current Rate.	Proposed Rate round up.	% Change proposed.	Amount Change.	Charged Per.	REF#.
Change/Revised	1-CL	CL	CF	COMPUTER LAB FEE	Auxiliary	\$ 58.50	\$ 62.00	5.91%	\$ 3.50	QTR	1
Microsoft licensing fees increased by 30% this year. We propose to increase this fee by 5.91%, the Washington State fiscal growth factor, to keep up with inflation and software licensing fee increases. Campu- wide discussion occurred and it was agreed the increase was necessary to support increased costs.											
NEW	1-TBD	TBD	TBD	INTERNATIONAL MATERIALS FEDEX TO S	INTL	\$ -	\$ 65.00	New	\$ 65.00	EACH	2
International students have the option to have their acceptance materials sent via express mail (FedEx) for a cost of \$50. Per a recent review of our FedEx billings, the average cost for express mailing is around \$60. In looking at the current fee, there is no official fee code; we instead accept payment via check or online credit card. We currently deposit checks split \$25 into the Intensive English budget (fee code SA) and \$25 into the College-Level International budget (fee code FS). Online credit card payments (via CyberSource) are deposited into the Activities budget (146-111-2948), the same budget used to pay the FedEx billings. Since there is no current fee code, we are using the "New Fee Request" form.											
NEW	2-TBD			NATIONAL CERTIFICATION FINAL FEE	ALIED HEALTH MEDICAL ASSISTING 381	\$ -	\$ 175.00	New	\$ 175.00	ITEM	3
Our students take these exams to be professionally certified. Two of the barriers for our students to obtain certification were remote testing site locations and exam fees. The Health Education Center is now a testing site for three national certification exams offered to MA program graduates. By incorporating the exam cost as a fee it makes it possible for MA students to have the fees included in financial aid awards. Previously they could not. Our scholarship cohort and apprenticeship will have the fees paid for by Kaiser or the hosting healthcare facility. Students outside those two cohorts will now be able to use financial aid to pay the exam cost to the national board.											
Change/Revised	2-UC	3-UC	4-UC	WEB COURSEWARE FEE	ELEARNING	\$ 5.25	\$ 5.50	4.76%	\$ 0.25	COURSE	4
This will be the first increase to this fee in available recorded history and memory of current eLearning staff. The fee increase will help offset the cost of learning management software and providing responsive service and improvements. ELearning administrators across the three colleges and district have agreed to recommend raising this fee at a consistent level across the colleges. Microsoft fee increased 30% this year.											
Change/Revised	2-UN		4-UN	E LEARNING FEE ONLINE	ELEARNING	\$ 7.50	\$ 8.00	6.67%	\$ 0.50	CREDIT	5
Elearning administrators from all 3 colleges have agree that this increase is necessary to due to the 5% regional pay +3% COLA salary increases and other inflationary increases. It will also contribute towards strengthening the elearning programs by providing more resources to fill staffing gaps and to support faculty development around online and hybrid instructional design and practice. Our aim is to keep the fee level consistent accross the colleges. *NORTH has already increased this fee.											
Change/Revised	2-CE			RESPIRATORY CARE DATA ARC	HEALTHCARE AND HUMAN SERVICES	\$ 60.00	25-150	VARIES	VARIES	ITEM	6
The respiratory care program is no longer using the DATA ARC SYSTEM for tracking and reporting immunizations, background checks, etc. for students going into clinical rotations. They are using a different company and would like to change the fee title to be more general. the new company charges a one time fee of 150 per student but the program would like to spread that out and charge the student \$75.00 / year (by putting the CE on one clinical class) for each of the 2 years that the students are in the clinicals.											
Change/Revised	2-AA			STUDENT ID CARD	ID CENTER	\$ 7.50	\$ 10.00	33.33%	\$ 2.50	QTR	7
As a result of the One Card Project, whereby students ID will become mandatory- we will charge a fee for student to obtain their ID card. The new One card will provide a student ID/PROX card to allow enrolled students to enter the Seattle Central facilities through access doors that are otherwise locked for safety reasons.											
NEW	2-TBD			ONE CARD REPLACEMENT FEE	ID CENTER	\$ -	\$ 25.00	New	\$ 25.00	ITEM	8
In the event of loss of card, replacement cards will carry a fee of \$10.00 to help minimize loss.											
Change/Revised	2-AK			VESSEL MAINTENANCE	MARITIME	\$ 257.50	\$ 273.00	5.91%	\$ 15.50	QTR	9
Fee increase to keep-up with the increase in costs and inflation.											
Change/Revised	2-LY			SMA LOCKER RENTAL FEE	MARITIME	\$ 5.50	\$ 6.00	6.00%	\$ 0.50	QTR	10

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al being reviewed with students along with the expected tuition increases?

part of the College Council's review of tuition and fee increases. The student representatives will report to their respective student government leadership groups. South Seattle's student Board representative on March 5th to review tuition and fee increases.

Fee Title.	Department.	Current Rate.	Proposed Rate round up.	% Change proposed.	Amount Change.	Charged Per.	REF#.

MARITIME LAB FEE	MARITIME	\$ 54.00	\$ 57.50	5.91%	\$ 3.50	COURSE	11
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[illegible]

LABFEE/MARITIME	MARITIME	\$ 566.50	\$ 600.00	5.91%	\$ 33.50	QTR	12
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SUPPLIES FOR MARTIME	MARITIME	\$ 55.50	\$ 59.00	5.91%	\$ 3.50	COURSE	13
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MOORAGE & FEES (SIMULATOR FEE)	MARITIME	\$ -	\$ 217.00	VARIES	VARIES	QTR	14
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f operating SMA simulator for student training sessions..

SMA FIELD TRIP	MARITIME	\$ 15.50	\$ 16.50	5.94%	\$ 1.00	COURSE	15
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REC CTR - NO S & A	MITCHELL ACTIVITY CENTER	\$ 32.00	\$ 35.00	9.38%	\$ 3.00	QTR	17
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costs have been steadily increasing for the last 10 years. We request a modest increase of \$3.00 to help cover drastic decreases in enrollments and salary increases recently enacted. MAC is

PERSNL TRNG STUDENT	MITCHELL ACTIVITY CENTER	\$ 100.00	\$ 35.00	-65.00%	\$ (65.00)	ITEM	18
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live sessions. Fee will be charged per person with starting rate of \$35.00. Certified personal trainers will not work for less than \$30.00/hr. We need this rate in order to be able to have a self- with the recently salary increases. Previously we paid \$30.00 and hour to trainers but charged \$20.00 creating losses.

REC CTR - PERSONAL TRAIN	MITCHELL ACTIVITY CENTER	\$ 35.00	\$ 45.00	28.57%	\$ 10.00	ITEM	19
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We need this rate increase in order to be able to have a self-sustaining program and cover costs, especially with the recently salary increases. Current fee is too low, with payments to profit from personal training services, with 85% covering direct costs of personal trainers. MAC has costs of liability, space, and equipment which are not able to be covered without this fee

[illegible]

al being reviewed with students along with the expected tuition increases?

part of the College Council's review of tuition and fee increases. The student representatives will report to their respective student government leadership groups. South Seattle's Student Board representative on March 5th to review tuition and fee increases.

Fee Title.	Department.	Current Rate.	Proposed Rate round up.	% Change proposed.	Amount Change.	Charged Per.	REF#.
REC CTR - STAFF QURLY	MITCHELL ACTIVITY CENTER	\$ 42.00	\$ 75.00	78.57%	\$ 33.00	QTR	20

had a 3% reduction in salary back in 2012 and then slightly normalized to its current \$42 per quarter when the 3% salary decrease was reinstated. That adjustment was the first of 2-phases. and will receive another 3% in July 2020. we believe it is fair to restore faculty and staff membership dues to the original intended level. MAC hourly-pay and other costs have increased another \$120,000 in expenses the last 2 years alone-- unsustainable level.

REC CTR FEE	MITCHELL ACTIVITY CENTER	\$ 24.00	\$ 30.00	25.00%	\$ 6.00	COURSE	21
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ars. (\$21.00 to \$24.00 in 2009). The Washington State fiscal growth factor has risen 60.7% in that same time, which would be equivalent of \$38.00 per quarter today if the fee increased linearly making the fee \$30/quarter and allowing for sustainable self-support operations.

REC CTR FEE	MITCHELL ACTIVITY CENTER	\$ 24.00	\$ 30.00	25.00%	\$ 6.00	CREDIT	22
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(\$21.00 to \$24.00 in 2009). In that time, the fiscal growth factor has risen 60.7% which would be the equivalent of \$38.00 quarter had fee increased linearly with rising costs. We are asking a fee of \$24.00 per quarter to cover costs. This is a student fee is for full-time students who do not automatically pay into the system because they are designated as Running Start, ABE or Online Students. It is not a fee for those students who use programs who do not wish to utilize the recreation center.

NCLEX PREPARATIONS	NURSING	\$ -	135-150	New	135-150	QTR	23
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resources to help nursing students. These resources provide the students and the faculty information about the preparedness of each student in particular content areas (Medical, Surgical, OB, and a study-plan for individual students. Students have been paying for these resources individually every quarter for the last several years as it is a mandatory component of their education. By students may be eligible for covering the cost with financial aid. This fee would be linked to courses and part of their student account fees. The fee is a pass-through fee with fee intended to just cover the cost. We are not able to confirm the exact costs at the moment because it depends on the product package chosen but it will be within that range of \$135- \$150.

PLACEMENT TEST	TESTING OFFICE	\$19-25	30-35	50-60%	\$10-15	QTR	24
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. This fee would replace the separate testing fees for English and Math plus evaluation fees for the various multiple other measures available (SBAC, ACT, SAT, TOEFL, IELTS, high school including pre-tests. This fee will allow multiple resources available to students to allow them opportunities to have higher placements without additional charges for further testing. Details being

COPIES/MATERIALS/RECIPES TIER 1	CULINARY	\$ 31.00	\$ 5.00	-83.87%	\$ (26.00)	COURSE	25
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ers ff charges for Copies/Materials/Recipes to reflect actual costs of materials.

COPIES/MATERIALS/RECIPES TIER 2	CULINARY	\$ 31.00	\$ 12.00	-61.29%	\$ (19.00)	COURSE	26
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ers ff charges for Copies/Materials/Recipes to reflect actual costs of materials.

COPIES/MATERIALS/RECIPES TIER 3	CULINARY	\$ 31.00	\$ 30.00	-3.23%	\$ (1.00)	COURSE	27
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ers ff charges for Copies/Materials/Recipes to reflect actual costs of materials.

WORKSHOP/DEMOS/TASTINGS TIER 1	CULINARY	\$ 93.00	\$ 15.00	-83.87%	\$ (78.00)	COURSE	28
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Tiers of charges for Workshops/Demos/Tastings	

[illegible]

al being reviewed with students along with the expected tuition increases?

part of the College Council's review of tuition and fee increases. The student representatives will report to their respective student government leadership groups. South Seattle's student Board representative on March 5th to review tuition and fee increases.

Fee Title.	Department.	Current Rate.	Proposed Rate round up.	% Change proposed.	Amount Change.	Charged Per.	REF#.
WORKSHOPS/DEMOS/TASTINGS TIER 2	CULINARY	\$ 93.00	\$ 30.00	-67.74%	\$ (63.00)	COURSE	29

tiers of charges for Workshops/Demos/Tastings

WORKSHOPS/DEMOS/TASTINGS TIER 3	CULINARY	\$ 93.00	\$ 85.00	-8.60%	\$ (8.00)	COURSE	30
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tiers of charges for Workshops/Demos/Tastings

CULINARY FIELD TRIP	CULINARY	\$ 15.50	\$ 45.00	190.32%	\$ 29.50	EACH	31
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) for Fee Codes 'EM' And 'EV', and their Title, to reflect actual increased bus transportation costs:

CULIN FIELD TRIP 4	CULINARY	\$ 62.00	\$ 115.00	85.48%	\$ 53.00	EACH	32
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for Fee Codes 'EM' And 'EV', and their Title, to reflect actual increased bus transportation costs:

CLEANING FEE APRON / One Week	CULINARY	\$ 14.50	\$ 5.00	-65.52%	\$ (9.50)	COURSE	33
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ers of Charges – Cleaning Fee Apron to reflect costs for professional cleaning and student use.

CLEANING FEE APRON / Three Weeks	CULINARY	\$ 14.50	\$ 15.00	3.45%	\$ 0.50	COURSE	34
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[illegible]

CLEANING FEE APRON / Six Weeks	CULINARY	\$ 14.50	\$ 30.00	106.90%	\$ 15.50	COURSE	35
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[illegible]

TOWEL FEE C.A.	CULINARY	\$ 4.50	\$ 17.00	277.78%	\$ 12.50	COURSE	36
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ishment ff new fee to recover actual towel cleaning costs. The two programs, Culinary Arts Vs. Specialty Desserts & Breads have different usage rates:

TOWEL FEE SDB	CULINARY	\$ -	\$ 10.00	New	\$ 10.00	COURSE	37
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with actual costs Incurred, as categorized by 'tier'; Implementation will require new Fee Codes

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al being reviewed with students along with the expected tuition increases?

part of the College Council's review of tuition and fee increases. The student representatives will report to their respective student government leadership groups. South Seattle's student Board representative on March 5th to review tuition and fee increases.

Fee Title.	Department.	Current Rate.	Proposed Rate round up.	% Change proposed.	Amount Change.	Charged Per.	REF#.
FOOD STUDENT (LUNCH) LAB FEE	CULINARY	\$ 154.50	\$ 180.00	16.50%	\$ 25.50	QTR	38

ment of new Fee to recover Lab Costs For The Summer Lunch Program. There Are More Instructional Days In Fall, Winter & Spring Then Summer. This Particular Fee Is For Student Lunch

FOOD STUDENT LAB LUNCH FEE - SUMMI	CULINARY	\$ -	\$ 125.00	New	\$ 125.00	QTR	39
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With Actual Costs Incurred, As Categorized By 'Tier'; Implementation Will Require New Fee Codes

LAB FEE, WINE TASTING	CULINARY	\$ 46.50	\$ 54.00	16.13%	\$ 7.50	EACH	40
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With Actual Costs Incurred, As Categorized By Tier;	Implementation Will Require New Fee Codes-Fee Increase To Recover The Actual Lab Costs Increased
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<div> <div>TASTING MATERIAL FEE</div> <div>CULINARY</div> <div> <div> <div>\$</div> <div>46.50</div> </div> <div> <div>\$</div> <div>-</div> </div> <div> <div>-100.00%</div> <div>\$</div> <div>(46.50)</div> </div> </div> <div>COURSE</div> <div>41</div> </div>

e.

<div> <div>TASTING MATERIAL FEE</div> <div>CULINARY</div> <div> <div>\$</div> <div>4.50</div> </div> <div> <div>\$</div> <div>-</div> </div> <div> <div>-100.00%</div> </div> <div> <div>\$</div> <div>(4.50)</div> </div> <div>COURSE</div> <div>42</div> </div>

e.

MATERIALS FEE/CUL GREENH	CULINARY	\$ 8.50	\$ -	-100.00%	\$ (8.50)	COURSE	43
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e.

HOSPITALITY SELF SUPPORT	CULINARY	\$ 35.00	\$ -	-100.00%	\$ (35.00)	COURSE	44
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e.

DIST LEARN FEE	LIBRARY	\$ 7.50	\$ 8.00	6.67%	\$ 0.50	CREDIT	45
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The agreed that this increase is necessary to account for the 5% regional pay + 3% COLA salary changes and other inflationary increases. It will also contribute towards strengthening the maps and to support faculty development around online and hybrid instructional design and practice. Our aim is to keep the fee level consistent across the colleges.

AWARD DEGREE COPIES	ARRC	\$ 15.00	\$ 15.50	3.33%	\$ 0.50	EACH	46
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the first one given. This fee has not been increased in the past 7 years. The increase will be used to maintain operations and the increased demands in admissions, registration and records. This is a new fee for central.

[illegible]

al being reviewed with students along with the expected tuition increases?

part of the College Council's review of tuition and fee increases. The student representatives will report to their respective student government leadership groups. South Seattle's student Board representative on March 5th to review tuition and fee increases.

Fee Title.	Department.	Current Rate.	Proposed Rate round up.	% Change proposed.	Amount Change.	Charged Per.	REF#
LAB FEE MUSIC	ART & HUMANITIES	\$ 385.00	\$ 440.00	14.29%	\$ 55.00	CREDIT	47
<p>did not have raised this fee beginning Summer 2019, but missed the fee request time period. Article 4.9 outlines instructor pay as \$400 per credit (maximum of 2) beginning July 2019. The additional amount is for the fee request time period. Central already has this fee increased last year.</p>							
SAME DAY TRANSCRIPT	ARRC	\$ 15.00	\$ 20.00	33.33%	\$ 5.00	EACH	48
<p>for transcripts. The fee has not been increased in the past 7 years. The increase will be used to maintain operations and the increased demands in admissions, registration and records. This is a new fee for central.</p>							
FIELD TRIP AHSS	ART & HUMANITIES	\$ -	\$ 15.00	New	\$ 15.00	EACH	49
<p>fees are used as part of their curriculum. The division has funded these trips for 2019-2020, but can not continue to fund the trips from the goods and services budget in the future. Fees are used to pay for the trips.</p>							

MEMORANDUM

TO: Board of Trustees

FROM: Jennifer Strother

DATE: April 9, 2020

SUBJECT: Monthly Financial Summary - Information only

Background

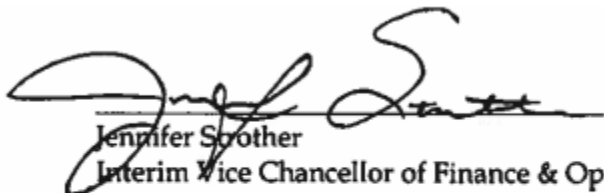
Seattle Colleges budgets and accounts for its funds in accordance with policies and procedures of the State of Washington Office of Financial Management (OFM) and the State Board for Community and Technical Colleges (SBCTC).

The attached Monthly Financial Summary provides summary data for all of the campuses and the District Office as of February 29, 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 February 29, 2020
Summary



Through February, tuition was down 2%, fees were up 3% and both were 70% and 71% of budget respectively. Based on last year's tuition collection pattern, tuition collection is running about 3% below budget through February, which represents about a \$900K shortfall to budget if the trend continues. With the uncertainty introduced by the COVID 19 emergency operations, we will be monitoring enrollments and adjusting expectations for the fiscal year as information becomes available.

Running start revenues were up 19% through February compared to revenues through February last year. International revenue collection was 14% lower than the same period through February last year, but, may still show some lag in conversion timing over last year. All international conversions should be in place by April this year allowing to make year-to-year comparisons more accurate. Both running start and international are currently within budget.

Salaries are up 13% and benefits up 9% over the same period last year, and are within budget. Other expenses are also within budget through February. Timing differences between years contribute to expenses variations in the year-to-date comparisons.

Operating Funds History and Projections					
SEATTLE COLLEGES DISTRICT					
FISCAL YEAR	YTD-02/28/19	1920FY Budget**	YTD-02/29/20	% BDGT YTD	Change % YTD
SOURCES:					
State Allocation	\$ (39,018,091)	\$ (81,706,243)	\$ (45,996,144)	56%	18%
State Allocation/Capital	\$ (991,950)	\$ (1,322,600)	\$ (991,950)	75%	0%
Local Revenues:					
Tuition	\$ (21,438,982)	\$ (30,342,622)	\$ (21,108,289)	70%	-2%
Fees	\$ (6,919,600)	\$ (10,115,932)	\$ (7,140,274)	71%	3%
Running Start	\$ (5,434,547)	\$ (9,991,765)	\$ (6,489,753)	65%	19%
International,IEL	\$ (16,668,683)	\$ (17,972,159)	\$ (14,295,477)	80%	-14%
Other	\$ (1,165,441)	\$ (1,008,829)	\$ (1,325,417)	131%	14%
Revenue Transfers	\$ 262,651	\$ (83,567)	\$ 881,435	-1055%	236%
Use of Reserves	\$ (5,416,840)	\$ (4,035,913)	\$ (16,110)	0%	-100%
SubTotal	\$ (56,781,443)	\$ (73,550,787)	\$ (49,493,885)	67%	-13%
Total	\$ (96,791,484)	\$ (156,579,630)	\$ (96,481,979)	62%	0%
USES BY EXPENSE TYPE:					
FISCAL YEAR	YTD as of Feb'19	1920FY Budget**	YTD-02/29/20	% BDGT YTD	Change % YTD
Salaries/Wages	\$ 56,885,979	\$ 102,833,152	\$ 64,162,442	62%	13%
Employee Benefits	\$ 19,636,814	\$ 34,569,616	\$ 21,318,765	62%	9%
Contracted Services	\$ 195,773	\$ 400,381	\$ 209,516	52%	7%
Supplies	\$ 10,103,673	\$ 20,321,913	\$ 9,968,954	49%	-1%
Travel	\$ 320,064	\$ 853,400	\$ 278,267	33%	-13%
Equipment	\$ 1,383,844	\$ 1,951,167	\$ 917,170	47%	-34%
Grants to Students	\$ 2,993,658	\$ 7,221,649	\$ 3,331,935	46%	11%
Other	\$ (4,490,312)	\$ (14,299,511)	\$ (2,333,558)	16%	-48%
DISTRICT TRANSFER	\$ -	\$ -	\$ (0)		N/A
Total	\$ 87,029,494	\$ 153,851,767	\$ 97,853,492	64%	12%
USES BY PROGRAM: *					
EXPENSES BY PROGRAM	YTD-02/28/19	1920FY Budget**	YTD-02/29/20	% BDGT YTD	Change % YTD
Instruction	\$ 47,883,957	\$ 86,832,991	\$ 52,125,130	60%	9%
Primary Suppport	\$ 7,694,059	\$ 15,592,360	\$ 9,672,165	62%	26%
Library	\$ 1,708,900	\$ 3,122,074	\$ 1,927,952	62%	13%
Student Srvs	\$ 8,641,795	\$ 16,063,318	\$ 9,696,442	60%	12%
Institutional Support	\$ 12,964,043	\$ 19,245,951	\$ 15,946,664	83%	23%
Plant Ops. & Maint.	\$ 8,136,740	\$ 12,995,073	\$ 8,485,139	65%	4%
Grand Total	\$ 87,029,494	\$ 153,851,767	\$ 97,853,492	64%	12%

* 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-02/29/19	1920FY Budget**	YTD-02/29/20	% BDGT YTD	Change % YTD
SOURCES:					
State Allocation	\$ (14,924,876)	\$ (31,515,835)	\$ (22,163,558)	70%	49%
State Allocation/Capital	\$ (446,363)	\$ (595,150)	\$ (446,363)	75%	0%
	\$ -		\$ -		N/A
Local Revenues:	\$ -		\$ -		N/A
Tuition	\$ (8,892,886)	\$ (12,472,200)	\$ (8,542,084)	68%	-4%
Fees	\$ (2,668,771)	\$ (3,215,249)	\$ (2,448,521)	76%	-8%
Running Start	\$ (2,299,983)	\$ (3,991,765)	\$ (2,769,865)	69%	20%
International, IEL	\$ (9,496,209)	\$ (10,651,353)	\$ (8,409,848)	79%	-11%
Other	\$ 30,373	\$ (444,279)	\$ (379,767)	85%	-1350%
Revenue Transfers	\$ (100,337)	\$ (35,322)	\$ (513)	1%	-99%
Use of Reserves	\$ (1,141,560)	\$ (1,014,509)	\$ -	0%	-100%
SubTotal	\$ (24,569,373)	\$ (31,824,677)	\$ (22,550,598)	71%	-8%
TOTAL	\$ (39,940,612)	\$ (63,935,662)	\$ (45,160,519)	71%	13%
USES BY EXPENSE TYPE:					
FISCAL YEAR	YTD-02/29/19	1920FY Budget**	YTD-02/29/20	% BDGT YTD	Change % YTD
Salaries/Wages	\$ 23,201,610	\$ 40,788,930	\$ 24,728,268	61%	7%
Employee Benefits	\$ 8,101,022	\$ 13,823,206	\$ 8,472,314	61%	5%
Contracted Services	\$ 88,723	\$ 78,590	\$ 61,130	78%	-31%
Supplies	\$ 3,496,175	\$ 7,023,973	\$ 3,680,112	52%	5%
Travel	\$ 114,079	\$ 182,037	\$ 74,692	41%	-35%
Equipment	\$ 558,396	\$ 616,849	\$ 378,518	61%	-32%
Grants to Students	\$ 424,153	\$ 913,900	\$ 549,368	60%	30%
Other	\$ (2,436,894)	\$ (8,442,271)	\$ (908,711)	11%	-63%
DISTRICT TRANSFER	\$ -	\$ 9,905,580	\$ 6,603,720	67%	N/A
TOTAL	\$ 33,547,265	\$ 64,890,794	\$ 43,639,411	67%	30%
USES BY PROGRAM: *					
EXPENSES BY PROGRAM	YTD-02/29/19	1920FY Budget**	YTD-02/29/20	% BDGT YTD	Change % YTD
Instruction	\$ 22,318,075	\$ 34,413,572	\$ 24,601,442	71%	10%
Primary Support	\$ 2,260,091	\$ 4,921,995	\$ 3,906,465	79%	73%
Library	\$ 612,394	\$ 1,471,098	\$ 822,069	56%	34%
Student Svcs	\$ 3,456,914	\$ 7,274,166	\$ 4,175,070	57%	21%
Institutional Support	\$ 1,868,958	\$ 10,735,103	\$ 7,032,740	66%	276%
Plant Ops. & Maint.	\$ 3,030,834	\$ 6,074,860	\$ 3,101,625	51%	2%
Grand Total	\$ 33,547,265	\$ 64,890,794	\$ 43,639,411	67%	30%

* 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					
NORTH SEATTLE COLLEGE					
FISCAL YEAR	YTD-02/28/19	1920FY Budget**	YTD-02/29/20	% BDGT YTD	Change % YTD February
SOURCES:					
State Allocation	\$ (8,424,377)	\$ (23,922,293)	\$ (12,849,073)	54%	53%
State Allocation/Capital	\$ (247,988)	\$ (330,650)	\$ (247,988)	75%	0%
	\$ -		\$ -		N/A
Local Revenues:	\$ -		\$ -		N/A
Tuition	\$ (6,899,938)	\$ (9,978,200)	\$ (6,530,625)	65%	-5%
Fees	\$ (2,011,872)	\$ (2,912,700)	\$ (2,052,953)	70%	2%
Running Start	\$ (1,402,808)	\$ (3,000,000)	\$ (1,784,672)	59%	27%
International, IEL	\$ (3,576,423)	\$ (4,220,806)	\$ (2,991,360)	71%	-16%
Other	\$ (233,060)	\$ (232,050)	\$ (144,956)	62%	-38%
Revenue Transfers	\$ -	\$ (48,245)	\$ 881,973	-1828%	N/A
Use of Reserves	\$ (2,699,662)	\$ (120,000)	\$ -	0%	-100%
SubTotal	\$ (16,823,762)	\$ (20,512,001)	\$ (12,622,593)	62%	-25%
TOTAL	\$ (25,496,127)	\$ (44,764,944)	\$ (25,719,653)	57%	1%
USES BY EXPENSE TYPE:					
FISCAL YEAR	YTD as of Feb'19	1920FY Budget**	YTD-02/29/20	% BDGT YTD	Change % YTD February
Salaries/Wages	\$ 14,138,925	\$ 25,371,865	\$ 15,820,558	62%	12%
Employee Benefits	\$ 4,938,635	\$ 8,921,982	\$ 5,342,508	60%	8%
Contracted Services	\$ 11,969	\$ 148,034	\$ 32,135	22%	168%
Supplies	\$ 1,718,144	\$ 3,116,052	\$ 1,941,399	62%	13%
Travel	\$ 41,888	\$ 152,684	\$ 45,432	30%	8%
Equipment	\$ 437,265	\$ 841,100	\$ 84,867	10%	-81%
Grants to Students	\$ 524,776	\$ 539,189	\$ 713,101	132%	36%
Other	\$ 164,916	\$ (1,303,117)	\$ (513,732)	39%	-412%
DISTRICT TRANSFER	\$ -	\$ 6,839,568	\$ 4,559,712		N/A
TOTAL	\$ 21,976,518	\$ 44,627,357	\$ 28,025,979	63%	28%
USES BY PROGRAM: *					
EXPENSES BY PROGRAM	YTD-02/28/19	1920FY Budget**	YTD-02/29/20	% BDGT YTD	Change % YTD February
Instruction	\$ 13,252,389	\$ 27,088,062	\$ 13,330,902	49%	1%
Primary Support	\$ 2,063,938	\$ 6,021,437	\$ 3,201,427	53%	55%
Library	\$ 465,292	\$ 727,592	\$ 598,542	82%	29%
Student Svcs	\$ 2,315,235	\$ 4,252,495	\$ 2,719,610	64%	17%
Institutional Support	\$ 1,378,589	\$ 4,594,484	\$ 5,289,183	115%	284%
Plant Ops. & Maint.	\$ 2,501,075	\$ 1,943,287	\$ 2,886,316	N/A	15%
Grand Total	\$ 21,976,518	\$ 44,627,357	\$ 28,025,979	63%	28%

* 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					
SOUTH SEATTLE COLLEGE					
FISCAL YEAR	YTD-02/28/19	1920FY Budget**	YTD-02/29//20	% BDGT YTD	Change % YTD
SOURCES:					
State Allocation	\$ (10,301,766)	\$ (26,036,760)	\$ (10,634,547)	41%	3%
State Allocation/Capital	\$ (297,600)	\$ (396,800)	\$ (297,600)	75%	0%
	\$ -		\$ -		N/A
Local Revenues:	\$ -		\$ -		N/A
Tuition	\$ (5,646,159)	\$ (7,892,222)	\$ (6,035,580)	76%	7%
Fees	\$ (2,120,102)	\$ (2,492,250)	\$ (2,050,973)	82%	-3%
Running Start	\$ (1,731,756)	\$ (3,000,000)	\$ (1,935,216)	65%	12%
International, IEL	\$ (3,596,052)	\$ (3,100,000)	\$ (2,894,269)	93%	-20%
Other	\$ (740,461)	\$ (317,500)	\$ (333,678)	105%	-55%
Revenue Transfers	\$ 350,488	\$ -	\$ (25)	N/A	-100%
Use of Reserves	\$ (1,075,618)	\$ (2,901,404)	\$ -	N/A	-100%
SubTotal	\$ (14,559,660)	\$ (19,703,376)	\$ (13,249,741)	67%	-9%
TOTAL	\$ (25,159,026)	\$ (46,136,936)	\$ (24,181,889)	52%	-4%
USES BY EXPENSE TYPE:					
FISCAL YEAR	YTD as of Feb'19	1920FY Budget**	YTD-02/29//20	% BDGT YTD	Change % YTD
Salaries/Wages	\$ 12,934,312	\$ 22,743,820	\$ 14,462,498	64%	12%
Employee Benefits	\$ 4,293,371	\$ 6,901,322	\$ 4,643,028	67%	8%
Contracted Services	\$ 19,140	\$ 109,100	\$ 31,100	29%	62%
Supplies	\$ 2,356,830	\$ 4,370,013	\$ 2,431,495	56%	3%
Travel	\$ 103,588	\$ 323,579	\$ 58,785	18%	-43%
Equipment	\$ 350,912	\$ 391,044	\$ 189,663	49%	-46%
Grants to Students	\$ 2,044,729	\$ 5,768,560	\$ 2,069,316	36%	1%
Other	\$ (1,747,146)	\$ (4,343,426)	\$ (817,938)	19%	-53%
DISTRICT TRANSFER**		\$ 6,839,568	\$ 4,559,712		N/A
TOTAL	\$ 20,355,736	\$ 43,103,580	\$ 27,627,659	64%	36%
USES BY PROGRAM: *					
EXPENSES BY PROGRAM	YTD-02/28/19	1920FY Budget**	YTD-02/29//20	% BDGT YTD	Change % YTD
Instruction	\$ 11,941,481	\$ 25,331,357	\$ 14,528,036	57%	22%
Primary Suppport	\$ 1,136,775	\$ 3,223,195	\$ 1,993,203	62%	75%
Library	\$ 405,400	\$ 923,384	\$ 543,368	59%	34%
Student Srvs	\$ 2,869,646	\$ 4,536,657	\$ 2,798,771	62%	-2%
Institutional Support	\$ 1,694,245	\$ 4,112,061	\$ 5,238,970	127%	209%
Plant Ops. & Maint.	\$ 2,308,190	\$ 4,976,926	\$ 2,525,311	51%	9%
Grand Total	\$ 20,355,737	\$ 43,103,580	\$ 27,627,659	64%	36%

* 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	YTD-02/28/19	1920FY Budget**	YTD-02/29/20	% BDGT YTD	Change % YTD
SOURCES:						
State Allocation	\$ (4,751,087)	\$ (5,367,072)	\$ (231,354)	\$ (348,965)	151%	-93%
State Allocation/Capital	\$ -	\$ -		\$ -		N/A
	\$ -	\$ -		\$ -		N/A
Local Revenues:	\$ -	\$ -		\$ -		N/A
Tuition	\$ -	\$ -	\$ -	\$ -		N/A
Fees	\$ (115,389)	\$ (118,854)	\$ (1,495,733)	\$ (587,827)	39%	395%
Running Start	\$ -	\$ -	\$ -	\$ -		N/A
International, IEL	\$ -	\$ -	\$ -	\$ -		N/A
Other	\$ (187,080)	\$ (222,293)	\$ (15,000)	\$ (467,016)	3113%	110%
Revenue Transfers	\$ 12,500	\$ 12,500		\$ -		-100%
Use of Reserves	\$ -	\$ (500,000)	\$ -	\$ (16,110)		-97%
SubTotal	\$ (289,969)	\$ (828,648)	\$ (1,510,733)	\$ (1,070,953)	71%	29%
TOTAL	\$ (5,041,056)	\$ (6,195,719)	\$ (1,742,087)	\$ (1,419,918)	82%	-77%
USES BY EXPENSE TYPE:						
FISCAL YEAR	YTD-01/31/19	YTD-02/28/19	1920FY Budget**	YTD-02/29/20	% BDGT YTD	Change % YTD
Salaries/Wages	\$ 5,520,779	\$ 6,611,131	\$ 13,928,536	\$ 9,151,118	66%	38%
Employee Benefits	\$ 1,966,635	\$ 2,303,787	\$ 4,923,106	\$ 2,860,916	58%	24%
Contracted Services	\$ 75,941	\$ 75,941	\$ 64,657	\$ 85,151	132%	12%
Supplies	\$ 1,915,218	\$ 2,532,523	\$ 5,811,875	\$ 1,915,948	33%	-24%
Travel	\$ 52,298	\$ 60,509	\$ 195,100	\$ 99,358	51%	64%
Equipment	\$ 33,589	\$ 37,271	\$ 102,174	\$ 264,122	259%	609%
Grants to Students	\$ -	\$ -		\$ 150		N/A
Other	\$ (384,710)	\$ (471,188)	\$ (210,697)	\$ (93,177)	44%	-80%
DISTRICT TRANSFER			\$ (23,584,715)	\$ (15,723,143)	67%	N/A
TOTAL	\$ 9,179,752	\$ 11,149,975	\$ 1,230,036	\$ (1,439,558)	-117%	-113%
USES BY PROGRAM: *						
EXPENSES BY PROGRAM	YTD-01/31/19	YTD-02/28/19	1920FY Budget**	YTD-02/29/20	% BDGT YTD	Change % YTD
Instruction	\$ 362,015	\$ 372,013	\$ -	\$ (335,250)	NA	N/A
Primary Suppport	\$ 1,820,359	\$ 2,233,256	\$ 1,425,733	\$ 571,070	NA	N/A
Library	\$ 210,217	\$ 225,814	\$ -	\$ (36,027)	NA	N/A
Student Srvs	\$ -	\$ -	\$ -	\$ 2,991	NA	N/A
Institutional Support	\$ 6,627,994	\$ 8,022,252	\$ (195,697)	\$ (1,614,229)	NA	N/A
Plant Ops. & Maint.	\$ 159,166	\$ 296,641	\$ -	\$ (28,113)	NA	N/A
Grand Total	\$ 9,179,752	\$ 11,149,975	\$ 1,230,036	\$ (1,439,558)	-117%	-113%

* 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

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

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

**Board approved 9/19 with allocation changes

Seattle Colleges Strategic Plan Scorecard 2018-19



GOAL	MEASURE	TARGET AY1819	ACTUAL AY1819	STATUS	TARGET AY2223	BASELINE
GOAL 1 STUDENT SUCCESS	1a. STUDENT ENGAGEMENT	N/A	3.2 (17-18)	✓	3.2	3.2
	2a. RETENTION RATE Fall to winter	77%	72%	✗	85%	74%
	3a. COMPLETION RATE 4-year cohort	58%	54%	✗	66%	55%
	4. JOB-PLACEMENT RATE Nine months from program completion (prof-tech students only)	83%	TBD	--	85%	81%
	5. WAGE PROGRESSION	26%	TBD	--	30%	24%
	6a. MATH PROGRESSION From developmental to college within 1 year	27%	28%	✓	31%	25%
GOAL 2 EQUITY, DIVERSITY, INCLUSION, AND COMMUNITY	1b. STUDENT ENGAGEMENT BY SUBGROUPS (SOC = students of color)	N/A	White: 3.5 (17-18) SOC 3.1 Gap: 0.4	--	Gap: 0%	White: 3.5 SOC 3.1 Gap: 0.4
	2b. RETENTION RATE Fall to winter, by subgroups (HU = historically underserved)	NonHU: 79% HU: 74% Gap: 5%	NonHU: 73% HU: 72% Gap: 1%	✓	Gap: 0%	NonHU: 77% HU: 72% Gap: 5%
	3b. COMPLETION RATE 4-year cohort, by subgroups (HU = historically underserved)	NonHU: 62% HU: 48% Gap: 14%	NonHU: 60% HU: 48% Gap: 12%	✓	Gap: 0%	NonHU: 60% HU: 44% Gap: 16%
	6b. MATH PROGRESSION From development math to college level within one year, by subgroups (HU = historically underserved)	NonHU: 31% HU: 22% Gap: 9%	NonHU: 29% HU: 26% Gap: 3%	✓	Gap: 0%	NonHU: 29% HU: 18% Gap: 11%
	7. ETHNIC AND RACIAL DIVERSITY OF FACULTY AND STAFF	33%	33%	✓	33%	30%
	11b. STAFF GROWTH AND ENGAGEMENT By subgroups	N/A	White: 3.6 SOC: 3.5 Gap: 0.1	--	Gap: 0.0	N/A
GOAL 3 ORGANIZATIONAL EXCELLENCE	8. COST PER COMPLETIONS, COST PER SA POINTS, COST PER FTES	At system	(17-18) + \$8,959 + \$627 + \$99	✗	At system	+ \$13,193 + \$650 + \$488
	9. STARS POINTS	123	145	✓	178	105
	10. CONVERSION RATES Applicants to enrollments	34%	32%	✗	38%	32%
	11a. STAFF GROWTH AND ENGAGEMENT	N/A	TBD	--	TBD	N/A
GOAL 4 PARTNERSHIPS	12. PARTNERSHIPS Quantity and quality	N/A	TBD	TBD	TBD	TBD

LEGEND: Met or exceeded target ✓ Did not meet target ✗

Goal	Number	Measure	Description																																													
Student Success	1a	Student engagement	Community College Survey of Student Engagement (CCSSE), approximately every 3 years. CCSSE item: “How would you evaluate your overall educational experience at this college?” (1=poor, 2=fair, 3=good, 4=excellent) Colleges’ student surveys items (non-CCSSE years): “What is your overall satisfaction with your experience at North/Central/South Seattle College”?																																													
	2a	Retention rate	<p><i>SBCTC Entry Cohorts.</i> Fall to Winter, all cohorts, transfer and prof/tech, Summer and Fall cohorts only. The table below shows important trends when reviewing Dual Enrollment students only and when excluding them.</p> <table><tr><th></th><th>2015-16</th><th>2016-17</th><th>2017-18</th><th>2018-19</th></tr><tr><td>Central (DE only)</td><td>88%</td><td>91%</td><td>92%</td><td>92%</td></tr><tr><td>North (DE only)</td><td>88%</td><td>87%</td><td>87%</td><td>80%</td></tr><tr><td>South (DE only)</td><td>95%</td><td>92%</td><td>92%</td><td>95%</td></tr><tr><td>District (DE only)</td><td>91%</td><td>90%</td><td>91%</td><td>89%</td></tr><tr><td>Central (DE excluded)</td><td>78%</td><td>77%</td><td>74%</td><td>73%</td></tr><tr><td>North (DE excluded)</td><td>66%</td><td>75%</td><td>62%</td><td>64%</td></tr><tr><td>South (DE excluded)</td><td>59%</td><td>58%</td><td>58%</td><td>61%</td></tr><tr><td>District (DE excluded)</td><td>68%</td><td>70%</td><td>65%</td><td>66%</td></tr></table>		2015-16	2016-17	2017-18	2018-19	Central (DE only)	88%	91%	92%	92%	North (DE only)	88%	87%	87%	80%	South (DE only)	95%	92%	92%	95%	District (DE only)	91%	90%	91%	89%	Central (DE excluded)	78%	77%	74%	73%	North (DE excluded)	66%	75%	62%	64%	South (DE excluded)	59%	58%	58%	61%	District (DE excluded)	68%	70%	65%	66%
		2015-16	2016-17	2017-18	2018-19																																											
	Central (DE only)	88%	91%	92%	92%																																											
	North (DE only)	88%	87%	87%	80%																																											
	South (DE only)	95%	92%	92%	95%																																											
	District (DE only)	91%	90%	91%	89%																																											
Central (DE excluded)	78%	77%	74%	73%																																												
North (DE excluded)	66%	75%	62%	64%																																												
South (DE excluded)	59%	58%	58%	61%																																												
District (DE excluded)	68%	70%	65%	66%																																												
3a	Completion rate	4-yr <i>SBCTC Entry Cohorts.</i> Includes completions (Completion) plus transfers who DID NOT complete (Post-College); prof/tech and transfer cohorts only. ABE and ESL cohorts excluded. Summer and Fall cohorts only.																																														
4	Job-placement rate	Nine months from program completion, professional/technical students only																																														
5	Wage progression	From PRE-enrollment at Seattle Colleges to POST-enrollment, of professional-technical program																																														
6a	Math Progression from developmental to college-level in 1 year	<i>SBCTC Entry Cohorts.</i> Credit milestones. All cohorts, Summer and Fall only, Math Year Met milestone.																																														
Equity, Diversity, Inclusion, and, Community	1b	Student engagement	<p>Community College Survey of Student Engagement (CCSSE), approximately every 3 years. CCSSE item: “How would you evaluate your overall educational experience at this college?” (1=poor, 2=fair, 3=good, 4=excellent). Gap between white students and students of color (SOC).</p> <p>Students of color (SOC): Black or African American, American Indian or other Native American, Asian American, Hispanic or Latin@, Native American, and Pacific Islander.</p>																																													
	2b, 3b, 6b	Student performance	By Year 6, reduce and eliminate performance gaps between non-historically underserved students of color (White and Asian) and historically underserved students of color (Black, Hispanic, American Indian, and Native Hawaiian or Pacific Islander). Racial and ethnic groupings to establish “opportunity gap” follow Seattle Public Schools’ District specification of “underserved” students.																																													
	7	Ethnic and racial diversity of faculty and staff (all staffing categories)	Staff of color: Black and African American, American Indian or other Native American, Asian American, Hispanic or Latin@, and Pacific Islander.																																													
	11b	Staff growth and engagement	What is your overall satisfaction with being an employee? (5=very satisfied, 4=satisfied, 3=neither satisfied nor dissatisfied, 2=dissatisfied, 1= very dissatisfied, 0=Prefer not to answer); SOC=staff of color																																													
Organizational Excellence	8	Cost per completions; cost per SA points; cost per FTES	Cost data includes all non-capital fund sources.																																													
	9	STARS ratings	<p>The Sustainably Tracking Assessment & Rating System™ (STARS) is a transparent, self-reporting framework for colleges and universities to measure their sustainability performance.</p> <p>Association for the Advancement of Sustainability in Higher Education (AASHE): https://stars.aashe.org/institutions/participants-and-reports/</p>																																													
	10	Conversion rate	Conversion percentage of applicants to enrollments from Jan to Oct in a year																																													
	11a	Staff growth and engagement	What is your overall satisfaction with being an employee of North/Central/South Seattle College/Siegler Center? (Winter and Spring 2019) 5 point Likert scale (5=very satisfied, 1= very dissatisfied)																																													
Partnerships	12	Partnerships	This measure is yet to be finalized.																																													



Seattle Colleges Strategic Plan Scorecard 2017-18

MEASURE	TARGET AY1718	ACTUAL AY1718	STATUS	TARGET AY2223	BASELINE
GOAL 1: STUDENT SUCCESS					
1a. Student Engagement	N/A	3.2	✓	3.2	3.2
2a. Retention Rate Fall to winter	62%	59%	✗	72%	61%
3a. Completion Rate Four-year cohort	43%	43%	✓	53%	42%
4. Job Placement Rate Nine months from program completion (prof-tech students only)	83%	Available 10/2019	--	86%	81%
5. Wage Progression	25%	Available 12/2019	--	30%	24%
6a. Math Progression From developmental to college within one year	24%	25%	✓	29%	23%
GOAL 2: EQUITY, DIVERSITY, INCLUSION, AND COMMUNITY					
1b. Student Engagement by Subgroups (SOC = students of color)	N/A	White: 3.5 SOC: 3.1 Gap: 0.4	--	Gap: 0%	White: 3.5 SOC: 3.1 Gap: 0.4
2b. Retention Rate Fall to winter, by subgroups (HU = historically underserved)	White: 66% HU: 60% Gap: 6%	White: 61% HU: 59% Gap: 2%	✓	Gap: 0%	White: 65% HU: 59% Gap: 6%
3b. Completion Rate 4-year cohort, by subgroups (HU = historically underserved)	White: 46% HU: 37% Gap: 9%	White: 46% HU: 34% Gap: 12%	✗	Gap: 0%	White: 45% HU: 35% Gap: 10%
6b. Math Progression From development math to college level within one year, by subgroups (HU = historically underserved)	White: 28% HU: 18% Gap: 10%	White: 28% HU: 16% Gap: 12%	✗	Gap: 0%	White: 27% HU: 17% Gap: 10%
7. Ethnic and Racial Diversity of Faculty and Staff	Maintain	32%	✓	35%	32%
11b. Staff Growth and Engagement By subgroups	N/A	White: 3.6 SOC: 3.5 Gap: 0.1	--	Gap: 0.0	N/A
GOAL 3: ORGANIZATIONAL EXCELLENCE					
8. Cost Per Completions, Cost per SA Points, Cost per FTEs	N/A	Available 9/2019	--	TBD	\$38,588/comp, \$3,737/ SA pts, \$9,073/FTEs
9. Stars Points	123	145	✓	178	105
10. Conversion Rates Applicants to enrollments	33%	34%	✓	38%	32%
11a. Staff Growth and Engagement	N/A	3.6	--	TBD	N/A
GOAL 4: PARTERSHIPS					
12. Partnerships Quantity and quality	N/A	TBD	TBD	TBD	TBD

LEGEND: ✓ Met or exceeded target ✗ Did not meet target

Number	Measure	Description
GOAL 1: STUDENT SUCCESS		
1a	Student engagement	Community College Survey of Student Engagement (CCSSE), approximately every three years. CCSSE item: "How would you evaluate your overall educational experience at this college?" (1=poor, 2=fair, 3=good, 4=excellent) Colleges' student surveys items (non-CCSSE years): "What is your overall satisfaction with your experience at North/Central/South Seattle College?"
2a	Retention rate	Fall to winter, all cohorts
3a	Completion rate	Four-year Student Achievement (SA) cohort, inclusive short-certs, long-certs, degrees, and transfers w/o degrees; prof/tech and transfer cohorts only. ABE and ESL cohorts excluded
4	Job placement rate	Nine months from program completion, professional/technical students only
5	Wage progression	From PRE-enrollment at Seattle Colleges to POST-enrollment, of professional/technical program
6a	Math Progression from developmental to college-level in one year	Cohorts starting just below college-level and more than one level below college
GOAL 2: EQUITY, DIVERSITY, INCLUSION, AND COMMUNITY		
1b	Student engagement	Community College Survey of Student Engagement (CCSSE), approximately every three years. CCSSE item: "How would you evaluate your overall educational experience at this college?" (1=poor, 2=fair, 3=good, 4=excellent). Gap between white students and students of color (SOC). Students of color (SOC): Black or African American, American Indian or other Native American, Asian American, Hispanic or Latinx, Native American, and Pacific Islander.
2b, 3b, 6b	Student performance	By Year six, reduce and eliminate performance gaps between white and underserved students. Racial and ethnic groupings to establish "opportunity gap" follow Seattle Public Schools' District specification of "underserved" students. Historically Underserved (HU): Black and African American, American Indian or other Native American, Hispanic and Latinx, and Pacific Islander (Asian American students are currently excluded from these analyses in an effort to remain consistent with the Seattle Public Schools reporting. Going forward, Asian American subgroups will be analyzed to determine inclusion in the underserved category.)
7	Ethnic and racial diversity of faculty and staff (all staffing categories)	Staff of color: Black and African American, American Indian or other Native American, Asian American, Hispanic or Latinx, and Pacific Islander.
11b	Staff growth and engagement	What is your overall satisfaction with being an employee? (5=very satisfied, 4=satisfied, 3=neither satisfied nor dissatisfied, 2=dissatisfied, 1= very dissatisfied, 0=Prefer not to answer); SOC=staff of color
GOAL 3: ORGANIZATIONAL EXCELLENCE		
8	Cost per completions; cost per SA points; cost per FTES	Cost data includes all non-capital fund sources.
9	STARS ratings	The Sustainably Tracking Assessment & Rating System™ (STARS) is a transparent, self-reporting framework for colleges and universities to measure their sustainability performance. Association for the Advancement of Sustainability in Higher Education (AASHE): https://stars.aashe.org/institutions/participants-and-reports/
10	Conversion rate	Conversion percentage of applicants to enrollments from Jan to Oct in a year
11a	Staff growth and engagement	What is your overall satisfaction with being an employee of North/Central/South Seattle College? (Spring 2018, new item in climate surveys) 5 point Likert scale (5=very satisfied, 1= very dissatisfied)
GOAL 4: PARTNERSHIPS		
12	Partnerships	This measure is yet to be finalized.

MEMORANDUM

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

I. Student Success**Starfish**

Starfish is being used to support students during this time in a few ways.

- **Online appts:** Advising teams and many other staff users are adding Zoom video conferencing links to online appointments in Starfish so students can continue to get one-on-one advising and guidance.
- **Outreach:** Students will soon be completing the Spring Readiness Survey, which is a 7 question form that lives in Starfish and can be used by staff to filter students based on their response. The survey was developed as a result of a brainstorming session with participants from the Starfish Functional Team and other student services staff. Advisors and other student services departments can use the responses to provide targeted outreach to students.
- **Course Activity:** Starfish will start bringing in course activity data from Canvas and will automatically raise a notification if a student has not logged into their course by the 3rd day of the quarter. This will help advising teams who work with special populations proactively reach out to students who may need some extra support.

District May 1, 2019 to March 9, 2020:

Total appts: 38481

Created by students: 10277 (26.7%)

Unique admitted or enrolled: 10812

Unique perspective: 3737

Seattle Promise

Approximately 1,601 Seattle Promise applicants will receive an invitation to complete their English and math placement and complete a registration survey. All three colleges have made quick progress to develop and launch remote versions of the new English Directed Self-Placement assessment and adopt an online math placement test option. As a result, all Seattle Promise students will be able to complete required testing remotely. Our collective work on Guided Pathways informed the structure of the Seattle Promise registration survey and we believe it will drive students to programs where they will persist and complete.

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Students continue to make progress with their FAFSA and WASFA submissions, we had one student complete theirs with an Outreach Specialist via Zoom last week and it was quick, smooth, and painless.

Of the students who were enrolled winter quarter, 94% of survey responders said they were satisfied or very satisfied with Seattle Promise overall and 99% completed their required mid-quarter check-in despite coronavirus-related challenges.

II. **Organizational Excellence**

Responding to COVID-19 Pandemic Crisis

With the accelerating spread of coronavirus in Seattle and King County in early March, Seattle Colleges quickly swung into action. We immediately enacted our Incident Command protocols and formulated an Emergence Response Team. The team holds daily phone calls to discuss the evolving situation, formulating responses, and making policy decisions. Staff and administrators from HR, Communication, IT, Finance, Instruction, Student Services, Instructional Support, Environmental Health and Safety, Security, Facilities, International Programs, Institutional Advancement, etc. all quickly rallied to address reports of confirmed COVID-19 cases on college campuses and to respond to gubernatorial orders.

College presidents, vice presidents and deans in Instruction and Student Services reached out to and worked with the faculty to support their enormous efforts on changing the mode of instruction. The part- and full-time faculty have taken this sudden, unexpected challenge in strides. Leadership of AFT-Seattle, AFT Prof Staff, and the Classified employees has all been professional, collaborative, and responsive throughout the past few weeks. It has been truly inspiring and heart-warming to see everyone across the colleges come together in encouraging and supporting each other and putting student needs first.

IT Update

IT staff have tirelessly worked to support the Seattle Colleges community on a number of Covid 19-related fronts:

1. **Equipment:** IT staff have acquired equipment to support remote teaching, learning and administrative work for students, faculty and staff. During this time of nation-wide supply chain disruptions and competition for remote working tools, IT has so far successfully acquired:

- 280 chromebooks
- 73 hotspots to provide internet access to those who do not have access
- 100+ webcams for faculty and staff use

IT staff will continue to acquire additional equipment as needed and as the market allows.

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Working with campus staff and administrations, most of this equipment has been distributed and will continue to be distributed through a variety of creative means while adhering to strict social distancing rules.

2. **Online Access:**

- a. **Zoom Videoconferencing** accounts: IT staff have assigned and provided support for hundreds of new Zoom accounts to faculty and staff for use in their work.
- b. **Mydesk.seattlecolleges.edu**: IT staff implemented a new online virtual desktop service for all faculty and staff to login to from any browser off-campus. This provides the same desktop that faculty and staff see when logged into their desktop at Seattle Colleges, including the same software and drive letter assignments for their individual and shared departmental documents.
- c. **Remote access for computer labs and classrooms**: IT staff is finalizing this week a new offering for students and faculty to login to any computer lab and classroom computer from anywhere off-campus. This solution allows students and faculty to access the software on specialty and non-specialty computer labs and run the software directly on the lab computer. This solution leverages the computing capabilities of the computers already set up and running in the labs and offers a cost-effective solution to providing this access.

3. **Online Remote IT Service Provision**

- a. **IT Help Desk Support**: IT staff are working remotely to successfully provide much higher levels IT support needed by faculty, staff and student in these times of quick transition to working and learning remotely.
- b. **Information Systems, Servers, Network Connections**: IT staff are working remotely to successfully continue the functionality and access to all of our existing information and computer systems, as well as the network infrastructure required to run it all successfully. When required, essential staff visit campus while adhering to strict social distancing rules, to perform unavoidable hands-on work as required.
- c. **Rerouting on-campus telephone extensions**: IT staff have rerouted hundreds of on-campus telephone extensions to staff and faculty cellphones, at the request of individual staff and faculty. This allows staff and faculty to receive direct phone calls to their extensions and to return calls from their cellphones without their personal phones showing up on caller id.
- d. **Leveraging existing multifunction copiers on campus**: As part of their continuing efforts to be responsive to administrative needs, IT staff have worked out a solution whereby off-campus faxes can be received by specific multifunction copiers on campus, and automatically rerouted via email to the correct recipients.

IT staff will continue to look for flexible and innovative ways to provide services to faculty, staff and students, as new needs emerge over time during this pandemic.

ctclink

Both locally and at the state-level, the ctclink project to improve our information systems continues, Seattle Colleges remains focused on our scheduled February 2021 deployment date. Finance and Student Services teams have been working on configuring the college's future budget structure and setting up beginning and end of quarter student processes. Work will continue throughout Spring Quarter to setup additional pieces of how we want the system to work, with a focus on grant management, travel processes, job postings and payroll.

III. Partnerships**King County Promise**

Implementation planning continues to progress. Seattle Colleges is working collaboratively with partners throughout King County to design the support systems that will help students access post-secondary education and career development. Dr. Rosie Rimando-Chareunsap serves on the Design Team that is leading the effort and Kerry Howell and Steve Leahy are serving on Workgroups. The King County Council is scheduled to approve the proposed implementation plan by June 30, 2020.

Alumni Involvement in Legislative Advocacy

Modeled after the highly successful UW Impact alumni advocacy effort, alumni leaders at Seattle Central College have been working with Emily Thurston and Steve Leahy to develop a similar program through which alums can voluntarily opt-into online communications with legislators around higher education issues. This effort is being greatly assisted by The College Promise Coalition funded by the Bill and Melinda Gates Foundation.

COVID-19 Emergency Response, Fundraising Update

As of March 30th, Advancement staff has raised over \$90K for the COVID-19 Emergency Response Fund. The staff has also requested funding from the Seattle Foundation and inquired about support from All in Seattle — umbrella groups that are raising millions of dollars to address this crisis. Underwriting spots on our two local NPR stations — KUOW and KNKX — began running this week.

IV. Pride Points**Seattle Colleges Hosted the League Board and Co-hosted the 2020 League Innovation Conference**

The League for Innovation in the Community College convened the 2020 Spring Board of Directors for a 2-day meeting in Seattle and Seattle Colleges served as the host. In addition to setting up special tours for the Board of Directors and College Representatives to the Amazon spheres and the Everett Boeing Factory, we also hosted two special dinner events for the guests. Trustees Hill, Chernin, Batayola, and Peralta, and several members of the Chancellor's



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Executive Cabinet and Foundation members attended the Welcome Reception and Dinner on February 28.

In addition, Seattle Colleges and Bellevue Colleges cohosted the 2020 League for Innovation Conference. Over 160 Seattle Colleges and Bellevue College faculty, staff, and administrators volunteered at the Conference. Together the volunteers extended Seattle hospitality to over 1,300 community college educators across the country.

Successful Outcome from the FY19 Financial Statement Audit

Upon completion of Seattle Colleges' FY19 Financial Statements, State Auditors held the Audit Exit Conference Thursday, March 26. Trustee Hill, interim vice chancellor Strother and chancellor Pan attended the Exit Conference. The auditors cited no concerns or recommendations in the final Report, except a few misstatements which had already been corrected. They thanked Seattle Colleges staff for their response and support. Seattle Colleges' FY19 Audit Report has already been published on Washington State Auditors' Office site.



SEATTLE CENTRAL COLLEGE

One of the Seattle Colleges

PRESIDENT'S OFFICE

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MEMORANDUM

TO: Board of Trustees
FROM: Sheila Edwards Lange, PhD, President
DATE: March 26, 2020
SUBJECT: Seattle Central College monthly report

INSTITUTIONAL EXCELLENCE

Move to remote operations

Following instructions from health authorities and executive orders from Gov. Jay Inslee regarding the COVID-19 outbreak, Seattle Central College has moved to remote and alternate formats of instruction and has closed its campus to the public. Only essential personnel are currently permitted to work on site. Professional and technical programs that require in-person instruction have stopped until the “stay at home” order is lifted in April. The start of spring quarter has been delayed until April 13; when we do, instruction will continue using remote and alternate methods where possible. We also plan to limit access to in-person services, requiring appointments and instituting processes for social distancing.

eLearning across the District has collaborated to provide instructors with simple templates for using Canvas for spring quarter. eLearning teams have also provided a variety of on-demand trainings around Canvas, Zoom, video recording, and other specific topics based on department needs.

Virtual Town Hall

We held a virtual town hall on March 26 to answer questions from staff, faculty, and students. The session was held remotely using Zoom, with the bulk of questions submitted ahead of time. It was a frank and difficult conversation, but we received important and useful feedback that we will apply in our response to the COVID-19 crisis.

Call in campaign

Admissions and Outreach services will institute an email and phone campaign to existing students, to encourage them to enroll and continue their studies at Seattle Central. The campaign will rely on staff, volunteers, and resources such as the district CRM to target and personally appeal to students. Communications is collating a landing page that will gather service resources. The campaign will be supplemented with digital advertising on social media channels.

Believe Gala suspended

We are postponing the college's Believe Gala until June 3, 2020. Our hope is that current measures will reduce the impact of COVID-19 quickly, and that we will be ready to celebrate the power of education together in early June. Meanwhile, we will continue to monitor the situation and keep you informed of any changes.



MEMORANDUM

TO: Board of Trustees
FROM: North Seattle College Acting President Dr. Kurt Buttleman
DATE: March 26, 2020
SUBJECT: Report to the Board of Trustees

I. Institutional Excellence

- **Chromebooks available for remote operations and online classes**

NSC is making a limited number of Chromebook laptop computers available to students who will be taking spring classes online, but don't have home computers. Eligible students can use the computers for the duration of spring quarter. A limited number of Chromebooks are also available for North employees to check out while working remotely.

- **North receives \$10,000 donation for emergency grants**

The Safeco Foundation/Liberty Mutual, a supporter of North's High School Completion Program for several years, offered additional funding to help the college support students during this difficult time. Their additional grant of \$10,000 (through the Seattle Colleges Foundation) will provide emergency grants for students at North.

II. External Affairs

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

In addition to the presentations listed in the March report, Aimee Brown, Leanna Bordner and Shan Lackey presented at the League of Innovations conference. Their presentation was "Meeting Students Where They're At: Program Mapping & Adult Basic Education."

III. Pride Points

- **The Pacific Tree Frog is declared the official mascot for North**

On March 12, President Brown announced North's new mascot: the Pacific Tree Frog. The tree frog won the mascot contest with a 55% majority. A total of 2,388 voters, including students, employees and alumni, participated in the survey, and the race between the star and the frog was a close one. To honor the second place winner of the mascot contest, the mascot will be named "Star". The Pacific Tree Frog lives right here on the North campus, and at this time of year, you can hear the chorus of the frog in our wetlands. The frog made this land home long before the college was built, and now the frog will be an official part of NSC's history.



MEMORANDUM

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

I. Student Success

- **Focused on Student Success in a Time of Dramatic Change:** South Seattle College has mobilized with creativity and urgency to continue supporting and teaching students during the COVID-19 public health crisis. Student Services is finding ways to connect with and support students remotely for registration, advising, financial aid and counseling needs while instructional leadership and faculty have committed to evolving their curriculum to meet public health requirements and pedagogical standards.

II. Institutional Excellence

- **Virtual Town Hall Keeps South Connected:** South Seattle College President Rosie Rimando-Chareunsap and her cabinet led a virtual town hall with over 200 faculty and staff on March 23. While the college operates remotely in response to the COVID-19 pandemic, it was an opportunity to keep connections strong, answer questions on the college's response to this crisis, and share resources to best support our students in this time.
- **South Earns National Recognition:** For the second year in a row, South Seattle College has received the **Promising Places to Work in Community Colleges Award** for 2020 from the *National Institute for Staff and Organizational Development (NISOD)* and the *Diverse: Issues in Higher Education* publication. The annual award recognizes community and technical college commitments to diversity through best-in-class student and staff recruitment and retention practices, inclusive learning and working environments, and meaningful community service and engagement opportunities. The national study to select winners employs a web-based survey approach to obtain information from NISOD member institutions.

III. Pride Points

- **Alumni Update:** South Culinary Arts Alum Brandon S. LaVielle, director of culinary and partner at Lavish Roots Catering in Burien (operated by Brandon and his fellow South alumni) shared an update with the college during the COVID-19 crisis: While they have temporarily closed their catering business in compliance with social distancing orders, they have turned their energy toward helping others by supplying grab-and-go meals to a local shelter, health care clinic staff, and police and fire first responders. "Helping people is in a Chef's DNA," he said.



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: March 26, 2020

SUBJECT: STUDENT ADMINISTRATIVE TEAM REPORT -Information Only

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

- SLMP is in the beginning stages of transitioning all student programming to virtual formats. This includes a tiered approach in which we are considering how to provide immediate services designed to support and uplift students through the pandemic, as well future services designed to strengthen community ties in the face of social distancing.
- SLMP board Supervisors have worked particularly hard in researching best practices in creating and designing robust virtual programming.
- Examples of upcoming programming include: Coffee Beans the Dean through Quarantine | Student Body President/Student Leadership Town Hall/Virtual Meeting | Student Organizations -virtual meetings | Virtual Hang Out Lounge
- SLMP is currently reevaluating social media strategies in an effort to make sure that in the coming months all virtual programming is as accessible as possible for students.
- The Student Fee Board has finished processing all UTF funding requests. Six out of eight requests were funded in full.

Campus Events

- International Women's Week (3/2-3/6): Events were held daily to give students an opportunity to celebrate women on campus as well as women around the world.
- Queerantime (3/25): A virtual lounge hangout was hosted for campus members in the LGBTQ+ community. It was well attended.
- Mindfulness and Meditation (Ongoing) The Roy Flores Wellness Center is hosting zoom based mindfulness and meditation classes every Monday and Wednesday until further notice.



NORTH SEATTLE COLLEGE

One of the Seattle Colleges

- The Roy Flores Wellness Center is also exploring ways to bring wellness programing including other zoom fitness classes to students virtually.