

SEATTLE COLLEGES DISTRICT BOARD OF TRUSTEES
July 9, 2020

STUDY SESSION	2:15 p.m.	Zoom
REGULAR SESSION	3:00 p.m.	Zoom

STUDY SESSION AGENDA

2:15 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. 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;

2:30 p.m. OPEN SESSION

- A. Board of Trustees/Chancellor's Executive Cabinet Retreat, July 23 at Georgetown

- B. Process and Timeline for Board Self-Evaluation

REGULAR MEETING AGENDA

- 3:00 p.m. CALL TO ORDER**
- 3:00 p.m. ACTION / Approval of Agenda Tab 1**
- 3:00 p.m. PUBLIC COMMENTS**
- 3:15 p.m. PRESENTATION**
Academy of Rising Educators
*Dr. Pat Russell, Interim Associate Dean of Healthcare & Human Services,
Seattle Central College*
- 3:30 p.m. ACTION ITEMS**
- A. Minutes from June 11, 2020 **Tab 2**
 - B. Minutes from June 24, 2020 **Tab 3**
 - C. Board Meeting Schedule for 20-21 – Second Reading **Tab 4**
 - D. Election of Board Officers for 20-21 **Tab 5**
 - E. Chancellor’s Evaluation Process **Tab 6**
- 3:50 p.m. INFORMATION ITEMS**
- A. Policy 475, Professional Leave for Exempt Employees – First Reading **Tab 7**
 - B. Budget Report, through May 2020 **Tab 8**
- 4:00 p.m. ORAL REPORTS Written Reports-Tab 9**
- A. Labor Union Representatives
 - 1. Annette Stofer, AFT Seattle Community Colleges
 - 2. Matthew Davenhall, WFSE
 - 3. Cody Hiatt, AFT-SPS
 - B. Chancellor’s Report
 - C. Chair’s Report
 - D. Trustees

- E. College Presidents, Vice Chancellors
1. Chemene Crawford, 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. Choi Halladay, Vice Chancellor of Finance and Operations

4:30 p.m. ADJOURNMENT

The next meeting of the Board of Trustees will be held on Thursday, September 10, 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
June 11, 2020

STUDY SESSION	2:00 p.m.	Zoom
REGULAR SESSION	3:00 p.m.	Zoom

STUDY SESSION

2:00 p.m. EXECUTIVE SESSION

- A. Chancellor's Contract Proposal
Exception (2) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee;
- 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;
- C. 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.
- D. 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;

2:30 p.m. OPEN SESSION

- A. Impacts of National Events on our College Communities
The Trustees, Chancellor Pan, members of the Chancellor's Executive Cabinet, and the Associate Vice Presidents of Equity, Diversity and Inclusion participated in a discussion about how the Black Lives Matter movement and Anti-Asian sentiments related to COVID-19 are impacting our students, faculty and employees. Participants shared their reflections.

REGULAR MEETING MINUTES

CALL TO ORDER

Chair Hill called the meeting to order at 3:07 p.m. He welcomed Dr. Crawford to the group. He shared his reflections on racism and the Black Lives Matter movement and read the following statement:

We have important business today, but before we start, I would like to share some personal reflections about what has been laid bare in the last several weeks – Racism looms over the soul of our society. Black Lives Matter. Black Lives Matter is not only a statement about policing and justice, it is a statement about the systemic racism in housing, employment, health care, education, and dozens of other systems.

Given a 400 year history and how deeply racism is embedded, it is hard to be optimistic or hopeful. On the other hand, to stay in the game, we have to find way to not let the difficulty or the past defeat a better future. I find hope in the numbers of young people protesting. I find hope in the students, staff, faculty and leadership of the Seattle Colleges.

I benefitted from leaders who designed and funded a robust public education system in California during the 50's & 60s. This same opportunity was not available to people of color. 60 years later education systems still do not provide equitable opportunity to people of color. Looking back, I wish I had done more with my privilege to oppose systemic racism. I can do more now and in the future. This requires that I listen, learn, and know how little I understand.

Ijeoma Oluo, in her book, "So you want to talk about race" has this advice: while the systems that oppress and kill Black people is large and complex, we should look for small steps each of us can take to dismantle. She lists a dozen ideas, in regard to this role, these 3 stand-out for me:

- Get in Schools. Find out about the achievement gap and do something about it.
- Push our Mayor and City Council for police reform.
- Be a force for equity and inclusion and justice. Help put people of color into positions of power in companies, non-profits, and government.

I am honored to be part of the Seattle Colleges community and humbled by its mission and accomplishments. By working together and listening to each other, we have progressed and made significant changes. We are better today than yesterday. Today, we face enormous challenges because of the crises of health, economy , and social justice. Despite these challenges, I am confident we can do dismantling of systemic racism as a necessary step in improving student success.

Thank you.

ATTENDANCE

Steve Hill, Rosa Peralta, Teresita Batayola, Louise Chernin, Robert Williams, Shouan Pan, Chemene Crawford, Sheila Edwards Lange, Rosie Rimando-Chareunsap, Kurt Buttleman, Jennifer Dixon, Jennifer Strother, Derek Edwards, Kerry Howell, Cindy Riche, Rebecca Hansen, Lilia Fomai

Guests: Sandy Long, Cody Hiatt, Diane Ellis, D'Andre Fischer, Betsy Hasegawa, Valerie Hunt, Malcolm Grothe, Heather Price, Jeanette U, Angelique Ecklund, Erin Gibbon, Julienne DeGeyter, Addie Carns, Alissa Agnello, Brien Lu, Tracy Furutani, Earnest Phillips

RECOGNITION OF STUDENTS

A. Transforming Lives Nominees from Seattle Colleges

Chancellor Pan shared information about the Transforming Lives award criteria and the dinner that was held in Olympia this winter. The college presidents introduced the students and shared their inspiring stories.

Angel Delker, South Seattle College

Astro Pittman, Seattle Central College

Angelique Ecklund, North Seattle College

B. All-WA Academic Team Members from Seattle Colleges

Chancellor Pan introduced this high academic honor and the exceptional students from each college.

Anna Au and Whitney Hogue, South Seattle College

Michael Chu and Henry Ho, Seattle Central College

Lisa Smith and Joel Perry, North Seattle College

ACTION / Approval of Agenda

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

PUBLIC COMMENTS

Tracy Lai sent a comment to be read into the record and encouraged the board to support a strong contract for faculty.

Diane Ellis read a statement from WFSE Local 304 Executive Board about problems with the custodial supervisor and grievances at South.

Raheem Rakim is a student at NSC and member of the Black Student Union. He inquired about hiring processes and asked the board to encourage more people of color to be hired as instructors.

Emiliano Reyna is a student leader at NSC who encouraged more diversity in faculty hiring and asked that use of Inclusion Advocates be required on hiring committees.

Gia Tran is a student at NSC and is co-president of the Indigenous Students Alliance and the API Student Association. She encouraged the college system to support student cultural organizations to become affinity groups. She also vocalized support for increasing diversity among the faculty.

Gigi Montgomery is a student at NSC. She helped facilitate a conversation during a recent campus forum on campus reform. She also support hiring more faculty of color.

Erin Gibbons spoke in support of Tracy Lai's letter. She is Part-Time Faculty at Central and spoke about the ways faculty are supporting students. She urged the board to support a strong faculty contract, to invest in teaching and learning, and to help address the digital divide for students.

Melika Korhani Shirazi is a student at NSC and is the Research & Advocacy Board Coordinator. She wants more discussion and emphasis on race in the classroom.

Addie Carns, staff in the Biology department at NSC, commended students from North for speaking today. She encouraged greater diversity in hiring, especially in science classrooms.

PRESENTATION

South Seattle College Capital Projects Overview

Presenters: Rosie Rimando-Chareunsap, SSC President; Julienne DeGeyter, SSC Vice President of Finance and Administration

Presenters showed plans for future capital projects at South, project timelines, funding models, and renderings for building improvements.

ACTION ITEMS

- A. Minutes from May 14, 2020

Trustee Chernin made a motion to accept the minutes. Trustee Batayola seconded. The motion passed 5-0.

- B. Faculty for Tenure

Four Faculty were reviewed for Tenure during the Executive Session. **Trustee Batayola made a motion to award Tenure to the reviewed faculty. Trustee Williams seconded. The motion passed 5-0.**

Trustees offered their congratulations to the following newly tenured faculty:

North Seattle College

Toni Anderson, Business

Caroline Conley, Library

Paula Rebsom, Art

Seattle Central College

Varin Keokitvon, Culinary Arts

- C. Student S&A Fees for 20-21 – Second Reading

At the May board meeting, students presented the proposed S&A Fees Budgets for 2020-21. **Trustee Chernin made a motion to adopt the Student S&A Fees budgets for 2020-21. Trustee Batayola seconded. The motion passed 5-0.**

D. SCC Student Housing Predevelopment Agreement

President Edwards Lange summarized the funding and scope of the project. Completion is expected in 2024. **Trustee Williams made a motion to support the predevelopment agreement for the student housing project. Trustee Batayola seconded. The motion passed 5-0.** This will go to the State Board for the next step in the project approval process.

E. Lifelong Learning Awards for 2020

Three employees were recommended by the nomination review committee to receive the Trustees' Lifelong Learning Award. **Trustee Williams made a motion to award the recommended nominees. Trustee Chernin seconded. The motion passed 5-0.** Awardees will be recognized at Convocation this fall. Congratulations to:

Karen Stuhldreher, Full Time Faculty

Maria Ales, Classified Staff, Seattle Central College

Lyanne O'Connell, Exempt Staff

F. Resolution Condemning All Forms of Anti-Asian Sentiment as Related to COVID-19

Chancellor Pan introduced the resolution and urged support for a strong statement against racial discrimination. Trustee Batayola urged the board to consider pushing the resolution further to include immigrants, refugees and other groups of Asians, not just Asian-American citizens. Trustee Williams urged the board to consider another resolution to address discrimination against Black people. Trustee Chernin raised issues about healthcare disparities among people of color and how the virus is disproportionately impacting certain communities. Trustees were in support of drafting a strong statement that Black Lives Matter. Chancellor Pan will draft a statement, with input from others, and may call a special meeting for adoption of that resolution. **Trustees adopted the proposed resolution in principle and asked the Chancellor to consider feedback from the trustees and revise the resolution. Trustee Williams made a motion in support. Trustee Batayola seconded. The motion carried 5-0.**

G. Chancellor's Contract

A revision to the chancellor's contract was requested by Dr. Pan, the revision would reduce his salary by 13% effective July 1 and he will not receive a COLA this year. The details of the revision were discussed during Executive Session. **Trustee Chernin made a motion to support the amended contract. Trustee Williams seconded. The motion carried 5-0.** Chair Hill will sign the revised contract.

INFORMATION ITEMS

A. Hermanson Signage Update

Rosie Rimando-Chareunsap provided history of the generous donation and presented the design for the Hermanson sign that will be hung at a classroom at the Georgetown campus. Trustees will be

invited to attend an unveiling event this fall.

B. Budget Report, through April 2020

Jennifer Strother presented the monthly budget report through April 2020.

C. Board Meeting Schedule for 20-21 – First Reading

The board reviewed the proposed Regular meeting schedule for 20-21.

D. Nomination of Board Officers for 20-21

Trustee Hill was nominated to continue as Chair and Trustee Peralta was nominated to continue as Vice Chair. Trustee Batayola made the motion to approve the nominations and Trustee Batayola seconded. The board will vote on the nominations at the July board meeting.

ORAL REPORTS

A. Student Representatives

Trustee Hill thanked the student representatives for their leadership and contributions this past year.

Sarah Fenton from North Seattle College, and Camila Christensen from Seattle Central College introduced a joint resolution on behalf of the students at North and Central to address institutional racism and areas that need to be improved in an effort toward racial equity and reaffirm our EDI values. They shared the following statement:

To the Board of Trustees, Chancellor Pan, our vice chancellors, our campus presidents, and each of the nearly 50 other individuals who were present in the zoom meeting when Camila and I gave our joint oral report on Thursday: thank you. Thank you for the support, thank you for being open and receptive, thank you for joining us in thinking about how we can be better and do better as a community. I wasn't sure what I would feel after presenting this to you all, I was grateful that of the many emotions I felt, hope was prominent. It's been such an honor to work with each of you. As Camila and I prepared for this, we felt it was important to include our own individual voices in making these joint requests. Racial equity is personal not only for us, but for every student we have consulted with. I want to thank you again for your patience and support. I have included our requests as well as both of our written statements outlining our desire for the future of the Seattle Colleges District.

Our Requests:

- First, we ask that you establish a district taskforce designed to do three things in the name of public safety. (1) Evaluate the Seattle Colleges' relationship with the Seattle Police Department and make changes, as necessary. This includes any contractual relationships as well as all policies establishing when to call the police. We believe that police presence can be a major distraction to the learning environment, and we need to get clear about what our relationship with the SPD is. (2) Demilitarize

our campuses by reorganizing our security departments. We believe it is necessary to add emergency response caseworkers to our security teams. We additionally believe that we need to start prioritizing experience outside of law enforcement when hiring for these teams. (3) Explore ways to empower our communities to promote public safety internally. This includes but is not limited to mental health training, de-escalation training, antibias training, and bolstering mental health resources available across the district.

- Secondly, we request that the district explore options to establish a class around Black and Indigenous history that includes a focus on white privilege in America. We ask that the district move to make this a graduation requirement starting with the class of 2022. We believe that to promote real change, we need to normalize antiracism in the classroom. We believe the first step to doing this comes by increasing antiracism literacy across the board. We also ask that administrators be incredibly careful and thoughtful about who is entrusted to lead these classes.
- Additionally, we ask that the district recognize the work of Equity, Diversity, and Inclusion on our campuses as essential work. We urge the district to avoid cuts from these areas. Moving into next year we are going to need the EDI team operating at full capacity.
- Our next request is that the support station at Central be fully funded throughout the month of June. Currently, the station is being maintained at \$200 dollars/day and is funded for the next 2 weeks approximately. We ask that the district supplement any deficit in their funding so the station can remain open during June.

We finally ask that Seattle Colleges be willing to boldly declare their commitment to antiracism by doing two things. (1) Establish a scholarship program for Black Students attending Seattle Colleges in the spirit of the "say their names campaign" and build opportunities for professional development and mentorship into that program. The lives, successes, and futures of Black students matter, and we need to be explicit about that. (2) We ask the district to donate an amount of \$8460 to three Seattle-based organizations including Black Lives Matter Seattle King County, Creative Justice, and Not This Time. If this funding is not readily available, we ask that the foundation work with us to establish a fundraising campaign. These amounts are specific and pay tribute to the life of George Floyd who was mercilessly held down for 8 minutes and 46 seconds while he was murdered. Though we know giving money will never be enough, it is more powerful to say "we support you" with a check than with a tweet, an email, or a letter.

Sarah Fenton's Written Statement:

I am a proud NSC student. Some of the most meaningful work of my life has been done on the NSC campus. Because of the deep love I have for my school. I am compelled to be honest in this moment. We have before us an imperative to examine our institution, to identify areas where we fall short, and to root out our own institutionalized racism. We must do this without compromise, without caveat, and without self-preservation. In the last three weeks, I

have worked with students to identify the areas that we feel need the most work in the name of racial equity and in partnership with Camila have put together a list of improvements we believe to be fundamental in the effort to reaffirm our EDI values. I want to be clear this isn't an exhaustive list and we certainly aren't experts on this. This conversation needs to continue beyond this particular discussion.

In the last three weeks, we have watched the world turn over yet again. I, like almost every single student I've talked to have grappled with the significance of what is happening across our country and around the world. The death of George Floyd wasn't a call for justice it was an excruciating reminder that we have failed utterly to answer this call countless times in the past. The difference between empowered action and learned helplessness is knowing not only what your sphere of influence is but knowing how to leverage it. What words can I use to convince you that the change so many people are sacrificing for doesn't lie outside the sphere in which we have influence? A line has been drawn through us and our next move will define Seattle Colleges for every former student, every current student, and every future student coming to Seattle Colleges. Words of solidarity are simply not enough. In this moment we must choose to be resolute advocates for justice without compromise, without caveat, and without self-preservation. We must be willing to hold a mirror to our institution and to ourselves. We ask that the Board of Trustees as well as our district leadership consider these requests carefully, with the knowledge that not only is the world-changing in this moment, the world is watching.

Camila Christensen's Written Statement:

Often, I have said that Seattle Central College is my second home, and it truly is. At Central I spent the best days of my life since moving to the US from Brazil. That is the reason why I totally agree with Sarah. It's time for us to take a look on our own institutionalized racism, to figure out ways to fix it, for the sake of our students and our community.

Sarah mentioned the importance of maintaining the integrity of our EDI departments by protecting them from the inevitable budget cuts. So too must we do the same for our mental health providers and counselors. These are essential resources to combating student fatigue and internal racism, and for supporting our students, to ensure their success.

The Support Station idea came from one of our students, Jade Linton that wrote a petition asking Seattle Central College to offer more support to the student, faculty and staff who has been in the protests. In the first day the petition was out, it received district wide support. Since we are unable to use Student and Activities fee for this matter, we I created a GoFundMe account to fund the station. I want to take a minute to thank Dr.

Sheila for her prompt response in supporting us in this effort. Thank you for allowing us to use the south plaza area, for providing portable restrooms and hot spots for our volunteers to get their homework/work done while still helping the community. The station was first set up on Sunday, June 7 and we hope we have enough funds to be there for the whole month of June.

Any extra funds that are not used for the station will be donated to Black Lives Matter Seattle King County, Creative Justice which is an organization that focus on young people that are impacted by the school-to-prison and/or deportation pipeline, and the Not This Time organization that works with Native Tribes, Black, Latino, Asian communities and with people with disabilities to reform policing in Washington state.

In closing, I want to urge Seattle Colleges to represent our community to the fullest possible. What is the point of these foundational, community institutions if we're not serving the communities they are located? Capitol Hill has been the epicenter of Seattle protest for the past week. Seattle has been the advocate for the underrepresented, the misfortunate, and the oppressed for decades. We, students and student leaders and community members cannot sit idly by while this perpetuation of systemic injustice continues. We urge you to consider our requests in full support of the Black, Indigenous and POC communities. We are strong without you. We are stronger with you. Thank you!

B. Labor Union Representatives

Annette Stofer, AFT Seattle Community Colleges, spoke in support of Tracy Lai's statement against having austerity impact teaching and learning. She also spoke about diversity among the faculty and changing our hiring practices. This issue of hiring a diverse instructional staff is one of the issues currently on the table during contract negotiations. Annette also reported on labor union activity around the Black Lives Matter movement and separation from the Seattle Police Officers Guild.

Sandy Long represented WFSE. (There was a microphone delay so her comments were difficult to hear.)

Cody Hiatt represented AFT-SPS. He stated that Black Lives Matter. He is proud to be a part of the South community that is working to dismantle systemic racism.

C. Chancellor's Report

Chancellor Pan gave an update on Commencement and plans to recognize the class of 2020.

D. Chair's Report

Chair Hill participated in the ACT Legislative Advocacy Committee meeting. He summarized the discussion and shared that we are likely to face cuts in the special session and supplemental budget.

E. Trustees

Trustee Chernin thanked participants for their thoughtful comments and commitment to doing hard work to achieve a better future.

F. College Presidents, Vice Chancellors

Chemene Crawford announced that Lifeline will be running a food distribution site at the North Seattle College on Tuesdays in June.

Sheila Edwards Lange highlighted a successful Believe Gala that has raised over \$400,000 for student scholarships at Seattle Central College.

Rosie Rimando-Chareunsap shared that UW Medicine and the City of Seattle are offering a mobile COVID-19 testing site at South Seattle College on Fridays.

Chair Hill thanked Dr. Buttleman for his service at North.

Jennifer Dixon is convening the AVPs of EDI to discuss pressing issues.

Kerry Howell informed the board that \$330K has been raised so far for COVID-19 Emergency Response Fund.

Jennifer Strother is working with Choi Halladay on his transition into the permanent role on July 1.

ADJOURNMENT

The meeting adjourned at 5:43 p.m. Chair Hill encouraged everyone to take care and be safe.

The next meeting of the Board of Trustees will be held on Thursday, July 9, 2020 at Seattle Central 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 SPECIAL MEETING MINUTES

June 24, 2020

REGULAR SESSION

1:00 p.m.

Zoom

SPECIAL MEETING AGENDA

ATTENDANCE: Shouan Pan, Steve Hill, Rosa Peralta, Teresita Batayola, Louise Chernin, Robert Williams, Derek Edwards, Rebecca Hansen, Lilia Fomai, Diane Ellis, Cindy Riche, Betsy Hasegawa, Sheila Edwards Lange, Rosie Rimando-Chareunsap

CALL TO ORDER

Chair Hill called the meeting to order at 1:02 p.m.

Chair Hill opened the meeting with a remembrance of Victor Kuo. Trustees Batayola and Trustee Chernin shared memories and thoughts. Victor Kuo's professionalism, intellect, dedication, hard work, quiet leadership, and influence on the 2017-23 Strategic Plan were recognized.

ACTION / Approval of Agenda

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

PUBLIC COMMENTS

There were no public comments.

ACTION ITEMS

A. Statement of Support for Black Lives Matter

Chair Hill introduced a statement in support of Black Lives Matter. **Trustee Batayola made a motion to approve the statement. Trustee Chernin seconded.** Trustees discussed the gravity of the current climate and the importance of making a public statement. They discussed how to disseminate the statement broadly. **The motion carried 5-0.**

INFORMATION ITEMS

A. Revised Resolution Denouncing Anti-Asian Sentiment

Dr. Pan introduced revisions to the statement that was adopted in principle at the June 11 meeting. The board discussed a revision to Section 5 and then voiced support for the revised document.

ADJOURNMENT

The meeting adjourned at 1:29 p.m.

The next meeting of the Board of Trustees will be held on Thursday, July 9, 2020 at Seattle Central College, Room TBD. There will be a Study Session at 1:30 p.m., and the Regular Meeting will follow at 3:00 p.m.



SEATTLE COLLEGES

Central · North · South

MEMORANDUM

TO: Board of Trustees

FROM: Shouan Pan, Ph.D.
Chancellor

DATE: July 9, 2020

SUBJECT: 2020-21 Board of Trustees Meeting Schedule

Background

In accordance with Seattle Colleges District Policy 126, "Meetings of the Board of Trustees – Guidelines," the attached schedule of Regular Meetings is proposed. Regular meetings are held on the second Thursday of the month, except October and December. The October meeting will be held on the first Wednesday of the month and the December meeting will be held on the third Thursday of the month. These changes are due to a conflict with the WACTC schedule. Study Sessions are scheduled at 1:30pm and Regular Meetings start at 3:00pm.

Recommended Action

It is recommended that the Seattle Colleges Board of Trustees approve the proposed meeting schedule for 2020-2021.

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

Shouan Pan, Ph.D.
Chancellor



BOARD OF TRUSTEES, PROPOSED 2020-21 MEETING SCHEDULE

Regular meetings are held on the second Thursday of the month, except October and December. The October meeting will be held on the first Wednesday of the month and the December meeting will be held on the third Thursday of the month. These changes are due to a conflict with the WACTC schedule. Study Sessions begin at 1:30 p.m. **Regular meetings begin at 3:00 p.m.** Dates and locations of the meetings are noted below.

September 10	North Seattle College	9600 College Way North Seattle, WA 98103
October 7	South Central College	6000 16 th Ave SW Seattle, WA 98106
November 12	Seattle Central College	1701 Broadway Avenue Seattle, WA 98122
December 17	North Seattle College	9600 College Way North Seattle, WA 98103
January 14	South Seattle College	6000 16 th Ave SW Seattle, WA 98106
February 11	Seattle Central College	1701 Broadway Avenue Seattle, WA 98122
March 11	North Seattle College	9600 College Way North Seattle, WA 98103
April 8	South Seattle College	6000 16 th Ave SW Seattle, WA 98106
May 13	Seattle Central College	1701 Broadway Avenue Seattle, WA 98122
June 10	North Seattle College	9600 College Way North Seattle, WA 98103
July 8	South Seattle College	6000 16 th Ave SW Seattle, WA 98106



**SEATTLE
COLLEGES**

Central · North · South · SVI

MEMORANDUM

TO: Board of Trustees

FROM: Shouan Pan, Ph.D.
Chancellor

DATE: July 9, 2020

SUBJECT: Election of 2020-21 Board of Trustees Officers

Background

Seattle Colleges District Policy 125, Power and Duties of Officers of the Board, specifies that at its regular monthly meeting in July, the Board shall elect officers to serve for the ensuing September to August period. At the June 11, 2020 regular meeting, the board nominated Steve Hill to serve as Chair and Rosa Peralta to serve as Vice Chair.

Recommended Action

It is recommended that the Board elect the individuals who were nominated as chair and a vice chair with their new terms beginning September 1, 2020.

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



Shouan Pan, Ph.D.
Chancellor

MEMORANDUM

TO: Board of Trustees

FROM: Steve Hill, Chair

DATE: July 9, 2020

SUBJECT: Recommendation to Adopt a Process for the Chancellor's Evaluation

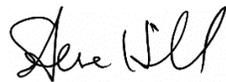
Background

The Board of Trustees conducts an annual evaluation of the chancellor. Vice Chair Peralta and I recommend the process in the attached document. Input from the Board of Trustees, Chancellor, Chancellor's Executive Cabinet and labor partners will contribute to the evaluation.

Recommended Action

It is recommended that the Board of Trustees authorize the proposed process for the evaluation of the chancellor.

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



Steve Hill
Chair, Seattle College Board of Trustees

Chancellor Evaluation

2019

Objectives

- Clear Alignment between Board and the Chancellor on Goals and Priorities.
- Regular and open communication between the Board and the Chancellor on what is going well and opportunities for improvement.
- Board, with a single voice, provides, at least annually, performance feedback to the Chancellor.
- Opportunity for the Chancellor to provide feedback to the Board on how they can further the goals of organization and support the Chancellor.

Process

- At the beginning of each fiscal year, the Chancellor presents a set of goals, derived from the Strategic Plan, for the next year. These goals will include a simple, 6 to 12 item ‘Score Card’ of key trackable, quantitative, and objective measures for tracking the progress of Seattle Colleges against the Strategic Plan.
- At the end of the fiscal year, The Chancellor will provide to all board members a self-evaluation for the past year including:
 - ❖ A summary of results against goals
 - ❖ Actual vs. goals on “Score Card” items
 - ❖ Feedback to the Board on how they can further organization goals

Sent to Board by August 10
- The Chair of the Board will then provide a Survey Monkey request to all Board members for them to provide feedback on the Chancellor. Individual Board member feedback will be confidential – aggregated results will be provided to the Board. This Survey will include the following items:
 - ❖ Commitment to Student Access and Success
 - ❖ Takes Strategic Risks
 - ❖ Builds a Strong Team
 - ❖ Establishes Urgency for Improvement
 - ❖ Plans Lasting Internal Change

- ❖ Results Oriented
- ❖ Communicates Effectively
- ❖ Financial and Operational Excellence
- ❖ Entrepreneurial Fund Raiser
- ❖ Effective External Partnerships

Forms distributed August 11, due back August 31

- The Board Chair will also seek input via a Survey Monkey from the Cabinet and Labor leaders on these same criteria. Individual feedback will be confidential – aggregated results will be provided to the Board.

Forms distributed July 13th, due back July 31

- The Board will review the aggregate results for each group from the surveys. This information, plus the Chancellor's report will be discussed for the purpose of providing feedback to the Chancellor. The Board will agree and document specific areas of excellence and/or opportunities for improvement.

September 10 Board meeting study session

- The Board will meet with the Chancellor to provide formal performance feedback from the Board. The Board Chair will document this conversation for the Chancellor.

At the end of the September 10 Study Session

- The Chancellor will use this information in preparing Goals (per the first bullet item above) for the next year.

Before October Board meeting

- In the next public meeting of the Board, the results of this process, at a high level, will be reviewed and the Board will consider, changes in Chancellor compensation, if any, based on this evaluation.

October Board meeting

Chancellor EVALUATION

(Survey Monkey Format)

[Three separate Survey Monkey Surveys will be prepared:

- 1. Board Survey*
- 2. Cabinet Survey*
- 3. Labor Leader Survey*

Results from each survey will be aggregated into a separate report. Only aggregated results will be provided to the Board -- all individual responses will be confidential.]

INSTRUCTIONS: In responding to the following questions, please use this scale:

Opportunity= an area where performance needs to improve.

Meets = good performance, at goal.

Exceeds: Exceptional performance, beyond goal

1. Commitment to Student Access and Success

Demonstrates a persistent drive to ensure student access and success. Takes actions that show commitment to long-term work to create lasting change at Seattle Colleges and with external partners.

Opportunity	Meets	Exceeds

Your comments:

2. Takes Strategic Risks

Takes data-informed risks—e.g. identifying gaps and reallocating resources—that signal a deep commitment to student-success-oriented change.

Opportunity	Meets	Exceeds

Your comments:

3. Builds a Strong Team

Develops and maintains outstanding leadership teams and consistently engages leaders, faculty, and staff in ways that significantly improve student access and success across Seattle Colleges.

Opportunity	Meets	Exceeds

Your comments

4. Establishes Urgency for Improvement

Makes the case for change so that all of Seattle College District is motivated to accelerate the pace of improving student outcomes.

Opportunity	Meets	Exceeds

Your comments:

5. Plans Lasting Internal Change

Leads inclusive planning processes that result in focused, concrete, Seattle Colleges-wide plans to significantly improve student access and success.

Opportunity	Meets	Exceeds

Your comments:

6. Results-Oriented

Ensures effective implementation, routine assessment of progress, and continuous data-informed improvement.

Opportunity	Meets	Exceeds

Your comments:

7. Communicates Effectively

Communicates and listens in ways that foster strong relationships, develops shared priorities, and inspires trust and action.

Opportunity	Meets	Exceeds

Your comments:

8. Financial and Operational Excellence

Ensures the fiscal strength and sound operation of the Seattle Colleges.

Opportunity	Meets	Exceeds

9. Entrepreneurial Fundraiser

Raises substantial resources from multiple sources, and aligns fundraising to student access and success goals.

Opportunity	Meets	Exceeds

Your comments:

10. Develops Effective External Partnerships

Demonstrates a vision that extends beyond the Seattle Colleges to achieve broader aims for student success that the Colleges alone cannot achieve.

Opportunity	Meets	Exceeds

II. Chancellor's ACHIEVEMENT OF GOALS

(July 1, 2018 to June 30, 2019)

[Questions #11 and #12 will be only on the Board Survey, not on the Cabinet or Labor Survey]

- 11. Based on the self-evaluation of the Chancellor's work for the past 12 months, which he provided, please offer your comments on his leadership in the achievement of goals.**

Your Comments:

- 12. Are there any other areas that, in your opinion, should receive priority attention in the coming year?**

Your Comments:

[Question #13 will be both surveys]

- 13. Do you have any other comments relative to the Chancellor's performance or the operation of the organization in general that you would like to share?**

Your Comments:

THANK YOU FOR TAKING THE TIME TO COMPLETE THIS EVALUATION.

MEMORANDUM

TO: Board of Trustees

FROM: Dr. Shouan Pan

DATE: July 9, 2020

SUBJECT: Policy 475 Professional Leave Exempt Employees – First Reading

Background

The attached Policy was reviewed by the district HR team and by the Chancellor's Executive Cabinet on June 22, 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

Seattle College District Policy

NUMBER: 475

TITLE: PROFESSIONAL LEAVE - EXEMPT EMPLOYEES

Adopted Date: 12/6/1976 Last Revised: 8/30/2009

Within its financial capabilities, the Seattle College District may make available professional leave for exempt employees.

Adopted: December 6, 1976

Format Change: 2/3/98

Reviewed by Board of Trustees: May 7, 2009

MEMORANDUM**TO:** Board of Trustees**FROM:** Jennifer Strother**DATE:** July 9, 2020**SUBJECT:** Monthly Financial Summary - Information only**Background**

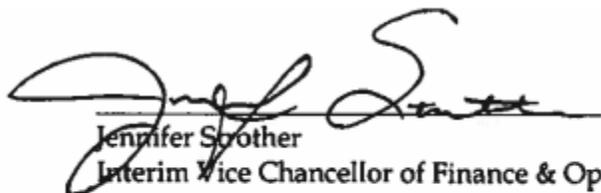
Seattle Colleges budgets and accounts for its funds in accordance with policies and procedures of the State of Washington Office of Financial Management (OFM) and the State Board for Community and Technical Colleges (SBCTC).

The attached Monthly Financial Summary provides summary data for all of the campuses and the District Office as of May 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 Fan
Chancellor

Financial Report
Period Ending May 31, 2020
Summary



Through May, tuition was down 3% and fees were down 7% and were 95% and 87% of budget respectively. The impact of COVID 19 emergency operations resulted in lower than expected enrollment reflected in lower tuition and fees.

Running start revenue was up 20% through May compared the same period last year. International revenue collection was 19% lower than the same period last year and was 95% of budget.

Spending against the allocation will be increased in June to fully spend state funding.

Salaries were up 11% and benefits up 8% over the same period last year. All expenses remain within budget through May with total expenses at 91% of budget.

Operating Funds History and Projections

SEATTLE COLLEGES DISTRICT

FISCAL YEAR	YTD as of May'19	1920FY Budget**	YTD-05/31/20	% BDGT YTD	Change % YTD
SOURCES:					
State Allocation	\$ (55,756,803)	\$ (81,706,243)	\$ (56,657,929)	69%	2%
State Allocation/Capital	\$ (1,322,600)	\$ (1,322,600)	\$ (1,322,600)	100%	0%
Local Revenues:					
Tuition	\$ (29,756,698)	\$ (30,342,622)	\$ (28,831,117)	95%	-3%
Fees	\$ (9,433,515)	\$ (10,115,932)	\$ (8,768,413)	87%	-7%
Running Start	\$ (8,386,304)	\$ (9,991,765)	\$ (10,023,386)	100%	20%
International, IEL	\$ (21,017,224)	\$ (17,972,159)	\$ (16,989,226)	95%	-19%
Other	\$ (1,448,840)	\$ (1,008,829)	\$ (1,023,567)	101%	-29%
Revenue Transfers	\$ 1,111,433	\$ (83,567)	\$ 893,511	-1069%	-20%
Use of Reserves	\$ (5,396,821)	\$ (4,035,913)	\$ (19,140)	0%	-100%
SubTotal	\$ (74,327,968)	\$ (73,550,787)	\$ (64,761,337)	88%	-13%
Total	\$ (131,407,371)	\$ (156,579,630)	\$ (122,741,866)	78%	-7%

USES BY EXPENSE TYPE:

FISCAL YEAR	YTD as of May'19	1920FY Budget**	YTD-05/31/20	% BDGT YTD	Change % YTD
Salaries/Wages	\$ 82,994,378	\$ 102,833,152	\$ 92,283,261	90%	11%
Employee Benefits	\$ 28,074,983	\$ 34,569,616	\$ 30,312,311	88%	8%
Contracted Services	\$ 360,880	\$ 400,381	\$ 282,556	71%	-22%
Supplies	\$ 14,758,505	\$ 20,321,913	\$ 14,297,633	70%	-3%
Travel	\$ 531,473	\$ 853,400	\$ 336,273	39%	-37%
Equipment	\$ 1,666,861	\$ 1,951,167	\$ 1,207,405	62%	-28%
Grants to Students	\$ 5,543,995	\$ 7,221,649	\$ 4,050,810	56%	-27%
Other	\$ (5,597,204)	\$ (14,299,511)	\$ (3,124,635)	22%	-44%
DISTRICT TRANSFER***	\$ -	\$ -	\$ 0		N/A
Total	\$ 128,333,872	\$ 153,851,767	\$ 139,645,615	91%	9%

USES BY PROGRAM: *

EXPENSES BY PROGRAM	YTD as of May'19	1920FY Budget**	YTD-05/31/20	% BDGT	Change % YTD
Instruction	\$ 75,873,968	\$ 86,832,991	\$ 77,765,689	90%	2%
Primary Support	\$ 10,138,400	\$ 15,592,360	\$ 13,116,972	84%	29%
Library	\$ 2,490,347	\$ 3,122,074	\$ 2,620,133	84%	5%
Student Svcs	\$ 11,666,985	\$ 16,063,318	\$ 13,081,019	81%	12%
Institutional Support	\$ 17,478,426	\$ 19,245,951	\$ 21,767,912	113%	25%
Plant Ops. & Maint.	\$ 10,685,747	\$ 12,995,073	\$ 11,293,892	87%	6%
Grand Total	\$ 128,333,873	\$ 153,851,767	\$ 139,645,616	91%	9%

* 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, inst. research, pers. Devel., acad. admin., % curriculum develop.

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 Ops and Maint. Includes custodial, public safety, and maintenance staff and other plant related costs like utilities.

**Board approved 9/19 with allocation changes

***YTD Actual expenses for 1920 includes centralized international expenses from February forward

Operating Funds History and Projections

SEATTLE CENTRAL COLLEGE

FISCAL YEAR	YTD as of May'19	1920FY Budget**	YTD-05/31/20	% BDGT YTD	Change % YTD
SOURCES:					
State Allocation	\$ (21,855,758)	\$ (31,515,835)	\$ (27,484,673)	87%	26%
State Allocation/Capital	\$ (595,150)	\$ (595,150)	\$ (595,150)	100%	0%
Local Revenues:					
Tuition	\$ (12,376,877)	\$ (12,472,200)	\$ (11,677,907)	94%	-6%
Fees	\$ (3,113,811)	\$ (3,215,249)	\$ (3,097,082)	96%	-1%
Running Start	\$ (3,548,611)	\$ (3,991,765)	\$ (4,280,063)	107%	21%
International, IEL	\$ (11,752,951)	\$ (10,651,353)	\$ (10,119,132)	95%	-14%
Other	\$ (93,596)	\$ (444,279)	\$ (500,943)	113%	435%
Revenue Transfers	\$ 2,010,336	\$ (35,322)	\$ 30,856	-87%	-98%
Use of Reserves	\$ (1,141,560)	\$ (1,014,509)	\$ -	0%	-100%
SubTotal	\$ (30,017,071)	\$ (31,824,677)	\$ (29,644,272)	93%	-1%
TOTAL	\$ (52,467,979)	\$ (63,935,662)	\$ (57,724,095)	90%	10%

USES BY EXPENSE TYPE:

FISCAL YEAR	YTD as of May'19	1920FY Budget**	YTD-05/31/20	% BDGT YTD	Change % YTD
Salaries/Wages	\$ 33,534,292	\$ 40,788,930	\$ 35,579,939	87%	6%
Employee Benefits	\$ 11,382,622	\$ 13,823,206	\$ 11,953,424	86%	5%
Contracted Services	\$ 110,557	\$ 78,590	\$ 86,095	110%	-22%
Supplies	\$ 5,326,712	\$ 7,023,973	\$ 4,951,920	71%	-7%
Travel	\$ 172,386	\$ 182,037	\$ 80,878	44%	-53%
Equipment	\$ 648,340	\$ 616,849	\$ 454,617	74%	-30%
Grants to Students	\$ 775,805	\$ 913,900	\$ 653,876	72%	-16%
Other	\$ (3,763,491)	\$ (8,442,271)	\$ (1,422,921)	17%	-62%
DISTRICT TRANSFER***		\$ 9,905,580	\$ 9,863,108	100%	N/A
TOTAL	\$ 48,187,221	\$ 64,890,794	\$ 62,200,936	96%	29%

USES BY PROGRAM: *

EXPENSES BY PROGRAM	YTD as of May'19	1920FY Budget**	YTD-05/31/20	% BDGT YTD	Change % YTD
Instruction	\$ 33,479,937	\$ 34,413,572	\$ 36,392,701	106%	9%
Primary Support	\$ 2,908,991	\$ 4,921,995	\$ 5,287,651	107%	82%
Library	\$ 922,183	\$ 1,471,098	\$ 1,182,323	80%	28%
Student Svcs	\$ 4,939,876	\$ 7,274,166	\$ 5,543,132	76%	12%
Institutional Support	\$ 2,147,057	\$ 10,735,103	\$ 9,415,894	88%	339%
Plant Ops. & Maint.	\$ 3,789,178	\$ 6,074,860	\$ 4,379,234	72%	16%
Grand Total	\$ 48,187,221	\$ 64,890,794	\$ 62,200,936	96%	29%

* 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, inst. research, pers. Devel., acad. admin., % curriculum develop. 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 Ops and Maint. Includes custodial, public safety, and maintenance staff and other plant related costs like utilities.

**Board approved 9/19 with allocation changes

***YTD Actual expenses for 1920 includes centralized international expenses from February forward

Operating Funds History and Projections

NORTH SEATTLE COLLEGE

FISCAL YEAR	YTD as of May'19	1920FY Budget**	YTD-05/31/20	% BDGT YTD	Change % YTD
SOURCES:					
State Allocation	\$ (11,763,769)	\$ (23,922,293)	\$ (15,413,827)	64%	31%
State Allocation/Capital	\$ (330,650)	\$ (330,650)	\$ (330,650)	100%	0%
Local Revenues:					
Tuition	\$ (9,399,246)	\$ (9,978,200)	\$ (9,117,574)	91%	-3%
Fees	\$ (2,599,848)	\$ (2,912,700)	\$ (2,468,897)	85%	-5%
Running Start	\$ (2,129,346)	\$ (3,000,000)	\$ (2,726,193)	91%	28%
International, IEL	\$ (4,485,533)	\$ (4,220,806)	\$ (3,464,261)	82%	-23%
Other	\$ (271,267)	\$ (232,050)	\$ (247,619)	107%	-9%
Revenue Transfers	\$ -	\$ (48,245)	\$ 847,291	-1756%	N/A
Use of Reserves	\$ (2,699,662)	\$ (120,000)	\$ -	0%	-100%
SubTotal	\$ (21,584,901)	\$ (20,512,001)	\$ (17,177,254)	84%	-20%
TOTAL	\$ (33,679,320)	\$ (44,764,944)	\$ (32,921,731)	74%	-2%

USES BY EXPENSE TYPE:

FISCAL YEAR	YTD as of May'19	1920FY Budget**	YTD-05/31/20	% BDGT YTD	Change % YTD
Salaries/Wages	\$ 20,690,597	\$ 25,371,865	\$ 23,451,366	92%	13%
Employee Benefits	\$ 7,012,209	\$ 8,921,982	\$ 7,799,073	87%	11%
Contracted Services	\$ 28,511	\$ 148,034	\$ 42,462	29%	49%
Supplies	\$ 2,738,421	\$ 3,116,052	\$ 2,469,670	79%	-10%
Travel	\$ 75,564	\$ 152,684	\$ 83,863	55%	11%
Equipment	\$ 501,300	\$ 841,100	\$ 138,797	17%	-72%
Grants to Students	\$ 942,893	\$ 539,189	\$ 1,000,979	186%	6%
Other	\$ 332,407	\$ (1,303,117)	\$ (768,885)	59%	-331%
DISTRICT TRANSFER***		\$ 6,839,568	\$ 6,595,100		N/A
TOTAL	\$ 32,321,902	\$ 44,627,357	\$ 40,812,425	91%	26%

USES BY PROGRAM: *

EXPENSES BY PROGRAM	YTD as of May'19	1920FY Budget**	YTD-05/31/20	% BDGT YTD	Change % YTD
Instruction	\$ 20,923,727	\$ 27,088,062	\$ 20,590,355	76%	-2%
Primary Support	\$ 2,504,667	\$ 6,021,437	\$ 4,486,447	75%	79%
Library	\$ 662,608	\$ 727,592	\$ 841,919	116%	27%
Student Svcs	\$ 2,935,710	\$ 4,252,495	\$ 3,779,136	89%	29%
Institutional Support	\$ 2,394,242	\$ 4,594,484	\$ 7,177,196	156%	200%
Plant Ops. & Maint.	\$ 2,900,949	\$ 1,943,287	\$ 3,937,372	N/A	36%
Grand Total	\$ 32,321,902	\$ 44,627,357	\$ 40,812,425	91%	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, inst. research, pers. Devel., acad. admin., % curriculum develop.

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 Ops and Maint. Includes custodial, public safety, and maintenance staff and other plant related costs like utilities.

**Board approved 9/19 with allocation changes

***YTD Actual expenses for 1920 includes centralized international expenses from February forward

Operating Funds History and Projections

SOUTH SEATTLE COLLEGE

FISCAL YEAR	YTD as of May'19	1920FY Budget**	YTD-05/31//20	% BDGT YTD	Change % YTD
SOURCES:					
State Allocation	\$ (14,924,558)	\$ (26,036,760)	\$ (13,758,016)	53%	-8%
State Allocation/Capital	\$ (396,800)	\$ (396,800)	\$ (396,800)	100%	0%
Local Revenues:					
Tuition	\$ (7,980,575)	\$ (7,892,222)	\$ (8,035,635)	102%	1%
Fees	\$ (2,864,467)	\$ (2,492,250)	\$ (2,442,880)	98%	-15%
Running Start	\$ (2,708,347)	\$ (3,000,000)	\$ (3,017,131)	101%	11%
International, IEL	\$ (4,778,739)	\$ (3,100,000)	\$ (3,405,782)	110%	-29%
Other	\$ (866,317)	\$ (317,500)	\$ (419,224)	132%	-52%
Revenue Transfers	\$ 488	\$ -	\$ 382,392	N/A	N/A
Use of Reserves	\$ (1,075,618)	\$ (2,901,404)	\$ -	N/A	-100%
SubTotal	\$ (20,273,575)	\$ (19,703,376)	\$ (16,938,260)	86%	-16%
TOTAL	\$ (35,594,933)	\$ (46,136,936)	\$ (31,093,076)	67%	-13%

USES BY EXPENSE TYPE:

FISCAL YEAR	YTD as of May'19	1920FY Budget**	YTD-05/31//20	% BDGT YTD	Change % YTD
Salaries/Wages	\$ 19,585,230	\$ 22,743,820	\$ 20,314,993	89%	4%
Employee Benefits	\$ 6,387,386	\$ 6,901,322	\$ 6,471,969	94%	1%
Contracted Services	\$ 38,616	\$ 109,100	\$ 47,421	43%	23%
Supplies	\$ 3,955,573	\$ 4,370,013	\$ 3,843,296	88%	-3%
Travel	\$ 165,313	\$ 323,579	\$ 60,464	19%	-63%
Equipment	\$ 383,253	\$ 391,044	\$ 204,629	52%	-47%
Grants to Students	\$ 3,823,947	\$ 5,768,560	\$ 2,395,205	42%	-37%
Other	\$ (1,141,084)	\$ (4,343,426)	\$ (834,433)	19%	-27%
DISTRICT TRANSFER***		\$ 6,839,568	\$ 6,791,533		N/A
TOTAL	\$ 33,198,235	\$ 43,103,580	\$ 39,295,078	91%	18%

USES BY PROGRAM: *

EXPENSES BY PROGRAM	YTD as of May'19	1920FY Budget**	YTD-05/31//20	% BDGT YTD	Change % YTD
Instruction	\$ 21,243,438	\$ 25,331,357	\$ 22,015,598	87%	4%
Primary Support	\$ 1,540,741	\$ 3,223,195	\$ 2,647,123	82%	72%
Library	\$ 632,854	\$ 923,384	\$ 664,093	72%	5%
Student Svcs	\$ 3,791,400	\$ 4,536,657	\$ 3,758,145	83%	-1%
Institutional Support	\$ 2,485,276	\$ 4,112,061	\$ 7,224,312	176%	191%
Plant Ops. & Maint.	\$ 3,504,525	\$ 4,976,926	\$ 2,985,807	60%	-15%
Grand Total	\$ 33,198,235	\$ 43,103,580	\$ 39,295,078	91%	18%

* 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, inst. research, pers. Devel., acad. admin., % curriculum develop.
 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 Ops and Maint. Includes custodial, public safety, and maintenance staff and other plant related costs like utilities.

**Board approved 9/19 with allocation changes

***YTD Actual expenses for 1920 includes centralized international expenses from February forward

Operating Funds History and Projections

DISTRICT

FISCAL YEAR	YTD as of May'19	1920FY Budget**	YTD-05/31/20	% BDGT YTD	Change % YTD
SOURCES:					
State Allocation	\$ (7,212,719)	\$ (231,354)	\$ (1,412)	1%	-100%
State Allocation/Capital	\$ -		\$ -		N/A
Local Revenues:					
Tuition	\$ -	\$ -	\$ -		N/A
Fees	\$ (855,389)	\$ (1,495,733)	\$ (759,554)	51%	-11%
Running Start	\$ -	\$ -	\$ -		N/A
International, IEL	\$ -	\$ -	\$ (50)		N/A
Other	\$ (217,661)	\$ (15,000)	\$ 144,219	-961%	-166%
Revenue Transfers	\$ (899,391)		\$ (367,027)		-59%
Use of Reserves	\$ (479,981)	\$ -	\$ (19,140)		-96%
SubTotal	\$ (2,452,421)	\$ (1,510,733)	\$ (1,001,552)	66%	-59%
TOTAL	\$ (9,665,141)	\$ (1,742,087)	\$ (1,002,964)	58%	-90%

USES BY EXPENSE TYPE:

FISCAL YEAR	YTD as of May'19	1920FY Budget**	YTD-05/31/20	% BDGT YTD	Change % YTD
Salaries/Wages	\$ 9,184,260	\$ 13,928,536	\$ 12,936,962	93%	41%
Employee Benefits	\$ 3,292,767	\$ 4,923,106	\$ 4,087,844	83%	24%
Contracted Services	\$ 183,197	\$ 64,657	\$ 106,579	165%	-42%
Supplies	\$ 2,737,799	\$ 5,811,875	\$ 3,032,747	52%	11%
Travel	\$ 118,210	\$ 195,100	\$ 111,069	57%	-6%
Equipment	\$ 133,968	\$ 102,174	\$ 409,363	401%	206%
Grants to Students	\$ 1,350		\$ 750		-44%
Other	\$ (1,025,036)	\$ (210,697)	\$ (98,396)	47%	-90%
DISTRICT TRANSFER***	\$ -	\$ (23,584,715)	\$ (23,249,741)	99%	N/A
TOTAL	\$ 14,626,514	\$ 1,230,036	\$ (2,662,825)	-216%	-118%

USES BY PROGRAM: *

EXPENSES BY PROGRAM	YTD as of May'19	1920FY Budget**	YTD-05/31/20	% BDGT	Change % YTD
Instruction	\$ 226,866	\$ -	\$ (1,232,965)	NA	N/A
Primary Support	\$ 3,184,001	\$ 1,425,733	\$ 695,751	NA	N/A
Library	\$ 272,702	\$ -	\$ (68,203)	NA	N/A
Student Svcs	\$ -	\$ -	\$ 606	NA	N/A
Institutional Support	\$ 10,451,851	\$ (195,697)	\$ (2,049,491)	NA	N/A
Plant Ops. & Maint.	\$ 491,094	\$ -	\$ (8,522)	NA	N/A
Grand Total	\$ 14,626,515	\$ 1,230,036	\$ (2,662,825)	-216%	-118%

* 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, inst. research, pers. Devel., acad. admin., % curriculum develop. 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 Ops and Maint. Includes custodial, public safety, and maintenance staff and other plant related costs like utilities.

**Board approved 9/19 with allocation changes

***YTD Actual expenses for 1920 includes centralized international expenses from February forward

MEMORANDUM

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

I. Student Success**Commencement 2020**

Phase I of Seattle Colleges Commencement concluded on June 25 with graduation parades at all three colleges, a graduation [video](#), online [kudoboard](#), and active social media campaign. Each college has a Facebook photo [gallery](#) with spectacular images of the events. Phase II began with an opinion authored by the chancellor and [published](#) in the Seattle Times.

Commencement 2020 activities will conclude in July and August with billboards, murals at each college, and commencement gift box that will be sent to graduates. All the materials and related products for this year's commencement are viewable at the [commencement](#) website.

Seattle Pathways

The Seattle Pathways Lead Team held a webinar on June 17 to engage with colleagues across the district, learn more about Seattle Pathways and celebrate our recent achievements. There was a brief overview presentation and an opportunity to breakout and converse around these eight areas of focus:

1. Complete, implement, maintain, and communicate **program maps** for all programs under the AOS.
2. Design and implement enhancements to the **intake and on-boarding** experience for students.
3. Complete implementation of directed self-placement for **English**.
4. Ensure students complete college-level **math** within one year.
5. Complete implementation of **advising** by AOS and targeted student population.
6. Implement new tools in **Starfish** and **ctcLink**.
7. Develop more consistent **data** and reporting across the Seattle Colleges.
8. Focus Seattle Colleges' **Professional Development** activities to enhance the Seattle Pathways work.

The event was attended by more than 250 Seattle College employees and was put on by the Seattle Pathways Lead Team consisting of Kurt Buttleman, Earnest Phillips, Aimee Brown, D'Andre Fisher, Jesse Knappenberger, Kate Kreig, Kao LéZheo, and Tish Lopez.

<https://www.seattlecolleges.edu/pathways>

Seattle Promise

It's been a big year for Seattle Promise and for our district. The program grew exponentially, and many staff and faculty played a significant role in the success of program and our students.

By the numbers, in 2019-20:

- Seattle Colleges enrolled 1st and 2nd year Seattle Promise students at all three colleges for the first time.
- Seattle Promise saw an 86% fall-to-winter retention rate district-wide (Seattle Colleges average is 72%).
- Seattle Promise saw a 76% fall-to-spring retention rate district-wide. We are celebrating 70+ Seattle Promise graduates this year!
- We invited all students from the Seattle Public High School graduating class of 2020 to apply to join Seattle Promise this year— and more than 50% of the senior class did!
- More than 850 students met the application, FAFSA/WASFA, and Readiness Academy milestones – and are Seattle Promise-eligible for fall 2020.

Due to COVID-19, Seattle Promise Readiness Academy took a different form this year. We received more than 1,100 responses to the Readiness Academy Registration Survey and found some interesting trends:

- Almost 80% of students are planning to complete a transfer degree. Just over 20% of students are planning to complete a professional/technical degree, which is up from previous years.
- More than 50% of students are feeling not sure or less confident about starting college.

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- 50% of students feel OK taking a partial of fully-online class. 50% are feeling less confident about the online modality.
- Most students believe their commute to college will be 10-30 minutes in length, although many are saying it will be closer to 30-60 minutes.
- Students are 50/50 split on driving themselves vs. planning to use public transportation to get to college.
- 90% of students plan to work while in college, most 5-25 hours/week but some 25+ hours each week.

We are continuously reminded that (1) going to college is a privilege and (2) going to college is a major transition for the student and their family. To that end, we've added a [Parent/Family support page](#) to the Promise website.

II. **Organizational Excellence**

Strategic Budget Reduction and Future Planning Task Force Forwarded its Initial Set of Recommendations

The Task Force was formulated and charged at the end of May to review the district's state of finance and recommend budget reduction measures to Chancellor's Executive Cabinet. Co-chaired by Drs. Buttleman and Lane, the Task Force was made up of representatives from college councils, employee unions, and various critical service functions across the district. After several open, frank and sometimes difficult discussions during the Month of June, the Task Force reached consensus in a set of Guiding Principles and an initial set of recommendations for initiating budget cuts. The Chancellor's Executive Cabinet has begun to evaluate the Task Force's recommendations and is making implementation decisions.

Faculty Development and Faculty Summer Institute

I am pleased to announce that Dr. Yilin Sun has agreed to continue as the Faculty Professional Development Coordinator for next academic year (2020-2021). Faculty Development was busy organizing two sessions of 2020 Summer Institute, "Great Teachers with Unlimited Opportunities." Over forty faculty members participated in this year's successfully-run Summer Institute

Recruitment

Texting and calling campaigns targeting summer quarter students who had applied but had not yet enrolled yielded good results. Recruitment staff and college navigators responded to inquiries from the more than 1,000 students contacted.

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ctcLink update

Teams across Seattle Colleges are working hard to make our February 2021 ctcLink implementation successful. We had our first full data validation cycle between June 19 and July 2. Thank you to all the enrollment & registration, student services, finance and accounting, HR & payroll, and instruction staff who are diving in to ensure our setup is correct for our students and our employees. Visit our [website](#) for information on the timeline & [training](#).

Seattle Colleges Foundation Elected New Executive Committee for 2020-2021

At its June Board meeting on June 23, the Seattle Colleges Foundation elected a new Executive Committee. Barbara Dingfield was elected Chair, Keith Schreiber who served as chair last year was elected as vice Chair, Jon Fine was elected as Secretary and Chair of the Development Committee. Melber Bartles and Rick Davis will continue to serve on the Executive Committee.

III. Partnerships

Continued Engagement of State Legislators

Together with Steve Leahy, the college presidents and chancellor continued to engage state legislators during the Covid-19 pandemic and financial uncertainties. Phone calls were made and letters were sent to King's County's state representatives and senators to inform them how Seattle Colleges are serving students who are severely impacted by the pandemic and to remind them of the critical roles of community colleges in state economic recovery.

IV. Pride Points

Trustees Hill and Chernin and Chancellor Pan Attended Central's Believe 2.0

Seattle Central College held its second Believe event via Zoom on Saturday June 6. Among over 300 hundred donor participants were Trustee Hill, Trustee Chernin, and Chancellor Pan. According to President Edwards Lange, over \$400,000 were raised at the event.

Colleges Host Annual Service Awards Ceremonies

All three colleges held their annual Service Awards Ceremonies to recognize and celebrate retirees and employees who have served Seattle Colleges for 5-50 years. On behalf of the Board of Trustees, chancellor Pan attended the ceremonies and thanked employees for their loyalty and commitment.

MEMORANDUM

TO: Board of Trustees
FROM: North Seattle College Interim President Dr. Chemene Crawford
DATE: June 25, 2020
SUBJECT: Report to the Board of Trustees

I. Student Success

- **NSC ABE Department Awards Impressive Number of GEDs and High School Diplomas**
North's Adult Basic Education department awarded an impressive 35 GED and high school diplomas, an average number under normal operating circumstances, but given the challenges presented by COVID-19, this is a commendable accomplishment.
- **ECE Department Expands its Certificate Offerings**
The Early Childhood Education (ECE) department has begun to offer initial and short certificate cohorts for Spanish, Somali, Arabic, and Oromo. The Spanish cohort completed their initial certificate spring quarter 2020, and will start the short certificate summer quarter 2020. The Somali, Arabic, and Oromo cohorts are starting the initial certificate in summer and fall 2020.

II. Institutional Excellence

- **NSC Wayfinding Task Force Project Making Progress and is on Schedule**
The Wayfinding Task Force has been meeting since Feb. 2020. The schematic design is complete and is currently in the design development phase. The scope of the project includes new campus maps, legends, trailheads, signage, improved disability access, and parking monuments. The target date for unveiling is winter or spring 2021.

III. Pride Points

- **NSC Responds to COVID-19 and Distributes \$156,392 in Emergency Aid to Students**
NSC disbursed \$156,392 in Coronavirus Aid, Relief, and Economic Security (CARES) student emergency aid to 164 students in spring quarter 2020. The anticipated need is greater for summer and fall, as students will lose the extra \$600 per week federal unemployment insurance in July and exhaust WA unemployment insurance in the fall.
- **NSC eLearning Team Receives Unprecedented Recognition**
North's eLearning team, Kathleen Chambers, Terre O'Malley, Diana Benavides, and Thuy Nguyen, received the Golden Star Employees of the Quarter award for spring 2020. This marked the first time that a whole team was bestowed this award.
- **NSC Teaching and Learning Center Team Adapts to Host MLTV Event Online**
The Teaching and Learning Center team, Coryl Celene-Martel, Jamie Wilson, Chris Sanders, and the Making Learning and Teaching Visible (MLTV) Coordinator, Caroline Pew, successfully transformed the annual MLTV symposium into an online event. Aside from being hosted fully online for the first time, this year's MLTV also expanded the scope to more substantively include and highlight the work and learning of staff along with faculty and students.



MEMORANDUM

TO: Board of Trustees
FROM: Sheila Edwards Lange, Ph.D., President
DATE: June 25, 2020
SUBJECT: Seattle Central College monthly report

STUDENT SUCCESS

Graduation parade: Seattle Central staff and faculty cheered and celebrated about 200 Seattle Central graduates on June 25 in a graduation parade through the parking garage on Harvard Street. Graduates received a yard sign and bag of goodies to congratulate them for completing their programs against the tide of a pandemic, an economic downturn, and the massive demonstrations against police violence just two blocks from campus. The event was held on the day previously scheduled for the 2020 commencement ceremony.

Students run BLM support station: Student leaders at Seattle Central College Associated Student Council set up and ran an aid station for the people protesting police brutality towards Black people. The aid station was set up on June 7 at the south plaza of the Seattle Central College Broadway campus, offering water, snacks, basic first aid supplies, and protective personal equipment. Students raised \$5,711 to fund the project and staffed it with volunteers.

INSTITUTIONAL EXCELLENCE

Directed Self-Placement goes live: In April, Seattle Central launched its Directed Self-Placement (DSP) in English, to make it easier and faster for students to choose an appropriate level of English courses. The DSP is a survey-like assessment that students can take on any device in about 20 minutes. The tool was designed by Desiree Simons, English faculty, and Jesse Hernandez, IT consultant. Desiree grounded the DSP in countless hours of research about universal design and racial equity. To date, more than 700 students have used DSP to place into English courses.

EDGE program prepares faculty for excellence: Nineteen faculty members at Seattle Central College completed the eLearning EDGE (Education + Design = Excellence) program in 2019-20. EDGE is a professional development curriculum that trains faculty in technology tools, pedagogy, and accessibility. Faculty who complete a minimum of 30 hours of training receive a \$1,000 stipend. To date, 39 faculty members have completed the program since its launch in Fall 2018.

PARTNERSHIPS

Believe 2.0 brings in the support: Attendees at this year's Believe 2.0 online gala reached deep into their pockets to support our students, their education, and the role they will play in rebuilding our economy, contributing more than \$400,000 towards scholarships. The online event took the place of the traditional gala first scheduled at Fremont Studios, which had to be cancelled because of COVID-19 restrictions.

PRIDE POINTS

Seattle Central College Professor Daudi Abe was quoted in [Geekwire](#) for a story about the effect of social media and communications technology on policing. He was also featured in KUOW's [Protest Book Club: Great reads for change with Seattle's hip-hop professor](#).

MEMORANDUM

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

I. Student Success

- As part of a larger district effort to honor the accomplishments of the Class of 2020, South Seattle College held a “Can’t Stop Us!” drive-through event for graduates on June 25. Nearly 100 graduates attended as they traveled a route dotted with encouraging signs and other festive elements. Limited staff were in attendance to run the event and cheer our graduates on, including President Rimando-Chareunsap, members of her cabinet, and Student Life employees. A similar event was held for the Career Link high school completion program graduates the week prior.

II. Institutional Excellence

- South’s Food Pantry, launched to support students experiencing food insecurity, has shifted gears due to the pandemic. The team has started delivering produce to students’ homes and follows public health guidelines for contactless delivery. The team is also connecting students with alternative food bank resources in the region.

III. Financial Health

- In a time of increasing budget challenges brought on by the pandemic and longer-term enrollment declines in the community college system, South has been focused on keeping the campus community informed and finding new ways to explore budget reduction strategies. College leadership and College Council have worked closely to hold campus-wide virtual budget forums through Spring, President Rimando-Chareunsap is providing in-depth weekly budget updates via email, and President’s Cabinet is holding dedicated budget meetings each week (which includes bringing deans into the conversation for cross-departmental creative thinking).

IV. Pride Points

- President Emeritus Gary Oertli was honored by the UW Alumni Association with their 2020 Distinguished Service Award, and an article was published on his history as a leader in higher education, including his contributions to South and the Seattle Colleges district. The article can be accessed at <https://magazine.washington.edu/feature/a-lifetime-of-leadership/>.