



Seattle Colleges

2020-2021

Preliminary Budget Presentation

Choi Halladay, *Vice Chancellor for Finance & Operations*



SEATTLE COLLEGES

Central · North · South

Revenue

Revenues	District 2021 Budget	Central 2021 Budget	North 2021 Budget	South 2021 Budget	2020 District Actuals (Adj)	Change	
State Funding					84,918,116	(6,600,703)	-7.8%
Base Allocation	49,544,010	19,065,236	14,127,892	16,350,882			
M&O Transfer from Capital Budget	925,800	595,150	330,650				
Earmarks, Provisos, and Safe Harbor	27,847,603	11,602,779	7,720,697	8,524,127			
Tuition							
Operating Fees	28,814,909	10,989,608	10,714,701	7,110,600	30,034,496	(1,219,587)	-4.1%
Local Funds							
Running Start	10,331,060	4,428,335	3,402,725	2,500,000	11,170,899	(839,839)	-7.5%
Net International Program Revenue	6,300,895	3,572,978	1,727,917	1,000,000	9,812,067	(3,511,172)	-35.8%
Other Local Revenues	4,885,544	-	4,285,544	600,000	3,362,940	1,522,604	45.3%
Non Recurring Revenues							
Local Reserves/Fund Balance	10,456,882	4,667,241	5,789,641		6,287,291	4,169,591	66.3%
Sales of Property	-	-					
Other Non-Recurring Revenues	3,617,000	2,317,000		1,300,000	4,787,347	(1,170,347)	-24.4%
Furlough Savings	320,444			320,444	-	320,444	
Total Revenue	143,044,147	57,238,327	48,099,767	37,706,053	150,373,156	(7,329,009)	-4.9%



Major Changes for Revenue

- ▶ Recurring Revenue: Down by \$10.9M
- ▶ Non-Recurring Revenue: Up mainly due to use of GEER, CARES, and Local Reserve
- ▶ Overall Revenue is down by 4.9%, however, if Reserves as Revenue is discounted, revenue is down by 14% from previous year

State Funding Allocation

- ▶ Projection for Major Reduction due to COVID Tax Collection decline
- ▶ For HB2158 Fund, continued less revenue than needed to fully fund programs
- ▶ Total Decline: \$6.6M

Tuition, Running Start, International Education Revenue

- ▶ Tuition reliant on enrollment, heavy challenges
- ▶ Running Start reliant on FTE
- ▶ International Education: Difficult because of COVID and national policies

Expenditures by Category

	District	Central	North	South	2020 District		
Expenditures by Category	2021 Budget	2021 Budget	2021 Budget	2021 Budget	Actuals (Adj)	Change	
Wages and Benefits	103,182,083	45,184,748	35,095,304	22,902,031	128,102,442	(24,920,359)	-19.5%
Goods and Services	12,077,595	3,952,566	4,144,745	3,980,284	16,220,639	(4,143,043)	-25.5%
Contracts	504,478	373,097	22,200	109,181	388,732	115,746	29.8%
Capitalized Equipment	686,978	202,277	346,557	138,144	1,897,441	(1,210,463)	-63.8%
Grants to Students	4,631,422			4,631,422			
Transfers to Local Funds	(1,518,208)	(1,445,048)	(73,160)		2,180,334	(3,698,542)	-169.6%
Travel	75,379			75,379	304,810	(229,431)	-75.3%
Transfer from Student Government	(65,021)			(65,021)	-	(65,021)	
Interagency Reimbursement	(302,758)			(302,758)	-	(302,758)	
Transfers to Local Funds (Capital Transfer)	(396,800)			(396,800)	-	(396,800)	
Transfer For District Office Operations	22,759,509	8,568,246	7,557,072	6,634,191			
Other Expenditures	1,409,490	402,441	1,007,049	-	\$ 1,278,759	130,731	10.2%
Total Expenditures	143,044,147	57,238,327	48,099,767	37,706,053	150,373,156		

Expenditures by Dept/Division

	District 2021 Budget	Central 2021 Budget	North 2021 Budget	South 2021 Budget	2020 District Actuals (Adj)	Change	
Expenditures by Dept/Div							
Instruction	67,933,035	27,510,877	24,471,461	15,950,697	88,321,611	(20,388,576)	-23.1%
Instructional Support	9,335,730	4,186,384	3,672,749	1,476,597	13,178,576	(3,842,846)	-29.2%
Library	2,576,599	1,155,848	842,633	578,118	2,957,012	(380,413)	-2.4%
Student Services	15,137,326	6,474,144	3,708,773	4,954,409	13,051,712	2,085,614	13.0%
Institutional Support	11,337,125	5,099,992	2,763,559	3,473,574	20,586,105	(9,248,980)	-27.5%
Facilities Maintenance	14,028,104	6,387,884	3,001,753	4,638,467	10,037,808	3,990,296	13.0%
Transfer For District Office Operations	22,759,509	8,568,246	7,557,072	6,634,191			
Other	(63,280)	(2,145,048)	2,081,768		2,240,332	(2,303,612)	-102.8%
Total Expenditures	143,044,147	57,238,327	48,099,767	37,706,053	\$ 150,373,156	(7,329,009)	-4.9%

Beyond the Numbers: Major Changes by Category

- ▶ Personnel
- ▶ Supplies/Travel/Training
- ▶ Other Expenses

Beyond the Numbers: Major Changes per College

- ▶ Central
- ▶ North
- ▶ South

District Office Changes

- ▶ Personnel
- ▶ Supplies/Travel/Training
- ▶ Other

SEATTLE COLLEGES DISTRICT BOARD OF TRUSTEES
October 7, 2020

STUDY SESSION	1:30 p.m.	Zoom
REGULAR SESSION	3:00 p.m.	Zoom

STUDY SESSION AGENDA

1:30 p.m. EXECUTIVE SESSION

- A. Negotiations Update
Exception (6) To plan or adopt the strategy or position to be taken during collective bargaining, professional negotiations, or grievance or mediation proceedings, or to review proposals made in on-going negotiations or proceedings.

- B. Chancellor's Evaluation
Exception (2) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee;

2:15 p.m. OPEN SESSION

- A. Budget Presentation **Tab 1**

REGULAR MEETING AGENDA

- 3:00 p.m. CALL TO ORDER**
- 3:00 p.m. ACTION / Approval of Agenda** **Tab 2**
- 3:00 p.m. WELCOME STUDENT BOARD REPRESENTATIVES**
Maryam Nuraliyeva, Seattle Central College
Leah Scott, North Seattle College
Mahsa Mohajeri, South Seattle College
- 3:05 p.m. PUBLIC COMMENTS**
- 3:20 p.m. PRESENTATION** **Tab 3**
Anti-Racist Remote Education at South
Presenters: Rosie Rimando-Chareunsap, President, South Seattle College;
Sayumi Irej, Vice President of Instruction, South Seattle College
- 3:35 p.m. ACTION ITEMS**
- A. Minutes from September 10, 2020 **Tab 4**
- B. Seattle Vocational Institute **Tab 5**
- a. Approval to enter into a contract with McKinstry and subcontractors that exceeds \$500,000.
- b. Approval to enter into an Interagency Agreement with the CDCPDA that extends to June 30, 2021 to provide building maintenance and to execute two capital improvements projects on their behalf
- c. Approval to transfer title of the Seattle Vocational Institute property to the CDCPDA.
- 3:45 p.m. INFORMATION ITEMS**
- A. Budget Report **Tab 6**
- B. FY20-21 Budget – First Reading **Tab 7**
- C. Equity Can't Wait Campaign **Tab 8**

4:20 p.m.

ORAL REPORTS

Written Reports-Tab 9

A. Student Board Representatives

1. Maryam Nuraliyeva, Seattle Central College
2. Leah Scott, North Seattle College
3. Mahsa Mohajeri, South Seattle College

4. Labor Union Representatives

1. Annette Stofer, AFT Seattle Community Colleges
2. Diane Ellis, WFSE
3. Cody Hiatt, AFT-SPS

5. Chancellor's Report

6. Chair's Report

7. Trustees

8. College Presidents, Vice Chancellors

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

5:00 p.m.

ADJOURNMENT

The next meeting of the Board of Trustees will be held on Thursday, November 12, 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.

ANTI-RACIST REMOTE EDUCATION

DR. ROSIE RIMANDO-CHAREUNSA, PRESIDENT

DR. SAYUMI IREY, VICE PRESIDENT OF INSTRUCTION

SOUTH SEATTLE COLLEGE, THE BEST COLLEGE

OCTOBER 7, 2020

WHAT IS ANTI-RACIST REMOTE EDUCATION?

- Quick discussion? - Please write a few words in chat.

ANTI-RACIST EDUCATION IS NOT:

- Status Quo: Achievement Gaps
- Static: Keeping Bad Tradition, just because...
- Racist
- Not a check-list

ANTI-RACIST REMOTE EDUCATION IS:

- **Paradigm Shift:** Be open to doing things differently; question our everyday procedures, policies, and assumptions
e.g., Faculty evaluations, Remote Student Intake Processes
- **Data-Centric:**
e.g., Program Viability Analysis
- **Action Oriented:** Not just writing plans, but implementing them with systematic support.

SOUTH STATEMENT OF TRANSFORMATION

Through a focus on anti-racist development and by caring about each member of our community, South will become the best choice for effective and adaptable student support, excellent remote learning, and distinctive professional/technical programs taught safely in-person.

WHAT IS SOUTH DOING?

- Razor-focused hiring, seeking Anti-Racist Educators
- Adding an Anti-Racist AAT Concentration, Emergent Teaching
- Better Distribution of Resources to Support Anti-Racist Work
- Intentional Succession Planning for BIPOC staff and faculty
- Questioning Procedures and re-writing them
- Anti-Racist Action Plans in Job Performance Evaluation

THREE RECOMMENDATIONS

- Hiring: Direct language for recruiting for Anti-racist educators and staff. (Direct Confrontation Principle)
- Cross mentoring and coaching among faculty and staff of color
(Power Distribution Principle)
- Shifting Resources
(Prioritization Principle)

REFERENCES

Gorski, P. (2019). Avoiding Racial Equity Detours.

<http://www.edchange.org/publications/Avoiding-Racial-Equity-Detours-Gorski.pdf>

Irey, S. (2005). *Educator Identity Development Model*. Presented at 15th annual conference of the Diversity Challenge. Boston College, Boston, MA.

SEATTLE COLLEGES DISTRICT BOARD OF TRUSTEES
September 10, 2020

STUDY SESSION	1:30 p.m.	Zoom
REGULAR SESSION	3:00 p.m.	Zoom

STUDY SESSION NOTES

1:30 p.m. EXECUTIVE SESSION

- A. Negotiations Update
Exception (6) To plan or adopt the strategy or position to be taken during collective bargaining, professional negotiations, or grievance or mediation proceedings, or to review proposals made in on-going negotiations or proceedings.

- B. Chancellor's Evaluation
Exception (2) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee;

REGULAR MEETING MINUTES

CALL TO ORDER

Chair Hill called the meeting to order at 3:06pm.

ATTENDANCE: Shouan Pan, Steve Hill, Rosa Peralta, Teresita Batayola, Louise Chernin, Rebecca Hansen, Lilia Fomai, Chemene Crawford, Sheila Edwards Lange, Rosie Rimando-Chareunsap, D'Andre Fisher, Derek Edwards, Tracy Lai, Pete Lortz, Chris McDivit, Julioenne DeGeyter, Cindy Riche, Annette Stofer, Choi Halladay, Diane Ellis, Jennifer Dixon, Kurt Buttleman, Jered Blitz, Erin Lewis, Steve Leahy, Kerry Howell, Toni Stankovic, Cody Hiatt, Terence Hsiao, Traci Russell, Vince Offenback, Maryam Nuraliyeva, Tim Collins,

ACTION / Approval of Agenda

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

PUBLIC COMMENTS

Tracy Lai, a tenured instructor at Central, addressed the board. She shared her experience teaching Pacific NW History this summer. She noted that students need access to counseling services. She encouraged expanded investment in instruction.

PRESENTATION

Equity, Diversity, and Inclusion: A view of the North Star

Presenter: D'Andre Fisher, associate vice president Equity, Diversity and Inclusion

Chemene Crawford introduced a presentation about the ways NSC is leading with equity in mind. D'Andre Fisher highlighted connections to indigenous groups and opportunities for indigenous students. The Brotherhood Initiative encourages connection with men of color. Virtual holding and action spaces have been held for staff and students. NSC is working to cultivate the BIPOC community at the college and strengthen connections and inclusiveness for all types of diversity on campus. The work of the Equity & Welcome Center was also highlighted. TRIO student support services contribute to the success of underrepresented students and helps address achievement gaps. The Title III Grant also dries the college to lead with equity. D'Andre also shared excerpts from the Annual Diversity Data Report.

ACTION ITEMS

A. Minutes from July 9, 2020

Trustees reviewed the regular meeting minutes from July 9. **Trustee Peralta made a motion to approve the minutes. Trustee Batayola seconded. The motion passed 4-0.**

B. Minutes from July 23, 2020

Trustees reviewed the special meeting minutes from July 23. **Trustee Chernin made a motion to approve the minutes. Trustee Peralta seconded. The motion passed 4-0.**

C. FY20-21 Budget Extension

The board previously extended the budget through September. Today, Chancellor Pan requested that the board extend the budget again until November 2020. A preliminary budget will be presented in October, and a budget will be on the agenda for approval in November. **Trustee Chernin made a motion to approve the budget extension until November 2020. Trustee Peralta seconded. The motion passed 4-0.**

D. NSC Parking System

Trustee Peralta made a motion to approve (insert three parts here). Trustee Batayola seconded. The motion passed 4-0.

E. Emeritus Status: Andrea Insley

Trustee Batayola made a motion to approve Emeritus Status for Andrea Insley. Trustee Peralta seconded. The motion passed 4-0.

INFORMATION ITEMS

A. Budget Report

i. FY19-20 Year-End Financial Report

We did not meet projections in revenue for the fiscal year, there was a shortfall of about 5%. International enrollment is a major factor in the shortfall. Vice Chancellor Halladay also reported on expenditures. The areas that went over are largely related to COVID-19 spending.

ii. Capital Budget Balances Report

Vice Chancellor Halladay reviewed spending to date on various capital projects.

B. Enrollment Reports

i. Summer Enrollment Report

Kurt Buttleman summarized enrollment numbers from each of the colleges for Summer quarter.

ii. Annual Enrollment Report

Kurt Buttleman outlined historical shifts in the state funding model and explained our enrollment trends and impacts on our budget.

ORAL REPORTS

A. Labor Union Representatives

Annette Stofer, AFT Seattle Community Colleges, submitted a written report. She thanked the group for the conversation about our financial practices and highlighted impact on the faculty.

Diane Ellis, WFSE, did not have anything to report.

Cody Hiatt, AFT-SPS, shared that AFT-SPS has agreed to a one-year extension of the current contract.

B. Chancellor's Report

Chancellor Pan highlighted work being done to recruit working adults. He also reported on fundraising for COVID-19 Emergency Funds. Vice Chancellor Kerry Howell gave a report on the Equity Can't Wait campaign.

C. College Presidents, Vice Chancellors

Chemene Crawford, North Seattle College

Rosie Rimando-Chareunsap, South Seattle College

Ballot box

Metro service resumes September 15

Some in-person in specific programs

Kurt Buttleman, Vice Chancellor of Academic and Student Success, reminded the board that our go live date for ctcLink is February 22, 2021. Staff is busi with data validation. Seattle Promise virtual Readiness Academies are happening next week.

Jennifer Dixon, Vice Chancellor of Human Resources, introduced Tim, the new HR Director at South.

D. Trustee Reports

Teresita Batayola, extraordinary efforts during unprecedented times. Facing a pandemic and the Black Lives Matter movement.

INFORMATION ITEMS CONTINUED

A. Board Self-Evaluation

Discussed gathering responses from the braoder community.

ADJOURNMENT

The meeting adjourned at 5:08pm.

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.

TO: Board of Trustees
FROM: Shouan Pan
SUBJECT: Seattle Vocational Institute Property Transfer
Date: October 7, 2020

We are requesting Board approval to enter into an interagency Agreement with the Central District Community Preservation and Development Authority (CDCPDA) to facilitate transfer of the title of the Seattle Vocational Institute. The agreement includes major repairs that exceed \$500,000. The agreement has been reviewed and approved by the Department of Enterprise Services and our Assistant Attorney General.

Background

Starting in 2016, Seattle Central has been working with community members and legislators to transfer title of the Seattle Vocational Institute to community ownership. In 2018, the Legislature authorized the creation of a Central District Community Preservation and Development Authority (CDCPDA) and directed Seattle Colleges District VI to transfer title to it. In June of this year, a board of directors for the CDCPDA was formed.

The CPD CPDA board leadership has requested transfer of title on October 16, 2020. As they do not have staffing yet, the transfer is contingent upon the assistance of Seattle Central on the following:

- Thru the end of the fiscal year (June 30, 2021), college staff would continue maintaining the building;
- Seattle Central would initiate in October two main repairs on the building which the CDCPDA would pay for (parking lot repairs and repaving - \$110,000 and 6th floor repairs to HVAC system and heat pump - \$950,000); and
- Seattle Central would negotiate a new cell tower lease with AT&T and then assign it to the CDCPDA

The leadership team at Seattle Central is prepared to perform those tasks, provided that the college's out of pocket expenditures and staff expenses are reimbursed by the CDCPDA. The terms for reimbursement and payment are detailed in the Interagency Agreement and the Transition Plan Agreement.

The proposed Interagency Agreement accompanies this memo. It provides that the CDCPDA would be responsible for reimbursing the college monthly for all project costs and maintenance staff services. The Transition Plan Agreement is also included. It details the terms on which the title would be transferred to the CDCPDA.

Requested Approvals

Seattle Central requests:

1. Approval to enter into a contract with McKinstry and subcontractors that exceeds \$500,000 and therefore must be approved by the Trustees.
2. Approval to enter into an Interagency Agreement with the CDCPDA that extends to June 30, 2021 to provide building maintenance and to execute two capital improvements projects on their behalf.
3. Approval to transfer title of the Seattle Vocational Institute property to the CDCPDA.

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



Shouan Pan, Ph.D.
Chancellor

**INTERAGENCY AGREEMENT
BETWEEN
SEATTLE CENTRAL COLLEGE
AND
CENTRAL DISTRICT COMMUNITY PRESERVATION & DEVELOPMENT AUTHORITY**

This Agreement is made and entered into by and between the Seattle Central College, referred to as SCC, located at 1701 Broadway, Seattle, WA 98122 and the Central District Community Preservation & Development Authority, referred to as the CDCPDA and is issued pursuant to the Interlocal Cooperation Act, chapter 39.34 RCW.

1. PURPOSE

The purpose of this Agreement is to provide for an orderly transition of ownership of the Seattle Vocational Institute (SVI) building and associated property and to ensure that repair and remodeling of the building and grounds proceeds in a timely manner. The CDCPDA, being newly chartered by the Washington State Legislature and having received a capital budget appropriation to fund repairs to the SVI, desires to partner with SCC to contract for those repairs. It is the intent of both parties to this Agreement that SCC project management services on capital repairs to the SVI shall be of short duration. The CDCPDA shall seek out its own consultants and project managers to replace the SCC project management staff in directing the capital repairs to the building and grounds.

2. STATEMENT OF WORK

The SCC shall furnish the necessary personnel, equipment, material and/or service(s) and otherwise do all things necessary for or incidental to the performance of work set forth in **Exhibit "A"** attached and incorporated herein.

3. PERIOD OF PERFORMANCE

Subject to its other provisions, the period of performance of this Agreement shall commence on October 15th, 2020, and be completed no later than June 30th, 2021, unless terminated sooner as provided in this Agreement, or extended through a properly executed amendment.

4. COMPENSATION

Compensation for the work provided in accordance with this Agreement has been established under the terms of chapter 39.34.130 RCW. The parties have estimated that the cost of accomplishing the capital projects (see Attachment A) work herein will not exceed \$1,200,000. Payment for satisfactory performance of the work shall not exceed this amount unless the parties mutually agree to a higher amount prior to the commencement of any work that will cause the maximum payment to be exceeded. Compensation for services shall be based on the hourly compensation rates by job role outlined in Exhibit B, or in the case of the capital projects outlined in Exhibit A, by a project fee of five percent (5%) of the cost of goods and services for the individual capital project. Compensation will be in accordance with the following terms.

4. BILLING PROCEDURES

The SCC shall submit invoices monthly. Payment for approved goods and/or services will be made by check, warrant or account transfer within 30 days of receipt of the invoice. Upon expiration of the Agreement, invoices shall be paid, if received within 30 days after the expiration date. However, invoices for all work done within a fiscal year must be submitted within 30 days after the end of the fiscal year. Invoices unpaid after 30 days will accrue interest at one percent per month.

6. BILLING DETAIL

Each invoice voucher submitted to CDCPDA by the SCC shall include such information as is necessary for the CDCPDA to determine the exact nature of all expenditures. At a minimum, the SCC shall specify the following:

- a. SCC Agreement Number _____.
- b. The incurred expense for services provided by vendors to SCC for the prior month for each capital repair project or maintenance and operation task appearing on Schedule A to this agreement.
- c. For SCC employees performing work on any capital repair project or maintenance and operation task appearing on Exhibit A, the total number of hours each employee spent in the prior month. SCC shall provide an hourly rate for each employee performing this work.
- d. The total amount of taxes paid.
- e. The total invoice charge.

7. DUPLICATION OF BILLED COSTS

The SCC shall not bill the CDCPDA for services performed under this contract, and the CDCPDA shall not pay the SCC, if the SCC is entitled to payment or has been or will be paid by any other source, including grants, for that service.

8. FUNDING CONTINGENCY

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Agreement and prior to completion of the work in this Agreement, the CDCPDA may:

- a. Terminate this Agreement with 30 days' advance notice. If this Agreement is terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.
- b. Renegotiate the terms of the Agreement under those new funding limitations and conditions,
- c. After a review of project expenditures and deliverable status, extend the end date of this Agreement and postpone deliverables or portions of deliverables, or

d. Pursue such other alternative as the parties mutually agree to writing.

9. AMENDMENT

This Agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

10. ASSIGNMENT

The work to be provided under this Agreement, and any claim arising under this Agreement, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

11. ASSURANCES

The parties agree that all activity pursuant to this Agreement shall be in accordance with all applicable federal, state and local laws, rules, and regulations as they currently exist or as amended.

12. CONTRACT MANAGEMENT

The contract manager for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Agreement.

The Contract Manager for Seattle Central College is:	The Contract Manager for <i>(e.g., State CDCPDA abbreviation, etc.)</i> is:
<p><u>Lincoln Ferris, Interim VP of Admin Services</u> _____</p> <p><u>Seattle Central College</u> (State CDCPDA's Name)</p> <p><u>1701 Broadway, Suite 4180, Seattle WA 98122</u> (Contract Manager's Address)</p> <p>_____ (Contract Manager's Address)</p> <p>Phone: (206) 934-3169 FAX: (____) _____ E-Mail: lincoln.ferris@seattlecolleges.edu</p>	<p>_____ (Contract Manager's Name & Title)</p> <p>_____ (State CDCPDA's Name)</p> <p>_____ (Contract Manager's Address)</p> <p>_____ (Contract Manager's Address)</p> <p>Phone: (____) _____ FAX: (____) _____ E-Mail: _____</p>

13. DISPUTES

In the event that a dispute arises under this Agreement, either of the parties may request intervention by the Governor, as provided by chapter 43.17.330 RCW, in which event the Governor's process will control.

The cost of resolution will be borne as allocated by the Governor.

14. GOVERNING LAW AND VENUE

This Agreement shall be construed and interpreted in accordance with the laws of the state of Washington and the venue of any action brought under this Agreement shall be in Superior Court for King County.

15. INDEPENDENT CAPACITY

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

16. MAINTENANCE OF RECORDS

- a. The parties to this Agreement shall each maintain books, records, documents and other evidence that sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the service(s) described herein. These records shall be subject to inspection, review or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration of agreement. The Office of the State Auditor, Federal Auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.
- b. If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.
- c. Records and other documents, in any medium, furnished by one party to this Agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available any confidential information to any third parties without first giving notice to the furnishing party and giving it a reasonable opportunity to respond. Each party will utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties. However, the parties acknowledge that State Agencies are subject to chapter 42.56 RCW, the Public Records Act.

17. ORDER OF PRECEDENCE

In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- a. Applicable state and federal statutes, and local laws, rules and regulations;
- b. Statement of Work;
- c. Exhibits and Appendices – list separately; and
- d. Any other provisions of the agreement, including materials incorporated by reference.

18. RESPONSIBILITIES OF THE PARTIES

Each party to this Agreement hereby assumes responsibility for claims and/or damages to persons and/or property resulting from any act or omissions on the part of itself, its employees, its officers, and its agents. Neither party assumes any responsibility to the other party for the consequences of any claim, act, or omission of any person, CDCPDA, firm, or corporation not a part to this Agreement.

19. SEVERABILITY

If any term or condition of this Agreement is held invalid, such invalidity shall not affect the validity of the other terms or conditions of this Agreement.

20. TERMINATION FOR CAUSE

If for any cause either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within 15 working days. If the failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other.

21. TERMINATION FOR CONVENIENCE

Either party may terminate this Agreement upon 30 calendar days' prior written notification to the other party. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

22. WAIVER

A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement. Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Agreement unless stated to be such in writing and signed by personnel authorized to bind each of the

parties.

23. ALL WRITINGS CONTAINED HEREIN

This Agreement contains all the terms and conditions agreed upon by the parties. No other understanding, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

IN WITNESS WHEREOF, the parties have executed this Agreement.

State of Washington
Seattle Central College

State of Washington
CDCPDA

(Signature) (Date)

(Signature) (Date)

Sheila Edwards Lange
(Print Name)

(Print Name)

President
(Title)

(Title)

APPROVED AS TO FORM ONLY

Derek Edwards October 2, 2020
Assistant Attorney General (Date)
Office of the Attorney General

EXHIBIT A STATEMENT OF WORK

The SCC shall provide capital repair project services and maintenance and operation services thru June 30th, 2021. The SCC shall provide progress reports on the capital repair projects no less than quarterly to the CDCPDA. This work shall include:

CAPITAL REPAIR PROJECTS

- 1) Sixth (6th) floor Repairs. Replace existing PVC piping in the HVAC systems that are in danger of failing; replace the obsolescent low-voltage wiring and replace it with CAT-5 cabling; and replace the water-damaged suspended ceiling tiles.
- 2) Sixth (6th) floor Heat Pump Replacement. Replace those heat pumps which are broken or performing poorly and tune the HVAC system to perform as efficiently as possible.
- 3) Repairing and Recoating the SVI Parking Lot. Repair heaved asphalt, fill cracks, re-stripe and otherwise bring the lot up to normal standards for a state-owned building.

BUILDING OPERATIONS & MAINTENANCE TASKS

- 1) Transfer at earliest feasible date the responsibility for the following utilities to the CDCPDA:
 - a. Seattle City Light
 - b. Seattle Public Utilities
 - c. Recology (waste and recycling management)
 - d. Puget Sound Energy
- 2) SCC to maintain janitorial service for SVI building, which includes SCC custodial staff and service vendors thru June 30th, 2021 or at any earlier date where the CDCPDA is willing to assume responsibility.
- 3) SCC to provide graffiti removal and keep in place existing grounds service agreements with third parties thru June 30th, 2021 or at any earlier date where the CDCPDA is willing to assume responsibility.
- 4) SCC to perform as needed building maintenance services for the building as well as roof repairs until any mutually agreed to resurfacing, renovation or improvements to the roof is completed.
- 5) SCC to maintain the Guardian Security contract servicing the SVI building from October 1st, 2020 until June 30th, 2021. Guardian Security is the vendor for Alarm Monitoring: (206) 323-2400 Guardian Security is also responsible in sending the First Responder (they are in contract with Guardian) if any alarm trips. Prior to execution of this Agreement, SCC renewed the annual order for Alarm Monitoring from July 1st, 2020 through September 30th, 2020.

- 6) SCC will extend the Eltec elevator service until June 30th, 2021.
- 7) SCC will maintain the existing level of internet service provided to the SVI building, including connection of the SVI server(s) to the Seattle Colleges District hub at the District's headquarters until June 30th, 2021.
- 8) Seattle Colleges District information technology staff will maintain in good working order the SCC data switch gear located at SVI until June 30th, 2021 or the date on which the CDCPDA is able to purchase and replace this equipment, whichever occurs first.

EXHIBIT B
RATE SCHEDULE FOR SCC STAFF SERVICES

Custodial Staff	\$28/hour
Building Engineers	\$40/hour
Security Officer	\$36/hour
Capital Project Manager	\$60/hour
Graffiti Removal	\$1000/month
Elevator Maintenance	\$685/month
Grounds keeping	\$500/month
Unanticipated Repairs	To be billed at cost

**TRANSITION PLAN AGREEMENT BETWEEN
SEATTLE CENTRAL COLLEGE AND
THE CENTRAL DISTRICT COMMUNITY PRESERVATION AND DEVELOPMENT
AUTHORITY**

GENERAL CONDITIONS

The Seattle Central College (SCC) and Central District Community Preservation and Development Authority (CDCPDA) hereby agree as follows:

AT&T's Antennas:

Seattle Central College shall negotiate a renewal of the AT&T lease on terms beneficial to the CDCPDA. Said renewal terms are to be reimbursed at market rate for comparable urban antennae locations and significant cost-sharing on repair or replacement of the existing SVI roof to ensure its integrity for the life of the lease renewal term. In the event that the terms offered by AT&T are not acceptable to the CDCPDA, SCC shall negotiate a timetable with AT&T for the removal of AT&T's antennas.

Low Income Housing Institute (LIHI) use of the SVI parking lot and building: SCC shall terminate, prior to the transfer of title to the CDCPDA, the permission that SCC granted to LIHI and Pastor Lawrence Willis for their use of the SVI parking lot and building. This is required in order to allow the CDCPDA to implement its plans for construction and renovation of the SVI building and parking lot. SCC will ensure that all keys issued to LIHI and Pastor Lawrence Willis for accessing the SVI building are collected and/or disabled in order to prevent future access. SCC will also ensure that all materials and debris on the SVI property that belongs to or that was generated by LIHI and Pastor Willis is removed from the SVI property prior to transfer of title. The CDCPDA will decide after it completes its improvements whether the LIHI activities can continue.

Estimated Available Funding for SVI Renovation, Improvements and Maintenance

Source	Original Appropriation	Expended to Date by CDCPDA
WA State Capital Approp.	\$1,300,000	\$0.00
City of Seattle Approp.	\$200,000	\$0.00
<i>Total Available Project Funds</i>	\$1,500,000	

SVI BUILDING IMPROVEMENT AND MAINTENANCE PLAN

FIRST PRIORITY OF THE SCC AND CDCPDA TRANSITION PLAN AGREEMENT

SCC and the CDCPDA concur that work should commence on repairs and capital improvements to the SVI Building prior to transfer of title. The projects described below are listed in order of priority. SCC agrees to initiate on behalf of the CDCPDA projects numbered one (1) and two (2) from the list below prior to transfer of title. Payment of the costs directly associated with these projects is solely the responsibility of the CDCPDA

SCC and its assigned staff shall serve in the role of project managers and contracting agent on behalf of the CDCPDA. SCC shall bill the project budget at an hourly rate of \$150 per hour for project management services.

After title has been transferred and the CDCPDA has contracted with its own project manager, SCC shall relinquish its role as capital project manager.

The CDCPDA may, at its election, ask the SCC to initiate additional capital improvements from the list below, up until the date of title transfer, should the CDCPDA secure additional capital project and repair funding.

1. Prior to the transfer of title, SCC will contract for renovation and repair of the mechanical system improvements required for the sixth (6th) floor of the SVI building. SCC and CDCPDA further agree that SCC will assign the mechanical contractors' agreement and CDCPDA will accept said assignment to complete these mechanical system improvements after transfer of title.
2. SCC will contract for leveling and resurfacing the asphalt parking lot of the SVI building. SCC and CDCPDA further agree that SCC will assign the paving contractors' agreement and CDCPDA will accept said assignment to complete the paving improvements after transfer of title.

**SVI BUILDING MAINTENANCE PLAN SECOND PRIORITY
OF THE
SCC AND CDCPDA TRANSITION PLAN AGREEMENT BUILDING
MAINTENANCE**

SCC will enter into an Interagency BUILDING MAINTENANCE Contract with the CDCPDA to perform the building maintenance work on the items described below. SCC will endeavor to expend all available funds under the existing Interagency Agreement with the Department of Commerce for the maintenance of the SVI building.

The CDCPDA shall reimburse the SCC for all out of pocket expenditures, utility payments and staff services performed under the Interagency Building Maintenance Contract. SCC will bill the CDCPDA on a monthly basis for services performed and expenses incurred.

The CDCPDA will seek additional funds for these items from the City of Seattle and King County for fiscal period 2021. The building maintenance items are, in the case of utilities and outside services, to be contracted for by SCC or, in the case of normal and customary custodial, building maintenance and groundskeeping, or performed by SCC from 10/1/2020 to 6/30/2021.

Should the CDCPDA be unable to secure additional funding, SCC shall have the right to terminate the Interagency Building Maintenance Contract when the funds available to the CDCPDA are exhausted.

The CDCPDA and SCC agree that the following services and utilities shall be incorporated into the Interagency Building Maintenance Contract:

1. Seattle City Light.
2. Seattle Public Utilities.
3. Recology (waste and recycling management).
4. Puget Sound Energy.
5. SCC to maintain janitorial service for SVI building, which includes SCC custodial staff and service vendors.
6. Graffiti removal and grounds service agreement.
7. SCC to remove all office files & materials from inside the building and all wood pallets & debris from parking lot before 11/1/2020.

TRANSITION PLAN AGREEMENT
BETWEEN SEATTLE CENTRAL COLLEGE AND THE CENTRAL DISTRICT COMMUNITY
PRESERVATION AND DEVELOPMENT AUTHORITY

8. BUILDING SECURITY: SCC to pay 9 months of estimated **Guardian Security** charges to maintain building from 10/1/2020 until 6/30/2021. Guardian Security is the vendor for Alarm Monitoring: (206) 323-2400 Guardian Security is also responsible in sending the First Responder (they are in contract with Guardian) if any alarm trips occurred. Guardian Security is also responsible for dispatching the Seattle Police Department in any burglar alarms. Contact security (206) 934-5442 for any alarm issues. **NOTE:** SCC renewed the annual order for Alarm Monitoring from 7/1/2020 through 9/30/2020.
9. Eltec elevator service and monitoring and Guardian Fire Alarm monitoring through 6/30/2021.
10. Cross Connection control and backflow testing certification, and related testing through 6/30/2021.
11. SCC will maintain the existing level of internet service provided to the SVI building, including connection of the SVI server(s) to the Seattle Colleges District hub at the District's headquarters until 6/30/2021.
12. Seattle Colleges District information technology staff will maintain in good working order the SCC data switch gear located at SVI until 6/30/2021 or the date on which the CDCPDA is able to purchase and replace this equipment, whichever occurs first.

MEMORANDUM

TO: Board of Trustees

FROM: Choi Halladay

DATE: October 8, 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 August 31, 2020.

Recommendation

It is recommended that this item be received as information only.

Submitted by:



Choi Halladay
Vice Chancellor of Finance & Operations

Transmitted to the Board with a favorable recommendation.



Dr. Shouan Pan
Chancellor

Financial Report
Period Ending August 31, 2020
Summary

- YTD figures for are not easily comparable this soon in the Fiscal Year
- Tuition and International is in line with projected reductions
- Differences in allocation numbers from college to college related to timing of accounting transactions
- Overall, South has had largest effect YTD of reduced enrollment and reduced spending

Operating Funds History and Projections

SEATTLE COLLEGES DISTRICT

FISCAL YEAR	YTD August 2019	YTD 08/30/2020	Change % YTD
SOURCES:			
State Allocation	\$ (8,131,686)	\$ (8,912,329)	10%
State Allocation/Capital	\$ -	\$ -	
		\$ -	
Local Revenues:		\$ -	
Tuition	\$ (5,067,336)	\$ (4,894,023)	-3%
Fees	\$ (1,881,690)	\$ (1,305,994)	-31%
Running Start	\$ (90)	\$ 589	-757%
International,IEL	\$ (5,964,174)	\$ (4,044,333)	-32%
Other	\$ (293,018)	\$ (210,669)	-28%
Revenue Transfers	\$ -	\$ (622,735)	
Use of Reserves	\$ -	\$ -	
SubTotal	\$ (13,206,306)	\$ (11,077,164)	-16%
Total	\$ (21,337,992)	\$ (19,989,493)	-6%

USES BY EXPENSE TYPE:

FISCAL YEAR	YTD August 2019	YTD 08/30/2020	Change % YTD
Salaries/Wages	\$ 13,707,797	\$ 13,503,143	-1%
Employee Benefits	\$ 4,909,969	\$ 4,912,600	0%
Contracted Services	\$ 27,939	\$ 170,423	510%
Supplies	\$ 1,973,647	\$ 1,519,281	-23%
Travel	\$ 58,624	\$ (609)	-101%
Equipment	\$ 40,205	\$ 520,966	1196%
Grants to Students	\$ (39,010)	\$ 41,602	-207%
Other	\$ 907,485	\$ (827,980)	-191%
DISTRICT TRANSFER			
Total	\$ 21,586,656	\$ 19,839,427	-8%

USES BY PROGRAM: *

EXPENSES BY PROGRAM	YTD August 2019	YTD 08/30/2020	Change % YTD
Instruction	\$ 10,266,222	\$ 9,515,558	-7%
Primary Support	\$ 2,570,294	\$ 2,304,974	-10%
Library	\$ 333,308	\$ 285,900	-14%
Student Svcs	\$ 2,097,120	\$ 1,845,506	-12%
Institutional Support	\$ 3,929,247	\$ 3,934,048	0%
Plant Ops. & Maint.	\$ 2,390,466	\$ 1,953,441	-18%
Grand Total	\$ 21,586,656	\$ 19,839,427	-8%

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

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

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

Library expenses are for library and educational media expenses

Student Services expenses are for advising, counseling, assessment and financial aid expenses

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

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

Operating Funds History and Projections

SEATTLE CENTRAL COLLEGE

FISCAL YEAR	YTD August 2019	YTD 08/30/2020	YTD
SOURCES:			
State Allocation	\$ (3,352,093)	\$ (5,938,247)	77%
State Allocation/Capital		\$ -	
Local Revenues:			
Tuition	\$ (1,657,051)	\$ (1,871,875)	13%
Fees	\$ (514,849)	\$ (367,998)	-29%
Running Start	\$ (17)	\$ (0)	-100%
International, IEL	\$ (3,264,134)	\$ (2,425,011)	-26%
Other	\$ (77,609)	\$ (30,319)	-61%
Revenue Transfers	\$ -	\$ 1,218	
Use of Reserves	\$ -	\$ -	
SubTotal	\$ (5,513,659)	\$ (4,693,985)	-15%
TOTAL	\$ (8,865,752)	\$ (10,632,232)	20%

USES BY EXPENSE TYPE:

FISCAL YEAR	YTD August 2019	YTD 08/30/2020	YTD
Salaries/Wages	\$ 5,013,952	\$ 5,037,226	0%
Employee Benefits	\$ 1,916,590	\$ 1,892,631	-1%
Contracted Services	\$ 26,613	\$ 6,210	-77%
Supplies	\$ 620,370	\$ 439,459	-29%
Travel	\$ 19,972	\$ (217)	-101%
Equipment	\$ 3,631	\$ 391,858	10692%
Grants to Students	\$ 4,030	\$ 13,360	232%
Other	\$ (37,837)	\$ (303,328)	702%
DISTRICT TRANSFER			
TOTAL	\$ 7,567,321	\$ 7,477,199	-1%

USES BY PROGRAM: *

EXPENSES BY PROGRAM	YTD August 2019	YTD 08/30/2020	YTD
Instruction	\$ 4,096,632	\$ 4,516,477	10%
Primary Support	\$ 710,022	\$ 610,816	-14%
Library	\$ 132,185	\$ 119,105	-10%
Student Svcs	\$ 949,918	\$ 793,875	-16%
Institutional Support	\$ 675,461	\$ 565,472	-16%
Plant Ops. & Maint.	\$ 1,003,104	\$ 871,453	-13%
Grand Total	\$ 7,567,321	\$ 7,477,199	-1%

* 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.

Operating Funds History and Projections

NORTH SEATTLE COLLEGE

FISCAL YEAR	YTD August 2019	YTD 08/30/2020	Change % YTD
SOURCES:			
State Allocation	\$ (2,503,542)	\$ (935,818)	-63%
State Allocation/Capital		\$ -	
Local Revenues:			
Tuition	\$ (1,737,067)	\$ (1,868,088)	8%
Fees	\$ (646,217)	\$ (613,213)	-5%
Running Start	\$ (73)	\$ 589	-906%
International, IEL	\$ (1,155,714)	\$ (660,271)	-43%
Other	\$ (26,154)	\$ (32,444)	24%
Revenue Transfers	\$ -	\$ -	
Use of Reserves	\$ -	\$ -	
SubTotal	\$ (3,565,225)	\$ (3,173,427)	-11%
TOTAL	\$ (6,068,766)	\$ (4,109,245)	-32%

USES BY EXPENSE TYPE:

FISCAL YEAR	YTD August 2019	YTD 08/30/2020	Change % YTD
Salaries/Wages	\$ 3,391,586	\$ 3,366,858	-1%
Employee Benefits	\$ 1,246,992	\$ 1,252,622	0%
Contracted Services	\$ (7,675)	\$ 7,000	-191%
Supplies	\$ 392,130	\$ 226,724	-42%
Travel	\$ 12,542	\$ (1,126)	-109%
Equipment	\$ 29,010	\$ 172,660	495%
Grants to Students	\$ 7,059	\$ 10,984	56%
Other	\$ 964,426	\$ (146,193)	-115%
DISTRICT TRANSFER			
TOTAL	\$ 6,036,069	\$ 4,889,529	-19%

USES BY PROGRAM: *

EXPENSES BY PROGRAM	YTD August 2019	YTD 08/30/2020	Change % YTD
Instruction	\$ 3,733,814	\$ 2,928,310	-22%
Primary Support	\$ 541,540	\$ 540,241	0%
Library	\$ 94,339	\$ 91,617	-3%
Student Svcs	\$ 493,748	\$ 410,556	-17%
Institutional Support	\$ 416,664	\$ 381,330	-8%
Plant Ops. & Maint.	\$ 755,964	\$ 537,475	-29%
Grand Total	\$ 6,036,069	\$ 4,889,529	-19%

* 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.

Operating Funds History and Projections

SOUTH SEATTLE COLLEGE

FISCAL YEAR	YTD August 2019	YTD 08/30/2020	YTD
SOURCES:			
State Allocation	\$ (2,276,051)	\$ (1,904,267)	-16%
State Allocation/Capital		\$ -	
Local Revenues:			
Tuition	\$ (1,673,218)	\$ (1,154,059)	-31%
Fees	\$ (555,589)	\$ (294,045)	-47%
Running Start	\$ -	\$ (0)	
International, IEL	\$ (1,544,326)	\$ (953,302)	-38%
Other	\$ (48,506)	\$ (15,358)	-68%
Revenue Transfers	\$ -	\$ -	
Use of Reserves	\$ -	\$ -	
SubTotal	\$ (3,821,639)	\$ (2,416,764)	-37%
TOTAL	\$ (6,097,690)	\$ (4,321,031)	-29%

USES BY EXPENSE TYPE:

FISCAL YEAR	YTD August 2019	YTD 08/30/2020	YTD
Salaries/Wages	\$ 3,096,501	\$ 2,465,592	-20%
Employee Benefits	\$ 1,069,347	\$ 950,548	-11%
Contracted Services	\$ 3,000	\$ 4,460	49%
Supplies	\$ 334,841	\$ 253,140	-24%
Travel	\$ 4,766	\$ -	-100%
Equipment	\$ 5,367	\$ 1,925	-64%
Grants to Students	\$ (50,098)	\$ 16,909	-134%
Other	\$ 6,980	\$ (349,402)	-5106%
DISTRICT TRANSFER**			
TOTAL	\$ 4,470,704	\$ 3,343,172	-25%

USES BY PROGRAM: *

EXPENSES BY PROGRAM	YTD August 2019	YTD 08/30/2020	YTD
Instruction	\$ 2,413,684	\$ 1,420,495	-41%
Primary Support	\$ 271,962	\$ 226,500	-17%
Library	\$ 74,312	\$ 36,933	-50%
Student Svcs	\$ 653,453	\$ 641,075	-2%
Institutional Support	\$ 450,687	\$ 483,264	7%
Plant Ops. & Maint.	\$ 606,606	\$ 534,906	-12%
Grand Total	\$ 4,470,704	\$ 3,343,172	-25%

* 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.

Operating Funds History and Projections

DISTRICT

FISCAL YEAR	YTD August 2019	YTD 08/30/2020	Change % YTD
SOURCES:			
State Allocation		\$ (133,996)	
State Allocation/Capital		\$ -	
Local Revenues:			
Tuition		\$ -	
Fees	\$ (165,034)	\$ (30,738)	-81%
Running Start	\$ -	\$ -	
International, IEL	\$ -	\$ (5,750)	
Other	\$ (140,749)	\$ (132,548)	-6%
Revenue Transfers	\$ -	\$ (623,953)	
Use of Reserves	\$ -	\$ -	
SubTotal	\$ (305,784)	\$ (792,989)	159%
TOTAL	\$ (305,784)	\$ (926,985)	203%

USES BY EXPENSE TYPE:

FISCAL YEAR	YTD August 2019	YTD 08/30/2020	Change % YTD
Salaries/Wages	\$ 2,205,758	\$ 2,633,467	19%
Employee Benefits	\$ 677,040	\$ 816,799	21%
Contracted Services	\$ 6,000	\$ 152,753	2446%
Supplies	\$ 626,307	\$ 599,958	-4%
Travel	\$ 21,344	\$ 734	-97%
Equipment	\$ 2,197	\$ (45,477)	-2170%
Grants to Students	\$ -	\$ 350	
Other	\$ (26,084)	\$ (29,057)	11%
DISTRICT TRANSFER	\$ -		
TOTAL	\$ 3,512,562	\$ 4,129,528	18%

USES BY PROGRAM: *

EXPENSES BY PROGRAM	YTD August 2019	YTD 08/30/2020	Change % YTD
Instruction	\$ 22,092	\$ 650,276	2844%
Primary Support	\$ 1,046,771	\$ 927,418	-11%
Library	\$ 32,472	\$ 38,245	18%
Student Svcs	\$ -	\$ -	
Institutional Support	\$ 2,386,435	\$ 2,503,982	5%
Plant Ops. & Maint.	\$ 24,792	\$ 9,607	-61%
Grand Total	\$ 3,512,562	\$ 4,129,528	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, 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.

MEMORANDUM

TO: Board of Trustees

FROM: Shouan Pan, Ph.D.
Chancellor

DATE: October 7, 2020

SUBJECT: Preliminary Budget for Fiscal Year 20-21

Background:

The preliminary budget for the 2020-21 Fiscal Year is presented for board review. It is a challenging fiscal time for the entire State of Washington and its citizens, and those issues are no less challenging for the Seattle Colleges. Overall, the budget shows a \$7.3M decrease from last year's actual expenditures. This represents a 4.9% overall decrease. As you will see, one-time and/or college reserves have been used to make up decreases from revenue sources.

Special care has been taken to decrease budgets in ways that attempt to minimize effects on student outcomes. The budget presented proposes to increase expenditures on Student Services at a time when additional student supports outside the classroom are needed to help them fully engage in learning while navigating a world that has negatively impacted many of them, particularly for BIPOC students who have been hit the hardest by Covid-19.

The speed of the economic changes in the state necessitated speed in the College's budgeting. There are many areas of the institution that still require thoughtful study, planning, and change. This budget should be thought of as a budget that triages the fiscal condition of the Colleges, while additional work in the upcoming year will help stabilize the fiscal condition of the Colleges.

The district administration understands the expectation of Board of Trustees to study and reduce current expenditures on administrative overhead. Though not reflected in this preliminary budget, it is noted here as a starting point for that work to begin, with the goal of beginning the implementation in the coming fiscal year, with proper benchmarking study and constituent engagement.

Recommendation:

It is recommended this item be received as information only.

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

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



Shouan Pan, Ph.D.
Chancellor

DRAFT 4

The Seattle Colleges | Equity Can't Wait



A campaign for social justice, economic opportunity and community recovery

Every year some 40,000 students enroll at North, South and Seattle Central Colleges. Motivations vary, but most are positioning themselves for better employment or further education. Among these students are the great majority of the city's Black, Latinx and Indigenous college students, students from immigrant and refugee families, and students who are older or have children.

KEY STATS ABOUT SEATTLE COLLEGES STUDENTS ACADEMIC YEAR 2018-2019								
44,015	>43%	28	16%	20%	48%	7%	36%	\$59K
students at Seattle Colleges	students of color	average student age	students under 20	students with children	first-generation college students	from immigrant and refugee families*	Students enrolled full-time	Median family income**

*An estimated 305 students at the Seattle Colleges have DACA status.

**For comparison, median family income for students at the University of Washington is \$113K.

Put simply, we are a principal engine of equity for our city. Our contribution is visible in the tens of thousands of Seattleites who have a two- or four-year degree or professional certificate from one of our schools. It is visible in the thousands who start their academic journey with us, then successfully transfer to institutions like the UW. In recent months, it is also indelibly visible in the faces of skilled Seattle Colleges-trained professionals who have carried our community through the pandemic: nurses, respiratory therapists, electricians, chefs, early childhood educators, and others.

SIDEBAR: Over the decade since the Great Recession, 49,239 students have completed credential, degree and transfer programs at the Seattle Colleges.

SIDEBAR: "Thinking about colleges: in my view, prestige comes from commitment to equity, opportunity, and excellence. It is not a point of high status to keep students out. Rather, it is high-status letting them in and even taking students who haven't had the greatest high school education, who don't have the highest SAT scores, and giving them a high-quality education." — Bill Gates, Bill & Melinda Gates Foundation

Students impelled to enroll at the Seattle Colleges during and after the Great Recession have found it time and money well spent. A national research paper published in 2020 in the MIT journal *Education Finance and Policy* found that "associate's degrees and to a slightly lesser extent long certificates [professional certifications taking a year or longer] both appear to increase the likelihood and stability of employment, for both genders. Students who earned either type of credential were more likely to be employed at all, more likely to be employed year round, and less likely to file an unemployment claim than they would have been had they not earned a credential."

■ SUCCESS...YET NOT ENOUGH

We're proud of our accomplishments. But we're not remotely satisfied. Too many of our students, particularly from communities of color, don't make it through.

PROGRAM COMPLETION RATE AFTER FOUR YEARS* SEATTLE COLLEGES STUDENTS		
48%	60%	12%
historically-underserved students of color	other students	Equity gap

*cohort entering academic year 2015-2016. Note: we're seeking more finely disaggregated data about students of color.

Our institutions, now 50 years old, are children of the Civil Rights movement and Great Society ideals. If that era's aspiration was that success would derive from the content of one's character and not the color of one's skin, then our country, our community, and the Seattle Colleges have fallen short.

A bold campaign for our students. Because equity can't wait.

SIDEBAR (proposed quote): "Together, the coronavirus and the killing of George Floyd have exposed cruel, deep-rooted injustice in our society. As we repair and rebuild our community, we must authentically address those inequities, not just paper them over. The Seattle Colleges can and will play a vital part." — Dr. Sheila Edwards Lange, President, Seattle Central College

Politically, economically, culturally: it's a time of immense churn. No one can say with confidence what next year will bring, or even next month, except this: If things go badly, those likeliest to be hurt will be those living at our community's margins. Lower-income people. Black and Brown people. Other people of color.

Of this there's plenty of recent evidence. A [July 2020 report of the Washington Roundtable](#) found that, over the course of the pandemic, younger workers, people of color, and people with no postsecondary credential have lost jobs at rates 25 to 50 percent higher than holders of bachelor's degrees.

"The Seattle Colleges can and must be a place for those upended in today's crises to regroup, re-skill, and ultimately reweave their lives – and our community," says South Seattle College President Dr. Rosie Rimando-Chareunsap.

The Equity Can't Wait Campaign is a vehicle to contribute to tangible, constructive change in the life and career prospects of people too long excluded from opportunity. It's a way to give fuller substance to our city's progressive ideals.

Our local economy is reeling now, but it will recover. And, in the years just ahead, the Washington Roundtable projects hundreds of thousands of new jobs, 60 to 70 percent of which will require a post-secondary credential. Equity insists that many of these jobs go to local people, as part of creating a new, genuinely inclusive prosperity.

This will require philanthropy that is a quantum leap over the past, so that our students can enjoy a measure of what the community invests in peers at other institutions of higher learning. As the chart shows, the gulf is considerable.

ESTIMATED PRIVATE PHILANTHROPY PER STUDENT*		
\$52,083	\$7,232	\$833
Average, public four-year college	Average, private four-year college	Average, public 2-year college

*Based on a New York Times analysis, <https://nyti.ms/2RKgTJO>.

There are three goals we must reach with urgency as part of our \$50 million campaign:

<p>SUPPORT STUDENTS. \$20 million With scholarships and safety net grants. With high-quality academic advising, tutoring, mentoring, counseling and peer support. With essential learning technology.</p>	<p>SUPPORT INNOVATION. \$10 million In programs and curricula. In teaching. In how we support students.</p>	<p>STRENGTHEN CAPACITY. \$20 million By helping attract and retain gifted faculty. By ensuring students have the state-of-the-art facilities they deserve.</p>
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SUPPORT STUDENTS | \$20M

Strengthen Seattle Promise
<p>With help from the Families, Education, Preschool and Promise Levy passed by Seattle taxpayers in late 2018, the Colleges now offer two years of free tuition and intensive academic support to all new graduates of Seattle's public high schools. The program is called Seattle Promise.</p> <p>The first year of complete implementation is 2020-21, and we expect roughly 700 enrollees, including large numbers of lower-income students and students of color who typically delay college, enroll only part-time, or never enroll at all. Research shows that students of every background who start full-time directly from high school are quite likely to make it through.</p> <p>To ensure it, we'll support students through our proven "Guided Pathways" model, which provides intensive, personalized aid in choosing an academic path, together with tutoring, counseling, mentorship, and, depending on income, added financial help. Yet there's still more we want to do.</p>

Strengthen Seattle Promise, cont.

OPPORTUNITIES FOR PHILANTHROPIC SUPPORT

- Expand eligibility for “**Equity Scholarships**,” so that more families on the lower end of the income scale can have the benefit of a \$500 per quarter income boost.
- Enhance **mentoring for students of color**, acknowledging that the weight of racism and marginalization rests especially heavily at present on the shoulders of Black, Brown and Indigenous students.
- Establish “**Completion Scholarships**,” giving students on the cusp of finishing the program, but in financial straits, an extra \$2,500 to make it through.
- Create Bachelor’s program “**Continuation Scholarships**” for Promise students attracted to one of the 14 applied baccalaureates we now offer.

Raise up our Black male students

Because of the heavy, unrelenting weight of racial disparities, and the toll these exact beginning in earliest life, Black male students often have the steepest climb in higher education, including at the Seattle Colleges. Our commitment to extra supports is long-standing and — in the context of summer 2020 and its injustices, even more deeply felt, if possible.

OPPORTUNITIES FOR PHILANTHROPIC SUPPORT

- Add **additional tutors in an innovative math program** where black male students thrive, starting the path to future careers in science, technology, engineering and math (STEM).
- Support a program that, through peer support and campus visits, facilitates a potentially life-changing, post-associate’s **transfer to Historically Black Colleges and Universities (HBCUs)**.

Increase student scholarships

Seattle Colleges students have just a fraction of the scholarship opportunities available to students at other area institutions. Scholarships play a dual role: providing needed financial support and a powerful psychological boost, showing a student that their potential is recognized and worthy of investment.

OPPORTUNITIES FOR PHILANTHROPIC SUPPORT

- Support **scholarships, whether donor-targeted or at the Colleges’ discretion** (letting us respond nimbly to shifting needs.)

SIDEBAR (proposed quote): “For those wanting to address historical legacies of racism and economic marginalization, endowing a scholarship can be a particularly potent investment.” — Dr. Chemene Crawford, Acting President, North Seattle College

Provide safety net grants & learning technology

The economy is unsettled and may remain so for some time. So it’s virtually certain that our students, many of whom were already financially struggling, will need extra help.

OPPORTUNITIES FOR PHILANTHROPIC SUPPORT

- **Safety net grants** to help students who hit turbulence like an unexpected car repair, a disruption in child care, an uninsured health problem, or the loss of a roommate with whom they share expenses.
- **Loaner laptops and Internet hotspots** for remote learning, the College’s mode of instruction through at least the balance of 2020.

SIDEBAR (proposed quote): “Students are crouching outside a Starbucks or a McDonald’s trying to catch free WiFi. They are watching lectures and writing papers on their smartphones. We have to do better.” — Louise Chernin, Seattle Colleges Trustee

SUPPORT INNOVATION | \$10M

Create a center for excellence in online learning

The pandemic required a literally overnight transition to online instruction. Realistically, many Seattle Colleges classes will remain online even after a vaccine is available, since the rollout won't be instant and infection fears will subside only slowly. Once normalcy returns in some form, we will likely still want a robust capacity for online teaching. With an expected surge in people looking to re-skill and up-skill as the economy revives, it could be an important part of meeting demand.

We are strongly committed to building the skills for successful online instruction in a community college setting, and indeed being a national leader, drawing on the unique resources and knowledge of our region. The challenges and opportunities are pronounced. As expressed in a [research synthesis](#) published in 2019 by the American Academy of Arts & Sciences:

"[A] growing body of evidence suggests that moving coursework fully online increases gaps in success...[At community colleges] males, students with lower prior GPAs, and Black students have particular difficulty with the loss of personal contact with faculty and other students."

To deliver educational equity online, we must, in two ways, invest meaningfully in the professional development of faculty. Our vehicle will be a new **Center for Excellence in Online Community College Education** intended, foremost, as a resource for the Seattle Colleges and — over time, as we establish best practices — similar institutions across the country.

OPPORTUNITIES FOR PHILANTHROPIC SUPPORT

- **Invest in staff who help instructors adopt/adapt technology and techniques** for effective online education in a community college setting.
- **Invest in staff who help discover and share soft skills** that instructors need to sensitively address personal and cultural hurdles our students face in online learning.

Grow our strengths around equity, inclusion and diversity

Being in earnest about equity, inclusion and diversity makes us better educators and better at achieving our vision: to be an exemplary learning institution that prepares each student, regardless of background, for success in life and work.

Equity, inclusion and diversity are not a destination. Rather they are a journey that we take together as colleagues and as a community. Our understanding of different racial and cultural groups, their histories, and their interactions is ever evolving, and likewise our appreciation of people of different sexual identities, neuro-diversities, and degrees of ability/disability. To be a truly welcoming learning community, we must continually re-examine old assumptions and integrate new perspectives — always, we hope, with civility, magnanimity and open minds. These initiatives will propel our journey:

OPPORTUNITIES FOR PHILANTHROPIC SUPPORT

- **Help make cultural humility and anti-racism cornerstones of Guided Pathways**, our centerpiece program of student support. What makes a Guided Pathways approach so potentially successful is that it treats each student as a prized individual with unique aspirations and distinct needs for advising, tutoring and counseling. But for this to work fully and respectfully, those providing services must be grounded in cultural humility, meaning a lifelong process of learning and critical self-reflection about cultural differences and power imbalances. And they must embrace anti-racism, which entails addressing the potentially racist impact, intended or not, of institutional policies and practices, along with one's own actions within oppressive systems.
- **Refining and enhancing curricula focused on social justice.** We strive to be a leader in preparing students to be informed and thoughtful citizens and community leaders, and so courses and whole concentrations at the Seattle Colleges grapple with issues of equity, diversity and inclusion. Curricula for these efforts need continuous refinement so that we handle these issues with the greatest possible knowledge and sensitivity.

STRENGTHEN CAPACITY | \$20M

Recruit and retain faculty of color

Our instructors need to reflect our community in all its richness, not merely to provide equity in employment, but because this diversity makes us a stronger, more resourceful, more resilient learning community. Plus, there is a wealth of evidence that students gain in self-esteem and academic performance when exposed to teachers of similar background and experiences. We want to facilitate the Colleges' ability to recruit and retain talented faculty of color, particularly early in their career, when pay is modest.

OPPORTUNITIES FOR PHILANTHROPIC SUPPORT

- **Professional development**, showing instructors that we're investing in their future.
- **Financial awards**, likely one-time, for meritorious work.

Develop and improve infrastructure

Parts of the physical infrastructure of the Colleges may be inadequate for the programs we must launch or retool to meet employer and community needs. Most urgently:

OPPORTUNITIES FOR PHILANTHROPIC SUPPORT

- **Support a new facility for teaching information and communications technology.** The shape of the world post-COVID is hard to discern, but certain skills will likely continue to be in high demand, including ICT (information, communications and technology). In ICT, the Colleges are hindered by small and antiquated facilities. To give our students an equitable opportunity to enter these in-demand fields, we need a new facility on our Seattle Central campus.
- **Support a live-and-learn facility for students in the Early Childhood Education baccalaureate program.** As the economy progressively restarts it becomes clearer that the city's child care infrastructure has been rocked, with as many as a thousand providers closing their doors. An important element of rebuilding will be the city's sole baccalaureate program in Early Childhood Education, at North Seattle College. There, a longstanding hope is to create a live-and-learn facility where students — often single mothers — can reside affordably, together with their children, while preparing to enter the field.
- **Support modernization of culinary education facilities.** Prior to COVID-19, the food services industry struggled to find well-trained staff, particularly line cooks, chefs, and managers. Now, it is in a severe slump with many businesses closed or scaled back. But as the pandemic recedes, it's likely that the industry will rebound, though potentially in a very different form, including a permanently heightened attentiveness to public health. The culinary education program at South Seattle College has educated many in the field, and as we consider the educational needs of the next generation of workers, it's clear that our facilities at South Seattle College, mostly dating from the 1970s, will need sweeping updates.

MEMORANDUM

TO: Board of Trustees
FROM: Shouan Pan, Chancellor
DATE: October 7, 2020
SUBJECT: Report to the Board of Trustee

I. Student Success

Seattle Promise and Summer Bridge

The Seattle Promise team enrolled more than 650 students in Summer Bridge on September 15 and 16. About 111 chat sessions with students were held on those two dates. (For perspective, the three colleges had a total of 32 chat sessions in those same two days.) More importantly, the students who used that chat sessions expressed a 100% satisfaction rate. A total of 800 first and second-year Seattle Promise students are enrolled at Seattle Colleges for Fall Quarter.

On Board Student Board Representatives On Monday, Sept. 14, VC Buttleman, VC Halladay, Rebecca Hansen, Steve Leahy, and Chancellor Pan met with student board representatives (Maryam Nuraliyeva, Seattle Central College, Leah Scott, North Seattle College, and Mahsa Mohajeri, South Seattle College) in an Orientation Session. Students had a chance to learn district mission, strategic plans, trustee governance, organizational structure, academic programs, financial system, current initiatives, and legislative priorities; they also asked many questions.

II. Organizational Excellence

Senior Leadership Team Convened to Engage in Equity Dialog

College and district senior leadership team members has been meeting since July to engage each other in open and serious conversations surrounding the topic of equity, diversity, and inclusion. At the September 21st meeting, the EDI AVPs presented an initial definition of what equity work means at Seattle Colleges. Chancellor Pan presented an initial Equity 2023 plan that included a) doubling completion rates for BIPOC students, b) achieving 50% diversity hires among the faculty and administrative ranks in the coming years, c) implementing anti-bias and anti-racist training for all employees.

The group also dialoged about how to best engage all district employees in open and perhaps uncomfortable conversations about white privileges and white supremacy that exist in our country and in our own system. These are important and necessary discussions which need to continue and be expanded to all employee groups.

Virtual Convocation and Presidents' Day Helped Launch the New Academic Year

Seattle Colleges held its first ever virtual convocation on Wednesday, Sept. 13. Over 570 faculty and staff participated in the virtual Convocation. Leaders of Seattle Colleges unions and college presidents made welcoming remarks. On behalf of the Board of Trustees, Steve Hill presented Lifelong Learning Awards to three outstanding employees. Dr. Dan Johnson, Dean of Student Life of South Seattle College, delivered a powerful Keynote Speech, titled "Creating Community during Unprecedented Times." Chancellor Pan thanked faculty, staff, and administrators for their resilient and dedicated work over the past 6 months and asked the district community to come together in serving students and supporting each other despite the challenges and uncertainties. After the main event, faculty and staff attended breakout sessions and workshops.

On Thursday, Sept. 24, college presidents hosted virtual President's Day sessions. Board Chair Hill and Chancellor Pan also joined the presidents in celebrating the opening of the new Academic Year and encouraging faculty and staff to stay engaged and stay healthy so we can serve students and the community.

Virtual Recognition Luncheons

On Sept. 15, Vice Chancellor Buttleman and Chancellor Pan hosted a virtual luncheon to recognize and thank district-wide staff for their outstanding work in preparing the college campuses and Siegal Center for returning to work.

On Sept. 18, the College Presidents and Chancellor Pan hosted a similar luncheon to recognize and thank the ctcLink core team members for their focused and dedicated work in getting the District ready for the enterprise conversion from the current Legacy system to ctcLink.

Each of the invitees receive a DoorDash gift card to have a lunch delivered to their home.

III. Partnerships

Chancellor Pan Participated in HERDI Panel

Higher Education Research and Development Institute is a nonprofit national organization that is devoted to connecting community college leaders to the cutting-edge technology solutions across the US market. Dr. Pan has served on HERDI Advisory Board since 2016.

During September, Dr. Pan was invited to chair a HERDI Panel and served as a member for another panel. It was a valuable learning experience.

IV. Pride Points

Seattle Colleges Selected to Participate in New Credentialing Initiative

Education Design Lab, a national nonprofit that designs, implements, and scales new learning models for higher education and the future of work, today announced the selection of six colleges and systems selected as the inaugural cohort of its Community College Growth Engine Fund (CCGEF). Seattle Colleges is among the first cohort.

The CCGEF equips colleges and their local business partners with new tools, networks and capital to help workers up- and re-skill for jobs that the market needs and future demands. This is accomplished through helping students obtain micro-credentials in short-termed, flexible, and stackable training sessions.

Anna Baldwin, Malcolm Grothe, Kurt Buttleman, and Shouan Pan worked together to respond to the requirements for inclusion by the Education Design Lab during the previous months.



MEMORANDUM

TO: Board of Trustees
FROM: North Seattle College Interim President, Dr. Chemene Crawford
DATE: Sept. 22, 2020
SUBJECT: Report to the Board of Trustees

I. Student Success

Impressive Number of Students Complete Virtual Running Start New Student Orientation

- 250 new students completed the virtual Running Start New Student Orientation. Current Running Start headcount is at 515 with the expectation for enrollment to continue to increase. The Running Start program received promotion from NSC's Marketing office in September through advertisements on Facebook.

Early Childhood Education Second Language Immersion Cohort Sees High Enrollment

- 25 students will be part of the second Spanish Immersion Language cohort to pursue their Initial Certificate in Early Childhood Education (ECE). The ECE department offers language specific classes in Spanish, Somali and Arabic as part of the Language Immersion Program for the Initial and Short certificates in ECE.

II. Financial Health

NSC Receives Competitive I-BEST Expansion Grant from SBCTC

- NSC recently received a competitive I-BEST Expansion grant from the SBCTC in the amount of \$187,500 over three years. This grant supports an I-BEST Navigator position, and expands the IT, Accounting, and ECE I-BEST programs that allow non-traditional students to benefit from team-teaching and one-on-one guidance. The grant also supports curriculum changes that will create clear pathways to NSC's Bachelor of Applied Science programs in Application Development, Early Childhood Education, Accounting with International Accounting, International Business, and Residential and Commercial Property Management.

Extension of the Best Starts for Kids Innovation Grant

- King County informed NSC that they will be extending our Best Starts for Kids Innovation Fund grant for another year with an additional \$160K to provide peer mentoring for students in NSC's ECE program. This additional funding will bring our total award to \$544,153 (2018-2021).

III. Pride Points

Fall Town Hall Welcome Back

- The Fall Student Welcome Town Hall was an hour-long session held via Zoom on Sept. 22. NSC Interim President, Dr. Crawford, welcomed the entire associated student body to the 2020 - 2021 academic year. The session included a presentation from Dr. Crawford, welcome announcements from other key administrators, and a chance to pose questions to Dr. Crawford.



MEMORANDUM

TO: Board of Trustees
FROM: Sheila Edwards Lange, Ph.D., President
DATE: Sept. 23, 2020
SUBJECT: Seattle Central College monthly report

INSTITUTIONAL EXCELLENCE

Facility upgrades and procedures help prevent spread of COVID-19: Seattle Central College has made changes to heating and ventilation systems to filter out virus sized particles, instituted cleaning and safety protocols to disinfect public areas, installed barriers, and a host of other improvements to mitigate the spread of the novel coronavirus. These changes, along with hosting classes remotely, has kept infections on campus to only two known cases since March. For more details, [read the longer story in our Newscenter](#).

Pathways R.E.A.L. Training: Staff and leadership involved in the Guided Pathways initiative participated in a three-day Racial Equity Adaptive Leadership Institute training on critical race theory, adaptive leadership, and strategies to move beyond artifacts to action.

PARTNERSHIPS

Intiman Partnership: Intiman Theatre and Seattle Central College (SCC) have formed a partnership that will offer a new associate degree program emphasis in Technical Theatre for Social Justice as well as a residency for the Tony-award winning theatre. The new program plans to begin in the fall quarter of 2021, if it is safe to reopen Broadway Performance Hall. The curriculum focuses on costume design and fabrication, lighting design and electrics, sound design and audio engineering, scenic carpentry and painting, and production management and leadership. Up to 40 students will be accepted per year. They will work alongside union professionals on Intiman's mainstage productions during their practicum labs.

STUDENT SUCCESS

Medical Assisting certification: Our entire Medical Assisting Apprenticeship cohort of 19 students passed their CCMA Exam this summer. Congratulations to all our students and to the team that supported them through this amazing achievement: Toya Moore, Susan Blazina, Jaime Pena, and Brian Rullan. In addition, the MA Program is now part of the National Technical Honor Society and a testing site for the CCMA exam.

PRIDE POINTS

Dr. Daudi Abe was a guest on Omari Salisbury's Morning Update Show on Sept. 9, where they talked about Seattle Central College's Academy for Rising Educators. See the clip at <https://www.instagram.com/tv/CE-2fevnT5K/?igshid=gkxw8oh0dtyh>

MEMORANDUM

TO: Board of Trustees
FROM: Rosie Rimando-Chareunsap, President
DATE: October 7, 2020
SUBJECT: Report to the Board of Trustees

I. Student Success

- **Student Support a Focus for Fall Start:** South Seattle College welcomed students to fall quarter with a full slate of Welcome Week activities Sept. 29 – Oct. 1. Virtual events included information on getting support and forging connections with fellow students in a primarily remote learning environment. President’s Cabinet then held a Student Forum on Oct. 5 to provide updates and answer student questions.

II. Institutional Excellence

- **President’s Day Focuses on Anti-Racist Transformation:** President’s Day 2020 at South, held on Sept. 24, focused on the transformative anti-racist work underway and ahead for the college in providing equitable education and student services in remote and in-person environments.
- **South Guided Pathways Success Highlighted in National Report:** The Center for Community College Student Engagement released their [*Building Momentum: Using Guided Pathways to Redesign the Student Experience* report](#) in November, presenting the first national baseline data on student and faculty perceptions of guided pathways practices. South Seattle College is highlighted in the report for having 70 percent of students responding that someone had talked with them about how long it would take to achieve their goals (an important step in the guided pathways experience). The national average is 48 percent.

III. External Affairs

- **Ballot Box Installed at South Campus:** After years of student, staff and faculty advocating, King County Elections has installed a ballot drop box at main campus ahead of the November election. The box provides a safe, socially-distanced way for surrounding community members to drop off their signed ballots starting mid-October.

IV. Pride Points

- **James Lewis’ Retirement:** South celebrated the leadership, career contributions, student-focused approach, and friendship of recently retired Director of Security James Lewis in late August. James heads into retirement after 40 years at the college.



MEMORANDUM

TO: Board of Trustees
Seattle Colleges District

FROM: Leah Scott
Student Body President
North Seattle College

DATE: September 29, 2020

SUBJECT: STUDENT ADMINISTRATIVE TEAM REPORT -Information Only

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

- SLMP onboarded the 2020-2021 cohort of student leaders. This included a 2-week professional development virtual retreat that introduced student leaders to campus partners, student initiatives, and the NSC culture. Student leaders learned about bringing an equity mindset to their work and had several pointed conversations about how to do this in impactful and sustainable ways. Student leaders reviewed the ASB statements given in June to the Board of Trustees and discussed the district response that followed in late July. Most notably, as a team, NSC student leadership reflected on how to continue to engage with district leadership to move the work toward racial equity forward.
- SLMP revamped the structure of student leadership this year to reflect the changing needs of our campus community. This year student leadership is composed of three boards including the Governance and Advocacy Board, the Student Organizations for Equity and Engagement Board and the Social and Multicultural Programs Board. In addition, SLMP is working on building a student leadership mentoring program by pairing returning student leaders with new student leaders.
- SLMP hosted a Student Town Hall on Tuesday Sept. 22 with NSC President Chemene Crawford, the NSC Executive Team, ASB President Leah Scott, and the 2020-2021 Student Leadership cohort. Over 80 people attended, and the session ended with a successful Q/A focused on helping new and returning students navigate the online learning environment.
- The Student Organizations for Equity and Engagement board hosted a Clubs and Affinity Groups Fair on Wednesday Sept. 30. Five affinity groups and six returning clubs were represented. Information about starting new student organizations was also shared.

MEMORANDUM

TO: Board of Trustees

FROM: Associated Student Council (SCC)

DATE: September 23, 2020

SUBJECT: Report to the Board of Trustees

Dear Members of Trustees,

The Associated Student Council (ASC) is excited to start the Fall Quarter and finally get to work. Over the summer we've held a few virtual meetups and even met in person at the Columbia Tower (social distance, of course) to get to know each other and listen to each other's ideas for the new school year.

Prior to September's training, we did have one member, Executive of Communication, resign due to personal reasons. Fortunately, we were able to promote an ASC Associate, Nutthanan (Pooh) Thianthong, to the Executive of Communications position, after a short application and ratification process at an ASC Special Meeting on September 18th. Nutthanan (Pooh) Thianthong was born and raised in Thailand. She studied Communication Arts Radio and Television. She moved to Seattle as part of a Cultural Exchange program in 2015. Nutthanan volunteered at the Orphaned Home in Thailand; Seattle Dyke March; Seattle Humane Society; and Reading Partners. Her volunteer experiences influenced her to focus on an Equity and Social Justice emphasis for her AA Degree, and she plans to pursue a master's degree in Social Work. Nutthanan exhibited many of the characteristics that we value in student leaders. She will be an asset to our student body and community.

The Associated Student Council (ASC) has been busy with Student Leadership Training & Orientation these past two weeks since September 14th and officially ends, September 25th. We have learned various leadership and training topics. It is a bit overwhelming at first, but the Student Leadership staff has been helpful and all the student leaders are nice and exciting to work with.

The Associated Student Council (ASC) is in the process of finalizing our goals for the academic year. Some of these include: Supporting Mental Health, Improving Communication, Helping Students Access Campus Resources and Working with Dr. Valerie Hunt's Office to create environments in which students feel welcomed, respected, supported, and valued. There are more goals, and we'll have a more

solidified list of goals once the school year starts (as we also want to hear from students about our ASC goals).

We are also proud to acknowledge and welcome our college pride, spirit and community to students with the Seattle Central Tiger Mascot.

MEMORANDUM

TO: Board of Trustees
FROM: Mahsa Mohajeri, President
DATE: October 7, 2020
SUBJECT: United Student Association (USA) REPORT – INFORMATION ONLY

United Student Association Student Government Officers 2020-2021:

A special congratulations to the eight new United Student Association members for their selection for the 2020-2021 academic school year!

Mahsa Mohajeri – President

Ruzeda Fields – Vice President and Voter Educator

Zain Mohamed– Communications Officer

Tiffany Sampson – Marketing Officer

Alma Goolsbee– Student Concerns and Transportation Officer

Bowie Hichens – Sustainability Officer

Thomas Williams – Diversity and Inclusion Officer

Allegra Keys – Treasurer and SA Fee Board Chair

The team looks forward to serving on a variety of campus-wide committees including the Clean Air Task Force, the Wellness Center, College Council, faculty tenure committees and more.

Introduction Zoom Meeting

On September 2nd, all officers attended an introductory zoom gathering in which we met for the first time. USA Advisor, Monica Lundberg, and USA President, Mahsa Mohajeri, greeted the team and we all participated in ice breakers and team building activities. Dean of Student Life, Daniel Johnson, also attended the meeting to congratulate the new officers and to emphasize the importance the legacy they will build this year. To get better acquainted, breakout rooms were created for the officers to discuss a topic of their choice. We will meet during September to review our responsibilities and plan a Welcome Week session.

Mahsa also had a Zoom meet up with the student government presidents of Seattle Central and North Seattle. We plan to work collaboratively this year.

President's Day 2020:

President, Mahsa Mohajeri, will attend the President Day faculty and staff gathering on September 24 where she will present a welcome speech. USA officers Ruzeda Fields and Alma Goolsbee will read the land acknowledgement statement and also say a few words.

King County Election Box Installed on Campus:

After many years of USA advocacy, an official King County Elections ballot box was installed at the main entrance near the campus bus stop in August 2020! We plan to promote the ballot box to our students along with voter registration and get out the vote programs!

A special thank you to the following:

United Student Association Members, past and present, including *Krisna Mandujuano, Anna Au, Mahsa Mohajeri, Jeffrey Campbell, and Angel Delker*
Student Life Advisor *Monica Lundberg*
President *Rosie Rimando-Chareunsap*
VP *Julienne Degeyter*, VP of Admin Services
Faculty Members *Zahra Alavi* and *Larry Cushnie*
Security Director *James Lewis*
Facilities Staff, including *Larry Graff* and *Craig Grosinger*
PIO Employee and College Council Co-Chair *Mac Witt*
Julie Wise with King County Elections

South as an Anti-Racist Institution and the BLM Movement:

Our students have been involved with the recent social movements and have read the letter of demands from the BIPOC committee at South. In solidarity, the USA team has discussed hosting an event in which the BIPOC committee will be invited to educate and answer questions students may have. As a diverse team representing a diverse student population, the USA team looks forward to this program to show solidarity. The USA is also concerned about an equitable on-line learning environment this fall quarter.