

# CTCLINK

## 2.5 MONTHS TO DEPLOYMENT

### Agenda

- ctcLink Goal, Background
- Deployment Group Timeline
- What's Included
- Dealing with Change
- Strategies and Project Plan
- After the Deployment
- Risks
- Benefits and What ctcLink Means for Students

**Daniel Cordas** – Project Director  
**Kurt Buttlerman** – Executive Sponsor



**SEATTLE COLLEGES**  
*Central · North · South*

# CTCLINK – THE GOAL

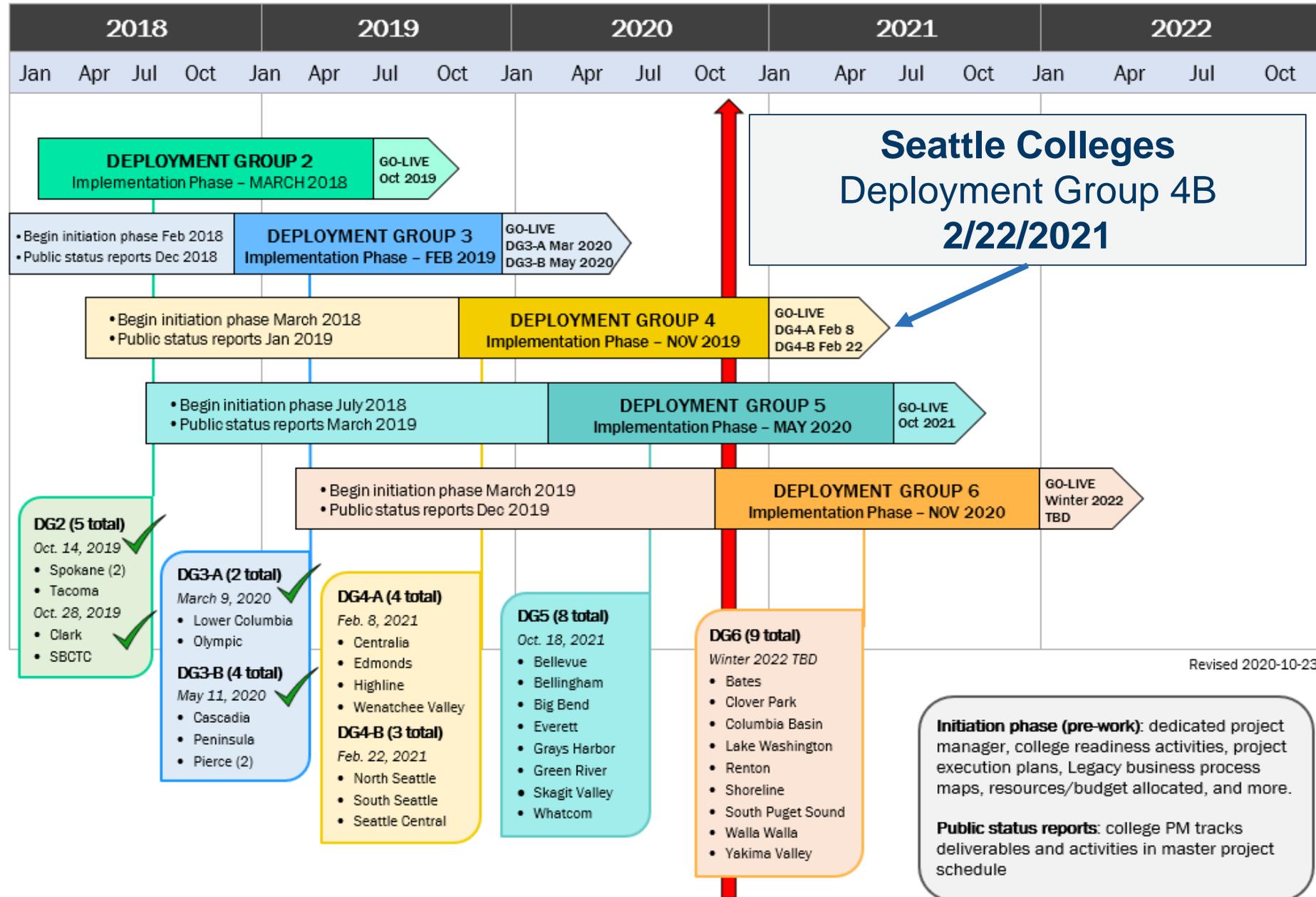
*A generation upgrade to the information systems that organize and operate our colleges.*

ctcLink offers an updated and more consistent experience for students, faculty, and staff across our three colleges – Central, North, and South – as well as across the entire Washington community and technical college system.

## CTCLINK – BACKGROUND

- “Big Bang” approach – replacing everything all at one
- 10+ year project lead by SBCTC
- First college implementations in 2015
  - Now 10 colleges are using
  - Locally, Highline and Edmonds Community Colleges will implement in Feb. 2021 along with Seattle Colleges
  - Will be implemented at all 34 Washington CTCs
- Schedule is not “pandemic-adjusted”

# ctcLink DEPLOYMENT GROUPS AND TIMELINE



Revised 2020-10-23

**Initiation phase (pre-work):** dedicated project manager, college readiness activities, project execution plans, Legacy business process maps, resources/budget allocated, and more.

**Public status reports:** college PM tracks deliverables and activities in master project schedule

# CTCLINK – WHAT’S INCLUDED?

## PeopleSoft

*Made by Oracle, managed by SBCTC*

### Campus Solutions (CS) Pillar

*Student self-service, Faculty self-service, Registration, Financial Aid, Cashiering, etc*

**- Replaces Student Management System, FinAid Management System, Degree Audit, Instructor Briefcase**

### Finance (FIN) Pillar

*Accounting, Purchasing, Grant Management etc*

**- Replaces Financial Management System**

### Human Capital Management (HCM) Pillar

*Employee self-service, HR, payroll*

**- Replaces Personnel/Payroll Management System, NeoGov, TLR, eForms**

**Canvas Learning Management System**  
Integrated with PeopleSoft

**HighPoint**  
Student self-service mobile interface

**25Live**  
Integrated for classroom scheduling

**DirectLine MegaMations** Facility management

**CampusCE**  
Continuing Education

*“ctcLink” is the name of both SBCTC’s project and the name of how the system has been configured.*

We expect to integrate and continue using:

- **Azorus CRM** for outreach & marketing
- **Alma/Primo** for libraries
- **Starfish** for advising and student services

# DEALING WITH CHANGE

## *Massive change is difficult.*

Anytime a large, complex organization makes a big change to its core systems—like Seattle Colleges is making with our move to ctcLink—it can be challenging, intimidating, and a bit frustrating or even scary.

### **It's important to:**

- **Acknowledge the amount of time and work this entails** and have administration offer their thanks and support
- **Spend time training and testing** to give people the tools to operate in the new system with confidence and deal with issues that arise
- **Communicate in a clear and timely manner**
- **Remind everyone of the benefits of the change**

# ACKNOWLEDGEMENT

*We sincerely thank everyone for their efforts.*

We acknowledge the amount of work this entails and offer thanks for the time and dedication our employees have given to training, preparation, and testing.

- 554 employees have completed a combined 3,090 training courses (as of 11/30)
- 50+ full-day Configuration sessions with SBCTC
- 4 cycles of validating thousands of student, employee, and financial data conversion records

We appreciate their patience and resilience as they continue to train and begin working in this new system—all while still giving their best to serve our students.

# CTCLINK – OUR STRATEGIES

## Local Project Team

We built a dedicated project team (5.5 staff) to drive configuration, testing, and validation efforts. The functional expertise we've developed will be our local ctcLink support team.

## Focus on Communications & Coordination

- Comprehensive website updated regularly with latest information
- District Communications Lead & districtwide ctcLink communications team
  - Communications planning and coordination
  - Monthly email newsletters and weekly email updates
  - Other email notifications and development of informational materials
- Three faculty ctcLink leads representing each college
  - Involved in testing environment
  - Working to develop training materials for faculty peers
- College deployment leads at South & Central
  - Hosting weekly online drop-in Q&A office hours

# CTCLINK – OUR STRATEGIES

## Engagement and Employee Learning

Wherever possible we have tried to engage as many staff as possible in data validation and training activities so that they are involved and understand the change.

- September, October and November – focus on online Canvas training
- November and December – online expert-led training and testing
- January and February – continued training, testing, and refinement

**Arriving  
2.22.21**

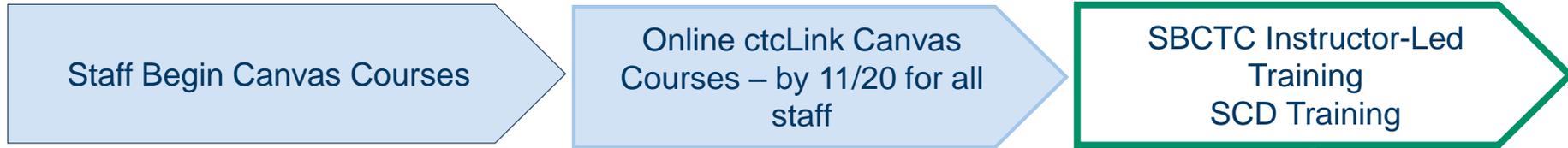
 **ctcLink**

**Learn More  
and Complete  
Training**

# HIGH-LEVEL SEATTLE COLLEGES PROJECT SCHEDULE



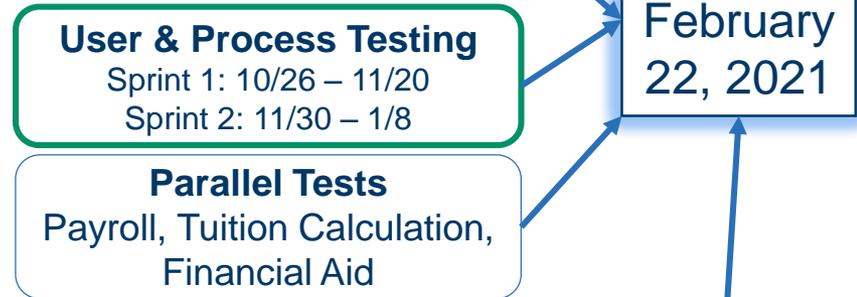
## Training



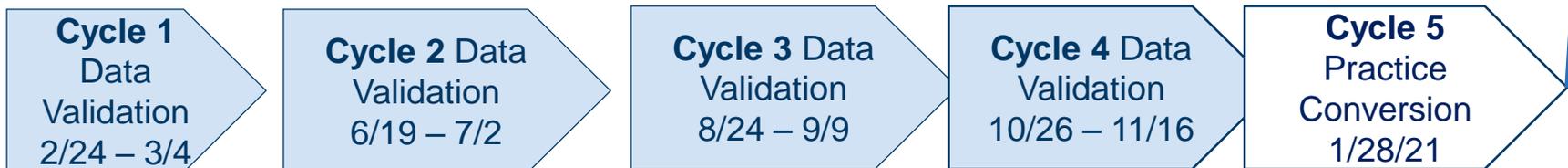
## Security Setup



## Testing



## Data Conversion



**Go Live!**  
February 22, 2021

# AFTER THE DEPLOYMENT

## February 22 is just the start:

There are many critical milestones after deployment.

- Spring quarter enrollment appointments & student enrollment
- First ctclink payroll
- First accounting month-end close
- First quarter creating contracts for part-time faculty in ctclink
- Faculty entering Winter quarter grades
- First time awarding financial aid in ctclink
- First accounting year-end close

**Remediate, Stabilize, Optimize:** After deployment we'll assess each process area as either needing remediation, being stabilized, or optimized.

- Remediate: Significant issues, inconsistent results
- Stabilized: It might not be efficient, but it works
- Optimized: Processes are efficient and we are seeing benefits

Based on previous college deployments, it will be 6-9 months before all processes are stable.

# RISKS

- **Approach:** “Big Bang” approach is inherently risky, because it’s a great deal of change all at once and the system is tightly integrated. This risk is mitigated by being able to join a system already in use.
- **SBCTC Support Capacity:** SBCTC’s ctcLink support team is heavily taxed supporting the current 10 colleges. When we deploy, that will jump to 17 colleges. We hope our local support team is able to mitigate this risk.
- **Accuracy of Student Financials Conversion:** Not all aspects of this conversion have been tested previously. We are working to perfect and have a full “real” test as part of the dry-run conversion in January.
- **Fatigue:** We are in a pandemic and budget crisis, and everyone is tired. Attention that would have benefitted ctcLink activities went to keeping our colleges running in Spring and Summer. We are still playing catch up.
- **Financial Reporting:** All colleges that have deployed have struggled with operational and strategic financial reporting in ctcLink.

# BENEFITS

- **Student Mobile Access & Self-Service:** Huge improvement in ability for students to do self-service tasks on their devices – without our staff needing to manually enter.
- **Employee Self-Service:** Employees now able to do self-service tasks – like updating addresses, Direct Deposit, etc. – without Payroll staff needing to manually enter them.
- **Integrated recruitment & hiring process:** Will speed up employee recruitment and hiring processes with less double-data-entry.
- **Basic Data Control:** Ability to know when changes were made to a student record, the complete change history, and who made the change.
- **Travel & Purchasing & Adjunct Contracts:** ctLink has integrated workflows for many core processes.

## Long Term Benefits

- Accessible online database of degree requirements with real-time “What If” analysis for students
- Automating Financial Aid packaging for students
- Improved budgeting and planning with Planning & Budgeting Cloud Service (PBCS)

# WHAT CTCLINK MEANS FOR STUDENTS

Students will be able to manage their entire college experience from their mobile device, laptop, or home computer.

Using the new online student center, they will:

- Have 24/7 access
- View or update student information and manage personal contact info
- Register for classes, add, and drop
- Pay tuition and fees and handle financial aid processes
- View grades, track academic goals, and apply for graduation
- Contact instructors and advisor



# LEARN MORE AT OUR WEBSITE

[seattlecolleges.edu/ctclink](https://seattlecolleges.edu/ctclink)

The screenshot shows the homepage of the Seattle Colleges ctclink website. At the top, there is a blue navigation bar with the Seattle Colleges logo and links for Students, Business, Employees, Community & Alumni, and Donors. Below this is a secondary navigation bar with links for About, Programs, Academics, Administration, and Colleges & Centers. The main content area features a large background image of a building with a staircase and the text 'ctcLink' in a large font. Below the main image is a countdown timer showing 80 days, 13 hours, 36 minutes, and 11 seconds remaining until the launch. The page is divided into several sections: 'About' (describing the ERP implementation), 'Key Dates, Events, and Timeline' (highlighting the Feb. 22, 2021 launch), and 'Training' (promoting online employee training). At the bottom, there are three columns for 'ctcLink Updates', 'ctcLink for Faculty', and 'ctcLink for Students', each with a representative image.

SEATTLE COLLEGES

Students Business Employees Community & Alumni Donors

About - Programs - Academics - Administration - Colleges & Centers -

## ctcLink

ctcLink is the implementation of an Enterprise Resource Planning (ERP) tool called PeopleSoft that will give students, faculty, and staff anytime, anywhere access to a modern, efficient way of doing their college business. Learn more by navigating the links below.

Countdown to ctcLink Launch

80 13 36 11  
DAYS HOURS MINUTES SECONDS

### About

ctcLink will improve core business processes and streamline and standardize practices across Seattle Colleges.

LEARN MORE

### Key Dates, Events, and Timeline

All Seattle Colleges will launch ctcLink on February 22, 2021. View timeline details and current work activity.

LEARN MORE

### Training

Online training for employees is ramping up. Learn which training will help prepare you to use ctcLink effectively.

LEARN MORE

### ctcLink Updates

### ctcLink for Faculty

### ctcLink for Students

**SEATTLE COLLEGES DISTRICT BOARD OF TRUSTEES**  
**December 17, 2020**

<b>STUDY SESSION</b>	<b>1:30 p.m.</b>	<b>Zoom</b>
<b>REGULAR SESSION</b>	<b>3:00 p.m.</b>	<b>Zoom</b>

**STUDY SESSION AGENDA**

**1:30 p.m. EXECUTIVE SESSION**

- A. Litigation Update  
*Exception (3) To discuss with legal counsel litigation or potential litigation to which the college is, or is like to become, a party, when public knowledge of the discussion would likely result in adverse consequence to the district;*
  
- B. Negotiations Update  
*Exception (6) To plan or adopt the strategy or position to be taken during collective bargaining, professional negotiations, or grievance or mediation proceedings, or to review proposals made in on-going negotiations or proceedings.*

**2:00 p.m. OPEN SESSION**

- A. Personnel Actions and BIPOC Impact  
*Presenter: Jennifer Dixon*
  
- B. ctCLink  
*Presenters: Kurt Buttleman, Daniel Cordas*

**REGULAR MEETING AGENDA**

<b>3:00 p.m.</b>	<b>CALL TO ORDER</b>	
<b>3:00 p.m.</b>	<b>LAND ACKNOWLEDGMENT</b>	
<b>3:00 p.m.</b>	<b>ACTION / Approval of Agenda</b>	<b>Tab 1</b>
<b>3:05 p.m.</b>	<b>PUBLIC COMMENTS</b>	
<b>3:20 p.m.</b>	<b>PRESENTATION</b>	<b>Tab 2</b>
	Reimagining curriculum with an EDI mindset	
	<i>Presenters: Mr. Peter Lortz, Vice President for Instruction; Mr. D’Andre Fisher, Associate Vice President for Equity, Diversity and Inclusion; Dr. Deepa Bhandaru, Full-time Faculty, Social Justice and Intersectional Studies; Mr. Brian Palmer, Dean of Arts, Humanities and Social Sciences; Dr. Heather Price, Full-time Faculty, Chemistry</i>	
<b>3:35 p.m.</b>	<b>ACTION ITEMS</b>	
	A. Minutes from November 12, 2020	<b>Tab 3</b>
	B. Minutes from November 20, 2020	<b>Tab 4</b>
<b>3:40 p.m.</b>	<b>INFORMATION ITEMS</b>	
	A. NSC Affordable Housing	<b>Tab 5</b>
	B. Budget Report	<b>Tab 6</b>
<b>4:05 p.m.</b>	<b>ORAL REPORTS</b>	<b>Written Reports-Tab 7</b>
	A. <u>Student Board Representatives</u>	
	1. Maryam Nuraliyeva, Seattle Central College	
	2. Leah Scott, North Seattle College	
	3. Mahsa Mohajeri, South Seattle College	
	4. <u>Labor Union Representatives</u>	
	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, January 14, 2020 at South 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.*



NORTH SEATTLE COLLEGE

**PACIFIC**  
**TREE FROGS**

# Reimagining curriculum with an EDI mindset

**Presentation to the Board of Trustees  
December 17<sup>th</sup>, 2020**



# Presenters

Mr. Peter Lortz,

- Vice President for Instruction

Mr. D'Andre Fisher,

- Associate Vice President for Equity, Diversity and Inclusion

Dr. Deepa Bhandaru,

- Full-time Faculty, Social Justice and Intersectional Studies

Mr. Brian Palmer,

- Dean of Arts, Humanities and Social Sciences

Dr. Heather Price,

- Full-time Faculty, Chemistry

# Land Acknowledgement

On behalf of North Seattle College, we acknowledge that we occupy the traditional ancestral lands of the Coast Salish peoples, specifically the Duwamish Tribe—a people that are still here, continuing to honor and bring to light their ancient heritage. Without them, we would not have access to this gathering, dialogue and learning space. We ask that we take this opportunity to thank the original caretakers of this land who are still here.

# Instruction and EDI's aligned goals for 2020-21 and beyond

1. *Focus on Student Success and Data*
  - *Using dashboards and disaggregated student success data*
2. *Curricular Work*
  - *Reimagining Social Sciences, Humanities, and Arts*
  - *Folding Climate Justice into diverse curriculum*
3. *Hiring and Retaining BIPOC faculty*
  - *Full-time and Part-time efforts*
  - *Marketing, recruiting, hiring, and retaining*
4. *Professional Development*
  - *Leading and expanding overall opportunities*

# Reimagining Introductory Humanities Courses Arts, Humanities, and Social Sciences Division

## Social Justice and Intersectional Studies (SJIS)

Core Classes	SJIS Faculty Dr. Deepa Bhandaru	Humanities Disciplines
AME – American Ethnic Studies  WMN – Gender & Women Studies		Art Film Media Music Language Literature Theater

# *Reimagining Introductory Humanities Courses*

ART 100 – Art Appreciation **replaced with**

ART 190 – US Art Appreciation, Expression & Identity

ART 191 – Global Art Appreciation, Expression & Identity

MUSC 204 – History of Jazz **replaced with**

MUSC 193 – Jazz Appreciation, Expression & Identity

## **NEW COURSE**

Language, Expression & Identity **or**

Language, Culture & Identity

# Reimagining Introductory Humanities Courses

## Outcomes

- Will meet a specific number of SJIS outcomes or an SJIS outcome specifically designed for this collection of courses.
- Courses will provide opportunity for students to share their own stories as they relate to the course's topic.
- As possible, delivery and assessment will be differentiated by providing students with different ways to engage in and demonstrate their mastery of the material.

## Needs

- \$\$ and support for faculty training in SJIS theory and curriculum design.

# *Climate Change is an Issue of Justice and Equity*



Aji Piper, 19  
Plaintiff in Juliana vs USA



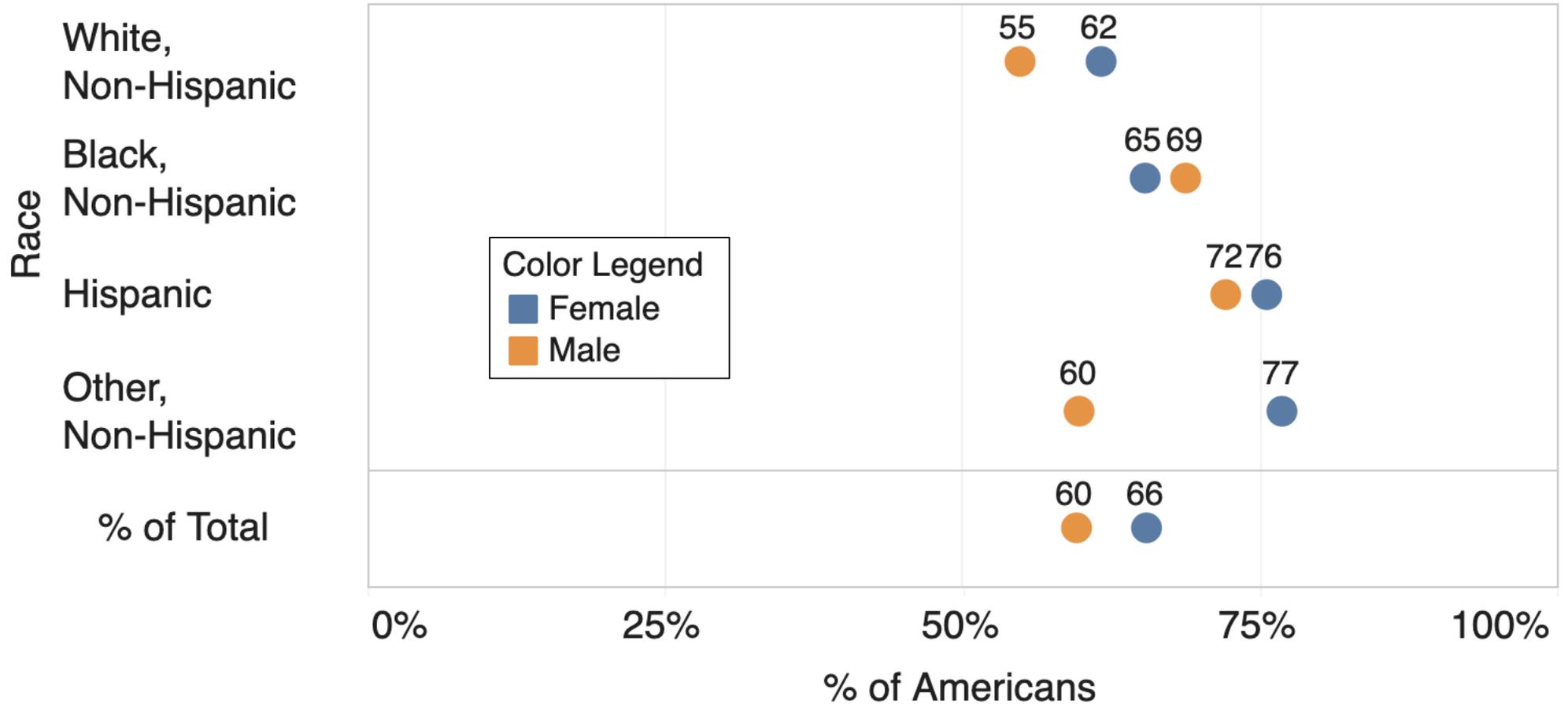
Jamie Margolin, 18  
Founder Zero Hour



Seattle Students at  
a 2019 Climate Strike

## Climate Views by Demographics

How worried are you about global warming?



## *Climate Justice*

The Equity Ethic: Black and Latinx College Students Reengineering Their STEM Careers toward Justice

EBONY MCGEE and LYDIA BENTLEY  
*Peabody College, Vanderbilt University*

**Justice-centered science pedagogy: A catalyst for academic achievement and social transformation**

Daniel Morales-Doyle 

*“A big concern of a lot of black students is we feel like we’re being prepared to go into white corporate America, and it won’t really help our community – we won’t have the opportunity through our careers to give back to the community. Anything that we do for the community would be outside of our academic field, and that’s a very serious concern.”*

High-performing black student who left an engineering major  
Talking About Leaving (1997)

<b>Climate Justice Lessons and Activities</b>	<b>Class</b>	<b>Instructor</b>
Food and the Land focusing on Indigenous staple foods in the Pacific Northwest	ESL	Karlee Ikebara
Rhetorical Analysis of Climate Justice TED Talks	English 101	Jane Harradine
Climate Literature and Climate Justice	English 101	Erik Jaccard
Applying a Concept from Paulo Freire's Pedagogy of the Oppressed to the Teaching of Climate Justice	English 102	Laura McCracken
Climate Justice in statistical data analysis	Statistics	Edgar Jasso
Floating House with Thermal Energy Heating System	Physics 115	Davene Eyres
Indigenous Peoples Day 2020 incorporating Climate Justice into readings, events, & activities	Equity, Diversity and Inclusion	Christie Santos & Karlee Ikebara
Artificial leaf and the chemistry of solar power	Organic Chem	Jim Patterson
Climate change and epigenetics	Chemistry 131	Caroline Pew
Climate Justice Project: Sea Ice Data and Impacts on Communities	Chem 139 & 161	Kalyn Owens
Reviewing stoichiometry, balancing equations, states of matter through the chemistry of fossil fuel Methane and its impacts on climate and human health	Chemistry 161	Heather Price

# Closing comments

- We are compelled and motivated to continue to develop and expand this curricular work
- We are confident it will benefit our students
- We have presented just one of the overarching goals we are working on in Instruction

Thank you for the opportunity  
to discuss  
this important topic and  
collaborative initiative





Questions  
and/or  
Comments?





**SEATTLE COLLEGES DISTRICT BOARD OF TRUSTEES**  
**November 12, 2020**

<b>STUDY SESSION</b>	<b>1:30 p.m.</b>	<b>Zoom</b>
<b>REGULAR SESSION</b>	<b>3:00 p.m.</b>	<b>Zoom</b>

**STUDY SESSION NOTES**

**EXECUTIVE SESSION**

**Chair Hill called Executive Session at 1:30 p.m. for 30 minutes.**

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.*

**OPEN SESSION**

**Chair Hill welcomed participants to the open session at 2:00 p.m.**

A. Goals for 20-21 and Executive Team Workplan

Chancellor Pan outlined the goals and sub-goals set by the Board, and how they map to our Strategic Plan. He shared leadership assignments, the timeline and metrics for each goal. Trustees provided feedback on priorities. Trustee Hill asked for more information on how the goal of structural right-sizing and accreditation are linked. CEC members gave explanation and input.

## **REGULAR MEETING MINTUES**

### **CALL TO ORDER**

**Chai Hill called the regular meeting to order at 3:00 p.m.**

### **ATTENDANCE:**

Shouan Pan, Steve Hill, Rosa Peralta, Teresita Batayola, Louise Chernin, Robert Williams, Sheila Edwards Lange, Chemene Crawford, Rosie Rimando-Chareunsap, Kurt Buttleman, Choi Halladay, Rebecca Hansen, Jennifer Dixon, Derek Edwards, Lilia Fomai, Cindy Riche, Annette Stofer, Diane Ellis, Cody Hiatt, Pete Lortz, Alexa Villator, Alison Pugh, Kathering Hinkelman, Betsy McConnell Gutierrez, Bradley Lane, Chad Miles, D'Andre Fisher, Earnest Phillips, Emily Kiely, Greg Dempsey, Helena Ribiero, Johnny Hu, Kelda Martensen, Kerry Howell, Malcolm Grothe, Megan Court, Melanie King, Melody McMillan, Mike Hickey, My Khan Tran, Ping Harman, Sally Romero, Sayumi Irey, Stephanie Dykes, Steve Leahy, Sy Ear, Valerie Hunt, Zahra Alavi, Caroline Conley, Erin Gibbons, Patrice Davis, Jenn Awe, Rebecca Yedlin, Dave Ellenwood, Holly Woodmansee, Valerie Hunt, Barry Robinson, Betsy Berger, Brian Rucci, Diane Coleman, Erin Lewis, Julienne DeGeyter, Kaite Mark, Mahsa Mojaderi, Maryan Nurileyva, Rick Downs, Sally Romero, Steph Hankinson

### **LAND ACKNOWLEDGMENT**

Rebecca Hansen gave a Land Acknowledgment.

*Today we recognize and honor the original occupants and stewards of the land where we now gather virtually. Many of us are joining this meeting from lands that are the traditional home of the Coast Salish people, the traditional home of all tribes and bands within the Duwamish, Suquamish, Tulalip and Muckleshoot nations.*

*Today, we honor the survival, the adaptations, the forced assimilation, and the resilience and creativity of Native peoples – past, present, and future. We encourage participants to consider their responsibilities to the people and land, both here and elsewhere, and to stand in solidarity with Native, Indigenous, and First Nations People, and their sovereignty, cultural heritage, and lives.*

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

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

Vice Chair Peralta shared thoughts about the recent election and the state of our country. Racism and systemic discrimination continue to exist and there is great work to be done. She praised student activism and encouraged our continued collective commitment to Equity Diversity and Inclusion.

### **PUBLIC COMMENTS**

Rebecca Hansen read a statement submitted by Tracy Lai. She outlined adverse impacts she has observed students working through during the pandemic and remote learning. She also urged

the Administration to support faculty observers in the mediation process. She invited Trustees to participate in an event on November 17.

Rebecca Hansen read a statement submitted by Althea Lazzaro. Her comments focused on acts of care and service that impact students positively. She urged budget cuts be accomplished in ways that do not impact student success.

Alexa Villatoro, reporter for The Collegian, asked what efforts the trustees and district administration are making to serve students. She cited problems with financial aid and frustration among students.

Kyle Nunes, Basic Studies Faculty at Central, spoke about the dreams we offer students and shared his experience as a part-time instructor. Insecurity of employment quarter to quarter is difficult for the faculty and damaging to students. He urged excellence in service to be the primary driver for budget building.

Caroline Conley works in the Library at North. She raised concerns about a potential shift to single accreditation.

Zhara Alavi spoke about decision making processes and the impacts of removing 'community' from our name. She spoke about the impact of district costs on campus budgets.

Stephanie Dykes informed the group that next week is Transgender Awareness Week. The Transgender Day of Remembrance is November 20. She invited Board members to participate in NSC activities.

## **PRESENTATION**

District Nursing Program update

*Presenter: Dr. Vicky Hertig, District Dean of Nursing*

Dr. Edwards Lange introduced Dr. Hertig. The Nursing program is recruiting strongly and graduating students at high rates. 46% of graduates are students of color; 22% are male students. Graduates enter a strong job market where starting salaries are between \$75-90K. New faculty have been hired and the program is working toward a Bachelor's certification. Dr. Hertig outlined the impact of legislative funds to support the hiring of new faculty. Dr. Hertig outlined ways the program has adapted during Covid and is using simulation to meet clinical hours requirements. She talked about the efficiency of scale in developing the districtwide program. She also described processes and systems that challenge students when learning in a districtwide program. She shared a vision for the future of the program, the community connection, and the development of the Bachelor's Degree program (RNBSN).

## **ACTION ITEMS**

A. Minutes from October 7, 2020

**Trustee Chernin made a motion to approve the minutes. Trustee Peralta seconded. The**

**motion carried 5-0.**

**B. Chancellor’s Contract Addendum**

**Trustee Peralta made a motion to amend the chancellor’s contract and extend the contract until June 30, 2023. Trustee Chernin seconded. The motion carried 5-0.**

**C. FY20-21 Budget – Second Reading**

Chancellor Pan and Choi Halladay presented the FY20-21 Budget. **Trustee Chernin made a motion to approve the budget. Trustee Batayola Seconded. The motion carried 5-0.**

**INFORMATION ITEMS**

**A. College and District Reserves**

Choi Halladay presented a snapshot of the college and district reserve balances. Vice Chancellor Halladay and Chancellor Pan will review Policy 608 that governs Reserves.

**B. Budget Report**

Choi Halladay summarized the monthly budget report ending September 30, 2020.

**C. Quarterly Grants Report**

Choi Halladay presented the Quarterly Grants Report.

**D. SCC Property Exchange**

Sheila Edwards Lange summarized the one-month extension of the agreement to exchange SCC properties on Capitol Hill for Sound Transit’s Site D.

**ORAL REPORTS**

**A. Student Board Representatives**

Maryam Nuraliyeva, Seattle Central College, gave an update on activities to prepare for Election Day.

**B. Labor Union Representatives**

Annette Stofer, AFT Seattle Community Colleges, mentioned that union members had high turnout in the November 3 election.

Diane Ellis, WFSE, read a statement regarding budget cuts and layoffs and impacts on front line employees. She stated that retaining critical functions is essential.

**C. Chancellor’s Report**

Chancellor Pan shared that two South Seattle College students received accolades in the National League for Innovation Art Competition.

**D. Chair’s Report**

Chair Hill reported on the Chancellor’s evaluation process and the goals that were set for 20-21.

E. Trustees

Trustee Batayola emphasized the importance of our institution's support for Transgender Awareness Week, which is coming up November 16-20. **Trustee Batayola made a motion for Seattle Colleges to recognize Transgender Awareness Week. Trustee Peralta seconded. The motion carried 5-0.**

Trustee Chernin commented on the new direction for our country following the election.

F. College Presidents, Vice Chancellors

Chemene Crawford, Interim President of North Seattle College, gave kudos to the Faculty at North for hosting an outstanding Election Day party. She announced that NSC is within close reach of their \$50,000 goal for fundraising for their 50<sup>th</sup> Anniversary.

Sheila Edwards Lange, President of Seattle Central College, informed the board that the transfer of SVI to the CDCPDA is complete. She thanked Lincoln Ferris for working through the process. Dr. Edwards Lange also reported that Security and Facilities staff have done a great job keeping the people and building safe during continuing protests on Capitol Hill.

Rosie Rimando-Chareunsap, President of South Seattle College, reported that the Wellness Center is on-track to open in Fall 2021. She reported on the community's use of the new ballot box on campus.

Kurt Buttleman, Vice Chancellor of Academic and Student Success, reported that 846 Promise students are enrolled for Fall.

Kerry Howell, Vice Chancellor of Advancement, thanked everyone for participating in the Scholarship Reception.

**ADJOURNMENT**

**The meeting adjourned at 5:17 p.m.**

The next meeting of the Board of Trustees will be held on Thursday, December 17, 2020 at Seattle Central College. There will be a Study Session at 1:30 p.m., and the Regular Meeting will follow at 3:00 p.m.

**EXECUTIVE SESSIONS**

*An executive session may be held for one or more of the following purposes: (1) To receive and evaluate complaints against a public officer or employee; (2) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee; (3) To discuss with legal counsel litigation or potential litigation to which*

*the college is, or is like to become, a party, when public knowledge of the discussion would likely result in adverse consequence to the district; (4) To consider, as a quasi-judicial body, a quasi-judicial matter between named parties; (5) To consider matters governed by the administrative procedure act, chapter 34.05 RCW; and/or (6) To plan or adopt the strategy or position to be taken during collective bargaining, professional negotiations, or grievance or mediation proceedings, or to review proposals made in on-going negotiations or proceedings.*

**SEATTLE COLLEGES DISTRICT BOARD OF TRUSTEES  
NOTICE OF SPECIAL MEETING**

**November 20, 2020**

**REGULAR SESSION**

**2:00 p.m.**

**Zoom**

**SPECIAL MEETING MINUTES**

**CALL TO ORDER**

**Chair Hill called the meeting to order at 2:10p.m.**

**ATTENDANCE**

Shouan Pan, Steve Hill, Rosa Peralta, Louise Chernin, Teresita Batayola, Robert Williams, Rebecca Hansen, Lilia Fomai, Jennifer Dixon, Choi Halladay, Pete Lortz, Betsy Berger, Natalie Simmons, Derek Edwards, Heather Emlund, Alexa Villatoro, Annette Stofer, Colleen Comidy, Cristobal Borges, Dawn Smithson, Erin Gobbons, Erin Lewis, Johnny Dwyer, Rick Downs, Helena Ribiero, Chad Miles, Chris Conley, Kurt Buttlemann, Traci Furutani, Zahra Alavi, Krishena Peterson, Sharon Spence-Wilcox

**ACTION / Approval of Agenda**

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

**PUBLIC COMMENTS**

Tracy Lai's comment was read aloud by Rebecca Hansen

Althea Lazzaro's statement was read aloud by Rebecca Hansen

Zahra Alavi spoke about layoffs in recent weeks. She urged retention of employees in student-facing roles, including Faculty. She also encouraged movement in negotiations on workload equity.

Erin Gibbons is a PT Chemistry Instructor at Central. She talked about the challenges and time commitment of teaching remotely. Faculty are working extra hard during this time and she spoke against austerity measures. She cited reasons for optimism for additional funding.

Johnny Dwyer spoke as VP of WFSE Local 304. He spoke in support of AFT members and urged support for fair bargaining and the administration meeting Faculty requests.

Colleen Comidy is an ESL instructor and asked the board to consider the hard work faculty does with students. She urged support for fair salaries and workload equity.

## **EXECUTIVE SESSION**

**Chair Hill called Executive Session at 2:23 for 60 minutes.**

### **A. Negotiations with AFT**

*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.*

## **ADJOURNMENT**

**The Executive Session ended and the meeting was adjourned at 3:07pm.**

The next meeting of the Board of Trustees will be held on Thursday, December 17, 2020. There will be a Study Session at 1:30 p.m., and the Regular Meeting will follow at 3:00 p.m.

## **EXECUTIVE SESSIONS**

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

## MEMORANDUM

**TO:** Board of Trustees  
**FROM:** Choi Halladay  
**DATE:** December 17, 2020

**SUBJECT:** NSC Affordable Housing Brief

### Background

North Seattle College (NSC) has been exploring student and affordable housing on campus since 2017. For various reasons, previous efforts were not productive. In July 2020, State House Speaker Emeritus, Frank Chopp, introduced NSC and district staff to Bridge Housing, a developer that specializes on building affordable housing on college campuses. Knowing that NSC has “surplus” land, Mr. Chopp encouraged the college to dedicate a patch of land to developing affordable housing.

Interim President Crawford and staff identified two possible sites that could be leased to a suitable developer for constructing affordable housing. A new RFI was issued in September, and two proposals were received and are being evaluated.

Before selecting a specific developer and taking the next step of entering into an Exclusive Negotiation Agreement, NSC would like to brief the Board on the status of the affordable housing project and seek Board feedback.

### Recommendation

It is recommended that this item be received as information at this point.

Submitted by:



Chemene Crawford  
Interim President, NSC

Transmitted to the Board with a favorable recommendation.



Shouan Pan  
Chancellor



Central · North · South

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

Dr. Shouan Pan  
Chancellor



Board of Trustees  
Briefing

# Affordable Housing at North Seattle College



# Genesis

**2017** – Under President Warren Brown NSC initiates exploration of student housing on campus

**2018** – NSC issues RFP, thereby communicating its intent to surplus land for international student housing

**2018** – Sole RFP respondent withdraws, objecting to prevailing wage requirement



# Transition

**2018** – Frank Chopp takes note of NSC’s project and brainstorms housing ideas that align with College programs, none do

**Late 2018** – Chopp advocates for and King County creates a \$1.5 million low interest loan appropriation for a “transit oriented development housing project” at NSC

**July 2020** – Chopp introduces NSC to a developer and encourages the College to commit to the development of affordable housing since NSC has “surplus” land that should be used for the public good

--> Northgate Link Station

College Ave

95th St

Wallingford Ave

Two location options

92nd St

Detention Basin

Wetlands

Parking

Licton Springs P-Patch Community Garden

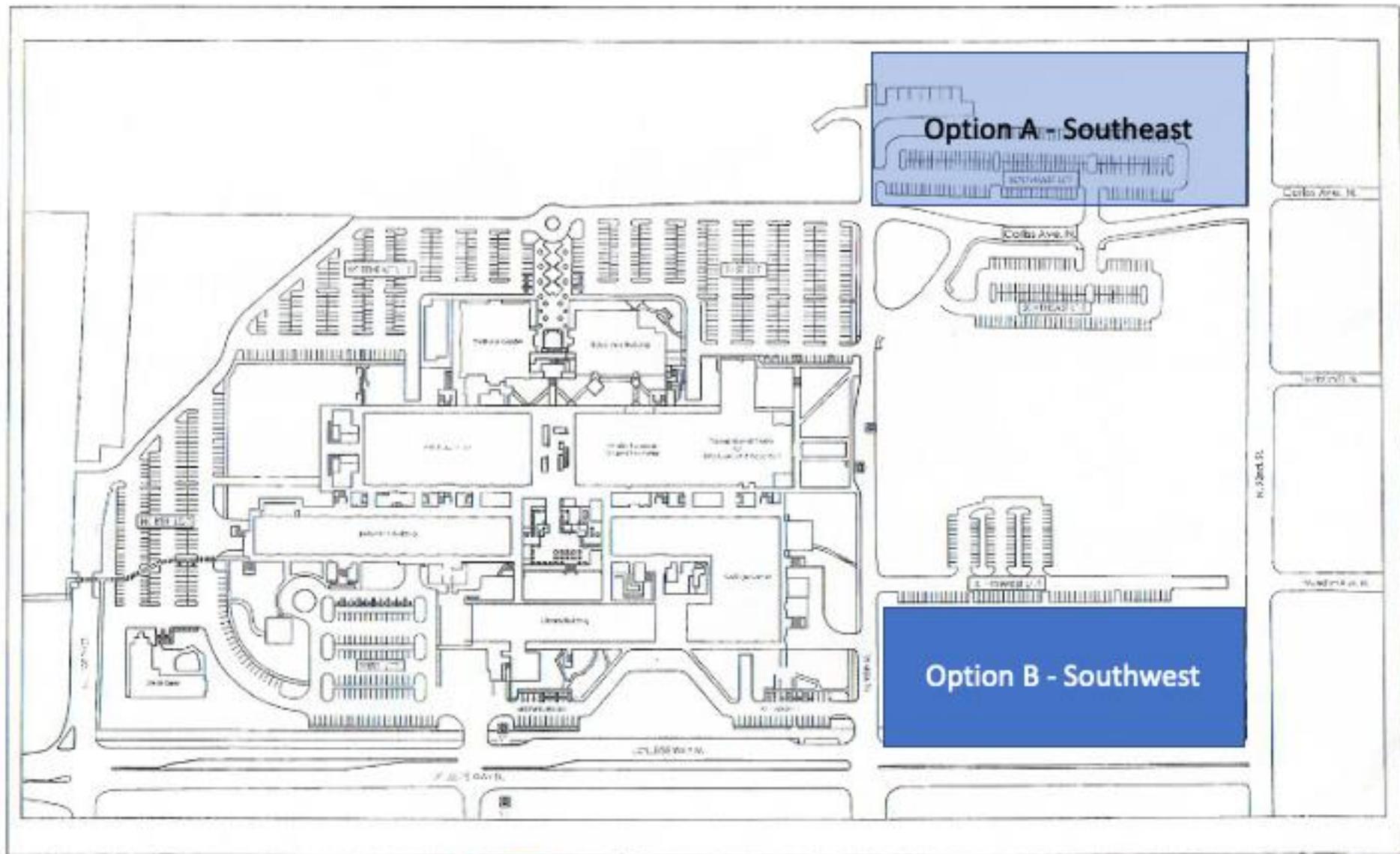
620'

210'

629'

190'





North Seattle College



Not to Scale

CAMPUS WIDE

Rev. 04/17/17

1

## Southeast Location

- Least likely to generate neighborhood opposition
- Loss of 178 parking spaces and potentially as much as \$445,000 in annual income

# Southwest Location

- Preserves parking capacity, ensures student access
- Best adjacency to College buildings
- More likely to generate neighborhood opposition

# Lease or Sell?

# The advantage of selling

- Quick Cash ~\$4 million

# The disadvantage of selling

- Total loss of control

# The advantages of a ground lease

- We can develop facilities that the College needs, but the state won't fund
- We get to pick our neighbors
- We have more control over what happens
- In the long run we retain ownership

# The process

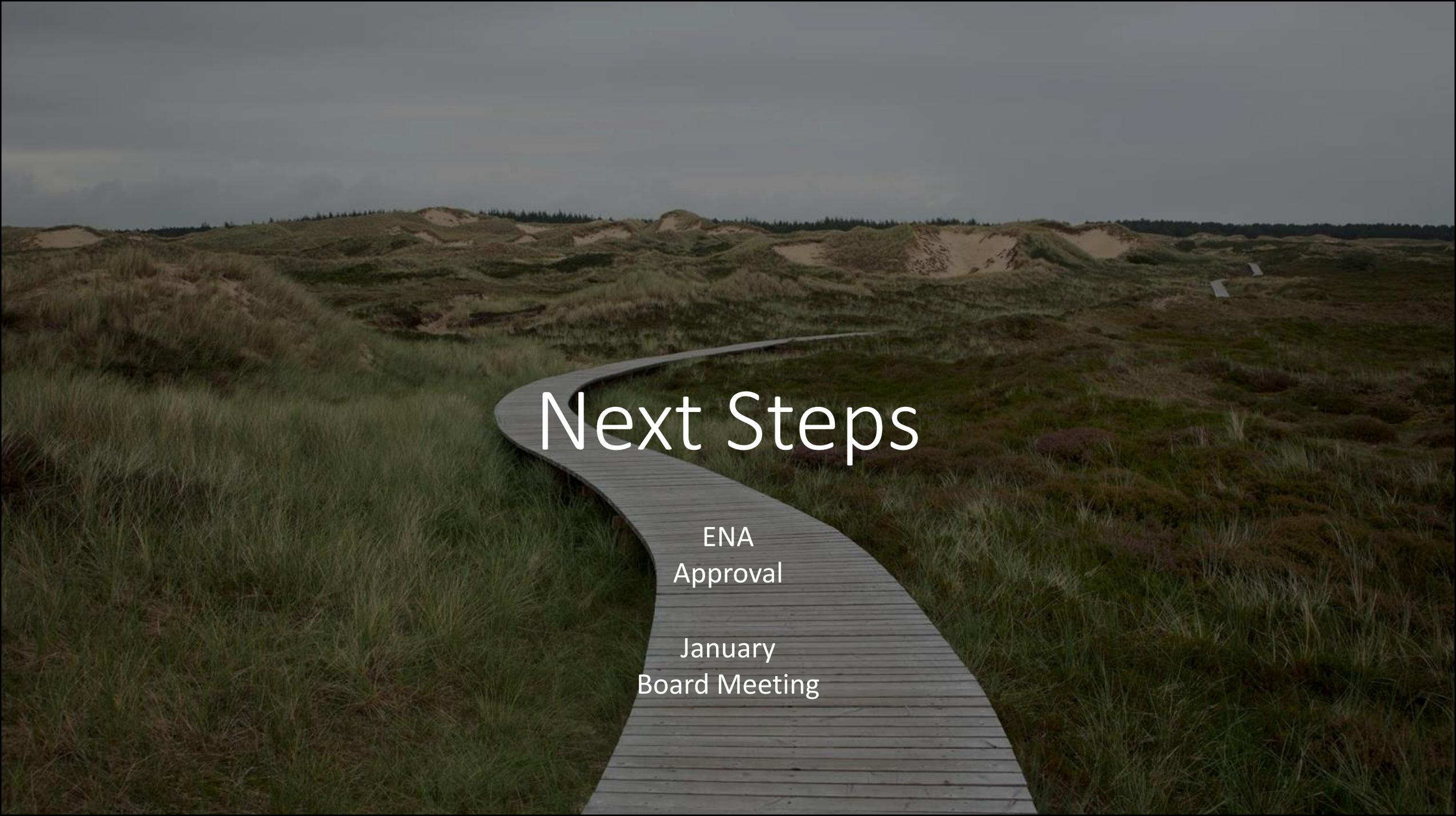


# Developer Selection Criteria

- Development team capacity
- Development concept
- Project schedule
- Management plan
- Financing Approach

# RFP Respondents

- BRIDGE Housing
- Bellwether - Chief Seattle

A wooden boardwalk winds through a grassy dune landscape under a cloudy sky. The boardwalk is made of light-colored wooden planks and curves from the foreground towards the background. The landscape is filled with tall, green grasses and some purple flowers. In the distance, there are sand dunes and a line of trees. The sky is overcast and grey.

# Next Steps

ENA  
Approval

January  
Board Meeting

## MEMORANDUM

**TO:** Board of Trustees  
**FROM:** Choi Halladay  
**DATE:** December 17, 2020

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

### Background

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

### Summary

#### Revenue

- Tuition at the overall district level is tracking approximately the same as last year. However, there are significant differences between the individual colleges.
- Running start is lower by 3% but that is an improvement over the approximately 14% decline that had been projected.
- International Revenue is down by 40%, which is in line with expectations.

#### Expenditures

- Expenditures are similar to last year, with significantly lower expenditures in travel and supplies. Both of those declines are to be expected given the current operating situation.
- Overall expenditures are in line with expectations.

#### Budget Tracking

- The colleges have been working to enter all the budget information from the budget that the Board passed in November into the accounting software system. This will allow for year-to-date budget comparisons by next month.

### Recommendation

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

Submitted by:



Choi Halladay  
Vice Chancellor of Finance & Operations



Central · North · South

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A handwritten signature in black ink, appearing to read "Shouan Pan", with a large, stylized initial "P" that loops back.

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Dr. Shouan Pan  
Chancellor

# Operating Funds History and Projections

## SEATTLE COLLEGES DISTRICT

FISCAL YEAR	YTD 10/31 2019	YTD 10/31/2020	Change % YTD
<b>SOURCES:</b>			
State Allocation	\$ (18,400,384)	\$ (18,205,761)	-1%
State Allocation/Capital	\$ (330,650)	\$ (661,300)	100%
<b>Local Revenues:</b>			
Tuition	\$ (11,555,020)	\$ (11,533,519)	0%
Running Start	\$ (1,334,596)	\$ (1,295,456)	-3%
International, IEL	\$ (9,036,564)	\$ (5,517,931)	-39%
Other	\$ (654,881)	\$ 9,713	-101%
Revenue Transfers	\$ 999,975	\$ 244,572	-76%
Use of Reserves	\$ 24	\$ -	-100%
<b>SubTotal</b>	<b>\$ (21,581,062)</b>	<b>\$ (18,092,621)</b>	<b>-16%</b>
<b>Total</b>	<b>\$ (40,312,096)</b>	<b>\$ (36,959,682)</b>	<b>-8%</b>

### USES BY EXPENSE TYPE:

FISCAL YEAR	YTD 10/31 2019	YTD 10/31/2020	Change % YTD
Salaries/Wages	\$ 27,586,095	\$ 27,807,913	1%
Employee Benefits	\$ 9,608,333	\$ 9,871,736	3%
Contracted Services	\$ 48,166	\$ 226,561	370%
Supplies	\$ 4,367,160	\$ 3,492,577	-20%
Travel	\$ 106,682	\$ 15,827	-85%
Equipment	\$ 235,468	\$ 366,713	56%
Grants to Students	\$ (108,957)	\$ 19,070	-118%
Other	\$ (1,047,563)	\$ (2,313,901)	121%
<b>DISTRICT TRANSFER</b>			
<b>Total</b>	<b>\$ 40,795,384</b>	<b>\$ 39,486,497</b>	<b>-3%</b>

### USES BY PROGRAM: \*

EXPENSES BY PROGRAM	YTD 10/31 2019	YTD 10/31/2020	Change % YTD
Instruction	\$ 18,709,014	\$ 18,337,550	-2%
Primary Support	\$ 4,450,393	\$ 4,314,739	-3%
Library	\$ 906,661	\$ 792,217	-13%
Student Svcs	\$ 3,701,283	\$ 3,555,025	-4%
Institutional Support	\$ 8,168,014	\$ 8,396,374	3%
Plant Ops. & Maint.	\$ 4,860,020	\$ 4,090,593	-16%
<b>Grand Total</b>	<b>\$ 40,795,384</b>	<b>\$ 39,486,497</b>	<b>-3%</b>

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

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

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

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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 10/31 2019	YTD 10/31/2020	Change % YTD
<b>SOURCES:</b>			
State Allocation	\$ (7,768,323)	\$ (10,500,691)	35%
State Allocation/Capital	\$ (148,788)	\$ (297,575)	100%
<b>Local Revenues:</b>			
Tuition	\$ (4,588,947)	\$ (4,625,505)	1%
Running Start	\$ (568,071)	\$ (532,995)	-6%
International, IEL	\$ (5,041,008)	\$ (3,271,287)	-35%
Other	\$ (177,183)	\$ 8,559	-105%
Revenue Transfers	\$ -	\$ 423,203	
Use of Reserves	\$ -	\$ -	
<b>SubTotal</b>	<b>\$ (10,375,208)</b>	<b>\$ (7,998,025)</b>	<b>-23%</b>
<b>TOTAL</b>	<b>\$ (18,292,319)</b>	<b>\$ (18,796,291)</b>	<b>3%</b>

### USES BY EXPENSE TYPE:

FISCAL YEAR	YTD 10/31 2019	YTD 10/31/2020	Change % YTD
Salaries/Wages	\$ 10,517,569	\$ 10,319,768	-2%
Employee Benefits	\$ 3,827,200	\$ 3,833,240	0%
Contracted Services	\$ 12,338	\$ 21,415	74%
Supplies	\$ 1,295,225	\$ 762,759	-41%
Travel	\$ 38,234	\$ 1,231	-97%
Equipment	\$ 121,226	\$ 367,423	203%
Grants to Students	\$ 1,150	\$ 180	-84%
Other	\$ (532,223)	\$ (926,926)	74%
DISTRICT TRANSFER	\$ 3,301,860		-100%
<b>TOTAL</b>	<b>\$ 18,582,578</b>	<b>\$ 14,379,091</b>	<b>-23%</b>

### USES BY PROGRAM: \*

EXPENSES BY PROGRAM	YTD 10/31 2019	YTD 10/31/2020	Change % YTD
Instruction	\$ 8,870,206	\$ 8,336,102	-6%
Primary Support	\$ 1,994,115	\$ 1,241,806	-38%
Library	\$ 385,603	\$ 283,880	-26%
Student Svcs	\$ 1,657,665	\$ 1,575,825	-5%
Institutional Support	\$ 3,745,629	\$ 1,202,232	-68%
Plant Ops. & Maint.	\$ 1,929,360	\$ 1,739,246	-10%
<b>Grand Total</b>	<b>\$ 18,582,578</b>	<b>\$ 14,379,091</b>	<b>-23%</b>

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**Note: District Transfer based on Budgeted Costs had not occurred as of the end of October 2020.**

# Operating Funds History and Projections

## NORTH SEATTLE COLLEGE

FISCAL YEAR	YTD 10/31 2019	YTD 10/31/2020	Change % YTD
<b>SOURCES:</b>			
State Allocation	\$ (5,683,688)	\$ (2,929,074)	-48%
State Allocation/Capital	\$ (82,663)	\$ (165,325)	100%
<b>Local Revenues:</b>			
Tuition	\$ (3,733,668)	\$ (4,255,125)	14%
Running Start	\$ (373,373)	\$ (394,842)	6%
International, IEL	\$ (1,914,188)	\$ (919,400)	-52%
Other	\$ (81,105)	\$ 24,794	-131%
Revenue Transfers	\$ 1,000,000	\$ 445,322	-55%
Use of Reserves	\$ -	\$ -	
<b>SubTotal</b>	<b>\$ (5,102,334)</b>	<b>\$ (5,099,251)</b>	<b>0%</b>
<b>TOTAL</b>	<b>\$ (10,868,684)</b>	<b>\$ (8,193,651)</b>	<b>-25%</b>

### USES BY EXPENSE TYPE:

FISCAL YEAR	YTD 10/31 2019	YTD 10/31/2020	Change % YTD
Salaries/Wages	\$ 6,687,582	\$ 6,617,959	-1%
Employee Benefits	\$ 2,391,652	\$ 2,460,402	3%
Contracted Services	\$ 6,546	\$ 9,531	46%
Supplies	\$ 747,001	\$ 550,963	-26%
Travel	\$ 11,081	\$ 1,052	-91%
Equipment	\$ 11,375	\$ 41,014	261%
Grants to Students	\$ (3,665)	\$ 13,647	-472%
Other	\$ (228,050)	\$ (697,063)	206%
DISTRICT TRANSFER	\$ 2,279,856		-100%
<b>TOTAL</b>	<b>\$ 11,903,377</b>	<b>\$ 8,997,504</b>	<b>-24%</b>

### USES BY PROGRAM: \*

EXPENSES BY PROGRAM	YTD 10/31 2019	YTD 10/31/2020	Change % YTD
Instruction	\$ 5,251,615	\$ 5,000,811	-5%
Primary Support	\$ 1,580,882	\$ 1,112,256	-30%
Library	\$ 250,358	\$ 220,418	-12%
Student Svcs	\$ 780,120	\$ 658,993	-16%
Institutional Support	\$ 2,535,747	\$ 891,237	-65%
Plant Ops. & Maint.	\$ 1,504,656	\$ 1,113,789	-26%
<b>Grand Total</b>	<b>\$ 11,903,377</b>	<b>\$ 8,997,504</b>	<b>-24%</b>

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**Note: District Transfer based on Budgeted Costs had not occurred as of the end of October 2020.**

# Operating Funds History and Projections

## SOUTH SEATTLE COLLEGE

FISCAL YEAR	YTD 10/31 2019	YTD 10/31/2020	Change % YTD
<b>SOURCES:</b>			
State Allocation	\$ (4,719,120)	\$ (4,752,817)	1%
State Allocation/Capital	\$ (99,200)	\$ (198,400)	100%
<b>Local Revenues:</b>			
Tuition	\$ (3,232,405)	\$ (2,652,889)	-18%
Running Start	\$ (393,152)	\$ (367,620)	-6%
International, IEL	\$ (2,081,369)	\$ (1,250,521)	-40%
Other	\$ (131,646)	\$ (11,198)	-91%
Revenue Transfers	\$ (25)	\$ -	-100%
Use of Reserves	\$ -	\$ -	
<b>SubTotal</b>	<b>\$ (5,838,597)</b>	<b>\$ (4,282,227)</b>	<b>-27%</b>
<b>TOTAL</b>	<b>\$ (10,656,917)</b>	<b>\$ (9,233,444)</b>	<b>-13%</b>

### USES BY EXPENSE TYPE:

FISCAL YEAR	YTD 10/31 2019	YTD 10/31/2020	Change % YTD
Salaries/Wages	\$ 6,232,864	\$ 5,700,103	-9%
Employee Benefits	\$ 2,101,034	\$ 1,969,603	-6%
Contracted Services	\$ 13,600	\$ 38,035	180%
Supplies	\$ 953,994	\$ 775,493	-19%
Travel	\$ 17,478	\$ -	-100%
Equipment	\$ 64,594	\$ 2,871	-96%
Grants to Students	\$ (106,442)	\$ 4,893	-105%
Other	\$ (250,021)	\$ (615,231)	146%
DISTRICT TRANSFER**	\$ 2,279,856		-100%
<b>TOTAL</b>	<b>\$ 11,306,957</b>	<b>\$ 7,875,768</b>	<b>-30%</b>

### USES BY PROGRAM: \*

EXPENSES BY PROGRAM	YTD 10/31 2019	YTD 10/31/2020	Change % YTD
Instruction	\$ 4,889,223	\$ 3,737,996	-24%
Primary Support	\$ 917,687	\$ 448,325	-51%
Library	\$ 235,969	\$ 117,830	-50%
Student Svcs	\$ 1,263,498	\$ 1,320,207	4%
Institutional Support	\$ 2,561,837	\$ 1,033,929	-60%
Plant Ops. & Maint.	\$ 1,438,743	\$ 1,217,482	-15%
<b>Grand Total</b>	<b>\$ 11,306,957</b>	<b>\$ 7,875,768</b>	<b>-30%</b>

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# Operating Funds History and Projections

## DISTRICT

FISCAL YEAR	YTD 10/31 2019	YTD 10/31/2020	Change % YTD
<b>SOURCES:</b>			
State Allocation	\$ (229,252)	\$ (23,178)	-90%
State Allocation/Capital	\$ -	\$ -	
<b>Local Revenues:</b>			
Tuition	\$ -	\$ -	
Running Start	\$ -	\$ -	
International, IEL	\$ -	\$ (76,723)	
Other	\$ (264,948)	\$ (12,441)	-95%
Revenue Transfers	\$ -	\$ (623,953)	
Use of Reserves	\$ 24	\$ -	-100%
<b>SubTotal</b>	<b>\$ (264,924)</b>	<b>\$ (713,117)</b>	<b>169%</b>
<b>TOTAL</b>	<b>\$ (494,176)</b>	<b>\$ (736,296)</b>	<b>49%</b>

### USES BY EXPENSE TYPE:

FISCAL YEAR	YTD 10/31 2019	YTD 10/31/2020	Change % YTD
Salaries/Wages	\$ 4,148,079	\$ 5,170,083	25%
Employee Benefits	\$ 1,288,448	\$ 1,608,492	25%
Contracted Services	\$ 15,683	\$ 157,580	905%
Supplies	\$ 1,370,940	\$ 1,403,361	2%
Travel	\$ 39,890	\$ 13,544	-66%
Equipment	\$ 38,274	\$ (44,595)	-217%
Grants to Students	\$ -	\$ 350	
Other	\$ (37,269)	\$ (74,681)	100%
DISTRICT TRANSFER	\$ (7,861,572)		-100%
<b>TOTAL</b>	<b>\$ (997,528)</b>	<b>\$ 8,234,134</b>	<b>-925%</b>

### USES BY PROGRAM: \*

EXPENSES BY PROGRAM	YTD 10/31 2019	YTD 10/31/2020	Change % YTD
Instruction	\$ (302,030)	\$ 1,262,640	N/A
Primary Support	\$ (42,290)	\$ 1,512,352	N/A
Library	\$ 34,731	\$ 170,089	N/A
Student Svcs	\$ -	\$ -	N/A
Institutional Support	\$ (675,200)	\$ 5,268,976	N/A
Plant Ops. & Maint.	\$ (12,739)	\$ 20,077	N/A
<b>Grand Total</b>	<b>\$ (997,528)</b>	<b>\$ 8,234,134</b>	<b>N/A</b>

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**MEMORANDUM**

**TO:** Board of Trustees  
**FROM:** Shouan Pan, Chancellor  
**DATE:** December 17, 2020  
**SUBJECT:** Report to the Board of Trustee

**I. Student Success****Good Press for Seattle Promise**

Seattle Colleges recently received positive press in the *Seattle Times* for our responsive and intentional support of Seattle Promise students during the pandemic. Shortly thereafter, Seattle Colleges, Seattle Public Schools, and DEEL staff joined Mayor Durkan for a celebratory press release highlighting the higher-than-expected fall enrollment numbers despite the impact that Covid-19 is having on students accessing and continuing their postsecondary educational goals. Seattle Promise continues to be nationally recognized as an innovative and leading Promise Program and is now a featured Promise Program on the College Promise webpage.

**Starfish**

Starfish is increasingly becoming an essential tool for students and staff. There are now more than 85 student services options visible to students in the system. Since May 2019, 16,295 different students have had 67,000 appointments scheduled using Starfish. Students have scheduled 39 percent of these appointments themselves. Starfish Progress Surveys are being used to provide early feedback for students participating in TRiO programs at Seattle Central and South Seattle and more than 230 instructors have submitted surveys since Spring quarter 2020.

**Meeting with Student Leaders**

On Nov. 9, college presidents and district leaders invited student leaders, including student reporters from Seattle Central Colleges' *The Collegian*, to an informal session to brief them on college and district-wide efforts to focus on student success during the pandemic, minimizing pandemic impact to students, and expanding support to BIPOC students. The student participants were able to engage college presidents and chancellor in Q&A on district budget development, cost-reduction measures, Seattle Pathways, Covid-19 control protocols, etc.

**Focusing on Promoting Success for BIPOC Students**

The November district-wide Leadership Team meeting was devoted to a focused discussion on success and completion for BIPOC students. In sub-groups, college leaders engaged in thoughtful exploration of two major issues: a) What system barriers we need to remove in

order for BIPOC students to complete at faster rate at Seattle Colleges? b) What internal and external proven best practices we can adopt and scale up to achieve the goal of increasing BIPOC students' completion rate from 48% to 66% in three years.

Building upon the results of this meeting, chancellor Pan convened members of College EDI Councils on Nov. 30 to follow up on the planning. Faculty, staff, and students across the colleges made additional recommendations for action. Results from these focused meetings provide the important foundation to build an action plan.

### **Piloting a New Creative Outreach Strategy to Reach Students and Families**

Staff from Outreach and Seattle Promise worked hard at piloting a new way to use CRM to reach Seattle Public School students and their families. In just 3 days in early December, more than 140 events and 500+ texts and emails were sent to approx. 4,000 students. As a result, Seattle Promise staff helped 120 students complete their application in those 3 days. These record numbers have already put our applications on course comparable to last year's pre-pandemic numbers.

## **II. Organizational Excellence**

### **Launching Zoom Chats with the Chancellor Series**

In an effort to promote employee engagement and increase internal communication, chancellor Pan initiated Zoom Chats with the Chancellor Series. Occurring the 2<sup>nd</sup> Tuesday afternoon of each month, the Zoom Chats address about 10 topics across the remainder of the Academic Year. The first Zoom Chat on December 8 dealt with managing Covid-19 pandemic. Nearly 150 individuals across the district participated in the Chat.

### **Equity Can't Wait Campaign Update**

Notable Contributions include:

- Mary Pugh (a member of Central's President's Resource Council) has made a \$200K gift to establish an endowed scholarship to support African American students at Central.
- A major consulting firm\* is committing \$400K to an innovative scholarship program to support African American male students at Central.
- A major financial institution\* will be making a \$250K grant to Seattle Promise.  
\*We will announce funder names after documentation is finalized.

Campaign Launch Event:

- The campaign launch event (virtual) is scheduled for Thursday, March 25, 2021 in the early evening.
- BECU is the presenting sponsor.

- We are inviting Dr. Jill Biden to be a featured speaker at the launch event.

### **Faculty Development, Mini Grants to Support EDI in Teaching**

Committed to leading with racial equity, diversity, and inclusion (EDI) and academic excellence, district Faculty Development has created two new special group mini grants for faculty to collaborate during the pandemic as most travel conferences have been cancelled. One is entitled ***Communities of Inquiry, Practice and Excellence (CIPE)***. A CIPE is a small group of Seattle Colleges faculty working in collaboration to investigate questions aligned with the district's core strategic priorities and Guided Pathways principles. Funding up to \$1,200 per team. So far, we have had seven successful CIPE Teams who have produced impressive deliverables. Please check their reports [here](#).

The other one is ***Book Reading Learning Circles (BRLC)***, which provides an opportunity for informal and productive conversations among district-wide faculty and staff related to anti-racist practices, or pedagogies and academic excellence. Book readings should reflect on innovative culturally responsive teaching, anti-racist practices and/or pedagogies, online learning, or any subject matter directed at eliminating achievement gaps for our students. Check [here](#) for more information. Funding: up to \$800 per team. Four teams each quarter starting in winter, 2021. So far, we have four successful teams formed for winter 2021.

COVID-19 has changed many aspects of our work and life, but it cannot waive our commitment to EDI and providing high quality instruction and services for student success. During this challenging time, Faculty Development has been doing everything we can to support faculty to stay healthy and work creatively and collaboratively in developing innovative instructional approaches/strategies to better serve our students and the college community.

### **Winter quarter marketing and recruitment efforts**

Marketing and Recruitment efforts are underway for Winter Quarter at the colleges including:

- Social media marketing campaigns targeting Running Start students and working adults are underway now.
- Virtual help sessions, LiveChat, and limited in-person services (at Central) are providing students enrollment support.
- Automated CRM email, text messages, and phone calls are nudging students and linking them to helpful resources.

### III. Partnerships

#### **Seattle Colleges Hosts Economic Recovery Symposium**

Over three days – December 10, 11 and January 21, Seattle Colleges will convene leaders from across the Seattle metro area to participate in an Economic Recovery Symposium. Joining us will be representatives from business, industry, secondary and post-secondary education, as well as community leaders and activists, community-based organizations, civic partners, and philanthropists. The symposium will address – at a sector level – the pressing issues facing the Seattle-area economy, including:

- Covid-19 and resulting job loss, with disproportionate impacts on people of color, women, and young people
- The intersection of racial justice and our education and workforce ecosystem
- The move toward automation and resulting dislocation of workers, accelerated by COVID-19
- The need for industry and workforce solutions that meet the demands of the climate crisis

Participants will hear from experts regarding the state of our economy and community, then will work in sector-based teams to develop a blueprint for economic recovery that is equitable, speedy, and addresses these pressing issues. Sectors of focus include logistics & transportation, technology, healthcare, manufacturing, retail, hospitality, and construction. Seattle Colleges is partnering with Seattle Jobs Initiative, the Workforce Development Council of Seattle-King County, and JPMorgan Chase to host this event.

#### **Seattle Colleges and Seattle Housing Authority Celebrating Five Years of Partnership**

Seattle Colleges is entering its 5th year of partnership with Seattle Housing Authority (SHA), in which low-income housing residents receive tailored outreach, career guidance, and dedicated college navigation. We have received nearly \$750,000 from SHA over the past four years to support two SHA-funded College Navigators who are employed by our Workforce & Economic Development team through the partnership called JobLink. Together, our navigators have helped over 400 students enroll at our colleges, with roughly 90% students of color and 70% women. Students who come to us through JobLink pursue a wide range of programs, with many seeking healthcare training, information technology, early childhood education, English as a Second Language, and AA-DTA degrees. Students also receive a quarterly stipend if attending full-time, as data show that full-time college attendance increases retention and completion rates over part-time attendance. The stipend is aimed to support students juggling multiple responsibilities and challenges, and who may need extra funds for transportation, books, groceries and more. The partnership, initially launched through a grant from JPMorgan Chase,

has developed over the past 5 years into a sustainable model that is highly valued, and which will continue to grow and strengthen in years to come.

#### **Government Relations update**

State Senate and House higher education committees met on Dec. 1 and 2<sup>nd</sup> to discuss funding and enrollment issues caused by the COVID pandemic. Senate Higher Ed chair, Senator Emily Randall of Bremerton and House Committee Chair, Rep. Drew Hansen of Bainbridge Island, and Rep. Frank Chopp of Seattle then held a virtual meeting on the evening of Dec. 2<sup>nd</sup> for higher ed advocates and lobbyists. They told us that “defending the gains” made in 2019 and 2020 is the major goal of the 2021 biennial budget-development session.

The SBCTC has just submitted a report to the Legislature documenting how all 34 CTC around the state have used the funding provided for Guided Pathways and the more competitive salaries for high-demand fields like nurse educators and STEM disciplines. The new 16-member Board created in 2019 by HB 2158—the Workforce Education Investment Act---will be monitoring how those funds are used.

Governor Inslee will present his proposed 2021-23 biennial budget in mid-December and that will set the stage for Legislators when they begin the 105-day session on January 11, 2021.

#### **IV. Progress Updates on 20-21 Board Goals**

##### **1. Improving BIPOC student completion:**

Members of the district Leadership Team and Colleges EDI Advisory Councils were convened to examine a) institutional barriers to academic success for BIPOC Students and b) Best practices that can be scaled up. Immediate, medium, and long-term strategies and action plans will be identified and initiated to increase completion rate from 48% to 66% in the next three years.

##### **2. Updating the Strategic Plan:**

VC Buttleman, AVC Phillips, and Chancellor Plan are engaging Board Strategic Planning Subcommittee on updating the current Strategic Plan, including data disaggregation for Asian and Latinx students, and finalizing measurement metrics for Goal 4 Partnerships.

##### **3. Moving towards Integrated Budgeting Process**

VC Halladay has initiated exploratory conversations with college VPs of Administrative Services and Budget directors on moving towards integrated budgeting process by July 2021.

**4. Single Accreditation Feasibility Study**

Interim President Crawford and Chancellor Pan met with Dr. Sally Johnston, president of National Center for Higher Education Management System, to learn their work assisting Maine Community Colleges and Connecticut Community Colleges to achieve system accreditation. The Center focuses on helping institutions and states to improve strategic decision making in higher education.

**5. ELearning**

Led by VC Buttleman, eLearning administrators across the colleges submitted an eLearning Report to Chancellor's Executive Cabinet on Nov. 9. AVC Riche has been tasked to work with the group and additional faculty members on developing an implementation plan, which is due in early January 2021.

**6. Partnerships**

AVC Grothe, VC Howell, VC Buttleman, Communications Director Beneke, and Chancellor Pan have been working on several new partnership possibilities, including exploratory work with Amazon, Google, Educational Design Labs, and Washington Alliance for Better Schools. In addition, the Economic Recovery Symposium under way is a collaborative effort of Seattle Colleges with Seattle Jobs Initiative, Workforce Development Council of King County, and JP Morgan Chase.



## MEMORANDUM

**TO:** Board of Trustees  
**FROM:** North Seattle College Interim President, Dr. Chemene Crawford  
**DATE:** Dec. 3, 2020  
**SUBJECT:** Report to the Board of Trustees

### I. Student Success

#### **Equity, Diversity and Inclusion Affinity Group Lounges Open to NSC Community**

- NSC students and employees are invited to join weekly virtual affinity group lounges. Currently, there are lounges for the following groups: Asian American/Pacific Islander, Indigenous Students, LGBTQIA+, Latina/o/x, and Black/African American. The lounges are hosted by Student Organizations for Equity & Engagement Student Leaders, Affinity Group Employee Advisors and Equity & Welcome Center staff.

#### **Civic Engagement/Political Participation Guest Speaker Addresses Campus**

- This fall quarter 2020, Eric Liu gave a presentation to Seattle Colleges titled, “You’re More Powerful Than You Think: A Citizen’s Guide to Making Change Happen.” Liu is the co-founder and CEO of Citizen University, author, and former White House speech writer for President Bill Clinton and the President’s former deputy domestic policy adviser. The event was sponsored by the Seattle Colleges Office of Equity, Diversity & Inclusion offices and the NSC Arts Humanities & Social Sciences division, Political Science program, student leadership, and faculty academy.

#### **Eligibility for BFET Training Expands to Include Academic Transfer Students**

- Eligibility for the Basic Food Employment and Training (BFET) program has recently expanded to include academic transfer students. BFET assists recipients of federal food assistance (SNAP benefits) by providing student support funding for career training, basic and transitional studies, and now academic transfer.

### II. External Affairs

#### **NSC Veterans Lounge Remodel and Food Pantry Featured on Q13 News**

- Q13 News featured the NSC veterans lounge and food pantry on November 9. NSC VetCorps Navigator, Chanette Purser-Smith was interviewed by Q13 and shared that she had applied for a grant from King County to fund a complete renovation of the veterans lounge. The veterans lounge helps student-veterans transition to campus life at NSC and the remodel is expected to be completed by the end of this year.

### III. Pride Points

#### **NSC Director of Disability Services Serves on Multiple Boards/Councils**

- Dr. Josef Mogharreban, NSC Director of Disability Services, shares his expertise and provides leadership on disability issues statewide serving as the two-year college representative on the Washington Association on Postsecondary Education and Disability Board and as the technology advisor for both the Washington State Board for Community and Technical Colleges (SBCTC) Disability Support Services Council and the SBCTC Committee on Accessible Technology Oversight.

**MEMORANDUM**

**TO:** Board of Trustees  
**FROM:** Sheila Edwards Lange, Ph.D., President  
**DATE:** Dec. 3, 2020  
**SUBJECT:** Seattle Central College monthly report

**INSTITUTIONAL EXCELLENCE**

**Staff forum:** President Sheila Edwards Lange and her leadership team offered details about how our college weathered the election, the current pandemic, and our economic situation at a Nov. 9 staff forum. For details of the meeting, including video, presentation slides, and a transcription, [visit this Canvas archive](#).

**Celebrating our retiring employees:** Seattle Central College held a virtual gathering on Nov. 20 to celebrate the accomplishments and legacy of the people who retired from the college this year. The event was well attended and heartfelt, with several generations of long-term staff and faculty sharing stories about their times and contributions at the college.

**PARTNERSHIPS**

**Springboard8 pilot:** Seattle Central College and the consulting firm Slalom are collaborating in a pilot program to empower and support Black male students to succeed in college. The first cohort of 40 students with less than 15 credits at the college will start the program in winter quarter. They will receive career coaching from leaders and executives at Slalom and develop meaningful relationships and community with their peers. For more details, visit <https://seattlecentral.edu/springboard8>

**STUDENT SUCCESS**

**Seattle Central cheers on our first-generation students:** On Nov. 10 and 11, Seattle Central College recognized and celebrated students who are the first in their families to attend and graduate from college. The virtual celebration included panel discussions and listening sessions on topics such as how to find scholarships, career exploration, STEM resources, and veterans' services. Organizers also collected personal stories from faculty and staff who were the first in their generation to attend college. The celebration was organized by staff in MESA / LSAMP, TRIO, and Student Leadership.

**HBCU virtual fair a success:** North, South, and Seattle Central colleges held a virtual transfer fair on Oct. 27 for students interested in attending a historically Black college or university (HBCU). The event helped to connect students with representatives from 28 HBCUs, including institutions such as Bowie State, Morehouse, and Tuskegee universities.

**PRIDE POINTS**

**Seattle Central's Immigrant and Refugees club lobbies for change:** Seattle Central College has partnered with OneAmerica to form a student club for the college's large immigrant and refugee population. The Seattle Central Immigrant and Refugees Club has served as a safe place for students to receive support, and to lobby for more resources and access in the education system. The Immigrant and Refugee Club participants get educational training, leadership development, and a trusting community to share personal struggles and successes.

## MEMORANDUM

**TO:** Board of Trustees  
**FROM:** Rosie Rimando-Chareunsap, President  
**DATE:** Dec. 17, 2020  
**SUBJECT:** Report to the Board of Trustees

**I. Student Success**

- **Students Earn National Art Awards:** Two South Seattle College students won national awards in the League of Innovation’s Art Awards Competition. Duong Thuy Bui received “Best in Show” for her ceramic creation, “Preserve,” and Fennie Doan received the “Juror’s Choice Award” for her digital illustration, “Four Occupations in Vietnam 1900s.” This is the second year in a row a South student has take home the “Best in Show” award. [Read more about the students and view there art here.](#)

**II. Institutional Excellence**

- **Wellness Center Coming Fall 2021:** Construction has begun on South’s new [Wellness Center](#), slated to open by the start of Fall Quarter 2021. Following a student-elected referendum in May 2015 to charge a new “Student Campus Enhancement Fee” for facility construction, the college began collecting the fee in Winter 2016 to fund the project on main campus in West Seattle. The center will bring accessible health and wellness opportunities to students and the community.
- **Hermanson SBST Center Celebrated:** In 2017, the Sustainable Building Science Technology BAS program received a generous donation from the Hermanson Company to support the program and create the Hermanson SBST Center at the Georgetown campus. A recent collaboration between SBST students and the Hermanson Company led to the unveiling of proper signage for the center, celebrated virtually on Dec. 5 along with announcement of a new Hermanson Scholarship for students. Jerry Hermanson, a construction industry trailblazer, has been critical in strengthening the profile of the program in industry and supporting students.

**III. External Affairs**

- **Maritime Welding Lauded as Model:** Congressman Adam Smith sees the Maritime Welding program at South as a model for intensive workforce training he would like to see replicated elsewhere in the state. The program, offered in collaboration with Vigor Shipyards at the Harbor Island Training Center, trains welders for careers in as little as six months. On Nov. 23, Congressman Smith’s staff met with South and Vigor staff to learn more about the program so they can advocate for the model.



December 1, 2020

To: SCD Board of Trustees

From: Annette Stofer, President, AFT Seattle Local 1789

Re: Report for December 2020 BOT meeting

We are near to the end of Fall Quarter and entering the holiday season. While it is usually a time of happy anticipation, this year faculty are expressing fatigue and high levels of stress. Working at home, we miss the camaraderie and shared experiences of being on campus. We also take on financial burden for higher utility costs, supplies, upgraded WiFi, and other needs for doing our jobs. We find ourselves giving a great deal of time and emotional support to students who are also suffering. Faculty are called upon to rethink class requirements and grading criteria. They also find more instances of students in crisis, and the resources for those students seem harder to tap.

AFT Seattle needs to see SCD prioritize the students, faculty, and staff who directly support students, ensuring that we can do our best for students even under these most-challenging circumstances.

AFT Seattle is dismayed by lay-offs across the district. We are particularly concerned about part-time faculty, who are not even tracked for inclusion in the data. These contingent employees face constant ups and downs in their employment and the very real chance that there will never be a stable full-time job for them. Yet they are dedicated to the profession. We need to keep track of them, acknowledge that we cannot run the colleges without them, and end their invisibility. We are also deeply concerned about our classified staff colleagues who have been let go. Their essential work will go undone or be added to the already heavy workload of others. Will we lose people to burnout and better job opportunities elsewhere?

The executive board and members of AFT Seattle are paying attention to the various initiatives being considered by the Board of Trustees and the upper management. There is merger of the eLearning programs in the works. It is vital that there be a full understanding of the campus-based supports, such as the Teaching & Learning Centers,

before moving ahead with such a merger. The merger should bring improvements to the services offered to faculty, or the idea should be halted.

There is the exploration of one accreditation for the whole district, which is stirring up a great deal of talk. AFT Seattle is doing research and talking with faculty. We will certainly weigh in on this monumental idea.

We have opened discussions with SCD on the High-Demand funds from the Workforce Reinvestment Act. Again we are talking with faculty prior to reaching any agreement about the application of the funds. This is quite a lot more complicated than negotiating the Nursing Educator funds. However, we built some structures with the Nursing funds that can be used here, if appropriate.

Contract Negotiations continue with a mediator's assistance. While we had hoped to complete bargaining by now, we are determined to reach an agreement that faculty can support. As we tackle the difficult financial provisions, we are completing agreements on non-monetary sections and circling back to review everything we said we wanted to do for the new CBA.

With wishes for a safe and peaceful holiday season, not to mention the end of 2020!

Respectfully,

Annette Stofer



## MEMORANDUM

TO: Board of Trustees  
Seattle Colleges District

FROM: Leah Scott  
Student Body President  
North Seattle College

DATE: December 1, 2020

SUBJECT: STUDENT ADMINISTRATIVE TEAM REPORT -Information Only

### Events in November Included:

- November 20<sup>th</sup> - Student Leadership honored Trans Day of Remembrance and Resilience through a reading of names and a celebration of Trans individuals in our community and included of a special live performance via zoom with Seattle artist, Dogwood.
- November 19<sup>th</sup> - In partnership with the Office of EDI and the Indigenous Student Alliance, SLMP helped host Decolonizing Thanksgiving, an event where the true history of Thanksgiving was presented. This included a conversation with community leader Matt Remle.
- November 19<sup>th</sup> - In partnership with International Programs, SLMP hosted International Night.

### Upcoming Events

- In partnership with the Black Student Union and Belinda Tillman from the Office of EDI, SLMP is helping host a Toy Drive throughout the December.

### Board Updates:

- The Governance and Advocacy for Equity and Sustainability Board is now moving forward on planning for legislative outreach which will begin in Winter 2021.
- The Student Fee Board started the onboarding process for new SFB members. In addition, the application for the Universal Technology Fee was sent out. SFB will be reviewing those requests starting in early February.

## MEMORANDUM

**TO:** Board of Trustees

**FROM:** Maryam Nuraliyeva  
Executive of Administration  
Seattle Central College

**DATE:** December 2nd, 2020

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

### Associated Student Council (ASC) Report

- **Student Outreach:** Associated Student Council (ASC) has been working on improving their ways of reaching out to students this time of online learning, working, and socializing. They have mainly been working on outreach plans for the quarter of Winter 2021, which include getting word out about clubs, Associated Student Council committees, and Student Leadership in general during orientation, in classrooms, and on Seattle Central social media pages. There are also plans to spread the word about the SCC app with hope to increase its usage and make it an efficient way to communicate within the student body. Outreach plans also include the creation of an informative newsletter, as well as of a common Seattle Central Discord server for students to use to socialize.
- **Student Book Fund:** The Associated Student Council's Executive of Finance has been in collaboration with the Seattle Central College Library and Financial Aid Office to allocate book funds for students in need of assistance with purchasing textbooks. These textbook funds will be allocated every year.
- **Transition to ctc-Link Database:** Student Leadership has been working to ease the transition to the ctc-Link database for Seattle Central College students. The Associated Student Council has been reviewing and giving feedback about the information that is being shared with students about ctc-Link; they also plan on holding information and assistance sessions for students once the transition takes place on February 22, 2021.

### Events

- **Election Day at Seattle Central College** – This month, Legislative Affairs concluded their election season work by organizing, in collaboration with the entire

Associated Student Council as well as various college departments, “Election Day” at Seattle Central College. Two stands were set up by the King County ballot box on campus – one for voter registration and ballot printing, and one for cheering on voters as they dropped their ballot off on campus. The Election Day event was anticipated by a social media campaign called #IvoteBecause. This campaign encouraged students to share their thoughts on why voting is important, and students’ submissions were made into graphics and posted on Seattle Central social media pages.

- **December Open Forum** – This month, Issues & Concerns, in collaboration with the entire Associated Student Council, has been preparing an Open Forum for students to attend in order to hear answers to various concerns and issues that have been affecting the Seattle Central student body since the start of the COVID-19 pandemic. This forum is happening on December 3<sup>rd</sup>, 2020, and will include the College President, Vice President, Dean, and Director of International Programs as panelists. The panelists will cover topics such as Financial Aid, support for International Students, COVID-19 updates, ctc-Link transition, and more. Students have been able to submit questions in advance or during the forum.

#### Upcoming Plans

- **Student Union Building Fee Committee:** Beginning in Winter quarter, we’ll be forming a Student Union Building Fee committee that will explore the idea of introducing a new student fee and getting a student body vote by the end of Spring 2020 (if possible)
- **Student Success Committee:** Working on creating a bi-monthly newsletter featuring resources and departments on campus and around the community. This is making use of things such as resources offered by Student Support Programs and Counseling Center as well as community resources such as energy assistance, utility discount program, food banks, Emerald City Resource Guide and so much more and trying to create an ongoing resource for students to access any and all things that might be stopping their success in college.
- **Improving Student Communication:** We are meeting with several campus stakeholders to figure out how to improve internal and external communications with the student body. We’ve been in conversations with the PIO office, Dean of Student Development, the Web team, Information Central and Social Media Teams to learn all of the ways we currently communicate with students and how to streamline student communications with regarding to student events, student resources, and online social media engagement.



**SEATTLE CENTRAL  
COLLEGE**  
*One of the Seattle Colleges*

## MEMORANDUM

**TO:** Board of Trustees  
**FROM:** Mahsa Mohajeri, President  
**DATE:** December 17, 2020  
**SUBJECT:** United Student Association (USA) REPORT – INFORMATION ONLY

### **USA Quarterly Meeting with President Rosie Rimando Chareunsap and V.P. Joe Barrientos November 5 :**

On November 5, President Rosie Rimando Chareunsap and V.P. of Student Services Joe Barrientos were invited to meet with the USA team and students to discuss remote learning, anti-racist education, the college's sustainability efforts, the Wellness Center timeline, and transportation concerns. The members of the team had each prepared a question for President Rosie and V.P. Joe. We had a few students at-large join the Zoom session who also engaged with us. From the meeting it was clear that the students and the team were focusing a lot on remote learning and things that are not working with the current system. President Rosie and V.P. Joe encouraged the team and our participants to reach out to them with any other concerns.

### **Remote Learning Concerns:**

Since the beginning of fall quarter, USA has been receiving student concerns about their remote learning. Students feel as if some of their classes are doing a poor job of teaching the content and that asynchronous class settings do not work, especially for STEM classes. This issue was brought up to President Rosie and V.P. Joe Barrientos during the Nov 5 USA meeting. With their encouragement, we have decided to contact and invite the Deans of each department of education to a student forum to hear about what aspects of remote learning is working and what is not. Nothing is more important than student support and success during such unprecedented times. USA is dedicated to ensuring that our students receive all the support they deserve and by setting up this meeting, we hope to make an affective change in the current remote learning system. There have also been concerns about how Covid information has been shared with students who are taking classes on campus.

### **November 3 Election and campus Ballot Box:**

The days leading up to the election brought much anxiety to students. Ruzeda Fields, our legislative officer, encouraged students to vote early. We don't know how many of our students registered to vote, and actually voted, but we were pleased to read over 2,000 voters used our new campus ballot box.

### **Food Pantry Holiday Grocery Drive-Thru and Grocery Gift card distribution:**

On Saturday, November 21, our Food Pantry collaborated with the West Seattle Foodbank to host a no-contact holiday food distribution in the north parking lot. The program was open to students, campus employees and the broader community. Over 520 people were served turkeys, produce and dairy boxes. It is clear that food insecurity is still a major issue for our students. In addition, the Food Pantry has been providing students grocery gift cards in collaboration with administration and emergency funding. The pantry will next collaborate with United Way Benefits Hub to soon provide Door Dash grocery and toiletry deliveries to students who cannot access our community foodbanks. We are so thankful to have the Food Pantry to help our students in time of need.

### **USA Trainings:**

On November 13, Dean of Student Life, Dr. Daniel Johnson, hosted an information session for the USA team on the three different student fees. He explained in a thorough presentation who pays the fees, who allocates them, and what the fees are used for. With this information, we can now better represent our students and increase awareness to the student-body.

On November 19, Yvonne Willis, South Counselor, led a counseling information and de-stressor session for us. Self-care is an area USA would like to further promote to our students. With so much screen-time and finals approaching, our students are stressed out. Finding ways to cope with stress is critical.

### **Wellness Center Construction:**

We are pleased that after years of advocating and collection of student fees, the Wellness Center/Gym has broken ground on our main campus! We are excited to announce that the gym should be done by fall of 2021. Students are encouraged to visit this webpage to learn more: <https://southseattle.edu/wellness-center> Several USA officers, along with students at-large, will serve on a Wellness Center Committee to make important decisions about the facility and services.

### **Student Outreach:**

We have been sending out monthly emails to the student body at South to keep in touch and encourage students to get more involved. In these emails, we have been listing upcoming events hosted by the USA team, important forums or events hosted by the college, and student resources that are provided that students may not be aware of. We also include our contact information and promote our website to encourage students to reach out to us. Recently we have found out that many students engage with our emails because of an increase in participation! We are very happy to have found another platform to stay connected with the student body at South and better represent them. We also now have a new Instagram page.