

SEATTLE COLLEGES DISTRICT BOARD OF TRUSTEES
June 10, 2021

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

STUDY SESSION AGENDA

- 1:30 p.m. EXECUTIVE SESSION**
1. Personnel Matter
Exception (2) *To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee;*
 2. Litigation Update
Exception (2) *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;*
 3. Tenure Review
Exception (2) *To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee;*
 4. Negotiations
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.*

- 2:25 p.m. OPEN SESSION**
1. ACCT Leadership Congress, October 2021
 2. 2021-22 Board of Trustees Meeting Schedule and Format
 3. 2021-22 Board of Trustees Officers
 4. 2021-22 Board Subcommittees and Foundation Liaison

REGULAR MEETING AGENDA

3:00 p.m. CALL TO ORDER

3:00 p.m. LAND ACKNOWLEDGMENT

Christie Santos, Associate Director of EDI

3:00 p.m. ACTION / Approval of Agenda

Tab 1

3:05 p.m. PUBLIC COMMENTS

The Seattle Colleges Board of Trustees welcomes students, employees, and community partners to address the Board during the Public Comment period specified on the Agenda. The Board provides 15 minutes for public comments, which may be adjusted at the discretion of the Board Chair.

Each speaker has 3 minutes to address the Board, and speakers are encouraged not to repeat the same issue that a previous speaker has already raised. Advanced sign-up for oral comments is requested by emailing Rebecca.Hansen@seattlecolleges.edu. Additional commenters will only be called upon during the meeting as time allows. If there is not enough time for all speakers, commenters will be encouraged to submit a written statement or be put on the list for oral comments at the next public meeting.

In addition, written statements are accepted by Rebecca Hansen at any time. All written statements received by noon on the Friday before the Regular Board of Trustees meeting will be published in the public packet. Written statements received after that date and time will be added to the Board packet and transmitted to the Board for the following Board meeting.

The Board functions at the policy level while daily operational matters are delegated to the district and college management team. It is, therefore, not the practice of the Board to respond specific to operational issues during Public Comment period.

3:20 p.m. PRESENTATION

Tab 2

*Guided Pathways: A Framework for Student Success
Student Success Center: Areas of Study Pathway Advising, Program Mapping and Reimagining.*

Presenters: Alice Melling, Dean for Student Success, Aimee Brown, Director of Title III, Leanna Bordner, Assistant Director of Advising, Toni Castro, Interim VPSS

3:35 p.m.

ACTION ITEMS

- A. Minutes from May 13, 2021 **Tab 3**
- B. Minutes from May 27, 2021 **Tab 4**
- C. Approval of Tenure **Tab 5**
- D. Policy 305, Admissions – Second Reading **Tab 6**
- E. WAC 132F-121, Sections 060 to 090: Student Grievances - Second Reading **Tab 7**
- F. WAC 132F-126: Required and Emergency Medical Leaves of Absence – Second Reading **Tab 8**
- G. Seattle Colleges Equity Plan – Second Reading **Tab 9**
- H. North Seattle College COP, Carbon Reduction **Tab 10**
- I. ESCO Capital Projects for Energy Conservation at Central **Tab 11**
- J. ESCO Capital projects for Energy Conservation at South **Tab 12**
- K. Fee Request FY 2021-2022 **Tab 13**
- L. Tuition Fees **Tab 14**
- M. Continuing Operations Resolution **Tab 15**
- N. Library Relocation and Storage Authorization at North Seattle College **Tab 16**
- O. Lifelong Learning Awards **Tab 17**
- P. Chancellor’s Contract **Tab 18**

4:05 p.m.

INFORMATION ITEMS

- A. S&A Budgets – First Reading **Tab 19**
- B. Parking Regulation Changes – First Reading **Tab 20**
- C. Board of Trustees Meeting Schedule for 21-22 – First Reading **Tab 21**

D. Nomination of Board Officers for 21-22 **Tab 22**

E. Winter Quarter Enrollment **Tab 23**

4:30 p.m.

ORAL REPORTS

Written Reports-Tab 24

A. Student Board Representatives

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

B. Labor Union Representatives

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

C. Chancellor's Report

D. Chair's Report

E. Trustees

F. College Presidents, Vice Chancellors

1. Chemene Crawford, 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, Associate Vice Chancellor and Chief Information Officer
9. Malcolm Grothe, Associate Vice Chancellor
10. Earnest Phillips, Associate Vice Chancellor

5:00 p.m. ADJOURNMENT

The next meeting of the Board of Trustees will be held on Thursday, July 8, 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.

Guided Pathways: A Framework for Student Success

Student Success Center: Areas of Study Pathway Advising, Program Mapping
and Reimagining

Alice Melling, Dean for Student Success
Aimee Brown, Director of Title III
Leanna Bordner, Assistant Director of Advising

Guided Pathways

CCRC

Guided Pathways Essential Practices

1 Clarify paths to student end goals

- Meta-majors
- Program maps
- Career + transfer information
- Math pathways

2 Help students get on a path

- Early career/transfer exploration
- Academic and financial plan
- Integrated & contextualized academic support

3 Keep students on path

- Monitoring progress on plan
- Intrusive support
- Frequent feedback
- Predictable scheduling

4 Ensure students are learning

- Field-specific learning outcomes
- Active learning throughout
- Field-relevant experiential learning

- Funded by federal Title III Grant – Strengthening Institutions
- Guided Pathways under office of Equity, Diversity, and Inclusion
- Guided Pathways Framework – a partnership with Student Services and Instruction
- Leading this work with racial equity

Guided Pathways and Student Success Center Partnerships

- Areas of Study Pathway Advising
- Program Mapping
- Reimagining the Student Experience
 - Intake, Onboarding and Orientation

Explore Our Areas of Study



 Arts, Design, & Graphics



 Business & Accounting



 Culinary, Hospitality & Wine



 Education & Human Services



 Health & Medical



 Science, Technology, Engineering & Math (STEM)



 Skilled Trades & Technical Training



 Social Science, Humanities & Language



 Additional Ways to Explore Our Programs

Get College Ready through Adult High School Completion, GED, or ESL programs.

[Get Started](#)

Student Success Center



Alice Melling
Dean of Student Success

[Email](#)
Phone: 206-934-3693



Emily Meoz
Director of Advising

[Email](#)
Phone: 206-934-7308



Leanna Bordner
Assistant Director

**Business & Accounting: AAS-
T degrees, Certificate of
Accountancy**
[Schedule an appointment](#)
[Email](#)
206-934-7302



Christina Sheehan
Running Start Manager

[Schedule an appointment](#)
[Email](#)
206-934-7768



Katy Foster
Running Start

[Schedule an appointment](#)
[Email](#)
206-934-3682



Abbey Roth
Seattle Promise
Retention Specialist

[Email](#)
206-934-7303



**Camara Harris-
Weaver**
Retention Specialist -
Seattle Promise

[Schedule an appointment](#)
[Email](#)
206-934-4716



Mia Stroutos
Retention Specialist -
Seattle Promise

[Schedule an appointment](#)
[Email](#)
206-934-7312



Jeff Eng
Academic Advisor

**Health & Medical, Skilled
Trades & Technical Training**
[Schedule an appointment](#)
[Email](#)
206-934-3902



Jillian Fisher
Academic Advisor

**Art, Design & Graphics,
Social Sciences, Humanities
& Language**
[Schedule an appointment](#)
[Email](#)
206-934-3691



Molly Brown
Academic Advisor

**Social Sciences, Humanities
& Language, Science,
Technology, Engineering &
Math**
[Schedule an appointment](#)
[Email](#)
206-934-7306



Rina Tsujimoto
Academic Advisor

**Science, Technology,
Engineering & Math Skilled
Trades & Technical Training**
[Schedule an appointment](#)
[Email](#)
206-934-3698



Larry Speer
Academic Advisor

**Business & Accounting,
Undecided Students**
[Schedule an appointment](#)
[Email](#)
206-934-7305



Kirk Heynen
Academic Advisor

Workforce Education
[Schedule an appointment](#)
[Email](#)



Ona Fisher
Completion Coach

[Email](#)
206-934-7310

Area of Study Advising

- Started in 2018, students are assigned to an advisor based on their Area of Study; continues to evolve
- Advising website, Starfish, and ctcLink highlight Area of Study contact and advising appointment scheduling
 - northseattle.edu/advising
- Targeted, proactive strategic communication plan

Area of Study Advising

- Strengthened partnerships between Advising and Instruction
 - Fall 2020 piloted Social Sciences, Humanities & Language Area of Study info session featuring faculty, counselors, and advisors
 - Advising/Faculty liaison quarterly outreach
 - Discover Seattle Colleges events
- National attention
 - Included in Community College Research Center (CCRC) white paper
 - Presentation with CCRC highlighted Advising Areas of Study



Program Mapping

Suggested Schedule To Earn An Associate Degree

This pathway meets requirements for the Associate of Arts - Direct Transfer Agreement (AA-DTA) degree with an emphasis in Communication Studies. This sample schedule assumes a fall start. If you wish to take alternate courses not listed below please meet with a North advisor to confirm you are still meeting AA-DTA degree requirements.

Before You Start

- Pre-College Math or ABE (if needed).
- Pre-College English, ABE or ESL (if needed).
- Apply for Financial Aid or other funding before your first quarter. Visit the Financial Aid Office to explore how to pay for college.

To Do

- Transfer previous college credits to [North](#).
- Explore placement options: take the math and English placement test if needed.
- Attend New Student Orientation.

Year One

Credits

Quarter 1 (Fall)

- CMST& 101 Introduction to Communications..... 5
- ENGL& 101 English Composition I 5
- MATH& 107 Math in Society 5

Quarter 2 (Winter)

- CMST& 102 Introduction to Mass Media 5
- ENV&S 100 Survey of Environmental Science..... 5
- PSYC& 100 General Psychology or SOC& 101 Introduction to Sociology or another Individuals, Cultures, and Societies course..... 5

Quarter 3 (Spring)

- Integrated Studies: ENGL& 102 Composition II 5
- Integrated Studies: Elective Course..... 5
- CMST& 220 Public Speaking 5

Year Two

Quarter 4 (Fall)

- CMST& 205 Multicultural Communication 5
- BIOL& 100 Survey of Biology..... 5
- World Language I or a VLP that is not a CMST class 5

Quarter 5 (Winter)

- CMST& 210 Interpersonal Communication or World Language II 5
- PSYC& 100 General Psychology or SOC& 101 Introduction to Sociology or ICS Course..... 5
- HEA 150 Health and Human Sexuality 5

Quarter 6 (Spring)

- CMST& 230 Small Group Communication 5
- World Language III or an Elective Course..... 5
- PSYC& 100 General Psychology or SOC& 101 Introduction to Sociology or ICS Course..... 5

Quarter 1

- Schedule an appointment with your assigned advisor in [Starfish](#) to meet and discuss your goals.
- Visit the Student Learning Center for tutoring.
- Explore careers and majors: workshops, counseling and career services.
- Check out campus life: student clubs, Equity & Welcome Center, Fall Fest, etc.
- Drop by the [Library](#) to get help with research; check out resources; access computers and study space; and create media projects.

Quarter 2

- Create an educational plan with your assigned advisor.
- Apply for financial aid for the upcoming academic year in Winter or Spring quarter to maximize your funding options.
- Research and develop a list of four-year colleges and universities.
- Attend transfer workshops and a transfer fair.

Quarter 3

- Visit potential universities and determine application deadlines.
- Apply for the Seattle Colleges Foundation Scholarship and other scholarships.
- Consider Student Leadership positions and other on-campus jobs.

Quarter 4

- Update your educational plan with your assigned advisor.
- Contact Communication Studies department at potential universities.
- Attend transfer workshops and a transfer fair.
- Write your personal statement for university applications.

Quarter 5

- Apply for financial aid for the upcoming academic year in Winter or Spring quarter to maximize your funding options.
- Apply to universities or colleges and scholarships.
- Explore possible Communication Studies internships.

Quarter 6

- Apply for graduation for the AA-DTA degree with your assigned advisor.
- Check in with university for transfer plan.
- Order cap and gown for commencement and join alumni association.
- Attend on-campus graduation fair and commencement ceremony.

Program Mapping



About the Map

This pathway meets requirements for the Associate of Arts - Direct Transfer Agreement (AA-DTA) degree with an emphasis in Communication Studies. Completion of this degree opens doors to a variety of careers in sectors including non-profit, business, government, entertainment, and education. It also allows you to transfer at the junior level into a Communication Studies program at a four-year college or university.

Students in this pathway develop skills in verbal communication, analysis and research, multicultural awareness, computer and technical literacy, audience analysis, group communication and collaboration, interpersonal communication, leadership and facilitation. Competencies in these areas consistently rank at the top of employer wish lists.

Career Opportunities

- Advertising Executive
- Corporate Communications Manager
- Editor
- Education, Teacher or Corporate Trainer
- Human Resources Specialist
- Journalism, TV production, Radio
- Marketing Executive
- Media Planner/Social Media Manager
- Meeting/Event Planner
- Public Relations Specialist

A Bachelor's degree or higher may be required for some careers listed above. For current employment and wage estimates, please visit www.bls.gov/oes.

Future Education Opportunities

Once you complete the AA-DTA degree, additional education opportunities include:

- A Bachelor's degree in Communication/Communication Studies, Media & Communications, Journalism, or a related field at a four-year college or university.
- A Bachelor of Applied Science (BAS) degree at one of the Seattle Colleges.

North Seattle College has direct transfer agreements with four-year institutions throughout Washington state, including the University of Washington, Washington State University, and Seattle University. Communication Studies graduates from North have also transferred to out-of-state institutions.

Program and admissions requirements vary from college-to-college. Contact an advisor to create an educational plan tailored to transfer to the institution of your choice.

Class Times/Delivery Format?

North Seattle College offers day or evening courses: on-campus, hybrid (part on-campus, part online) or online communications, Monday-Friday.

Find Out More

Visit <https://northseattle.edu/programs/communication> to learn more about this pathway, or contact the Social Sciences, Humanities, and Languages Area of Study advisor at northseattle.edu/advising/contact or 206-934-3658.

Length of Program

90 credits = 6 quarters if you take 15 credits each term.

Students who take 15 credits each quarter may earn their degree faster, qualify for more financial aid, and earn more money over their lifetime because they complete their schooling faster.

Which quarter can I begin?

Any.

Approximate Costs Each Quarter

Tuition & fees for:

WA state residents.....	\$1555
International Students.....	\$3297.95
Books, supplies, and miscellaneous fees	\$475

**Please note that these costs are estimates and may vary.*

Apply for Financial Aid and Other Funding

All students in need should apply for financial aid do not assume you are not eligible! Visit <https://northseattle.edu/financial-aid> to learn more about the application steps and types of financial aid available, including grants and scholarships you don't have to pay back. You do not need to be a full-time student to receive financial aid funds.

Program Mapping: Current Progress

- Program mapping results include
 - Greater collaboration and knowledge across faculty and advising
 - Increased faculty awareness and consideration for how they offer classes and program
 - Program map to stay on path which leads to more timely degree completion
- 35 groups of faculty and advisors created content for 150+ full and part time maps

Vision and Next Steps

- 2021-22 Reimagining Student Services – Implementation
 - Revised Onboarding process to improve the student experience
 - Helping students Get on the Path and Stay on the Path
 - Minimize ping-pong and promote a sense of belonging
 - Exploring Entry/Funding Services – entry/funding coaches
 - Admissions, testing, funding, identify area of study
 - College-wide orientation and freshmen year experience (FYE)
 - Warm hand off to Area of Study Advisor
- Working across the district to create an interactive program mapping tool with the web team

SEATTLE COLLEGES DISTRICT BOARD OF TRUSTEES
May 13, 2021

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

STUDY SESSION AGENDA

EXECUTIVE SESSION

Chair Hill called Executive Session for 20 minutes at 2:00pm.

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

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OPEN SESSION

Chair Hill welcomed participants to the open session at 2:21pm.

A. Accreditation Assessment update

Chancellor Pan shared the newly adjusted Accreditation Assessment timeline and shared that NCHEMS (National Center for Higher Education Management Systems) has been selected as the external consult to assist with planning and managing the assessment activities. The final assessment report will be delivered to the Board or Trustees in May 2022.

B. 21-22 Budget update

Choi Halladay shared information about the pending tuition increase and proposed course fee changes for 21-22. He also shared initial thinking on taking a phased approach to balancing the district budget in the next three years. He also summarized key budgetary take-aways from this year's legislative session.

REGULAR MEETING MINUTES

CALL TO ORDER

Chair Hill called the meeting to order at 3:03pm.

ATTENDANCE: Steve Hill, Teresita Batayola, Louise Chernin, Rosa Peralta, Jennifer Dixon, Kurt Buttlerman, Choi Halladay, Rebecca Hansen, Lilia Fomai, Valerie Hunt, Jessica Norouzi, Amy Ecklund, Bradley Lane, Terence Hsiao, Julienne DeGeyter, Earnest Phillips, Derek Edwards, Vicky Hertig, Sayumi Irey, Johnny Hu, Sandy Long, erin lewis, Diane Ellis, Annette Stofer, Courtenay, Gebhardt, Cindy Riche, D'Andre Fisher, Melana Yanos, Jaime Cardenas, Chemene Crawford, Sheila Edwards Lange, Rosie Rimando-Chareunsap, Nicole Abercrombie, AK Sterling, Emily Thurston, Melody McMillan, Ping Harman, Toni Castro, Traci Russell, Maryam Nuraliyeva

LAND ACKNOWLEDGMENT

Dr. Valerie Hunt, Associate Vice President of Equity, Diversity and Inclusion at Seattle Central College, provided the land and labor acknowledgment.

ACTION / Approval of Agenda

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

PUBLIC COMMENTS

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Nicole Abercrombie is a member of the Technical Advisory Committee for the Wood Technology Center. She addressed the board regarding the proposed closure of the Cabinetry program.

PRESENTATION

Partnerships at Seattle Central: Springboard8 partnership with Slalom Consulting

Presenter: Jessica Norouzi, Executive Director, Office of Strategic Partnerships

Dr. Edwards Lange introduced Jessica Norouzi to speak about strategic partnerships at Central. Jessica gave an overview of the work of the Office of Strategic Partnerships and highlighted one particular partnership with Slalom Consulting, called Springboard8.

ACTION ITEMS

- A. Minutes from April 8, 2021

Trustee Peralta made a motion to approve the minutes. Trustee Chernin seconded. The motion passed 4-0.

INFORMATION ITEM

- A. Policy 305, Admissions – First Reading

Kurt Buttleman presented proposed changes to the Admissions policy. The change was prompted by Department of Defense requirements regarding recruitment of service members and veteran students. This policy change will come back to the board for a second reading and request for approval in June.

- B. Seattle Colleges Strategic Plan update

Dr. Buttleman shared updates to the strategic plan scorecard. Student achievement targets have been recalibrated from dollar amounts to percentages, and new measurements have been added to the Partnerships goal. This information will be posted on the website and new dashboards will be developed to support the data.

- C. Seattle Colleges Equity Plan – First Reading

Rosie Rimando-Chareunsap introduced the Equity 2023 Plan. D'Andre Fisher and Valerie Hunt presented the plan including short and longer-term actions Seattle Colleges is taking. The three main goals are: increasing the completion rate for historically underrepresented and underserved BIPOC students, increasing the diversity of faculty and staff, and development of mandatory anti-racist anti-bias training for employees.

ORAL REPORTS

- A. Student Board Representatives

Maryam Nuraliyeva, Seattle Central College, gave an update on Asian American and Pacific Islander Heritage Month events. A student forum was held today to discuss support for students during the pandemic. The ASC Board continues with hiring for next year.

B. Labor Union Representatives

Annette Stofer, AFT Seattle Community Colleges, informed the group that faculty have voted to ratify the contract. She mentioned progress on the MOU governing high-demand funding for certain programs. She also gave an update on officer elections.

C. Chancellor's Report

In Dr. Pan's absence, Dr. Buttleman shared that the chancellor was interviewed on NPR about Seattle Promise as a model for promoting student success across the country.

D. Trustees

Trustee Chernin reminded the trustees that the ACT conference is next week and encouraged them to attend Dr. Tia Brown McNair's morning session. ACCT is hosting an event in June on Governing for Equity and she encouraged other trustees to attend.

Trustee Batayola acknowledged Seattle Central's Nursing program and thanked students for volunteering as vaccinators at community health centers.

E. College Presidents, Vice Chancellors

Chemene Crawford, Interim President of North Seattle College, reminded the group that NSC is serving as a Covid vaccination site in partnership with the Visiting Nurses Association. She encouraged people to register and get vaccinated.

Sheila Edwards Lange, President of Seattle Central College, shared that Seattle Central College has been invited to become an UMOJA College, committing to academic success for black students.

Rosie Rimando-Chareunsap, President of South Seattle College, shared that South is partnering with the Seattle Cancer Care Alliance to be a vaccination site. She also shared that South Seattle is officially supporting a local effort to build a gondola with a stop on campus. Dr. Rimando-Chareunsap also informed the board that the college is paying close attention to the Healthy WA Guidelines to return to hosting events at Brockey Center.

Kurt Buttleman, Vice Chancellor of Academic and Student Success, gave a brief enrollment update and will provide additional data soon.

Jennifer Dixon, Vice Chancellor of Human Resources, commented on the negotiations process and thanked the teams for problem solving together. The ratified contract will be brought to the board for approval soon.

Choi Halladay, Vice Chancellor of Finance and Operations, informed the board that he is struggling to pull budget reports from ctLink and that regular reporting to the board will resume again soon. Chair Hill congratulated Choi Halladay on his new post with the State Board.

Cindy Riche, Associate Vice Chancellor and Chief Information Officer, gave a salute to teams across the district for pulling together and working hard.

ADJOURNMENT

The meeting adjourned at 4:49pm.

The next meeting of the Board of Trustees will be held on Thursday, June 10, 2020 on Zoom. There will be a Study Session at 1:30 p.m., and the Regular Meeting will follow at 3:00 p.m.

EXECUTIVE SESSIONS

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SEATTLE COLLEGES DISTRICT BOARD OF TRUSTEES
May 27, 2021

SPECIAL MEETING

9:00 a.m.

Zoom

Special Meeting Agenda

9:00 a.m. EXECUTIVE SESSION

Chair Hill called an executive session at 9AM

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.

Executive Session ended at: 9:18AM

9:10 a.m. CALL TO ORDER

Chair Hill called meeting to order at 9:18AM

Attendance: Shouan Pan, Steve Hill, Teresita Batayola, Louise Chernin, Rosa Peralta, Lilia Fomai, Jennifer Dixon, Choi Halladay, Annette Stofer, Cody Hiatt, David Krull

9:10 a.m. PUBLIC COMMENTS

Seattle Colleges Board of Trustees welcomes students, employees, and community partners to address the Board during the Public Comment period before the Board conducts its official business. As the Governance body, the Board functions at the policy level. Daily administrative matters are delegated to the district and college leadership team. It is, therefore, not the practice of the Board to respond directly to questions or comments during this portion of the meeting.

The oral public comment period will be limited to 15 minutes, and may be extended at the Chair's discretion, dependent upon the meeting schedule and business on the agenda. Speakers will be limited to 2 minutes per person. Advance sign-up for oral comments is requested by emailing Rebecca.Hansen@seattlecolleges.edu . Additional commenters

will only be called upon during the meeting as time allows. If there is not enough time for all speakers, commenters will be encouraged to submit a written statement or be put on the list for oral comment at the next public meeting.

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No public comments were expressed.

9:25 a.m. ACTION ITEM

- A. Approval of 2020-2023 Agreement Between Seattle Colleges District Board of Trustees and American Federation of Teachers Seattle Colleges Local 1789**

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

9:30 a.m. ADJOURNMENT

Chair Hill adjourned meeting at 9:29AM.

The next meeting of the Board of Trustees will be held on Thursday, June 10, 2021 on Zoom. There will be a Study Session at 1:30 p.m., and the Regular Meeting will follow at 3:00 p.m.

MEMORANDUM

TO: Board of Trustees

FROM: Dr. Shouan Pan, Chancellor

DATE: June 10, 2021

SUBJECT: Recommended Approval of Tenure

Background

You have received tenure summaries for review and consideration for 4 faculty members. The faculty members listed below have been found to be qualified in their fields as instructors, and have been recommended for tenure in their discipline by their college tenure review committee, vice president for instruction, and president. I concur with these recommendations.

Seattle Central College

Agatha Stavnesli, Dental Hygiene
William Szigat, Marine Engineering Technology
Nathan Ormsby, Web Design/Information Technology

South Seattle College

Moonku Jun, Culinary

Recommended Action

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

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



Dr. Shouan Pan
Chancellor



MEMORANDUM

To: Board of Trustees

From: Kurt Buttleman, Vice Chancellor for Academic & Student Success

Date: June 10, 2021

Subject: Policy 305 Admissions Policy – Second Reading

Background

This amendment to Policy 305 – Admissions is being recommended to clarify that the Seattle Colleges refrains from high-pressure recruitment tactics such as making multiple unsolicited contacts (3 or more), including contacts by phone, email, or in-person, or engage in same-day recruitment and registration for the purpose of securing US Service member enrollments.

Additionally, this policy provides assurance that Seattle Colleges refrains from providing commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or federal financial aid (including Tuition Assistance funds) to any persons or entities engaged in any student recruiting, admission activities, or making decisions regarding the award of student financial assistance.

These clarifications are responsive to a request from the US Department of Defense and will allow us to continue serve active service members through our Memorandum of Understanding with DoD.

Recommendation

It is the recommendation of the administration for the Board of Trustees to approve the proposed policy.

Submitted by:

Dr. Kurt R. Buttleman
Vice Chancellor for Academic and Student Success

Transmitted to the Board for Trustees with favorable recommendation.

Dr. Shouan Pan
Chancellor



SEATTLE COLLEGES

Central · North · South

NUMBER: 305

TITLE: Admissions Policy

Seattle College District operates on an open door admission policy. Consistent with available space and resources, each campus admits those persons who:

- are competent to profit from the curriculum offerings of the District; and
- would not, by their presence or conduct, create a disruptive atmosphere within the College District inconsistent with its purposes; and
- are eighteen years of age or older; or
- are high school graduates; or
- have applied for admission under the provisions and qualifications of student enrollment options programs such as Running Start or a successor program; or through other local student enrollment option programs. However, an applicant transferring from another institution of higher education who meets the above criteria, but who is not in good standing at the time of his or her transfer, may be conditionally admitted on a probationary status as determined by the chief administrative officer or his or her designee; or
- are students age 16 and over who meet the provisions of "A Title III - Adult Education Program" may then enroll in certain adult basic education classes. Individuals admitted into such classes will be allowed to continue as long as they are able to demonstrate, through measurable academic progress, an ability to benefit from the curriculum offerings.
- If not qualified under subsections (1) through (6) of these sections, has filed an appropriate written release from the public, private or home school he or she is attending or last attended and has attained at least high school junior standing. The District may require copies of any annually administered standardized achievement tests and annual assessment of the student's academic progress to determine whether the student has the level of maturity and skill to profit from participating in an adult learning environment.
- Admissions Exception:
The College does not desire to replace or duplicate the functions of the local public schools; however, persons may request special admission on a course-by-course basis, provided they have attained least high school junior standing. Criteria for granting admission are: competency at an appropriate academic, artistic, and/or technical talent level and the maturity to participate in an adult learning environment.

Specific admissions procedures are available in the registrar's office at each campus.

Recruitment Practices of Service Members

Seattle College District refrains from providing any commission, bonus or other incentive payment based directly or indirectly on securing enrollment or federal financial aid, including Tuition Assistance funds, to any persons or entities engaged in any student recruitment, admissions activities, or making decisions regarding the award of student financial assistance.

The Seattle College District also refrains from high-pressure recruitment tactics for the purposes of securing service member enrollments.

Board of Trustees – Revision & Adoption History

Adopted: 1/9/1984

Revised: 11/12/2009

Revised: 3/10/2011

Reviewed: 10/08/2015 (no changes)

MEMORANDUM

TO: Board of Trustees

FROM: Shouan Pan, Chancellor
Members of the Chancellor's Executive Cabinet contributed to this report.

DATE: May 13, 2021

SUBJECT: Second Reading:
WAC 132F-121, Sections 060 to 090: Student Grievances;
WAC 132F-126: Required and Emergency Medical Leaves of Absence;

Background**WAC 132F-121, Sections 060 to 090: Student Grievances**

Proposed changes increase integration and alignment as more students attend multiple campuses during their time as a student. This makes the process more student focused by encouraging all parties to engage in sincere efforts to listen, resolves grievances informally, ensures students are supported through the grievance process and enhances an accepting culture and provides support to encourage students to raise concerns.

This proposed rule was subject to a public rulemaking hearing on March 31, 2021. No comments were received.

WAC 132F-126: Required and Emergency Medical Leaves of Absence

This proposed rule addresses a need for the colleges to issue medical withdrawals to students who exhibit self-harm and cannot otherwise be accommodated through the interactive process while attending school. This proposed rule also covers the issuance of a required medical leave of absence or an emergency medical leave of absence. Included here is an outline for the process for appealing the decision of a required medical leave as well as the process in which a student may reenroll at the college.

This proposed rule was subject to a public rulemaking hearing on March 31, 2021. No comments were received

Recommended Action

It is recommended that the Seattle Colleges Board of Trustees approve the changes for WAC 132F-121, Sections 060 to 090. It is also recommended that the Seattle Colleges Board of Trustees approve the addition of WAC 132F-126.

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



Dr. Shouan Pan,
Chancellor

WAC 132F-121-060 Student ((complaints)) grievances generally.

(1) ~~((The procedures in this chapter are to be used for the processing and disposition of complaints by students (complainants) against college employees or other students, except to the extent that a complaint is against a college employee and the processing is dictated otherwise by a collective bargaining agreement or other applicable process. These procedures are available to all students and are intended to protect the rights of both the complainant and the respondent.~~

~~(2) For the purposes of this chapter, a "complaint")~~ The purpose of these procedures is to provide guidelines which enable a student to express and resolve misunderstandings, complaints, or grievances in a fair and equitable manner. These procedures are to be used for addressing informal grievances and formal grievances against college employees as far as the collective bargaining agreement under which the employee works allows.

(2) Students have the right to receive clear information and fair application of college policies, standards, rules and requirements and are responsible for complying with them in their relationships with college personnel. The grievance procedure emphasizes an informal resolution which promotes constructive dialogue and understanding. Available to all students and it is intended to protect the rights of both the complainant and the respondent. The formal procedures should be used when informal process does not resolve the issue.

(3) A "grievance" is defined as a good faith allegation based on personal experience or knowledge by a student or students that there has been a violation, misapplication, or misinterpretation of some service or rule as it applies to students in the institution by a staff or faculty member of the institution, resulting in loss or detriment to the complainant. However, an objection to disciplinary action under the student conduct code is only appealable under that code, and cannot constitute a ((complaint)) grievance.

~~((3))~~ (4) The student grievance procedure described is not intended to cover grievances of discrimination or sexual harassment. The college has separate, specific procedures for such grievances.

(5) Each college president shall appoint a ((complaints)) grievance officer to handle student ((complaints)) grievances. This position shall be filled by an employee whose position is below the level of vice president. The district chancellor shall designate a ((complaints)) grievance officer to handle ((complaints)) grievances against Siegal Center employees. If the president or chancellor determines, upon request, that the ((complaints)) grievance officer has a disqualifying ((personal)) conflict of interest in a particular matter, ((he/she)) they may appoint a substitute ((complaints)) grievance officer for that matter. Information on the identity and location of the ((complaints)) grievance officer(s) and about this procedure shall be readily available within each college.

~~((4) The complaints officer shall be responsible for taking appropriate actions to try to resolve complaints.~~

~~(5) A complaint may be addressed under either the informal process or the formal process, as set forth below. Students are encouraged to begin with the informal process.)~~

(6) Each campus will appoint one or more nonstudent employees who will serve as student process advocates. This role will guide the student through the informal and formal process.

(7) No respondent or district employee shall take adverse action or otherwise retaliate against a student because that student initiated a good faith ((complaint)) grievance or assisted another student with a ((complaint)) grievance.

~~((7) If more than one type of complaint or more than one respondent is included in one complaint, the complaints officer may, upon request, provide for appropriate modification(s) of these procedures.~~

~~(8) If a respondent employee is unavailable, or otherwise fails or refuses to participate timely in a complaint proceeding, the respondent's supervisor may act or designate another person to act in the complaint proceeding on that employee's behalf. However, no action by a substitute may subject the respondent employee to discipline.)~~

(8) Federal and state laws, rules and regulations, in addition to policies, regulations and procedures adopted by the state board for community college education or the board of trustees of Seattle Colleges shall not be grievable matters.

AMENDATORY SECTION (Amending WSR 13-11-127, filed 5/21/13, effective 6/21/13)

WAC 132F-121-070 Informal processing of ((complaints)) student grievances. (1) ~~((This informal process is intended to facilitate prompt and amicable resolution of a complaint apart from the formal complaint process.~~

~~(2) A student who has a complaint is encouraged to discuss the matter directly with the respondent to attempt to resolve it.)) The goal is to informally resolve the grievance with the employee most closely responsible for the policy, procedure, or action. The college employee and student shall make a good faith effort to resolve the issue on a one-to-one basis.~~

(2) Both parties should openly discuss the concern, attempt to understand the other's perspective, explore alternatives and attempt to arrive at a satisfactory resolution. For assistance in identifying the appropriate person a student should contact the student grievance process advocate, as designated by the VPSS. In such cases, the student may choose to engage with the student grievance process advocate as designed by the institution in support of these efforts.

(3) If the student complainant believes that discussion with an employee respondent will not achieve or has not achieved a satisfactory result, the student may communicate about the matter with the respondent's supervisor.

(4) ~~((Any participant in the informal process may request the complaint officer's assistance in obtaining a resolution.~~

~~(5))~~ This informal process must be completed in a timely manner. In general, a student wishing to express a grievance should do so as soon as the grievance arises, but no later than the end of the quarter in which the issue occurred.

WAC 132F-121-080 Formal processing of ((complaints)) grievances.

~~((1) To be considered under the formal process, a complaint must be filed in writing with the campus complaints officer by the final day of the quarter following the quarter in which the problem occurred, except as otherwise provided in WAC 132F-121-090 for a grade complaint. For purposes of complaints, the quarter which follows spring quarter is fall quarter. The written document should fully specify the facts and other grounds on which the complaint is based, and should include copies of relevant supporting documents when feasible. The complaints officer may extend any deadline herein for good cause.~~

~~(2) If the complaints officer determines that the complaint does not qualify to be addressed through the formal process, that officer must inform the student, explaining the reasons in writing within five working days. The student complainant may obtain review of that notice of complaint disqualification by filing a written request with the complaints officer under subsection (9) of this section.~~

~~(3) If the complaints officer determines that the complaint does qualify as such, that officer must serve copies of the complaint and the supporting documents on the individual named in the complaint (the respondent) and the respondent's supervisor, within five working days.~~

~~(4) The respondent, upon receiving notice of the formal complaint, shall provide a response in writing to the complaints officer, and to the respondent's supervisor, within ten working days.~~

~~(5) The complaints officer must forward the written response, or the information that no response was received, to the student complainant within five working days of receipt of the response, or five working days from when a response was due.~~

~~(6) If the student complainant finds that the response or lack thereof is unsatisfactory she/he has five working days in which to submit a written request for the complaints officer to schedule a conference with the respondent to discuss the matter.~~

~~(7) Upon receipt of such request, the complaints officer has five working days to schedule the conference which must be convened within ten working days of receipt of the students' request or as soon thereafter as feasible. This conference will include the student, the respondent, and his or her supervisor, and be moderated by the complaints officer.~~

~~(8) During this conference the complaints officer shall try to facilitate resolution. The complaints officer shall produce a written statement summarizing the conference and provide copies to all parties within ten working days of the conference.~~

~~(9) The student complainant may request a review of the outcome of the complaint conference (or of a complaint disqualification) by submitting a written request for administrative review to the complaints officer within five working days of receiving the conference summary.~~

~~(10) The complaints officer shall forward, within five working days, the request for administrative review, the complaint, supporting documents, and the conference summary either to the vice president of instruction (if the officer determines that the complaint is predominantly an instructional matter), or to the vice president for student services (if the officer determines that the complaint is predominantly noninstructional in nature).~~

~~(11) This administrator shall review the complaint and documentation, and may also interview knowledgeable persons as appropriate. The administrator should render a written decision within ten working days after receiving the complaint and documents, or as soon thereafter as feasible. The administrator may accept, reject, or modify any of the previous action(s) in the matter, and/or take other action(s). This decision shall be in writing and shall be served on the student complainant and others deemed appropriate.~~

~~(12) This decision of the reviewing administrator shall be the final decision of the district on that complaint.)~~ (1) A grievance is a formal procedure instituted when a grievance is not resolved through the informal grievance process. It involves submitting a written grievance to the student grievance officer often with the help of the student grievance process advocate.

(2) A student wishing to express a grievance should do so no later than the last day of the quarter after the event occurred, with the exception of spring quarter where the last day to file a formal grievance is the last day of fall quarter.

(3) The following procedures shall be used when a student initiates the grievance process. All timelines below can be adjusted as deemed appropriate by the grievance officer.

(a) Student (complainant) submits a written grievance;

(b) Grievance officer reviews and qualifies, or requests the student revise for subsequent qualification;

(c) Grievance officer notifies employee (respondent) and their supervisor with written grievance and documentation, once qualified, within five business days or the maximum days afforded in the employee's contract;

(d) Respondent must provide a written response to student grievance officer, within ten business days;

(e) The respondent's supervisor must provide a written summary of attempts to resolve or facts gathered in the grievance process to the student grievance officer within the same time frame as respondent;

(f) Student grievance officer sends response to complainant within five business days;

(g) The grievance is confirmed by the student as resolved, or if the student feels a satisfactory resolution was not achieved, they may request a conference with the respondent and their supervisor, facilitated by the student grievance officer within five business days. Students have the right to bring an advocate to the conference meeting with notification to the grievance officer;

(h) Student grievance officer initiates scheduling of one hour conference meeting to facilitate discussion for attempted resolution, within five business days;

(i) Grievance officer will provide to all parties a written summary of the conference, within five business days;

(j) If complainant is not satisfied with the resolution upon receipt of the conference summary, they may request of the grievance officer a final review by the respondent's vice president or appropriate unit administrator in writing within five business days; and

(k) The unit administrator may amend, modify, reverse or accept the recommendation. This decision must be sent to the complainant within ten business days. This decision shall be final.

(4) The grievance officer or appropriate unit administrator may extend the timeline under exceptional circumstances such as extended illness or off contract status.

WAC 132F-121-090 Additional provisions for grade (~~complaints~~) grievances.

(1) For student (~~complaints~~) grievances regarding grades received for course work, (~~this section shall apply in addition to the above-described informal and formal procedures.~~

~~(2) A student may formally grieve only the final grade received in a course, but that complaint may include any or all of the components of that final grade. For a grade complaint, the respondent(s) shall be, or include, the instructor who issued the grade.~~

~~(3)) before a student can file a formal or written grade appeal, they should try to resolve the issue directly with the instructor or their dean.~~

(2) If direct discussion with the faculty or instructional dean does not resolve the grade dispute to the student's satisfaction, the student may begin the formal grade grievance process.

(3) A student may formally grieve only the final grade received in a course, but that grievance may include any or all of the components of that final grade. For a grade grievance, the respondent(s) shall be, or include, the instructor who issued the grade. Assignment grades before the quarter ends, must be resolved using the informal grievance process by involving the instructor and their dean.

(4) A formal (~~complaint~~) grievance regarding a grade must be filed not later than the last day of the quarter which follows the quarter for which the disputed grade was received, except that a (~~complaint~~) grievance regarding a spring quarter grade may be filed through the last day of the following fall quarter.

~~((4))~~ (5) In specifying the facts and other grounds on which it is based, the formal (~~complaint~~) grievance shall specify the grade that is being challenged and should attach copies of relevant documents. The response on behalf of the respondent shall include, to the extent feasible, the applicable evaluation criteria, copies of the course syllabus and relevant grading records, and the faculty member's explanation for the grade.

~~((5))~~ (6) Ordinarily the evaluation of course mastery is exclusively within the province of the instructor of a particular course, and so a grade change may be initiated only by that instructor(~~. However, if a formal grade complaint is ultimately reviewed by the vice president of instruction, and she/he finds that the grade was issued for an improper reason or was arbitrary and capricious or otherwise unlawful, that vice president may change the grade in the records of the college~~).

~~((6))~~ (7) Nothing in these rules shall be construed to limit the separate authority of the vice president of instruction to change a grade when required by a judicial order or a legal settlement agreement entered into by the district, regardless of whether a (~~complaint~~) grievance has been filed.



PROPOSED RULE MAKING

CR-102 (October 2017)
(Implements RCW 34.05.320)
Do **NOT** use for expedited rule making

CODE REVISER USE ONLY

OFFICE OF THE CODE REVISER
STATE OF WASHINGTON
FILED

DATE: February 11, 2021
TIME: 12:51 PM

WSR 21-05-041

Agency: Seattle Colleges

Original Notice

Supplemental Notice to WSR _____

Continuance of WSR _____

Preproposal Statement of Inquiry was filed as WSR 21-01-088 ; or

Expedited Rule Making--Proposed notice was filed as WSR _____; or

Proposal is exempt under RCW 34.05.310(4) or 34.05.330(1); or

Proposal is exempt under RCW _____.

Title of rule and other identifying information: (describe subject) Student Complaints

Hearing location(s):

Date: **Time:** **Location:** (be specific) **Comment:**

March 31, 2021	9:00-10:00 a.m.	Zoom - virtual	
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Date of intended adoption: April 8, 2021 (Note: This is **NOT** the **effective** date)

Submit written comments to:

Name: Jennie Chen
Address: 1500 Harvard Avenue, Seattle, WA 98122
Email: jennie.chen@seattlecolleges.edu
Fax: 206-934-3894
Other:
By (date) March 29, 2021

Assistance for persons with disabilities:

Contact Jennie Chen
Phone: 206-934-3873
Fax:
TTY:
Email: jennie.chen@seattlecolleges.edu
Other:
By (date) March 24, 2021

- **Purpose of the proposal and its anticipated effects, including any changes in existing rules:** increase integration and alignment as more students attend multiple campuses during their time as a student;
- make the process more student focused by encouraging all parties to engage in sincere efforts to listen and resolve complaints informally;
- ensure students are supported through the complaint process;
- enhance an accepting culture and provide supports to encourage students to raise concerns.

Reasons supporting proposal:

Statutory authority for adoption: RCW 28B.50.140; RCW 28B.50.090(3)

Statute being implemented: N/A

Is rule necessary because of a:

Federal Law? Yes No
Federal Court Decision? Yes No
State Court Decision? Yes No

If yes, CITATION:

Agency comments or recommendations, if any, as to statutory language, implementation, enforcement, and fiscal matters:

Name of proponent: (person or organization) Seattle Colleges Private
 Public
 Governmental

Name of agency personnel responsible for:

	Name	Office Location	Phone
Drafting:	Kurt Buttleman	Siegal Center	206-934-4111
Implementation:	Kurt Buttleman	Siegal Center	206-934-4111
Enforcement:	Kurt Buttleman	Siegal Center	206-934-4111

Is a school district fiscal impact statement required under RCW 28A.305.135? Yes No

If yes, insert statement here:

The public may obtain a copy of the school district fiscal impact statement by contacting:

Name:
Address:
Phone:
Fax:
TTY:
Email:
Other:

Is a cost-benefit analysis required under RCW 34.05.328?

Yes: A preliminary cost-benefit analysis may be obtained by contacting:

Name:
Address:
Phone:
Fax:
TTY:
Email:
Other:

No: Please explain: The District is not one of the enumerated agencies listed in RCW 34.05.328(5).

Regulatory Fairness Act Cost Considerations for a Small Business Economic Impact Statement:

This rule proposal, or portions of the proposal, **may be exempt** from requirements of the Regulatory Fairness Act (see chapter 19.85 RCW). Please check the box for any applicable exemption(s):

This rule proposal, or portions of the proposal, is exempt under RCW 19.85.061 because this rule making is being adopted solely to conform and/or comply with federal statute or regulations. Please cite the specific federal statute or regulation this rule is being adopted to conform or comply with, and describe the consequences to the state if the rule is not adopted.

Citation and description:

This rule proposal, or portions of the proposal, is exempt because the agency has completed the pilot rule process defined by RCW 34.05.313 before filing the notice of this proposed rule.

This rule proposal, or portions of the proposal, is exempt under the provisions of RCW 15.65.570(2) because it was adopted by a referendum.

This rule proposal, or portions of the proposal, is exempt under RCW 19.85.025(3). Check all that apply:

- RCW 34.05.310 (4)(b) (Internal government operations)
- RCW 34.05.310 (4)(c) (Incorporation by reference)
- RCW 34.05.310 (4)(d) (Correct or clarify language)
- RCW 34.05.310 (4)(e) (Dictated by statute)
- RCW 34.05.310 (4)(f) (Set or adjust fees)
- RCW 34.05.310 (4)(g) ((i) Relating to agency hearings; or (ii) process requirements for applying to an agency for a license or permit)

This rule proposal, or portions of the proposal, is exempt under RCW 34.05.328.

Explanation of exemptions, if necessary: : Pursuant to RCW 34.05.328(5)(a)(i), this agency is not an agency mandated to comply with RCW 34.05.328. Further, the agency does not voluntarily make that section applicable to the adoption of this rule pursuant to subsection (5)(a)(ii), and to date, the joint administrative rules review committee has not made the section applicable to the adoption of this rule

COMPLETE THIS SECTION ONLY IF NO EXEMPTION APPLIES

If the proposed rule is **not exempt**, does it impose more-than-minor costs (as defined by RCW 19.85.020(2)) on businesses?

- No Briefly summarize the agency’s analysis showing how costs were calculated. _____
- Yes Calculations show the rule proposal likely imposes more-than-minor cost to businesses, and a small business economic impact statement is required. Insert statement here:

The public may obtain a copy of the small business economic impact statement or the detailed cost calculations by contacting:

- Name:
- Address:
- Phone:
- Fax:
- TTY:
- Email:
- Other:

Date: February 3, 2021	Signature: 
Name: Kurt Buttleman	
Title: Vice Chancellor for Academic and Student Success	

**Chapter 132F-126 WAC
REQUIRED AND EMERGENCY MEDICAL LEAVES OF ABSENCE**

NEW SECTION

WAC 132F-126-001 Purpose. The vice presidents of student services may, after a careful and collaborative review, place a student on mandatory medical leave of absence in accordance with the procedures set forth in this chapter. This process is only considered in rare situations when other options have been utilized and considered. A mandatory leave of absence is not the preferred option when addressing students' health, welfare, and safety. Any assessment or action taken under this policy will be based on legitimate safety concerns and not based on speculation, stereotypes, or generalizations about individuals with disabilities.

NEW SECTION

WAC 132F-126-010 Issuing a required medical leave of absence.

(1) The vice president of student services, or the vice president's designee, (hereinafter collectively referred to as the "vice president") may require a student to take a medical leave of absence if a student has a physical illness or a mental, emotional, or psychological condition and as a result of the condition:

(a) Is engaging in, or is threatening to engage in, behavior that poses a significant danger of causing substantial harm to the health, safety, or welfare of the student or others;

(b) The student's behavior has resulted in substantial harm to the health, safety, or welfare of the student or others and the behavior continues, or there is a risk that the behavior will continue, posing a significant danger of causing substantial harm to the health, safety, or welfare of the student or others; or

(c) The student's behavior has resulted in significant disruption of the teaching, learning or administrative activities of other members of the campus community and the behavior continues, or there is a risk the behavior will continue, with the likely result of such behavior substantially impeding the education processes or proper activities or functions of the college and its personnel.

(2) In determining whether to require a student to take a medical leave of absence, the vice president may consult with a qualified medical, health and/or public safety professional and, where possible, other persons to assess the student's ability to function in the academic environment.

(3) Prior to the vice president requiring a student to take a medical leave of absence, the student shall be provided an opportunity to present information about his or her circumstances, where reasonably possible, to the vice president. A student waives their opportunity to provide information if he or she is unwilling or unable to meet with the vice president upon request.

(4) The vice president shall issue the required medical leave of absence in writing to the student. The written notice shall include the effective date of the leave, the reasons for requiring the leave, the conditions for reenrollment, and any restrictions imposed on the student's access to the campus or college-sponsored activities.

(5) The required medical leave of absence shall be effective twenty-one days after it is served on the student, unless the student files an appeal.

NEW SECTION

WAC 132F-126-020 Appealing a required medical leave of absence.

A student may appeal the vice president's decision imposing a required medical leave of absence to the medical leave of absence review board (review board). The appeal must be filed in writing with the vice president of student services within twenty days of service of the vice president's decision. Service of the vice president's decision shall be complete upon deposit in the United States mail to the student, postage prepaid and properly addressed to the student at the last known address on file with the registrar's office, or by personal service on the student.

NEW SECTION

WAC 132F-126-030 Hearing an appeal of a required medical leave of absence.

(1) Upon receipt of a timely appeal by a student of the vice president's decision imposing a required medical leave of absence, the vice president of student services, or the vice president's designee, shall convene the review board to hear the appeal. The review board may:

(a) Affirm the vice president's decision;

(b) Affirm the vice president's decision but alter the disposition from imposition of a required medical leave of absence to conditional enrollment under specified directives; or

(c) Reverse the vice president's decision allowing the student to remain enrolled without restriction.

(2) The review board's decision shall be in writing and served on the student within seven business days of the hearing. Service of the decision shall be effective upon deposit in the United States mail to the student, postage prepaid and properly addressed to the student at the last known address on file with the registrar's office, or by personal service on the student.

(3) The review board shall be composed of at least three members drawn from a pool of academic deans and staff members not reporting to the vice president who have been identified by the president. The president shall select one of the members to act as the chair at the hearing.

(4) The vice president shall notify the student in writing of the time, date, and location of the hearing.

(5) The review board shall conduct the hearing according to the Administrative Procedure Act, chapter 34.05 RCW.

(6) The chair of the review board may order the hearing closed to public observation as necessary to protect from disclosure medical or educational records held to be confidential under state or federal law.

NEW SECTION

WAC 132F-126-040 President's review and final college order.

(1) The college president shall review the record and enter the final college order, in accordance with RCW 34.05.461(2) and 34.05.464.

(2) If either the respondent or the vice president for student services wishes to file written argument with the president, she/he must file that argument and serve a copy on the other within fifteen days after service of the review board's order. Within seven days after service of any such argument, the other party may file and serve a written response. The president shall have discretion to modify these deadlines and/or to allow oral arguments. However no new evidence, not already part of the record, may be introduced in any argument, except as expressly authorized by the president upon a showing of compelling legal justification and after any appropriate fact-finding.

(3) The president shall personally consider the whole record or such portions of it as may be cited by the parties. A party's failure to present any argument shall mean that the party is citing "none" of the record.

(4) Within ninety days following the later of the conclusion of the hearing or the review board's receipt of closing arguments, the president shall either remand the matter for further proceedings, with instructions to the review board, or enter a final order in the matter. The president shall have all of the decision-making power that he/she would have had if presiding over the hearing, including the power to affirm, reverse, or modify the review board's decision.

(5) The president's final order shall include, or incorporate by reference to the review board's initial order, all matters required by RCW 34.05.461, and in accordance with RCW 34.05.464. It shall also include notice to the respondent of his/her right to seek judicial review under RCW 34.05.510 et seq.

(6) Copies of the final order shall be served on the respondent, the vice president, any legal counsel who have appeared, and the review board's chair.

(7) The decision of the president shall be the final district action in the matter.

NEW SECTION

WAC 132F-126-050 Emergency medical leave of absence.

(1) The vice president may immediately require a student to take an emergency medical leave of absence if the student has a medical, mental, emotional, or psychological condition and as a result of the condition:

(a) The student is engaging in, or threatening to engage in, behavior that poses a significant danger of causing imminent and sub-

stantial harm to the health, safety, or welfare of the student or others; or

(b) The student's behavior has resulted in substantial harm to the health, safety, or welfare of the student or others and the behavior continues, or there is a risk the behavior will continue, posing a significant danger of causing imminent and substantial harm to the health, safety, or welfare of the student or others; or

(c) The student's behavior has resulted in significant disruption of the teaching, learning or administrative activities of other members of the campus community and the behavior continues, or there is a risk the behavior will continue, with the likely result of such behavior imminently and substantially impeding the education processes or proper activities or functions of the college and its personnel.

(2) A decision by the vice president requiring a student to take an emergency medical leave of absence shall be in writing and served on the student. The decision shall set forth the reasons for requiring the leave and, as appropriate, any restrictions imposed on the student's access to the campus or college-sponsored activities. Service of the decision shall be effective upon deposit in the United States mail to the student, postage prepaid and properly addressed to the student at the last known address on file with the registrar's office, or by personal service on the student.

(3) A student subject to an emergency medical leave of absence shall be provided a hearing before a presiding officer appointed by the college president to review the vice president's decision. The hearing shall occur within three business days of the student being served with the vice president's decision imposing the emergency medical leave of absence unless a student elects to waive his or her right to a hearing. Except as otherwise provided herein, the process for conducting the emergency medical leave hearing shall be pursuant to the Administrative Procedure Act, chapter 34.05 RCW.

(4) An emergency medical leave of absence shall take effect immediately and remain in effect until the review board or president reinstate the student. The vice president may at any time decide to reinstate the student under an emergency medical leave when the vice president determines that the reasons for the emergency medical leave of absence no longer exist.

NEW SECTION

WAC 132F-126-060 Returning from a required or emergency leave of absence.

(1) A student wishing to be considered for reenrollment to the college shall submit an application for reenrollment to the vice president at least one month prior to the start of the quarter in which the student wishes to reenroll. The student shall provide appropriate documentation with any conditions for reenrollment set forth in the vice president's decision. If a student files an appeal of the vice president's decision, and the conditions for reenrollment are modified by the review board, the student shall provide evidence that the conditions set forth in the review board's order have been met. A student must also meet all other admission or enrollment requirements of the college for reenrollment.

(2) The vice president shall consult with a qualified medical professional and, where possible, other persons to assess the stu-

dent's ability to function in the academic environment prior to determining if the student may reenroll.

(3) The vice president shall notify the student in writing of the decision and the conditions associated with the approval or denial for reenrollment.



PROPOSED RULE MAKING

CR-102 (October 2017)
(Implements RCW 34.05.320)
Do **NOT** use for expedited rule making

CODE REVISER USE ONLY

OFFICE OF THE CODE REVISER
STATE OF WASHINGTON
FILED

DATE: February 11, 2021
TIME: 12:50 PM

WSR 21-05-040

Agency: Seattle Colleges

Original Notice

Supplemental Notice to WSR _____

Continuance of WSR _____

Preproposal Statement of Inquiry was filed as WSR 19-12-018 ; or

Expedited Rule Making--Proposed notice was filed as WSR _____; or

Proposal is exempt under RCW 34.05.310(4) or 34.05.330(1); or

Proposal is exempt under RCW _____.

Title of rule and other identifying information: (describe subject) Required and Emergency Medical Leaves of Absence

Hearing location(s):

Date: **Time:** **Location:** (be specific) **Comment:**

March 31, 2021	9:00 – 10:00 a.m.	Zoom - virtual	
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Date of intended adoption: April 8, 2021 (Note: This is **NOT** the **effective** date)

Submit written comments to:

Name: Jennie Chen
Address: 1500 Harvard Avenue, Seattle, WA 98122
Email: jennie.chen@seattlecolleges.edu
Fax: 206-934-3894
Other:
By (date) March 29, 2021

Assistance for persons with disabilities:

Contact Jennie Chen
Phone: 206-934-3873
Fax:
TTY:
Email: jennie.chen@seattlecolleges.edu
Other:
By (date) March 24, 2021

Purpose of the proposal and its anticipated effects, including any changes in existing rules: This proposed rule addresses a need for the colleges to issue medical withdrawals to students who exhibit self-harm and cannot otherwise be accommodated through the interactive process while attending college.

Reasons supporting proposal: The Department of Education's Office for Civil Rights recommends that colleges separate emergency medical leave procedures from the disciplinary procedures

Statutory authority for adoption: RCW 28B.50.140; RCW 28B.50.090(3)

Statute being implemented: N/A

Is rule necessary because of a:

Federal Law? Yes No
Federal Court Decision? Yes No
State Court Decision? Yes No

If yes, CITATION:

Agency comments or recommendations, if any, as to statutory language, implementation, enforcement, and fiscal matters:

Name of proponent: (person or organization) Seattle Colleges Private
 Public
 Governmental

Name of agency personnel responsible for:

	Name	Office Location	Phone
Drafting:	Kurt Buttleman	Siegal Center	206-934-4111
Implementation:	Kurt Buttleman	Siegal Center	206-934-4111
Enforcement:	Kurt Buttleman	Siegal Center	206-934-4111

Is a school district fiscal impact statement required under RCW 28A.305.135? Yes No

If yes, insert statement here:

The public may obtain a copy of the school district fiscal impact statement by contacting:

Name:
Address:
Phone:
Fax:
TTY:
Email:
Other:

Is a cost-benefit analysis required under RCW 34.05.328?

Yes: A preliminary cost-benefit analysis may be obtained by contacting:

Name:
Address:
Phone:
Fax:
TTY:
Email:
Other:

No: Please explain: The District is not one of the enumerated agencies listed in RCW 34.05.328(5).

Regulatory Fairness Act Cost Considerations for a Small Business Economic Impact Statement:

This rule proposal, or portions of the proposal, **may be exempt** from requirements of the Regulatory Fairness Act (see chapter 19.85 RCW). Please check the box for any applicable exemption(s):

This rule proposal, or portions of the proposal, is exempt under RCW 19.85.061 because this rule making is being adopted solely to conform and/or comply with federal statute or regulations. Please cite the specific federal statute or regulation this rule is being adopted to conform or comply with, and describe the consequences to the state if the rule is not adopted.

Citation and description:

This rule proposal, or portions of the proposal, is exempt because the agency has completed the pilot rule process defined by RCW 34.05.313 before filing the notice of this proposed rule.

This rule proposal, or portions of the proposal, is exempt under the provisions of RCW 15.65.570(2) because it was adopted by a referendum.

This rule proposal, or portions of the proposal, is exempt under RCW 19.85.025(3). Check all that apply:

- RCW 34.05.310 (4)(b) (Internal government operations)
- RCW 34.05.310 (4)(c) (Incorporation by reference)
- RCW 34.05.310 (4)(d) (Correct or clarify language)
- RCW 34.05.310 (4)(e) (Dictated by statute)
- RCW 34.05.310 (4)(f) (Set or adjust fees)
- RCW 34.05.310 (4)(g) ((i) Relating to agency hearings; or (ii) process requirements for applying to an agency for a license or permit)

This rule proposal, or portions of the proposal, is exempt under RCW 34.05.328.

Explanation of exemptions, if necessary: : Pursuant to RCW 34.05.328(5)(a)(i), this agency is not an agency mandated to comply with RCW 34.05.328. Further, the agency does not voluntarily make that section applicable to the adoption of this rule pursuant to subsection (5)(a)(ii), and to date, the joint administrative rules review committee has not made the section applicable to the adoption of this rule

COMPLETE THIS SECTION ONLY IF NO EXEMPTION APPLIES

If the proposed rule is **not exempt**, does it impose more-than-minor costs (as defined by RCW 19.85.020(2)) on businesses?

- No Briefly summarize the agency's analysis showing how costs were calculated. _____
- Yes Calculations show the rule proposal likely imposes more-than-minor cost to businesses, and a small business economic impact statement is required. Insert statement here:

The public may obtain a copy of the small business economic impact statement or the detailed cost calculations by contacting:

- Name:
- Address:
- Phone:
- Fax:
- TTY:
- Email:
- Other:

Date: February 3, 2021	Signature: 
Name: Kurt Buttleman	
Title: Vice Chancellor for Academic and Student Success	

Seattle Colleges Equity, Diversity, Inclusion, and Community Plan

Jan 23, 2020

Introduction

In the Seattle Colleges Strategic Plan, the mission establishes the expectations that the colleges will prepare “...each student for success in life and work, fostering a diverse, engaged, and dynamic community...” in a multicultural, diverse, and international society. The Seattle College District serves both “traditional” students, and students who come with experiences and life circumstances that do not fit neatly into traditional educational models. In addition to minoritized students, our changing student population includes students from countries and cultures not seen in measurable numbers by US educational systems until very recently.

In addition to these demographic changes, the changing economic landscape of the Seattle region, the needs of regional employers, the cost of living in the region, and practices based on entrenched and unaware racist policies¹ all create barriers for students who do not natively practice or have not assimilated to existing norms. These barriers act as gatekeepers and sorters to determine who can enter into and acquire an education.

Rather than asking students to assimilate to dominant norms, we have a moral responsibility as public open-access learning institutions to change to serve the existing and current reality of our students. The racial equity gap cannot be eliminated simply by improving education for ‘...all students...’, using the metaphor of a ‘rising tide that floats all boats’. Indeed, research shows the existing racial equity gap is maintained with such improvements, albeit at a higher baseline. Meaningful and effective organizational change requires a fully engaged commitment throughout the organization and adequate time to develop capacity for change. As part of the system, we as individuals and as employees of the system, must change in order for the system to change. We are not separate, and students can only have a more effective experience at our colleges when we are also willing to make changes in our teaching and the ways we serve students.

Seattle Colleges Mission, Vision, Values and Strategic Goals

This plan is deeply rooted in the Seattle Colleges mission, vision, values, and strategic goals, and is informed by prior equity and diversity efforts and initiatives at each of the three Seattle Colleges. It is also influenced by the recently adopted SBCTC Vision Statement that starts with, “*Leading with racial equity...*” Full statement and detailed description here:

<https://www.sbctc.edu/resources/documents/colleges-staff/commissions-councils/wsssc/vision-statement-intent-final-9.25.2019.pdf>.

¹ Based on Dr. Ibram Kendi’s preferred language recommendations, we use the term “racist policies” rather than “institutionalized racism” or “systemic racism”. Dr. Kendi believes these to be redundant since racism is both systemic and institutional. Some examples of these racist policies (not limited to higher education) are: racial inequalities in financial aid and distribution of resources to students of color; racial profiling; redlining in housing; cultural biases in standardized tests; lack of services in communities of color; significantly higher rates of incarceration for people of color; and environmental policies with disproportionately negative impacts on low income communities of color.

Consistent with these prior efforts, this District-wide Equity, Diversity, Inclusion, and Community Plan explicitly recognizes, facilitates awareness of, and addresses patterns of social inequity at the Seattle Colleges.

Three Year Plan

The Equity, Diversity, Inclusion, and Community Plan (EDIC Plan) will act as a three-year racial equity action plan to guide the Seattle Colleges in these efforts. This plan and these objectives have been created through a collaborative effort between the three AVP EDIs and the Vice Chancellor for Equity, Diversity, and Inclusion as an EDI leadership team. A primary purpose of the EDI leadership team is to strengthen District work in a consultative role, and ensure that EDI work happens. Both the strategies and progress toward the goals will be evaluated each year by the EDI leadership team in conjunction with the Presidents and campus EDI leadership advisory councils or teams.

Phase 1: 2018-2020 — Build the foundation, Develop the baseline

Activities:

- AVP team hired and AVPs at each campus begin to learn the context of each unique college with strong focus on their respective college constituencies
- Begin collaborative and consultative work together to understand prior and ongoing EDI work at each college, and existing activities district-wide
- Listen and engage with key constituencies to learn about the needs, concerns, and challenges of each campus
- Engage with state-level Chief Diversity and Equity Officer (CDEO) group
- Establish, promote, educate, and support employees to adopt a District-wide practice of opening campus and public events with Land Acknowledgment statements
- Establish Equity Leadership Capacity Building Institute (Equity Institute) working with PSESD (Puget Sound Educational Service District 121) to create a critical mass of employees with a common racial equity language and mindset. To date approximately 90 employees and students have participated in the Equity Institute training workshops
- Establish monthly meetings convened by VC of EDI

Phase 2: 2020-2022, and ongoing - Design and implement assessment & EDIC Strategic Plan

Planned Activities:

- Continue with a primary focus on activities and priorities at each campus
- Continue ongoing district-wide collaborations, including partnering with HR to train and manage Inclusion Advocates on each campus, and partnering with District and across 3 campuses to support Seattle Pathways work which is intended to address the racial equity gap throughout the District
- Implement aligned methods for EDI landscape assessment across 3 colleges and Siegal Center
- Use assessment data, analysis, and iterative discussion and engagement to further develop the EDIC Strategic Plan
- Using continuous improvement methods and broad engagement methods described above, continually refine and improve the EDIC Strategic Plan

Following are some examples of District-Wide and College-Based EDI efforts and activities:

District-Wide Efforts and Activities	College-Based Efforts and Activities
<p><i>Practices:</i></p> <ul style="list-style-type: none"> • Land Acknowledgments • Use of Racial Equity Tool to review policies • Use of Directed Self Placement as an alternative to standardized placement tests <p><i>Professional Development:</i></p> <ul style="list-style-type: none"> • Equity Institutes – personal and organizational development • TILT - Transparency in Learning and Teaching - equity-focused curricular and pedagogical approach <p><i>Partnering and Leadership:</i></p> <ul style="list-style-type: none"> • With HR on Inclusion Advocates • With various committees, task forces, work groups, including: <ul style="list-style-type: none"> ○ Seattle Pathways Leads, SEEM, Climate Survey development, Hiring Process Committee, FDIC <p><i>Provide Support:</i></p> <ul style="list-style-type: none"> • Annual MLK Jr Celebration - provide programming and curricular support at both District and College level 	<p><i>North:</i></p> <ul style="list-style-type: none"> • President’s Diversity, Inclusion Council for Equity • North Seattle College Equity and Welcome Center • Faculty Staff Learning Community on Equity, Diversity, and Inclusion and Closing Equity Gaps <p><i>Central:</i></p> <ul style="list-style-type: none"> • EDI Advisory Team • Standardizing and implementing anti-bias/anti-racist policies and training of search and selection committees • Bias Incident Response Team (BIRT) Protocol and campus-wide training <p><i>South:</i></p> <ul style="list-style-type: none"> • EDI Advisory Council • Use of the IDI (Intercultural Development Inventory) to promote campus-wide intercultural capacity • South Men of Color (SMOC) Affinity Group (including resources and support for students)

Seattle Colleges Strategic Goal #2 - Equity, Diversity, Inclusion, and Community

“At Seattle Colleges, we firmly establish equity, diversity, and inclusion as a strategic goal and as human rights for all. We frame our decisions and actions with a lens of equity, diversity, and inclusion and are accountable to the community.” The EDI leadership team has established three preliminary objectives to achieve this strategic goal that will be further developed over the course of the three-year plan:

Objectives to achieve progress on all four of the Seattle Colleges Strategic Goals, and in particular Goal #2²:

² These objectives were created in alignment and resonance with those of the SBCTC Chief Diversity and Equity Officers group (CDEOs), but are specific to Seattle Colleges.

1. Continue progress toward the goal of eliminating the racial equity gap in order to achieve success for all students
2. Improve intercultural competency and practice among employees and students through professional development and curriculum with concepts of racial equity, diversity, inclusion, and community system-wide
3. Recruit, hire, support, and mentor employees in order to develop and retain a stable and diverse workforce

Accountability

As noted above, the Seattle Colleges EDIC Plan will require engagement and accountability at all levels – students, exempt and non-exempt staff, faculty, administration, contractors, and all who develop or participate in Seattle Colleges activities – both within the individual colleges and at the District.

In addition to accountability to each other, the Seattle Colleges are accountable to the larger community, and as such this plan will continue to reflect this accountability. To that end, the Seattle Colleges will continue to:

- Build community, develop leadership, and promote healing within and across all campuses
- Encourage collaboration within and across departments and disciplines
- Partner with educational, business, governmental, labor, and community organizations
- Build capacity for organizational change and meaningful assessment
- Create and support a collaborative culture

As such, our mission of being, becoming, and remaining an open-access learning institution is a mission that is pressed upon at every juncture: in the ways we identify and prepare our students for student success, in the decisions we make about growing, nurturing, and sustaining a diverse workforce that reflects the rich diversity of our student body and communities, in how we attract and develop environments where true, authentic learning takes place, and in the nature and quality of our partnerships.

We believe that if we hold to our vision and aspirations, we can create an environment where students who are members of our communities can attain the education that they come to us for and develop a sense of belonging to a community of learners. When we lead with racial equity, we can make a significant difference in the lives of all of our students, become a more meaningful work environment for all of our employees, build better partnerships within our communities, and contribute to creating a more just and humane society.

Measurables (as leading measures vs. outcomes):

- Establishment of District-wide BIRT / BIRST processes
 - Use of protocol with goal of 48-hour turnaround time when incidents occur
 - Train all college units (i.e., Faculty, front line staff, Student Services, Security)
- Establishment of naturally occurring groups where critical connections can happen (e.g., training Central Security group on implicit bias)

- Support and oversee establishment of college- and District-wide Affinity Groups
- Develop, provide, and support opportunities for employee participation in racial equity-related professional development
- Support work plan of Faculty Diversity and Inclusion Committee (FDIC), a faculty led group using racial equity to revise faculty hiring practices
- Training, preparation for understanding how to navigate Hate Speech, engaging with discourse, Free Speech
- Completion of EDI landscape assessment at 3 colleges and Siegal Center
- Goal of 60 faculty and staff each year participating in Equity Institute (detailed plan below)

Equity Leadership Capacity Building Institute (Equity Institute) Annual Plan

<i>Quarter</i>	<i>Activity</i>
Fall	Fall Equity Institute with new cohort, includes college-based gatherings in between sessions
Winter	Activities to support further reflection and development work for cohort participants (Including all previous cohorts/participants)
Spring	Spring Equity Institute with new cohort, includes college-based gatherings in between sessions
Summer	Activities to support further reflection and development work for cohort participants (Including all previous cohorts/participants)

Appendix A

Definitions and common language:

Equity

"Historically, equity refers to the process of creating equivalent outcomes for members of historically underrepresented and oppressed individuals and groups. Equity is about ending systematic discrimination against people based on their identity or background." (Williams and Wade-Golden, 2008)³

Seattle Colleges leads with *racial* equity because we acknowledge the history and impact that intergenerational and institutional barriers have had on students of color, who make up 44% of our student body (or nearly 60% of students who identify by race on their applications), while our faculty and staff do not yet reflect these same demographics.

Diversity

As an open access institution, Seattle Colleges holds diversity as an ongoing discovery of the intersections of identities and "diversity refers to all of the ways in which people differ, including primary characteristics, such as age, race, gender, ethnicity, mental and physical abilities, and sexual orientation, and secondary characteristics, such as education, income, religion, work experience, language skills, geographic location, and family status. Put simply, diversity refers to all of the characteristics that make individuals different from each other and in its most basic form refers to heterogeneity." (Williams and Wade-Golden, 2008)

Inclusion

This work matters because students and employees thrive where they feel they belong, especially in a climate of political divisiveness. "Inclusion exists when traditionally marginalized individuals and groups feel a sense of belonging and are empowered to participate in majority culture as full and valued members of the community, shaping and redefining that culture in different ways." (Williams and Wade-Golden, 2008) It is important to note that inclusion, by itself, is not enough. The pursuit of inclusion without discernment of the impact of providing commensurate access to majoritarian actions and practices can actually undermine the original purpose of empowering minoritized communities.

³ Williams, D. and Wade-Golden, K. (2008). *The Chief Diversity Officer: A Primer for College and University Presidents*. Washington, DC: American Council of Education (ACE).

Seattle Colleges Equity 2023 Charge – Second Reading

Seattle Colleges District Board of Trustees

June 10, 2021

**Associate Vice Chancellor for Equity, Diversity, and Inclusion:
Rosie Rimando-Chareunsap, Ed.D.**

**Associate Vice Presidents for Equity, Diversity, and Inclusion:
D'Andre Fisher, M.Ed., Betsy Hasegawa, Ed.D., & Valerie Hunt, Ph.D.**



SEATTLE COLLEGES
Central · North · South

Land and Labor Acknowledgement

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.

We recognize that enslaved and indentured peoples were forced into unpaid and underpaid labor in the construction of this country, state and city.

To the people who contributed this immeasurable work and their descendants, we acknowledge our/their indelible mark on the space in which we gather today.

It is our collective responsibility to critically interrogate these histories, to repair harm, and to honor, protect, and sustain this land.



SEATTLE COLLEGES
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At Seattle Colleges, in order to fully adopt and implement the SBCTC Vision Statement—to lead with racial equity—we must commit to continued development and adoption of our common understanding of equity as racial equity, diversity, and inclusion, and create institutional actions necessary to dismantle inequities within the system.

Which provides the framing and foundation for the Seattle Colleges Equity 2023 Charge and Seattle Colleges Equity, Diversity, Inclusion, and Community Plan 2020-2023.

Request Seattle Colleges' to fully adopt 2019 SBCTC System Vision Statement.

“Leading with racial equity, our colleges maximize student potential and transform lives within a culture of belonging that advances racial, social, and economic justice in service to our diverse communities.”

2019 SBCTC System Vision Statement, Sept 25, 2019,

Washington State Board for Community and Technical Colleges (SBCTC)



SEATTLE COLLEGES
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Seattle Colleges Equity 2023 Charge

Revised Equity 2023 Goal 1: Increase the completion rate for African American, Black, Native American, Alaska Native, First Nations, Indigenous, Latinx, Pacific Islander, and Southeast Asian students from 48% to [55%*] in the next three years (20/21 to 22/23)

Revised Equity 2023 Goal 2: Increase efforts to hire and retain and promote faculty and administrative staff to more closely mirror the student body demographics over the next three years.

Revised Equity 2023 Goal 3: Develop and implement mandatory anti-bias and anti-racist workshops and other ongoing learning opportunities for all non-teaching staff; work with AFT-Seattle to develop and offer professional development workshops on bias-free teaching and learning for all faculty.



SEATTLE COLLEGES
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Revised Equity 2023 Goal 1: Increase the completion rate for African American, Black, Native American, Alaska Native, First Nations, Indigenous, Latinx, Pacific Islander, and Southeast Asian students from 48% to [55%*] in the next three years (20/21 to 22/23)

Recommended short-term actions:

1. Address life needs and concerns: financial, childcare, transportation, food and housing insecurity.
2. **Realize and deepen a sense and reality of belonging** by creating a first-year experience (FYE) for students and cohort model of in-class and outside of class support, including nurturing existing and emerging ethnic student clubs for students and Affinity Groups for employees.
3. **Improve** financial aid practices, especially student experience.
4. **Reimagine** student entry and onboarding to develop a more equitable experience. **Reshape** the entire student FYE experience to include one stop services such as financial aid, assistance re: worker retraining (Workforce), and other services and needs (see bullet 1 above)



Revised Equity 2023 Goal 2: Increase efforts to hire and retain faculty and administrative staff to more closely mirror the student body demographics over the next three years.

Recommended short-term actions:

1. Hiring practices – train* Hiring Authorities, Search Chairs, and Search Committees to recruit and build the pool of applicants to reflect the demographics of our students and community, review job requirements to screen in candidates.
2. Expand and offer Inclusion Advocate and implicit bias training to more employees with a focus on training for specific search committee roles, e.g., Search Committee Chairs, Members, and Hiring Authorities.
3. Focus on increasing retention of BIPOC employees to include onboarding, mentoring, professional development opportunities, and Affinity Groups.
4. Develop metrics that allow us to determine that our employees are thriving. This is a short, mid to long-term goal.



Revised Equity 2023 Goal 3: Develop and implement **mandatory** anti-bias and anti-racist workshops and other ongoing learning opportunities for all non-teaching staff; work with AFT-Seattle to develop and offer professional development workshops on bias-free teaching and learning for all faculty.

Recommended short-term actions:

1. Fund and support District Equity Institute to expand anti-bias anti-racist training for all employees. In order to be completed in the short term, budget outlay of \$12,000 per training is needed: if we offer for 3 quarters/year = \$36,000, and if 4 quarters/year = \$48,000. Faculty stipends for faculty are also needed to assist in this lift and to more broadly scale it across District. *(Seattle colleges equity capacity building Institute)*
2. Support existing FDIC (Faculty Diversity and Inclusion Committee) training for faculty hiring to increase number of faculty to reflect student demographics.

Review the Seattle Colleges Equity, Diversity, Inclusion, and Community Plan Strategic Plan 2018-2023

Jan 23, 2020



SEATTLE COLLEGES
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We Appreciate Your Time, Any Questions, Comments, Thoughts, Feedback?

**“When a system of oppression has become
institutionalized, it is unnecessary for
individuals to be oppressive.”**

*Florence Henderson
Attorney, Radical Black Feminist Theorist and Activist*



SEATTLE COLLEGES
Central · North · South

MEMORANDUM

To: Board of Trustees

From: Dr. Chemene Crawford, President North Seattle College

Date: June 10, 2021

Subject: Carbon Reduction Investment Authorization

Background

North Seattle College is committed to environmental sustainability. Unfortunately, its facilities are a significant source of carbon emissions. HB2311 directs the College to reduce its generation of greenhouse gases by 15% by 2020 and 45% by 2030 relative to 2005 levels; the District's GHG emissions have essentially been flat since 2005.

North Seattle College accordingly engaged McKinstry, an Energy Savings Company (ESCO) in Fall 2020 to conduct an Investment Grade Energy Audit to identify potential energy savings (and carbon reduction) opportunities. The audit identified many opportunities to save energy and reduce carbon emissions, as part of the process the College applied for several grants and explored energy rebates. The College has received two grants to fund the improvements that were identified.

- Department of Commerce - \$386,000
- Puget Sound Energy - \$23,954

ESCO projects are designed to allow organizations to make low/no risk investments in energy savings that are only realized over time. The basic process is as follows:

1. ESCo (in this case McKinstry) proposes energy savings measures to client, together with the investment cost and the anticipated return on investment period.
2. Client determines which energy savings measures they want to adopt.
3. ESCo financially guarantees that client will realize the energy savings that have been projected.
4. Client borrows money to invest in the energy savings measures – and uses money saved from reducing energy consumption to pay the debt service on the loan.
5. If the energy savings do not materialize the ESCo pays client the difference between the projected savings and actual savings so the client can pay the debt service on the loan.

Project Parameters and Financing

McKinstry's study identified nineteen Facilities Improvement Measures (FIMs) that will reduce carbon emissions by ~6.9 million lbs. annually. Most of the FIMs will not be noticeable, but the lighting upgrades will be highly visible – we will be replacing virtually all florescent fixtures with LED's and will be upgrading the parking lot lighting, thus enhancing the campus experience while reducing carbon emissions. North Seattle College is proposing to borrow up to \$2.3 million through the State Treasurer's Certificate of Participation (COP) program to fund the required investment. The loan is to be repaid over the course of 15 years, annual debt service is projected to be ~\$176,000 annually and the energy and operating savings will exceed that amount for the entire term of the loan, i.e. the College's cash flow will be positive throughout the term of the loan. At the conclusion of the loan repayment period the College will realize positive cash flow of ~\$247,000.

We anticipate most of the work being completed by December 2021, providing the Board authorizes the College to proceed.

Recommendation

It is the recommendation of the administration that the Board approve the carbon reduction project and its financing through the State's COP program.

Submitted by:

Chemene Crawford Chemene Crawford (May 26, 2021 08:28 PDT _)

Dr. Chemene Crawford
President, North Seattle College

Transmitted to the Board of Trustees with a favorable recommendation.



Dr. Shouan Pan
Chancellor

Briefing Memorandum

To: Dr. Sheila Edwards Lange, President
From: Lincoln Ferris, Interim VP of Admin Service
Date: May 14, 2021

RE: Rationale for Including Science & Math Bldg. Measures in ESCO

Background

David Ernevad before leaving the college strongly recommended that SCC install a second air heat pump atop the Broadway/Edison complex. The first heat pump has shown significant energy savings and improved the ability to maintain the right temperature in the Phase2 portions of our 400,000 sf building. The HVAC system the heat pump feeds is the single largest consumer of fossil-fueled energy (steam and electricity) at the college.

Facilities commissioned a preliminary review and a subsequent investment grade audit to determine the payback period for the heat pump. Concurrent with the study on the heat pump, Facilities and STEM program leadership identified deficiencies in the SAM which should be addressed (see attached May 8th IGA proposal from McKinstry). I directed McKinstry to do a preliminary review and cost estimate for each additional element that could be fixed.

The cost estimates for the B/E second heat pump and the other requested replacements were presented to you in an Excel spreadsheet at our last one-on-one. These were updated today with more accurate cost estimates and the grant awards received to date.

Recent Developments

SCC has asked McKinstry to pursue grant opportunities with Seattle City Light, the WA Dept. of Commerce energy programs and the federal government for any or all of these investments. To date, we have confirmed:

- \$268k energy conservation grant from Commerce (4/23/21 award letter)
- Seattle City Light energy conversion utility rebate (3/22/21 SCL memo to McKinstry)
- Seattle City Light is submitting a Energy Grid Modernization grant on behalf of our proposed Eco-District at SCC

McKinstry expects that some federal infrastructure grants will become available the American Jobs Plan proposed by President Biden. As a “shovel ready” project this SCC energy conservation program in McKinstry’s view would be highly ranked.

Rationale for Additions to ESCO Scope

Facilities and McKinstry are recommending that we increase the scope of the borrowed funds given the historically low interest rate available to the state. This would incorporate projects which either replace equipment at end of life (B/E electrical panel and lab exhaust fans in SAM)

or which can fix long-standing problems for instruction and save electrical energy. The attached IGA proposal for the SAM gives a short summary of what is proposed and why.

The SAM Building is the most inefficient of our buildings in terms of energy use. The systems recommended for replacement or re-commissioning are the second largest opportunity to save utility costs for the college, second only to the B/E heat pump.

We included in the spreadsheet financial analysis are several optional SAM items, but which could also realize substantial energy savings.

- Replacing hood fans and room exhausts in labs which now run flat out 24/7 with new fans and controls which match exhaust needs with hours of operation and industrial safety recommended air volumes.
- Re-commissioning and fine-tuning the HVAC controls in the building.

Recommendation

The estimate utility and operational savings from these investments of \$104k. This will cover most of the loan repayment and servicing costs on a certificate of participation. I recommend a presentation to the E-Team of the choices available to the college on the scope of work. If they concur, we can then present this to the CEC and Trustees for approval to proceed.



Table 4.3 - Cash Flow Analysis

Project:	Seattle Central College
Scenario:	Summer/Fall/Winter 2021
Report Date:	May 14, 2021
Financing Source:	COP and Capital

Inputs +/- 10%

Second ASHP for Broadway Edison	\$1,250,000
Broadway Edison New Electrical Panel (Needs Based)	\$150,000
Science/Math Lighting	\$600,000
Science/Math HVAC Partial Controls Update and Air Balancing (Energy and Safety)	\$250,000
Solar (BE and/or Science/Math)	\$1,000,000
Science/Math Needs Based (Lab Exhaust Fans and Supply Fans Refurbish and/or Replace)	\$700,000
First Cost	\$3,950,000
Commerce Grant (Efficiency - Won)	\$268,443
Utility Rebate (Pay for Performance - Submitted)	\$50,000
Commerce Grant (Solar - Submit in August)	\$333,333
Utility Rebate (Solar - Submit in September)	\$333,333
Net Customer Cost (After Won and Potential Grants)	\$2,964,891

Financing Term (Years)	15
Annual Interest Rate %	2.50%
Amortization Type	Standard
Amount Financed (Limited by Annual Savings)	\$1,386,000
Capital Infusion (Roughly Equal to Needs Rows)	\$1,578,891

Length of Analysis (Yrs.)	30
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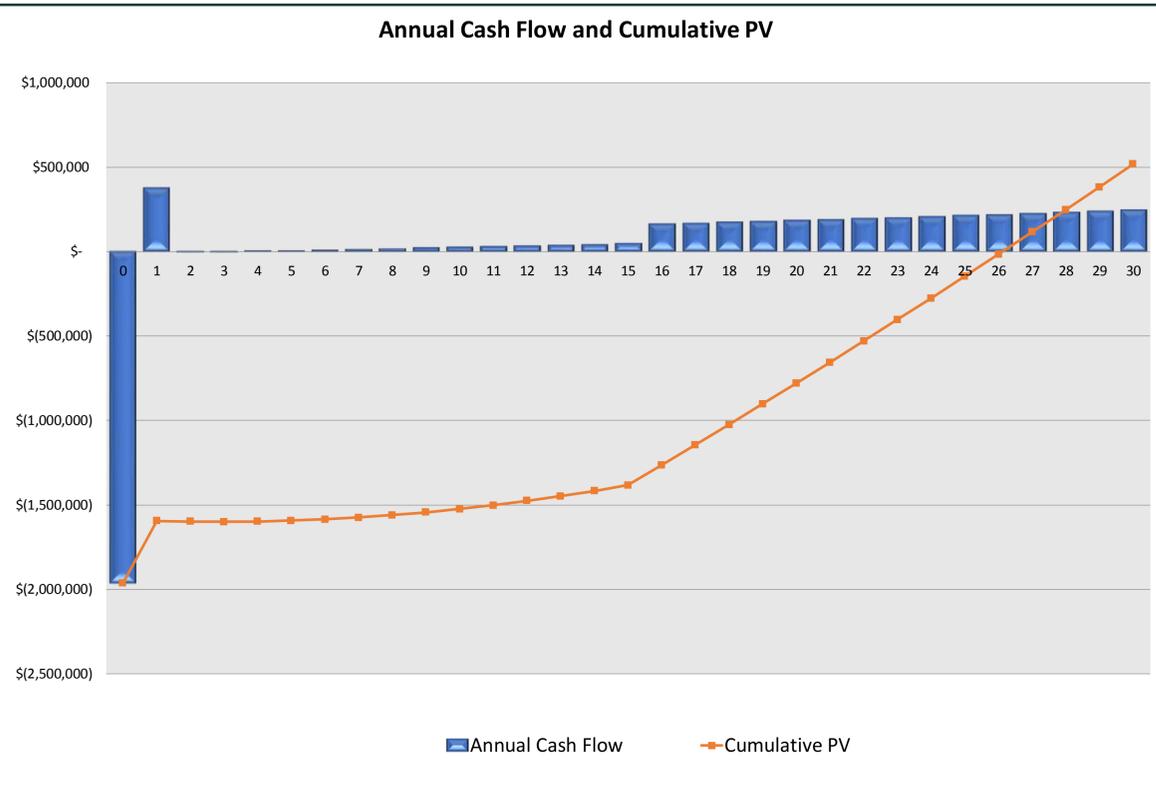
Annual Electrical Utility Savings (\$)	\$15,000
Annual Gas Utility Savings (\$)	\$9,000
Annual Steam Utility Savings (\$)	\$75,000
Annual Water/Sewer Utility Savings (\$)	\$0
Annual Other Utility Savings (\$)	\$0

Annual Operational Savings (\$)	\$2,181
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Discount Rate	2.0%
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Results

Overall Net Present Value (NPV)	\$518,793
Annual Equivalent Cash Flow	\$23,164
Internal Rate of Return (IRR)	3.3%
Savings NPV	\$4,521,170
Investment NPV	-\$4,002,376
Savings to Investment Ratio (SIR)	1.13
Breakeven Period (Yrs.)	27



Cash Flow Analysis:

Period	Escalation	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
First Cost Minus Financed Amount		\$ (2,564,000)																				
Rebate			\$ 383,333																			
Other Grants and Incentives		\$ 601,776																				
Loan Payments			\$ (111,942)	\$ (111,942)	\$ (111,942)	\$ (111,942)	\$ (111,942)	\$ (111,942)	\$ (111,942)	\$ (111,942)	\$ (111,942)	\$ (111,942)	\$ (111,942)	\$ (111,942)	\$ (111,942)	\$ (111,942)	\$ (111,942)	\$ (111,942)	\$ (111,942)	\$ (111,942)	\$ (111,942)	\$ (111,942)
Annual Electrical Utility Savings (\$)	3.0%		\$ 15,450	\$ 15,914	\$ 16,391	\$ 16,883	\$ 17,389	\$ 17,911	\$ 18,448	\$ 19,002	\$ 19,572	\$ 20,159	\$ 20,764	\$ 21,386	\$ 22,028	\$ 22,689	\$ 23,370	\$ 24,071	\$ 24,793	\$ 25,536	\$ 26,303	\$ 27,092
Annual Gas Utility Savings (\$)	3.0%		\$ 9,270	\$ 9,548	\$ 9,835	\$ 10,130	\$ 10,433	\$ 10,746	\$ 11,069	\$ 11,401	\$ 11,743	\$ 12,095	\$ 12,458	\$ 12,832	\$ 13,217	\$ 13,613	\$ 14,022	\$ 14,442	\$ 14,876	\$ 15,322	\$ 15,782	\$ 16,255
Annual Steam Utility Savings (\$)	3.0%		\$ 77,250	\$ 79,568	\$ 81,955	\$ 84,413	\$ 86,946	\$ 89,554	\$ 92,241	\$ 95,008	\$ 97,858	\$ 100,794	\$ 103,818	\$ 106,932	\$ 110,140	\$ 113,444	\$ 116,848	\$ 120,353	\$ 123,964	\$ 127,682	\$ 131,513	\$ 135,458
Operational Savings (Today's Dollars)			\$ 2,181	\$ 2,181	\$ 2,181	\$ 2,181	\$ 2,181	\$ 2,181	\$ 2,181	\$ 2,181	\$ 2,181	\$ 2,181	\$ 2,181	\$ 2,181	\$ 2,181	\$ 2,181	\$ 2,181	\$ 2,181	\$ 2,181	\$ 2,181	\$ 2,181	\$ 2,181
Operational Savings (Escalated)	3.0%		\$ 2,246	\$ 2,314	\$ 2,383	\$ 2,455	\$ 2,528	\$ 2,604	\$ 2,682	\$ 2,763	\$ 2,846	\$ 2,931	\$ 3,019	\$ 3,110	\$ 3,203	\$ 3,299	\$ 3,398	\$ 3,500	\$ 3,605	\$ 3,713	\$ 3,824	\$ 3,939
Residual Value (Escalated)	3.0%																					
M&V Fee	2.0%		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Annual Cash Flow		\$ (1,962,224)	\$ 375,607	\$ (4,599)	\$ (1,379)	\$ 1,938	\$ 5,354	\$ 8,873	\$ 12,498	\$ 16,231	\$ 20,076	\$ 24,036	\$ 28,116	\$ 32,318	\$ 36,645	\$ 41,103	\$ 45,694	\$ 50,426	\$ 55,306	\$ 60,338	\$ 65,518	\$ 70,852
Present Value (PV) Factor		1.00	0.98	0.96	0.94	0.92	0.91	0.89	0.87	0.85	0.84	0.82	0.80	0.79	0.77	0.76	0.74	0.73	0.71	0.70	0.69	0.67
Annual PV		(\$1,962,224)	\$368,242	(\$4,421)	(\$1,300)	\$1,790	\$4,849	\$7,879	\$10,880	\$13,853	\$16,799	\$19,718	\$22,613	\$25,482	\$28,328	\$31,151	\$33,952	\$36,735	\$39,504	\$42,254	\$45,000	\$47,738
Cumulative PV		(\$1,962,224)	(\$1,593,982)	(\$1,598,403)	(\$1,599,702)	(\$1,597,912)	(\$1,593,062)	(\$1,585,183)	(\$1,574,303)	(\$1,560,451)	(\$1,543,652)	(\$1,523,934)	(\$1,501,321)	(\$1,475,839)	(\$1,447,511)	(\$1,416,360)	(\$1,382,408)	(\$1,264,134)	(\$1,144,699)	(\$1,024,094)	(\$902,307)	(\$779,325)



Briefing Memorandum

To: Board of Trustees, Seattle Colleges
From: Rosie Rimando-Chareunsap, Ed.D., President South Seattle College
Date: June 10, 2021
RE: Rationale for ESCo at South Seattle College (SSC)

Background

This past year, SSC Facilities department commissioned our local branch of McKinstry to create a Preliminary Review, and then Investment Grade Audit for South Seattle College's energy usage. Our intent was to determine potential significant energy/utility savings for our college. The outcome of this was a Facility Improvement Measure (FIM) Summary; see attachment "Table 4.2".

This study showed we had considerable savings opportunities, especially in our Mechanical and Lighting systems; see attachment "Table 4.1".

We have the opportunity to implement these improvements in the next several months using a State of Washington Department of Treasury low interest loan. The total cost of the design, equipment and installation is covered by this loan, resulting in no "out of pocket" cost to our college, just the long-term benefit of energy savings and reduction of our carbon footprint. In addition, there are grants and rebates available for this work.

We (SSC) recently received notice of an approved grant for this project. Both our partner colleges (North and Central) are also simultaneously working on ESCo projects with McKinstry. They too have received WA Department of Commerce grants this year. In fact, this is the second round for Seattle Central working with McKinstry on an ESCO and receiving a grant.

Recent Developments

SSC facilities have asked McKinstry to pursue grant opportunities with our Department of Commerce, Seattle City Light and other utilities for energy grants and program rebates. Current status includes:

- \$351,297 Energy Efficiency Grant from State of Washington Department of Commerce (4/23/21 award letter)
- McKinstry working on SSC's behalf to finalize incentives from Seattle City Light
- McKinstry working on SSC's behalf with Puget Sound Energy (natural gas) on their "Elevate Your Efficiency" incentive program
- McKinstry working on SSC's behalf with Seattle Public Utilities on a water rebate program

Recommendation

This program (ESCO) is sponsored by our State of Washington; many of our peer State Colleges are taking advantage of it. It is a safe, low risk investment worth proceeding. "Table 4.3" documents the cash flow analysis over a 30-year period. Based upon all available and current information, we recommend approval of the project and financing through the State's COP program.

Submitted by:

Rosie Rimando-Chareunsap, Ed.D., President South Seattle College

Transmitted to the Board of Trustees with a favorable recommendation.

Dr. Shouan Pan
Chancellor

Table 4.1 - Budget Summary



Project Scenario Date: South Seattle College Energy Upgrades 2020
ESP 2021 Final
6/1/2021

Database ID	FIM Name	Mechanical	Electrical	EMCS	Lighting	General	Equipment	Other	Total
47409	04.03-OLY Duct Sealing	\$ 42,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,309	\$ 47,509
47408	04.04-UNI Duct Sealing	\$ 16,523	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,079	\$ 18,602
47410	04.05-JMB Duct Sealing	\$ 37,776	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,752	\$ 42,528
47476	09.02-AUT Lighting / Lighting Controls	\$ -	\$ -	\$ -	\$ 25,464	\$ -	\$ -	\$ 3,203	\$ 28,667
47473	09.03-AMT Lighting / Lighting Controls	\$ -	\$ -	\$ -	\$ 73,049	\$ -	\$ -	\$ 9,189	\$ 82,238
47469	09.04-DWA Lighting / Lighting Controls	\$ -	\$ -	\$ -	\$ 47,041	\$ -	\$ -	\$ 5,918	\$ 52,959
47470	09.05-DWB Lighting / Lighting Controls	\$ -	\$ -	\$ -	\$ 67,207	\$ -	\$ -	\$ 8,454	\$ 75,661
47471	09.06-DWC Lighting / Lighting Controls	\$ -	\$ -	\$ -	\$ 42,598	\$ -	\$ -	\$ 5,359	\$ 47,957
47472	09.07-DWD Lighting / Lighting Controls	\$ -	\$ -	\$ -	\$ 38,270	\$ -	\$ -	\$ 4,814	\$ 43,084
47464	09.08-CAB Lighting / Lighting Controls	\$ -	\$ -	\$ -	\$ 41,272	\$ -	\$ -	\$ 5,192	\$ 46,464
47477	09.09-CCC Lighting / Lighting Controls	\$ -	\$ -	\$ -	\$ 7,634	\$ -	\$ -	\$ 960	\$ 8,594
47478	09.10-HDM Lighting / Lighting Controls	\$ -	\$ -	\$ -	\$ 22,245	\$ -	\$ -	\$ 2,798	\$ 25,043
47474	09.11-JMB Lighting / Lighting Controls	\$ -	\$ -	\$ -	\$ 72,602	\$ -	\$ -	\$ 9,133	\$ 81,735
47475	09.12-CED Lighting / Lighting Controls	\$ -	\$ -	\$ -	\$ 21,832	\$ -	\$ -	\$ 2,746	\$ 24,578
47480	09.13-FLO Lighting / Lighting Controls	\$ -	\$ -	\$ -	\$ 13,445	\$ -	\$ -	\$ 1,691	\$ 15,136
47467	09.14-OLY Lighting / Lighting Controls	\$ -	\$ -	\$ -	\$ 79,926	\$ -	\$ -	\$ 10,054	\$ 89,980
47479	09.15-PBA Lighting / Lighting Controls	\$ -	\$ -	\$ -	\$ 16,636	\$ -	\$ -	\$ 2,093	\$ 18,729
47465	09.16-RSB Lighting / Lighting Controls	\$ -	\$ -	\$ -	\$ 143,530	\$ -	\$ -	\$ 18,056	\$ 161,586
47468	09.17-TEC Lighting / Lighting Controls	\$ -	\$ -	\$ -	\$ 60,340	\$ -	\$ -	\$ 7,591	\$ 67,931
47466	09.18-UNI Lighting / Lighting Controls	\$ -	\$ -	\$ -	\$ 33,112	\$ -	\$ -	\$ 4,165	\$ 37,277
47481	09.19-WFS Lighting / Lighting Controls	\$ -	\$ -	\$ -	\$ 25,102	\$ -	\$ -	\$ 3,158	\$ 28,260
47335	13.01-VAR Overhead Door Contactors and Motion Sensors	\$ -	\$ -	\$ 18,297	\$ -	\$ -	\$ -	\$ 2,302	\$ 20,599
47436	13.03-RSB Envelope Sealing	\$ 36,677	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,614	\$ 41,291
47438	13.05-CAS Building Envelope	\$ 12,637	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,590	\$ 14,227
47454	18.01-AUT Water Conservation / Irrigation	\$ 8,562	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,077	\$ 9,639
47449	18.02-AMT Water Conservation / Irrigation	\$ 7,556	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 951	\$ 8,507
47445	18.03-DWA Water Conservation / Irrigation	\$ 5,693	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 716	\$ 6,409
47446	18.04-DWB Water Conservation / Irrigation	\$ 8,582	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,080	\$ 9,662
47447	18.05-DWC Water Conservation / Irrigation	\$ 6,247	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 786	\$ 7,033
47448	18.06-DWD Water Conservation / Irrigation	\$ 5,181	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 652	\$ 5,833
47452	18.07-CAS Water Conservation / Irrigation	\$ 6,015	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 757	\$ 6,772
47455	18.08-CCC Water Conservation / Irrigation	\$ 1,145	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 144	\$ 1,289
47439	18.09-AVT Water Conservation / Irrigation	\$ 803	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 101	\$ 904
47440	18.10-CAB Water Conservation / Irrigation	\$ 5,886	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 740	\$ 6,626
47456	18.11-HDM Water Conservation / Irrigation	\$ 3,465	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 436	\$ 3,901
47458	18.12-IGH Water Conservation / Irrigation	\$ 3,780	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 476	\$ 4,256
47450	18.13-JMB Water Conservation / Irrigation	\$ 9,626	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,211	\$ 10,837
47453	18.14-CED Water Conservation / Irrigation	\$ 4,175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 525	\$ 4,700
47443	18.15-OLY Water Conservation / Irrigation	\$ 11,434	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,438	\$ 12,872
47457	18.16-PBA Water Conservation / Irrigation	\$ 1,796	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 226	\$ 2,022
47459	18.17-FLO Water Conservation / Irrigation	\$ 2,784	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350	\$ 3,134
47441	18.18-RSB Water Conservation / Irrigation	\$ 25,052	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,151	\$ 28,203
47444	18.19-TEC Water Conservation / Irrigation	\$ 9,562	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,203	\$ 10,765
47442	18.20-UNI Water Conservation / Irrigation	\$ 4,153	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 522	\$ 4,675
Total Base FIM Cost		\$ 277,310	\$ -	\$ 18,297	\$ 831,305	\$ -	\$ -	\$ 141,762	\$ 1,268,674

A. Construction Costs				
Subtotal (FIM Cost and A)				\$ 1,268,674
Construction Bonds	%	1.00%	Percent of Subtotal (FIM Cost and A)	\$ 12,687
Total Construction Cost				\$ 1,281,361

B. Professional Services Costs				
Audit Fee	Lump	\$60,000	Current IGA Agreement Amount	\$ 60,000
Design	%	10.00%	Percent of Total Base FIM Cost	\$ 126,867
Const. Management & Proj. Admin	%	7.00%	Percent of Total Base FIM Cost	\$ 88,807
				7% Due to Invoicing Schedule vs. COP Funding
Total Professional Services Cost				\$ 275,674

C. Other Project Costs				
Project Contingency	%	5.00%	Percent of Total Base FIM Cost	\$ 63,434
Apprenticeship Incentive	Lump	\$907	WA State Apprenticeship Requirement for Projects with Construction Cost >= \$1M	\$ 907
Performance Assurance (M&V)	Lump	\$26,468		\$ 26,468
Total Other Project Cost				\$ 90,809

D. Overhead Costs & Fees				
Overhead	%	10.00%	Percent of Total Construction Cost	\$ 128,136
Profit (Fee)	%	8.00%	Percent of Total Construction Cost	\$ 102,509
Total Overhead Cost & Fee				\$ 230,645

E. Total Guaranteed Construction & ESCO Services (A + B + C + D)				\$ 1,878,489
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F. Non-Guaranteed Costs				
Sales Tax	%	10.20%	Percent of Section E	\$ 191,606
Interagency Fee	Lump	\$62,500		\$ 62,500
Total Non-Guaranteed Cost				\$ 254,106

G. Total Maximum Project Cost (E + F)				\$ 2,132,595
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Table 4.2 - Facility Improvement Measure (FIM) Summary (Final)

Project	South Seattle College Energy Upgrades 2020
Scenario	ESP 2021 Final
Date	June 1, 2021

Facility Improvement Measures	Currently Included	FIM Description	Facility	Budget *	Annual Utility Savings	Annual Operational Savings **	Simple Payback (SPB)	Potential Incentives ***	Net Customer Cost (with Incentives)	Simple Payback (SPB) (with Incentives)
04.03-OLY Duct Sealing	X	Sealing of the ductwork to reduce leakage of conditioned air into the system.	SSC Olympic Hall (OLY)	\$79,861	\$9,185	\$0	8.7	\$0	\$79,861	8.7
04.04-UNI Duct Sealing	X	Sealing of the ductwork to reduce leakage of conditioned air into the system.	SSC University Center (UNI)	\$31,269	\$1,150	\$0	27.2	\$0	\$31,269	27.2
04.05-JMB Duct Sealing	X	Sealing of the ductwork to reduce leakage of conditioned air into the system.	SSC Jmbrockey Campus Center (JMB)	\$71,488	\$2,220	\$0	32.2	\$0	\$71,488	32.2
09.02-AUT Lighting / Lighting Controls	X	Installation of HE LED Tubes	SSC Automotive Technology (AUT)	\$48,188	\$2,789	\$882	13.1	\$2,444	\$45,744	12.5
09.03-AMT Lighting / Lighting Controls	X	Installation of HE LED Tubes	SSC Aviation (AMT)	\$138,239	\$7,079	\$2,004	15.2	\$6,571	\$131,668	14.5
09.04-DWA Lighting / Lighting Controls	X	Installation of HE LED Tubes	SSC Building A (DWA)	\$89,022	\$5,275	\$2,266	11.8	\$5,489	\$83,533	11.1
09.05-DWB Lighting / Lighting Controls	X	Installation of HE LED Tubes	SSC Building B (DWB)	\$127,183	\$6,571	\$1,659	15.5	\$7,901	\$119,282	14.5
09.06-DWC Lighting / Lighting Controls	X	Installation of HE LED Tubes	SSC Building C (DWC)	\$80,614	\$2,245	\$1,273	22.9	\$2,308	\$78,306	22.3
09.07-DWD Lighting / Lighting Controls	X	Installation of HE LED Tubes	SSC Building D (DWD)	\$72,423	\$4,949	\$2,790	9.4	\$8,047	\$64,376	8.3
09.08-CAB Lighting / Lighting Controls	X	Installation of HE LED Tubes	SSC Culinary Arts Building (CAB)	\$78,104	\$2,962	\$1,194	18.8	\$1,997	\$76,107	18.3
09.09-CCC Lighting / Lighting Controls	X	Installation of HE LED Tubes	SSC Childcare/Preschool (CCC)	\$14,446	\$926	\$354	11.3	\$600	\$13,846	10.8
09.10-HDM Lighting / Lighting Controls	X	Installation of HE LED Tubes	SSC Heavy Duty Diesel (HDM)	\$42,096	\$2,518	\$1,086	11.7	\$2,687	\$39,409	10.9
09.11-JMB Lighting / Lighting Controls	X	Installation of HE LED Tubes	SSC Jmbrockey Campus Center (JMB)	\$137,393	\$4,309	\$2,738	19.5	\$2,295	\$135,098	19.2
09.12-CED Lighting / Lighting Controls	X	Installation of HE LED Tubes	SSC Multi-Purpose (CED)	\$41,315	\$2,051	\$768	14.7	\$1,753	\$39,562	14.0
09.13-FLO Lighting / Lighting Controls	X	Installation of HE LED Tubes	SSC Wine & Welding Bldg (FLO)	\$25,443	\$1,266	\$460	14.7	\$1,008	\$24,435	14.2
09.14-OLY Lighting / Lighting Controls	X	Installation of HE LED Tubes	SSC Olympic Hall (OLY)	\$151,253	\$6,199	\$3,666	15.3	\$4,170	\$147,083	14.9
09.15-PBA Lighting / Lighting Controls	X	Installation of HE LED Tubes	SSC Pastry & Baking Arts (PBA)	\$31,483	\$732	\$252	32.0	\$554	\$30,929	31.5
09.16-RSB Lighting / Lighting Controls	X	Installation of HE LED Tubes	SSC Robert Smith (RSB)	\$271,621	\$12,213	\$3,454	17.3	\$6,873	\$264,748	16.9
09.17-TEC Lighting / Lighting Controls	X	Installation of HE LED Tubes	SSC Technology Center (TEC)	\$114,190	\$7,670	\$2,170	11.6	\$4,762	\$109,428	11.1
09.18-UNI Lighting / Lighting Controls	X	Installation of HE LED Tubes	SSC University Center (UNI)	\$62,661	\$2,705	\$1,233	15.9	\$1,610	\$61,051	15.5
09.19-WFS Lighting / Lighting Controls	X	0	SSC Weld Fab Storage (WFS)	\$47,504	\$0	\$1,180	40.3	\$1,349	\$46,155	39.1

Facility Improvement Measures	Currently Included	FIM Description	Facility	Budget *	Annual Utility Savings	Annual Operational Savings **	Simple Payback (SPB)	Potential Incentives ***	Net Customer Cost (with Incentives)	Simple Payback (SPB) (with Incentives)
13.01-VAR Overhead Door Contactors and Motion Sensors	X	Adding HVAC cutoff switches for when the hanger doors are open. Applies to AMT hanger doors and also Georgetown overhead doors that do not already have interlocks. Motion sensors: Grounds crew large building at the northeast corner of campus behind Chinese gardens - in the morning, the crew turns on lights and gets mowers and leaves lights on. The HVAC also remains on. This measure will turn off lights and ventilation with no motion is sensed.	SSC Aviation (AMT)	\$34,626	\$2,819	\$0	12.3	\$5,000	\$29,626	10.5
13.03-RSB Envelope Sealing	X	Building envelope improvements, adding weatherstripping and new astragals as well as sealing any noticeable cracks.	SSC Robert Smith (RSB)	\$69,409	\$3,600	\$0	19.3	\$0	\$69,409	19.3
13.05-CAS Building Envelope	X	Building envelope improvements, adding weatherstripping and new astragals as well as sealing any noticeable cracks.	SSC Cascade Courth (CAS)	\$23,915	\$1,395	\$0	17.1	\$0	\$23,915	17.1
18.01-AUT Water Conservation / Irrigation	X	Retrocommissioning of the waterside system fixtures, toilets, urinal, and sinks.	SSC Automotive Technology (AUT)	\$16,203	\$2,205	\$0	7.3	\$0	\$16,203	7.3
18.02-AMT Water Conservation / Irrigation	X	Retrocommissioning of the waterside system fixtures, toilets, urinal, and sinks.	SSC Aviation (AMT)	\$14,299	\$1,860	\$0	7.7	\$0	\$14,299	7.7
18.03-DWA Water Conservation / Irrigation	X	Retrocommissioning of the waterside system fixtures, toilets, urinal, and sinks.	SSC Building A (DWA)	\$10,773	\$1,401	\$0	7.7	\$0	\$10,773	7.7
18.04-DWB Water Conservation / Irrigation	X	Retrocommissioning of the waterside system fixtures, toilets, urinal, and sinks.	SSC Building B (DWB)	\$16,242	\$2,113	\$0	7.7	\$0	\$16,242	7.7
18.05-DWC Water Conservation / Irrigation	X	Retrocommissioning of the waterside system fixtures, toilets, urinal, and sinks.	SSC Building C (DWC)	\$11,822	\$1,539	\$0	7.7	\$0	\$11,822	7.7
18.06-DWD Water Conservation / Irrigation	X	Retrocommissioning of the waterside system fixtures, toilets, urinal, and sinks.	SSC Building D (DWD)	\$9,805	\$1,264	\$0	7.8	\$0	\$9,805	7.8
18.07-CAS Water Conservation / Irrigation	X	Retrocommissioning of the waterside system fixtures, toilets, urinal, and sinks.	SSC Cascade Courth (CAS)	\$11,383	\$1,470	\$0	7.7	\$0	\$11,383	7.7
18.08-CCC Water Conservation / Irrigation	X	Retrocommissioning of the waterside system fixtures, toilets, urinal, and sinks.	SSC Childcare/Preschool (CCC)	\$2,167	\$276	\$0	7.8	\$0	\$2,167	7.8
18.09-AVT Water Conservation / Irrigation	X	Retrocommissioning of the waterside system fixtures, toilets, urinal, and sinks.	SSC Composite Lab (AVT)	\$1,519	\$206	\$0	7.4	\$0	\$1,519	7.4
18.10-CAB Water Conservation / Irrigation	X	Retrocommissioning of the waterside system fixtures, toilets, urinal, and sinks.	SSC Culinary Arts Building (CAB)	\$11,138	\$1,447	\$0	7.7	\$0	\$11,138	7.7
18.11-HDM Water Conservation / Irrigation	X	Retrocommissioning of the waterside system fixtures, toilets, urinal, and sinks.	SSC Heavy Duty Diesel (HDM)	\$6,557	\$850	\$0	7.7	\$0	\$6,557	7.7
18.12-IGH Water Conservation / Irrigation	X	Retrocommissioning of the waterside system fixtures, toilets, urinal, and sinks.	SSC Instructional Greenhouse (IGH)	\$7,154	\$92	\$0	77.7	\$0	\$7,154	77.7
18.13-JMB Water Conservation / Irrigation	X	Retrocommissioning of the waterside system fixtures, toilets, urinal, and sinks.	SSC Jmbrockey Campus Center (JMB)	\$18,216	\$2,366	\$0	7.7	\$0	\$18,216	7.7
18.14-CED Water Conservation / Irrigation	X	Retrocommissioning of the waterside system fixtures, toilets, urinal, and sinks.	SSC Multi-Purpose (CED)	\$7,900	\$1,034	\$0	7.6	\$0	\$7,900	7.6
18.15-OLY Water Conservation / Irrigation	X	Retrocommissioning of the waterside system fixtures, toilets, urinal, and sinks.	SSC Olympic Hall (OLY)	\$21,638	\$2,803	\$0	7.7	\$0	\$21,638	7.7
18.16-PBA Water Conservation / Irrigation	X	Retrocommissioning of the waterside system fixtures, toilets, urinal, and sinks.	SSC Pastry & Baking Arts (PBA)	\$3,399	\$437	\$0	7.8	\$0	\$3,399	7.8
18.17-FLO Water Conservation / Irrigation	X	Retrocommissioning of the waterside system fixtures, toilets, urinal, and sinks.	SSC Wine & Welding Bldg (FLO)	\$5,268	\$689	\$0	7.6	\$0	\$5,268	7.6
18.18-RSB Water Conservation / Irrigation	X	Retrocommissioning of the waterside system fixtures, toilets, urinal, and sinks.	SSC Robert Smith (RSB)	\$47,408	\$6,156	\$0	7.7	\$0	\$47,408	7.7
18.19-TEC Water Conservation / Irrigation	X	Retrocommissioning of the waterside system fixtures, toilets, urinal, and sinks.	SSC Technology Center (TEC)	\$18,096	\$2,343	\$0	7.7	\$0	\$18,096	7.7
18.20-UNI Water Conservation / Irrigation	X	Retrocommissioning of the waterside system fixtures, toilets, urinal, and sinks.	SSC University Center (UNI)	\$7,858	\$1,011	\$0	7.8	\$0	\$7,858	7.8
	X	Commerce Grant						\$351,297	(\$351,297)	
Currently Included FIMs				\$2,132,594	\$124,391	\$29,428	13.9	\$418,715	\$1,713,879	11.1

* Since design cost, audit cost, etc. are distributed among the FIMs, the total project cost will not go up or down by exactly the amounts shown here if a FIM or FIMs are dropped.

** For non recurring operational savings, the values are averaged over the 30 year length of this analysis.

*** Incentives are contingent on final approval and are not guaranteed. Funds are shown for reference only.



Table 4.3 - Cash Flow Analysis

Project:	South Seattle College Energy Upgrades 2020
Scenario:	ESP 2021 Final
Report Date:	June 1, 2021
Financing Source:	TBD

Inputs

First Cost	\$2,132,594
Utility Rebate	\$418,715
Net Customer Cost	\$1,713,879

Financing Term (Years)	15
Annual Interest Rate %	3.00%
Amortization Type	Standard
Amount Financed	\$1,713,879
Amount Financed	\$1,713,879
Capital Infusion	\$0

Length of Analysis (Yrs.)	30
---------------------------	----

Annual Electrical Utility Savings (\$)	\$84,232
Annual Gas Utility Savings (\$)	\$9,836
Annual Steam Utility Savings (\$)	\$0
Annual Water/Sewer Utility Savings (\$)	\$30,324
Annual Other Utility Savings (\$)	(\$0)

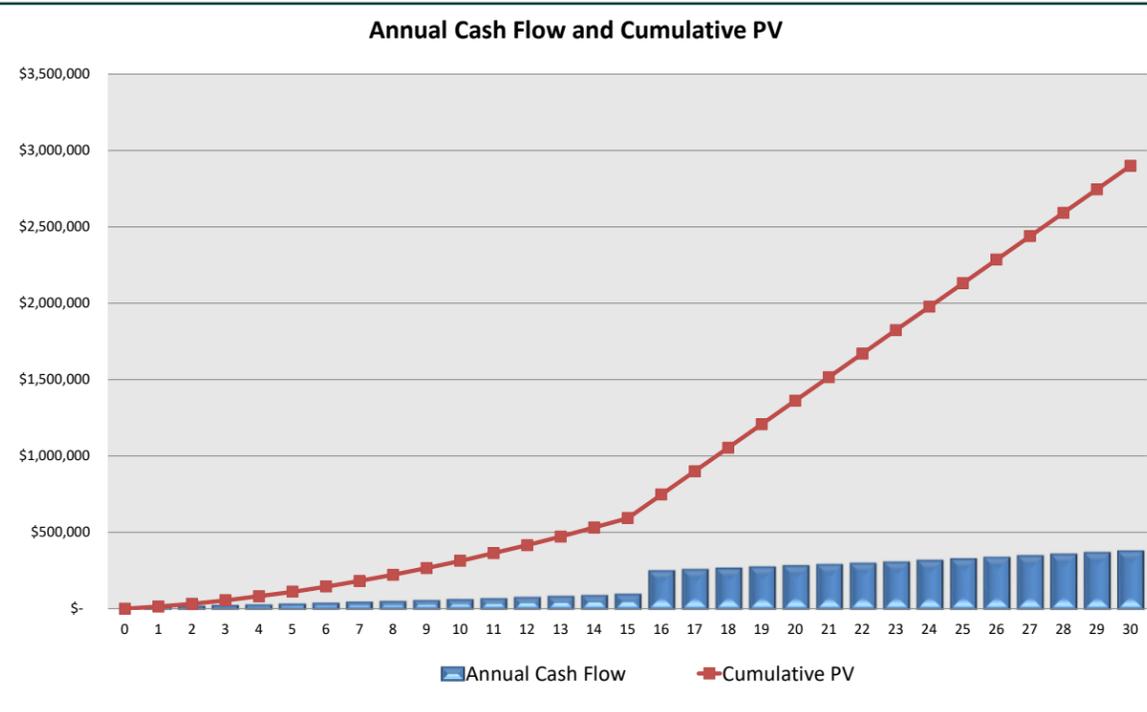
Annual Operational Savings (\$)	\$29,428
---------------------------------	----------

Annual Measure and Verification Fee	\$0
M&V Start Year	2
M&V End Year	9

Discount Rate	3.0%
---------------	------

Results

Overall Net Present Value (NPV)	\$2,900,712
Annual Equivalent Cash Flow	\$147,992
Savings NPV	\$5,033,307
Investment NPV	-\$2,132,594
Savings to Investment Ratio (SIR)	2.36



Cash Flow Analysis:

Period	Escalation	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
First Cost Minus Financed Amount		\$ (418,715)																					
Rebate		\$ 418,715																					
Other Grants and Incentives		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Loan Payments		\$ -	\$ (143,566)	\$ (143,566)	\$ (143,566)	\$ (143,566)	\$ (143,566)	\$ (143,566)	\$ (143,566)	\$ (143,566)	\$ (143,566)	\$ (143,566)	\$ (143,566)	\$ (143,566)	\$ (143,566)	\$ (143,566)	\$ (143,566)	\$ (143,566)	\$ (143,566)	\$ (143,566)	\$ (143,566)	\$ (143,566)	\$ (143,566)
Annual Electrical Utility Savings (\$)	3.0%	\$ -	\$ 86,759	\$ 89,361	\$ 92,042	\$ 94,804	\$ 97,648	\$ 100,577	\$ 103,594	\$ 106,702	\$ 109,903	\$ 113,200	\$ 116,596	\$ 120,094	\$ 123,697	\$ 127,408	\$ 131,230	\$ 135,167	\$ 139,222	\$ 143,399	\$ 147,701	\$ 152,132	
Annual Gas Utility Savings (\$)	3.0%	\$ -	\$ 10,131	\$ 10,434	\$ 10,748	\$ 11,070	\$ 11,402	\$ 11,744	\$ 12,096	\$ 12,459	\$ 12,833	\$ 13,218	\$ 13,615	\$ 14,023	\$ 14,444	\$ 14,877	\$ 15,323	\$ 15,783	\$ 16,257	\$ 16,744	\$ 17,247	\$ 17,764	
Annual Steam Utility Savings (\$)	3.0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Annual Water/Sewer Utility Savings (\$)	3.0%	\$ -	\$ 31,234	\$ 32,171	\$ 33,136	\$ 34,130	\$ 35,154	\$ 36,209	\$ 37,295	\$ 38,414	\$ 39,566	\$ 40,753	\$ 41,976	\$ 43,235	\$ 44,532	\$ 45,868	\$ 47,244	\$ 48,661	\$ 50,121	\$ 51,625	\$ 53,174	\$ 54,769	
Annual Other Utility Savings (\$)	3.0%	\$ -	\$ (0)	\$ (0)	\$ (0)	\$ (0)	\$ (0)	\$ (0)	\$ (0)	\$ (0)	\$ (0)	\$ (0)	\$ (0)	\$ (0)	\$ (0)	\$ (0)	\$ (0)	\$ (0)	\$ (0)	\$ (0)	\$ (0)	\$ (0)	\$ (0)
Operational Savings (Today's Dollars)		\$ -	\$ 29,428	\$ 29,428	\$ 29,428	\$ 29,428	\$ 29,428	\$ 29,428	\$ 29,428	\$ 29,428	\$ 29,428	\$ 29,428	\$ 29,428	\$ 29,428	\$ 29,428	\$ 29,428	\$ 29,428	\$ 29,428	\$ 29,428	\$ 29,428	\$ 29,428	\$ 29,428	\$ 29,428
Operational Savings (Escalated)	3.0%	\$ -	\$ 30,311	\$ 31,221	\$ 32,157	\$ 33,122	\$ 34,115	\$ 35,139	\$ 36,193	\$ 37,279	\$ 38,397	\$ 39,549	\$ 40,736	\$ 41,958	\$ 43,216	\$ 44,513	\$ 45,848	\$ 47,224	\$ 48,641	\$ 50,100	\$ 51,603	\$ 53,151	
Residual Value (Today's Dollars)		\$ -																					
Residual Value (Escalated)	3.0%	\$ -																					
M&V Fee	2.0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Annual Cash Flow		\$ -	\$ 14,868	\$ 19,622	\$ 24,517	\$ 29,560	\$ 34,753	\$ 40,103	\$ 45,613	\$ 51,288	\$ 57,134	\$ 63,155	\$ 69,357	\$ 75,744	\$ 82,324	\$ 89,100	\$ 96,080	\$ 246,835	\$ 254,241	\$ 261,868	\$ 269,724	\$ 277,816	
Present Value (PV) Factor		1.00	0.97	0.94	0.92	0.89	0.86	0.84	0.81	0.79	0.77	0.74	0.72	0.70	0.68	0.66	0.64	0.62	0.61	0.59	0.57	0.55	
Annual PV		\$0	\$14,435	\$18,495	\$22,437	\$26,263	\$29,979	\$33,586	\$37,088	\$40,488	\$43,788	\$46,993	\$50,105	\$53,126	\$56,058	\$58,906	\$61,670	\$153,820	\$153,820	\$153,820	\$153,820	\$153,820	\$153,820
Cumulative PV		\$0	\$14,435	\$32,931	\$55,367	\$81,631	\$111,609	\$145,195	\$182,282	\$222,770	\$266,558	\$313,552	\$363,656	\$416,782	\$472,840	\$531,746	\$593,416	\$747,236	\$901,056	\$1,054,875	\$1,208,695	\$1,362,515	

MEMORANDUM

TO: Board of Trustees

FROM: Dr. Shouan Pan - Chancellor

DATE: June 10, 2021

SUBJECT: Proposed Fee Increases & New Fees for FY2021-22

Background

The attached "Fees Request FY2021-22" schedule includes the campuses' requests for raising and changing current fees, as well as establishing several new fees for the incoming academic year 2021-2022. This information was shared with student leadership on May 24, 2021.

Recommendation

The attached "Fees Request FY2021-2022" schedule has been reviewed by the Chancellor's Executive Cabinet. It is recommended that the Board of Trustees approve the proposed fee changes for FY2021-2022 in accordance with Seattle Colleges Policy 108.

Submitted by:



Choi Halladay

Vice Chancellor for Finance & Operations

Transmitted to the Board of Trustees with favorable recommendation.



Dr. Shouan Pan
Chancellor

FEES REQUEST 2020-21

College	Department	Fee Title	Current Fee	Proposed Fee	Exceptions	Explanation	Contact
South	College-Wide	Student Wellness	\$0, new Fee Code Needed	\$25/qtr		During the 2018-2019 academic year, USA voted and passed a member/user fee to be assessed onto students to support the annual operations costs for the new wellness center. Voting members agreed the fee would not start until the new facility would open and be available to use to the students. Now that the facility is scheduled to open this fall	Colby Keene
Central	Dental Asst	CDA Exam Fee	\$0, new Fee Code Needed	\$112.50 per Quarter		This is a pass through fee for the cost of the Certified Dental Assistant Exam. At the end of the program, the student will have paid the full \$450 fee for the exam. The Program will pay for the Exam on behalf of students	Barry Robinson
Districtwide	E-Learning	E-Learning Fee	\$0, new Fee Code Needed	\$4.25/Credit	Students enrolled in 3 credits or less; students enrolled in non-credit classes; ABE/ESL students; GED Prep students;	This fee replaces fees UD/UN and UC, and will finance the platforms, technology, and support necessary for effective eLearning program. While called eLearning to differentiate from other fees, the funding from this fee will support learning platforms such as Canvas that are used by all students regardless of teaching methodology.	Kevin Bowersox - Johnson
Districtwide	E-Learning	Web Courseware Fee	Fee Code UC: \$5.50	\$0		This request is to eliminate the Web Courseware Fee in lieu of an overall eLearning Fee.	Kevin Bowersox - Johnson
Districtwide	E-Learning	Distance Learning Fee	Fee Codes UD and UN: \$8/Credit	\$0		This request is to delete the current Distance Learning Fee in lieu of a eLearning Fee.	Kevin Bowersox - Johnson
Central	Mitchell Activity Center	Student Recreation Fee	Fee Code DF: \$35/qtr	\$40/qtr		Optional Fee for for students who do not automatically pay fees for MAC use	Jared Blitz
Central	Mitchell Activity Center	Recreation Center Fee	Fee Code D8: \$30/qtr	\$40/qtr		Fee for Recreation Center Use	Jared Blitz
Central	Mitchell Activity Center	Recreation Center Fee	Fee Code DX: \$30/qtr	\$40/qtr		Fee for Recreation Center Use	Jared Blitz

MEMORANDUM

TO: Board of Trustees
FROM: Choi Halladay
DATE: June 10, 2021
SUBJECT: FY 2021-22 Tuition Increase

Background

Each year, RCW 28B.15.067 sets the percentage increase for undergraduate tuition at Washington's Community and Technical Colleges. This percentage increase is formula-based, and uses the average of the last fourteen years of general wage growth for Washington State.

For Fiscal Year 2021-22, the calculated percentage increase for tuition is 2.8%. The legislative budget allocations to community colleges takes this tuition increase into consideration when calculating budget amounts from state funds.

The Vice Chancellor of Finance has notified representatives of the three Student Government organizations of this rate increase.

Recommendation

The board adopt a 2.8% increase to undergraduate tuition for the 2021-22 school year as per RCW 28B.15.067.

Submitted by:



Choi Halladay
Vice Chancellor of Finance & Operations

Transmitted to the Board with a favorable recommendation.

Dr. Shouan Pan
Chancellor

MEMORANDUM

TO: Board of Trustees

FROM: Choi Halladay

DATE: June 10, 2021

SUBJECT: Continuing Operations Resolution

Background

The Seattle College District's budget process is not expected to finalize until after June 30, 2021. Because of significant financial uncertainties in light of the Coronavirus pandemic & ongoing system migration to ctLink, it is prudent and necessary for Seattle Colleges to delay the final adoption of next year's budget for a few months until we have more definitive data. The district and college leadership and budget managers will continue to gather and analyze relevant data during the interim time in order to build a more realistic and reliable budget. For this reason, a Board resolution for authorizing continuing operations for the months of July, August, and September is needed to approve spending past June 30, 2021. This resolution caps state and tuition expenditures at the level of expenditures from the same months in FY2021. Due to COLAs and other mandated increases in spending, this is the equivalent of an approximately 1% real decrease in expenditures for the district during that period.

Recommendation

It is recommended that the Board of Trustees approve this continuing-operation resolution and authorize the Seattle College District to continue operations, at the current FY2021-2022 funding level, until approval of the next fiscal year budget in October 2021.

Submitted by:



Choi Halladay
Vice Chancellor of Finance & Operations

Transmitted to the Board with a favorable recommendation.



Dr. Shouan Pan
Chancellor

Resolution Authorizing Continuing Operations of the District

WHEREAS the statewide outbreak of COVID-19 has not allowed Seattle Colleges the adequate ability to finish its inclusive budget process; AND

WHEREAS the Office of Financial Management, and the State Board for Community and Technical Colleges has not yet completed work on the final Fiscal Year 2022 budget allocations to Seattle Colleges

WHEREAS the budget authorization for operation of the Seattle Colleges District expires on June 30, 2021; AND

WHEREAS the Board of Trustees of the Seattle Colleges District finds that the disruption of operations of the District to be unduly burdensome to the communities served by the College;

NOW THEREFORE BE IT RESOLVED:

The Board of Trustees of The Seattle Colleges authorizes the continued operation of the District under the full delegation of authority provided to the Chancellor. Such authority includes the authority to expend available State, Tuition, Local, Contract, and Grant funds to fully operate the District in accordance with established practices.

State and Tuition Expenditures shall not exceed the level of Fiscal Year 2021 levels for the same months of operation under this resolution.

The Chancellor is authorized to make such legal and compliant Fund Balance and other Fund transfers as necessary to implement this resolution.

This authorization commences July 1, 2021 and is in effect through September 30, 2021.

Seattle Colleges EDI Budget Priorities for FY 21-22

Shouan Pan
June 2, 2021

Seattle Colleges Equity 2023 identified three specific goals that align closely with the Strategic Goals of **Equity, Diversity, Inclusion, and Community**. Dr. Shouan Pan, Dr. Rosie Rimando-Chareunsap, in her role as VC for Equity, Diversity and Inclusion, and college EDI AVPs, Dr. Valerie Hunt, Dr. Betsy Hasegawa, and Mr. D'Andre Fisher, have been working together on establishing programmatic and budget priorities for the coming years. On their behalf, Chancellor Pan proposes the following budget priorities as we build the preliminary budget for FY21-22.

I. Equity 2023 Goal 1 (Increase the completion rate for African American, Black, Native American, First Nations, Indigenous, Latinx, Pacific Islander, and Southeast Asian students from 48% to 55% in the next three years.) Three areas will be focused:

1. Redesign and Improve Financial Aid Process

Over Financial Investment	\$75,000-\$90,000	(Exploring Foundation Funding)
Seed funding	\$15,000	(from Operating Budget)

2. Initiate First-Year Experience

Over Financial Investment	\$100,000-\$130,000	(Exploring Foundation Funding)
See funding	\$30,000	(from Operating Budget)

3. Project Baldwin (Men of Color Initiatives)

Overall Financial Investment	\$1.6-\$1.9 million	(Gates Foundation commitment and state Guided Pathways funding)
Seed funding	\$30,000	(from Operating Budget)

4. Advisors for BIPOC Student Success (2 per campus)

Overall Financial Investment	\$468,000	(Exploring Foundation funding)
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II. Equity 2023 Goal 2 (Recruiting, retaining, and promoting a workforce that mirrors the student body of Seattle Colleges)

1. Improve Hiring Practices and build a diverse pool of applicants
2. Expand Inclusive Advocate and Implicit Bias Training
3. Develop and implement an BIPOC Employee Retention Program, including onboarding, mentoring, professional development, employee wellness and wellbeing, and Affinity Groups.
4. BIPOC faculty mentoring pilot (for dean, vp, and presidential positions)

Seed Funding	\$40,000	(from Operating Budget)
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III. **Equity 2023 Goal 3** (Provide mandatory employee anti-bias and anti-racist training)

1. Racial Equity Institute

Seed Funding \$37,500 (from Operating Budget)

2. Stipends for PT faculty participation in training

Seed funding \$31,000 (from Operating Budget)

Total financial investment (external funding): \$2,588,000

Total seed funding (district funding): \$183,5000

MEMORANDUM

To: Board of Trustees

From: Dr. Chemene Crawford, President North Seattle College

Date: June 10, 2021

Subject: Library Relocation and Storage Contract Authorization

Background

The State budget includes \$30.5 million in funding for the renovation of North Seattle College's Library, but the College needs to use local funds to fund the cost of relocating library operations and storing the library's collection, equipment and other materials during the two-year renovation (the staging area is considerably smaller than the Library). The College contacted three companies under State contract and selected Olympic Moving, a company that pays prevailing wage to do the work. The estimated cost of the work is \$375,000 without tax. Per policy all procurement contracts in excess of \$250,000 require Board approval.

We are accordingly requesting Board authorization to enter into a contact with Olympic Moving to allow us to initiate work on the Library remodel. The estimated monthly escalation cost for the delay of construction start (which is dependent on this move) is \$60,000.

Recommendation

It is the recommendation of the administration that the Board approve North Seattle College retaining Olympic Moving to relocate the College's library operations for an amount not to exceed \$450,000.

Submitted by:

Dr. Chemene Crawford
President, North Seattle College

Transmitted to the Board of Trustees with a favorable recommendation.

Dr. Shouan Pan
Chancellor



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October 22st, 2020



Attn: Ben Howlett

RE: FF&E Relocation

Mr. Howlett,

I wanted to thank you for the opportunity to North Seattle College with the upcoming FF&E relocation.

Every effort has been made to address each of the project requirements and plan everything down to the smallest detail. What follows is a quote for relocating from your current space to your destination facility.

The following proposal is an accurate reflection of the scope of your move. Based on our initial visit and site survey, we calculate a realistic number of crew resources and amount of equipment needed to ensure that we complete the move on time and within budget.

We sincerely hope you will select Olympic Moving & Storage to facilitate your move. Meanwhile, if I can be of any further assistance, please contact me any time. I'll be following up with you shortly to review and see if you have any questions. The following Labor, Transportation quote is based on the information obtained during a walk-through, dated 10/9/2020.

Respectfully,

Kirk Kinsley
Relocation Consultant
Olympic Moving & Storage

Olympia • Federal Way • Tacoma

1017 S 344th St. | Federal Way, WA | 98003
phone: (253) 838-3714 | toll-free: (877) 547-7173 | fax: (253) 838-7759
www.olympicmovers.net





SOW:

This project is for the Library, Theater, Music, and Drama remodel project.
Project start date to be May-June. Still to be determined.
Advanced delivery and supply of materials to containerize and prepare contents of the offices.
KD (Knock Down) existing desk, bookshelf, and study table configurations and install after remodel is completed.
Placement of designated surplus items in garage parking lot.
Storage for items until August 2023.
Placement within destination and configure as directed

Proposal requires that all employees pack their personal items in and around their individual desks.

Proposal includes the packing and moving of the library based on the direction of the college staff. Some items will go to the college center and some will be place into storage.

All disassembly required to facilitate the relocation of specified items will be performed by Olympic Moving & Storage personnel. Reassembly is also included at the destination end.

Project Origin and Destination site is defined as 9600 College Way N. Seattle, WA 98103

The estimate includes .60 per lb./item protection against loss or damage. Additional coverage is available @ \$8.50 per Thousand dollars declared value.

Further assumptions include “exclusive use” of access at the project site and work area free of obstruction.

Proposal is presented as a “Time & Materials” Estimate.

Schedule implementation will be at the direction of Ben Howlett, Capital Project Manager with North Seattle College. It is suggested that this relocation be approached as a 6 week project. 3 weeks for the removal and 3 weeks for the replacement.

1. Pre-move meetings. 30 days prior consult to discuss scope and confirm.
2. Delivery of materials minimum 3 days prior to the project.
3. Schedule is based on regular business hours of operation to perform project.
4. Post move follow up / budget track & reporting fine tune
5. Schedule material pick up



COST/TIME ESTIMATE – NORTH SEATTLE COLLEGE

Materials	\$15,866.00
Material Delivery & Pick Up	\$2,780.00
Content Relocation – Date TBD	\$173,722.72
Disconnect / Reconnect – Date TBD	\$22,000.00
Storage for 2 years	\$156,000.00
Vendor - Electrician	\$3,800.00
Total Estimated Charges	\$374,168.72





LETTER OF AUTHORIZATION

For Services by Olympic Moving & Storage

This letter is to authorize **Olympic Moving & Storage, (Olympic)** to perform moving services for North Seattle College, (THE COMPANY) on TBD as per estimate dated 10/09/2020.

THE COMPANY appoints _____ as our representative in charge of all aspects of this relocation of our offices.

In order to establish **Olympic's** level of liability, please select your company's choice of coverage by completing below. (Any moving claims must be submitted in writing to Olympic Moving & Storage within 60 days of final move date).

A) No additional coverage other than the \$.60 per pound provided. We release the shipment to *Olympic* at a maximum liability level of \$.60 per pound per article. There is no premium charge.
Initial Here _____

B) Additional protection packages*

Replacement cost coverage at \$8.50 per \$1,000 declared value, with zero deductible, for \$_____ worth of existing assets, at a total cost of \$_____ to be paid to *Olympic*

Initial Here _____

Replacement cost coverage at \$7.00 per \$1,000 declared value, with a \$500.00 deductible, for \$_____ worth of existing assets, at a total cost of \$_____ to be paid to *Olympic*.

Initial Here _____

***Replacement coverage requires a \$300.00 minimum premium for zero deductible and \$210.00 minimum premium for \$500.00 deductible coverage.**

Please remember to consider your own in-house coverage options before purchasing additional protection.

Billing information:

Address _____

Contact name/phone# _____

All Olympic invoices are submitted via email:

Please provide email address to receive invoices: _____

Payment terms are Net 30. A service charge of 1.9% will be added to invoices not paid within 30 days of invoice date.

Please sign below:

Name and Title

Date

Olympia • Federal Way • Tacoma

1017 S 344th St. | Federal Way, WA | 98003
phone: (253) 838-3714 | toll-free: (877) 547-7173 | fax: (253) 838-7759
www.olympicmovers.net



MEMORANDUM

TO: Board of Trustees

FROM: Dr. Shouan Pan
Chancellor

DATE: June 10, 2021

SUBJECT: 2021-22 Trustees' Lifelong Learning Awards

Background

Each year, nominations are accepted throughout the district for employees who have worked for Seattle Colleges for at least 5 years and have demonstrated an outstanding level of intellectual and professional growth. The annual request for nominations for the 2021-22 Trustees' Lifelong Learning Awards was sent to the college community during Spring Quarter and award nominees were forwarded to the Lifelong Learning Committee for review.

The nomination review committee was made up of past Lifelong Learning Awards winners. Committee members included: Maria Ales, Karen Jurgensen, Laura Kingston, Lyanne O'connell, Jill McDonough and Betty Williams.

Based on the established criteria and review of nominations, the committee recommends the following individuals for the Trustees' Lifelong Learning Award for 2021-22:

Diana Ma, Full Time Faculty
Yilin Sun, Full Time Faculty

Khin Naing, Classified

Rebecca McCarthy, Part Time Faculty

Mark Baumann, Exempt
Brienne Sanchez, Exempt



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Recommended Action

I am pleased to recommend that the Board approve these nominees to receive the Trustees' Lifelong Learning Awards for the 2021-22 academic year. Upon your approval, Award recipients will be honored in the fall as part of the Seattle Colleges Convocation.

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

A handwritten signature in black ink, appearing to read "Shouan Pan", with a stylized flourish at the end.

Dr. Shouan Pan
Chancellor

MEMORANDUM

To: Board of Trustees

FROM: Steve Hill, Chair

DATE: June 10, 2021

SUBJECT: Amendments to the Chancellor's Contract

Background

Given funding challenges the Colleges and State Government faced in June of 2020, Chancellor Pan asked the Trustees to reduce his salary by 13%, to \$260,000 per year, effective July 1, 2020. This was intended to be a temporary salary reduction with reevaluation by the Board when the budget situation improved. The Trustees approved and implemented this change to the Chancellor's contract.

Given the clarity of State Funding and the fact that this salary reduction was unique among Community College leaders Statewide and within the Seattle Colleges, I am recommending that the Trustees amend Chancellor Pan's Contract restore the salary to level closer to the FY19-20 salary level, effective July 1, 2021. Further, per prior practice, the Chancellor's appointment also will be extended through June 30, 2024 through the contract amendment.

The Trustees have been provided with a revised contract and Statewide Salary information to consider this action.

Recommended Action

It is recommended that the Board of Trustees authorize the Chair to sign the amended contract with Chancellor Pan with a salary level specified in the Board motion.

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



Steve Hill
Chair, Seattle College Board of Trustees

MEMORANDUM

TO: Board of Trustees
FROM: Choi Halladay
DATE: June 10, 2021
SUBJECT: Student Body Leadership: S&A fee presentations – First Reading

Background

The Board of Trustees has requested presentations of S&A fee budget proposals provided by student body leaders from each of the colleges. Students and their advisors prepared their presentations for Board review and approval.

S&A fee approvals are the responsibility of the Board of Trustees, as described in RCW 28B.15.045.

Recommendation

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

Submitted by:



Choi Halladay
Vice Chancellor for Finance & Operations

Transmitted to the Board of Trustees with favorable recommendation.



Dr. Shouan Pan
Chancellor

Dear Chancellor Pan, and Seattle Colleges Board of Trustees

April 23, 2021

This year, the North Seattle Colleges S&A Fee committee took great care to study, discuss, and analyze the budget requests we received. This included multiple conversations and discussions that centered on the financial situation we face as a college and district. We spent a good deal of time talking about the meaning and implications of fiscal responsibility and set a list of priorities based on the goals and objectives outlined in the College's mission statement.

Dr. Mari Acob-Nash, Dean of Student Life and Janet Hoppe-Leonard, SFB advisor met with the business office to project the total S&A fee revenue for the 2021-22. They looked at the 3-year average of FTEs and made the decision that lowering the budget by \$83,000 would be fiscally responsible. For the 2020-21 academic year the total budget was set at \$1,183,000. The budget for 2021-22 has been set at \$1,100,000.

Last year the fee board was given the considerable task of cutting the S&A Fee Budget by roughly \$60,000. Because we anticipated needing to make large cuts again this year the Fee Board asked each program area to cut their budgets by 10%. Some programs were unable to make cuts, some cut less than 10% and some cut more than 10%. Overall, this meant that to reach our projected \$1,100,000 target, the committee had to cut another \$13,183 following the hearing process where we met with each program area individually.

Below is a detailed description of each program budget with an explanation of what was received this year, what was requested for next year, as well as what was allocated for next year. We've also included a second document, a spreadsheet that includes a summary of this information as well.

Total Requested from all S&A fee programs 2021-22: \$1,113,183

Total Allocated for all S&A fee programs 2022-22: \$1,100,000

Total Cut: \$13,183

Art Group (264-48275)

The Art Group requested a total of \$12,155. This budget funds the student-led Art Group and part of the Art Gallery. The gallery puts on multiple art shows throughout the year, including a student show during Spring quarter. Most of the budget is used to fund the gallery, including an assistant to the coordinator, insurance, curators, and supplies. The remaining budget is allotted to the Art Group to cover a small stipend for their advisor, and workshops for students. No cuts were made from this request.

Amount Allotted for 2020-21: \$12,948

Amount Requested for 2021-22: \$12,155

Amount Approved: \$12,155

Child Care Center (264-58270)

- € The Child Care Center requested \$159,524 which covers the expenses associated with the operation of the Center. The majority of the budget goes toward the salary of the manager of

the Child Care Center, 2 classified staff, and hourly students. This budget is lower because the center won't be open the entire academic year. Additionally, instead of hiring six teachers, the center is planning on hiring only two and has decreased the number of classrooms from three to two. Finally, the center will also serve less students per room due to Covid protocols. No cuts were made from this request.

Amount Allotted for 2020-21: \$184,626

Amount Requested for 2021-22: \$159,524

Amount Approved: \$159,524

Communications (264-58230)

- € Communications is a subgroup of Student Leadership. This budget pays for the supplies used by Student Leadership, registered student clubs, tabling events around campus, the monthly phone bill, the copier rental cost, student planners, and SWAG items used to increase participation and visibility for student leadership. No cuts were made from this request.

Amount Allotted for 2020-21: \$8,037

Amount Requested for 2021-22: \$7,237

Amount Approved: \$7,237

Equity & Welcome Center (264-58058)

- € This budget funds 89% of the associate director's salary & benefits and a few hours per week for student hourly employees. No cuts were made from this request.

Amount Allotted for 2020-21: \$92,176

Amount Requested for 2021-22: \$82,058

Amount Approved: \$82,058

Events Board (264-58220)

The Events Board, a subgroup of Student Leadership, supports activities designed to build community at North. These include quarterly welcome events (BBQ, Winterfest & Springfest), the Relax and Recharge event, speakers and films on topics relevant to students and many others. Reductions in the budget came from the following:

- € Co-curricular speakers - \$928

Amount Allotted for 2020-21: \$22,000

Amount Requested for 2021-22: \$19,800

Amount Approved: \$18,872

General Fund (264-58060)

The General Fund is an account that provides funding for club events, food for those events, and other one-time purchases that support student activities on campus. Per the financial code, a minimum of 1% of the S&A fees for the year is to go to the general fund. If the general fund is depleted during any given academic year any additional requests can be approved and funds are distributed from the rollover account. This happens at the discretion of the Student Fee Board. No cuts were made from this request.

Amount Allotted for 2020-21: \$10,000
Amount Requested for 2021-22: \$9,000
Amount Approved: \$9,000

Literary Guild (264-58050)

The Literary Guild requested support for the publication of the *Licton Springs Review*. This budget pays approximately 64% of the quarterly stipend for the part time faculty advisor. The remaining 36% of that stipend is paid by the Humanities division. This budget also pays for 2-5 hourly students who work on the magazine. This budget used to be significantly larger because the printed a physical copy of the magazine. This year, under the direction of Jim Jewell, LSR has reformatted the program in a way that not only cut down program costs dramatically but has created more opportunities for community engagement across campus. We are really excited about this new direction for the Literary Guild. No cuts were made from this request.

Amount Allotted for 2020-21: \$21,574
Amount Requested for 2021-22: \$14,485
Amount Approved: \$14,485

Phi Theta Kappa (264-58054)

Phi Theta Kappa (PTK), the honor society for Community Colleges, works with members and their activities and goals throughout the year (which includes community outreach, volunteering and leadership opportunities, and an induction ceremony). This budget covers supplies and materials. Phi Theta Kappa brings in revenue (a portion of each student's dues comes back to the chapter) and their revenue budget covers travel to local and national conferences. No cuts were made from this request.

Amount Allotted for 2020-21: \$750
Amount Requested for 2021-22: \$675
Amount Approved: \$675

Student Leadership (264-358250)

This budget covers salaries, training, travel, and related expenses for student leaders. The student leaders serve on different boards as the voice of all students at North. No cuts were made from this request.

Amount Allotted for 2020-21: \$138,526
Amount Requested for 2021-22: \$125,755
Amount Approved: \$125,755

Student Learning Center (264-58046)

The Student Learning Center budget covers salaries for tutors in the center. Since the budget is complicated, we let the director, Dan Tarker, know that the Student Learning Center was cut by \$10,000 and he will adjust the budget accordingly. We have asked that his team provide an adjusted budget reflecting the cuts by mid-May.

- Student and non-student hourly - \$10,000

Amount Allotted for 2019-20: \$200,943

Amount Requested for 2020-21: \$200,318

Amount Approved: \$190,318

Student Media Center (264-58058)

- The Student Media Center (SMC) budget covers the hourly salaries of two students working in the center and supplies and materials for the operation of the SMC, including printing costs. No cuts were made from this request.

Amount Allotted for 2020-21: \$12,850

Amount Requested for 2020-21: \$12,850

Amount Approved: \$12,850

Student Programs (264-58000)

- € The Student Programs budget covers 40% of the salary & benefits for the Dean of Student Life salary and 100% of the salaries & benefits for the three Program Specialists in Student Leadership. No cuts were made from this request.

Amount Allotted for 2020-21: \$285,037

Amount Requested for 2021-22: \$278,607

Amount Approved: \$278,607

Sustainability (264-58240)

- € This budget focuses on sustainability projects throughout campus. The program is dedicated to working with students and campus partners on projects and initiatives. This budget only covers the salary and benefits for the coordinator position. The committee feels strongly that this is an essential position. Given the extent of the work the coordinator has done in the past, the committee is interested in opening a dialogue with the E-Team about revisiting the idea of partnering with the institution to pay for this position in the future. With This in mind the committee decided to cut \$2,255 from the salary and benefits. We look forward to consulting with the E-Team on this matter further.
- € Coordinator Salary - \$2,255

Amount Allotted for 2020-21: \$90,619

Amount Requested for 2020-21: \$90,619

Amount Approved: \$88,364

Wellness Center (264-58350)

The Wellness Center budget covers salaries for student hourly employees, non-student hourly drop-in instructors and one classified position. No cuts were made from this request.

Amount Allotted for 2020-21: \$102,914

Amount Requested for 2021-22: \$100,100

Amount Approved: \$100,100

Thank you for taking the time to look at our recommendations for the 2021-22 budget. If you have any further questions, I will be at your meeting on 4/27 and we can talk at that time. I will also be presenting this budget at the Board of Trustees meeting on June 10.

**Sincerely,
Sarah Fenton
Student Fee Board coordinator**



**SEATTLE CENTRAL
COLLEGE**

One of the Seattle Colleges

Student Leadership

1701 Broadway – SAC 350

Seattle, WA. 98122

Main 206.934.6924

studentleadership.central@seattlecolleges.edu

seattlecentral.edu/student-leadership/

MEMORANDUM

TO: Board of Trustees
FROM: Blaine Marc Relatado, ASC-SCC Executive of Finance
RE: 2020-2021 S & A Budget Committee Report
DATE: May 26, 2021

Attached below are copies of the Seattle Central College 2021-2022 Services and Activities Fee Budget that reflect the comprehensive and thoughtful work on the part of the S & A Budget Committee of the Associated Student Council. The said committee, which is chaired by Blaine Marc Relatado and co-chaired by Kristin Mickelson, includes Atiyeh Assaf, Seokheon Lee, Sohyun Park, Wendy Bu, and Yu Ching Chen.

This group of students met weekly, including some weekends, since the middle of the Fall Quarter. The members went through rigorous trainings, collaborated on recreating the application and the process, all while working on a tight timeline. The applications were supposed to be due on the second week of Winter Quarter but was moved due to some unprecedented events along the process. After all applications have been received, the committee went ahead to review, deliberate, and finalize the budget.

The committee decided to not accept new applications for the next fiscal year and have received 20 applications from existing programs. This year has brought many unexpected changes and challenges for Seattle Central College to overcome together. The overriding theme in all application requests painted a picture of a community that has worked very hard to overcome the shift to virtual learning, culture, and administration. Student services have worked harder than ever to serve all students for a wide range of needs. Tutoring, food and shelter security, information and resource dissemination, emotional support, and avenues for community building during the Capital Hill protests and occupations while still building a culture of equity and inclusion for all.

To review, the 2019-2020 S&A Committee allocation was \$1,700,000. Under the recommendation from the Seattle Central Director of Business operations, the S & A Committee have included encumbered funds previously allocated from S & A future spending for necessary and emergent facilities repairs to keep student facilities operational and

functional for student use. The group decided to ensure to fund the ongoing projects that S & A have already committed to in previous years and show them in future budgets.

Current and expected revenue from S & A fees is at \$1,500,000 while current application requests totaled at approximately \$1,800,000. This spending trend, in the long term, is unsustainable. Although it was tough and challenging, this year's S & A Committee has decided to reduce the budget allocation by \$100,000 from last year's \$1,700,000 allocation as a first step to ensure the long-term continuation of the program. The group recommends that next year's Committee reduce the budget by an additional \$100,000, progressing until a balanced budget is achieved. The members hope that this multi-year step decrease will help ease the burden of the reductions and give program directors the time and ability to plan for next year's proposed reduction.

To make this reduction, the S& A Committee has, with heavy hearts, made some difficult decisions. Program cuts range from 100% to 1%. The group worked to reduce the impact on salaries for all who have worked tirelessly during these troubled times to serve us all and made this the priority as budgets were allocated.

Although this was a challenging task, the committee members are grateful for the opportunity to serve our fellows and ensure the continuation of the programs that help so many students. All presentations were compelling and showed thoughtful planning and passion for serving student enrichment and needs. None of the decisions were easily made, and the group fully understands and appreciates the impact of reduction for all programs.

In addition, the committee recommends a S & A Student Fee increase to counteract US currency inflation and a revenue reduction due to lower enrollment trends than expected. Should it be adopted, a recommended fee increase should not be expected to affect next year's budget reductions as the ratification process is lengthy and requires approval by the state.

In the attached excel sheet, the allocation for each individual budget from 2020-21 is provided along with each request for 2021-22 and finally the allocation for 2021-22. The committee has completed the final budget, sent award memos, and held appeals on March 2.

The members of the S & A Committee appreciate your support during these trying times and understand it will be difficult to manage the shortfalls moving forward.

Thank you!

Attachments: 1. Table Comparing S & A Allocations and Requests for 2020-21 and 2021-22
2. Updated Timeline
3. S & A Budget Application

SEATTLE CENTRAL COLLEGE
ASSOCIATED STUDENT COUNCIL
2020-2021 S & A BUDGET REQUESTS TRACKING

Approved by SCC President's Cabinet on 4-13-2021

Department	Budget Number	2020-2021 Allocations	2021-2022 Requests	2021-2022 Allocation
ASC Book Fund	522-264-2P27	\$ 7,200.00	\$ 7,200.00	\$ 1,500.00
Associated Student Council	522-264-2P30	\$ 66,873.00	\$ 71,319.00	\$ 64,873.00
Learning Support Network	522-264-2P49	\$ 369,060.00	\$ 401,660.00	\$ 398,660.00
Bruce McKenna Writing Center	522-264-2P12	\$ 50,864.00	\$ 50,962.00	\$ 49,862.00
Cultural Programming & Development	522-264-2P31	\$ 133,083.00	\$ 139,779.00	\$ 116,767.00
Emergency Fund	522-264-2P21	\$ 13,500.00	\$ 27,000.00	\$ 10,000.00
Info Central & START Orientations	522-264-2P42	\$ 160,029.00	\$ 169,029.00	\$ 158,829.00
Leadership Event Set-up Person	522-264-2P25	\$ 19,624.00	\$ 10,000.00	\$ -
Leadership Orientation & Training	522-264-2P48	\$ 32,974.00	\$ 27,974.00	\$ 18,000.00
M. Rosetta Hunter Art Gallery	522-264-2P46	\$ 60,373.00	\$ 60,035.00	\$ 58,046.00
Multicultural Services	522-264-2P22	\$ 17,953.00	\$ 17,953.00	\$ 11,500.00
Office Management	522-264-2P36	\$ 155,306.00	\$ 155,306.00	\$ 144,334.00
Phi Theta Kappa	522-264-2P20	\$ 38,679.00	\$ 38,979.00	\$ 32,755.00
Seattle Collegian (SWAP)	522-264-2P33	\$ 56,100.00	\$ 62,650.00	\$ 52,073.00
Student Involvement	522-264-2P51	\$ 155,168.00	\$ 165,250.00	\$ 130,000.00
Student Leadership Programs	522-264-2P43	\$ 126,746.00	\$ 126,746.00	\$ 126,746.00
Student Parent Support	522-264-2P39	\$ 27,000.00	\$ 25,000.00	\$ 23,000.00
Student Services Programs Support	522-264-2P53	\$ 143,623.00	\$ 156,607.00	\$ 151,755.00
Tournaments and Games Team (TAG)	522-264-2P89	\$ 45,845.00	\$ 46,340.00	\$ 36,500.00
Wood Technology Student Association	522-264-2P40	\$ 20,000.00	\$ 20,000.00	\$ 14,800.00
TOTAL		\$ 1,700,000.00	\$ 1,779,789.00	\$ 1,600,000.00

**SERVICES AND ACTIVITIES FEE BUDGET COMMITTEE
ANNUAL FUNDING REQUEST PROCESS TIMELINE**

January 2021	Goal setting, budget workshops and budget requests
January 15	Budget Request Due
January 18 - February 5	Budget Hearings
February 13	<p>Identify revenue projections (2021-22), review budget request, and decide on budget allocations.</p> <p>S&A Fee Committee will meet Saturday, February 13 to review requests and make budget proposal decisions.</p>
February 16	Finalized proposed budget allocations distributed
February 23	Budget appeals hearings
March 2	Open hearings for proposed budget
March 15	Present budget to ASC for review and ratification
April 6	<p>Send 2021-22 Budget to President and Cabinet</p> <p>S&A Fee Committee Reviews process and makes recommendations for 2022-23 budget year (changes to applications, deadlines, process.</p>
April 13	Meet with President and Cabinet
April 29	President submits the S & A Budget to the Board of Trustees for the May 13 meeting. Board of Trustees for reviews. Board may act.
May 13	Executive Officer of Finance meets with Board of Trustees to present 2021-22 budget.
May 27	Last date to submit S&A budget changes to the BoT for the June 10 meeting.
June 13	Board of Trustees takes action on proposed budget.



Associated Student Council

Services & Activities Fee Budget Request

BUDGET REQUEST DUE – JANUARY 15, 2021

Criteria for Funding Decisions

It is by means of Student Services and Activities Fees that the campus operates student programs, services, and activities in accordance with RCW.15.041-.045. These fees may not be used to fund instructional programs or to replace any activity covered by the State Board Allocations model.

The student S & A Fee Budget Committee's goal is to fund activities, services and programs that are varied and far reaching, so that priority consideration will be given to requests based on:

- The degree to which the program or activity is Accessible, Collaborative, Diverse, Inclusive, Equitable, Student Engaging, and Innovative
- The potential impact of the program or activity on student success
- The number of students served
- The benefit to students
- Supporting Data and Assessment tools



**SERVICES AND ACTIVITIES FEE COMMITTEE
ANNUAL FUNDING REQUEST PROCESS TIMELINE**

November 2, 2020	S&A Budget Requests Forms Available
January 15, 2021	Budget Request Due
January 18 – February 5	Budget Hearings
February 13 – 16	Identify revenue projections (2020-21), review applications, and finalize budget allocations
February 23	Budget appeals process
March 2	Open hearings for proposed budget
March 15	Present budget to ASC for review and approval
April 13	Present 2020-21 Budget to President and Cabinet
May 13	S&A Presentation to the Board of Trustee Board of Trustees reviews proposed budget
June 13	Board of Trustees acts on proposed budget.

S & A FEE BUDGET ALLOCATION PROCESS CHECKLIST

Complete a Budget Request

- COVER Sheet with Department **and** Administrator’s (supervisor) Signature
- Application Narrative
- Using FMS (Financial Management System) budget report from FY 2019-20 and July 2019 through to present

Provide Statements of Support (no more than four pages)

- You are strongly encouraged to provide statements of support from students who have benefited from or have been impacted by your programs, departments, projects or services.

Attend the S & A Fee Committee Budget Hearings

- January 18 – February 5 times TBD. Additional dates may become available. Each department supervisor will be allocated time for their presentation.
- An outlook request will be sent to each department supervisor once completed budgets have been received.

DO NOT INCLUDE THESE FIRST TWO PAGES WITH YOUR REQUEST PLEASE

Budget Request Cover Sheet
2020-2021 Service and Activities Fees

Project / Program Name	
Sponsoring Department	
Total Amount Requested	
Current Budget Number	
Contact Person	
If application is by an individual not affiliated with department, please provide a sponsoring person and department who will advise and oversee the proposed project/ program.	
Phone / Mail Stop	
Applicant Email	
Applicant Signature	
Applicant Title	
Administrator (Supervisor) Signature	
Administrator (Supervisor) Name	
Administrator Title	

SUBMIT electronically to Ricardo Leyva-Puebla (Ricardo.Leyva-Puebla@seattlecolleges.edu) BY JANUARY 15, 2021 at 4:30 p.m.

APPLICATION NARRATIVE
BUDGET REQUEST DUE – JANUARY 15, 2021

1. Mission, Objectives, Goals, Outcomes
 - a. Please explain the purpose of this request.
 - b. Please explain the mission, purpose, objective, goals, and outcomes of this request. How do these support Seattle Central’s Operational Plan (2017-2020)?
2. Services Provided
 - a. How will the services provided from this request promote student success? Include an explanation of ways students can benefit directly and indirectly.
 - b. Describe the role of employees and explain how they will assist in the success of the program. Identify relevant experience that will facilitate program success.
3. Data & Assessment (Use the 2019-20 academic year)
 - a. Please identify assessments used to measure service satisfaction, student feedback, and student success after their use of the service.
 - b. Identify any tracking metrics that show:
 - i. goal achievement;
 - ii. program success;
 - iii. type of services provided and used;
 - iv. number of students served (duplicated and unduplicated)
4. Collaboration (who does the department collaborate with, to what extent or nature?)
 - a. Do you, or will you, collaborate with other programs/departments? What is the nature of such collaboration? Do you plan to receive funding from said departments/programs? Have you received funding from other programs?
5. Budget
 - a. Using FMS (Financial Management System) budget report from FY 2019-20 and July 2019 through present
 - b. Are you on track with projected expenditures of 2020-21 budget? If not, please provide reasons for over/under use.
 - c. Provide information on how Covid-19 might have impacted your budget while working remotely. Have your services increase or been reduced? Give details regarding (increases or reductions) department responsibilities and impact on the budget.
6. Exception
 - a. It is expected that there will be step and hourly increases due to step and minimum wage changes, however do not calculate these into your budget. Instead determine the total increases in these areas and list them here, e.g., “there will be an increase of \$5,000 due to...” and provide the reason. Increases will not be entertained other than for salaries. If there is a way to fund these, the committee will consider, but if not, please list the areas you can decrease in order to stay within your current level of funding.

PRESIDENT'S CABINET

2021-2022 S&A FEE BUDGET

PRESENTATION

RONALD ALVARADO, STUDENT

MAHSA MOHAJERI, USA PRESIDENT

ALLEGRA KEYS, USA TREASURER

WHO PAYS?

- **All registered students pay S&A Fee's except those in the exempt/other categories that follow:**
- **Student Enrolled in Less Than Four (4) Credits**
- **ABE/ESL (Below 090)**
- **Running Start**
- **International Students**
- **GED**
- **Apprenticeship Programs**

GUIDING DOCUMENTS

- **RCW: 28B.15.045**
- **Killian: Compiled in 1980, Latest Revision 2018**
- **Financial Code: Revised and Approved Summer 2017**

WHAT DO S&A FEES FUND?

- **Social events, seminars, workshops, retreats, student conferences; student governmental organizations, professional consulting fees; clubs and societies; musical, dramatic, artistic and forensic presentations of an extracurricular nature; student publications and other mass media activities; tutorial services; day care centers; intramural and recreational sports.**
- **Equipment, supplies and materials required for the operation of student programs and activities.**
- **Travel and per diem for students and professional staff members participating in student programs and activities.**

WHAT DO S&A FEES FUND? CONTINUED

- **Premiums for liability and casualty insurance coverage for students serving in official capacities or participating in such programs and activities.**
- **Dues for institutional memberships in recognized student governmental or activities organizations, provided, that the legality of such expenditures is first established in consultation with the legal advisor of the college.**
- **Salaries and compensation to students.**

LIMITATIONS/EXCEPTIONS

- **Salaries of professional employees in tenured positions, administrative exempt personnel, permanent classified, civil service employees or any staff outside of the Student Life department should not be paid from service and activities fee revenue.**
- **All monies allocated to the childcare program may be expended on staff salaries, benefits and other operating expenses.**
- **Services and activities fees should not be used to fund programs, personnel, facilities, travel, equipment and maintenance for instructional programs or items covered within the State Board allocation model.**

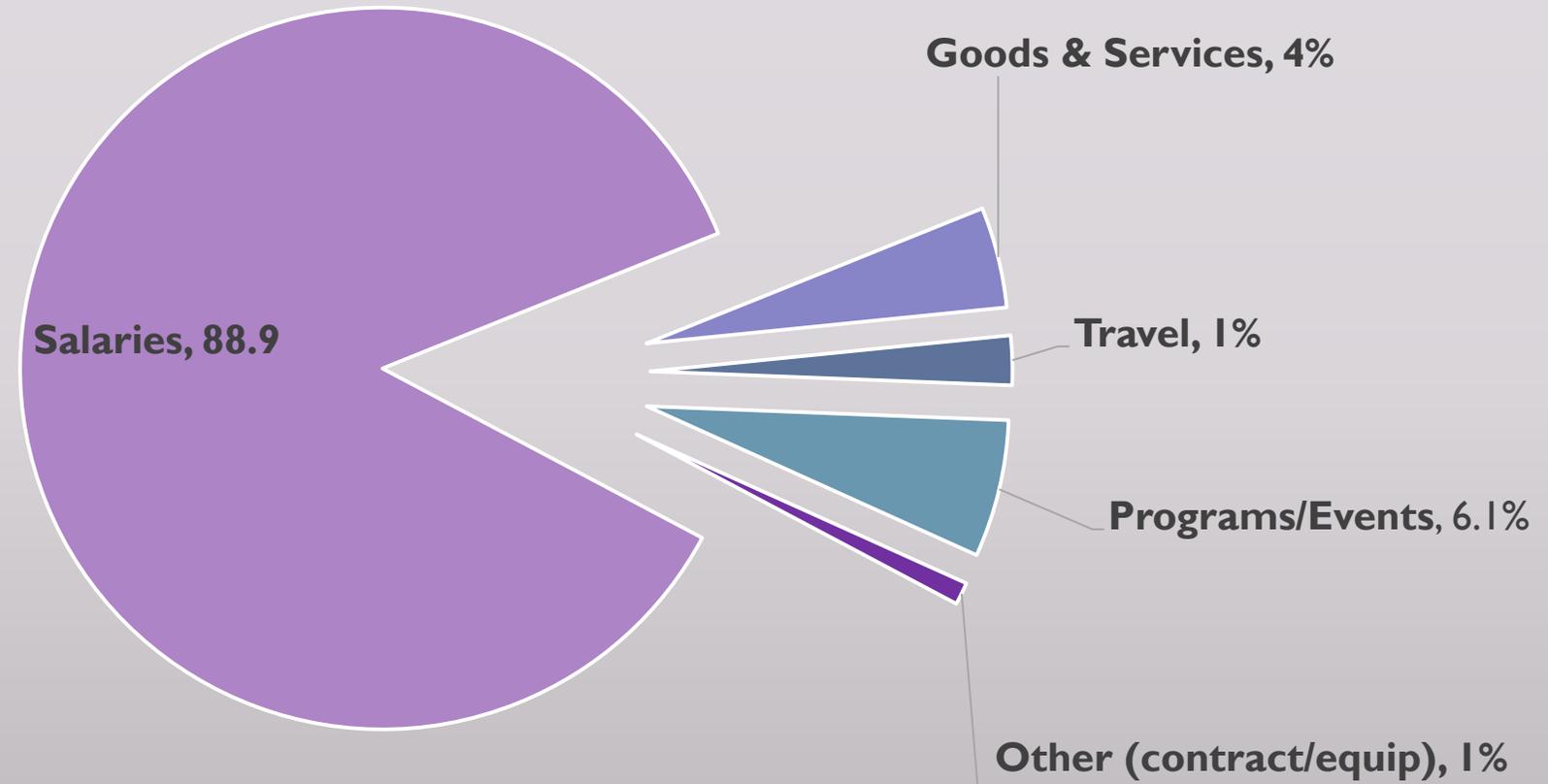
BUDGET CONSIDERATIONS FOR FUNDING YEAR

- Initial projections were provided indicating all-time low anticipated fee collections of \$695,000.
- Traditionally accessed Reserve/Carry-forward budget to support allocations as is practiced by other campuses. Was advised last year to discontinue practice.
- S&A Requests totaled \$872,980.00
- Non S&A Paying Students Still a Concern (International, Running Start)

S&A 2021 – 2022 Allocation

Budget Number 522-264	Program	FY 20-21 Allocation	FY 21-22 Request	FY 21-22 Preliminary	FY 21-22 Final	Comments
4P34	Art Gallery	\$27,121.50	\$26,142.00	\$23,528.00	\$21,698.00	
4P51	Campus Recreation	\$34,513.50	\$134,146.00	\$120,731.00	\$111,341.00	
4P57 Transfer	Childcare Center	\$67,500.00	-0-	-0-	-0-	Closed
*4P53	Center for Equity, Diversity, and Inclusion	\$72,995.25	\$67,574.00	\$60,817.00	\$56,086.00	
4P84	Club Center	\$25,124.25	\$33,673.00	\$30,306.00	\$27,949.00	
*4P59	Dean	\$17,625.00	\$16,450.00	\$14,805.00	\$13,654.00	
4P85	Fitness Center	\$35,293.50	\$47,212.00	\$42,491.00	\$39,186.00	
4P41	Intramurals - Games	\$26,203.50	\$26,656.00	\$23,990.00	\$22,125.00	
*4P80	Student Life Operations	\$81,820.50	\$87,517.00	\$78,764.00	\$72,639.00	
4P57 Transfer	Peer Mentors	-0-	\$47,145.00	-0-	\$9,555.00	New resubmit After June 30
4P58	Student Leadership	\$92,728.75	\$101,581.00	\$91,423.00	\$84,312.00	
4PTK	Phi Theta Kappa	\$21,431.25	\$16,702.00	\$15,032.00	\$13,863.00	
*4P33	Publications	\$13,350.00	\$19,974.00	\$17,977.00	\$16,579.00	
*4P83	SAP	\$67,095.00	\$77,983.00	\$70,185.00	\$64,726.00	
*4P57 Transfer	Tutoring	\$65,021.25	\$65,736.00	\$59,162.00	\$54,561.00	
4P81	United Student Association	\$67,728.75	\$70,326.00	\$63,293.00	\$58,371.00	
4P55	Veterans Center	\$26,037	\$34,163.00	\$30,747.00	\$28,355.00	
	Total	\$750,000.00	\$872,980.00	\$743,251.00	\$695,000.00	

S&A ALLOCATION DISTRIBUTIONS



CHALLENGES

- **Salaries are continuing to become a larger percentage of the overall budget. Recent minimal wage increases is a key contributor.**
- **There's been a significant challenge helping organizations meet their financial goals. Less enrollment translates to reduced S&A fees to allocate.**

Looking to Next Year

- **Considering the minimal amount of expenditures from S&A funded entities due to remote operations, we expect a significant amount to be deposited into our carry-forward reserve fund. The S & A Fee committee is encouraging underfunded entities to request additional funding from reserves after the fiscal year close out. Preferably fall quarter. Consideration still should be afforded for a S&A fee remittance from Running Start and International Students.**

QUESTIONS

MEMORANDUM

TO: Board of Trustees

FROM: Choi Halladay

DATE: June 10, 2021

SUBJECT: Chapter 132F-116 WAC, Traffic Rules and Regulations – First Reading

Background

The opening of the light rail station at North Seattle College will result in an increase in parking demand at the College. In anticipation of this and the need to more effectively manage parking and parking enforcement the College has contracted for a parking management system which replaces physical permits with virtual permits in the form of vehicle license plates. The Washington Administrative Code (WAC) chapter which governs traffic rules and regulations (Chapter 132F-116) does not recognize this form of permitting, a review of the WAC was accordingly undertaken so vehicle license plates could be recognized as permits. The review provided us with opportunity to address several other issues with the current Traffic Rules and Regulations (WAC's):

1. Some of the current language of the WAC is open to interpretation; more specific language will provide parking enforcement staff with better direction and provide clearer guidance for judging citation appeals.
2. The current WAC incorporates specific parking permit fee amounts. The proposed WAC removes specific fee amounts because the onerous nature of the rulemaking process (see diagram) creates an administrative barrier to the development of new parking products (such as partial week permits) in response to changing needs and conditions. *Board of Trustees review and approval will still be required to create or change a parking permit fee per WAC 132-116-061.*
3. The current WAC does not recognize virtual permits or address EPMAD's (electric personal assisted mobility devices).

The revised regulatory language was modeled on WAC's from Western Washington University, Cascadia College and UW Bothell and modified to meet the circumstances and needs of the Seattle Colleges.

Recommendation

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

Submitted by:



Choi Halladay

Vice Chancellor for Finance & Operations

Transmitted to the Board of Trustees with favorable recommendation.



Dr. Shouan Pan
Chancellor

Chapter 132F-116 WAC

TRAFFIC RULES AND REGULATIONS

Last Update: 12/20/17

WAC

- 132F-116-010 Traffic rules and regulations.
- 132F-116-020 Parking—Permits and restrictions.
- 132F-116-035 Parking—Special exemptions.
- 132F-116-045 Ticketing and enforcement of traffic and parking
rules and regulations.
- 132F-116-055 Permit revocations.
- 132F-116-065 Fees and fee payments.
- 132F-116-075 Reciprocity of parking privileges.
- 132F-116-085 Disabled parking.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

- 132F-116-030 Parking—Permits required. [Order 7, § 132F-116-
030, filed 1/12/73.] Repealed by WSR 18-02-004,
filed 12/20/17, effective 1/20/18. Statutory
Authority: RCW 28B.50.140(10).

132F-116-040 Authorizations for issuance of permits. [Order 29, § 132F-116-030 (codified as WAC 132F-116-040), filed 10/10/75; Order 7, § 132F-116-040, filed 1/12/73.] Repealed by WSR 18-02-004, filed 12/20/17, effective 1/20/18. Statutory Authority: RCW 28B.50.140(10).

132F-116-050 Parking within designated spaces. [Order 29, § 132F-116-040 (codified as WAC 132F-116-050), filed 10/10/75; Order 7, § 132F-116-050, filed 1/12/73.] Repealed by WSR 18-02-004, filed 12/20/17, effective 1/20/18. Statutory Authority: RCW 28B.50.140(10).

132F-116-060 Display of permits. [Order 29, § 132F-116-050 (codified as WAC 132F-116-060), filed 10/10/75; Order 7, § 132F-116-060, filed 1/12/73.] Repealed by WSR 18-02-004, filed 12/20/17, effective 1/20/18. Statutory Authority: RCW 28B.50.140(10).

132F-116-070 Duplicate permits. [Order 29, § 132F-116-060 (codified as WAC 132F-116-070), filed 10/10/75; Order 7, § 132F-116-070, filed 1/12/73.] Repealed by

WSR 18-02-004, filed 12/20/17, effective 1/20/18.

Statutory Authority: RCW 28B.50.140(10).

132F-116-080 Responsibility of person issued a permit. [Order 29, § 132F-116-070 (codified as WAC 132F-116-080), filed 10/10/75; Order 7, § 132F-116-080, filed 1/12/73.] Repealed by WSR 18-02-004, filed 12/20/17, effective 1/20/18. Statutory Authority: RCW 28B.50.140(10).

132F-116-090 Exceptions from parking restrictions. [Order 29, § 132F-116-080 (codified as WAC 132F-116-090), filed 10/10/75; Order 7, § 132F-116-090, filed 1/12/73.] Repealed by WSR 18-02-004, filed 12/20/17, effective 1/20/18. Statutory Authority: RCW 28B.50.140(10).

132F-116-100 Parking—Special exemptions. [Statutory Authority: RCW 28B.50.140(13). WSR 15-15-123, § 132F-116-100, filed 7/16/15, effective 8/16/15. Statutory Authority: RCW 28B.50.140(13) and 42.56.040. WSR 15-02-072, § 132F-116-100, filed 1/6/15, effective

2/6/15; Order 29, § 132F-116-090 (codified as WAC 132F-116-100), filed 10/10/75; Order 7, § 132F-116-100, filed 1/12/73.] Decodified by WSR 18-02-004, filed 12/20/17, effective 1/20/18. Statutory Authority: RCW 28B.50.140(10). Recodified as § 132F-116-035.

132F-116-110 Parking areas and permit designation. [Order 29, § 132F-116-100 (codified as WAC 132F-116-110), filed 10/10/75; Order 7, § 132F-116-110, filed 1/12/73.] Repealed by WSR 18-02-004, filed 12/20/17, effective 1/20/18. Statutory Authority: RCW 28B.50.140(10).

132F-116-120 Allocation of parking space and priorities. [Order 29, § 132F-116-110 (codified as WAC 132F-116-120), filed 10/10/75; Order 7, § 132F-116-120, filed 1/12/73.] Repealed by WSR 18-02-004, filed 12/20/17, effective 1/20/18. Statutory Authority: RCW 28B.50.140(10).

132F-116-130 Impounding—Illegal parking—Disabled vehicles.

[Order 29, § 132F-116-120 (codified as WAC 132F-116-130), filed 10/10/75; Order 19, § 132F-116-130, filed 4/24/74; Order 7, § 132F-116-130, filed 1/12/73.] Repealed by WSR 18-02-004, filed 12/20/17, effective 1/20/18. Statutory Authority: RCW 28B.50.140(10).

132F-116-140 Permit revocations. [Order 29, § 132F-116-130

(codified as WAC 132F-116-140), filed 10/10/75; Order 7, § 132F-116-140, filed 1/12/73.] Amended and decodified by WSR 18-02-004, filed 12/20/17, effective 1/20/18. Statutory Authority: RCW 28B.50.140(10). Recodified as § 132F-116-055.

132F-116-150 Fees and fee payments. [Order 29, § 132F-116-140

(codified as WAC 132F-116-150), filed 10/10/75; Order 7, § 132F-116-150, filed 1/12/73.] Amended and decodified by WSR 18-02-004, filed 12/20/17,

effective 1/20/18. Statutory Authority: RCW

28B.50.140(10). Recodified as § 132F-116-065.

132F-116-160 Reciprocity of parking privileges. [Order 29, §
132F-116-150 (codified as WAC 132F-116-160), filed
10/10/75; Order 7, § 132F-116-160, filed 1/12/73.]
Amended and decodified by WSR 18-02-004, filed
12/20/17, effective 1/20/18. Statutory Authority:
RCW 28B.50.140(10). Recodified as § 132F-116-075.

132F-116-170 Disabled parking. [Statutory Authority: Chapter
28B.50 RCW. WSR 85-21-016 (Order 48, Resolution No.
1985-20), § 132F-116-170, filed 10/7/85; Order 29, §
132F-116-160 (codified as WAC 132F-116-170), filed
10/10/75; Order 7, § 132F-116-170, filed 1/12/73.]
Amended and decodified by WSR 18-02-004, filed
12/20/17, effective 1/20/18. Statutory Authority:
RCW 28B.50.140(10). Recodified as § 132F-116-085.

WAC 132F-116-001 Objectives of parking and traffic rules.

The objectives of these rules are:

(1) To protect and control pedestrian and vehicular traffic on District campus sites.

(2) To ensure access at all times for emergency equipment.

(3) To minimize traffic disturbances.

(4) To facilitate the operation of the District by ensuring access to vehicles.

(5) To allocate limited parking space for the most efficient use.

(6) To protect state property.

(7) To encourage and support travel to District campus sites by means other than single occupancy vehicle.

[Statutory Authority: RCW 28B.50.140(13) and 42.56.040. WSR 15-02-072, § 132F-116-010, filed 1/6/15, effective 2/6/15; Order 29, § 132F-116-010, filed 10/10/75; Order 7, § 132F-116-010, filed 1/12/73.]

WAC 132F-116-002 Knowledge of parking and traffic rules

It is the responsibility of all individuals parking or operating a vehicle on a District campus to comply with these rules. Lack of knowledge of these rules shall not be grounds for the dismissal of any citation for a violation of the parking or traffic rules.

[Statutory Authority: RCW 28B.50.140(13) and 42.56.040. WSR 15-02-072, § 132F-116-010, filed 1/6/15, effective 2/6/15; Order 29, § 132F-116-010, filed 10/10/75; Order 7, § 132F-116-010, filed 1/12/73.]

WAC 132F-116-003 Definitions. The following definitions apply to this chapter:

(1) Authorized valid payment: Any payment accepted by the District, including online, mobile application, and pay stations.

(2) Bicycle: Any device defined as a bicycle in RCW 46.04.071.

(3) Campus: Any of the campuses of Seattle College District VI to include those lands and leased facilities where parking is managed or controlled by Seattle College District VI.

(4) Campus safety officers: Employees of Seattle College District VI who are responsible for campus security, safety, parking, and traffic control.

(5) Campus safety director: The senior employee responsible for campus safety.

(6) Carpool: A group of two or more employees or students who commute to campus in the same vehicle and complete the campus commuter services carpool registration process.

(7) Citation: Formal written notice of a parking violation.

(8) College: A Seattle College District VI college: Central Seattle College, North Seattle College, South Seattle College and collectively those responsible for their control and operations.

(9) Commuter services: Any District or College unit that manages and maintains parking facilities, issues parking products, issues citations, processes citation appeals, and collects fees and fines.

(10) Day: Unless otherwise specified, the term "day" refers to a calendar day.

(11) Disability parking: See persons with a disability.

(12) Disability zone/area: A parking zone designated for exclusive use by persons with a disability and identified with a sign bearing the associated international symbol.

(13) District: Seattle College District VI consisting of Central Seattle College, North Seattle College, South Seattle

College and collectively those responsible for its control and operations.

(14) Electric assisted bicycle: As defined under RCW 46.04.169.

(15) EPAMD: Electric personal assistive mobility device as defined under RCW 46.04.1697

(16) Employee: Any individual hired as or appointed to the faculty, staff, or administration of Seattle College District VI.

(17) Fee: A charge for the use of services provided and facilities managed by commuter services.

(18) Fine: Monetary penalty for a parking violation.

(19) Idling: "Idling" means the running of an engine which supplies the motive power for a vehicle, when not for the purpose of moving the vehicle with the normal flow of traffic on a street or roadway. Idling does not include running the vehicle's engine while stopped at a traffic signal or waiting for the passage of other vehicles to permit safe entry into the flow of traffic.

(20) Immobilization: The attachment of a device to a parked motor vehicle so that the vehicle cannot be moved.

(21) Impoundment: The removal of the vehicle to a storage facility by an authorized agent of campus safety, commuter services, or an authorized agent of commuter services.

(22) License plate recognition (LPR): Technology that uses optical character recognition to automatically read license plate characters.

(23) Meter: A single fixed device that registers and collects payment for the length of time a vehicle occupies a single parking space. A meter does not produce a receipt, physical permit, or virtual permit. A meter is not a permit-issuance machine.

(24) Moped: As defined under RCW 46.04.304.

(25) Motorcycle: As defined under RCW 46.04.330.

(26) Motor vehicle: As defined under RCW 46.04.320.

(27) Nonmotorized vehicle: A device other than a motor vehicle used to transport persons including, but not limited to, bicycles, skateboards, in-line skates, hover boards, personal conveyance devices, and roller skates.

(28) Operator or driver: Every person who drives or is in actual physical control of a motor vehicle or nonmotorized vehicle.

(29) Overtime parking: The occupation by a vehicle of a time-limited space beyond the posted time limit or time provided on a permit, meter, or permit-issuance machine.

(30) Parking product: A product issued by commuter services to manage motorized and nonmotorized access to the campus. Parking products include, but are not limited to, visual permits, virtual permits, access to bicycle lockers and other bicycle parking facilities, and parking access cards.

(31) Parking space: A space for parking one motor vehicle normally designated by lines painted on either side of the space, a wheel stop positioned in the front of the space, a sign or signs, or other markings.

(32) Pay station: A commuter services deployed and managed machine that issues virtual permits.

(33) Permit: A visual permit or virtual permit.

(34) Persons with a disability: For the purpose of this chapter, persons with a disability shall refer to a person or

persons with a disability or disabilities who qualify for a state-issued individual with disabilities parking identification and permit.

(35) Registered owner: The person who has the lawful right of possession of a vehicle most recently recorded with any state department of licensing.

(36) Roller skate/in-line skate: A device used to attach wheels to the foot or feet of a person.

(37) Skateboard: Any oblong board of whatever composition, with a pair of wheels at each end, which may be ridden by a person.

(38) Student: A person enrolled in a Seattle College District VI college.

(39) Traffic: The movement of motorized vehicles, nonmotorized vehicles, and pedestrians in an area or along a street as is defined in RCW 46.04.590.

(40) Vehicle: As defined under RCW 46.04.670.

(41) Virtual permit: An authorization to park, issued by commuter services, or an authorized agent, that is associated with a vehicle's license plate.

(42) Visitor: A person who is neither an employee nor a student of Seattle College District VI and who only visits campus on an occasional basis.

(43) Visual permit: A physical permit issued by campus commuter services that when properly filled out and displayed according to instructions, authorizes a vehicle to park on campus.

[Statutory Authority: RCW 28B.50.140(13) and 42.56.040. WSR 15-02-072, § 132F-116-010, filed 1/6/15, effective 2/6/15; Order 29, § 132F-116-010, filed 10/10/75; Order 7, § 132F-116-010, filed 1/12/73.]

WAC 132F-116-004 Severability, savings clause. If any provision of this chapter or its application to any person or circumstance is held invalid, the remainder of the chapter or the application of the provision to other persons or circumstances is not affected.

[Statutory Authority: RCW 28B.50.140(13) and 42.56.040. WSR 15-02-072, § 132F-116-010, filed 1/6/15, effective 2/6/15; Order 29, § 132F-116-010, filed 10/10/75; Order 7, § 132F-116-010, filed 1/12/73.]

WAC 132F-116-005 Delegation of Authority Each college president shall delegate to one department or individual on

campus the authority to enforce these traffic and parking rules and regulations. Assignments of parking spaces shall be the responsibility of the commuter services personnel as directed by the president of the college or the District to represent the interests of faculty, staff and students.

[Statutory Authority: RCW 28B.50.140(10).]

WAC 132F-116-006 Enforcement of parking and traffic rules.

Duly appointed campus safety officers, designated commuter services employees, or independent contractors hired by the District are authorized to enforce these parking and traffic rules and may conduct traffic control on campus.

[Statutory Authority: RCW 28B.50.140(10).]

WAC 132F-116-007 District Liability

Except for vehicles that the District owns or operates, the District assumes no liability under any circumstances for vehicles on the campus. No bailment, but only a license, is created by the purchase and/or issuance of a permit.

[Statutory Authority: RCW 28B.50.140(10).]

WAC 132F-116-010 Traffic rules and regulations. (1) The motor vehicle and other traffic laws of the state of Washington

shall be applicable upon all lands located within the state of Washington.

(2) The traffic code of the city of Seattle shall be applicable upon all lands located within the city of Seattle.

(3) These regulations shall be applicable to all state lands which are or may hereafter be devoted mainly to educational, public service, and other activities sponsored or endorsed by ~~Seattle College District VI~~ the District.

[Statutory Authority: RCW 28B.50.140(13) and 42.56.040. WSR 15-02-072, § 132F-116-010, filed 1/6/15, effective 2/6/15; Order 29, § 132F-116-010, filed 10/10/75; Order 7, § 132F-116-010, filed 1/12/73.]

WAC 132F-116-011 General parking regulations. (1) No person may use any vehicle parked on campus as a living unit without specific approval from the Campus Safety Director.
Violators may be cited and/or towed.

(2) Vehicles are to be maintained in operating condition at all times while on campus, except those in a garage, research facility, or automotive shop designated for parking such vehicles by the Campus Safety Director or designee.

(3) A vehicle which appears to be abandoned, with or without a current parking product or license plate(s), may be impounded after an attempt is made to locate and notify the owner of the impending action.

(4) Stopped or parked vehicles must do so in line with the flow of traffic where they are located.

(5) Excessive idling while on the Seattle College District VI campuses Prohibited.

(6) Idling Permitted. To the extent necessary for the specified purpose, idling is permitted in the following cases:

(a) police, sheriff or other law enforcement vehicles, including meter patrols, as required for safe and effective performance;

(b) fire department vehicles, ambulances and other emergency vehicles when responding to an emergency or when the use of special equipment requires that the engines remain in operation;

(c) construction or demolition equipment or other machinery when actually employed at the site of such work, and only to the extent necessary for efficient operation;

(d) trucks, buses, or automobiles equipped with lift gates, winches, or other devices powered by take-offs from their engines, to the extent necessary to allow use of those devices provided; provided, however, that this subsection does not authorize idling solely for the purpose of operating any heating device, radio, power-assisted brakes, steering, seat adjustment or any luxury device not then required for safe operation of the vehicle;

(e) buses or other mass transit vehicles while operated on a regular schedule;

(f) insofar as necessary for diagnosis, adjustment, or testing, vehicles undergoing repair or maintenance; but only when on the premises of the owner or person performing the work;

(h) any vehicle when required in an emergency for the protection of life, health, or property.

(7) Notices. The security director or transportation coordinator shall cause to be placed such notices as he may deem necessary to inform drivers of the prohibition against excessive vehicle idling; however, actual knowledge of the prohibition is not an element of an offense under this chapter.

[Statutory Authority: RCW 28B.50.140(10).]

~~**WAC 132F-116-020 Parking Permits and restrictions. (1)**~~

~~Each college president shall delegate to one department or individual on campus the authority to enforce these traffic and parking rules and regulations. This person or office shall hereinafter be referred to as "parking enforcement."~~

~~(2) No person shall park or leave any vehicle, whether attended or unattended, upon any officially designated parking area of Seattle College District VI without a valid parking permit. No vehicle shall be parked in any parking area without a permit for that area, except state-owned vehicles used by the college.~~

~~A valid permit is:~~

~~(a) An unexpired parking decal permit properly registered and displayed in accordance with instructions.~~

~~(b) An authorized temporary or visitor permit, displayed in accordance with the instructions on the permit.~~

~~(3) The permit issued shall be placed in an easily visible location according to the directions of the campus parking enforcement officer.~~

~~(4) Parking permits are not transferable.~~

~~(5) The college reserves the right to refuse the issuance of a parking permit.~~

~~(6) No vehicle shall be parked on Seattle College District VI properties, except in those areas set aside and designated as parking areas.~~

~~(7) No vehicle shall be parked so as to occupy any portion of more than one parking space or stall as designated within a parking area.~~

~~(8) Purchasers of Seattle College District VI parking permits may be required to park in specified areas as designated by the college or district parking enforcement personnel.~~

~~(9) The parking spaces available on the various Seattle College District VI sites shall be assigned to faculty, staff and students in such manner as to best effectuate the objectives of these regulations. Assignments of parking spaces shall be the responsibility of the campus parking enforcement personnel as directed by the president of the college or district to represent the interests of faculty, staff and students. [Statutory Authority: RCW 28B.50.140(10). WSR 18-02-004, § 132F-116-020, filed 12/20/17, effective 1/20/18. Statutory Authority: RCW 28B.50.140(13) and 42.56.040. WSR 15-02-072, § 132F-116-020, filed 1/6/15, effective 2/6/15; Order 29, § 132F-116-020, filed 10/10/75; Order 7, § 132F-116-020, filed 1/12/73.]~~

WAC 132F-116-035 Parking—Special exemptions. (1)

Consideration shall be given to provide parking for the following (on a space available basis):

(a) Members of the press, television and radio on official business.

(b) Vehicles owned by contractors and their employees working on campus construction.

(2) Members of the college board of trustees and retired employees of the Seattle College District will be given complimentary parking for college functions upon request.

(3) Federal, state, county, city and school district personnel on official business and in vehicles with tax exempt licenses.

[Statutory Authority: RCW 28B.50.140(10). WSR 18-02-004, recodified as § 132F-116-035, filed 12/20/17, effective 1/20/18. Statutory Authority: RCW 28B.50.140(13). WSR 15-15-123, § 132F-116-100, filed 7/16/15, effective 8/16/15. Statutory Authority: RCW 28B.50.140(13) and 42.56.040. WSR 15-02-072, § 132F-116-100, filed 1/6/15, effective 2/6/15; Order 29, § 132F-116-090 (codified as WAC 132F-116-100), filed 10/10/75; Order 7, § 132F-116-100, filed 1/12/73.]

WAC 132F-116-041 Permits required for all motorized vehicles parked on campus. No person shall park or leave any motor vehicle, whether attended or unattended, upon the campus without a permit issued by the District. Permission to park on campus will be shown by the display of a valid visual permit or registration of a valid virtual permit. Persons wishing to obtain virtual permits are required to complete a registration process established by commuter services and pay the

corresponding fee. A vehicle associated with a virtual permit must have a visible license plate.

(1) A valid permit is:

(a) A current unexpired, visual permit issued by commuter services, or an authorized agent designated by commuter services, and displayed in accordance with the instructions given at the time of issuance.

(b) A current unexpired virtual permit issued by commuter services, or an authorized agent, that is associated with a vehicle's license plate.

(i) Vehicles with virtual permits associated with a vehicle's license plate must have the license plate exposed to the lane of travel and be clearly visible, unobstructed, and able to be read by the LPR equipment.

(ii) Parking permits are not transferable.

(2) Commuter services reserve the right to refuse to issue parking products.

(3) The District may allow persons without permits to drive through the campus without parking.

(a) This section does not apply to vehicles that the District owns or operates.

(b) Any vehicle, attended or unattended, must have a valid parking permit when parked on the campus unless the vehicle is:

(i) Parked in a metered parking space with meter payment;

(ii) Parked in a loading zone in compliance with posted limits;

(iii) Parked in a lot that does not require a permit during specified times as posted;

(iv) Parked in a posted short term parking space in compliance with posted time limits; or

(v) A public safety or emergency vehicle parked while performing emergency services.

[Statutory Authority: RCW 28B.50.140(10).]

WAC 132F-116-042 Carpool and disability parking permits.

(1) Carpool permits may be issued to employees and students. One transferable permit will be issued for each carpool. This permit is transferable only among the registered members of the carpool. This permit must be displayed in accordance with the instructions provided with the permit. A

carpool permit may be used with only one vehicle per day.

Members of the campus carpool program must register their carpool with commuter services.

(2) The District provides parking for the disabled in accordance with the requirements of federal and state law, including parking spots reserved for persons who display a state of Washington disabled driver permit. Commuter services shall make alternative parking available for short-term disabilities.

(3) Use of disability accommodation parking on campus requires payment for parking in the form of a campus parking permit issued by commuter services, payment at a pay station, or payment at a parking meter for the designated space in which the vehicle is parked.

[Statutory Authority: RCW 28B.50.140(10).]

WAC 132F-116-043 Transfer of parking products limited. (1)

As provided herein, a permit holder may transfer a permit between motor vehicles when used by that permit holder. Improper transfer of a permit shall include, but is not limited to, the resale, lending, or transfer of a parking product or parking permit other than as provided herein. Multiple motor vehicles

may be associated with a virtual permit, but only one vehicle associated with a specific virtual permit may be parked on campus per calendar day. If more than one vehicle associated with a virtual permit is parked on campus during the course of a day, all additional vehicles are subject to a parking citation unless each additionally parked vehicle has a separate valid permit.

(2) Permits displaying license plate numbers shall be used only in the vehicles whose license number is written on the permit.

[Statutory Authority: RCW 28B.50.140(10).]

WAC 132F-116-044 Responsibility of person(s) to whom parking product issued. (1) The person(s) to whom a parking product is issued is responsible for paying for the product until it expires or is returned to commuter services unless stated otherwise in these rules. All associated outstanding commuter services related fees and fines must be satisfactorily settled before a parking product may be issued, reissued, or renewed.

(2) When requested, a parking permit holder shall provide commuter services with the current valid license plate number of any vehicle(s) with which they intend to use a parking permit.

(3) The person(s) to whom a parking product is issued is responsible for any violations of this chapter associated with a vehicle with which the product is used during the time the product is valid and up to the date and time the product expires or is reported lost or stolen.

(4) Commuter services may also require proof of vehicle registration for certain designated parking products.

[Statutory Authority: RCW 28B.50.140(10).]

~~**WAC 132F-116-045 Ticketing and enforcement of traffic and parking rules and regulations.** (1) Parking violation tickets will be issued for the following violations:~~

~~(a) Parking in wrong area, improperly, or blocking;~~

~~(b) Parked in a "No Parking" zone;~~

~~(c) Parked in a fire lane;~~

~~(d) Failure to display valid parking permit;~~

~~(e) Violations of traffic safety laws, such as speeding, reckless/negligent driving, failure to yield right of way, failure to stop at a stop sign, and driving the wrong way on a one-way alley or street;~~

~~(f) Forged or stolen permit;~~

~~(g) Parking in a handicap space with no valid handicap placard or license plate.~~

~~(2) Parking enforcement shall be applied consistently in a uniform manner across the district.~~

~~(3) The amount of each violation shall be set by the Seattle College District, and is as follows:~~

~~(a) Parked in wrong area, improperly, or blocking: \$25~~

~~(b) Parked in a "No Parking" zone: \$25~~

~~(c) Parked in a fire lane: \$100~~

~~(d) Failure to display valid permit: \$30~~

~~(e) Violations of traffic safety laws: \$30~~

~~(f) Forged or stolen permit: \$100~~

~~(g) Parking in a handicap space without a handicap placard or plates: \$250~~

~~(4) Employees who repeatedly violate traffic safety or parking rules may be subject to permit revocation.~~

~~(5) Students who repeatedly violate traffic safety or parking rules may be subject to student conduct actions and/or permit revocation.~~

~~(6) All parking violation tickets must be paid, unless waived for extenuating circumstances, by the parking enforcement personnel at each campus. A record must be maintained of all waived parking/traffic violation tickets.~~

~~(7) Appeals to reverse or reduce parking violation tickets shall be done in person or in writing with the parking enforcement office at each campus in accordance with WAC 132F-108-050.~~

~~(8) Impounding: This action shall be at the discretion of the college or district parking enforcement regarding any infractions pursuant to these regulations. Impounding may be implemented by mechanical restraints to vehicles on district property or by towing to an approved impounding agency. Release from impound on district property will be made upon payment of an appropriate fee, as determined by the Seattle College~~

~~District. When a vehicle immobilization device is used (so-called "boot"), the fee to have this removed will be one hundred dollars, in addition to any other fines or fees levied for the infraction.~~

~~(9) Towing companies and/or impounding agencies will be selected on the basis of criteria developed by the colleges and the district.~~

~~(10) Neither the college nor district nor its employees shall be liable for loss or damage of any kind resulting from impounding and storage.~~

~~(11) Any vehicle impounded on or from Seattle College District VI property, shall be at the owner's risk and expense.~~

~~(12) No vehicle other than college owned or leased vehicles shall be parked on District VI property for a period in excess of seventy-two hours, without prior approval from parking enforcement. Vehicles violating this regulation are subject to impounding at the owner's risk and expense.~~

~~[Statutory Authority: RCW 28B.50.140(10). WSR 18-02-004, § 132F-116-045, filed 12/20/17, effective 1/20/18.]~~

WAC 132F-116-051 Display of permits. (1) Visual permits

shall be prominently displayed in accordance with the instructions printed on the permit and shall be fully visible from the exterior of the vehicle. Virtual permits are associated with a vehicle's license plate, and accordingly, a vehicle associated with a virtual permit must have its license plate exposed to the lane of travel and be clearly visible, unobstructed, and able to be read by the LPR equipment.

(2) Instructions relating to the display and assignment of a permit to a vehicle(s) will be provided by commuter services at the time of issuance and are located on the commuter services web site.

(3) Motorcycle and scooter permits shall be registered with commuter services.

(4) Commuter services may authorize certain designated virtual permit holders to use a vehicle's license plate as a permit. Certain designated virtual permits may require the completion of a permit registration process. Virtual permit instructions will be provided at the time of permit issuance.

[Statutory Authority: RCW 28B.50.140(10).]

WAC 132F-116-052 Allocation of parking spaces. The

parking space available on campus shall be allocated in a manner that will best attain the objectives of these rules.

During special occasions causing additional or heavy traffic and during emergencies, the District may impose additional traffic and parking policies to achieve the specified objectives of this chapter.

[Statutory Authority: RCW 28B.50.140(10).]

WAC 132F-116-053 Overtime parking violations. After a

motor vehicle has been cited for parking beyond the time posted, the vehicle may be cited at a frequency of one additional citation for each period of time equal to the maximum time limit posted for the space.

[Statutory Authority: RCW 28B.50.140(10).]

~~**WAC 132F-116-055 Permit revocations.** (1) Parking permits are the property of the district and may be recalled for any of the following reasons:~~

~~(a) When the purpose for which the permit was issued changes or no longer exists.~~

~~(b) When a permit is used by an unregistered vehicle or by an unauthorized person.~~

~~(c) Continued violations of parking regulations.~~

~~(d) Counterfeiting or altering decals.~~

~~(2) Vehicles displaying canceled permits will be subject to penalties indicated in WAC 132F-116-040.~~

~~[Statutory Authority: RCW 28B.50.140(10). WSR 18-02-004, amended and recodified as § 132F-116-055, filed 12/20/17, effective 1/20/18; Order 29, § 132F-116-130 (codified as WAC 132F-116-140), filed 10/10/75; Order 7, § 132F-116-140, filed 1/12/73.]~~

~~**WAC 132F-116-065 Fees and fee payments.** (1) The parking permit fees shall be established, as appropriate, by the district board of trustees. The fee structure shall be on file at individual college business offices and the district purchasing office.~~

~~(2) Students who are registered for six or more credits shall purchase parking at the student rate, even if the student is working as an employee of the college or district.~~

~~(3) The parking enforcement personnel for the district parking program shall ensure that the methods of payment for permits are the most convenient for faculty, staff, and students~~

~~as possible; as technology advances, parking enforcement at each campus may review or revise these methods of payment.~~

~~(4) Fees collected from the sale of parking permits shall be used to help offset the expenses of the district's commute trip reduction program, to help maintain the parking facilities at each campus, and to assist with funding of the positions necessary to enforce these parking rules and regulations, and other purposes deemed appropriate.~~

~~[Statutory Authority: RCW 28B.50.140(10). WSR 18-02-004, amended and recodified as § 132F-116-065, filed 12/20/17, effective 1/20/18; Order 29, § 132F-116-140 (codified as WAC 132F-116-150), filed 10/10/75; Order 7, § 132F-116-150, filed 1/12/73.]~~

WAC 132F-116-061 Parking fees Seattle College District

VI Board of Trustees shall adopt parking fees, specifying the charge per time period, day, quarter, and year. The fee structure shall be on file at individual college business offices and the district purchasing office.

Commuter services shall sell quarterly and yearly permits to the Districts' employees and students. Students who are registered for six or more credits shall purchase parking at the

student rate, even if the student is working as an employee of the college or district.

Commuter services may also sell hourly, daily, quarterly and yearly permits at their discretion to regular visitors. A person who parks a vehicle in a metered parking space must pay for time used during posted times of operation.

Fees collected from the sale of parking permits shall be used to help offset the expenses of the district's commute trip reduction program, to help maintain the parking facilities at each campus, and to assist with funding of the positions necessary to enforce these parking rules and regulations, and other purposes deemed appropriate.

[Statutory Authority: RCW 28B.50.140(10).]

WAC 132F-116-??? Parking within designated spaces

(1) No motor vehicle shall be parked on the campus except in areas designated as parking areas, unless expressly authorized by commuter services or campus safety.

(2) No vehicle shall be parked so as to occupy any portion of more than one parking space as designated within the parking area. The fact that other vehicles may have been so parked as to

require the vehicle parked to occupy a portion of more than one space or stall shall not excuse a violation of this section.

(3) No person shall stop, stand, or park any motor vehicle so as to create a safety hazard, obstruct traffic along or upon any street, parking lot drive aisle, or roadway, or obstruct pedestrian movement along any plaza, path, or sidewalk unless expressly authorized by commuter services or campus safety.

(4) No vehicle shall park in a parking space designated for disabled persons without displaying a disabled license plate, card, or decal issued by the Washington state department of licensing (or from equivalent other jurisdictions in other states) that indicates that an occupant of the vehicle is disabled. Such vehicle must be used to transport the disabled person.

[Statutory Authority: RCW 28B.50.140(10).]

WAC 132F-116-062 Denial or revocation of parking privileges

Commuter services reserve the right to deny or revoke parking privileges to anyone who has:

(1) Had a permit revoked;

(2) Falsified a parking application or registration;

(3) Counterfeited or altered a permit;

(4) Failed to pay outstanding citations;

(5) Been found to be in possession of or using a lost, refunded, or stolen permit;

(6) Removed an immobilization device without authorization;

(7) Been banned from campus;

(8) Failed to comply with commuter services directions;

(9) Damaged campus property while driving or parking on campus;

(10) Verbally abused or assaulted staff, including commuter services staff.

[Statutory Authority: RCW 28B.50.140(10).]

WAC 132F-116-063 Parking-Operator's responsibility No

person driving or in charge of a motor vehicle shall permit it to stand unattended without first:

(1) Stopping the engine, locking the ignition, and removing the key.

(2) Effectively setting the brake and transmission to prevent movement of the vehicle.

[Statutory Authority: RCW 28B.50.140(10).]

WAC 132F-116-066 Regulatory signs, markings, barricades,

etc. (1) The District may erect permanent or temporary signs, barricades, and other structures, and paint marks and other directions upon the streets and parking areas within campus. Drivers of vehicles shall obey the signs, barricades, structures, markings, and directions. Drivers of vehicles shall comply with directions given to them by commuter services employees, campus facilities employees, campus safety officers, or authorized contractors in the control and regulation of traffic. Drivers shall also comply with directions given to them by commuter services employees, campus safety officers, or authorized contractors in the assignment of parking space and in the collection of parking fees.

(2) No person without authorization from the District shall move, deface, or in any way change a sign, barricade, structure, marking, or direction that regulates traffic or parking.

[Statutory Authority: RCW 28B.50.140(10).]

WAC 132F-116-067 Speed No vehicle shall be operated on the campus at a speed in excess of posted limits. If no limit is

posted, no vehicle shall exceed twenty miles per hour or such lower speed as is reasonable and prudent in the circumstances.

[Statutory Authority: RCW 28B.50.140(10).]

WAC 132F-116-??? Pedestrian's right of way

(1) The operator of a vehicle shall yield right of way to any pedestrian. However, no pedestrian may suddenly leave a curb or other place of safety and walk or run into the path of a vehicle that is so close that it is impossible or unsafe for the driver to yield.

(2) Whenever any vehicle slows or stops so as to yield to pedestrian traffic, the operator of any other vehicle approaching from the rear shall not overtake and pass that vehicle.

(3) Where a sidewalk is provided, pedestrians shall proceed upon the sidewalk.

[Statutory Authority: RCW 28B.50.140(10).]

WAC 132F-116-071 Motorcycles, bicycles, EPAMDs, scooters

(1) Motorcycles, bicycles, EPAMDs and scooters are subject to all traffic rules controlling other motor vehicles.

(2) Motorcycles and motorized scooters must be parked in designated motorcycle parking areas.

(3) Motorcycles and motorized scooters are not permitted on paths, sidewalks, or authorized bicycle or pedestrian areas, or in buildings at any time.

(4) Bicycles shall be parked in designated areas only. Improperly parked bicycles may be impounded and a citation and fine imposed upon the owner.

(5) No bicycles, EPAMDs or foot-propelled devices shall be operated on campus corridors, hallways, or buildings unless their use is required as part of the educational process in an authorized program, or authorized by campus personnel. A "foot-propelled device" is a wheeled device designed or used for recreation or transportation, including, but not limited to, skateboards, roller skates, and roller blades.

[Statutory Authority: RCW 28B.50.140(10).]

WAC 132F-116-072 Issuance of parking citations Upon
probable cause that a violation of these rules has occurred, a campus safety officer, commuter services employee, or contractor designated by commuter services may issue a citation setting

forth the date, the approximate time, the locality, the nature of the violation, the license plate number, infraction, officer, and the amount of fine(s). The citation shall be served on the person responsible for the violation by: Attaching a copy of the citation to, or placing it prominently within, the vehicle allegedly involved in the violation; mailing a copy of the citation to the person responsible; or serving a copy of the citation personally on the person responsible.

[Statutory Authority: RCW 28B.50.140(10).]

WAC 132F-116-073 Fines, immobilization, and impounding

(1) The current schedule of fines shall be published by the District and made available for review online and prominently displayed on campus.

(2) All fines are due upon receipt of the citation and must be paid as designated on the citation within twenty calendar days from the date of the citation. Fines must be delivered in person to a college cashier's office, paid online, or postmarked on or before the due date specified in these rules to avoid additional penalties. If any citation has neither been paid nor appealed after twenty calendar days from the date of the

citation, the institution shall impose an additional fine of ten dollars per offense and may:

(a) Withhold the violator's degrees, transcripts, grades, refunds, or credits until all fines are paid.

(b) Delay registration for the following quarter.

(c) Impound or immobilize the violator's vehicle.

(d) Deny future parking privileges to the violator.

(e) Refuse to issue keys to a violator who is an employee or student.

(f) Refer outstanding balances associated with unpaid fines for collection in accordance with applicable statutes and institutional procedure.

(3) In addition to imposing fines, campus safety officers, commuter services employees, or authorized contractors or agents may immobilize and/or impound any vehicle parked on campus in violation of these rules. Grounds for impounding or immobilizing vehicles shall include, but not be limited to, the following:

(a) Blocking a roadway so as to impede the flow of traffic.

(b) Blocking a walkway so as to impede the flow of pedestrian traffic.

(c) Blocking a fire hydrant or fire lane.

(d) Creating a safety hazard.

(e) Blocking another legally parked vehicle.

(f) Parking in a marked "tow-away" zone.

(g) Leaving a vehicle unattended on campus for longer than two days, unless the vehicle has a valid student housing resident permit.

(h) Failing to pay a fine(s) imposed under this chapter.

(i) Parking a vehicle on campus that has no license plate(s) and no observable vehicle identification number.

(4) Not more than one business day after impoundment or immobilization of any motor vehicle, commuter services shall mail a notice to the registered owner of the vehicle and to any other person who claims the right to possession of the vehicle, if those persons can be identified. Similar notice shall be given to each person who seeks to redeem an immobilized or impounded motor vehicle. If a motor vehicle is redeemed prior to the mailing of the notice, the notice may not be mailed. The notice shall contain the date of immobilization or impoundment, reason for the action, the location of the motor vehicle if

impounded, redemption procedures, and an opportunity to contest the immobilization or impoundment. The institutions shall not be liable for loss or damage of any kind resulting from impounding, immobilization, or storage.

All parking fines, fees, the cost of immobilization and/or impoundment (e.g., booting, towing, and storage fees) must be paid prior to the removal of an immobilization device or the release of an impounded motor vehicle. Impounded motor vehicles shall be redeemed only by the registered owner who has a valid driver's license or a person authorized by the registered owner who has a valid driver's license and who produces proof of authorization and signs a receipt for the motor vehicle. Proof of ownership may be required before a vehicle is released from immobilization or impound.

(5) An accumulation of traffic violations by a student may be cause for discipline under the student conduct code of the student's college.

[Statutory Authority: RCW 28B.50.140(10).]

WAC 132F-116-074 Appeals of fines, immobilization, and impoundments (1) Any immobilization, impoundment, or fine

under this chapter may be appealed in writing, or when available, appealed through the online parking portal, within twenty calendar days from the date of the citation, the notice of immobilization, or the notice of impoundment. The notice of appeal must be addressed to the location indicated on the citation, notice of immobilization, or notice of impoundment. Commuter services will make appeal forms available at the commuter services office. The notice of appeal must explain the reasons for contesting the citation, immobilization, or impoundment. If the person who files a notice of appeal desires an opportunity to make an oral statement in the appeal, the request to make an oral statement must be included in the notice of appeal. Online appeal instructions can be accessed through each college website.

(2) The hearing on the appeal shall be a brief adjudicative hearing as provided by WAC 132F-108-050 . If a request for an oral statement was made, the presiding officer or officers shall provide reasonable notice of the time and place for receiving the oral statement. The presiding officer(s) shall review the notice of appeal and provide a written decision to the person

submitting the appeal within ten calendar days of taking action.

If the appeal is denied, the decision shall include a brief statement of its reasons and information about the opportunity for further review. Any fine owed on a written decision that is not further appealed as provided in subsection (3) of this section shall be paid within twenty-one calendar days after service of the decision.

(3) A person wishing to contest the written decision may request a review by contacting the college issuing the citation in writing within twenty-one calendar days after service of the decision. The request for review shall explain why the decision was incorrect. The reviewing officer shall, within twenty calendar days of the date of the request, review the matter and render a final written decision, which shall include a brief statement of its reasons and information about the opportunity to appeal the decision to the district court. Any final decision of the reviewing officer not appealed as provided in subsection (4) of this section shall be paid within ten calendar days after service of the decision.

(4) A person wishing to appeal a final decision of the citation hearing office to the district court may, within ten calendar days of service of the final decision, file a written notice with the institution. Documents relating to the appeal shall immediately be forwarded to the district court, which shall have jurisdiction to hear the appeal de novo. No appeal to the district court may be taken unless the citation has been contested as provided in subsections (2) and (3) of this section.

[Statutory Authority: RCW 28B.50.140(10).WAC 132F-108-110 RCW 34.05.482 through 34.05.494.]

WAC 132F-116-075 Reciprocity of parking privileges. (1)

Employee and student parking permits issued at a specific campus or district location will be valid at all other Seattle College District VI parking areas, except that an employee having reserved space parking at their home location may not utilize reserved space parking at a secondary site.

(2) Student parking permits are not valid during the nonoperating hours of each campus. Any vehicle that displays a student permit while parked on campus during the nonoperating

hours of the campus may be subject to parking fines and/or impoundment.

[Statutory Authority: RCW 28B.50.140(10). WSR 18-02-004, amended and recodified as § 132F-116-075, filed 12/20/17, effective 1/20/18; Order 29, § 132F-116-150 (codified as WAC 132F-116-160), filed 10/10/75; Order 7, § 132F-116-160, filed 1/12/73.]

WAC 132F-116-076 Permit and parking product revocations

Parking products are the property of the District and may be recalled by the issuer for any of the following reasons:

(1) When the purpose for which the parking product was issued changes or no longer exists;

(2) When a parking product is used on an unauthorized vehicle, by an unauthorized individual, or in an unauthorized manner;

(3) Falsification on a parking product application;

(4) Multiple or continued violations of parking rules;

(5) Counterfeiting, altering, or using a lost/stolen parking product;

(6) Failure to comply with a final decision of the citation review committee, or institutional hearing officer;

(7) Nonpayment of parking product fees or parking fines.

[Statutory Authority: RCW 28B.50.140(10).]

WAC 132F-116-077 Right to appeal revocation

Parking product revocations under this chapter may be
appealed pursuant to the procedures in WAC 132F-116-005.

[Statutory Authority: RCW 28B.50.140(10). WAC 132F-116-005]

**WAC 132F-116-079 Motorized vehicles—Responsible parties for
illegal parking**

(1) For any motor vehicle citation involving a violation of
this chapter where the motor vehicle is registered to a permit
holder, there shall be a prima facie presumption that the permit
holder was the person who operated the motor vehicle in
violation of these rules. Such responsibility does not afford a
defense to another person who violated these rules.

(2) For any motor vehicle citation involving a violation of
this chapter where the motor vehicle is not registered to a
permit holder, there shall be a prima facie presumption that the
registered owner of the motor vehicle was the person who
operated the motor vehicle in violation of these rules. Such

responsibility does not afford a defense to another person who violated these rules.

(3) This section shall not apply to District operated motor vehicles. The operator of a District owned motor vehicle is personally liable for any citation issued to the motor vehicle.

(4) A third party other than the permit holder or registered owner can assume responsibility for a citation by either paying the citation within twenty calendar days of the date of the citation or submitting a petition where the third party agrees to take responsibility.

(5) When mitigating circumstances exist, authorized commuter services personnel may reduce or dismiss fines.

[Statutory Authority: RCW 28B.50.140(10).]

~~**WAC 132F-116-085 Disabled parking.** No vehicle shall park in a parking space designated for disabled persons without displaying a disabled license plate, card, or decal issued by the Washington state department of licensing (or from equivalent other jurisdictions in other states) that indicates that an occupant of the vehicle is disabled.~~

~~(1) Such vehicle must be used to transport the disabled person.~~

~~(2) Vehicles meeting these criteria will be allowed to park in the designated spaces upon payment of the standard parking rate.~~

~~(3) The parking enforcement personnel of each campus and the district office shall make alternative parking available for short-term disabilities.~~

~~[Statutory Authority: RCW 28B.50.140(10). WSR 18-02-004, amended and recodified as § 132F-116-085, filed 12/20/17, effective 1/20/18. Statutory Authority: Chapter 28B.50 RCW. WSR 85-21-016 (Order 48, Resolution No. 1985-20), § 132F-116-170, filed 10/7/85; Order 29, § 132F-116-160 (codified as WAC 132F-116-170), filed 10/10/75; Order 7, § 132F-116-170, filed 1/12/73.]~~

Repealing the following:

- ~~WAC 132F-116-020 Parking Permits and restrictions.~~
- ~~WAC 132F-116-055 Permit revocations.~~
- ~~WAC 132F-116-065 Fees and fee payments.~~
- ~~WAC 132F-116-085 Disabled parking.~~

MEMORANDUM

TO: Board of Trustees

FROM: Shouan Pan, Ph.D.
Chancellor

DATE: June 10, 2021

SUBJECT: 2021-2022 Board of Trustees Meeting Schedule

Background

In accordance with Seattle Colleges District Policy 126, “Meetings of the Board of Trustees – Guidelines,” the attached schedule of Regular Meetings is proposed. All Regular meetings take place on the 2nd Thursday of the month at 3:00pm.

Recommended Action

It is the recommendation of the administration that the Seattle Colleges Board of Trustees review the proposed meeting schedule for the 2021-2022 year, and if acceptable as written, approve the proposed schedule.

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



Shouan Pan, Ph.D.
Chancellor



SEATTLE COLLEGES

Central · North · South

BOARD OF TRUSTEES, PROPOSED 2021-22 MEETING SCHEDULE

Regular meetings are held on the second Thursday of the month. **The meetings begin at 3:00 p.m.** Dates and locations of the meetings are noted below.

Date	Location	Host Campus	Address
September 9	Zoom	North Seattle College	
October 14	Zoom	South Seattle College	
November 11	Zoom	Seattle Central College	
December 9	Zoom	North Seattle College	
January 13	Georgetown Rm C122	South Seattle College	6737 Corson Ave S, Seattle, WA 98108
February 10	Georgetown Rm C122	Seattle Central College	6737 Corson Ave S, Seattle, WA 98108
March 10	Georgetown Rm C122	North Seattle College	6737 Corson Ave S, Seattle, WA 98108
April 14	Georgetown Rm C122	South Seattle College	6737 Corson Ave S, Seattle, WA 98108
May 12	Georgetown Rm C122	Seattle Central College	6737 Corson Ave S,



SEATTLE COLLEGES

Central · North · South

Seattle, WA 98108

June 9

Georgetown
Rm C122

North Seattle College

6737 Corson Ave S,

Seattle, WA 98108

July 14

Georgetown
Rm C122

South Seattle College

6000 16th Ave SW

Seattle, WA 98106

MEMORANDUM

TO: Board of Trustees

FROM: Shouan Pan, Ph.D.
Chancellor

DATE: June 10, 2021

SUBJECT: Nomination of 2021-22 Board of Trustees Officers

Background

Seattle Colleges District Policy 125, Power and Duties of Officers of the Board, specifies that at its regular monthly meeting in July, the Board shall elect officers to serve for the ensuing September to August period.

Recommended Action

It is recommended that at the June Board meeting, the Board nominate officers to serve as chair and vice chair beginning September 1, 2021. At the July meeting, a vote will be taken to confirm the nominated officers.

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



Shouan Pan, Ph.D.
Chancellor

MEMORANDUM

TO: Board of Trustees

FROM: Kurt R. Buttleman, *Vice Chancellor – Academic & Student Success*

DATE: June 10, 2021

SUBJECT: Winter Quarterly Enrollment Report

Following are quarterly enrollment reports summarizing the numbers of FTES (Full Time Equivalent Students) at the Seattle Colleges by the categories of:

- State Funded FTES – credits taken by students in courses that are funded by a combination of legislative appropriation of state funds plus student tuition
- International FTES – credits taken by students in contract supported courses that are funded by tuition paid by international students
- Running Start FTES – credits taken by students in contract supported courses that are funded by contracts with K-12 school districts

As a reminder, one Full-Time Equivalent Student (FTES) is the equivalent of one student enrolled for 15 community college credits per quarter.

Examples:

- One student taking a full academic load of 15 credits is the equivalent of one FTES.
- If three students are each taking one five-credit class, together they total one FTES.
- Annualized FTES are simply Quarterly FTES divided by 3. This is the common way of referring to counts of FTES in higher education.

Analysis of Winter Quarter 2021

State Funded FTES:

- Seattle Colleges Winter 2021 enrollment was down 15% compared to Winter 2020. The SBCTC state system was also down 15%. Colleges within the system ranged from declines of 1% (Bellevue) to 28% (Walla Walla).
 - Seattle Colleges' BAS enrollment increased 16% from Winter 2020 to Winter 2021.
 - Seattle Colleges' Basic Education enrollment decreased 25% from Winter 2020 to Winter 2021.
 - Native American, Asian, Hispanic, and multi-racial students were disproportionately overrepresented in State Funded enrollment declines.

International FTES:

- Seattle Colleges' Winter 2021 international student enrollment was down 43% compared to Winter 2020. The SBCTC state system was down 37%.

Running Start FTES:

- Seattle Colleges' Winter 2021 running start enrollment was down 12% compared to Winter 2020. The SBCTC state system enrollment was comparable to Winter 2020 (0% change). At Seattle Colleges, North Seattle was down 2%, Seattle Central was down 17%, and South Seattle was down 13%.

State Funded FTES (Winter 2021 Final)

Year	College	% of Summer		YTD% of Annual	Actual % of Fall		YTD% of Annual	Actual % of Winter		YTD% of Annual	Actual % of Spring		Total Quarterly	Total Annualized	Total Annual	
		Final	Target	Allocation	Actual Fall	% of Target	Allocation	Actual Winter	% of Target	Allocation	Actual Spring	% of Target	Allocation	FTES	FTES	Target
2020-21	District	4,136	81%	10%	9,782	81%	33%	9,266	78%	54%			23,184	÷ 3 =	7,728	14,219
	Central	1,727	108%	11%	3,540	81%	34%	3,488	80%	57%			8,755	÷ 3 =	2,918	5,161
	North	1,506	105%	12%	3,058	83%	35%	2,793	79%	57%			7,357	÷ 3 =	2,452	4,332
	South	886	56%	6%	3,184	81%	29%	2,984	76%	50%			7,054	÷ 3 =	2,351	4,687
	SVI	17	81%	15%									17	÷ 3 =	6	39

Year	College	% of Summer		YTD% of Annual	Actual % of Fall		YTD% of Annual	Actual % of Winter		YTD% of Annual	Actual % of Spring		Total Quarterly	Total Annualized	Total Annual		
		Actual Summer	Target	Allocation	Actual Fall	% of Target	Allocation	Actual Winter	% of Target	Allocation	Actual Spring	% of Target	Allocation	FTES	FTES	Target	
2019-20	District	4,512	94%	11%	11,000	85%	37%	10,867	86%	63%	8,881	74%	84%	35,259	÷ 3 =	11,753	14,064
	Central	1,697	100%	11%	4,230	90%	38%	4,323	91%	66%	3,445	76%	88%	13,695	÷ 3 =	4,565	5,174
	North	1,365	94%	11%	3,070	83%	36%	3,059	85%	61%	2,721	78%	83%	10,216	÷ 3 =	3,405	4,083
	South	1,424	89%	10%	3,666	83%	36%	3,484	83%	60%	2,715	69%	79%	11,289	÷ 3 =	3,763	4,742
	SVI	25	62%	13%	34	69%	30%							59	÷ 3 =	20	65
2018-19	District	4,604	96%	11%	11,346	88%	38%	10,881	87%	61%	10,224	85%	88%	37,055	÷ 3 =	12,352	14,061
	Central	1,728	96%	11%	4,222	90%	38%	4,122	88%	64%	3,971	88%	90%	14,042	÷ 3 =	4,681	5,183
	North	1,332	103%	11%	3,223	90%	39%	3,099	90%	65%	2,921	87%	90%	10,575	÷ 3 =	3,525	3,922
	South	1,409	90%	10%	3,805	87%	37%	3,600	86%	56%	3,273	83%	86%	12,088	÷ 3 =	4,029	4,677
	SVI	135	75%	16%	96	44%	28%	60	28%	35%	59	27%	42%	350	÷ 3 =	117	278
2017-18	District	4,731	93%	11%	12,168	96%	40%	11,388	90%	66%	10,899	89%	92%	39,186	÷ 3 =	13,062	14,185
	Central	1,585	99%	10%	4,367	95%	39%	4,059	88%	66%	4,028	91%	92%	14,038	÷ 3 =	4,679	5,090
	North	1,325	92%	11%	3,491	95%	40%	3,146	89%	66%	3,172	92%	92%	11,135	÷ 3 =	3,712	4,021
	South	1,701	94%	12%	4,163	103%	42%	4,048	100%	71%	3,559	88%	96%	13,471	÷ 3 =	4,490	4,660
	SVI	120	51%	10%	147	45%	22%	135	39%	32%	141	42%	44%	542	÷ 3 =	181	413
2016-17	District	5,013	97%	12%	11,891	92%	39%	12,057	96%	68%	11,275	92%	94%	40,237	÷ 3 =	13,412	14,298
	Central	1,583	98%	10%	4,103	84%	36%	4,259	91%	63%	4,040	88%	89%	13,984	÷ 3 =	4,661	5,246
	North	1,491	103%	12%	3,392	93%	41%	3,457	99%	69%	3,324	96%	97%	11,665	÷ 3 =	3,888	4,004
	South	1,710	93%	12%	4,105	103%	42%	4,114	103%	72%	3,676	78%	99%	13,605	÷ 3 =	4,535	4,593
	SVI	229	80%	17%	292	81%	38%	228	63%	55%	235	66%	72%	984	÷ 3 =	328	455
2015-16	District	5,003	90%	11%	12,037	89%	38%	11,784	87%	63%	11,485	89%	89%	40,309	÷ 3 =	13,436	15,135
	Central	1,562	93%	9%	4,233	83%	35%	4,120	84%	60%	4,142	87%	85%	14,058	÷ 3 =	4,686	5,484
	North	1,451	96%	12%	3,373	89%	38%	3,325	91%	65%	3,274	92%	91%	11,422	÷ 3 =	3,807	4,184
	South	1,749	88%	12%	4,120	102%	41%	4,084	93%	69%	3,786	94%	95%	13,740	÷ 3 =	4,580	4,810
	SVI	242	61%	12%	310	58%	28%	255	48%	41%	283	55%	55%	1,089	÷ 3 =	363	657
2014-15	District	4,997	90%	11%	11,961	89%	37%	12,136	90%	64%	11,803	92%	90%	40,898	÷ 3 =	13,633	15,135
	Central	1,552	93%	9%	4,318	84%	36%	4,368	89%	62%	4,328	91%	89%	14,566	÷ 3 =	4,855	5,484
	North	1,552	103%	12%	3,433	90%	40%	3,446	94%	67%	3,391	95%	94%	11,823	÷ 3 =	3,941	4,184
	South	1,609	81%	11%	3,900	97%	38%	4,058	93%	66%	3,783	94%	93%	13,350	÷ 3 =	4,450	4,810
	SVI	284	72%	14%	310	58%	30%	264	50%	44%	301	59%	59%	1,159	÷ 3 =	386	657

International FTES (Winter 2021 Final)								
Year	College	Summer	Fall	Winter	Spring	Total Quarterly FTES	÷ 3 =	Total Annualized FTES
2020-21	District	772	1,060	950	0	2,782	÷ 3 =	927
	Central	435	622	535		1,592	÷ 3 =	531
	North	157	204	199		560	÷ 3 =	187
	South	180	234	217		631	÷ 3 =	210
2019-20	District	1,099	1,817	1,657	1,411	5,984	÷ 3 =	1,995
	Central	544	1,034	944	823	3,345	÷ 3 =	1,115
	North	265	374	327	295	1,261	÷ 3 =	420
	South	289	410	386	293	1,378	÷ 3 =	459
2018-19	District	1,298	2,227	1,999	2,023	7,547	÷ 3 =	2,516
	Central	659	1,218	1,069	1,093	4,039	÷ 3 =	1,346
	North	323	491	443	454	1,711	÷ 3 =	570
	South	316	518	487	476	1,797	÷ 3 =	599
2017-18	District	1,551	2,661	2,421	2,466	9,099	÷ 3 =	3,033
	Central	745	1,336	1,226	1,275	4,582	÷ 3 =	1,527
	North	468	753	661	655	2,537	÷ 3 =	846
	South	338	573	534	536	1,980	÷ 3 =	660
2016-17	District	1,571	3,059	2,934	2,850	10,414	÷ 3 =	3,471
	Central	785	1,513	1,454	1,428	5,180	÷ 3 =	1,727
	North	455	922	869	848	3,095	÷ 3 =	1,032
	South	331	624	611	574	2,140	÷ 3 =	713
2015-16	District	2,012	3,583	3,143	3,056	11,794	÷ 3 =	3,931
	Central	968	1,771	1,553	1,544	5,836	÷ 3 =	1,945
	North	563	1,057	933	886	3,440	÷ 3 =	1,147
	South	481	754	658	625	2,518	÷ 3 =	839
2014-15	District	2,065	3,760	3,740	3,722	13,287	÷ 3 =	4,429
	Central	1,158	2,153	2,048	1,947	7,307	÷ 3 =	2,436
	North	560	1,020	1,046	1,058	3,684	÷ 3 =	1,228
	South	347	587	647	716	2,297	÷ 3 =	766

Running Start FTES(Winter 2021 Final)

Year	College	Summer	Fall	Winter	Spring	Total	Total
						Quarterly	Annualized
						FTES	FTES
2020-21	District	0	1453.0	1,304	0	2,757	÷ 3 = 919
	Central		589	521		1,110	÷ 3 = 370
	North		447	399		846	÷ 3 = 282
	South		417	384		801	÷ 3 = 267
2019-20	District	0	1,548	1,477	1,294	4,319	÷ 3 = 1,440
	Central		657	626	533	1,817	÷ 3 = 606
	North		435	406	348	1,189	÷ 3 = 396
	South		456	444	413	1,313	÷ 3 = 438
2018-19	District		1,327	1,286	1,180	3,793	÷ 3 = 1,264
	Central		561	543	504	1,608	÷ 3 = 536
	North		351	333	282	966	÷ 3 = 322
	South	0.7	415	410	394	1,219	÷ 3 = 406
2017-18	District		1,200	1,125	1,044	3,368	÷ 3 = 1,123
	Central		512	478	426	1,416	÷ 3 = 472
	North		297	264	257	818	÷ 3 = 273
	South		391	383	361	1,135	÷ 3 = 378
2016-17	District	0.8	934	898	833	2,666	÷ 3 = 889
	Central		325	317	308	950	÷ 3 = 317
	North		294	262	228	785	÷ 3 = 262
	South	0.8	309	313	293	916	÷ 3 = 305
	SVI		6	5	4	15	÷ 3 = 5
2015-16	District	3.1	756.8	745.1	692.4	2197.5	÷ 3 = 732
	Central		262	252	235	749	÷ 3 = 250
	North	0.8	235	232	198	666	÷ 3 = 222
	South	1.0	244	245	242	732	÷ 3 = 244
	SVI	1.3	15	17	18	51	÷ 3 = 17
2014-15	District	0	670	665	631	1,967	÷ 3 = 656
	Central		213	215	192	620	÷ 3 = 207
	North		221	212	197	630	÷ 3 = 210
	South	0.3	224	220	219	663	÷ 3 = 221
	SVI		13	18	22	53	÷ 3 = 18
2013-14	District		616	602	550	1,768	÷ 3 = 589
	Central		223	218	183	624	÷ 3 = 208
	North		211	200	178	589	÷ 3 = 196
	South		163	167	167	497	÷ 3 = 166
	SVI		19	16	22	58	÷ 3 = 19

MEMORANDUM

TO: Board of Trustees
FROM: Shouan Pan, Chancellor
DATE: June 10, 2021
SUBJECT: Report to the Board of Trustee

I. Student Success

League of Innovation Art and Literature Awards Celebration

On Tuesday, June 1, the Chancellor's Office held a Virtual Ceremony to recognize student winners of the 2020 League of Innovation of Art and Literature competition. Professors Mike Hickey, Greg November and Jeb Wyman who served as literary competition judges presented student winners with their awards. Similarly, Professors Philippe Hyojung Kim and Thomas Green who served as artwork judges presented students with their respective awards. All student winners received a certificate and a check. Participants were all very impressed with the creative talent of student participants of the competition in both art and literary categories.

Board Chair, Steve Hill, Chancellor Pan, VC Buttleman, President Rimando Chareunsap and President Crawford, and several other college leaders attended the ceremony to offer congratulations to competition winners.

Investing in Equity 2023 Initiatives

As Seattle Colleges developed the FY21-22 Preliminary Budget, Drs. Pan, Rimando-Chareunsap, Hasegawa, Hunt, and Mr. D'Andre Fisher worked together in developing a district-wide plan for investing in EDI initiatives that are specified in Seattle Colleges Equity 2023. The initial plan seeks to invest external (\$2,588,000) and internal district (\$183,5000) funding to advance three EDI Goals:

- 1) Increase the completion rate for African American, Black, Native American, First Nations, Indigenous, Latinx, Pacific Islander, and Southeast Asian students from 48% to 55% in the next three years.
- 2) Recruiting, retaining, and promoting a workforce that mirrors the student body of Seattle Colleges
- 3) Provide mandatory anti-bias and anti-racist training for all employees

The EDI budget proposal will be presented as part of the district FY 21-22 preliminary budget to the Board for consideration at its June Board meeting.

II. Organizational Excellence

Spring Management Meeting Successfully Held

On Wednesday, June 3, over 90 administrators across the district participated in the Spring Management meeting. In addition to receiving college and district updates, participants had the opportunity to learn the latest district efforts on recruitment and marketing, including the pilot Discover Seattle Colleges program. The presentation on preliminary plan for fall return to campus received much attention and generated much discussion.

III. Partnerships

Chancellor Pan joined Mayor Durkan and other Community Leaders in a Press Conference

On June 3, the Mayor's Office held a press conference to announce additional funding for Seattle Promise using American Rescue Plan stimulus money and new transfer support program for Seattle Promise scholars to transfer to University of Washington. Chancellor Pan joined the Mayor and leaders from City's Dept. of Education and Early Learning, Seattle Public Schools, and University of Washington in the press conference. The conference was covered by a Seattle Times Article:

https://www.seattletimes.com/seattle-news/politics/citing-pandemic-struggles-seattle-offers-more-support-for-students-in-tuition-free-community-college-program/?utm_source=email&utm_medium=email&utm_campaign=article_inset_1.1

Chancellor Met with New Executive Director of Seattle Housing Authority

Seattle Colleges has enjoyed a long partnership with Seattle Housing Authority. With the retirement of its former Executive Director, Mr. Andrew Lofton, the Board of Commissioners of the Authority recently named Mr. Rod Brandon as its new Executive Director. On May 21, Chancellor Pan connected with Mr. Brandon to reaffirm the partnership and invited him to serve on the Chancellor's Advisory Council.

Legislative Forums

Our relationships with legislators continue develop, even between sessions. South Seattle College is conducting an online forum on Tuesday, June 8th with their local state legislators, a post-session online forum for students, faculty and staff. North Seattle College is considering doing a similar forum with 46th district legislators in June. Seattle Central College plans to do something similar with their legislators in September, at the beginning of Fall Quarter.

Seattle Colleges Board Goals Scorecard

6/10/2021

GOALS	DELIVERABLES	STATUS	RESPONSIBLE SENIOR LEADER	EXPECTED DATE OF COMPLETION	STRATEGIC GOAL	NOTES
Develop and Implement an eLearning Organization	The creation of Seattle Colleges Online that offers high-quality and competitive distance education programs with the aspirational goal of doubling enrollment to 9,000 FTES by AY2526.		Kurt Buttleman/ Cindy Riche	Initial re-organization 3/1/21 Phase 2 work: 6/30/22 Achieve enrollment goal: 6/30/26	Student Success	Initial organizational restructure is complete.
Seattle Pathways	Fall to Winter retention rate for all students of 85% by AY2223. Completion rate for ALL students of 66% by AY2223. 31% of ALL students complete college level math within their first year.		Kurt Buttleman/ Earnest Phillips	6/30/2023	Student Success Equity, Diversity, Inclusion & Community	10 focus initiatives are currently in process across the Seattle Colleges.
Update Strategic Plan	The District Strategic Plan is updated to reflect: 1. Disaggregated student success data; 2. Final measures for the Partnership Goals; 3. Clarifies		Kurt Buttleman/ Shouan Pan	6/30/2021	Student Success Partnership Equity, Diversity,	Drafts of each of the deliverables have been developed and

To Be Initiated

On Task

Issues/At Risk

Completed

	the goal of doubling the completion rate for BIPOC students by 2023				Inclusion and Community	are being vetted with various stake holders across Seattle Colleges.
Develop a District EDI Plan	Achieving Equity 2023: 1. Increase the completion rate for historically under-served BIPOC students from 48% to 66% in the next three years (20/21-22/23); 2. Increase the diversity makeup among faculty and administrative staff by achieving 50% hires of faculty and administrators of color that reflect student body demographics with all new and open positions in the next three years. 3 Develop and implement mandatory anti-bias and anti-racist training for all non-teaching staff; develop and offer professional development workshops on bias-free teaching and learning for all faculty.		Rosie Rimando-Chareunsap/ Jennifer Dixon/Betsy Hasagawa/Valerie Hunt/D'andre Fisher	initial 6/30/21 and 6/30/2023	Student Success Equity, Diversity, Inclusion & Community	The BOT is expected to approve the EDI plan, including EDI budgeting priorities, at the June Board meeting.
Integrated Budgeting Process	a) Develop and implement a unified budget process throughout the district; b) Develop and implement a unified budget recording and a reporting structure for use throughout the district; c) Analyze, recommend, and begin to implement the most		Choi Halladay	6/30/2021	Organizational Excellence	Special Board meeting was held on the topic. It is anticipated that the district balances its budget by June 2024.



	efficient administrative organization for the district.					
Review, Develop, and Implement a plan for right-sizing the district administrative structure	Reducing the current administrative overheads by 20%-30%		Jennifer Dixon/Shouan Pan	7/1/2022	Organizational Excellence	College presidents, VC Halladay, VC Buttleman, VC Dixon, and Chancellor have begun planning work.
Continue with academic program reviews and program viability studies	District academic programs are dynamic and responsive to student and community needs and support system sustainability.		Kurt Buttleman/college presidents	ongoing	Organizational Excellence	Continuing work of VPIs and Workforce Deans.
Align Support Services	District administrative and student support services are streamlined to enable optimal student success		Choi Halladay/Earnest Phillips	Initial 6/30/21 and ongoing	Organizational Excellence	
Switch over to ctcLink	Successful deployment of ctcLink		Kurt Buttleman	Phase I: 2/22/2021 Phase II: 6/30/22	Organizational Excellence	Switch over complete; however, continuous trouble-shooting work is necessary.
Exploring One Accreditation	Submit results of feasibility study of One Accreditation to Board of Trustees for consideration		Chemnene Crawford/Shouan Pan	5/30/2021	Student Success Organizational Excellence	



Strengthen Seattle Colleges Foundation and Launch Equity Can't Wait Campaign	Successful launch the multi-year capital campaign, with the goal of raising \$50M		Kerry Howell/Sheila Edwards Lange	Initial 6/30/21 and 6/30/26	Organizational Excellence	Campaign successfully kicked off; \$14 million raised to date.
Strengthen and expand external partnerships	Seattle Colleges maintain strong and mutually beneficial partnerships with businesses, governmental, educational, civic, and labor partners.		Malcolm Grothe/Kerry Howell	Ongoing	Partnerships	
Develop a post-pandemic sustainability plan	Seattle Colleges implements a plan that ensures system relevancy and vibrancy beyond the Covid-19 pandemic		Shouan Pan/Earnest Phillips	Initial 12/30/21 and ongoing	Organizational Excellence	
Complete AFT-Seattle Negotiation and prepare for negotiation with AFT-SPS	A new 3-year contract between the Board of Trustees and AFT-Seattle is ratified by the faculty and approved by the Board. Initial plan for negotiation with AFT-SPS is clarified and set.		Jennifer Dixon/Chancellor's Executive Cabinet	6/30/2021	Organizational Excellence	The 20-23 Contract has been ratified by the Faculty and approved by the BOT.





MEMORANDUM

TO: Board of Trustees
FROM: North Seattle College Interim President, Dr. Chemene Crawford
DATE: May 26, 2021
SUBJECT: Report to the Board of Trustees

I. Institutional Excellence

- **New Energy Conservation Plans for North Seattle College**
North Seattle College is undertaking an initiative to reduce carbon emissions and energy consumption by implementing campus-wide energy conservation measures, including improvements to building envelopes, HVAC systems and lighting retrofits. The College has been awarded two grants to support the initiative – one from the Department of Commerce for \$386,974 and the other from Puget Sound Energy for \$23,954. It is estimated that the initiative will reduce NSC's carbon emissions by six million pounds annually.
- **NSC Pharmacy Technician Program Cohort & Vaccination Training**
On May 3, the current cohort of Pharmacy Technician students became the first cohort to be trained in giving immunizations/vaccinations, which is now permitted under the Pharmacy Technician certification in Washington state.
- **NSC Healthcare Tech./Biomedical Tech. Program & Advanced Hands-On Training**
As of spring 2021, NSC Healthcare Technology Management/Biomedical Technician students will be able to engage in hands-on learning experience with the Terumo® Advanced Perfusion System 1, a heart-lung machine used in surgery to maintain blood circulation and oxygenation.

II. External Affairs

- **NSC IB BAS Program Partners with University of Washington CIBER Center**
The International Business (IB) Bachelor of Applied Science (BAS) program has partnered with the University of Washington Center for International Business Education & Research (CIBER) center to help cover the costs of NSC students entering national case competitions. The CIBER center has also covered the cost of case study materials to be used in NSC IB BAS courses.

III. Pride Points

- **50th Anniversary Time Capsule Opening and Reveal**
As NSC continues to celebrate fifty years of changing lives through education, the time capsule that was buried years ago in the North Seattle College front entrance sign was opened. To commemorate the opening, photos were taken with the Chancellor, Dr. Chemene Crawford, and members from President's Executive Team. The contents of the time capsule were shared with campus through a virtual reveal event on May 27.

MEMORANDUM

TO: Board of Trustees
FROM: Sheila Edwards Lange, Ph.D., President
DATE: May 27, 2021
SUBJECT: Seattle Central College monthly report

ORGANIZATIONAL EXCELLENCE

Seattle Central joins Umoja program: Seattle Central College has joined Umoja, an association of California community and technical colleges committed to the academic success and development of Black and African American students. Seattle Central was accepted as an affiliate because of our focus on and explicit efforts to improve the persistence and completion of Black and African American students. For more details, [read our story in Newscenter](#).

Washington Department of Commerce grant: Seattle Central will receive \$268,443 from a \$1 million Energy Efficiency Grant to Seattle Colleges to improve energy efficiency and reduce the carbon footprint at the colleges. The money will pay for new heat pump equipment to reduce purchased steam use at the Broadway Edison building, and for converting lighting in the Science and Math building to efficient LED fixtures.

Vaccination clinic: Seattle Central College offered free COVID-19 vaccinations (Pfizer) at the Broadway Performance Hall on May 24. The pop-up clinic will offer second doses at the same location on June 14, 11 a.m. to 3 p.m.

STUDENT SUCCESS

Springboard8 program builds community for Black male students: The program is a partnership between Seattle Central College and the business consulting firm Slalom LLC. Slalom provides coaches and support to the students, with an emphasis on skills that help students to succeed in school and to pursue careers or businesses of their own. The program also gives the students a group of peers with shared experiences, who can support and guide each other through their journey at the college. For more information, [read our story in Newscenter](#).

Graduation celebration: Seattle Central College will once again celebrate students through a socially distanced celebration that will invite students to join us by either walking or driving up on Saturday, June 19, 2021, 3 to 6 p.m. at the Harvard Garage Rooftop.

EQUITY, DIVERSITY, AND INCLUSION

Central2Community event: The Central2Community series hosted local poet Cedar Sigo on May 11 for an evening of poetry and a conversation on social justice through the arts. Sigo is the first speaker in the series focusing on indigenous voices. Sigo shared his experiences growing up on the Suquamish Reservation in the Pacific Northwest, how he got interested in poetry, and how he uses his voice to effect racial and social change.

PRIDE POINTS

Dr. Daudi Abe was featured in this [WBUR NPR story](#) about his for curriculum for police recruits on the history of racism and policing.

MEMORANDUM

TO: Board of Trustees
FROM: Rosie Rimando-Chareunsap, President
DATE: June 10, 2021
SUBJECT: Report to the Board of Trustees

I. Student Success

- **Organic Vegetable Delivery for Students:** Before the pandemic, a survey found 51% of South Seattle College students reported dealing with food insecurity in their daily lives. The Student Life Department has made it a focus during the pandemic to continue providing food pantry services to our students through a variety of means, including grocery gift cards and safe pantry item pickup at campus. New this spring, through a King County Conservation District Farmers Share grant, the college is offering free organic vegetable delivery to students.

II. Institutional Excellence

- **Campaign Launches to Encourage Vaccinations:** SSC launched a campaign to encourage students, faculty and staff who are able to get vaccinated against COVID-19 to do so. Fellow students and employees chipped in on the effort, sharing their personal stories on why they decided to get vaccinated. Those [stories are being shared](#) with the community along with information on where to learn more about the vaccines and how to schedule appointments.
- **Professional Development Day:** SSC held a May 12 professional development day for faculty and staff centered on reversing our data trends to become an anti-racist institution. Sessions included faculty conversations on tapping into empathy and building solidarity, campus-wide anti-bias/anti-racist visioning and action planning, evaluation of current policies through an anti-racist lens, and equity in hiring.
- **Service Awards Held:** SSC held the annual Service Awards celebration on May 14, recognizing the contributions of 84 employees who have served a combined 950 years!

III. External Affairs

- **President Honored with Social Justice Award:** President Rosie Rimando-Chareunsap received the Billy Frank Jr. Race and Social Justice Award from the Evergreen Chapter of the American Society for Public Administration (ASPA) for her work advocating for anti-racist transformation at SSC and beyond. She was officially recognized at a virtual event on May 7. ASPA is the largest and oldest organization of public sector professionals in the country.

MEMORANDUM

TO: Board of Trustees
FROM: Mahsa Mohajeri, President
DATE: June 10, 2020
SUBJECT: United Student Association (USA) REPORT – INFORMATION ONLY

State-wide Student CTC Legislative Action Gathering May 14

USA Legislative Liaison Ruzeda Fields, student at-large Nancy Nguyen and USA Advisor Monica Lundberg attended a two-hour legislative summit which brought together over 60 student leaders and community and technical college system stakeholders to discuss the current legislative session and its impact on students explore student advocacy strategies that impact legislation, and share opportunities for CTC students to get involved with state-level CTC legislative action next year. The highlight was the report by two student interns who worked during the legislative session.

Student & Activities Fee Committee:

The S&A Fee Committee (including USA Treasurer/SA Fee Board Chair Allegra Keys and USA President Mahsa Mohajeri) has met several times with Advisor Student Life Dean Daniel Johnson and have allocated the 2021-22 budget for next year -\$ 695,000 and \$58,000 for USA salaries. These budgets are all-time lows due to the pandemic enrollment situation. We have also been working on a presentation for the Board of Trustees and the Cabinet.

USA Selection Committee for 21-22 USA team:

The Selection Committee has updated and promoted the application for next year's team. We have decided to extend the deadline to May 21 in hopes of receiving more applicants. The next step for the Selection Committee is to coordinate interviews. Finalists will have an opportunity to meet and shadow with out-going officers.

Board of Trustees
Seattle Colleges
1500 Harvard Avenue, Seattle, WA 98122

May 19, 2021

Members of the Board of Trustees:

It is my understanding that the Board has been petitioned to acknowledge that the Colleges occupy the former lands of the Duwamish People. The Board should decline this petition, because there is no agreement that these people occupied the lands of North Seattle. Instead, the Board should simply acknowledge that these were the former lands of the Coast Salish People, which is a more inclusive term. This is the position which the University of Washington has adopted.

It is broadly recognized that what is now Northeast Seattle was part of the domain of the Xa chu'absh ("Lake") People, who had a collection of villages around the north end of Lake Washington. One such group, the ^{Ttu}xu :bid'absh, had a village at the mouth of Thornton Creek. The land of the College was formerly a marsh at the head of the West Fork of Thornton Creek, and was part of their domain. They visited the area to collect wild cranberries and other staples, and to visit Licton Springs, which was an important spiritual site for them.

The Duwamish were a small but very wealthy and very powerful tribe who lived in what is now modern-day Renton. Ever since the mid-1850's they have claimed that the other tribes in the area, including the Xa chu'absh, were a part of their group, in an effort to gain a dedicated reservation. As ethnographers, government agents and historians have noted however, there was little to suggest such an alliance. The Duwamish had close relationships with all the neighboring tribes, as was the norm in Coast Salish cultures, but they were clearly independent groups. David Beurge's recent (2017) biography of Chief Seattle is an authoritative treatment of this subject.

The Duwamish claim to the lands of North Seattle is not endorsed by the University of Washington, on the advice of faculty in their Anthropology Department, their Indian Studies Department, and the Burke Museum (Washington State Museum of History and Culture). Given the lesser knowledge base of the Seattle Colleges, adopting any other position would simply be indefensible. If the consortium wants to offer an acknowledgement covering all of the Colleges, it should be limited to the Coast Salish People.

John Figge
Faculty: North Seattle College, Math and Science Division

