

# ctcLink Update

Dr. Kurt Buttleman & Derreck Pressley  
Board of Trustees Presentation | 10/7/21

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- History of Project
- Current Status Update
- Demo of Student Tools / Help Resources
- Other Functionality

# PROJECT HISTORY

- Replacing 40+ year old Legacy systems
  - Payroll
  - Finance
  - Student
- Multiple false starts
- Multiple reworks of the project plan
- \$145 million statewide project

The screenshot shows a terminal window with a blue background and white text. The title bar reads 'Secure92-0 (DBVX2)'. The application title is 'EMPLOYEE COVID-19 VACCINATION TRACKING'. The screen displays a form for tracking employee vaccination data. The form includes fields for 'SID', 'EMPLOYEE NAME', 'VAX TYPE', 'VAX DATE1', 'VAX DATE2', 'COLLEGE VERIFIED', 'VERIFICATION DATE', 'BY', 'BOOSTER TYPE', 'BOOSTER NAME', 'BOOSTER DATE', 'BOOSTER VERIFICATION DATE', 'AGREEMENT', 'DISCIPLINE', 'UPDATE BY', and 'UPDATE DATE'. The form is currently empty, with only the 'VAX DATE1' and 'VAX DATE2' fields containing slashes. At the bottom, there is a status bar with the text 'NEXT: FUNC [1] SCREEN [PS0036] KEY1 [ ] KEY2 [ ] KEY3 [ ]' and a message '9031:Key data missing or is incomplete'. Below the status bar are several buttons: 'CANCEL', 'NEXT SCREEN', 'PRINT', 'REFRESH', 'PREVIOUS', 'NEXT', 'HELP', and 'MENU'. The bottom of the window shows a system tray with the text '11/08/21 Tuesday, 31 August 2021'.

ctclinknews posted: "As many of you know, the ctcLink implementation schedule calls for deployment of the new system at our FirstLink colleges (Spokane and Tacoma) first, followed by four implementation waves of up to 8 colleges per wave. What we didn't know (until today) was"

## New post on ctcLink Connect



### What wave are we in? Now you know.

by [ctclinknews](#)

As many of you know, the ctcLink implementation schedule calls for deployment of the new system at our FirstLink colleges (Spokane and Tacoma) first, followed by four implementation waves of up to 8 colleges per wave. What we didn't know (until today) was which colleges were in which wave. That information was revealed today at the presidents' association (WACTC) meeting, so now we have the answer to the frequently asked question: What wave are we in?

The 'go live' timing is included below, but even more important will be the schedule of when the work begins for each wave and all the steps and processes in between. We'll be sharing all of those details soon. But, for now, let's get straight to the point:

The FirstLink colleges will go live on the new system in August 2014.

#### **Wave 1 – Go Live: May 2015**

Columbia Basin, Pierce, Green River, Grays Harbor, Lower Columbia, Peninsula, Clark

#### **Wave 2 – Go Live: February 2016**

Renton, Cascadia, Lake Washington, Big Bend, Highline, SBCTC, Edmonds, Shoreline, Olympic

#### **Wave 3 – Go Live: October 2016**

Bellevue, Walla Walla, Wenatchee, Yakima, Everett, Skagit, Whatcom, Bellingham

#### **Wave 4 – Go Live: June 2017**

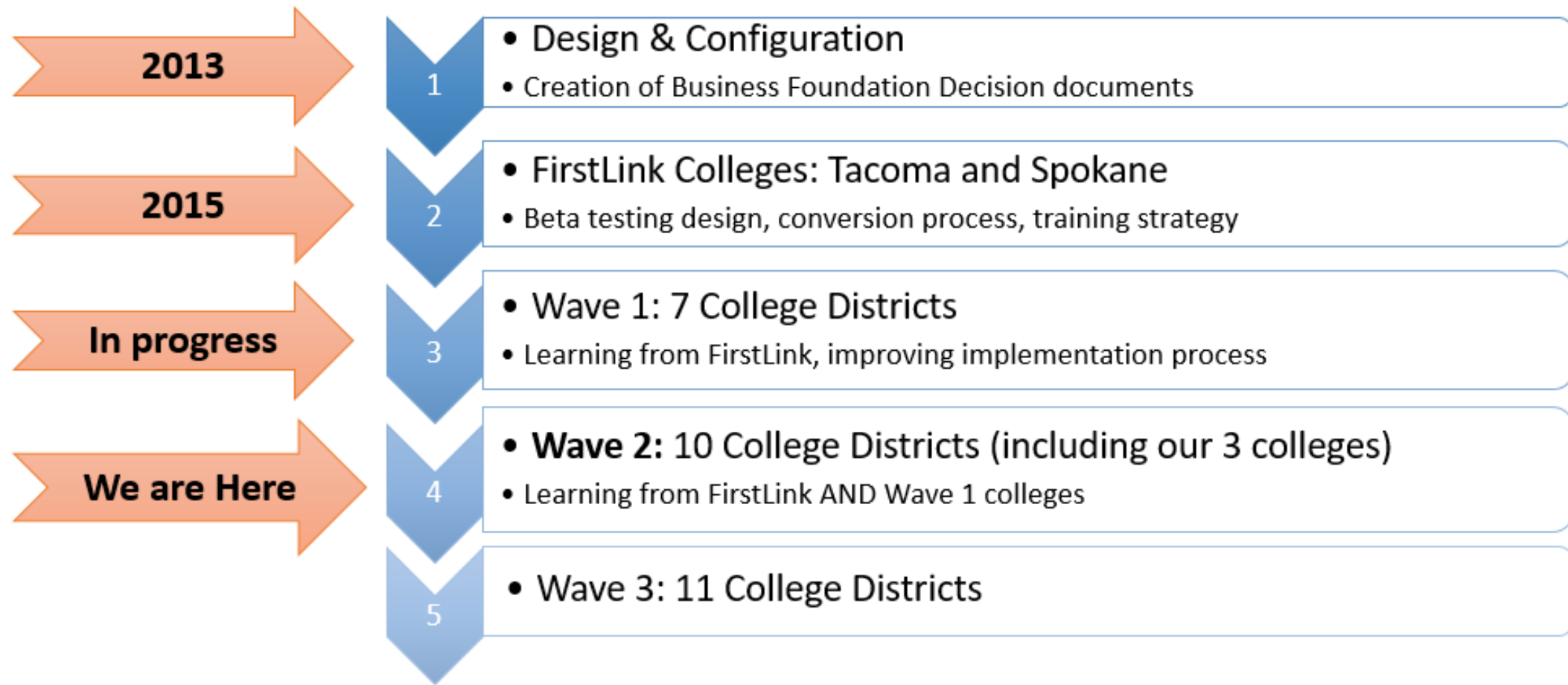
Clover Park, Bates, Seattle, Centralia, South Puget Sound

[ctclinknews](#) | March 22, 2013 at 6:06 pm | Categories: [Uncategorized](#) | URL: <http://w.p.me/p2lnzr-bJ>

[Comment](#)

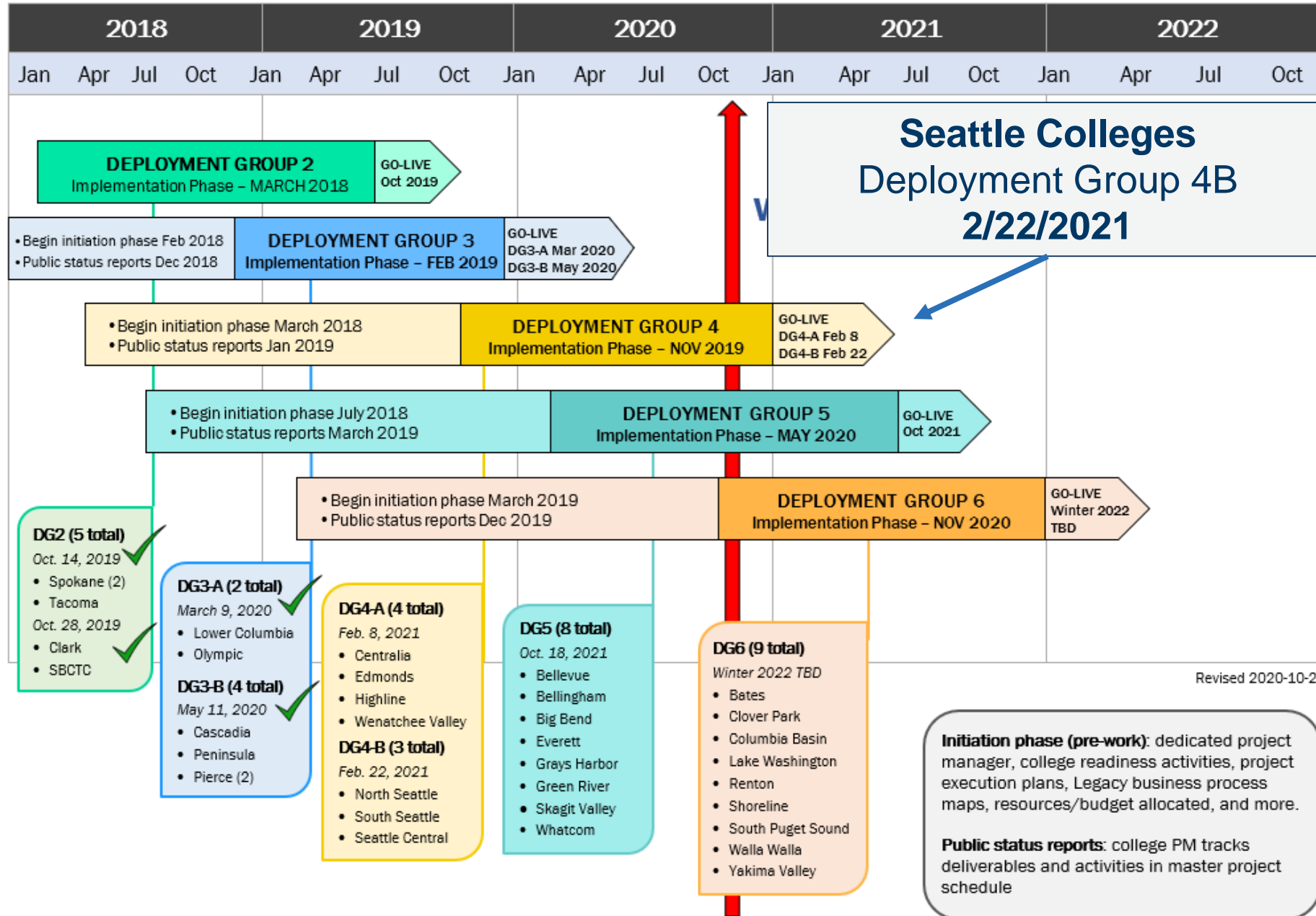
[See all comments](#)

# State-wide Project Outline





# cetLink DEPLOYMENT GROUPS AND TIMELINE



# Budget Status as of August 31, 2021

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## ctcLink Project Summary

	Approved Budget	Budget-to-Date (BTD)	YTD Actual Expenses	BTD \$ Remaining	BTD % Remaining	YTD \$ Remaining	YTD % Remaining
Pre-IT Pool	87,911,891	87,911,891	87,911,891	0	0.0%	0	0.0%
IT Pool Stage 1	5,812,965	5,812,965	5,812,965	0	0.0%	0	0.0%
IT Pool Stage 2	9,805,799	9,805,799	9,805,800	0	0.0%	0	0.0%
IT Pool Stage 3	7,484,236	7,484,236	7,484,236	0	0.0%	0	0.0%
IT Pool Stage 4	9,186,139	9,186,139	9,139,629	46,510	0.5%	46,510	0.5% <sup>3</sup>
IT Pool Stage 5	7,422,396	7,422,396	7,013,151	409,245	5.5%	409,245	5.5% <sup>3</sup>
IT Pool Stage 6	9,376,111	9,376,111	9,103,318	272,793	2.9%	272,793	2.9% <sup>3</sup>
IT Pool Stage 7	8,096,739	1,619,348	1,477,431	141,917	0.0%	6,619,308	81.8% <sup>2</sup>
<b>Total</b>	<b>145,096,276</b>	<b>138,618,885</b>	<b>137,748,420</b>	<b>870,466</b>	<b>0.6%</b>	<b>7,347,856</b>	<b>5.1%</b>

## IT Pool Stage 7

	Approved Budget	Budget-to-Date (BTD)	YTD Actual Expenses	BTD \$ Remaining	BTD % Remaining	YTD \$ Remaining	YTD % Remaining
FTEs	31.50		35.68			-4.18	-13.3% <sup>4</sup>
Staffing	4,568,172	913,634	1,039,400	(125,766)	-13.8%	3,528,772	77.2%
Contracted Services	353,700	70,740	102,300	(31,560)	-44.6%	251,400	71.1%
Goods and Services	3,055,181	611,036	335,731	275,305	45.1%	2,719,450	89.0% <sup>1</sup>
Travel	47,768	9,554	-	9,554	100.0%	47,768	100.0%
Equipment	71,918	14,384	-	14,384	100.0%	71,918	100.0%
Additional Scope	-	-	-	-	0.0%	-	0.0%
<b>Subtotal</b>	<b>8,096,739</b>	<b>1,619,348</b>	<b>1,477,431</b>	<b>141,917</b>	<b>8.8%</b>	<b>6,619,308</b>	<b>81.8%</b>
Contingency, 10%	-	-	-	-		-	
<b>Gate 7 Total</b>	<b>8,096,739</b>	<b>1,619,348</b>	<b>1,477,431</b>	<b>141,917</b>	<b>8.8%</b>	<b>6,619,308</b>	<b>81.8%</b>

<sup>1</sup> Contractors are paid against goods and services budget, but were budgeted as non-employee staffing in the CIO-approved budget.

<sup>2</sup>This project summary reflects the amended budget approved on 01/11/2021.

<sup>3</sup>Gate 7 tech budget has been submitted for approval. The underspend from Gates 4-6 will be included in the total budget for Gate 7 once approved.

<sup>4</sup>The FTE count reflects the amended budget approved on 1/11/2021, FTEs will be updated accordingly once the Gate 7 tech budget is approved.

# ctcLINK – THE GOAL

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

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

## ctcLINK –BACKGROUND

- “Big Bang” approach – replacing everything all at one
- 10+ year project lead by SBCTC
- First college implementations in 2015
  - Now 17 colleges are using
  - Locally, Highline and Edmonds Community Colleges implemented in Feb. 2021 along with Seattle Colleges
  - Will be implemented at all 34 Washington CTCs by the end of May 2022
- Schedule is not “pandemic-adjusted”

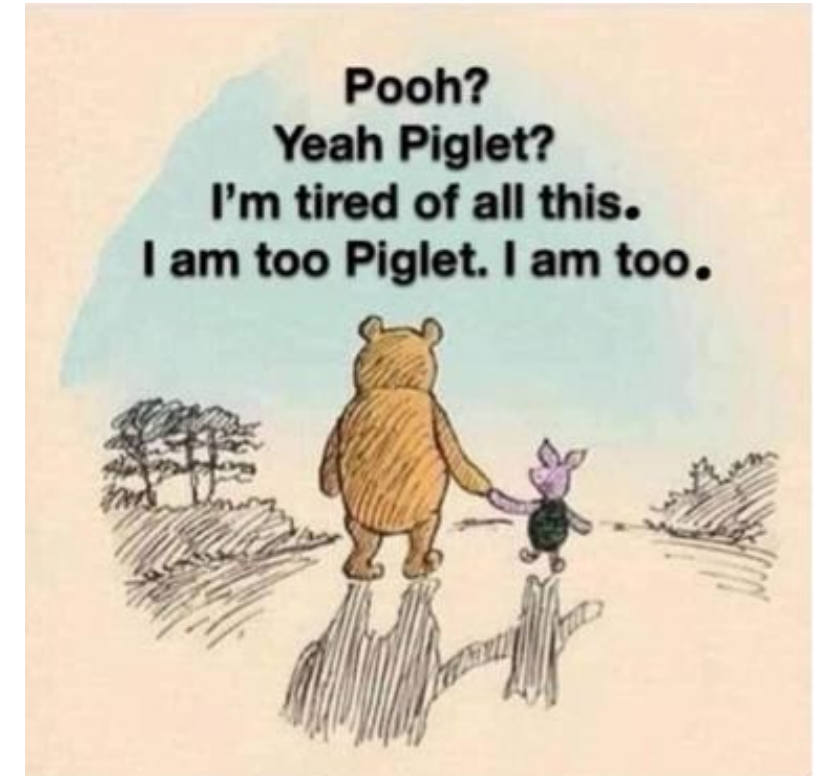




# **CURRENT STATUS UPDATE**

# REMINDER OF IDENTIFIED AND/OR ONGOING RISKS (RECYCLED SLIDE)

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





# PREPARATION FOR IMPLEMENTATION



# PREPARATION FOR IMPLEMENTATION

- *Unbelievable effort preparing for "go live"*
  - 594 employees completed a combined 3,100 training courses
  - 50+ full-day Configuration sessions with SBCTC
  - 4 cycles of validating thousands of student, employee, and financial data conversion records
  - Hundreds of user tests completed

# SHORT-TERM PRIORITIES

## February 22 was just the start:

There have been many critical initial priority milestones completed since deployment.

- Spring quarter enrollment appointments & student enrollment
- First ctcLink payroll
- First accounting month-end close
- First quarter creating contracts for part-time faculty in ctcLink
- Faculty entering Winter quarter grades
- First time awarding financial aid in ctcLink
- First accounting year-end close
- > 47,000 students have activated a ctcLink account at Seattle Colleges

**Remediate, Stabilize, Optimize:** After deployment we continue to assess each process area to remediate, stabilize, or optimize.

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

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



# REMEDiate, STABILize, OPTIMIZE

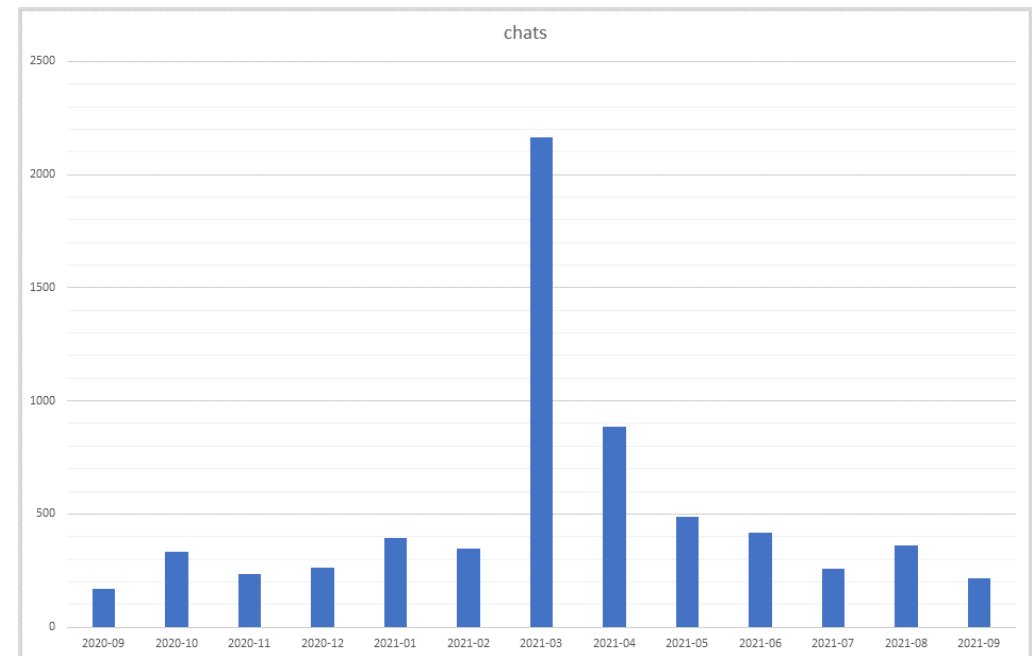
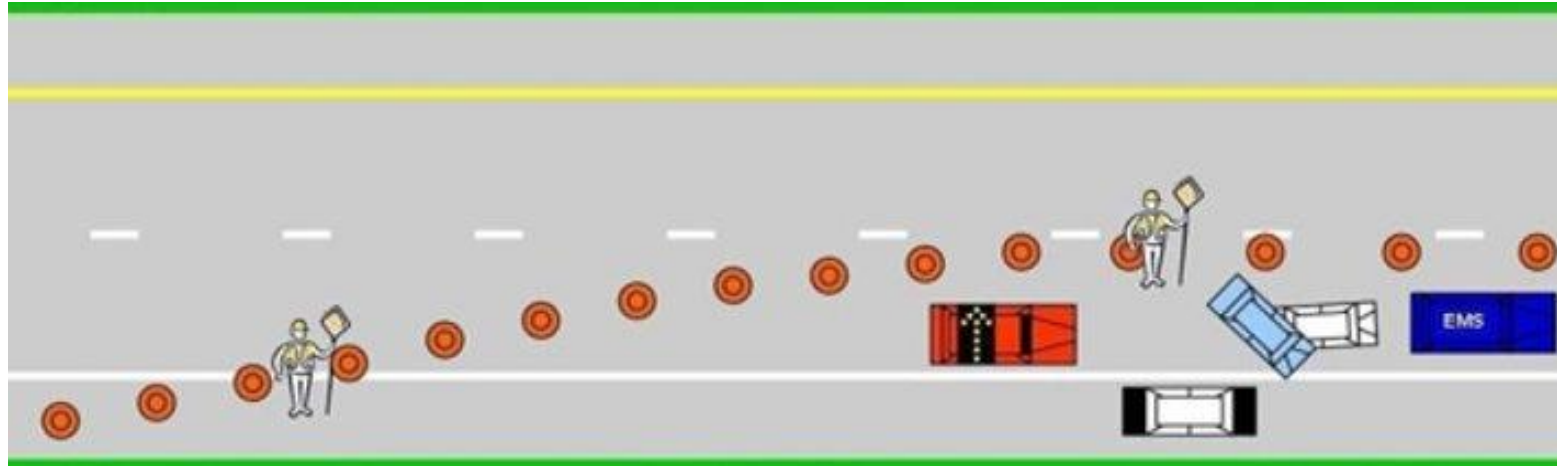
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- § Remediate: Significant issues, inconsistent results

- § Stabilize: It might not be efficient, but it works

- § Optimize: Processes are efficient, and we are seeing benefits

# REMEDiate



## Campus Solutions 'Core' Current Known Issues

**Pre-requisites:** Some students are experiencing issues with ctclink thinking they do not meet a pre-requisite for a class. There are two common reasons:

- **Pre-Requisite Funkiness:** The ctclink pre-requisites were all built by hand this Winter by enrollment teams at each college. Some issues have happened where specific courses have not been listed as meeting a pre-requisite. The enrollment office at each college manages these and can check their setup.

**Permissions:** When students register for a class in either the Highpoint Mobile access or in the main ctclink desktop view, there is a prominent spot for inputting a class permission code. This may make student's think they are required to have a permission code *even though they may not actually need a permission code*.

- Change Request: The Deployment Group 4 colleges have filed a joint request for SBCTC to change the way this appears in the Highpoint Mobile application so that Permission field is clearly optional.
- Guidance: We have added [instructions about Permission Codes to our ctclink Student Page](#), and have sent these instructions to all students.

## Campus Solutions 'Student Financials' Current Known Issues

**Student Not Able to See Charges:** Students are sometimes not able to see the charges on their account. This can happen in the Mobile App and Desktop. There are two workarounds that should fix this for most students.

- **Try this first:** If a student is using the Mobile application to see their charges, ask them to log into the main ctclink portal at [ctclink.gateway.us](http://ctclink.gateway.us) and select their college, and then to the Financial Account tile. Accessing ctclink via the main portal will cause the system to initialize the security permissions, and students should then be able to see their charges.
- Student can be directed to this webpage for instructions: <https://www.seattlecolleges.edu/ctclink/ctclink-students/cant-see-your-tuition-or-student-account>

**Credit Card Payment Issues:** We have worked with SBCTC to investigate several credit card payment issues since deployment, and have resolved several major issues. Some students still encounter issues when using the Google Chrome browser to pay online.

- **Try these steps:**
  - Use [the main ctclink webpage](#) to login and pay (instead of the mobile app).
  - Use the **Firefox** or Safari browsers (instead of Google Chrome).
  - [Turn off the pop-up blocker](#) on your browser.
  - Try [clearing your browser's cache](#).
- Student can be directed to this webpage for instructions: <https://www.seattlecolleges.edu/ctclink/ctclink-students/tips-making-payments-ctclink>

**Incorrect Tuition and Fee Charges:** Sometimes students are not charged the correct amounts. There are several possible reasons.

- **Waiver not being applied:** if there is a waiver that was applied in legacy at the student or course level, it may not have been properly applied to these students. Start with the enrollment & registration office to resolve.
- **Class or course fee:** If you think the student is being double-charged or incorrectly charged a class or course fee, please reach out to Mark Baumann for an initial investigation.

**Non-Resident Operating Fee Differential Waiver for BAS Students in the Hi/Low Tuition Group:** The Non-Resident Operating Fee fee waiver for the Hi/Lo Tuition Group does not automatically apply to students. The waiver needs to be applied and manually adjusted.

## Resolved Issues

These are issues that have come up since deployment that have been resolved. If you are seeing these issues come back up please let the cashiering office at your college know.

- **Satisfactory Grades:** Many students have transferred in courses with an 'S' grade, and these are not counting as meeting pre-requisites. This is common with Running Start and other students who have transferred in AP or IB credits. This has fixed at North, South, and Central.
- **EMT Program Waiver at North:** The W93 EMT Program Waiver has been setup for North Seattle College. The W93 Equation Variable has been applied to each student enrolled in these classes to apply the waiver.
- **Parent Education:** FAM Subject classes at each college were not applying waivers correctly. FAM students will need to have the B95 Student Group applied to their account via the Registration office at each college.
- **NelNet Payment Plan** integration: The integration within ctcLink to the NelNet payments plans has been completed.
- **Test Score Visibility:** Some placement tests (ALEKS, CAMLA, CLEAS, and IBS) were not set to be seen by our staff and advisors. SBCTC is running a batch security update. Resolved as of 3/26.
- **Advisor Assignments:** Many students have not yet been assigned to an advisor. This work was delayed by a bug that caused students from other colleges to show up in the advisor assignments. A workaround has been established for assigning folks to Advisor Committee. There are now two staff feverishly running the batch advisor assignment. Completed as of Monday, 3/29.
- **Over 18 Credit Vocational Waivers (W17 & W18):** We did not setup the waiver used to discount vocational tuition over 18 credits correctly, and so it was waiving all credits not just those over 18 credits. SBCTC has created and is testing a fixed Waiver. **Update:** W18 (resident) waiver is now configured correctly and tested. If there's a student this needs to be applied to, please contact Trung Le for instructions. The W17 waiver for non-resident and international has now been pushed to PRD and is ready to use. [See the Waivers page](#) for more information.
- **International Contract Tuition:** International Contract tuition was configured similarly to non-resident student tuition with an Operating, Building, S&A split. The tuition calculation for these students is being updated to a single 'International Contract Tuition' charge. International students should not see a change in the total amount they are owed. *This has now been updated.*
- **Non-Resident Tuition Waiver for BAS/Upper Level tuition:** The Non-Resident Tuition Waiver for BAS is applied via the SW29 Student Group. [See the Waiver page](#) for more information.
- **International Student Insurance and Global Initiatives Fee:** Due to a technical error, the International Insurance and Global Initiatives fees are not currently showing to International students, so their may appear to have been overcharged. This has been fixed at North, South, and Central.
- **High School Completion Waiver for Non-Resident Students:** This waiver was setup with the wrong amounts. Update submitted to SBCTC on 4.14 - waiting for update to be implemented. Updated info on Waivers page.

# STABILIZE



- Communication X 3
- Learning new processes x 3 x 2,3,4,5?
- Unpacking dependencies x 3

Term Table | Session Table | Session Time Periods | Integration Table

Academic Institution: 10A171 Spokane CC  
Academic Career: UGRD Undergraduate  
Term: 2171 WINTER 2017

Session Details

Find | View All | First | 1 of 3 | Last

Session: 10A171-2017-01-01-01 Regular Academic Session

Enrollment Control Session: 10A171-2017-01-01-01

Holiday Schedule: 10A171-2017-01-01-01 Academic Holiday Calendar - CC

Use Dynamic Class Dates: 10A171-2017-01-01-01

Begin Date: 1/1/2017 10A171-2017-01-01-01

First Date to Enroll: 1/1/2017 10A171-2017-01-01-01

Open Enrollment Date: 1/1/2017 10A171-2017-01-01-01

Weeks of Instruction: 11 10A171-2017-01-01-01

Sixty Percent Point in Time: 1/1/2017 10A171-2017-01-01-01

End Date: 1/1/2017 10A171-2017-01-01-01

Last Date to Enroll: 1/1/2017 10A171-2017-01-01-01

Last Date for Wait List: 1/1/2017 10A171-2017-01-01-01

Campus Date: 1/1/2017 10A171-2017-01-01-01

Facility Assignment Run Date: 1/1/2017 10A171-2017-01-01-01

Program Enrollment Controls

Self-Service Plan Begin Date: 10A171-2017-01-01-01

Self-Service Plan End Date: 10A171-2017-01-01-01

Open | Return to Search | Previous in List | Next in List | Add | Export Data

Term Table | Session Table | Session Time Periods | Integration Table

Example of DYN and CEE session required dates.

Term Table | Session Table | Session Time Periods | Integration Table

Academic Institution: 10A171 Spokane CC  
Academic Career: UGRD Undergraduate  
Term: 2171 WINTER 2017

Session Details

Find | View All | First | 1 of 3 | Last

Session: 10A171-2017-01-01-01 Dynamic Session

Enrollment Control Session: 10A171-2017-01-01-01

Holiday Schedule: 10A171-2017-01-01-01 Academic Holiday Calendar - CC

Use Dynamic Class Dates: 10A171-2017-01-01-01

Begin Date: 1/1/2017 10A171-2017-01-01-01

First Date to Enroll: 1/1/2017 10A171-2017-01-01-01

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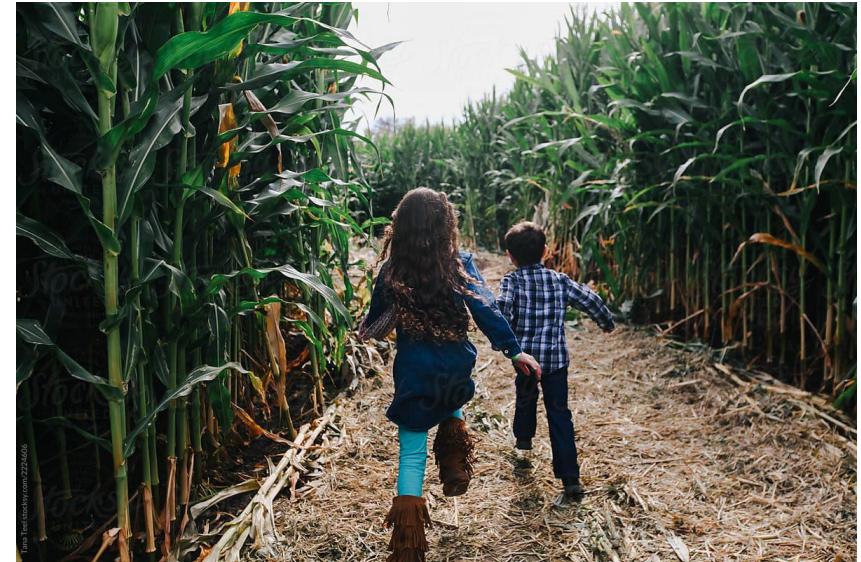
Open | Return to Search | Previous in List | Next in List | Add | Export Data

Term Table | Session Table | Session Time Periods | Integration Table



# STABILIZE

- Faculty Workload process
- Class schedule creation / editing
- Admissions applications processing
- Financial Aid processing
- Financial reporting functionality

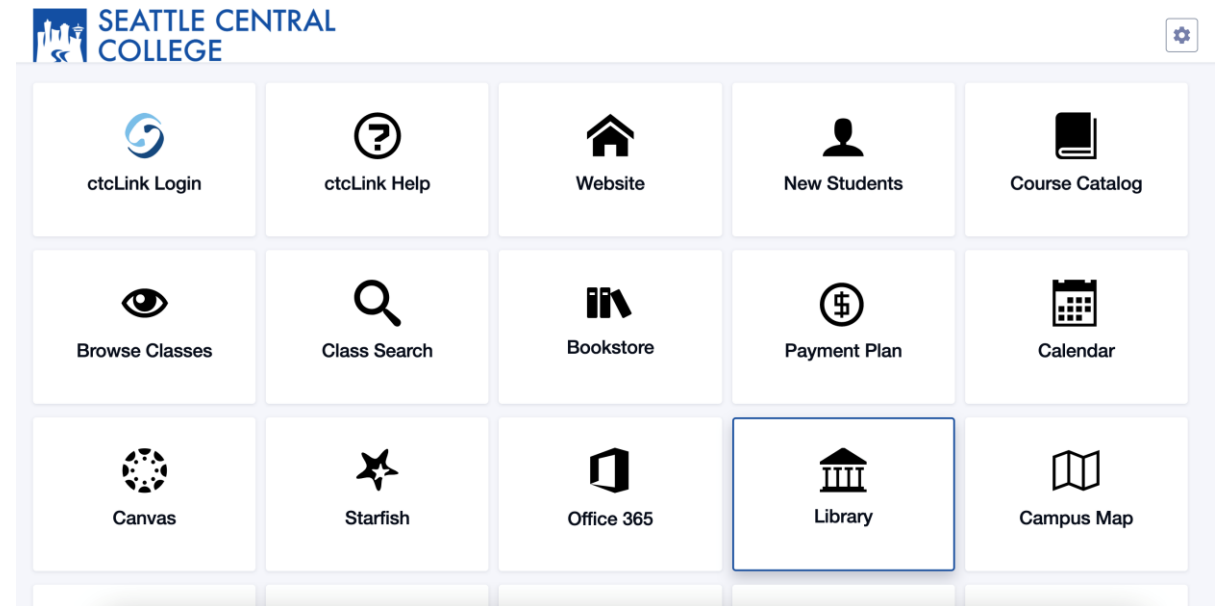


# OPTIMIZE



# OPTIMIZE

- OKTA Security Upgrade
- Enhance student application
- Status column title changed to: OPEN/TOTAL
- Online Room location language update (TBA)
- Moving of ctcLink help tile







# **STUDENT INTERFACE DEMO**

# SELECTED ctcLINK TOOLS



## SELECTED ctcLINK TOOLS

## Enrollment Reports

### Full-Time Equivalent Student ( FTEs )

Allows user to see real time FTEs (Total, State, International and Running Start) for the district and filtered by each campus. FTEs are displayed by institution, academic career, group, organization and subject.

Current Qrtly FTEs	Qrtly FTEs by Quarter Start Date	Qrtly FTEs by Reg Date
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### Current Quarterly FTEs by Academic Structure

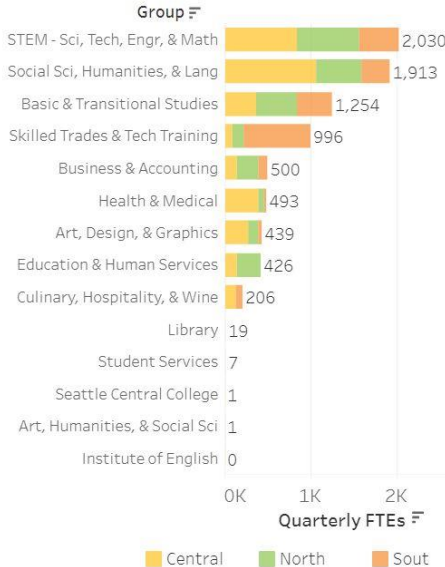
Source: PS\_CTC\_STDNT\_FTE, PS\_CLASS\_TBL, PS\_ACAD\_GROUP\_TBL, PS\_ACAD\_ORG\_TBL

Select and filter data →

Term	Institution	Acad Career	FTE Type
Fall 2021	(All)	UGRD	State-funded

Total FTEs	State FTEs	International FTEs	Running Start FTEs
10,007.6	8,285.1	520.8	948.8

	Acad				
Institution	Career	Group	Organization	Subject	
Central	UGRD	Art, Design, & Graphics	Arts, Hum, Social Science Div	APPRL	66.4
				ART	65.9
				ART&	10.0
				DES	85.8
				NME	20.0
				VME	23.3
			Total	272.2	
		Basic & TransitionaSt Div Studies	Basic & Transitional St Div	ABE	58.6
				ESL	301.2
				GED	7.7
				HSC	0.2
				Total	367.6
			Educ & Human Services Dept	LCS	0.0
				Total	0.0
		Business & Accounting	BAS Healthcare Dept	ACCT	2.7
				Total	2.7
			Business Transfer Dept	ACCT&	37.0
				BUS	7.7
				BUS&	34.3
				ECON	6.0
				ECON&	19.3
				Total	104.2
	IT & BTM Dept	BTM	38.0		

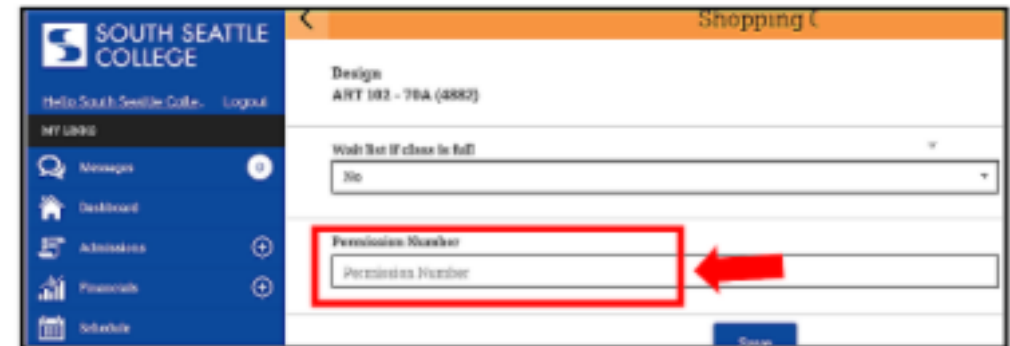
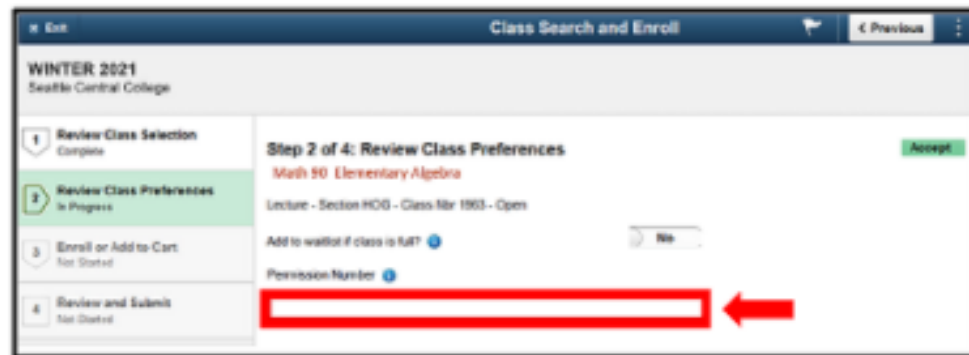


# SELECTED ctcLINK TOOLS

Do I need a permission number for every class?

No, you do not need a permission number for every class.

There is some confusion about when students need to request permission numbers (formerly known as entry codes) because the Permission Number Box automatically appears on the registration page. **You do not need a permission number for every class.** We encourage you to go through the process to register for your courses, and **if you need a permission number, the system will inform you after you click the Enroll Button.**



Course permission numbers (formerly known as entry codes) will be available when registration opens and can be obtained at your college in the same way they were previously available. For more information, visit the registration website for your college:

- North
- Central
- South

# WHAT ctcLINK MEANS FOR STUDENTS

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

Using the new online student center, they will:

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



## OTHER REALIZED BENEFITS

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

## LONG-TERM BENEFITS

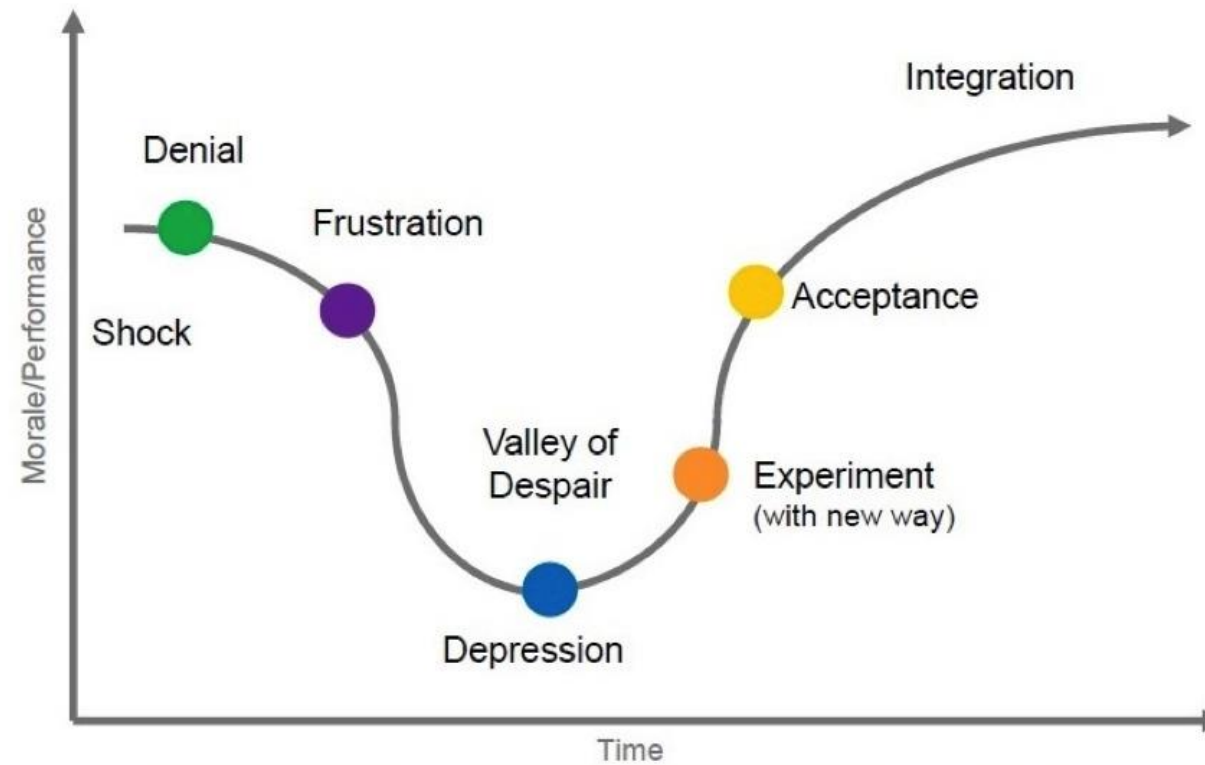
- Accessible online database of degree requirements with real-time “What If” analysis for students
- Automating Financial Aid packaging for students
- Improved budgeting and planning with Planning & Budgeting Cloud Service (PBCS)



# ACKNOWLEDGEMENT



## How People Respond to Change





# QUESTIONS?



## SEATTLE COLLEGES DISTRICT BOARD OF TRUSTEES

October 7, 2021

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

2:15 p.m.	OPEN SESSION
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- |   |              |
|---|--------------|
| 1. ctcLink<br><i>Presenter: Kurt Buttleman, Vice Chancellor of Academic and Student<br/>Success</i> | <b>Tab 1</b> |
|---|--------------|

### **REGULAR MEETING AGENDA**

**3:00 p.m. CALL TO ORDER**

**3:00 p.m. LAND ACKNOWLEDGMENT**

*Rosie Rimando-Chareunsap, President of South Seattle College*

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

**Tab 2**

**3:00 p.m. WELCOME STUDENT REPRESENTATIVES**

Leah Scott, North Seattle College  
Alex Roque, Seattle Central College  
Addie Mae, South Seattle College

**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](mailto: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.*

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**3:20 p.m. PRESENTATION**

Hidden Gem: Social Justice Leadership Institute (SJLI)  
Presenter: Dr. Sayumi Irey, Vice President of instruction at South

**Tab 3**

**3:35 p.m.**

**ACTION ITEMS**

- A. Minutes from September 9, 2021 **Tab 4**
- B. WAC 132F-162, Library Services – Second Reading **Tab 5**
- C. New Program: BAS TE, K-8 Education at Seattle Central College **Tab 6**
- D. Contract: Construction Trades Council Apprenticeship Agreement **Tab 7**
- E. Election of Board Officer, Vice Chair **Tab 8**

**3:50 p.m.**

**INFORMATION ITEMS**

- A. Budget for FY2122 – First Reading **Tab 9**

**4:20 p.m.**

**ORAL REPORTS**

**Written Reports-Tab 10**

- A. Student Representatives
  - 1. Leah Scott, North Seattle College
  - 2. Alex Roque, Seattle Central College
  - 3. Addie Mae, 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. Yoshiko Harden, Acting 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. Terence Hsiao, Interim 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 of Workforce Education

10. Earnest Phillips, Associate Vice Chancellor of Outreach and Communications

**5:00 p.m. ADJOURNMENT**

The next meeting of the Board of Trustees will be held on Thursday, October 7 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**

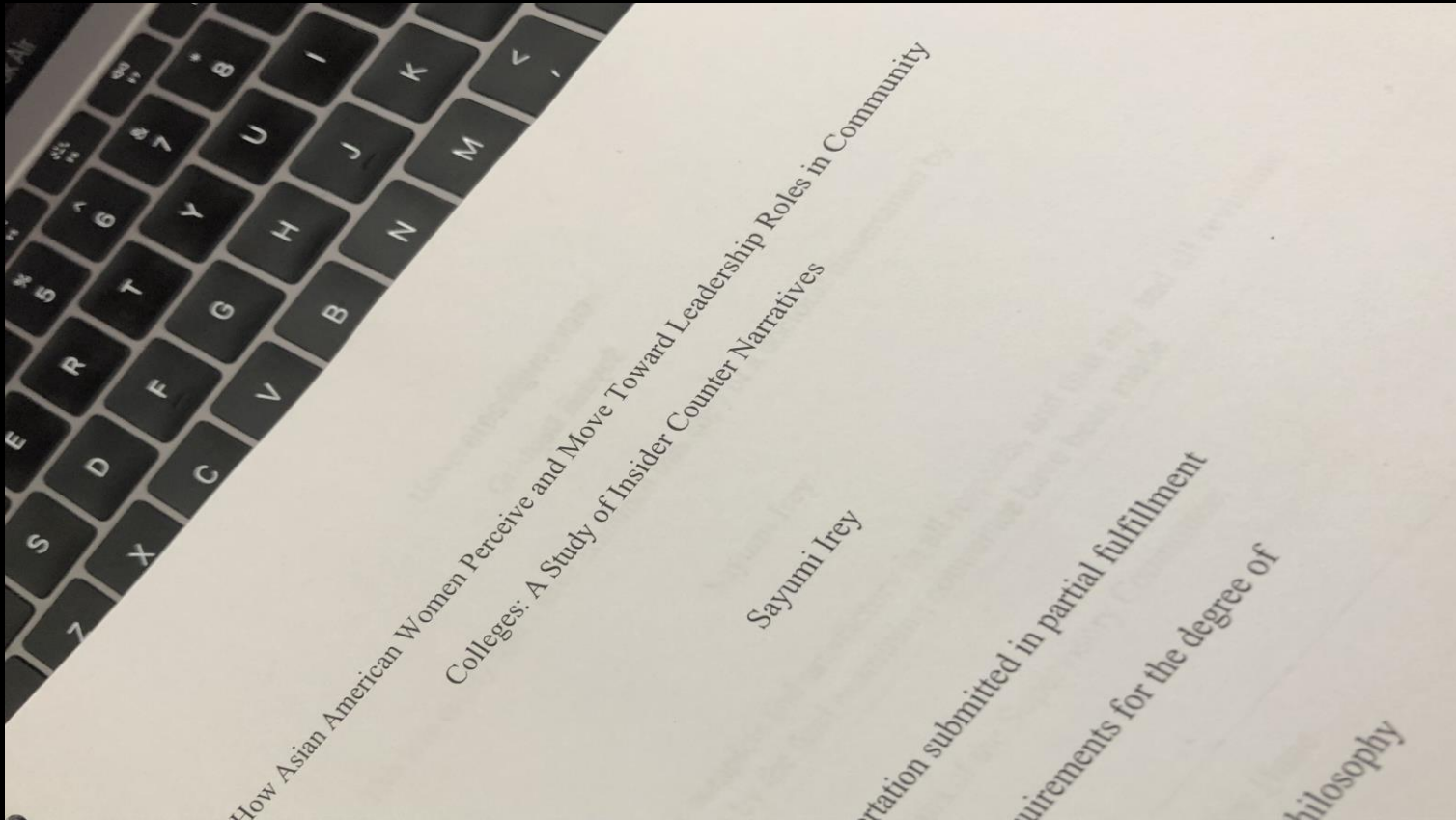
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# Hidden Gem: SJLI

Sayumi Irey, Ph.D., Vice President of Instruction @ South

# WHAT IS SJLI?





# CRITERIA





# COLLABORATION & PARTNERSHIP





NOW, IT IS THE 8<sup>TH</sup> YEAR & GOING  
STRONG!







NEXT APPLICATION

# QUESTIONS?



## SEATTLE COLLEGES DISTRICT BOARD OF TRUSTEES

September 9, 2021

**STUDY SESSION**                      **1:30 p.m.**                      **Zoom**

**REGULAR SESSION**                      **3:00 p.m.**                      **Zoom**

### **STUDY SESSION**

#### **EXECUTIVE SESSION**

**At 1:30pm, Chair Chernin announced a 70 minute Executive Session.**

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

**At 1:40pm, Chair Chernin extended the Executive Session by 10 minutes.**

#### **OPEN SESSION**

**Chair Chernin welcomed everyone to the open session at 2:50pm.**

1. Vaccination Requirement as Trustees

The Governor requires trustees to provide proof of vaccination or a verified exemption.

Rebecca Hansen will reach out to schedule a session with Jennifer Dixon to verify vaccination status.

2. ACCT Leadership Congress, discussion of travel plans

Chancellor Pan updated the trustees on vaccination, testing and masking requirements to attend the conference in October.



## **REGULAR MEETING MINUTES**

### **CALL TO ORDER**

**The Regular Meeting was called to order at 3:00pm.**

### **ATTENDANCE**

Shouan Pan, Louise Chernin, Teresita Batayola, Steve Hill, Rosa Peralta, Brian Surratt, Rebecca Hansen, Lilia Fomai, Chemene Crawford, Rosie Rimando-Chareunsap, Yoshiko Harden, Cindy Riche, Kurt Buttlerman, Wendy Rockhill, Pete Lortz, Michael Beyea Reagan, Julianne DeGeyter, Aron Korngiebel, Cody Hiatt, Jennifer Dixon, Jean Fallow, Kerry Howell, John Lederer, Derek Edwards, Annette Stofer, Cristobal Borges, Diane Ellis, Malcolm Grothe, Earnest Phillips, D'Andre Fisher, Jim Jewell, Erin Gibbons, Johnny Dwyer, Ben Adlin, Carla Thompson

### **LAND ACKNOWLEDGMENT**

D'Andre Fisher, NSC Associate Vice President of Equity, Diversity and Inclusion, gave the Land Acknowledgment.

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

**A motion to amend the agenda and remove the Parking Regulations WAC as an Action Item was made by Trustee Batayola. Trustee Peralta Seconded. The board approved the revised agenda 5-0.**

Chair Chernin welcomed everyone back from the summer break. She also thanked Trustee Hill for his leadership as Chair over the past two years. She welcomed Trustee Surratt and recognized Trustee Peralta's reappointment. She acknowledged the difficult times that employees, students and the community are facing.

### **PUBLIC COMMENTS**

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Jean Fallow is an ESL Instructor at Central and a member of AFT 1789. She spoke about the negative impacts of ctcLink.

Greg Bachar, English Instructor at Central, spoke about things that need to be fixed in ctcLink. He made a parallel between our course offerings and a restaurant's menu.

Jim Jewell, English Instructor at North, commented on a lack of accountability of administration related to the registration problems students are facing in ctcLink.

Johnny Dwyer, IT Staff and VP of WFSE 304, spoke about problems with ctcLink implementation. The IT Help Desk fields many calls from staff and students. He asked for accountability for administrators

Pete Lortz, VPI at North, spoke about the ongoing need for constant adaptation to new information. He thanked HR and the college and district Covid response teams.

Erin Gibbons, Chemistry Instructor at Central, spoke about enrollment problems with ctcLink. She illustrated a problem with prerequisite verification. She also spoke about uncertainty regarding in-person course offerings for fall quarter.

## **PRESENTATION**

New Fire Science Associate of Applied Science Degree at North

*Presenters: Pete Lortz, Vice President of Instruction; John Lederer, Executive Dean of Career and Workforce Education; Aaron Korngiebel, Dean of Workforce Instruction*

Dr. Crawford introduced a partnership with the City of Seattle to launch the new Fire Science Degree program this month. Pete Lortz shared more about this opportunity for expanding our program offerings and helping to diversify the firefighting workforce in the city. He thanked Fire Chief Scoggins, Malcolm Grothe, Aaron Korngiebel and John Lederer for their work on launching the new program. John Lederer shared additional information on the AAS-T Degree. NSC is responding directly to employer demand and receive community support to launch the program to serve new firefighters and degree-seeking incumbent fire servicemembers.

## **ACTION ITEMS**

A. Minutes from July 8, 2021

The board reviewed the minutes. **Trustee Peralta made a motion to approve the July 8 minutes. Trustee Batayola seconded. The motion passed 5-0.**

B. Policy 447, Telecommuting – Second Reading

The board reviewed the policy changes. **Trustee Batayola made a motion to approve the policy. Trustee Suratt seconded. The motion passed 5-0.**

C. Policy 248, Weapons – Second Reading

The board reviewed the policy changes. **Trustee Batayola made a motion to approve the policy. Trustee Hill seconded. The motion passed 5-0.**

D. Policies 255, 300, 306, 310, 311, 315, 332, 345, 355, 360, 365, 380, 385, 387 – Second Reading

The board reviewed the policy changes. **Trustee Peralta made a motion to approve the student services policies. Trustee Batayola seconded. The motion passed 5-0.**

## INFORMATION ITEMS

A. WAC 132F-162, Library Services – First Reading

Chancellor Pan gave background on the recent legislation that gave impetus to the policy change. Public feedback is being solicited and this will come back for a second reading and request for action at a future meeting.

B. Enrollment Report

Kurt Buttleman shared the enrollment report and trends. He highlighted the sharp decline in International enrollment. Running Start and BAS enrollment continue to grow.

## ORAL REPORTS

A. Labor Union Representatives

Annette Stofer, AFT Seattle Community Colleges, spoke about ctclink challenges and concerns about fall quarter and a safe return to in-person teaching and learning.

Diane Ellis, WFSE, shared that classified staff is working hard to prepare for a safe fall quarter. Bargaining on the vaccine and November 1 return to in-person continues.

Cody Hiatt, AFT-SPS, offered congratulations to NSC on the new Fire Science degree. He shared concerns about ctclink and the work that is being done to stabilize the system. Employee retention is a continuing concern.

B. Chancellor's Report

Chancellor Pan highlighted Workforce efforts to develop new micro-credential programs. He reported on Emergency Response Team work and the shift to November 1 as the official date for everyone to return to in-person work. He gave an update on legislative outreach.

C. Chair's Report

Chair Chernin commented on challenges and possibilities for the coming year.

D. College Presidents, Vice Chancellors

Chemene Crawford, President of North Seattle College, announced that Campus Pride Index named NSC in the Top 8 colleges for inclusion of LGBTQIA students. NSC is also designated as a pilot school, one of four colleges in WA, to increase mental health services on campus.

Yoshiko Harden, Acting President of Seattle Central College, shared excitement for the Springboard8 partnership and is running a second cohort for black males this fall. She also shared more about the IMOJA affiliate designation and onboarding for SCC's participation. She highlighted the Technical Theater for Social Justice partnership with Intiman Theater, which has a goal to diversify back of house theater production workforce. Central, through partnership with the SC Foundation, is adding 5 advisors this year.

Rosie Rimando-Chareunsap, President of South Seattle College, highlighted the TRiO Upward Bound program and celebrated that they recently received two more grants. She announced the passing of Jerry Brockey, South's second president, earlier in the pandemic. SCC is partnering with his family to host a memorial tribute and reception. SCC is preparing for a mid-cycle evaluation with NWCCU. She reported on the Automotive Center and Wellness Center construction delays.

Jennifer Dixon, Vice Chancellor of Human Resources, reported on vaccine verification sessions.

Terence Hsiao, Interim Vice Chancellor of Finance and Operations, reported on year-end closing.

Kerry Howell, Vice Chancellor of Advancement, reported that \$17 million has been raised toward a \$50 Equity Can't Wait Campaign goal. She also reported on gifts to support Springboard8. South's Horticulture and Culinary programs are also receiving private gift support.

Cindy Riche, Associate Vice Chancellor and Chief Information Officer, reported that IT staff are preparing classrooms and computer labs for bringing people back to campus.

Malcolm Grothe, Associate Vice Chancellor of Workforce Education, shared about Trustee Surratt's role in the development of the Fire Science Degree program.

Earnest Phillips, Associate Vice Chancellor of Outreach and Communications, reported on recruitment campaigns and micro-credential campaigns.

**ADJOURNMENT**

**The meeting adjourned at 4:47pm.**

The next meeting of the Board of Trustees will be held on Thursday, October 7 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**

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



**MEMORANDUM**

**TO:** Board of Trustees

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

**DATE:** October 7, 2021

**SUBJECT:** **Second Reading:**  
WAC 132F-162: Library Regulations

**Background**

**WAC 132F-162: Library Regulations:**

Proposed changes bring the WAC into compliance with HB 2513 and RCW 28B.10.293, stating colleges can no longer withhold transcripts for any purposes system-wide. Additionally, the changes more thoroughly explain the purpose of the library's existence and material selection. Several borrower classifications, fines and charges are also redefined.

This proposed rule was subject to a public rulemaking hearing on August 5, 2021. No comments were received.

**Recommended Action**

It is recommended that the Seattle Colleges Board of Trustees approve the changes for WAC 132F-162: Library Regulations.

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



Dr. Shouan Pan,  
Chancellor

AMENDATORY SECTION (Amending Order 17, filed 5/22/73)

**WAC 132F-162-010 Purpose of the library's existence.**  
~~((The . . . . . instructional resources center exists to further the objectives of the college.))~~

The library serves the information needs of students, faculty, staff, and the college community in an environment which nurtures learning and fosters freedom of intellectual activity; the access, retrieval, management, application, and distribution of information are central to the colleges' mission.

AMENDATORY SECTION (Amending Order 17, filed 5/22/73)

**WAC 132F-162-020 ((Basis of policies and procedures.)) Materials selection.**  
~~((Policies and procedures are based on the belief that the needs of the college community as a whole take precedence over the individual convenience.))~~

Information resources are selected and deselected according to the principles and practices embodied in the library's collection development policy.

AMENDATORY SECTION (Amending WSR 15-02-072, filed 1/6/15, effective 2/6/15)

**WAC 132F-162-040 Borrower classification.** ~~((Within the college community there are several readily identifiable library material user groups for which the character and intensity of use differs.))~~ The primary ~~((groups))~~ borrowers are credit and noncredit students, faculty, administrative personnel and nonacademic staff. Borrowers are classified as:

- (1) Credit students;
- (2) Employees of the district;
- (3) Continuing education, noncredit students.

The ~~((instructional resources center))~~ library may extend services on proper identification to persons not affiliated with the college. Borrowing privileges may be extended to such persons if they reside within Seattle College District VI, or if they are a duly enrolled student or faculty member of one of the other state community colleges ~~((, or if they are spouses of . . . . . College faculty, administrative or nonacademic staff members. The instructional resources center)).~~ The library extends services to other libraries through the "interlibrary loan" process. ~~((These borrowers are classified as:~~

- ~~(4) Community patrons;~~
- ~~(5) Reciprocal students and faculty from other state community colleges;~~
- ~~(6) Spouses of borrower class (2);~~
- ~~(7) Retired faculty of . . . . . College;~~
- ~~(8) Other libraries through the "interlibrary loan" process.))~~

AMENDATORY SECTION (Amending Order 17, filed 5/22/73)

**WAC 132F-162-170** ~~((When fines will be levied.))~~ **Fines and charges.** ~~((Fines may be levied on:~~

~~(1) Circulating material when:~~

~~(a) The library materials are not returned when called in for reserve, or there is a HOLD or RECALL and they are or become overdue, such fines are to be calculated from the first day library materials are overdue.~~

~~(2) Overdue reserve, reference and other circulating materials from special collections, and equipment, whether or not such material has been requested by another borrower.))~~ A schedule of fees for late, damaged, and lost items will be available from the library circulation desk.

(1) Damage charges. Damage charges will be levied for the repair of damaged library materials up to the cost of replacement.

(2) Replacement charges. Replacement charges will be levied for nonreturned items, and for damaged items where the cost of repair exceeds the cost of replacement. Replacement charges will be based on the current purchase price of the item or comparable item.

AMENDATORY SECTION (Amending Order 17, filed 5/22/73)

**WAC 132F-162-180** **Failure to return materials, or to pay fines or charges.** A failure to return materials or to pay fines or charges may result in:

(1) Loss or suspension of borrowing privileges.

(2) ~~((Delay in registration until account is clear~~

~~(3) Holds being placed on borrowers in classification 1 (see WAC 132F-162-040) with respect to grades, transcript and college records, and/or~~

~~(4))~~ Other appropriate action ((for borrower classifications 2 through 8)) in accordance with regulations and applicable laws.

AMENDATORY SECTION (Amending Order 17, filed 5/22/73)

**WAC 132F-162-190** **Appeals of fines and charges.** Appeals of fines or charges, or both, may be filed with the circulation supervisor ~~((by securing appropriate forms from the circulation desk))~~. All disputed appeals are adjudicated by the ~~((director of instructional resources))~~ administrator in charge of the library.

NEW SECTION

The following sections of the Washington Administrative Code are decodified and recodified as follows:

Old WAC Number	New WAC Number
----------------	----------------

132F-162-170	132F-162-045
132F-162-180	132F-162-055
132F-162-190	132F-162-065

#### REPEALER

The following sections of the Washington Administrative Code are repealed:

WAC 132F-162-030	Modification of these regulations.
WAC 132F-162-050	Identification card.
WAC 132F-162-060	Loan time periods.
WAC 132F-162-070	Special collections.
WAC 132F-162-080	Number of items that may be borrowed.
WAC 132F-162-090	Date library materials are due.
WAC 132F-162-100	Renewal of library materials.
WAC 132F-162-110	Holds, recalls, and searches.
WAC 132F-162-120	Return of library materials.
WAC 132F-162-130	Schedule of fines and charges.
WAC 132F-162-140	System-wide applicability of fines.
WAC 132F-162-150	Notice of overdue materials.
WAC 132F-162-160	Accrual date or time of fines.

**MEMORANDUM**

**TO:** Board of Trustees  
**FROM:** Shouan Pan, Ph.D.  
Chancellor  
**DATE:** October 7, 2021  
**SUBJECT:** Teacher Education (K-8) Bachelor of Applied Science (BAS) Degree

**Background**

Seattle Central College, in partnership with regional K-12 school districts, seeks to increase the number of elementary school educators who identify as Black, Indigenous, and People of Color (BIPOC) through a 2+2 pathway that includes both an existing AAS-T/AA-DTA degree program and the development of the BAS-TE. The pathway will include high school dual credit; work-based learning opportunities, including paid work experience; and ultimately, teacher certification.

The proposed program targets Elementary School Teachers (SOC Code 25-2021). According to EMSI, the field of Elementary Education will grow nationally by nearly 4% by 2025. U.S. Department of Labor data show that the Elementary Education teaching profession in Washington state will grow by nearly 17% by 2028. However, of the potential 1,200 annual openings, only half that number are completing degrees and entering the field in the state, and only 1% of elementary school teachers in King, Pierce and Snohomish Counties identify as Black/African American.

Funds for program development will be provided by an existing Career Connect Washington Grant.

This new BAS TE degree has been approved by the Chancellor's Executive Cabinet. The formal proposal is in the development process and will be sent to the State Board for Community and Technical Colleges to receive final approval.

**Recommended Action**

It is recommended that the Board vote to approve this degree.

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



Shouan Pan, Ph.D.  
Chancellor



**MEMORANDUM****TO:** Board of Trustees**FROM:** Terence Hsiao**DATE:** October 7, 2021**SUBJECT:** One-Year Construction Industry Training Council Apprenticeship Agreement**Background**

Per District Policy 108, the Board of Trustees has reserved authority on entering into “any contract including any settlement agreement that involves payment by the district of a total amount of \$250,000 or more in any fiscal year, except public works contracts that are managed by another state agency.”

Seattle Colleges desires to enter into a one-year contract with Construction Industry Training Council, for apprenticeship training, through the Georgetown Campus of South Seattle College. Total remuneration for 2021-2022 fiscal year is based on 436 AFTE (@\$3200/ AFTE), for a total of no more than \$1,395,200. The costs are being paid to provide all instructional costs incurred by the Construction Industry Training Council apprenticeship.

This agreement shall commence July 1, 2021 and shall terminate on June 30, 2022.

**Recommendation**

It is recommended that the Board of Trustees authorizes the Chancellor and his designee to enter into this one-year contract, in the amount of \$1,395,200.

Submitted by:



Terence Hsiao  
Interim Vice Chancellor, Finance & Operations

Transmitted to the Board with a favorable recommendation



Dr. Shouan Pan  
Chancellor

# Seattle Colleges

## Procurement Department

### Purchasing Documentation Checklist

Solicitation Title: Construction Industry Training Council Apprenticeship Agreement - 21/22

Requisition No: 753

☒ Original PO/Contract *OR* ☐ Amendment

**I. Purchase Type:**

☐ Goods/Equipment

☐ Purchased Services

☐ Personal Services

☒ Client Services

**II. Solicitation Type:**

☐ RFQ

☐ ITB

☐ RFP

Other Selection: ☐ State Contract

☐ Group Contract \_\_\_\_\_

☐ Cooperative Agreement \_\_\_\_\_

☐ Public Agency \_\_\_\_\_

☐ Collaborative Research Contract \_\_\_\_\_

☐ Sole Source or Emergency \_\_\_\_\_

☐ Sole Source Exemption \_\_\_\_\_

*Note: Filing with DES is required for sole source and Chancellor's letter is required for emergency purchases.*

**III. Solicitation Distribution (dates):** WEBS \_\_\_\_\_ SCD Website \_\_\_\_\_ Tabor 100 \_\_\_\_\_

**IV. Solicitation Documents Attached:** ☐ Solicitation

☐ Responses

☐ Bid Summary or Scoring Sheet

☐ Evaluators' Score Sheets

**V. Price Validation:** ☐ Competition

☐ State Contract

☐ Group Pricing

☐ Price Warranty Statement

☐ Price Justification \_\_\_\_\_

**VI. Total Amount of the PO/Contract:** \$ 1,395,200 from July 1, 2021 through July 1, 2022

**VII. Award Approval and Limits:**

Limit

Authority

Signature

Date

Up To \$50,000

Buyer

Lisa Gacer  
Lisa Gacer (Sep 15, 2021 12:25 PDT)

Sep 15, 2021

Up To \$75,000

Senior Buyer

Cathy Bush

Sep 15, 2021

Up To \$100,000

Director of Purchasing

Up To \$150,000

Int. Vice Chancellor of

Admin. Services

[Signature]

Sep 28, 2021

Up To \$250,000

Chancellor

Shouan Pan  
Shouan Pan (Sep 28, 2021 08:24 PDT)

Sep 28, 2021

Over \$250,000

Board of Trustees

## MEMORANDUM

**TO:** Board of Trustees

**FROM:** Shouan Pan, Ph.D.  
Chancellor

**DATE:** October 7, 2021

**SUBJECT:** Election of Vice Chair

### Background

Upon the resignation of Trustee Teresita Batayola as Vice Chair, I recommend that the Board nominate and elect Trustee Rosa Peralta to serve as Vice Chair.

### Recommended Action

It is recommended that the Board elect the nominated individual as vice chair with their new term beginning immediately and ending on August 31, 2022.

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



Shouan Pan, Ph.D.  
Chancellor

## MEMORANDUM

**TO:** Board of Trustees

**FROM:** Terence Hsiao

**DATE:** October 7, 2021

**SUBJECT:** 2021/2022 Budget First Read - Information only

### Background

#### SUMMARY

The operating budget for the fiscal year beginning July 1, 2021 and continuing through June 30, 2022 is presented to the Board for review. The budget implements the first phase of the Board's three-year plan to make the Seattle Colleges financially sustainable. Under that plan college expenditures are to be reduced as follows:

- FY 2022 – 2.5%
- FY 2023 – 5%
- FY 2024 – 2.5%

College budgets were developed independently in accordance with this guidance and were submitted to the District, which compiled them. The purpose of these planned reductions was to bring recurring revenues into balance with recurring expenses in FY 2024 so Seattle Colleges can continue operating. Unfortunately, the enrollment declines the colleges are experiencing are steeper than originally envisioned when the Board's three-year plan was made. The budget submitted here has a deficit of \$23.6 million and a structural operating deficit of \$21.6 million; if one assumes historical vacancy savings rates and increases in the State Allocation and removes non-recurring expenses this budget will result in an operating loss of ~\$7 million in 21-22.

#### PRIOR YEAR ACTUALS AND BUDGET

The budget as presented is standalone – there is no comparison to the prior year's budget or actuals. This is partially because cleanup from the ctcLink conversion process is ongoing; the process was not “clean” – in many cases rather than pro-orgs mapping 1-1 into the appropriate departments and classes multiple orgs were collapsed into single departments even when they were in different programs, potentially resulting in misleading comparisons. We have also discovered that because of gaps in our understanding of the system some transactions were not set up to be completed in the system, resulting in expenses not being recorded and transfers not being initiated. In addition, we are still in the process of fully understanding the queries used to pull the data used to create financial reports from the system. Queries that on the surface should generate the same results are

yielding different results. Thus, rather than sharing prior year figures that could be misleading, Finance staff are performing due diligence activities to ensure that the Board receives accurate financial information before it approves the FY 2022 budget in November.

## BUDGET REPORTING FORMAT

At the request of the Board the format the budget is being presented in has been changed so all colleges are reporting the same information in a standard format. The new reporting format is designed to provide the Board a better understanding of “the bottom” line. In the past the way fund transfers were reported could inadvertently result in drawdowns on accumulated reserves being perceived as current year revenues, i.e. budgets that were in deficit could be perceived as being balanced. The new format seeks to address this problem by separately presenting the Operating, Running Start and International Programs budgets and summarizing their annual revenue, expense, and net revenue at the top of the report. Net revenue is “the bottom line,” it shows whether the budget as a whole is in surplus or deficit.

The next three sections separate out the revenue and expense budgets that constitute the “Summary” at the beginning of the budget report.

- Operating – Funds 101 and 149
- Running Start – Fund 146
- International Programs – Fund 146

The new budget format seeks to provide a simple, transparent summary of the budget, but it hides many of the underlying complexities of the underlying accounting as described in the notes that follow. We stand ready to modify the budget format to meet the Board’s needs.

## BUDGET FORMAT NOTES

The new budget format introduces some challenges associated with the fact that:

- We operate based on fund accounting
- We code our expenses to maximize the funding we receive from the State

In practice this means that we budget most of our expenses in the funds associated with the operating budget, with the result being an operating budget deficit. That deficit has historically been balanced by the transfer of expenses (or funds) between the operating funds (101 and 149) and the fund used for Running Start and International (fund 146). Historically Running Start and International Programs ran surpluses because we only budgeted for the “direct” expenses associated with those programs. For example, we do not budget for instructional expense in Running Start and International Programs for the college level classes the students in those programs attend. Instead, we transfer expenses across funds throughout the year, with most transfers being done at year end. This practice maximizes the funding we receive from the State.

In other words, we effectively underbudget Running Start and International Programs expenses at the beginning of the year.



Expenses budgeted in “Operating” may also ultimately end up being funded by grants that the colleges receive over the course of the year.

Finally, as part of the State Allocation we receive funding for Worker Retraining and Opportunity Grants and a Maintenance to Capital Allocation. While these are not 145 (grant) funds the funds are treated like grant funds some of those monies are for institutional use (expensed in Fund 101) and some for student financial aid (expensed in Fund 846). We do not know in advance how much will be expended out of each fund, but all the funds are initially received as part of the State Allocation (Fund 101) and must be returned to the State if not fully used. For these reasons these allocations are not included in the State Allocation figure presented to the Board in this budget.

### **Recommendation**

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

Submitted by:



Terence Hsiao  
Vice Chancellor of Finance & Operations

Transmitted to the Board with a favorable recommendation.

Dr. Shouan Pan  
Chancellor

## Seattle Colleges 2021-2022 Budget

Proposed 10/7/21

Summary	Central	North	South	District	Total
Revenue	53,017,873	40,058,894	38,236,441	381,493	131,694,700
Expense	67,819,067	44,932,236	42,130,920	381,493	155,263,716
Net Revenue (Loss)	(14,801,194)	(4,873,343)	(3,894,479)	-	(23,569,016)

### Less

Non-Recurring ctcLink	777,220	542,981	605,116		1,925,318
Net Revenue (Loss)	(14,023,973)	(4,330,362)	(3,289,363)	-	(21,643,698)

Operating Revenue	Central	North	South	District	Total
State Allocation	34,660,721	25,652,923	27,256,307	381,493	87,951,444
Apprenticeship Adjustment	(281,426)	(207,067)	488,493	-	-
Tuition	10,787,627	10,368,843	6,692,356	-	27,848,827
Other Revenue	552,064	-	-	-	552,064
Total Revenue	45,718,986	35,814,699	34,437,157	381,493	116,352,335

Operating Expense By Category	Central	North	South	District	Total
Wages and Benefits	47,890,151	28,829,090	25,113,544	17,389,107	119,221,892
Goods and Services	4,659,261	5,477,000	2,322,021	6,508,281	18,966,563
Equipment	311,144	1,794,700	459,117	-	2,564,961
Capital Expenses	96,744	25,000	117,815	-	239,559
Contracted Services	9,871	340,000	1,611,441	296,040	2,257,352
Direct Payments	336,181	495,000	827,857	-	1,659,038
Travel	44,477	106,465	46,642	95,390	292,974
District Transfers	9,657,951	6,741,907	7,507,466	(23,907,325)	(1)
Other Expense	61,004	-	2,780,229	-	2,841,233
Total Expenses	63,066,784	43,809,162	40,786,132	381,493	148,043,571
	-	-	-	-	
Net Operating Revenue (Loss)	(17,347,798)	(7,994,463)	(6,348,975)	-	(31,691,237)

Operating Expense by Program	Central	North	South	District	Total
Instruction	31,552,862	18,921,322	16,233,241	135,000	66,842,425
Instructional Support	5,703,518	5,341,039	3,992,356	-	15,036,913
Library	1,327,548	1,007,439	788,370	-	3,123,357
Student Services	6,342,388	3,047,215	3,528,419	-	12,918,023
Institutional Support	11,864,723	9,144,341	11,864,785	246,493	33,120,342
Facilities Maintenance	6,275,746	6,347,805	4,378,961	-	17,002,512
Total Expenses	63,066,785	43,809,162	40,786,132	381,493	148,043,572

Net Operating Revenue (Loss)	(17,347,799)	(7,994,462)	(6,348,976)	-	(31,691,237)
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Running Start	Central	North	South	District	Total
Revenue	3,169,823	3,175,370	2,500,005	-	8,845,198
Expense	330,468	452,000	651,207	-	1,433,675
Net Revenue (Loss)	2,839,355	2,723,370	1,848,798	-	7,411,523

International	Central	North	South	District	Total
Revenue	4,129,064	1,068,824	1,299,280	-	6,497,168
Expense	4,421,814	671,074	693,581	-	5,786,469
Net Revenue (Loss)	(292,750)	397,750	605,699	-	710,698

## MEMORANDUM

**TO:** Board of Trustees  
**FROM:** Shouan Pan, Chancellor  
**DATE:** October 7, 2021  
**SUBJECT:** Report to the Board of Trustee

### I. Student Success

#### Promise

More than 1,000 Seattle Promise students are enrolled at Seattle Central, North Seattle, or South Seattle College this fall. Our once-small program is growing – and now accounts for 7-10% of State FTEs at Seattle Colleges.

Our collective effort to support Seattle Promise students continues to be seen in retention and completion rates.

Fall-to-winter	2019-20	2020-21
Seattle Promise	86%	80%
Seattle Colleges	73%	77%

Fall-to-spring	2019-20	2020-21
Seattle Promise	75%	69%
Seattle Colleges	58%	62%

<https://www.sbctc.edu/colleges-staff/collegeaccess/research-data/first-time-entering-student-outcomes-dashboard.aspx>

Our Seattle Promise participants are completing at higher rates than other students in our state and nation:

Completion Rate	2-year	3-year	6-year
Seattle Promise	25%	37%	N/A
Seattle Colleges	18%	19%	-
Washington	20%	28%	34%
National average	13%	-	29%

#### Library Operations

In-person library borrowing services are returning at South Seattle College, and Seattle Central's Health Education Center and Wood Technology Center. We also hope to re-instate Pick Up at Any Library services for Fall Quarter.

The library at North Seattle College has moved to a temporary location in the College Center building while a state capital budget project funds renovations to the Library building.

The libraries continue to collaborate with IT Services on a heavily used equipment lending program for students. Through our joint efforts, we've been able to give over 540 students the tools they need to continue their education.

### **Starfish, Early Feedback for Students**

Seattle Colleges is expanding early feedback for students who may need a bit of extra support this fall. In addition to the TRIO surveys, of which there have been more than 400 faculty participants, Accounting and Economics faculty at Seattle Central will be using early feedback submitted through Starfish to connect students in need of extra support to student services. The intervention is a collaboration between four faculty and seven student services areas to support student success in just a few of Seattle Central's "critical courses".

## **II. Organizational Excellence**

### **Using Video Messages to Help Kick off AY 21-22**

Upon careful considerations of the current pandemic conditions, CEC made the decision to record and release a set of video messages, in addition to the President's Day Activities, to help kick off the 21-22 Academic Year.

Trustee Chernin and Chancellor Pan travelled to three colleges between Sept. 10-11 and recorded video messages to welcome back faculty and staff, highlight last year's accomplishments, and thank faculty, staff, and students for their dedication, sacrifice, and resilience during the challenging past 19 months. A separate video was made to recognize and honor recipients of Lifelong Learning and the League of Innovation Awards.

Credit goes to Barbara Childs, Earnest Philips, and Paulet Eckman of the district Communications and the contracted video crew for the professional design and production of the videos.

### **Seattle Colleges Foundation Welcomes Two New Board Members**

The Seattle Colleges Foundations successfully held its first in-person Foundation meeting at the Georgetown on Sept. 21 since the start of the Covid-19 pandemic. The Board of Directors and the Foundation staff were pleased to reconnect with each other in person and enjoyed a tour of selected pre-apprentice and apprentice programs.

The Foundation elected Megan Ackaert and Will Rance to the Foundation Board. Megan Ackaert current serves as Managing Director and Region Manager for JP Morgan Chase's Middle Market team overseeing the Pacific Northwest. Will Rance serves as Vice President of Community Relations of Washington State Employees Credit Union.

### **III. Legislative Update**

#### **Relationship development with newly elected Seattle Legislators**

**Rep. Liz Berry** (36<sup>th</sup> district—successor to former Rep. Gael Tarleton) met on September 15<sup>th</sup> at North Seattle College with Dr. Pan; Dr. Crawford; Dale Bateman, Director/Dean of the Seattle Maritime Academy; and Steve Leahy, Director of Government Relations. Rep. Berry only moved to Seattle four years ago and she told us this was her first visit to the NSC campus. We shared our strategic goals and discussed enrollment and financial issues exacerbated by the pandemic. Dale Bateman will arrange a site-visit for Rep. Berry at the Seattle Maritime Academy, located in the heart of the 36<sup>th</sup> district, sometime this Fall when students are back on campus.

A similar meeting was held on September 16<sup>th</sup> at Seattle Central College with **Rep. Kirsten Harris-Talley** (37<sup>th</sup> district—successor to former Rep. Eric Pettigrew). She enthusiastically introduced herself as a proud Seattle Central alum where she had taken evening classes in 1999-2001. Dr. Pan; Dr. Harden, Acting President; Dr. Wendy Rockhill, Executive VP, and Steve Leahy, participated in this meeting. Rep. Harris-Talley is interested in coming back to the campus in the future to discuss legislative issues with staff and student leaders.

#### **Seattle Promise Briefing With State Legislators**

On September 20, Melody McMillan, Kurt Buttleman, and Shouan Pan, met with State Representative Vandana Slatter, State Representative Drew Hansen, SBCTC Director of Governmental Relations, Arlen Harris, and legislative staff to discuss Seattle Promise. The state Reps were particularly interested in learning not only the status of Seattle Promise, but more importantly the lessons learned that could be used to help create a state-wide Promise Program.





## MEMORANDUM

**TO:** Board of Trustees  
**FROM:** Dr. Chemene Crawford, President – North Seattle College  
**DATE:** September 23, 2021  
**SUBJECT:** Report to the Board of Trustees

### I. Institutional Excellence

- **New License Plate Recognition System Improves Administrative Efficiency**

NSC is implementing a license plate recognition system to facilitate enforcement of parking permits for students, staff, and faculty. Permits will be virtual, no longer necessitating the production and dissemination of physical hangtags. North's parking lots will be patrolled more regularly to ensure permit compliance, as well as maintaining a more consistent security presence for the safety of students, staff, and faculty.

### II. Financial Health

- **NSC Receives Grant to Expand Counseling for BIPOC students**

NSC received a two-year \$249,124 grant from the State Board for Community Technical Colleges Mental Health Counseling and Services Pilot Program, to expand its counseling services for Black, Indigenous, and people of color (BIPOC) students. This funding will enable the college to hire a third faculty counselor, train faculty and staff in Mental Health First Aid, and implement a program called "Let's Talk" on campus. Developed at Cornell University, Let's Talk is a flexible, informal, non-diagnostic approach to mental health counseling that reduces barriers and increases access to the most vulnerable students and those less likely to seek services.

### III. External Affairs

- **SDOT Grand Opening of the John Lewis Memorial Bridge**

The Seattle Department of Transportation (SDOT) held a grand opening celebration for the John Lewis Memorial Bridge (Northgate Pedestrian/Bike Bridge) on Saturday, October 2. SDOT hosted a series of speakers, including North Seattle College President Dr. Chemene Crawford, followed by a ribbon cutting ceremony, and a community-led walk, roll, and bike towards Sound Transit's new Link light rail station which opened on October 2.

### IV. Pride Points

- **NSC Selected as a Top Eight School for Leading the Way in LGBTQ+ Inclusion**

NSC has been selected by Campus Pride as one of the top eight community colleges leading the way in LGBTQ+ inclusion. Campus Pride is a non-profit organization that creates a safer college environment for the LGBTQ+ community. The Campus Pride Index examines various facets of colleges and the experience created for LGBTQ+ students. Being recognized in the top eight signifies that NSC has demonstrated a commitment to a LGBTQ-inclusive policy, program and practices that work towards closing the equity gap and supporting LGBTQ+ students.



## MEMORANDUM

**TO:** Board of Trustees  
**FROM:** Yoshiko Harden, Ed.D., Acting President  
**DATE:** Sept. 23, 2021  
**SUBJECT:** Seattle Central College monthly report

## ORGANIZATIONAL EXCELLENCE

**Staff forum:** We scheduled a virtual forum for staff on Sept. 30 to provide updates on our plans to return to campus this fall and to celebrate staff achievements.

**Buzz Café opening:** We intend to open the Buzz for full operation Monday, Oct. 18 from 7:30 a.m. to 2 p.m. In addition to coffee, espresso drinks and tea, we will offer pastries, cookies, breads, cakes etc. from the pastry program.

**Dept. of Commerce grant:** The Washington Department of Commerce has awarded \$150,000 to Seattle Central College and Seattle City Light for analysis and preliminary design for an ecodistrict in the area surrounding the Seattle Central College campus in Seattle's Capitol Hill neighborhood. This system would leverage shared heating and support a transition from natural gas heating to electrified heating and thermal storage. [Learn more.](#)

**Keycards:** We are completing our transition into our new keycard/ID system to make our buildings safer and more secure. On Sept. 27, all entrances to our buildings, except for the main BE entrance on Broadway, will require users to have a keycard/ID to be able to enter.

## EQUITY AND DIVERSITY

**New Springboard8 gift:** Seattle Central has received a gift of \$455,673 from an anonymous donor to hire staffing and expand the Springboard8 program at Central. The donor has also offered the possibility of making an additional \$500,000 gift to incentivize matching gifts to bring Springboard8 to North and South Seattle colleges. The Springboard8 program is a partnership with the consulting firm Slalom that provides coaching, mentoring, and financial assistance to a cohort of Black male students at the college, to help them graduate on time and to build the connections and networks to succeed afterwards. The program was featured [in this story by King 5 TV](#)

## PRIDE POINTS

Our Student Services staff assisted 1,718 students during our Together Tuesdays in-person services days between June 22 and Sept. 7.

Two recent graduates of our Culinary Academy are featured in the TV Food Network's popular cooking competition Chopped. One student, Emme Ribiero appeared on Sept. 14, and Jenessa Sneva (also the chef owner of local Laotian sensation Taurus Ox) is scheduled for an October show.

## MEMORANDUM

**TO:** Board of Trustees  
**FROM:** Rosie Rimando-Chareunsap, President  
**DATE:** Oct. 7, 2021  
**SUBJECT:** Report to the Board of Trustees

### I. Student Success

- **Welcome Week Kicks Off the Quarter:** South Seattle College held Welcome Week the first week of Fall Quarter 2021 to introduce new and returning students to the host of resources available to support them and their educational goals, and provide information on how to connect with fellow students through clubs and organizations.
- **In-Person Services Expand:** South expanded in-person, on-campus student services to three days a week in advance and throughout fall quarter to ensure students could get the high level of support needed to navigate their higher education during the pandemic. This shift represents a turning of the dial toward traditional levels of in-person student service seen pre-pandemic, while maintaining virtual assistance opportunities that students have accessed and appreciated since the colleges went into remote operations.

### II. Institutional Excellence

- **President's Day Recap:** President's Day at South was held on September 23, 2021 to virtually gather faculty and staff for an inspiring day of preparation for a successful academic year. President Rosie Rimando-Chareunsap laid out a vision for reweaving connections in the coming year as we heal from the major disruptions caused by the pandemic, with renewed focus on anti-racist transformation, guided pathways refinement, and building community and collaboration across the Seattle Colleges district. A wide array of professional development workshops was held in the afternoon.

### III. Pride Points

- **Sharing South's History:** In acknowledgement of South's long history of supporting sustainable programming and efforts, the college has earned a STARS Silver rating in recognition of our sustainability achievements from the Association for the Advancement of Sustainability in Higher Education (AASHE). STARS, the Sustainability Tracking, Assessment & Rating System, measures and encourages sustainability in all aspects of higher education. With more than 900 participants in 40 countries, AASHE's STARS program is the most widely recognized framework in the world for publicly reporting comprehensive information related to a college or university's sustainability performance.



September 23, 2021

To: SCD Board of Trustees

From: Annette Stofer, AFT Seattle Local 1789 President

Re: October 2021 report

This week kicks off Fall Quarter 2021 and a new academic year. Convocation looked very different this year even compared to the virtual event held in 2020. A lot of the welcome back comments have focused on the unrelenting continuation of the pandemic and how that impacts our work and personal lives. AFT officers have spent a good deal of time in negotiations with SCD in the last few weeks to hammer out a memorandum of understanding focusing on safety and fair working conditions. Our priority at all times is the safety of faculty, students, and all of the members of our campus communities. We hope that these efforts also translate into less stress for people's families and personal circles. We are putting the finishing touches on the agreement as I write this report. Faculty have been anxious to see it.

Our new CBA is now available for all to make use of. We owe special thanks to Eric VanHooser, assistant to the vice chancellor of HR, for hours of work and attention to detail that were required to finish the document. Eric's efforts included having a professional indexer make improvements, making charts fit in even when they didn't want to, and lining up all of the addenda that are to be found in the back of the book. The printed copies are on order and should be available soon.

AFT Seattle Local 1789 has a new executive board this fall. This group will serve for two years. The new officers bring energy, ideas, and determination. We have much work to do on racial and social justice, strengthening our membership, transforming our organization to be anti-racist, and effectively working on behalf of faculty. This fall we look forward to opening negotiations on salary increases, something that was not addressed in the negotiations recently completed.

I am honored to continue as our faculty union president, a job that challenges and enriches me on a daily basis. I appreciate the opportunity to engage with you, the SCD Trustees, on a regular basis.

**MEMORANDUM**

**TO:** Board of Trustees  
**FROM:** Addiemaymae Winston, President  
**DATE:** October 7, 2021  
**SUBJECT:** United Student Association (USA) REPORT – INFORMATION ONLY

**United Student Association Student Government Officers 2021-2022:**

Three new members have been selected to serve on our United Student Association team for the 2021-2022 academic year!

President- Addiemaymae Winston

Marketing Officer- Anne Le

Issues and Concerns Officer- Phuong To

The current USA team met for the first time on August 17, where we spent most of our time getting acquainted with each other. We also received South swag and took photos for our social media pages. We look forward to recruiting new members to fill the remaining five positions.

**USA Orientations and Officer Recruitment:**

On August 24, August 31, and September 7, we met with advisor Monica Lundberg to discuss our job responsibilities, pre-fall quarter tasks, Board of Trustee meetings and deadlines, and officer recruitment/marketing strategies. We reviewed the recruitment video Monica Lundberg and Jessica Heide created; marketing officer Anne Le has uploaded the video to USA social media pages. Next, we revised the application form by removing filled positions and edited deadlines. We hope to start receiving applications during the first two weeks of fall quarter with a deadline of October 8, and scheduling interviews on October 15.

**President's Day 2021:**

All USA members will attend the President's Day gathering on September 23, 2021. Addiemaymae Winston, President, will introduce the team and discuss our goals for this year. Phuong To, Issues and Concerns Officer, will open the meeting by reading the land acknowledgment statement. Anne Le, marketing officer, will also introduce herself and say a few words.