

**MEMORANDUM**

**TO:** Board of Trustees

**FROM:** Terence Hsiao

**DATE:** December 9, 2021

**SUBJECT:** Federal COVID Relief Report - Information only

**Background**

This report is in response to the Board's request for a report on Federal COVID relief grants the colleges qualify for through the CARES, CRRSAA and ARPA legislation, which each included Higher Education Emergency Relief Fund(ing) (HEERF), respectively referred to here as HEERF 1, HEERF 2 and HEERF 3.

**Grant Conditions**

As with all grants, HEERF funds are subject to conditions. The two most important of these are:

- Financial Aid Distribution minimum – to claim the full amount of aid available to the colleges themselves (Institutional Portion) a minimum amount of financial aid must be awarded to students. This amount is specified in the Grant Award Notifications (GANs) received by the colleges.
- Claim deadlines – Colleges must expend/claim all grant funds by May 19, 2022. However, colleges may request a deadline extension of up to 12 months. Information regarding the likelihood of receiving an extension is mixed. On the one hand DOE states that extensions “may not be exercised merely for the purpose of using unobligated balances” on the other hand it also states that “the department intends to be very flexible.”

The following pages summarize COVID relief funding by category and by campus, the amount of funding that is still available and the intended use of those funds by the colleges.

## Federal COVID Relief Grant Status

Third Quarter, 2021

<b>Federal Authorization</b>	Central	North	South	Total
Total Grants	21,798,552	13,039,093	12,778,413	47,616,058

### Student Financial Aid

<b>Minimum Amount for Student Grants</b>	Central	North	South	Total
Total Minimum	9,207,476	5,243,565	5,208,496	19,659,537

<b>Student Grants Disbursed/Awarded</b>	Central	North	South	Total
Total Student Grants Disbursed	2,053,653	1,354,634	989,986	4,398,273

<b>Potential Additional Financial Aid*</b>	Central	North	South	Total
Potential additional financial aid for students	7,153,823	3,888,931	4,218,510	15,261,264

\*Positive figure = additional grants needed to meet minimum, (xxx) = grants in excess of minimum

### Institutional Portion

<b>Institutional Award (potential*)</b>	Central	North	South	Total
Total Potential Grant Award	12,591,076	7,485,657	7,569,917	27,646,650

\*IF student financial aid minimum requirement is met

<b>Institutional Drawdown</b>	Central	North	South	Total
Actual Claims	8,566,997	4,998,454	2,277,487	15,951,589

<b>Unclaimed (based on current Financial Aid claims)</b>	Central	North	South	Total
Total Unclaimed w/current FA disbursement	(6,513,344)	(3,643,820)	(1,287,501)	(11,553,316)

\*(Negative) number indicates the amount of additional financial aid that needs to be disbursed to allow all institutional claims that have already been made. Deadline for disbursement is May 2022.

A deadline extension to May 2023 may be requested by the colleges and granted by the Department of Education

<b>Maximum Unclaimed (If Financial Aid = Minimum)</b>	Central	North	South	Total
Remaining grant revenue potential	4,024,079	2,487,203	5,292,430	11,695,061

## Financial Aid Award Plans

A significant amount of financial aid remains to be disbursed to meet the minimum requirement (for colleges to be able to maximize their institutional relief funding). The amount of available aid is unprecedented and was meant to be awarded over a period of several years; colleges planned their distribution of financial aid accordingly. However, it took more time than originally planned to ramp up the process for distributing financial aid to students. Colleges are accordingly recalibrating their original financial aid disbursement plans to ensure that students receive the maximum possible benefit.

## Categorized Institutional Claims

The following is a categorized summary of grant drawdowns for institutional purposes as of the end of Q3 2021.

<b>Drawdown Category</b>	<b>Amount</b>
Covering the cost of providing additional technology hardware to students, such as laptops or tablets, or covering the added cost of technology fees.	78,231.00
Subsidizing food service to reduce density in eating facilities, to provide pre-packaged meals, or to add hours to food service operations to accommodate social distancing.	203,844.00
Costs related to operating additional class sections to enable social distancing, such as those for hiring more instructors and increasing campus hours of operations.	2,785,508.00
Campus safety and operations.[2]	1,287,234.00
Purchasing, leasing, or renting additional instructional equipment and supplies (such as laboratory equipment or computers) to reduce the number of students sharing equipment or supplies during a class period and to provide time for disinfection between uses.	24,531.00
Replacing lost revenue from academic sources. <sup>3</sup>	6,549,437.00
Replacing lost revenue from auxiliary services sources (i.e., cancelled ancillary events; disruption of food service, dorms, childcare, or other facilities; cancellation of use of campus venues by other organizations, lost parking revenue, etc.).[3]	1,573,272.00
Purchasing faculty and staff training in online instruction; or paying additional funds to staff who are providing training in addition to their regular job responsibilities.	1,506,863.00
Purchasing, leasing, or renting additional equipment or software to enable distance learning, or upgrading campus wi-fi access or extending open networks to parking lots or public spaces, etc.	24,973.00
Other Uses of (a)(1) Institutional Portion funds.[4]	1,885,337.00
Other Uses of (a)(2) or (a)(3) funds, if applicable.[5]	32,359.00
Cummulative Expenditures for Each Program	20,349,862.00

## Plans for Future Use of Institutional Funds

Colleges are planning to use institutional funds as follows:

- Strategic enrollment management
- Address longstanding disinvestments in infrastructure
- Continue COVID mitigation measures

## Additional Background

HEERF includes two major funding categories and multiple funding programs:

1. *HEERF- Student Portion* – This funding is for emergency financial aid grants to students. Colleges must spend the minimum amount on financial aid grants to students (as calculated by the Department of Education). Under CRRSAA and ARPA, institutions were directed to prioritize students with exceptional need.

2. *HEERF -Institutional Portion* – This funding, which is intended to address institutional needs, may be used for defraying expenses associated with coronavirus (including lost revenue, reimbursement for expenses already incurred, technology costs associated with a transition to distance education, faculty and staff trainings, and payroll). The Institutional Portion may also be used to make additional emergency financial aid grants to students. In addition, this funding has two other required uses of funding, which were added with ARPA: 1) implement evidence-based practices to monitor and suppress coronavirus in accordance with public health guidelines, and 2) conduct direct outreach to financial aid applicants about the opportunity to receive a financial aid adjustment due to the recent unemployment of a family member or independent student, or other circumstances.
  
3. *Governor’s Emergency Education Relief (GEER)* – this funding was channeled through the Governor’s Office in the form of a \$4.3 million State Allocation that was distributed to the Colleges in 20-21 and used to fund operations.

**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



**REGULAR MEETING AGENDA**

<b>3:00 p.m.</b>	<b>CALL TO ORDER</b>	
<b>3:00 p.m.</b>	<b>LAND ACKNOWLEDGMENT</b> <i>D’Andre Fisher, Associate Vice President of Equity, Diversity and Inclusion at North Seattle College</i>	
<b>3:00 p.m.</b>	<b>ACTION / Approval of Agenda</b>	<b>Tab 2</b>
<b>3:05 p.m.</b>	<b>PUBLIC COMMENTS</b>	<b>Tab 3</b>

*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.*

*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.*

<b>3:20 p.m.</b>	<b>PRESENTATION</b> Meeting Students Basic Needs at NSC <i>Presenters: John Lederer, Executive Dean for Career and Workforce Education at NSC; D’Andre Fisher, Associate Vice President for Equity, Diversity &amp; Inclusion at NSC</i>	<b>Tab 4</b>
<b>3:35 p.m.</b>	<b>ACTION ITEMS</b> A. Minutes from November 11, 2021	<b>Tab</b>

- B. Approval of Tenure **5**  
**Tab 6**
- C. Denial of Tenure **Tab 7**

**3:50 p.m. INFORMATION ITEMS**

- A. Policy 212, Legal Counsel – First Reading **Tab 8**
- B. 2022 Legislative Strategy, SBCTC Operational Budget Request **Tab 9**

**4:10 p.m. ORAL REPORTS Written Reports-Tab 10**

- A. Student Representatives
  - 1. Leah Scott, North Seattle College
  - 2. Alex Roque, Seattle Central College
  - 3. Addiemaymae Wilson, 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. Wendy Rockhill, Interim Vice President of Instruction at 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, January 13 at South Seattle College's Georgetown Campus, Room C 122. 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.*

November 10, 2021

Dear Members of the Seattle Colleges Board of Trustees,

First off, thank you for serving on this board. As you know, all three Seattle Colleges are life-changers for so many of our students. They learn new skills, hone their critical thinking abilities, gain confidence, and forge strong friendships with peers and teachers. I am proud to have dedicated over 25 years of my working life teaching at North Seattle Community College (14 years) and Seattle Central College (13 years).

I am writing to add my voice to other faculty members who are very concerned about the push to create a single accreditation for all three campuses. Each college has its own culture, history, and relationship to its neighborhood. As someone who has taught at two of the three colleges, I can attest to these differences and the ways they impact not only the culture or vibe of the campus, but also the culture within departments and divisions as faculty and staff work to meet the needs of the students they serve. This requires great sensitivity, flexibility, and a connection to the community. Creating a “one size fits all” process/ model makes no sense for our students - their needs differ and are constantly changing, as evidenced by the myriad ways the pandemic has impacted their learning, personal lives, and livelihoods. Seattle Colleges pride themselves on being “student-centered,” a value which I and my colleagues strive to achieve every single day.

While it is laudable to want to make registration, etc. easier for students (which given the debacle with ctclink it is not!), the way to make our colleges that more accessible and navigable is to provide students with more support as they enter our campuses. We need more advisors and other support staff who are well-trained and paid so there isn't such a high turnover of staff. They are the first people our students meet before they get to the classroom. Our students face enormous issues with housing, childcare, care for elders, transportation, tuition, books, just to name a few. Since the pandemic, they face a host of additional pressures, from anxiety, depression, uncertainty about the future. They need support from counselors on our campuses. Currently our counselors are overwhelmed by the need of students. There are simply not enough counselors, advisors, and student support staff to assist our students as they navigate unfamiliar systems. If we are committed to retaining students and assisting them in realizing their individual goals, what we need is a kind of civilian/ student services “boots on the ground” to make this a reality.

I also want to take this opportunity to comment on the recent survey. I, like many of my colleagues at all three colleges, found the questions problematic. Without much context or exploration/ explanation of the many of the prompts, it was difficult to fill out. I kept wanting to write in “for whom?” or “it depends on the larger context,” etc. I know from my social science colleagues that it is possible to create a survey that is not designed to affirm or validate the beliefs of the survey creators. Filling out this survey made me feel that my answers didn't really

matter, that everything I was asked about was a “fait accompli,” and that it was a theatre/performance to indicate that “transparency” had been met.

This leads me to my final point: that there has been a history of administrators conducting surveys and “listening sessions” where faculty and students were silenced. I remember about six years ago a listening session where Seattle Central Black Student Union members were not admitted, even though faculty continually stood up and asked why they weren’t allowed in. As you can imagine it can be difficult for faculty and staff to trust that administration is acting in good faith when we have witnessed multiple occasions of our voices, concerns, and suggestions being ignored or belittled.

You have a chance to restore faith in the institution by meeting with students, staff, and faculty - hearing from those on the front lines of the registration, testing, counseling, and the classroom. As Trustees you have the ability to live up to the values you are entrusted to nurture.

I invite you to spend time on our campuses - to visit our classes, speak with counselors and advisors, and most of all - to listen to our students.

Thank you for taking the time to read this overly long letter.

Respectfully,

Phebe Jewell, Ph.D., English Department, Seattle Central College

Dear B of T,

I am a part-time English teacher at Seattle Central since 2010, and it has been a long time since I have felt that my voice was valued by the higher administration of the Seattle Colleges.

Back in 2014, I heard that the colleges were considering dropping "community" from their names. I spoke with colleagues about this, and many of us were concerned and even angered about it (and I knew a few who supported it). We were all very proud to work at a *community* college, and we didn't want our future student community to think that they were not invited to attend because suddenly we were something different. I remember that I was also confused because I did not understand the arguments FOR changing our name--they had not been communicated.

I believe that it was pretty quickly after the discussion began that the colleges asked faculty (and perhaps staff, but I don't remember) to share their opinions about the name change in a survey. Based on my communications, I believed that the feedback would be overwhelmingly *against* taking "community" out of our name. Interestingly, however, the results were never shared--which led many of us to believe that the deciding administrators did not get the result they wanted.

Shortly after I took the survey, I realized that it had been bogus; the decision had already been made--our emails had been changed to "seattlecolleges" a short while before.

I had another experience a few summer quarters ago where I had to fight to be heard. I was teaching an 8 AM English class, and I expected that the computer lab would be open at 7:30, as it had been in the previous summer quarters, so that my students could complete work and--most importantly--print documents for use in class. (We can't do a peer review without a paper to review!) Unfortunately, the upper management had decided not to open our student computer lab until 8:00, and had not communicated this (or updated the website). I argued that this did not serve our students, and the only reason I was given was that "North does it this way." After continued calls, emails, and meetings, during week 3 (of an 8-week quarter), finally the right argument was heard by the right person, and the administrators agreed to open the student lab at 7:30 again. It was immensely frustrating to have to fight so long for something that was obviously right for our students!

I hope that you will remember in the future how hard the faculty and staff work for our students, and recognize that we have experienced and *valid* points of view.

Sincerely,

Laura Sinai



As a faculty member serving on the Single Accreditation Committee, I still do not understand why the Chancellor, the Board of Trustees (BOT), and administrators from all three colleges have insisted that merging all three colleges into one would address problems with student enrollment, retention, and completion. Rather than addressing these actual issues, the fixation on Single Accreditation as the panacea has prevented the district from even determining, let alone addressing, the actual causes for low enrollment (e.g. ctLink, the COVID-19 pandemic, Trump administration delaying and denying student visas for international students, etc.).

<https://www.nytimes.com/2019/08/28/us/international-students-visa.html>

In addition, the decision to merge all three colleges into one completely dismisses and disregards the importance of culture and community at each college. Each college has its own unique culture and sense of community because of its students, faculty, and staff, and Seattle Central, North Seattle, and South Seattle Colleges are not interchangeable. Students and faculty not only come from the surrounding communities but commute past other community colleges to attend and teach at each college because they feel a sense of belonging, and the security and support that comes with belonging has proven invaluable for student retention and success and faculty morale.

I strongly urge the BOT to dismiss plans for Single Accreditation, and instead, try to determine and address the causes for low student enrollment, beginning with providing much needed support to students, staff, and faculty to address the various problems with ctLink.

Marie Villarba, Ph.D.  
FT Chemistry Faculty  
Chemistry, STEM-B Division

Public Comment to the Board of Trustees:

The survey sent out to faculty last week regarding single accreditation was extremely alarming to me. The survey presented NO context for any of the questions it was asking faculty to weigh in on. There has been no communication from the Board or the Chancellor towards faculty about what issues need to be addressed and why single accreditation is being considered as a possible solution. While faculty on the Task Force have offered other possible avenues for consideration, those are also not being considered seriously or shared in this dialogue.

This should be a serious, robust conversation and instead there is NO communication and no interest expressed by the Board for dialogue. Surveying faculty about single accreditation when there has been no previous communication at all about possible options is irresponsible and manipulative.

The survey questions themselves were biased and confirmation-seeking in nature, seemingly sent to manufacture “data” in order to support a pro-single accreditation stance. The survey sent a strong signal to faculty that there is no in-good-faith gathering of input being sought from the people who will bear the majority of the work should the Board choose single accreditation.

As one of the faculty curriculum chairs, I am completely unwilling to do the labor of merging three colleges into one, when tactics like this most recent survey are the supposed “evidence” for a move in this direction.

Erin Steinke

Tenured English faculty

Curriculum Coordinating Council, chair

Seattle Central College

Dear Board of Trustees,

Thank you for your service to the Seattle Colleges.

I want to share with you my concern about the Single Accreditation survey that was recently distributed by the Board. While the survey was framed as an unbiased tool for gathering feedback on single accreditation, it was clearly biased. The first several questions essentially asked: What do you think would be the best, coolest, neatest part of consolidating services at the district level. It became so clear that this survey was designed to elicit a pro single-accreditation response that I could hardly participate in it. It was so difficult to represent my absolute skepticism of the move to single accreditation in the survey. I don't see how the results can tell us anything useful about our community's thoughts about accreditation. As a part of this community, I would ask that these skewed survey's results not be used to help smooth the political road for implementing single accreditation. This administrative tactic is used far too often and is losing its mystique. If anything, I would ask that you ensure the open-ended question responses at the end of the survey are made public along with any other results.

Additionally, I don't know the specific circumstances behind the creation of this survey, but I hear from trusted colleagues that this was developed by a paid consultant. I would urge the Board and District administration to avoid hiring expensive consultants to develop data that feeds the consolidation of power at the top. Instead, can we commit to putting our money towards the fundamentals? These fundamentals are the workers who directly serve students: staff and faculty.

Sincerely,  
Dave Ellenwood  
Faculty Librarian  
Seattle Central College

# Connecting Students to Basic Needs Resources

D'Andre Fisher, Associate Vice-President

John Lederer, Ed.D., Executive Dean--Workforce Education

Seattle Colleges Board of Trustees  
December 8, 2021

# Our Students and Basic Needs

- March 2021 #RealCollege student survey results (641 respondents):
  - More than 3 out of 5 students reported recent food or housing insecurity, or homelessness.
  - More than one out of three students reported recently experiencing at least moderate anxiety and/or depression.
  - One out of 10 students reported losing a close friend or family member to COVID.
  - **More than 2 out of 5 students experiencing basic needs insecurity did not apply for campus supports because they did not know how.**

# Basic Needs Web Pages

- Designed for students who are comfortable advocating for themselves.
- Pages will be updated by the Workforce Education Office

**<https://northseattle.edu/basic-needs-resources>**

▲ / Basic Needs Resources

## Basic Needs Resources

Cash Assistance
Childcare and Parenting
Crisis Help
Food and Nutrition
Health Insurance and Healthcare
Housing and Rent Assistance
Immigrant Support
Legal Help
Mental Health and Wellness
Other Resources
Technology Access
Transportation
Other Resources

### Related Links

- Benefits Hub
- Career Services
- Completion Coaching
- Computer/ Technology Assistance
- Counseling
- Disability Services
- Emergency Assistance
- Equity & Welcome Center
- Financial Aid
- Opportunity Center (OCEE)
- TRIO Program & Guided Pathways
- Veteran Services
- Workforce Education

## Basic Needs Resources

These are resources to help you manage your basic needs like housing, food and finances while in school. If you are experiencing challenges meeting your basic needs, please make an appointment with the [United Way Benefits Hub](#) or reach out to the one of the resources listed below. You can also email [nresources@seattlecolleges.edu](mailto:nresources@seattlecolleges.edu) for help finding resources.

If you have an emergent need such as a bill or rent you cannot pay or you have no money for food, you can seek [Emergency Cash Assistance](#) from the [NSC Financial Aid Office](#).



Childcare & Parenting Help



Crisis Help (Emergencies, Domestic Violence, Suicide)



Food and Nutrition



Healthcare Insurance and Healthcare



Housing and Rent Assistance



Immigrant Support



Legal Help



Mental Health & Wellness



# Basic Needs Web Pages

Example: Food and Nutrition.

<https://northseattle.edu/basic-needs-resources/food-and-nutrition>

🏠 / Basic Needs Resources / Food and Nutrition

## Basic Needs Resources

Cash Assistance
Childcare and Parenting
Crisis Help
Food and Nutrition
Health Insurance and Healthcare
Housing and Rent Assistance
Immigrant Support
Legal Help
Mental Health and Wellness
Other Resources
Technology Access
Transportation
Other Resources

## Related Links

- [Benefits Hub](#)
- [Career Services](#)
- [Completion Coaching](#)
- [Computer/ Technology Assistance](#)
- [Counseling](#)
- [Disability Services](#)
- [Emergency Assistance](#)
- [Equity & Welcome Center](#)
- [Financial Aid](#)
- [Opportunity Center \(OCEE\)](#)
- [TRIO Program & Guided Pathways](#)
- [Veteran Services](#)
- [Workforce Education](#)

## Food and Nutrition

### Food Distribution

**North Seattle College Curbside Food Pantry with University District Food Bank:** Outdoor (drive-thru or walk up) food pantry for NSC students, faculty, staff, and community members.

- Every Tuesday from 4pm-7pm, Located in the East parking lot at the lower-level entrance of the Opportunity Center
- <https://northseattle.edu/equity-diversity-inclusion/money-food-housing>

**Seattle and King County Emergency Food Resources Map:** Interactive map, search engine, and comprehensive list of food resources (food banks, food pantries, meal programs, etc.) compiled by City of Seattle Human Services.

- View at [Covid-19 Seattle-Area Emergency Food Resources](#)

### Financial Assistance for Food

**Basic Food (SNAP) Enrollment:** Extra money monthly to help buy groceries.

- Apply with Benefit coaches by making an appointment at [www.uwkc.org/benefitshub](http://www.uwkc.org/benefitshub)
- Apply on your own at [www.washingtonconnection.org](http://www.washingtonconnection.org)

**Women, Infants, and Children (WIC) Program.** Supplemental nutrition and food program for low-income women who are pregnant, new mothers, or have children under five years of age. Can be combined with SNAP program. Provide funding for nutritious foods including baby formula/food.

- Go to the Meridian Center for Health just north of the campus, 10521 Meridian Ave N, 2nd Floor. <http://meridiancenterforhealth.org> or (206) 296-4990 then select '2' for Public Health WIC/MSS services.

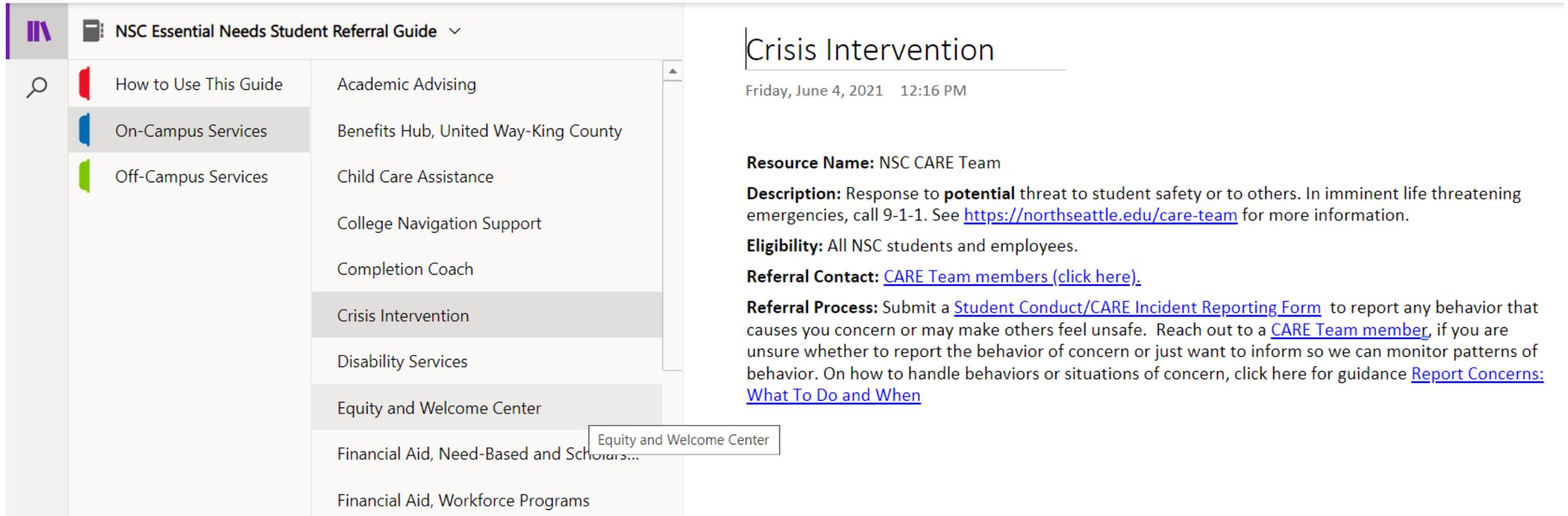
# Essential Needs Referral Guide

For faculty and staff wanting to help students with complex issues or who need help getting started.





# Essential Needs Referral Guide



The screenshot displays the NSC Essential Needs Student Referral Guide interface. On the left is a sidebar menu with a search icon and a dropdown menu titled "NSC Essential Needs Student Referral Guide". The menu items are: "How to Use This Guide", "On-Campus Services", and "Off-Campus Services". Under "On-Campus Services", the following items are listed: "Academic Advising", "Benefits Hub, United Way-King County", "Child Care Assistance", "College Navigation Support", "Completion Coach", "Crisis Intervention" (highlighted), "Disability Services", "Equity and Welcome Center", "Financial Aid, Need-Based and Scholarships...", and "Financial Aid, Workforce Programs". A tooltip for "Equity and Welcome Center" is visible over the "Financial Aid, Need-Based and Scholarships..." item.

The main content area displays the selected item, "Crisis Intervention", with the following details:

**Crisis Intervention**  
Friday, June 4, 2021 12:16 PM

**Resource Name:** NSC CARE Team

**Description:** Response to **potential** threat to student safety or to others. In imminent life threatening emergencies, call 9-1-1. See <https://northseattle.edu/care-team> for more information.

**Eligibility:** All NSC students and employees.

**Referral Contact:** [CARE Team members \(click here\)](#).

**Referral Process:** Submit a [Student Conduct/CARE Incident Reporting Form](#) to report any behavior that causes you concern or may make others feel unsafe. Reach out to a [CARE Team member](#), if you are unsure whether to report the behavior of concern or just want to inform so we can monitor patterns of behavior. On how to handle behaviors or situations of concern, click here for guidance [Report Concerns: What To Do and When](#)

# Essential Needs Referral Guide

NSC Essential Needs Student Referral Guide

- How to Use This Guide
- On-Campus Services
- Off-Campus Services
  - Adult/Elder Support Services
  - Child Care Assistance
  - College Navigation Support
  - Disability Services
  - Domestic Violence Support**
  - ESL Support Resources
  - Financial Aid, Need-Based and Scholarships
  - Financial Aid, Workforce Programs
  - Financial Counseling-Personal
  - Food Insecurity
  - Fuel Assistance (Energy Bills)
  - Health Insurance
  - Health Services

## Domestic Violence Support

Friday, June 4, 2021 12:51 PM

**Resource Name:** New Beginnings

**Description:** New Beginnings empowers survivors and mobilizes community awareness and action to end domestic violence. Services available are:

- One-on-one advocacy, support groups, legal advocacy, mental health therapy, and referrals.
- Placement for temporary housing
- Youth advocacy and parent support group
- Financial assistance

**Eligibility:** If you think you might be experiencing abuse or want support from someone – you can call anytime.

**Referral Contact:** Please call their 24-hour Help Line: 206-522-9472 or [info@newbegin.org](mailto:info@newbegin.org)

**Referral Process:** Call 24-hour help line or email as above.

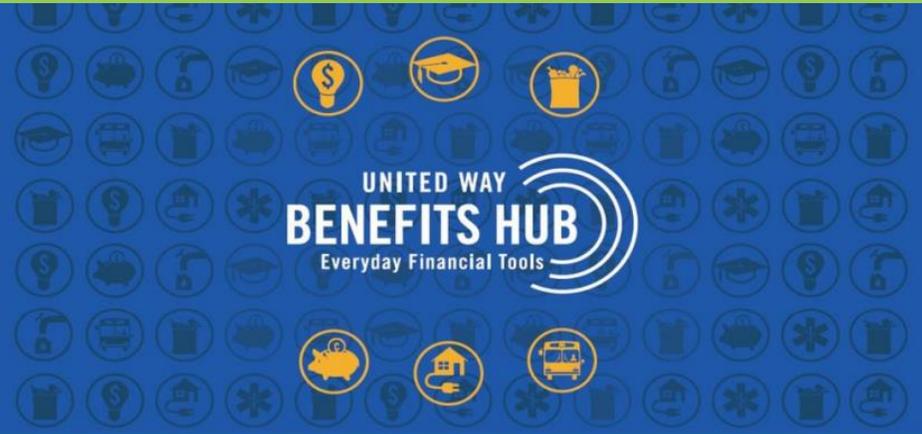
**Resource Name:** DAWN

**Description:** We are here to support you, to offer you resources and to provide you with the information you need to make safe choices for yourself in a confidential environment. You can be safe. You can do this. We can help. <https://www.dawnrising.org/resources/24-hour-advocacy-and-support-line>

**Eligibility:** Anyone experiencing domestic violence or intimate partner violence

**Referral Contact:** 425-656-7867

**Referral Process:** Self-refer <https://www.dawnrising.org/get-help> or call as above.



### Benefits Hub Services: Financial Assistance

- Financial coaching
- Free tax prep
- Low-barrier emergency assistance grants
- Public benefits access
- Financial aid navigation



The United Way Benefits Hub provides one-on-one help with:

- Financial emergencies
- Food access
- Housing
- Paying for school
- and more!

### Benefits Hub Services: Food Access

- **New** curbside pop-up food pantry on NSC campus: Tuesdays 4-7 pm in the East Parking Lot by Opportunity Center
- SNAP, WIC enrollment



## Benefits Hub Services: Housing Support

Rent, mortgage, move-in assistance

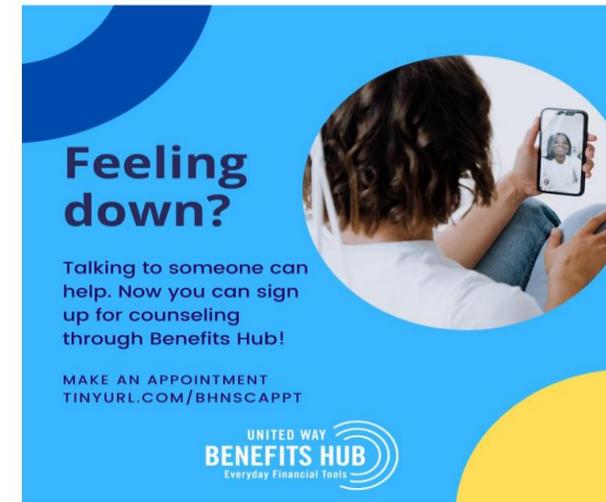
- Must be enrolled in 6+ credits OR carrying 5 credits and enrolled in a degree-seeking/credential program (AAS, AA-DTA, CNA, etc.)
- If student is in an ESL program and transferring a degree from another country they may be eligible
- Household income at or below 50% AMI
- Complete intake meeting with Benefits Hub coach



## Benefits Hub Services: Mental Health

Mental health counseling referrals

- Free for students
- Insurance not required



**Feeling down?**

Talking to someone can help. Now you can sign up for counseling through Benefits Hub!

MAKE AN APPOINTMENT  
[TINYURL.COM/BHNSCAPPT](https://tinyurl.com/BHNSCAPPT)

UNITED WAY  
**BENEFITS HUB**  
Everyday Financial Tools

## Ways to spread the word to students:

- Add a basic needs syllabus statement to your class Canvas page
- Start a discussion about basic needs resources in your class Canvas
- Include a link to Benefits Hub webpage on your class Canvas page
- Embed provided powerpoint slide with Benefits Hub information in every class (see appendix)
- Email students about the importance of managing their basic needs and connect them to Benefits Hub
- Sign up to receive updates on events and services: email [benefitshubnsc@seattlecolleges.edu](mailto:benefitshubnsc@seattlecolleges.edu) or indicate to me in the chat



- Household count since the start of this project has **~6,000 families served.**
- Food Pantry is currently moving to a more comfortable location for winter months in the garage.
- Belinda Tillman (Elder Beloved)** Clothing closet, a clothes donation project, is set to open in winter quarter available for students in need.

# New lounge and pantry at North Seattle College helps address food insecurity among veterans.

*Gregg Tessensohn*  
**U.S. Army Veteran**  
Program Manager - Veterans Services  
North Seattle College

Veterans Services || Tel: (206) 934-7309 || Email: [NSCCVeterans@seattlecolleges.edu](mailto:NSCCVeterans@seattlecolleges.edu)  
Special Accounts || Tel: (206) 934-3699 || Email: [Gregory.Tessensohn@seattlecolleges.edu](mailto:Gregory.Tessensohn@seattlecolleges.edu)



We are very excited to announce the completion of our newly remodeled Student Veterans Lounge, CC1354, opening full-time in Winter Quarter!



**We Appreciate Your Time, Any  
Questions, Comments, Thoughts, Feedback?**



D. ACT Fall Conference, November 19

Chair Chernin encouraged trustees to attend the ACT Fall Conference, which will be held virtually. The LAC conference will happen on December 21.

E. Trustee Recruitment Subcommittee

Chair Chernin asked trustees to consider serving on an ad-hoc committee to focus on recruitment for board vacancies. Trustee Hill's second term ends in Fall 2022. The ad-hoc subcommittee will be made up of the Chancellor, Chair, and one other Trustee. Trustee Rosa Peralta has offered to sit on the subcommittee. Chair Chernin, Chancellor Pan and Vice Chair Peralta will serve on the subcommittee.

### **REGULAR MEETING MINUTES**

#### **CALL TO ORDER**

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

#### **ATTENDANCE**

Shouan Pan, Louise Chernin, Steve Hill, Teresita Batayola, Brian Surratt, Rebecca Hansen, Lilia Fomai, Ricky Goetz, Julienne DeGeyter, erin Lewis, Gregory Hinton, Sourosh Maleki, Cindy Riche, Jennifer Dixon, Diane Ellis, Kurt BUTtleman, Annette Stofer, Cody Hiatt, rosie Rimando-Chareunsap, Yoshiko Harden, Chemene Crawford, Wendy Rockhill, Pete Lortz, Derek Edwards, Becca Chen, Melana Yanos, Heather Emlund, Greg Bachar, Jaime Cardenas, Tracy Lai, Terence Hsiao, Maya Esquivido, Jessica Narouzi, Sayumi Irey, Earnest Phillips, Kerry Howell, Cristobal Borges, Alex Roque, Steve Leahy, Vanessa Johnson, Krishena Bishop

#### **LAND ACKNOWLEDGMENT**

Maya Esquivido, Arts, Humanities, and Social Science Faculty at SCC, gave the land acknowledgment.

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

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

#### **VETERAN'S DAY ACKNOWLEDGMENT**

Chair Chernin and Chancellor Pan acknowledged the contributions of students, staff and faculty who are veterans. The college presidents each shared information on services available for veterans at the colleges.

#### **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.Zeller@seattlecolleges.edu](mailto:Rebecca.Zeller@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.*

Tracy Lai is a History Instructor at Central, she spoke as a member of the Accreditation Task Force. She shared concerns about the accreditation assessment survey that was sent to faculty and staff. She urged for a new approach from the consultant.

Katy Dichter, Library Faculty at Central, commented on the accreditation assessment survey. She presented examples of a flawed survey design. She urged board members to read the survey and publish the survey results.

Jay McLean-Riggs is a Biology Instructor at Central, addressed the board regarding the accreditation assessment survey. She serves on the Task Force and is concerned about the data that will be produced by the skewed survey. She shared a story about students who were late to class because they could not get access to the building. She is concerned about student support staffing levels.

## **PRESENTATION**

Indigenizing Curriculum: National Endowment for the Humanities American Rescue Plan  
*Presenters: Jaime Cárdenas Jr, Dean of Arts, Humanities, and Social Science at SCC; Maya Esquivido, Arts, Humanities, and Social Science Faculty at SCC*

## **ACTION ITEMS**

- A. Minutes from October 1, 2021

**Trustee Surratt made a motion to approve the minutes. Trustee Batayola seconded. The motion passed 4-0.**

- B. Minutes from October 7, 2021

**Trustee Surratt made a motion to approve the minutes. Trustee Batayola seconded. The motion passed 4-0.**

C. Budget for FY2122 – Second Reading

Terence Hsiao presented the budget overview. The board reviewed the proposed budget. **Trustee Hill made a motion to approve the budget. Trustee Batayola seconded. The motion passed 4-0.**

D. Puget Sound Electrical Apprenticeship Contract

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

**INFORMATION ITEMS**

A. FY20-21 Year-end Financial Report

Terence Hsiao presented the FY20-21 year-end financial report.

B. FY21-22 Quarterly Financial Report

Terence Hsiao presented the FY21-22 first quarter financial report.

C. FY212021-23 Capital Budget Balances Report

Terence Hsiao presented the Capital Budget Balances Report.

**ORAL REPORTS**

A. Student Representatives

Alex Roque, Seattle Central College, reported that hiring for ASC leaders continues and the main goals for this year have been ratified. A subcommittee to focus on Tiger Spirit Week has been formed. Students are working with architects on plans for the student union building.

Anne Le shared about recruitment for student leadership at South. Student leadership is connecting with new students at orientations. They recently made progress on crosswalk safety improvements.

B. Labor Union Representatives

Annette Stofer, AFT Seattle Community Colleges, reported that a group of faculty from WEA and AFT presented to the SBCTC on contingent faculty issues.

Cody Hiatt, AFT-SPS, wished everyone a happy Veteran's Day. He reported on a good partnership with HR on a safe return to on-campus work.

C. Chancellor's Report

The Seattle Colleges Foundation Scholarship program was held on November 10 and featured outstanding students with impactful stories. Chancellor Pan also reported on recent activity of the District Council.

D. College Presidents, Vice Chancellors

Rosie Rimando-Chareunsap, President of South Seattle College, commented on the way students of color were talked about during public comment. The comments demonstrated a deficit-mindset and she felt hurt, offended and triggered.

Kurt Buttleman, Vice Chancellor of Academic and Student Success, reported on the 8 colleges that most recently converted to ctLink.

Kerry Howell, Vice Chancellor of Advancement, thanked everyone who participated in the scholarship event.

Chancellor Pan asked for input on ways to celebrate the Transforming Lives nominees.

**ADJOURNMENT**

**The meeting adjourned at 4:46pm.**

The next meeting of the Board of Trustees will be held on Thursday, December 9 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:** Dr. Shouan Pan, Chancellor

**DATE:** December 9, 2021

**SUBJECT:** Recommended Approval of Tenure

### Background

You have received tenure summaries for review and consideration for one faculty member this quarter. The faculty member 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.

### South Seattle College

Sheila DeLeon  
Basic & Transitional Studies

### 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:** Dr. Shouan Pan, Chancellor

**DATE:** December 9, 2021

**SUBJECT:** Recommended Denial of Tenure

### Background

Hieng Hoang is a probationary Nursing faculty member of Seattle Central College. After careful review and assessment over the course of several quarters, the College's Tenure Review Committee recommended that the faculty member not be granted tenure because she does not meet tenure criteria. Upon further review and deliberations, the College's vice president of instruction, president, and I concur with the Committee's recommendation.

The faculty member has been informed of the decision.

### Recommended Action

Having giving careful consideration to the recommendation of the Tenure Review Committee by the College's vice president, president and chancellor, it is recommended that the Board of Trustees vote to deny tenure to the faculty member in the discipline indicated above.

Submitted by and transmitted to the Board by,



Dr. Shouan Pan  
Chancellor

**MEMORANDUM**

**TO:** Board of Trustees

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

**DATE:** July 8, 2021

**SUBJECT:** Policy 212, Legal Counsel

**Background**

Policy 212 governs the procedures for using the services and advice of the Washington State Attorney General's Office. The policy was reviewed and no changes were recommended.

**Recommended Action**

This is a first reading and it is recommended that the board accept this as information. A second reading and vote will be scheduled on a future agenda.

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



Shouan Pan, Ph.D.  
Chancellor

# Seattle College District Policy

---

**NUMBER: 212**

**TITLE: SCD Legal Counsel**

Seattle College District shall maintain procedures for utilizing the services of the Washington State Attorney General's office and specify individuals authorized to seek legal advice from this source.

*Board of Trustees – Revision & Adoption History*

*Adopted: 6/10/1975*

*Revised: 4/7/1998*

*Revised: 4/10/2014*

Companion Document : **Pro**

Adoption Date : **1975/06/10**

Revision Date : **2014/04/10**



## 2022 SUPPLEMENTAL OPERATING BUDGET REQUEST

SEPTEMBER 29, 2021

Our system's 2022 supplemental budget request takes aim at critical issues facing Washington state today: cybersecurity threats, disparities in access to financial aid, climate change and homelessness. The request also calls for funding to help Afghan refugees learn skills to start their new lives in The Evergreen State. The request leverages the very strengths offered by our state's 34 community and technical colleges. We are nimble, relevant, community-based and serve people of all ages, incomes and backgrounds.

### Improve Washington's Cybersecurity Workforce (\$7.2 million)

Our state faces a daily onslaught of hacking and ransomware attacks and a dangerous shortage of cybersecurity experts. Investments will fund 500 more full-time cybersecurity students and put them to work protecting the privacy and economic health of people, businesses and agencies across Washington. Expanding cybersecurity training at community and technical colleges will also bring much-needed diversity to the cybersecurity workforce.

### Unlock Financial Aid through FAFSA/WASFA (\$6.7 million)

Thousands of Washingtonians who are eligible for financial aid fail to file a FAFSA or WASFA each year, leaving money on the table that could pay for a credential leading to a well-paying career. The very students who could benefit most from financial aid are less likely to apply.<sup>1</sup> With additional investments, our colleges will expand financial aid outreach work in partnership with local community-based organizations, with a focus on people whose lives are most disrupted by COVID-19 – young adults, low-wage workers, people without college credentials and people of color.

### Integrate Climate Science (\$1.5 million)

Climate change is a health issue, an economic issue and an equity issue that affects every community in Washington state. With investments by the Legislature, our colleges will be able to integrate climate change education and training into professional-technical programs that lead to well-paying jobs supporting the green economy. Colleges will also integrate climate change into teaching and student engagement across departments and disciplines.

### Expand Assistance for Homeless Students (\$2.9 million)

Thanks to legislation passed in 2019 and 2021, eight community and technical colleges are participating in a pilot program to begin meeting homeless students' needs for short-term housing or housing assistance, laundry facilities, storage and showers, reduced-price meals, technology, and case-management services. This request expands the pilot project across all 34 colleges.

### Support Refugee Education (\$3 million)

Afghan refugees will need educational services to rebuild their lives within local communities. Investments will allow colleges and community-based organizations to expand existing English language and citizenship programs to transition Afghan refugees while connecting them to state resources.

Source: 1) WSAC Equity Landscape Report: Exploring Equity Gaps in Washington Postsecondary Education, October 2020

**MEMORANDUM**

**TO:** Board of Trustees  
**FROM:** Shouan Pan, Chancellor  
**DATE:** December 9, 2021  
**SUBJECT:** Report to the Board of Trustee

**I. Student Success****Exploring Job Opportunity for Students with Apple**

On Nov. 15, chancellor Pan and colleges' directors of Career Development met with Apple recruitment staff to explore partnership opportunities for Seattle Colleges students, women, and students of color, in particular, to prepare for and apply for entry to mid-level job opportunities with Apple. Colleagues from Tucson Community Colleges also joined the meeting.

**The 2021-23 Academic Catalog As a Tool for Promoting Greater Student Success**

The publication of the 2021-2023 Seattle Colleges Academic Catalog is the capstone of a districtwide effort to introduce our academic programs based on areas of study (AOS) versus the previous method that focused on degree offerings and awards.

Students who ask, "What programs do you have?" are shown the same eight categories with a list of related academic programs, regardless of which college they are interested in attending. This approach is a best practice and follows a guided pathways model.

The portfolio of products includes, but is not limited to:

- The AOS flyer: our introductory recruitment piece providing a glimpse of the programs we offer.
- Discover Seattle Colleges: A series of online, collaborative, districtwide recruitment events based on the AOS. This will extend to in-person college-based events in 2022.
- Seattle Colleges and college-specific viewbooks: Each college's brochure will provide a general overview and a listing of programs available under each AOS. These are expected in early 2022.
- Request Information forms: Once users visiting our college websites select an AOS on one of our college online forms (North | South | Central), they receive automated emails with information and links to the academic program webpages.
- Academic program webpages on college websites: North and South. Central will make

this transition in early Winter 2022. This will ensure accuracy throughout the ecosystem. The move to ctcLink (and its associated features) has allowed for much more creativity and innovation, and the web team will continue to add features that connect our systems and technologies.

- Admissions and advising processing: students are asked to designate a desired AOS during their first quarter so they can be advised appropriately. Advisor caseloads are also designated by AOS.
- Seattle Colleges Academic Catalog: updates to the catalog will be made periodically. Please see the website for the most current version.

## II. Organizational Excellence

### **ctcLink Student Experience Demonstration for Faculty and Staff**

As Winter Quarter enrollment begins moving into high gear, staff and faculty are interested in learning more about the process in ctcLink and how it works from a student perspective.

On Nov. 30, Derreck Pressley, Seattle Colleges' ctcLink Campus Solutions Specialist, offered live demonstrations of the student experience in ctcLink. Nearly 70 faculty and staff attended the zoom sessions. Faculty and staff were able to interact with Derreck, offered suggestions for improvement, and asked questions.

### **Seattle Central's Interim President Search On Target**

With Dr. Chemene Crawford serving as the Chair, Seattle Central College's Interim President Search Committee has identified 3 strong finalists for the position, with 1 internal and 2 external candidates. Open Forums and an interview with members of the CEC and a separate interview with Chancellor Pan and Trustees Chernin and Surratt were held on Monday, Dec. 6. The chancellor plans to make selection decision by the end of Fall Quarter.

## III. Equity, Diversity, Inclusion and Community

### **EDI Leadership Restructuring Initiated**

Following several months of discussion, debates, and engagement with various stakeholders, including College AVPs of Equity, Diversity, and Inclusion (EDI), the Chancellor's Executive Cabinet made the decision to reorganize the current EDI leadership structure. The new structure calls for the hiring of a CEC-level associate vice chancellor for EDI, director-level EDI administrators and program specialists at each of the colleges. The new structure is expected to be in place in Winter Quarter. The new AVC of EDI position has been posted for recruitment.

A few faculty members across the colleges have provided feedback, expressing their concerns with the new structure. One of the major challenges we face is about engaging all members of Seattle Colleges in committing to and joining in the important work of embracing EDI work in the teaching, learning, and administrative processes, rather than leaving it to a few people. Dr. Rosie Rimando-Chareunsap and Dr. Shouan Pan exchanged emails with a faculty member of North Seattle College on the issue. CEC also had a focused discussion.

With the hiring of the new AVC of EDI, we will continue to assess the new structure and double down on the engagement of all employees in identifying and dismantling inequity and racist practices in our system.

#### **IV. Partnerships**

##### **President Rimando-Chareunsap Joined Mayor and Business Leaders in Press Conference on New Partnerships for Seattle Promise Scholars,**

On Nov. 18, Mayor Jenny A. Durkan announces a new partnership with the [Washington State Opportunity Scholarship](#) (WSOS) to strengthen pathways to college and career advancement for [Seattle Promise](#) scholars pursuing jobs in the trades, Science, Technology, Engineering, Mathematics (STEM), and health care. Seattle is the first city in Washington State to become a municipal partner for this competitive scholarship, ensuring Seattle Promise scholars have access to continued financial aid and support as they successfully complete the Seattle Promise program and transition to furthering their education at another institution.

The Press Conference was held at South Seattle Colleges. Dr. Rimando-Chareunsap spoke on behalf of Seattle Colleges. Vice Chancellor Howell and Chancellor Pan also attended the Press Conference.

##### **The December CAC Meeting Focused on Apprentice Programs**

The Chancellor's Advisory Council held the last Fall Quarter meeting on December 1. President Rimando-Chareunsap and Executive Dean Shadair presented on the current state and challenges with the Pre-apprentice and apprentice programs. Council members in attendance were very engaged in discussions following the presentation: they not only asked many pertinent questions but also expressed interest in helping with advocacy for state support for apprentice programs.

#### **V. Pride Points**

##### **Trustee Chernin and Chancellor Pan Invited to Serve on Mayor Transition Committee**

Mayor-Elect Bruce Harrell has convened a large mayoral Transition Committee to plan for the transition from Mayor Durkan to Mayor Harrell. Both Board Chair, Louise Chernin, and Chancellor, Shouan Pan, have been invited to serve on the Transition Committee. Louise serves on Small and Local Business Committee while Shouan serves on the Education and Youth Committee.



## MEMORANDUM

**TO:** Board of Trustees  
**FROM:** Dr. Chemene Crawford, President – North Seattle College  
**DATE:** November 24, 2021  
**SUBJECT:** Report to the Board of Trustees

### I. Student Success

- **Strengthened Student Support for the Onboarding of ESL Students**

Remote learning and acclimating to the new ctLink system proved to be challenging for BTS students who are learning English and may need more technical support. In order to better support ESL students, a new part-time navigator position was created to assist ESL students with accessing NSC programs and navigating ctLink. The revamped intake process includes reaching out to ESL students as they submit the ESL application, virtual orientation to familiarize them with Zoom/virtual format, activating their EMPLIDs, attesting vaccination status, setting up an EAD, and accessing their canvas account.

### II. Institutional Excellence

- **Renovated NSC Veterans Center Featured on Q13**

The North Seattle College (NSC) Veterans Center was featured on Q13 Seattle, highlighting a new food pantry and upgrades to the lounge. The newly renovated space features a new kitchenette and pantry, new computers, more desk space, and televisions. The lounge will host office hours to connect students to a variety of resources, from GI benefits to paying for school. The food pantry will be stocked through a partnership with the University District Food Bank.

### III. Pride Points

- **Students from NSC's Rocketry Club Receive NAR Certifications**

Two students from the NSC Rocketry Club obtained their National Association for Rocketry (NAR) high-power rocketry certifications at a launch site near White Swan, Washington. Peter Funston earned a Level Two certification, achieving a maximum altitude of 5,000 feet, and James B. Johnson earned a Level One certification, reaching about 2,500 feet. These certifications require the student to build, launch and recover their rocket, and the Level Two certification further requires passing a written safety test. The launch was sponsored by Central Washington University's rocketry club, with permission from the Yakama Nation.

- **NSC Workforce Education Director Selected for AACC/NCWE NWPA**

NSC Workforce Education Director, Jeanette Miller, is among 16 professionals selected nationwide to participate in the American Association of Community Colleges (AACC) National Council for Workforce Education (NCWE) New Workforce Professionals Academy (NWPA). In addition to the trainings, each participant is assigned a mentor from the NCWE Board of Directors or other leader. Participants also visit two flagship community college workforce development programs, and learn lessons that they can bring back to their own institutions.

**MEMORANDUM**

**TO:** Board of Trustees  
**FROM:** Yoshiko Harden, Ed.D., Acting President  
**DATE:** Nov. 25, 2021  
**SUBJECT:** Seattle Central College monthly report

**STUDENT SUCCESS**

**First Gen Student week:** On Nov. 9-11, Seattle Central College celebrated the students, staff and faculty who are/were the first in their families to attend college. Participants shared stories, music, laughter, tips and advice to help new students navigate their first year at Central.

**Student forum:** We held a virtual forum for students on Nov. 15 to provide updates on our return to campus, the availability of different student services, and to answer questions from students.

**ORGANIZATIONAL EXCELLENCE**

**Professional development day:** We held professional development day on Nov. 3, bringing all faculty and staff together with this year's theme, Everybody's Business. The program's main speaker was Nzingha Dugas, the Executive Director of the Umoja Community Education Foundation (UCEF).

**Self-defense workshops:** Seattle Central offered two encore sessions of free, personal safety workshops for staff and students, led by Continuing Education Instructor [Joanne Factor](#).

**EQUITY AND DIVERSITY**

**New offices for Multicultural Services, EDI:** Seattle Central dedicated the new unified office space for the Multicultural Services Center and the Office of Equity, Diversity, and Inclusion with an "opening of the way" ceremony and community discussion. The event centered on Seattle Central's Sankofa moment – the process of looking back and reconnecting with the ancestors in order to prepare for the future.

**PRIDE POINTS**

The Seattle Griot staff newsletter won Bronze at the annual Medallion awards from the National Council for Marketing and Public Relations (District 7). This is the second consecutive year that the Griot has won the regional award, in competition with community colleges in the Northwest and western Canada.

Seattle Central communications and the Wood Technology Center joined hands to produce a ["welcome back" video](#) to celebrate our students and the full reopening of in-person services on campus. Students and staff at the WTC built a tall set of wooden letters spelling TIGER (Seattle Central's mascot) this summer, and Adam Russell, marketing manager, produced the video of the construction of the letters and of students and staff posing with them on campus. [The video was shared on social media](#) and will be used in our digital advertising campaigns for Winter and Spring quarters.

## MEMORANDUM

**TO:** Board of Trustees  
**FROM:** Rosie Rimando-Chareunsap, President  
**DATE:** Dec. 9, 2021  
**SUBJECT:** Report to the Board of Trustees

**I. Student Success**

- **Meals for Students and Community:** South Seattle College's Student Life and Benefits Hub departments have been busy supporting students who are struggling financially and experiencing food insecurity throughout fall quarter. On Nov. 20, Student Life collaborated with the West Seattle Food Bank to offer free turkey and sides boxes to students and community with a drive-through service on main campus. Coming into finals week for the quarter, the Benefits Hub offered free grocery boxes delivered to students' residences so they could focus on their studies instead of food concerns.

**II. Institutional Excellence**

- **Faculty Forums Now a Regular Fixture:** President Rimando-Chareunsap and Vice President of Instruction Sayumi Irey, working with Faculty Council and Faculty Senate, are now holding quarterly faculty forums so instructors have a dedicated space to hear from leadership, ask questions, and share their experiences in a concerted effort to improve the way South Seattle College supports our students and college community.

**III. External Affairs**

- **Press Event Held at South:** A chemistry lab on South's main campus was the location for a press event on Nov. 18 that brought civic and business leaders together to announce an \$800,000 funding partnership to help up to 60 Seattle Promise scholars pursuing STEM and health care careers afford the transfer to a bachelor's degree program through Washington State Opportunity Scholarships. President Rimando-Chareunsap kicked off the event and welcomed speakers including Seattle Mayor Jenny Durkan, Seattle Department of Education & Early Learning Director Dwane Chappelle, Microsoft President Brad Smith, WSOS Director Kimber Connors, and State Representatives Frank Chopp and Drew Hansen.



November 23, 2021

To: SCD Board of Trustees

From: Annette Stofer, AFT Seattle Local 1789 President

Re: December 2021 report

This fall has been a time of change, reflection, and planning for a future that is uncertain. We have a new faculty union Executive Board, a group with a lot of energy and ideas. We are preparing for a membership drive and for salary negotiations. We are currently working on a new COVID MOU for Winter quarter. Programs are bringing more classes back to campus, and with that we continue to need to keep faculty and staff safe and healthy. A survey of faculty has shed a lot of light on what has worked well, what hasn't, and what faculty need for navigating the challenges.

Recent budget discussions leave our faculty dismayed and concerned about the future health of our colleges, and specifically of instructional programs. We have been in disaster mode for too long, and it is taking a deep toll. The community is aware of the negative trajectory, and no doubt that affects their decisions about where to enroll. What is the plan to build back and show everyone that we are strong and successful?

Earlier this fall, Chancellor Pan proposed to you a delay in the process and decision around one accreditation and one college for our district. You declined and said that we would stick with the original timeline. It is my personal opinion that a lot of important factors have been ignored, and I feel a great deal of concern, especially if you decide next spring to combine the colleges into one.

Members of the Accreditation task force have expressed serious concerns about the survey that NCHEMS designed for employees of the District. The survey came out despite those concerns. Some members of the task force question whether we have influence or not.

Workload will be a major issue if we move to merge into one college. Faculty are already exhausted from teaching during the pandemic. Adding a major undertaking like becoming one college will not make things better. New legislation approved new full-

time faculty lines for CTCs. We received 19 lines in addition to the hiring and tenure track processes already in the works. There will be search committees and tenure committees that will require attention to diversity and equity. BIPOC and other faculty of color will no doubt be asked to play a leading role. We are asking them to lead curriculum changes and much more already. These are just a few of the reasons that the timing on a decision about one accreditation could be unwise.

Another reason has to do with the individuality of the colleges. In the survey, I saw only one question about college culture and community. Each of our colleges has its own culture and history. Employees make connections with one another, building a community of care. We connect with the place and with the people around us. There is concern that if we become one college, we will be asked to move around the district to fill work needs and leave behind the colleagues we have built relationships with. We are concerned that instructional offerings that make each program unique will be lost to standardization.

It is stated again and again that no decision has been made on becoming one college, but people are not convinced of that. We look forward to assurances that the voices of faculty and staff will be honored. We look forward to assurances that the human element will get preference over streamlining systems.

Respectfully,

Annette Stofer

## **MEMORANDUM**

**TO:** Board of Trustees  
**FROM:** Addiemaymae Winston, President  
**DATE:** December 9, 2021  
**SUBJECT:** United Student Association (USA) REPORT – INFORMATION ONLY

### **USA New Officers**

This month, we welcomed our newest members:

Vice President- Ana Chamale  
Diversity and Inclusion Officer- Mim Mohammed  
Communications Officer- Elina Le  
Sustainability Officer- Evelyn Huang

We are still seeking a student to fill the Treasurer position. Now that the majority of positions have been filled, we are excited to begin new projects and grow as a team.

### **Student Meet-Ups**

This quarter, USA has hosted four *Student Meet-Ups*, which are designed to help students interact with one another, get connected to student leadership opportunities, and get to know the SSC campus. Students who have attended expressed gratitude and explained that they wanted more events like this, especially during the transition back into in-person learning.

### **College Council and USA Collaboration**

On November 3, 2021, Jaime Flajole, Chair of SSC's College Council, visited USA's weekly meeting to discuss the College Council and what they do. She shared Council goals, collaboration ideas and invited President Addie Winston to attend the Council's meeting. USA traditionally has two members serve on the Council.

### **CIE Social & USA Collaboration**

CIE is organizing a *Relax Before Finals* event on December 10 in the JMB Student Center. USA members will be assisting with the activities.

## **MEMORANDUM**

**TO:** Board of Trustees

**FROM:** Associated Student Council (SCC)

**DATE:** December 9, 2021

**SUBJECT:** Report to the Board of Trustees

### **Associated Student Council Welcomes new members**

The ASC recently ratified four new associates to work with the team. With the application process over, we will be spending the next few weeks getting to know them and helping them become familiar with the different duties and responsibilities of their position. We've also identified a student representative from Wood Tech Campus who will join us next quarter

### **Recent events on campus:**

#### **Mitchell Activity Center Re-Opens**

On November 1<sup>st</sup> the MAC opened its doors to students – the first time since March 2020. Students must reserve time to use the gym, fitness equipment, and gameroom, at a socially distant, and limited capacity. Students are thrilled the MAC is BACK!

#### **First Generation Student Week**

During the week of November 8<sup>th</sup>, Seattle Central College celebrated First-Generation Students, these are students who are first in the families to go, attend, or graduate from college or universities. There were three days of virtual events that included a keynote speaker with Dr. Sy Ear, Dean of Basic and Transitional Studies, an remarks from Kao LeZheo, Acting Vice President of Student Services; there was a host of Student Panels from 2<sup>nd</sup> year Seattle Central Students, to Seattle Central Alumni and a First Gen Professionals Panel; lastly, there were three student workshops including Financial Literacy, Overcoming Imposter Syndrome, and Finding and Appkying for Scholarships by the Seattle Colleges Foundation. This event was organized by Four offices: TRIO Student Support Services, MESA, LSAMP, and Student Leadership.

#### **Conversations with the President – Student Forum**

The Executive of Issues and Concerns planned and facilitated the “Conversations with the President” last November 15, 2021. This forum gave students a chance to ask their questions and have their concerns addressed. A couple of the topics that came up included updates regarding the campus' COVID-19 Safety Guidelines, CTCLink, and the new student keycard.

### **Phi Theta Kappa Induction Ceremony**

On Thursday, November 18, 2021, the Alpha Chi Zeta chapter for Phi Theta Kappa for 60+ new members this quarter. 17 students participated in the in-person, socially distant, induction ceremony. Representatives PTK Headquarters and PTK Regional Chapter were able to attend and give words. Dean of Student Development, Ricardo-Leyva Puebla gave remarks and officially inducted new Faculty Advisor, Nathan Ormsby as new PTK Advisor, replacing long time Faculty Advisor Nada Oakley who served as PTK Advisor for 18 years.

### **Trans Day of Remembrance**

On November 19, 2021, the Queer/Trans Cooperative student club held an online event for the Trans Day of Remembrance (TDOR) to remember the members of the trans community that we have lost to violence and transphobia.

### **Teacher Appreciation Day**

The Student Organizations Resource Council (SORC) and International Programs have kept up the Seattle Central tradition celebrating Teacher Appreciation Day, a Vietnamese cultural holiday that is historically celebrated on the 20<sup>th</sup> of November. On November 23, 2021, a pop-event was held which had treats and cards that students can write their notes of appreciation for faculty and staff on. Continuing this tradition is important to the student body as it recognizes the unparalleled influence that instructors and staff members have on our learning, success, and everyday lives.

### **First Generation Student Week**

During the week of November 8<sup>th</sup>, Seattle Central College celebrated First-Generation Students, these are students who are first in the families to go, attend, or graduate from college or universities. There were three days of virtual events that included a keynote speaker with Dr. Sy Ear, Dean of Basic and Transitional Studies, an remarks from Kao LeZheo, Acting Vice President of Student Services; there was a host of Student Panels from 2<sup>nd</sup> year Seattle Central Students, to Seattle Central Alumni and a First Gen Professionals Panel; lastly, there were three student workshops including Financial Literacy, Overcoming Imposter Syndrome, and Finding and Appkying for Scholarships by the Seattle Colleges Foundation. This event was organized by Four offices: TRIO Student Support Services, MESA, LSAMP, and Student Leadership.

