

REGULAR MEETING AGENDA

3:00 p.m. CALL TO ORDER

3:00 p.m. LAND ACKNOWLEDGMENT

Phuong To, United Student Association Officer at South Seattle College

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

Tab 1

3:05 p.m. PUBLIC COMMENT

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

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

3:20 p.m. PRESENTATION

eLearning

Presenters: Kurt Buttleman, Vice Chancellor of Academic and Student Success; Kevin Bowersox-Johnson, Executive Director, Seattle Colleges eLearning

Tab 2

3:35 p.m. ACTION ITEMS

A. Minutes from Regular Meeting on March 10, 2022

Tab 3

- B. Minutes from Special meeting on March 14, 2022 **Tab 4**
- C. Minutes from Special meeting on March 21, 2022 **Tab 5**
- D. 2022-23 Student Fee Request – Second Reading **Tab 6**
- E. Impact Washington Tutta Bella Client Services Contract **Tab 7**
- F. Faculty Emeritus **Tab 8**

3:50 p.m.

INFORMATION ITEMS

- 1. Faculty Professional Leave for 22-23 **Tab 9**
- 2. Enrollment Report **Tab 10**

4:10 p.m.

ORAL REPORTS

Written Reports-Tab 11

- A. Student Representatives
 - 1. Nichole Eidsmoe, 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. Yoshiko Harden, Interim President of Seattle Central College
 - 3. Rosie Rimando-Chareunsap, President, South Seattle College
 - 4. Kurt Buttlerman, 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. Earnest Phillips, Associate Vice Chancellor of Communications and Strategic Initiatives

5:00 p.m. ADJOURNMENT

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

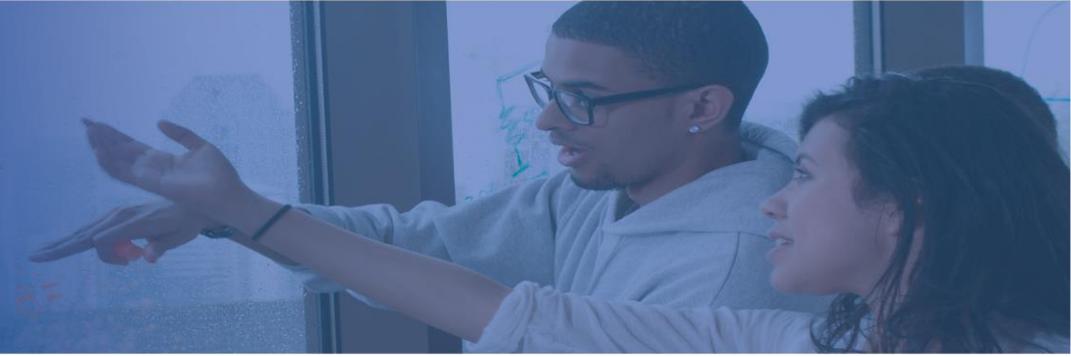
An executive session may be held for one or more of the following purposes: (1) To receive and evaluate complaints against a public officer or employee; (2) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee; (3) To discuss with legal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



SEATTLE COLLEGES
North · Central · South

MISSION

As an open-access learning institution, Seattle Colleges prepares each student for success in life and work, fostering a diverse, engaged and dynamic community.



Board of Trustees Meeting

Thursday, April 14, 2022



SEATTLE COLLEGES
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The Team



Julian Barr - South



Judy Blair - Central



Kevin Bowersox-Johnson



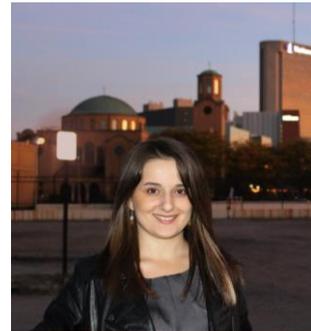
Rebecca Brown - North



Spencer Echon - South



Jesse Hernandez - Central



Sanja Kadrić - Central



Robin Leeson - Central



Thuy Nguyen - North



Terre O'Malley - North



Shawn Rodriguez - North



Doug Romine - Central



SEATTLE COLLEGES
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Institutional Structure

Merge

- March 1, 2021
- Three college teams to one district-wide team

Initial Work

- [eLearning Strategic Plan](#)
- [Living Our Mission: Aligning Our Organization's Strategic Plan to the Work](#)

Professional Development

- [LEAD](#) (eLearning Across the District) – Stipend Program
- Collaboration with College PD Coordinators
- Collaboration with District PD Coordinator

Faculty & Student Resources

- Extended Hours: 8:30 am – 7:30 pm M-Th & 8:00 – 4:30 pm F
- Faculty & Student Canvas, Zoom, Starfish, ctclink Training
- Merged Ticket System with IT for seamless access to support
- Consolidated Access Pathways (1 email address, 1 phone number)
- Added additional access modalities (Live Online Chat)
- [Book an Appointment](#)

Governance

- [DDLCC](#) Advisory Committee
- Individual College Advisory Committee

MISSION

Our dynamic team supports student success and provides innovative and culturally responsive solutions in collaboration with students, faculty, and staff in the creation, implementation, assessment, and promotion of high-quality programs, courses, and opportunities across all learning modalities and college-supported technology tools.

VISION

Our team models and supports inclusive, equitable, accessible, and anti-racist teaching and learning practices and technology tools to transform lives, promote equity, and enrich the community.



SEATTLE COLLEGES
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DDLC & eLearning Advisory Committees

DDLC OVERVIEW

- ❖ Appointed by College AFT Presidents/Representatives
 - ❖ 1 at each college
 - ❖ 1 floating (South for 2021/2022)
- ❖ Attend DDLC Meetings (1 / quarter at 2 hours each for Fall, Winter, and Spring Quarters)
- ❖ Share campus happenings / concerns
- ❖ Vet new / updated eLearning policies & procedures
- ❖ Determine plan for use of DDLC Prof Dev Funds Budget
- ❖ Assist in the planning of short-term and long-term eLearning priorities

eLEARNING ADVISORY COMMITTEE OVERVIEW

- ❖ Develop local eLearning committee and presence at each college
- ❖ Conduct eLearning advisory committee meetings
 - ❖ Weeks 6 & 9 in Fall 2021
- ❖ Conduct faculty, student, and administrative listening sessions
- ❖ Co-facilitate and support the implementation of the DDLC Prof Dev Funds initiative
- ❖ Support facilitation and implementation of local initiatives
- ❖ Attend quarterly, and upon request, instructional admin meetings

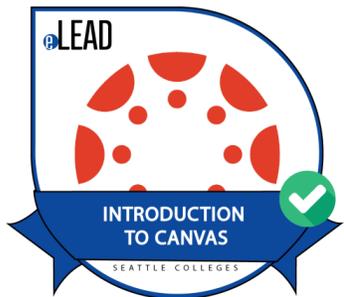
Budgetary Structure & Faculty Involvement

Budget

- Consolidated multiple budgets to one
- Collapsed Multiple Student Fees into one
- \$4.25 / credit
- Reduced the total fee in half for most students

Faculty Development & Engagement

- [LEAD Program](#)
- [District Distance Learning Committee](#)
- [College eLearning Advisory Committee](#)
- 1:1 and group access to Instructional Design Collaboration
- [Book an Appointment](#)



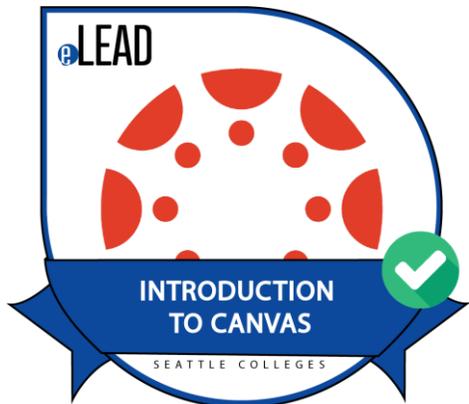
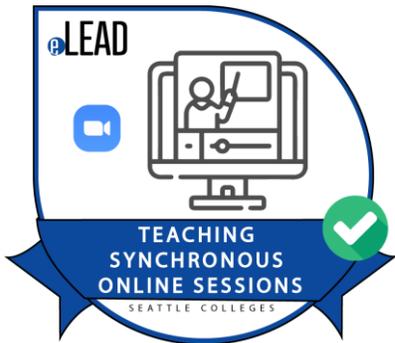
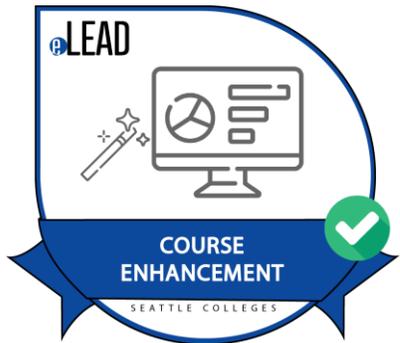
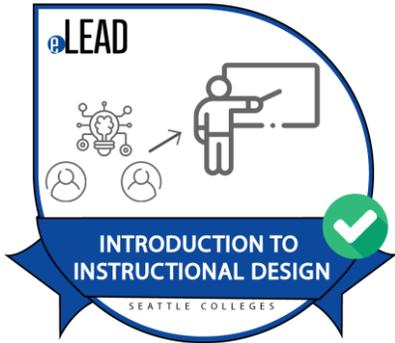
Guiding Principles

- Expand access and serve the educational needs of students locally, nationally, and abroad.
- Be driven by student success relating to academic achievement, community engagement, job-readiness, personal growth, and other post-college endeavors.
- Be well known for the delivery of high-quality, cost-effective programs and courses.
- Be dynamic, flexible, innovative, and responsive in how programs are developed and delivered and how faculty and academic units are engaged in this process.
- Build capacity and foster the development of new courses and programs.
- Promote and support programs in collaboration with existing academic units.
- Be widely recognized as the education leader in innovation, quality, accessibility, and customer support.
- Provide exemplary support by responding to students, faculty, and staff needs in a timely and professional manner.



SEATTLE COLLEGES
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LEAD: eLearning Across the District



COURSE OFFERINGS

- ❖ Introduction to Canvas / Canvas Certification
- ❖ Introduction to Instructional Design
- ❖ Facilitating Engaging Discussion Boards
- ❖ Teaching Synchronous Online Sessions
- ❖ Introduction to Open Education
- ❖ Course Enhancement
- ❖ Creating Accessible Materials
- ❖ Video Production
- ❖ Introduction to Zoom

Measuring Our Success

eLearning Data

- 3,341+ Tickets Answered
- 72 Live Chats
- 671 Unique Newsletter Viewers
- 100+ Student Orientation Attendees
- 2 Lead Completions

Data Dashboards

Academic Year: 2122 (1) ▾		TICKETS BY LOCATION					
Quarter: Exclude null (1) ▾		Top 4 - Quarter / Quarter					
Colleges ▲	No.	Location	Q1	Q2	Q3	Q4	Grand total
1. Central	1,734	C - eLearning (Email)	184	581	762	17	1,544
2. District	33	null	220	186	134	3	543
3. North	601	N - eLearning (Email)	70	154	312	5	541
4. South	429	S - eLearning (Email)	30	151	184	1	366
5. Unassigned	544	C - eLearning (Phone)	26	24	24	-	74
		N - eLearning (Phone)	5	21	23	-	49
		C - eLearning (Appointment)	3	16	27	-	46
		C - Central	20	12	14	-	46
		D - eLearning (Email)	4	6	21	-	31
		S - eLearning (Drop-In)	1	2	15	-	18
		C - eLearning (Drop-In)	7	7	3	-	17
		S - eLearning (Phone)	-	7	8	-	15
		S - eLearning (Appointment)	1	7	6	-	14
		S - South	1	4	7	-	12
		N - North	2	2	1	-	5
		N - eLearning (Appointment)	1	1	2	-	4
		C - Siegal Center	1	-	1	-	2
		C - Health Education Center ...	-	2	-	-	2
		C - Broadway Edison Building	2	-	-	-	2
		D - eLearning (Phone)	-	-	1	-	1
		Grand total	580	1,187	1,548	26	3,341

Access Type...	No.
1. Appointment	65
2. Drop-In	36
3. Email	2,482
4. Other	619
5. Phone	139
Grand total	3,341

PROJECTS

SHORT-TERM

Complete

- Determine Staffing
- Determine Services and Support
- Develop Advisory Structure

In Progress

- Revamp eLearning Website

LONG-TERM

Complete

- Continue Support of Online and Hybrid Courses

In Progress

Canvas (Canvas Merge)

* Merge Canvas into one instance – Fall 2022

Development of Online Programs (Seattle Colleges Online)

- Identify Fully Online Programs and Degrees
- Provide Faculty Development specific to new programs
- Conduct Audit specific to support for distant students
- Collaborate with Communications to Market New Programs

Canvas Merge Road Map



1

Determine consistent structures and procedures between the three colleges.

Engage Seattle Colleges community via eLearning Advisory Committees

3

Spring 2022: Create Fall 2022 course shells in new instance from cTcLink.

Summer courses to be taken in current structure.

Current structure available for 1 Year after implementation.

5

Analysis

Design

Develop

Implement

Evaluate

Review the technical possibilities for moving to a single instance of Canvas versus 3 instances.

Working with LMS Canvas admins, Canvas, State Board, and eLearning staff.

2

Begin building the 4th Canvas Instance that we will merge into.

Bring over 3rd party applications such Ally, ReadSpeaker, Panopto, and Zoom.

Bring over department and course-specific applications.

Bring over limited content and TEST, TEST, TEST!

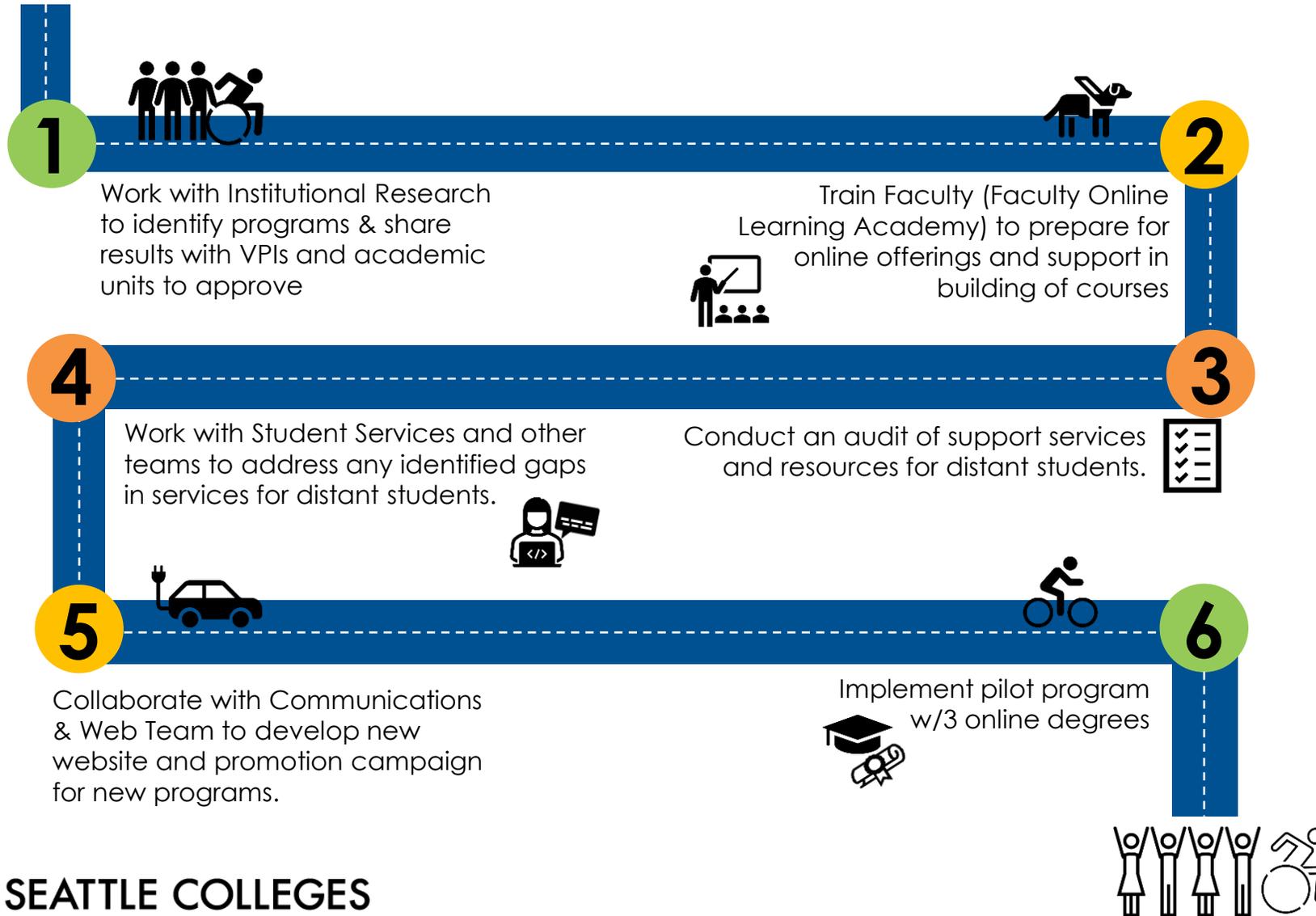
4

Utilize support tickets, community feedback, and other information to determine necessary changes.



SEATTLE COLLEGES
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Roadmap: Seattle Colleges Online



Shout Outs

WE'D LIKE TO THANK...

- eLearning Team (Transition)
- Johnny Dwyer (Ticket System Support)
- Greg McBrady (Phone Help)
- Instructional Design Team (LEAD)
- Megan Court (Student Orientation)
- Librarians / Library Staff (LEAD & Equipment Distribution)
- Tiffani Koyano (Self-Paced Transition)
- Maria Ales & IT Team (Onsite Support)
- Heather Emlund (Ordering)
- Doralinn Jung & Web Team (Websites)
- HR & Finance Teams (Transition Support)
- Student Services (Onsite Support)
- Faculty & Program Coordinators (NC-SARA Support)
- Access Services (Captioning)
- Christel Olsen (Return to Work)
- Nico Inzerella (Live Chat)
- Carlos Sibaja Garcia (Professional Dev)

Thank you!



HAVE A GREAT DAY!

The 2017-222 Strategic Plan is scheduled to sunset on June 30, 2023. The recommendation is to extend the current strategic plan for one year, to expire in 2024. Action will be taken during the regular session.

B. Distribution of HEERF

Terence Hsiao and the presidents shared information on financial aid disbursement by the colleges.

REGULAR MEETING AGENDA

CALL TO ORDER

The meeting was called to order at 3:00pm.

ATTENDANCE

Shouan Pan, Louise Chernin, Steve Hill, Rosa Peralta, Brian Surratt, Teresita Batayola, Chemene Crawford, Yoshiko Harden, Julienee DeGeyter, Terence Hsiao, Cody Hiatt, Kurt Buttleman, Jennifer Dixon, Duff Johnston, Kerry Howell, Benjamin Roberts, Cindy Riche, erin lewis, Greg Dempsey, Gregory Hinton, Katherine Hinkleman, Pete Lortz, Alice Melling, Traci Russell, Alan Smith, Barb Childs, Becca Chen, D'Andre Fischer, Jenni Brandstad, Lyle Crews, Marcia Horton, Semyon Kiyon, Robin Armstrong, Wendy Rockhill, Nausica Zorzi, Nicole Eidsmoe, Sayumi Irey, Melissa Allen, Mikaila Harris, Roberta Lourde, Dawnelle Wilkie, Dave Ellenwood, Betsy Hasegawa, Greg Bachar, Mikaila Harris, Jamie Wilson, Kathie Kwilinski, Lincoln Ferris, Sharon Spence-Wilcox, Leann Ditmar, AK Sterling, Vinod Sastry, Alan Smith

LAND ACKNOWLEDGMENT

The land and labor acknowledgment was presented by Semyon Kiyon, a Student at NSC.

ACTION / Approval of Agenda

Trustee Peralta made a motion to approve the agenda. Trustee Hill seconded. The motion passed 5-0.

PUBLIC COMMENTS

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There were not public comments.

PRESENTATION

North's Mental Health Grant

Presenters: Jenny Mao, Melissa Allen, and Emiko Minatoya-Shields; Counselors at North Seattle College

Presenters shared the factors that made NSC competitive to get this grant and the central goals for the grant work. They also shared opportunities for expansion of mental health services.

ACTION ITEMS

- A. Minutes from Regular Meeting on February 10, 2022

Trustee Hill made a motion to accept the minutes. Trustee Batayola seconded. The motion passed 5-0.

- B. Approval of Tenure

Trustee Peralta made a motion to approve Tenure for the faculty named below. Trustee Batayola seconded. The motion passed 5-0.

North Seattle College

Nicole Cook, IT & Application Development

Lyle Crews, Real Estate Property Management

Leann Dittmar, Pharmacy Technician

Benjamin Roberts, Electronics & Engineering Technology

Vinod Sastry, Mathematics

Nausica Zorzi, Business & International Business

Seattle Central College

Janine Buis, Nursing

Katie Gourd-Ascencio, Nursing

Anna Hackman, Humanities

Ruby Hansra, Counseling

Janet Hinson, Community Health & Education

Scott Moy, Apparel Design & Development

South Seattle College

Steve Abercrombie, Sustainable Building Science Technology
Jill McDonough, Basic & Transitional Studies

C. Extension of Tenure

Trustee Hill made a motion to extend the tenure process for Eric Jaccard by one quarter. Trustee Batayola seconded. The motion passed 5-0.

D. NSC Library Project

Trustee Hill made a motion to support the funding needed to complete the projects. Trustee Peralta seconded. The motion passed 5-0.

E. Seattle Colleges Strategic Plan, One-Year Extension

Trustee Batayola made a motion to extend the current Strategic Plan for one year, to expire on June 30, 2024. Trustee Peralta seconded. The motion passed 5-0.

INFORMATION ITEMS

A. PV Array Project and COP Authorization – First Reading

Terence Hsiao outlined the reasons for the project, including combating climate change and savings realized over time. This will come back to the board for approval at a future meeting.

B. Q2 Financial Report and Budget Projections

Terence Hsiao shared the Q2 Financial Report and projections.

C. 2022-23 Fee Request – First Reading

Terence Hsiao shared the proposed student fees for 2022-23. This will be presented for board action in April.

ORAL REPORTS

A. Labor Union Representatives

Cody Hiatt, AFT-SPS, reported on Pro Staff engagement in budget prioritization and is looking forward to a facilities redesign plan.

B. Chancellor's Report

Chancellor Pan mentioned the launch of The Biweekly, an informal email update that will be sent regularly to the district community. He also shared details of the Guided Pathways Reset, including that Yoshiko Harden will assume the role as District Executive Sponsor.

C. College Presidents, Vice Chancellors

Chemene Crawford, President of North Seattle College, shared that they are working in partnership with United Way to offer food pantry services. Dr. Crawford provided statistics on the impact of food distribution on campus.

Yoshiko Harden, Interim President of Seattle Central College, shared that Basic and Transitional

Studies received a 3-year College Spark grant.

Julienne DeGeyter, Vice President of Administrative Services at South Seattle College, shared that their food pantry recently offered both food and covid test delivery.

Kerry Howell, Vice Chancellor of Advancement, reported on a \$200K gift from Costco to support scholarships for diverse students. Other gifts are in the pipeline. October 12, 2022 is the date of the next Equity Can't Wait event.

Cindy Riche, Associate Vice Chancellor and Chief Information Officer, thanked IT staff for their work to make the hybrid meeting possible.

Earnest Phillips, Associate Vice Chancellor of Communications and Strategic Initiatives, shared information on Running Start outreach and updates to the website and advertising.

ADJOURNMENT, TRANSFORMING LIVES RECEPTION

The meeting adjourned at 4:46pm.

The next meeting of the Board of Trustees will be held on Thursday, April 14 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.

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

March 14, 2022

PUBLIC COMMENT	8:30 a.m.	Zoom
ACTION ITEM	8:45 a.m.	Zoom

MINUTES

CALL TO ORDER

The meeting was called to order at 8:41am.

ATTENDANCE

Shouan Pan, Louise Chernin, Steve Hill, Rosa Peralta, Rebecca Zeller, Terence Hsiao, Becca Chen, Gregory Hinton, Chemene Crawford, Cassandra McGuire, Annette Stofer, Lilia Fomai, Rosie Rimando-Chareunsap, Yoshiko Harden, D'Andre Fisher

PUBLIC COMMENT

There were no public comments.

ACTION ITEM

A. Approval of Agenda

Trustee Peralta made a motion to approve the agenda. Trustee Hill seconded. The motion passed 3-0.

B. PV Array Project at North, Central and South

Trustee Hill made a motion to approve the project. Trustee Peralta seconded. The motion passed 3-0.

EXECUTIVE SESSION

Chari Chernin called a 5-minute Executive Session.

1. Negotiations

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

ADJOURNMENT

The meeting adjourned at 8:54am.

The next meeting of the Board of Trustees will be held on Thursday, April 14 at South Seattle College Georgetown Campus, Room C122. There will be a Study Session at 1:30 p.m., and the Regular Meeting will follow at 3:00 p.m.

EXECUTIVE SESSIONS

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

March 21, 2022

PUBLIC COMMENT	1:00 p.m.	Zoom
EXECUTIVE SESSION	1:15 p.m.	Zoom

MINUTES

CALL TO ORDER

Chair Chernin called the meeting to order at 1:01pm.

ATTENDANCE

Shouan Pan, Bruce Marvin, Rebecca Zeller, Lilia Fomai, Louise Chernin, Wendy Rockhill, Steve Hill, Teresita Batayola, Rosa Peralta, Betsy Hasegawa, Brian Surratt, Jennifer Dixon, D'Andre Fisher, Kathie Kwilinski, Nichole Eidsmoe, Kerry Howell

PUBLIC COMMENTS

There were no public comments.

ACTION ITEMS

A. Approval of Agenda

Trustee Batayola made a motion to approve the agenda. Trustee Peralta seconded. The motion carried 5-0.

B. Approval of Tenure

Chancellor Pan and VPI Rockhill reviewed the candidate's qualifications with the board. **Trustee Peralta made a motion to grant Bliss Holloway Tenure. Trustee Batayola seconded. The motion carried 5-0.**

EXECUTIVE SESSION

Chair Chernin called a 45 minute executive session at 1:10pm.

A. Personnel

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

Louise Chernin welcomed people back into the regular session at 1:57pm.

ACTION ITEM

A. Board Statement on Upcoming Events

Chancellor Pan has informed the Board that he will be pursuing a new professional opportunity after six years of service at Seattle Colleges and that he is a finalist for the presidency at Portland Community College. The board discussed issuing a statement regarding the anticipated leadership transition. **Trustee Hill made a motion to approve of the Chair and Vice Chair working with the chancellor to draft communications about this new development. Trustee Batayola seconded. The motion passed 5-0.**

ADJOURNMENT

The meeting adjourned at 2:03pm.

The next meeting of the Board of Trustees will be held on Thursday, April 14 at South Seattle College Georgetown Campus, Room C122. There will be a Study Session at 1:30 p.m., and the Regular Meeting will follow at 3:00 p.m.

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MEMORANDUM

TO: Board of Trustees

FROM: Dr. Shouan Pan - Chancellor

DATE: **April 14, 2022**

SUBJECT: Proposed Fee Changes and New Fees for FY 22-23 / Final reading & approval

Background

Since the State does not fully fund the needs of all programs the colleges assess fees to enable them to offer programs and services to meet student needs. The colleges propose new fees to meet new needs, sunset fees which are no longer needed and change fees as appropriate to meet needs. The Board has the authority to set fees per RCW 28B.15.100, these fee requests are being brought to the Board in accordance with Policy 108. This agenda item requests Board approval of fees for the 22-23 academic year. These requests have been reviewed by the Chancellor's Executive Cabinet.

Fee Sunset Requests

The following fees are no longer needed; colleges are requesting Board authority to sunset the fees.

- **Maritime Lab Fee - \$57.50**
- **Locker Rental Fee - \$6.00**

New Fee Requests

Approval for the following new fees is requested:

*District***SEVP Reporting Fee - \$20/quarter for all international students**

This fee is being requested because International Programs needs to dedicate all application fee revenue to meet application fee processing requirements (application fee revenues once sufficed to cover SEVP reporting costs). SEVP reporting on F-1 and M-1 students is a quarterly mandatory requirement of our advising team responsibilities. The revenues collected from this fee will cover the cost to support adequate staffing to meet the obligation.

International Orientation Fee - \$50/one-time for the first quarter international students

International student orientation includes special activities and events that need to be setup and refreshments for students participating in the pre-quarter orientations. Orientation is supported by the International Ambassador program. This fee will recover those additional costs and will replace the International Student Application Fee.

OPT-SEVP Reporting Fee - \$80/ one-time charge for International OPT students

This request is to convert the current \$20 per quarter fee into a one-time annual fee. The revenues collected from this fee will recover the cost of quarterly mandatory SEVP reporting on students who are engaging in OPT.

Seattle Central College

CDA Exam Fee - \$112.50/quarter for dental assisting students

The revenues collected from this fee will recover the cost of CDA examination for Dental Assisting students so they can complete their certification as dental assistants. The cost of the examination is \$450.

Health IT Certification Fee - \$30/class for Health IT students

The revenues collected from this fee will recover the cost of certification exam preparation materials for Health IT students.

ATI Testing Fee - \$200

The revenues collected from this fee will recover the cost of the ATI Testing program which prepares students for the questions on the NCLEX exam.

North Seattle College

Online Chemistry Supplemental Fee - \$115/course

The revenues collected from this fee will recover the additional cost of providing lab kits and supplies for students taking Chem 131, Chem 162 and Chem 163 online.

Online Chemistry Lab Supplemental Fee - \$87/course

The revenues collected from this fee will recover the additional cost of providing lab kits and supplies to students taking Chem121 and Chem 161 online.

Archaeology Field Experience Fee - \$200/course

The revenues collected from this fee will recover the additional costs associated with students taking the new ANTH 297 archaeology field experience class including field experience and laboratory costs.

Fee Change Requests

International/District

International Application Fee - \$50/application or deferral

The current fee is \$50 and is designed to fund both quarterly SVEP reporting and application processing expenses. International Programs is proposing keeping the fee itself at the same level but devoting all of the proceeds to application processing so we can staff to reduce application response time from 10-14 days to 48 hours. SEVP expenses will be funded by the SEVP reporting fee.

Sponsored Student Fee - \$200/quarter for international students

Propose better matching sponsored student fees across the nation. Recommend directing this additional amount to the accounts receivable team to offset their costs for billing, while the IP portion continues to support extra reporting to sponsors, etc.

North Seattle College

Recreation Center Fee - \$2.50/credit (up to 10 credits)

The current fee level is \$1.25 per credit. Revenues collected from this fee will cover the cost of ongoing/increasing Wellness center maintenance costs including equipment replacement and facility maintenance. This includes covering the cost for an aging facility.

Seattle Central College

Simulator Fee - \$54.17/2 hour block

Recent changes to our curriculum have added simulations to a wide variety of courses, The current simulator fee is \$216.67 for 8 hours. We request the conversion of the fee into a two-hour fee so courses that require fewer than 8 simulator hours will be more accessible to students.)

Nursing Lab/Supplies Fee - \$80

The current Nursing fee is \$54. Nursing is incorporating more simulations in the curriculum and that increases the supplies used for implementation; the funds spent in the last 2 years has exceeded the amount of money collected from student fees. The revenues collected from this fee will recover the cost of supplies, mainly consumables for use in the laboratories.

Nursing Simulator Class Fee - \$250/

The current Nursing Simulator class fee is \$165 and is used to recover the cost of instructional and classroom technicians responsible for lab setup. Revenues collected from this fee no longer recover these costs, the request is to increase the fees to the level needed to recover the costs.

Intensive English Course - \$832.50 / \$1,665.00

This fee has not been revised to adjust for inflation, the request is to increase the fee by 5.7%.

Recommendation

It is recommended the Board approve the FY 2022-23 Fees request as presented.

Submitted by:



Terence Hsiao
Vice Chancellor of Finance & Operations

Transmitted to the Board with a favorable recommendation.



Dr. Shouan Pan
Chancellor

To: Seattle Colleges Board of Trustees
From: Chancellor Shouan Pan
Date: April 14, 2022
Subject: Client Services Contract Approval in the amount of \$588,000

Background

Approval is sought for a Client Services Contract in the amount of \$588,000 between Seattle Colleges and Impact Washington to perform ERP System Training and Implementation for Tutta Bella. The training contract is funded by Job Skills Program (JSP) grant award 106-JSP-23TB from the Washington State Board for Community and Technical Colleges and will be managed by the Office of Corporate and Customized Training.

Recommended Action

It is recommended that the board approve the contract in the amount of \$588,000.

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



Shouan Pan, Ph.D.

Chancellor

Client Services Contract No. C1723

between

Seattle Colleges

and

Impact Washington

This Contract is made and entered into by and between the Seattle Colleges, hereinafter referred to as the "Purchaser", and the below named firm, hereinafter referred to as "Contractor."

Impact Washington
3303 Monte Villa Parkway, Suite 340
Bothell, WA 98021
Phone: (425) 438-1146
FAX: (425) 438-2755
Email: dwolfe@impactwashington.org
WA State UBI #: 601723974

NOW THEREFORE, the Purchaser and Contractor mutually agree as follows:

PURPOSE

The purpose of this contract is to deliver technical Lean training to employees of **Tutta Bella** on behalf of Seattle Colleges following the detailed scope of work below. Employees will be paid during training time and this work is pursuant to Job Skills Program grant 106-JSP-23TB. This work is subject to available funding and any program changes requested by **Tutta Bella**, the State Board for Community and Technical Colleges, or Seattle Colleges. In the event of any contingencies, you will be notified as soon as possible regarding the appropriate change.

SCOPE OF WORK

A. The Contractor will provide services and staff, and otherwise perform all tasks, functions and activities necessary for or incidental to the performance of work, as set forth below:

The contractor will represent Seattle Colleges to provide 2,100 hours of customized instruction and training to employees of the company in ERP Selection and Implementation. Workshops will be taught using a hybrid eleven module ERP Selection and Implementation training plan that trains employees to define requirements for the future; evaluate and select best fit systems for options and strategy; plan, budget, schedule; and contract negotiation and ERP implementation support.

Training Module 1. ERP Training

April 2022 -May, 2022

Training to collect key information and define current state systems, pain points, ideas for improvement:

Companies tend to discuss solutions first, and they will learn in these sessions the important strategy of defining needs and requirements first. They will learn what information about their company is important to this type of systems selection. They will learn how to document their current systems transactions and flow and identify the problems they want to correct in the new

system. This training will teach them to identify key requirements in their business that the new software will need to meet.

Timing	Training Topic	Learning Objectives & Expected Outcome	Who will be Trained	Hours
Apr-May – 2022	Training to collect key information and define current state systems, pain points, ideas for improvement	<p>Learning Objectives</p> <p>Learning to identify the key performance measures that define the targets and goals under the new system.</p> <p>Training to determine what data is to be collected and why.</p> <p>Training how to map systems flows and transactions, whether it is part of the current systems or a manual process.</p> <p>Training to identify opportunities for improvement and gaps in the current systems.</p> <p>Training to create ownership of the new system through involvement in identifying the obstacles in the current system.</p> <p>Expected Outcome</p> <p>At the end of this training module, employees will understand how to evaluate the current functions and understand what business is critical to defining how the new system should operate.</p>	<p>Onsite Training</p> <p>Management 9</p> <p>Supervisor 6</p> <p>Clerical 7</p> <p>Sales 7</p>	96

Training Module 2. ERP Training

Apr-May, 2022

Training to define the future state and the list of key functional requirements for evaluating systems candidates:

The business team will learn from the flows, pain points, gaps and ideas they discovered in the current system, and formulate the future state requirements that will define the new system.

Timing	Training Topic	Learning Objectives & Expected Outcome	Who will be Trained	Hours
Apr-May 2022	Training to define the future state and the list of key functional requirements for evaluating systems candidates	<p>Learning Objectives</p> <p>Teaching the business team to develop solutions that will provide the necessary improvements</p> <p>Teaching the business team best practices in the business functions such as receiving, inventory management, tracking work in progress, production planning and scheduling, and packing and shipping.</p> <p>Training for formatting the functional requirements for ease of understanding by the software suppliers and ease of evaluation for the business team.</p> <p>Training and collaboration to ensure everyone is in agreement with the requirements before going forward with the ERP selection.</p> <p>Expected Outcome</p> <p>At the end of this training module, employees will understand the importance of defining the ERP system functions and performance that the business needs before looking at software solutions. They will also have learned the value of focusing on selecting performance, rather than focusing on software.</p>	<p>Onsite Training</p> <p>Management 9</p> <p>Supervisor 6</p> <p>Clerical 7</p> <p>Sales 7</p>	84

Training Module 3. ERP Training

April 2022 -May 2022

Training for software vetting, including qualify, and selection methods for the best-fit software

The business team will use the key requirements they learned and developed through the initial stages of training and select the software that is the best fit. Impact Washington will provide a systematic approach to teaching the team.

Timing	Training Topic	Learning Objectives & Expected Outcome	Who will be Trained	Hours
Apr-May 2022	Training for software vetting, including qualify, and selection methods for the best-fit software	<p>Learning Objectives</p> <p>Training employees for the ability to identify software candidates that appear to be qualified for receiving a request for proposal</p> <p>Training employees to understand the key business characteristics to evaluate the vendors, along with the technical qualifiers.</p> <p>Training employees to write and send requests for ERP system proposals and evaluating the results</p> <p>Training employees the systematic methods for selecting the top two candidates collaboratively.</p> <p>Training employees to evaluate the top two candidates and final selection methods through interviews, references, and scripted demonstrations</p> <p>Expected Outcome</p> <p>At the end of this module, the business team will have learned the value of the selection process is to select the best software, to involve the entire business team in the decision, and to educate the supplier to the requirements and needs of the company.</p>	<p>Onsite Training</p> <p>Management 9</p> <p>Supervisor 6</p> <p>Clerical 7</p> <p>Sales 7</p>	140

Training Module 4. ERP Training

Apr 25, 2022 -May 27, 2022

Training for planning the budget, schedule, benefits, roles and responsibilities, and next steps for implementing the new system

A budget, plan, schedule, and expected benefits are typically required for any project to be approved by C-Level Management, and the team will learn how to create these documents through the following training.

Timing	Training Topic	Learning Objectives & Expected Outcome	Who will be Trained	Hours
Apr-May 2022	Training for planning the budget, schedule, benefits, roles and responsibilities, and next steps for implementing the new system	<p>Learning Objectives</p> <p>Training to understand all costs of the project including software licensing, configuration, training and installation, systems hardware, site preparations, data conversion, and maintenance agreements.</p> <p>Training to understand the roles and responsibilities of everyone, and how they must work together for a successful implementation.</p> <p>Training regarding the importance of each step in the project schedule and how to determine how much time should be allowed for each step.</p> <p>Training to understand the objectives and goals of the new ERP system and the importance of keeping focus during implementation.</p> <p>Training to understand strategies for mitigating risks associated with the ERP software implementation</p> <p>Expected Outcome</p> <p>At the end of this training module, the business team members will understand the importance of a</p>	<p>Onsite Training</p> <p>Management 9</p> <p>Supervisor 6</p> <p>Clerical 7</p> <p>Sales 7</p>	28

		solid plan and objective, and the costs and time commitments required.		
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Training Module 5. ERP Training

Apr 25, 2022 - May 27, 2022

Training for documentation and presentation of findings and results

Throughout this process the team will generate documents and findings and they will learn how to organize and share their information using shared files and status reports and document their findings in a clear and concise report and presentation.

Timing	Training Topic	Learning Objectives & Expected Outcome	Who will be Trained	Hours
Apr-May - 2022	Training for documentation and presentation of findings and results	<p>Learning Objectives</p> <p>Training to recognize the key facts learned during the discovery phase when evaluating the current process</p> <p>Training to understand how they arrived at the future state requirements, and the expected benefits.</p> <p>Training to explain how they selected the final candidate, from the evaluation of the long list, through RFP receipt, through the demonstration process and the reasons for the eliminations along the way.</p> <p>Training to develop a clear and concise budget, plan and schedule for implementation.</p> <p>Expected Outcome</p> <p>At the end of this training module. the business team will understand the importance of the documentation process and how it will serve as a reference and guide throughout the ERP implementation.</p>	<p>Onsite Training</p> <p>Management 9</p> <p>Supervisor 6</p> <p>Clerical 7</p> <p>Sales 7</p>	20

Training Module 6. ERP Training

May 31, 2022 – Jun 17, 2022

Training to Finalize ERP Contract and VAR Orientation

The Tutta Bella team has the most negotiation leverage before they sign the agreement with the selected ERP provider. In this training module the Tutta Bella team will learn how to use this leverage to negotiate a fair contract that provides the funding and support the ERP provider needs while protecting their interests and mitigating their risks. The business team will learn to focus on obtaining performance and not just software. This module includes training in evaluating a budget and schedules with milestones payments that are tied to completed tasks.

Timing	Training Topic	Learning Objectives & Expected Outcome	Who will be Trained	Hours
May-Jun 2022	Training to Finalize ERP Contract and VAR Orientation	<p>Learning Objectives</p> <p>Training for business team VAR walk throughs and orientation</p> <p>Training to understand request for proposal comparisons and demo to finalize the vender selection with the company</p> <p>Training for initial Go-No Go agreement to finalize budget and contract with business team</p> <p>Expected Outcome</p> <p>At the end of this training module, employees will understand how to review the ERP proposal and identify and evaluate the key elements that are needed in the agreement. Mitigate risks by placing higher risk parts of the implementation into a separate phase for later. Understand and evaluate the budget and schedules provided by the ERP provider. Interpret and understand the terms of the maintenance agreement, and ensure the agreement supports the performance goals and objectives.</p>	<p>Onsite Training</p> <p>Management 9</p> <p>Supervisor 6</p> <p>Clerical 7</p> <p>Sales 7</p>	60

Training Module 7. ERP Training

May 31, 2022 – Jun 17, 2022

Training for Planning, Procurement and Install

Once the agreement with the ERP provider is complete, the Tutta Bella business team will work with the ERP provider to create a detailed schedule and budget, and identify a procurement schedule for software, hardware and site preparation. This training module will teach them how to identify the items for purchase, evaluate lead times, and create the purchase orders that protect their interests and provide clarity.

Timing	Training Topic	Learning Objectives & Expected Outcome	Who will be Trained	Hours
May-Jun 2022	Training for Planning, Procurement and Install	<p>Learning Objectives</p> <p>Training for business team to understand the detailed implementation planning with vendor input</p> <p>Training for understanding the procurement of licenses and maintenance agreements</p> <p>Training for implementation of plan, P.O.'s and budget for Integrations with other company software</p> <p>Training on best practices for purchasing hardware (scanners, workstations, etc.)</p> <p>Training on best practices for site preparation to support new workstations and hardware</p> <p>Training of super user candidates and adjusting business super user schedules</p> <p>Expected Outcome</p> <p>At the end of this training module, employees will understand how to interpret and critique an ERP implementation Gantt chart showing cascading tasks in a detailed project schedule. Identify the users that will need scanners and/or workstations with the new system and new processes. Place purchase order requests with the</p>	<p>Onsite Training</p> <p>Management 9</p> <p>Supervisor 6</p> <p>Clerical 7</p> <p>Sales 7</p>	60

		proper information for procuring the software, hardware and site preparation. Understand the facility layouts and diagrams that define the site preparation work that is required. Understand the “super user” role and requirements and identifying candidates for these roles in each department and provide back-up support for super-users to ensure they have the time to allocate to this role.		
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Training Module 8. ERP Training

Jun 20, 2022 – Dec 2, 2022

Training for Managing Configuration and Integration Design

ERP providers will rely on the Tutta Bella business team to guide the configuration that determine how the software will function, and how it will integrate with their other systems and processes. The business team will learn how to communicate with the software provider by focusing on “what” they want the system to do for them and learning “how” the system should be configured by the software provider. Some of the data and information that is used by the system will be brought over from legacy systems or spreadsheets, while other data will need to be created by the team. The Tutta Bella super users will learn how to use the new system and will be involved in the proof of concept testing.

Timing	Training Topic	Learning Objectives & Expected Outcome	Who will be Trained	Hours
Jun-Dec 2022	Training for Managing Configuration and Integration Design	<p>Learning Objectives</p> <p>Training of business team for understanding software setup and configuration</p> <p>Training business team on data cleanup and conversion (Multiple stages)</p> <p>Training best practices of modeling to functional requirements (Unit testing)</p> <p>Training business team for integration designs and setups</p> <p>Training for conducting proof of concept trials (end to end)</p> <p>Expected Outcome</p> <p>At the end of this training module, employees will understand how to work</p>	<p>Onsite Training</p> <p>Management 9</p> <p>Supervisor 6</p> <p>Clerical 7</p> <p>Sales 7</p>	384

		as a team to set up the ERP functions with the software provider to meet the best practices and requirements that were created in the initial training modules. Understand what data cleanup is required and provide new data that is required from each department for the new ERP system. Super users learn how to use the software and integrate best practices in their respective departments and functions, and work with the software provider to test and verify performance during proof-of-concept trials.		
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Training Module 9. ERP Training

Jun 20, 2022 – Dec 2, 2022

Training for Managing and Conducting Testing and Validation

During this training module the Tutta Bella team will learn how to thoroughly test the software. They will learn the importance of designing the test in advance and planning the testing so that each test flows into and populates data for the next step of the test. They will learn that a good test plan will allow them to capture the test information the first time and will be significantly more efficient and valuable for the company. The team will also learn how to identify and document errors, and make use of the issues list to track the status of the solutions to these issues.

Timing	Training Topic	Learning Objectives & Expected Outcome	Who will be Trained	Hours
Jun-Dec 2022	Training for Managing and Conducting Testing and Validation	<p>Learning Objectives</p> <p>Training for creating super user training and materials</p> <p>Training business team procedures for testing</p> <p>Training all users, business team testing, setup and execution</p> <p>Training super users for testing data analysis and debugging / adjusting</p> <p>Training the business team to manage the issues list and track status of the solutions</p>	<p>Onsite Training</p> <p>Management 9</p> <p>Supervisor 6</p> <p>Clerical 7</p> <p>Sales 7</p>	576

		<p>Training the business team validate data accuracy</p> <p>Expected Outcome</p> <p>At the end of this training module, employees will understand and learn how to plan the testing for efficiency and accuracy by defining the process, success outcome and failure points.</p> <p>Employees will also understand the process of capturing and documenting successes and errors, how to identify exceptions and mistakes that the user might input, and test to see how the system handles those inputs. Employees will also understand the different levels of testing such as proof of concept, exception testing, and full capacity testing. How to organize findings and track progress to make the most of the testing results, the proper use of training, testing and live operational systems environments.</p>		
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Training Module 10. ERP Training

Dec 5, 2022 – Feb 17, 2023

Training ERP Users and Deployment Readiness

In this module the Tutta Bella business team learns how to prepare the company for launching the software. The team will provide Standard Operating Procedures (SOP's) and Quick Reference (QR) sheets for training and equipping the users throughout the company. The train-the-trainer concept takes hold during this module and super users are taught how to train users in their department and verify that the users are ready for deployment. Tutta Bella business team members will create and assess their operations and systems with a go-live readiness checklist. They will learn the value of ensuring the checklist is complete before going live. Procedures for testing and monitoring the systems and operations will be created in advance of go-live so they can quickly identify and resolve go-live issues.

Timing	Training Topic	Learning Objectives & Expected Outcome	Who will be Trained	Hours
Dec 2022 – Feb 2023	Training ERP Users and Deployment Readiness	Learning Objectives Training and business team creation of standard operating procedures (SOP's),	Onsite Training Management 9	412

		<p>Quick Reference (QR) cheat sheets, and training materials</p> <p>End user training across the company</p> <p>Training business team for Go-Live readiness assessment</p> <p>Training the business team for operational ramp-up and risk mitigation strategy</p> <p>Training procedures for monitoring the system performance during start-up</p> <p>Training for Go-Live day</p> <p>Expected Outcome At the end of this training module, employees will understand and learn the format and usage of operating procedures and Quick References (QR) to improve learning and performance. How to use the new system in each department and take advantage of the written procedures (SOP's) and quick references (QR). Employees will also understand assessment of go-live readiness with a checklist of items that need to be in place for a successful launch, how to monitor the system performance and identify and document errors. Employees will understand how to rank the severity and prioritize solutions for the issues and errors that arise, and the importance of having back-up plans for the first week and preparing that plan as a team.</p>	Supervisor 6 Clerical 7 Sales 7	
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Training Module 11. ERP Training
Feb 13, 2023 – May 26, 2023
Training for Managing Go-Live Support Ramp-up

During this training module the business team is learning the system and are monitoring the system to ensure the transactions and information is flowing properly. The super user training involves several important lessons including instructor, tester, problem solver, and representative of their department. The business team will learn the nuances of the system and will grow in their competency and skill with using best practices and new ERP technology.

Timing	Training Topic	Learning Objectives & Expected Outcome	Who will be Trained	Hours
Feb - May 2023	Training for Managing Go-Live Support Ramp-up	<p>Learning Objectives</p> <p>Training business team to monitor systems transcripts for accuracy</p> <p>Training for super users in providing help to end users and VAR, answer questions, solve problems</p> <p>Training for super users to support the trouble shooting and identification cause of issues</p> <p>Training for super users to manage the VAR to resolve issues</p> <p>Expected Outcome</p> <p>At the end of this training module, employees will understand and learn how to efficiently and effectively utilize best practices and ERP technology for the betterment of individuals and the company. How to monitor the performance of the users and the system, and the process of capturing and reporting issues. Employees will understand troubleshooting and resolution of issues in a new ERP launch. Super users will learn management skills that will launch them in their departmental roles and in their careers. Employees will gain an improved quality of work life through the automation of manual repetitive tasks to allow more time for business decisions and improvements.</p>	<p>Onsite Training</p> <p>Management 9</p> <p>Supervisor 6</p> <p>Clerical 7</p> <p>Sales 7</p>	240

In summary, the Contractor will provide training for the company to improve its production efficiency.

1. Training #1 (96 hours) – **ERP Module 1:** The contractor will provide training for up to 50 participants to collect key information and define current state systems, pain points, ideas for improvement.
2. Training #2 (84 hours) – **ERP Module 2:** The contractor will provide training for up to 50 participants to define the future state and the list of key functional requirements for evaluating systems candidates.
3. Training #3 (140 hours) – **ERP Module 3:** The contractor will provide training for up to 50 participants for software vetting, including qualify, and selection methods for the best-fit software.
4. Training #4 (28 hours) – **ERP Module 4:** The contractor will provide training for up to 50 participants for planning the budget, schedule, benefits, roles and responsibilities, and next steps for implementing the new system.
5. Training #5 (20 hour) – **ERP Module 5:** The contractor will provide training for up to 50 participants for documentation and presentation of findings and results.
6. Training #6 (60 hours) – **ERP Module 6:** The contractor will provide training for up to 50 participants to Finalize ERP Contract and VAR Orientation.
7. Training #7 (60 hours) – **ERP Module 7:** The contractor will provide training for up to 50 participants for Planning, Procurement and Install.
8. Training #8 (384 hour) – **ERP Module 8:** The contractor will provide training for up to 100 participants for Managing Configuration and Integration Design.
9. Training #9 (576 hours) – **ERP Module 9:** The contractor will provide training for up to 100 participants for Managing and Conducting Testing and Validation.
10. Training #10 (412 hours) – **ERP Module 10:** The contractor will provide training for up to 100 participants for ERP Users and Deployment Readiness.
11. Training #11 (240 hours) – **ERP Module 11:** The contractor will provide training for up to 100 participants for Managing Go-Live Support Ramp-up.

Project Outcomes:

- Train the business team to define the new systems requirements that will resolve the current pain points and provide the scalability, functionality and efficiency to support current and future Tutta Bella business.
- Train the business team to systematically evaluate and select the systems solution that best fits the Tutta Bella business and operational needs at a reasonable and feasible cost and timeline.
- Train the business team how to provide a budget, schedule and next steps for acquiring, configuring, training, testing and implementing the new ERP systems and processes.
- Training for negotiating new systems requirements contract with the selected software that is fair and protects Tutta Bella from risks.
- Training for efficiently working with the software companies to configure the new system to meet the requirements.
- Training super users and business team members for testing and training and hardware purchasing and installation. Training for legacy data migration to populate the new system and go-live planning.

PERIOD OF PERFORMANCE

The period of performance under this contract commences with issuance of a Notice to Proceed by the Contract Administrator. All work shall be completed no later than May 30, 2023.

COMPENSATION

Total compensation payable to Contractor for satisfactory performance of the work under this contract shall not exceed Five Hundred Eighty-Eight Thousand Dollars, (\$588,000.00).

The Contractor shall be compensated on the basis of completion of work as set forth the table below, provided that the total compensation to be paid to the Contractor shall not exceed the amount specified in the preceding paragraph.

Hourly Rate - \$280/hour to include all manuals, project consumables, and expenses

Amount	Task or Benchmark
\$26,880.00	Training #1 (96 hours) – ERP Module 1
\$23,520.00	Training #2 (84 hours) – ERP Module 2
\$39,200.00	Training #3 (140 hours) – ERP Module 3
\$7,840.00	Training #4 (28 hours) – ERP Module 4
\$5,600.00	Training #5 (20 hour) – ERP Module 5
\$16,800.00	Training #6 (60 hours) – ERP Module 6
\$16,800.00	Training #7 (60 hours) – ERP Module 7
\$107,520.00	Training #8 (384 hour) – ERP Module 8
\$161,280.00	Training #9 (576 hours) – ERP Module 9
\$115,360.00	Training #10 (412 hours) – ERP Module 10
\$67,200.00	Training #11 (240 hours) – ERP Module 11
\$588,000.00	Total

BILLING PROCEDURES AND PAYMENT

Purchaser will pay Contractor upon acceptance of services provided and receipt of two copies of a properly completed invoice, which shall be submitted to the Purchaser’s Project Manager not more than once each calendar month. The invoice shall be transmitted to the Project Manager at the address specified below:

Purchaser’s Project Manager
Bob Embrey Seattle Colleges Georgetown Campus 6737 Corson Ave S Seattle, WA 98108 Phone: (206) 934-5856 Email address: bob.embry@seattlecolleges.edu

The invoices shall describe and document, to the Purchaser's satisfaction, a description of the work performed, progress of the project, and fees. The invoice shall include the company name and contract reference number: **C1723** and all sign-in sheets and evaluations in one package. If expenses are invoiced, Contractor shall provide a detailed listing of costs accompanied by receipts for all costs.

Payment shall be considered timely if made by the Purchaser within thirty (30) calendar days after receipt of properly completed invoices. Payment shall be sent to the address designated by the Contractor.

The Purchaser may, in its sole discretion, terminate the contract or withhold payments claimed by the Contractor for services rendered if the Contractor fails to satisfactorily comply with any term or condition of this contract. The Purchaser shall not pay any claims for payment for services submitted more than twelve (12) months after the calendar month in which the services were performed.

PROJECT MANAGEMENT

The Purchaser’s Project Manager, identified above, shall be responsible for the day-to-day management of and shall be the principal point of contact for the Contractor on all matters other than Contract Execution and Amendment.

Purchaser’s Project Manager may request status meetings and updated, written training schedules or other information at any time as deemed necessary for contract fulfillment. Contractor will comply with all status requests or updates within five business days.

CONTRACT EXECUTION AND AMENDMENT

The individuals identified below shall be the individuals designated by the parties to execute the Contract and any amendments thereto. No Contract or Amendment shall be deemed valid unless signed by the designated parties.

Contractor's Authorized Representative	Purchaser's Contract Administrator
Deloit Wolfe Impact Washington 3303 Monte Villa Parkway, Suite 340 Bothell, WA 98021 Phone: 425-681-6798 FAX: (425) 438-2755 Email: dwolfe@impactwashington.org	Lisa Gacer Seattle Colleges 1500 Harvard Avenue Seattle, Washington 98122-3803 Phone: (206) 934-5534 Fax: (206) 934-5523 Email address: lisa.gacer@seattlecolleges.edu

ASSURANCES

Purchaser and the Contractor agree that all activity pursuant to this contract will be in accordance with all the applicable current federal, state and local laws, rules, and regulations.

ORDER OF PRECEDENCE

Each of the exhibits listed below is by this reference hereby incorporated into this contract. In the event of an inconsistency in this contract, the inconsistency shall be resolved by giving precedence in the following order:

1. Applicable federal and state of Washington statutes and regulations
2. Contract Amendments executed by the Purchaser and Contractor
3. This Contract including the Purchaser's Client Services General Terms and Conditions per Purchaser's web site: www.seattlecolleges.edu/business.
4. Any other provision, term, or material incorporated herein by reference or otherwise incorporated.

ENTIRE AGREEMENT

This contract, including the General Terms and Conditions for Clients Services and any referenced exhibits, represent all the terms and conditions agreed upon by the parties. No other statements or representations, written or oral, shall be deemed a part hereof.

CONFORMANCE

If any provision of this Contract violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

5E. Describe how funds will be used for Project Development – Contracts. Include subcontractor name, deliverables, and daily or hourly rates. See JSP Fiscal Guidance for examples.

**Project
Development
Contracts** \$0.00

5F. Describe how funds will be used for Instructional– Salaries, Wages, and Benefits. Include all position titles, percentages of effort/FTEF/hourly wages, and a brief description of duties as they relate to this grant activity. See JSP Fiscal Guidance for examples of what may be budgeted here.

**Instructional
Salary and Wages** \$0.00 **Instructional
Employee Benefits** \$0.00

5G. Describe how funds will be used for Instructional– Goods and Services.

**Instructional
Goods and Services** \$18,200.00

Green River College:

Finance for Non-Financial Managers – 8 hours .024FTEF - \$2,600

Developing Your Leadership Style (x3) – 18 hours .054FTEF - \$5,850

Effective Leadership – 4 hours .012FTEF - \$1,300

Lencioni’s Five Dysfunctions of a Team – 8 hours .024FTEF - \$2,600

Process Improvement (x3) - 18 hours .054FTEF - \$5,850

5H. Describe how funds will be used for Instructional – Building Rental & Utilization.

**Instructional
Building Rental &
Utilizations** \$0.00

5I. Describe how funds will be used for Instructional – Travel.

**Instructional
Travel** \$0.00

5J. Describe how funds will be used for Instructional – Contracts.

**Instructional
Contracts** \$528,000.00

Impact Washington:

ERP Systems Selection and Implementation - 2,100 hours - \$588,000 total: \$528,000 from grant and \$60,000 from cash match

MEMORANDUM

TO: Board of Trustees
FROM: Shouan Pan, Ph.D.
Chancellor
DATE: April 14, 2022
SUBJECT: Emeritus Status Recognition

Background

The AFT/SCD Agreement (Article 5.16, Special Retirement Privileges) provides for the granting of emeritus status recognition upon eligible retired or deceased faculty who have made significant contributions to the District's values of student success, excellence, diversity, and effective leadership. The following individuals have been recommended for emeritus status by the Executive Board of AFT Seattle for review by the Board and the chancellor:

North Seattle College

Lynne Hull, Arts Humanities & Social Sciences
Steven Quig, English, Arts Humanities & Social Sciences

Seattle Central College

Nada Oakley, Arts Humanities & Social Sciences
William Tennyson, Business
Rebecca Tesdell, Basic & Transitional Studies
Denise Vaughn, Basic & Transitional Studies

South Seattle College

Margo Harder, International Edu. Program & Basic & Transitional Studies
Mike Hickey, College Transfer
Yilin Sun, Basic & Transitional Studies

Recommended Action

In recognizing the long-term meritorious services of the above listed faculty members and in accordance with the AFT/SCCD Agreement, I am pleased to recommend that the Board of Trustees grant them emeritus status recognition.

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



Shouan Pan, Ph.D.
Chancellor

MEMORANDUM

TO: Board of Trustees

FROM: Dr. Shouan Pan

DATE: April 14, 2022

SUBJECT: 2022-23 Faculty Professional Leave – Information Only

Background

This year, five faculty members from Seattle Colleges submitted proposals for Professional Leave, and the District Professional Leave Committee recommended three proposals for approval. After consulting with the college presidents, I decided to accept the recommendations of the Professional Leave Committee and award three faculty members professional leave during the 2022-23 Academic Year. In compliance with Article 5.10 of the SCD-AFT Collective Bargaining Agreement and RCW 28B.10.650, the following faculty members will be pursuing professional development opportunities while being on paid leave. An abridged abstract from their proposals follows.

1. Cristobal Borges, North Seattle College
Proposal: Fall 2022

For decades now, historians have lived with the ongoing understanding that our field is one students choose to pursue less and less every day. Moreover, those of us teaching introductory United States history grapple with the chronologically focused structures we inherited that no longer seem to fit nor satisfy our students' needs and, more importantly, continue to perpetuate systems of oppression, inequity, and white supremacy culture in the field. My project will research new scholarship on decolonizing the field of history and apply frameworks to develop and redesign introductory course offerings in US history at North and the Seattle Colleges. Moreover, I will develop best practices and an annotated bibliography to help guide others in reimagining introductory history courses. Central to my project is examining and ensuring that the high school requirements of our Running Start students, the needs of Transfer Students, and the core principals of the discipline are balanced with the imperative to decolonize the curriculum and make history more welcoming and significant to students, especially from our QTBIPOC communities.

2. Tanya Knannlein, Seattle Central College
Proposal: Fall 2022, Winter/Spring 2023

My goal is to earn a Masters in Fashion Sustainability degree at HTW (Hochschule fuer Technik und Wirtschaft / University of Applied Sciences) in Berlin to incorporate environmental, labor and manufacturing sustainability practices into the School of Apparel Design & Development curriculum at Seattle Central College. I plan to enroll in the program, then share the knowledge gained with colleagues and students. I anticipate that being a student will give me a new

perspective on teaching practices that will refresh my own pedagogy. The fashion industry is undergoing radical and rapid change to address environmental pollution and fair labor practices. An article by Worldbank.org highlights why this change is urgently necessary: The fashion industry is responsible for 10 % of annual global carbon emissions, more than all international flights and maritime shipping combined. At this pace, the fashion industry's greenhouse gas emissions will surge more than 50 % by 2030. I first developed an interest in the Masters in Fashion Sustainability five years ago when visiting Berlin. Since then, more and more prospective and current students have been asking about sustainability is addressed in our curriculum. They have expressed interest in joining this movement and using their love and knowledge of clothing and product development to change the industry for the better. I want to facilitate their learning and be a part of facilitating change in the apparel industry. Understanding and advocating for fair labor practices, readjustment of social norms around clothing consumption, and reshoring of production are all topics that advance racial, social and economic equity for our students and our community. The World Resources Institute states that, "environmental injustices often spring from systemic racism," and advocates that pollution needs to be fought as a racial justice issue. Understanding impact of fashion waste on the poorest countries and communities will enhance our students' ability to advance equity globally.

**3. Ann Levine, Seattle Central College
Proposal: Winter/Spring 2023**

Faculty across disciplines work with students from a variety of cultures and languages. This diversity creates such a richness of perspectives in the classroom and situations are approached with new understanding, empathy and knowledge. However, challenges arise in linguistically diverse classrooms when reading content is not accessible to all students because of varying levels of English literacy skills and the degree to which instructors, outside of Basic & Transitional Studies (BTS) faculty, are able to help students navigate text while teaching their subject matter. Only when all learners can access a course's reading materials can true racial, social and economic equity be possible, but making reading accessible to everyone is challenging and requires knowledge and training. Learning new methodologies for structuring lessons and assignments in such a way that all learners are engaged while successfully building community, and sharing this knowledge with colleagues across the district, is my objective.

For my project, I will focus on reading instruction: I will observe instructors and research pedagogical methods for teaching reading to multilingual and multicultural learners and share these methods with my BTS colleagues. And by participating in the Reading Apprenticeship Training-of-Trainer program, I will gain the leadership tools to support content area faculty in our college system increase student success in their courses by helping them learn how to strengthen their students' reading skills. Having the reading skills and strategies to successfully complete a course has a direct impact on student persistence and completion, which is critical to our Equity Diversity and Inclusion (EDI) work. The final tier of my project is to expand and update our selection of BTS Extensive print and online materials to reflect the voices and backgrounds of students. Since reading extensively is one of BTS's reading outcomes, providing more title choices that reflect the voices and experience of our students is also essential EDI work.

Submitted as information only,

A handwritten signature in black ink, appearing to read "Shouan Pan", with a long horizontal flourish extending to the right.

Dr. Shouan Pan
Chancellor

MEMORANDUM

TO: Seattle Colleges Board of Trustees

FROM: Kurt R. Buttleman, *Vice Chancellor – Academic & Student Success*

DATE: March 31, 2022

SUBJECT: Preliminary Winter 2022 Quarterly Enrollment Report as of today

For current Seattle Colleges' information on FTES please reference:
<https://inside.seattlecolleges.edu/enrollment/>

State Funded FTES:

- The District decreased **10.7%** in State Funded Quarterly FTES (decrease of 989) compared to State Funded FTES of Winter 2021.
 - The largest decrease was at Seattle Central which was down 13.4% from 2021.
- FTES for Summer + Fall + Winter comprised 50% of Seattle Colleges' annual target. This percentage was 54% in 2021.

International FTES:

- The District had a decrease of 421 International Quarterly FTES compared to 2021. This was a **44.3%** decrease. This is a significant reduction caused in large part by the pandemic.

Running Start FTES:

- For Winter 2022, the District had a decrease of 276 FTES compared to Winter Quarter 2021. This was a **21%** decrease.

State Funded FTES (Winter Prelim.)

Year	College	YTD% of			YTD% of			YTD% of			YTD% of			Total Quarterly FTES	Total Annualized FTES	Annual Target
		Actual Summer	% of Summer Target	Annual Allocation	Actual Fall	% of Fall Target	Annual Allocation	Actual Winter	% of Winter Target	Annual Allocation	Actual Spring	% of Spring Target	Annual Allocation			
2021-22	District	3,802	82%	9%	9,136	71%	31%	8,277	66%	50%	0	0%	50%	21,215 +3 =	7,072	14,108
	Central	1,419	82%	9%	3,448	72%	31%	3,020	63%	50%		0%	50%	7,887 +3 =	2,629	5,307
	North	1,106	76%	9%	2,745	73%	31%	2,500	66%	51%		0%	51%	6,351 +3 =	2,117	4,133
	South	1,277	88%	9%	2,943	69%	30%	2,757	65%	50%		0%	50%	6,977 +3 =	2,326	4,668
2020-21	District	4,177	81%	10%	9,782	81%	33%	9,266	78%	54%	8,424	74%	74%	31,649 +3 =	10,550	14,219
	Central	1,727	108%	11%	3,540	81%	34%	3,488	80%	57%	3,208	76%	77%	11,963 +3 =	3,988	5,161
	North	1,506	105%	12%	3,058	83%	35%	2,793	79%	57%	2,518	73%	76%	9,875 +3 =	3,292	4,332
	South	927	56%	6%	3,184	81%	29%	2,984	76%	50%	2,698	73%	69%	9,793 +3 =	3,264	4,687
	SVI	17	81%	15%	0			0			0			17 +3 =	6	39
2019-20	District	4,512	94%	11%	11,000	85%	37%	10,867	86%	63%	8,881	74%	84%	35,259 +3 =	11,753	14,064
	Central	1,697	100%	11%	4,230	90%	38%	4,323	91%	66%	3,445	76%	88%	13,695 +3 =	4,565	5,174
	North	1,365	94%	11%	3,070	83%	36%	3,059	85%	61%	2,721	78%	83%	10,216 +3 =	3,405	4,083
	South	1,424	89%	10%	3,666	83%	36%	3,484	83%	60%	2,715	69%	79%	11,289 +3 =	3,763	4,742
	SVI	25	62%	13%	34	69%	30%							59 +3 =	20	65
2018-19	District	4,604	96%	11%	11,346	88%	38%	10,881	87%	61%	10,224	85%	88%	37,055 +3 =	12,352	14,061
	Central	1,728	96%	11%	4,222	90%	38%	4,122	88%	64%	3,971	88%	90%	14,042 +3 =	4,681	5,183
	North	1,332	103%	11%	3,223	90%	39%	3,099	90%	65%	2,921	87%	90%	10,575 +3 =	3,525	3,922
	South	1,409	90%	10%	3,805	87%	37%	3,600	86%	56%	3,273	83%	86%	12,088 +3 =	4,029	4,677
	SVI	135	75%	16%	96	44%	28%	60	28%	35%	59	27%	42%	350 +3 =	117	278
2017-18	District	4,731	93%	11%	12,168	96%	40%	11,388	90%	66%	10,899	89%	92%	39,186 +3 =	13,062	14,185
	Central	1,585	99%	10%	4,367	95%	39%	4,059	88%	66%	4,028	91%	92%	14,038 +3 =	4,679	5,090
	North	1,325	92%	11%	3,491	95%	40%	3,146	89%	66%	3,172	92%	92%	11,135 +3 =	3,712	4,021
	South	1,701	94%	12%	4,163	103%	42%	4,048	100%	71%	3,559	88%	96%	13,471 +3 =	4,490	4,660
	SVI	120	51%	10%	147	45%	22%	135	39%	32%	141	42%	44%	542 +3 =	181	413
2016-17	District	5,013	97%	12%	11,891	92%	39%	12,057	96%	68%	11,275	92%	94%	40,237 +3 =	13,412	14,298
	Central	1,583	98%	10%	4,103	84%	36%	4,259	91%	63%	4,040	88%	89%	13,984 +3 =	4,661	5,246
	North	1,491	103%	12%	3,392	93%	41%	3,457	99%	69%	3,324	96%	97%	11,665 +3 =	3,888	4,004
	South	1,710	93%	12%	4,105	103%	42%	4,114	103%	72%	3,676	78%	99%	13,605 +3 =	4,535	4,593
	SVI	229	80%	17%	292	81%	38%	228	63%	55%	235	66%	72%	984 +3 =	328	455
2015-16	District	5,003	90%	11%	12,037	89%	38%	11,784	87%	63%	11,485	89%	89%	40,309 +3 =	13,436	15,135
	Central	1,562	93%	9%	4,233	83%	35%	4,120	84%	60%	4,142	87%	85%	14,058 +3 =	4,686	5,484
	North	1,451	96%	12%	3,373	89%	38%	3,325	91%	65%	3,274	92%	91%	11,422 +3 =	3,807	4,184
	South	1,749	88%	12%	4,120	102%	41%	4,084	93%	69%	3,786	94%	95%	13,740 +3 =	4,580	4,810
	SVI	242	61%	12%	310	58%	28%	255	48%	41%	283	55%	55%	1,089 +3 =	363	657
2014-15	District	4,997	90%	11%	11,961	89%	37%	12,136	90%	64%	11,803	92%	90%	40,898 +3 =	13,633	15,135
	Central	1,552	93%	9%	4,318	84%	36%	4,368	89%	62%	4,328	91%	89%	14,566 +3 =	4,855	5,484
	North	1,552	103%	12%	3,433	90%	40%	3,446	94%	67%	3,391	95%	94%	11,823 +3 =	3,941	4,184
	South	1,609	81%	11%	3,900	97%	38%	4,058	93%	66%	3,783	94%	93%	13,350 +3 =	4,450	4,810
	SVI	284	72%	14%	310	58%	30%	264	50%	44%	301	59%	59%	1,159 +3 =	386	657

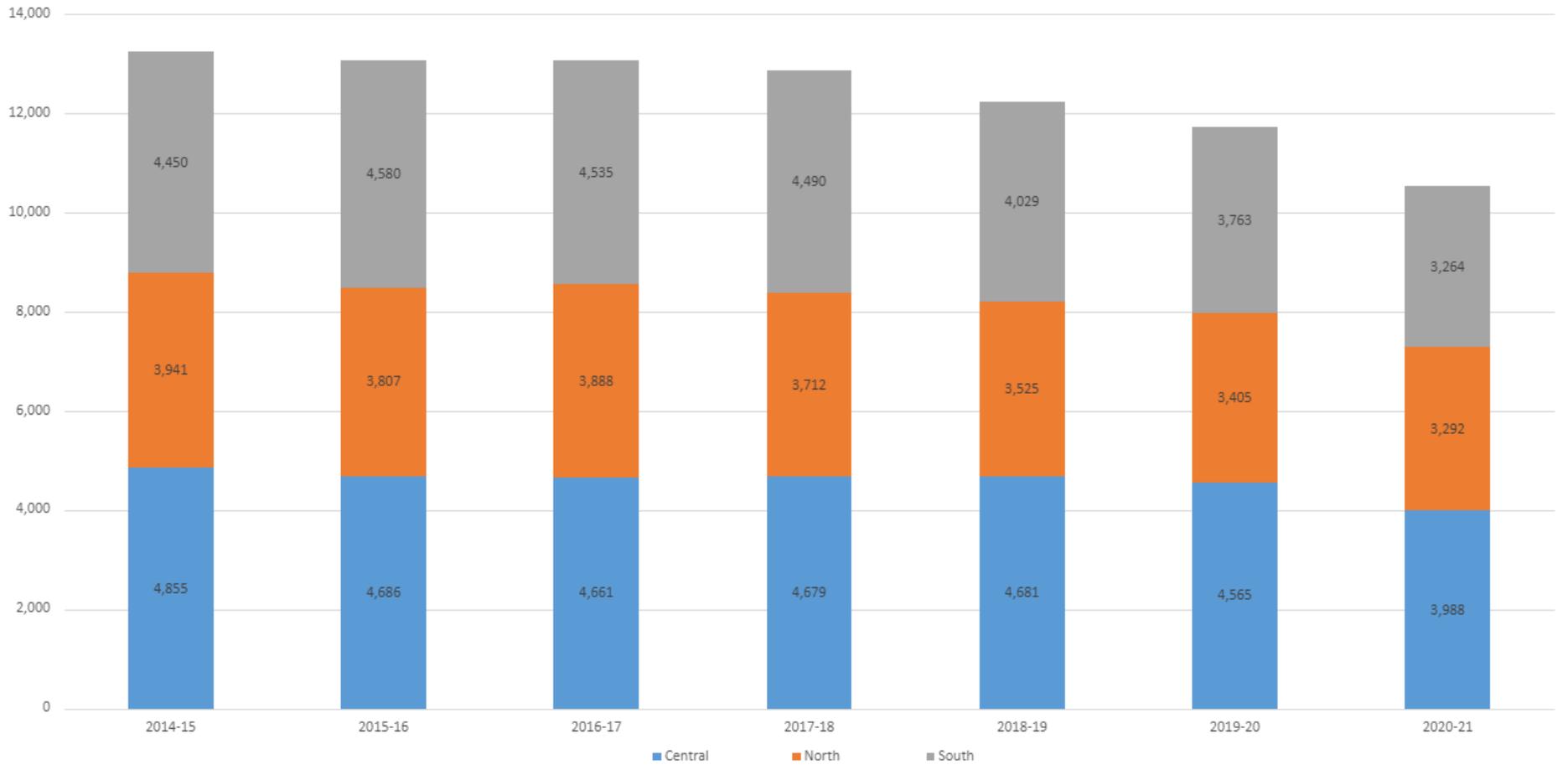
International FTES (Winter Prelim.)

Year	College	Summer	Fall	Winter	Spring	Total Quarterly FTES	÷ 3 =	Total Annualized FTES
2021-22	District	351	631	530	0	1,511	÷ 3 =	504
	Central	187	413	332		932	÷ 3 =	311
	North	61	120	100		281	÷ 3 =	94
	South	102	98	98		299	÷ 3 =	100
2020-21	District	772	1,060	950	802	3,585	÷ 3 =	1,195
	Central	435	622	535	461	2,053	÷ 3 =	684
	North	157	204	199	166	727	÷ 3 =	242
	South	180	234	217	175	805	÷ 3 =	268
2019-20	District	1,099	1,817	1,657	1,411	5,984	÷ 3 =	1,995
	Central	544	1,034	944	823	3,345	÷ 3 =	1,115
	North	265	374	327	295	1,261	÷ 3 =	420
	South	289	410	386	293	1,378	÷ 3 =	459
2018-19	District	1,298	2,227	1,999	2,023	7,547	÷ 3 =	2,516
	Central	659	1,218	1,069	1,093	4,039	÷ 3 =	1,346
	North	323	491	443	454	1,711	÷ 3 =	570
	South	316	518	487	476	1,797	÷ 3 =	599
2017-18	District	1,551	2,661	2,421	2,466	9,099	÷ 3 =	3,033
	Central	745	1,336	1,226	1,275	4,582	÷ 3 =	1,527
	North	468	753	661	655	2,537	÷ 3 =	846
	South	338	573	534	536	1,980	÷ 3 =	660
2016-17	District	1,571	3,059	2,934	2,850	10,414	÷ 3 =	3,471
	Central	785	1,513	1,454	1,428	5,180	÷ 3 =	1,727
	North	455	922	869	848	3,095	÷ 3 =	1,032
	South	331	624	611	574	2,140	÷ 3 =	713
2015-16	District	2,012	3,583	3,143	3,056	11,794	÷ 3 =	3,931
	Central	968	1,771	1,553	1,544	5,836	÷ 3 =	1,945
	North	563	1,057	933	886	3,440	÷ 3 =	1,147
	South	481	754	658	625	2,518	÷ 3 =	839
2014-15	District	2,065	3,760	3,740	3,722	13,287	÷ 3 =	4,429
	Central	1,158	2,153	2,048	1,947	7,307	÷ 3 =	2,436
	North	560	1,020	1,046	1,058	3,684	÷ 3 =	1,228
	South	347	587	647	716	2,297	÷ 3 =	766

Running Start FTES (Winter Prelim.)

Year	College	Summer	Fall	Winter	Spring	Total Quarterly FTES	÷ 3 =	Total Annualized FTES
2021-22	District	0	1,092	1,028	0	2,120	÷ 3 =	707
	Central	0.3	438	422		860	÷ 3 =	287
	North		311	277		588	÷ 3 =	196
	South		343	329		672	÷ 3 =	224
2020-21	District	0	1453	1,304	1,130	3,888	÷ 3 =	1,296
	Central		589	521	463	1,573	÷ 3 =	524
	North		447	399	330	1,176	÷ 3 =	392
	South		417	384	337	1,138	÷ 3 =	379
2019-20	District	0	1,548	1,477	1,294	4,319	÷ 3 =	1,440
	Central		657	626	533	1817	÷ 3 =	606
	North		435	406	348	1189	÷ 3 =	396
	South		456	444	413	1313	÷ 3 =	438
2018-19	District		1,327	1,286	1,180	3,793	÷ 3 =	1,264
	Central		561	543	504	1,608	÷ 3 =	536
	North		351	333	282	966	÷ 3 =	322
	South	0.7	415	410	394	1,219	÷ 3 =	406
2017-18	District		1,200	1,125	1,044	3,368	÷ 3 =	1,123
	Central		512	478	426	1,416	÷ 3 =	472
	North		297	264	257	818	÷ 3 =	273
	South		391	383	361	1,135	÷ 3 =	378
2016-17	District	0.8	934	898	833	2,666	÷ 3 =	889
	Central		325	317	308	950	÷ 3 =	317
	North		294	262	228	785	÷ 3 =	262
	South	0.8	309	313	293	916	÷ 3 =	305
	SVI		6	5	4	15	÷ 3 =	5
2015-16	District	3.1	756.8	745.1	692.4	2197.5	÷ 3 =	732
	Central		262	252	235	749	÷ 3 =	250
	North	0.8	235	232	198	666	÷ 3 =	222
	South	1.0	244	245	242	732	÷ 3 =	244
	SVI	1.3	15	17	18	51	÷ 3 =	17
2014-15	District	0	670	665	631	1,967	÷ 3 =	656
	Central		213	215	192	620	÷ 3 =	207
	North		221	212	197	630	÷ 3 =	210
	South	0.3	224	220	219	663	÷ 3 =	221
	SVI		13	18	22	53	÷ 3 =	18
2013-14	District		616	602	550	1,768	÷ 3 =	589
	Central		223	218	183	624	÷ 3 =	208
	North		211	200	178	589	÷ 3 =	196
	South		163	167	167	497	÷ 3 =	166
	SVI		19	16	22	58	÷ 3 =	19

State Supported FTES



MEMORANDUM

TO: Board of Trustees
FROM: Shouan Pan, Chancellor
DATE: April 14, 2022
SUBJECT: Report to the Board of Trustee

I. Student Success**Seattle Promise Featured by *Inside Higher Ed***

On April 8, the Journal of *Inside Higher Education* published an article featuring the Seattle Promise to UW Transfer Pathway. Put in place in 2021, the transfer program helps reach students furthest from educational justice, including first-generation, low-income, and underrepresented students.

For the 2022 Fall Promise cohort, over 2,200 Seattle Public School students have completed the application. Seattle Promise team members are working on helping the applicants complete their financial aid applications and organizing the summer Readiness Academy for future Promise Scholars.

II. Equity, Diversity, Inclusion and Community**Finalists for EDI AVC were named and interviewed**

The district-wide Search Committee for EDI Associate Vice Chancellor completed the interviews and recommended three finalists for further vetting. On April 7, the three finalists were interviewed by members of the Chancellor Executive Cabinet and by Trustees Chernin and Peralta and chancellor Pan. Open Forums are scheduled for Friday, April 15. Pending reviewing feedback from the Open Forums and the interviews, the chancellor is expected to make the final selection decision by the end of April.

III. Organizational Excellence**District-wide Management Team Meeting Held on March 23**

On March 23, members of district-wide management team were convened. College presidents and other CEC members introduced new Exempt and Professional Exempt employees. Vice Chancellor Hsiao provided enrollment and budget updates.

2022-23 College Budget Forums Scheduled

As part of the budget-building process, vice-chancellor Hsiao and chancellor Pan, together with each of the college presidents, will be hosting Budget Forums during the week of April 18. The objectives of these forums include sharing revenue and expenditure projections for

FY 22-23, communicating the short-term budget realities, and collecting feedback from college and district communities before recommending the preliminary FY22-23 budget at the May Board meeting.

Budget Forum for North is scheduled for 1:00 p.m., Tuesday, April 19.

Budget Forum for South is scheduled for 1:00 p.m., Wednesday, April 20.

Budget Forum for District Office is scheduled for 1:00 p.m., Thursday, April 21.

Budget Forum for Central is scheduled for 1:00 p.m., Wednesday, May 4.

COVID-19 Mitigation Efforts for Spring Quarter

Spring Quarter has started, and Covid-19 impacts seem to be fading. As college campuses and district-wide service divisions have begun to offer more in-person instruction and support services, faculty, staff, and students are encouraged to continue to follow established health protocols.

- For Spring Quarter, wearing proper face covering is optional but encouraged. Masks continue to be required in tight physical spaces where close-up, student-facing instruction or support services are offered.
- AFT-Seattle and District have reached agreement on teaching modalities and Covid-19 mitigation measures for Spring Quarter. A new MOU has been approved and enacted.
- Siegal Service Center is fully open for business, with staff returning to default in-person operations.
- During the weeks April 18-May 6, the district and college staff will be conducting random audits of students who are enrolled in in-person classes and have submitted vaccination self-attestation.

IV. Pride Points

Nomination of ACT Awards Completed

Christen Olsen, Manager of Environmental Health and Safety was nominated for ACT Professional Staff of the Year Award; the Seattle Colleges Foundation was nominated as Partner of the Year Award.

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

Chancellor Pan Invited to Serve on ASU+GSV Convention Panel

ASU+Global Silicon Valley held its 13th national Ed Tech Summit April 3-6 in San Diego. The Educational Design Lab invited chancellor Pan to serve on a panel to share Seattle Colleges work on creating micro pathways in partnership with community businesses and institutional partners.

MEMORANDUM

TO: Board of Trustees
FROM: Dr. Chemene Crawford, President – North Seattle College
DATE: March 28, 2022
SUBJECT: Report to the Board of Trustees

I. Student Success

- **English 101 Offered with I-BEST Support for Students**

In spring quarter 2022, NSC is offering I-BEST English 101 through virtual and hybrid instruction. The I-BEST support will provide students with earlier entry, two teachers – one focused on English composition and the other focused on academic skills, and I-BEST navigation providing solutions to financial aid, registration, and other barriers that may impact students.

II. Financial Health

- **NSC Receives Funding to Expand Pharmacy Technician Training Program**

NSC received a 16-month, \$113,890 grant to expand its Pharmacy Technician Training program to help meet regional and statewide employer demand for trained pharmacy technicians. Proposed expansion strategies include increased outreach to potential students through a program manager/outreach worker hired through grant funds, continued outreach to employers to support externship placements and connections to incumbent workers as potential students, and development of additional lab space to meet employer demand for specialized pharmacy technician roles.

III. Pride Points

- **ECE Team Delivers Keynote Address at Washington Early Achievers Institute**

Early Childhood Education (ECE) members Samantha Dolan and Khavin Debbs delivered the keynote address to over 500 members of the Early Care and Education workforce at the Washington Early Achievers Institute on March 17. The conference focus was, “Designing Diverse, Equitable and Inclusive Environments for Children”. Samantha and Khavin spoke on equity and inclusion in nature-based learning and development.

- **NSC Counselors and Student Leaders Present on Mental Health Needs**

On Feb. 17, NSC faculty counselors and student leaders presented on Meeting Student Mental Health Needs at the Washington Community and Technical Colleges Promising Practices Exchange. The presentation, “Student Engagement and Collaboration to Close Equity Gaps and Increase Access,” had the highest attendance rate out of all the Promising Practices Exchange webinars. The presentation highlighted NSC’s “Let’s Talk” program, which provides easy access to informal, drop-in consultations with NSC counselors and the collaboration with student leadership to create a mindfulness space on campus.

MEMORANDUM

TO: Board of Trustees
FROM: Yoshiko Harden, Ed.D., Interim President
DATE: March 31, 2022
SUBJECT: Seattle Central College monthly report

STUDENT SUCCESS

Transforming Lives: Myron Curry was selected as Seattle Central's candidate for the Washington Association of College Trustees (ACT) Transforming Lives award. These awards recognize current and former students whose lives were transformed by attending a Washington state community or technical college. Curry is a graduate of the college, an artist, and a community entrepreneur who works for racial and social change.

All-WA Academic Team: Seattle Central has three student scholars as members of the All-Washington academic team - Helene Jacqueline Liobard, Shane Taylor, and Alice Van Norman. The students are members of the PTK honor society. Alice is pursuing an associate of business degree with an emphasis in equity and social justice and in global studies; Shane is pursuing an education in art history and museology; and Helene is studying computer programming. The 2022 All-Washington Academic Team Ceremony will be held virtually on May 12.

ORGANIZATIONAL EXCELLENCE

Advising reorganization: Seattle Central College completed a reorganization of its advising department to make it more efficient, serve students better, and more closely match the goals of the Guided Pathways reform. The new structure added core advisers to reduce caseloads; integrated the Running Start group into advising; integrated specialists from Social and Human Services and Applied Behavioral Sciences; and placed Seattle Promise retention specialists under the new director of retention at the district, among some changes.

Tenure awards: The college added several faculty to its tenured ranks including Anna Hackman (Humanities), Ruby Hansra (Counseling), Janet Hinson, (Community Health), Bliss Holloway (Visual Media), Scot Moy (Apparel and Design), Janine Buis (Nursing), and Katie Gourd-Ascencio (Nursing).

Return to in-person services: Student Services will be open to the public for in-person services from 8 a.m. - 4:30 p.m., Monday – Thursday starting April 4. On Fridays, all services will be offered virtually with the exception of Financial Aid, Testing, and Accessibility Resource Services.

PRIDE POINTS

Sydney Hilzendeger, a second quarter Culinary Arts student, won the Jeune Commis des Rotisseur Competition held on March 3 at Renton Technical College. She will move on to compete in the finals in Atlanta.

MEMORANDUM

TO: Board of Trustees
FROM: Rosie Rimando-Chareunsap, President
DATE: April 14, 2022
SUBJECT: Report to the Board of Trustees **DRAFT**

I. Student Success

- **All-WA Academic Team:** South Seattle College is celebrating students Phuong To and Rebecca Silva, who were selected to represent the college and their accomplishments as part of the All-Washington Academic Team. Phuong To is studying computer and information sciences with plans to transfer to UW and Rebecca Silva is studying psychology and sociology with plans to transfer to UW as well.

II. Institutional Excellence

- **Accreditation Report Submitted:** South's [Mid-Cycle Accreditation Evaluation Report](#) was submitted to the Northwest Commission on Colleges and Universities in March in preparation for an April visit to assess our institution's progress in the areas of mission fulfillment, student achievement, and student learning. In the lead up to the visit, the college is holding several faculty and staff forums to inform and prepare.

III. External Affairs

- **Wine Studies and Culinary Arts Media Coverage:** South's Northwest Wine Academy and Culinary Arts programs recently made the news. Discover Washington Wine (a wine industry and tourism-focused publication) did a [feature](#) on NWWA's success in training alumni who are now finding success in the industry, while the West Seattle Blog did a [story](#) on the future of the Culinary Arts program, the revitalized Café Alki, and fundraising efforts underway to support the program.

IV. Pride Points

- **Celebrating Women's History Month:** South's Student Life Department wrapped up March and Women's History Month by sharing highlights of important and amazing women in Washington's history. The compilation provided an opportunity for shared learning about the history of our state and the women who helped shape it. Originally shared on social media, the highlights are now available on [South's News Center](#).

MEMORANDUM

TO: Board of Trustees
FROM: Addiemaymae Winston, President and Elina Le, Communications Officer
DATE: April 14, 2022
SUBJECT: United Student Association (USA) REPORT – INFORMATION ONLY

WOHESC Conference and Second Place Finish

During March 2-4, our Sustainability Officer Evelyn Huang organized five South students to attend the annual higher education sustainability conference. Highlights included a variety of climate workshops, a panel of NW Native American youth, a virtual tour of the new Hans Rosling Center for Population Health at University of Washington, and an in-person tour of the Bullitt Center on Capitol Hill.

Evelyn also teamed up with Cascadia College student Naomi Short to compete in the Student Action Challenge and won second place! Their project focused on how “Students want to make sustainable food choices but lack knowledge and campus support.” They proposed to:

1. Offer food Sustainability classes with free tuition but valid academic credits, to achieve zero waste cooking and self-supporting planting.
2. The classes must address indigenous wisdom and culture.
3. Promote plant-based campaigns and advertise plant-based food as an attractive alternative to meat and dairy.
4. Reusable Rental Program: pay a deposit for a reusable and standardized container, and refund upon return.

Feedback from the evaluation committee: It is a potentially effective solution to address this issue. The ideas are creative and intellectual, such as "offering free classes but valid credits to help boost the educational goal" and "emphasizing the positives of plant-based food rather than tagging "vegan" as morally correct". Overall, along with the indigenous knowledge and the rental program, **the project is well done with comprehensive thinking.**

In general, at South, our student and faculty engagement in sustainability needs to be improved. There are more activism challenges that we are capable of and responsible to address. We need to raise more young leaders in sustainability! This needs to be examined and be implemented at all Seattle Colleges.

USA Officers post on Instagram Week of February 28

To increase followers and to get students more engaged on social media, each USA officer did a take-over on our USA Instagram account and shared “day in the life” images. Each officer had a specific day to introduce themselves, talk about their jobs, posted their routines and hobbies. We had the most followers ever! Hopefully, more students now understand our roles and will get involved or reach out with support if needed.

Class visits

USA has been reaching out to faculty to coordinate 5-minute presentations in remote classes. Officers Phuong To, Anne Le, and Elina Le attended a biology class and English class to introduce the United Student Association’s activities, scholarship info, Food Pantry resources and more. We also engage students by mentioning about job opportunities with international programs and positions next year on USA.

Asian American Film Festival Tickets

USA sponsored free tickets to the annual Seattle Asian American film festival. We distributed on-line tickets to South students who signed up. Films ranged in topics from Korean immigrant stories, documentaries about Japanese American and Native American solidarity in defending land and water rights, to Filipino émigré identity.

USA Student Survey Results

Our winter quarter student survey focused on Covid safety on campus, mental health and other campus services and how USA can better support students. The survey generated 60 responses with 50% of students taking exclusively online classes, 35% hybrid and 15% in-person.

After summarizing the results, some students felt they are not ready to go back to in-person classes. They also worry about mask, capacity, air circulation and social distancing. One student suggests having to show physical proof of vaccination before they enter class. Many students were not aware of counseling support. Some students don’t have any concerns overall. Some suggest that we as a student government could focus on identifying students’ educational needs and promote the benefits and activities which helps students feel they are not alone. Students also want faster response times from academic advisors and financial aid through online services, having virtual math courses, and so on.

On March 2, we presented the information to College Council. We plan to share the results with other campus groups as well.

We mailed over 20 packages of school supplies to students who participated in the survey.