



SESSION	TIME	LOCATION (HYBRID)	
EXECUTIVE	1:30 p.m.	Closed Session	
STUDY	2:00 p.m.	<b>North Seattle College</b> North Star Dining Room 9600 College Way N Seattle, WA 98103	<b>Zoom</b> <a href="https://zoom.us/j/97566979490?">https://zoom.us/j/97566979490?</a> <b>Meeting ID:</b> 975 6697 9490 <b>Passcode:</b> 694531
REGULAR	3:00 p.m.		

## EXECUTIVE SESSION

### 1:30 p.m. AGENDA

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.

#### A. Negotiations

- a. 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.

#### B. Litigation Update

- a. Exception (3) To discuss with legal counsel litigation or potential litigation to which the college is, or is like to become, a party, when public knowledge of the discussion would likely result in adverse consequence to the district;

#### C. Personnel

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

## STUDY SESSION

### 2:00 p.m. AGENDA

- A. Tour of OneStop – North Seattle College

## REGULAR SESSION

### 3:00 p.m. PRELIMINARY MATTERS

- A. Call to Order
- B. Land Acknowledgment
- C. Approval of Agenda



**3:10 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 [Ricky.Goetz@seattlecolleges.edu](mailto:Ricky.Goetz@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 Ricky Goetz 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.

**3:25 p.m. ACTION ITEMS**

- A. Minutes – Special Meeting: November 29, 2022 | Pg. 4
- B. Minutes – Regular Meeting: December 8, 2022 | Pg. 10
- C. WAC 132F-116: Traffic Rules & Regulations - Second Reading | Pg. 16

**3:55 p.m. INFORMATION ITEMS**

- A. Seattle Colleges Budget Cycle & Calendar of Board Reports | Pg. 31
- B. Fall 2022 Preliminary Quarterly Enrollment Report | Pg. 34
- C. Update on Permanent Chancellor Search
  - a. RFP Process
- D. Legislative Update | Pg. 36



**4:35 p.m. ORAL REPORTS**

Section to provide any additional oral reports that were not included in any submitted written reports.

**A. Student Representatives**

1. Gracie Ochoa - North | **Pg. 37**
2. Ronnie Kuan - Central | **Pg. 39**
3. Ana Chamale - South | **Pg. 41**

**B. Labor Representatives**

- i. Annette Stofer - AFT Seattle Community Colleges
- ii. Johnny Dwyer - WFSE
- iii. Kyle Whitcomb - AFT-SPS

**C. Chancellor | Pg. 42**

**D. Chair**

**E. Trustees**

**F. College Presidents, Vice Chancellors, Associate Vice Chancellors**

- i. Chemene Crawford, President of North Seattle College | **Pg. 43**
- ii. Bradley Lane, Interim President of Seattle Central College | **Pg. 44**
- iii. Jean Hernandez, Interim President of South Seattle College | **Pg. 45**
- iv. Cindy Riche, Associate Vice Chancellor and Chief Information Officer
- v. Jennifer Dixon, Vice Chancellor Human Resources
- vi. Earnest Phillips, Associate Vice Chancellor of Communications and Strategic Initiatives
- vii. Kurt Buttleman, Vice Chancellor of Academic and Student Success
- viii. D'Andre Fisher, Associate Vice Chancellor of Equity, Diversity, Inclusion and Community
- ix. Julienne DeGeyter, Acting Vice Chancellor of Finance and Operations
- x. Kerry Howell, Vice Chancellor of Advancement

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

The next meeting of the Board of Trustees will be held on Thursday, February 9, 2023, at South Seattle College in Cascade Hall room 107. There will be a Study Session at 2:00 p.m., and the Regular Meeting will follow at 3:00 p.m.



MEETING	DATE	TIME	LOCATION (HYBRID)	
Special Meeting	November 29, 2022	11:00 a.m. – 12:00 p.m.	Seattle Colleges District Office  1500 Harvard Ave Seattle, WA 98122 Siegal Center Board Room	Zoom  <a href="https://zoom.us/j/97867369259?">https://zoom.us/j/97867369259?</a> Meeting ID: 978 6736 9259 Passcode: 434933

TRUSTEE ATTENDANCE			
<b>Teresita Batayola</b>	Present	<b>Brian Surratt</b>	Absent
<b>Louise Chernin, Chair</b>	Present	<b>Rose Peralta, Vice Chair</b>	Present
<b>Colleen Echohawk</b>	Present		

**Guests:** Nathan Ormsby, Bruce Marvin, Jennifer Dixon, Angela Gurney, Lisa Gacer

**SPECIAL MEETING**

**11:00 a.m. CALL TO ORDER**

Chair Louise Chernin called the meeting to order at 11:05 a.m.

**Motion 1: Vice Chair Peralta moved to** approve the agenda; motion seconded; motion approved unanimously.

**11:00 a.m. PUBLIC COMMENT**

No public comments were made.

**11:15 a.m. EXECUTIVE SESSION**

Chair Chernin called the executive session to order at 11:05 a.m. to discuss personnel issues.

**A. Negotiations**

- a. 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.

**B. Litigation Update**

- a. Exception (3) To discuss with legal counsel litigation or potential litigation to which the college is, or is like to become, a party, when public knowledge of the discussion would likely result in adverse consequence to the district;



**C. Personnel**

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

Chair Chernin adjourned the executive session at 11:25 a.m.

**11:35 a.m. OPEN SESSION**

Chair Chernin called the open session meeting to order at 11:35 a.m.

**1. INFORMATION**

**a. Request for Proposals for the Chancellor Search Consultant**

It was stated that the request for proposals (RFP) for the search consultant for the permanent Chancellor search has been drafted and will be reviewed by the Board of Trustees at this meeting. Once reviewed and approved the RFP will be posted and the search for a firm or consultant to assist with the permanent chancellor search will begin.

Chair Chernin and Lisa Gacer, Procurement & Supply Specialist 4, provided an overview of this RFP process and draft proposal:

- Informal RFP
- RFP will be posted for 30 days
- Will create an evaluation committee which will evaluate the applications and provide a recommendation to the Board for approval.
  - Trustees (2)
  - Human Resources representative (1)
  - Office of Equity, Diversity, & Inclusion representative (1)
- The bid limit may not exceed \$99,999 (plus taxes)
- The RFP process should take around 6 weeks from start to finish

The board members discussed the draft RFP at length. The edits proposed to the RFP focused on:

- The cost of the contracts - not to exceed limit.
- How equity was embedded in this process and clarifying this language.
- Adding the equity process to the evaluation element for proposal review.
- The process for requesting/scheduling interviews with the RFP finalists.

The edits to the RFP mentioned above are notated on the attached document following the minutes.

**2. ACTION ITEMS**

**a. Request for Proposals for the Chancellor Search Consultant**

**Motion 2: Vice Chair Peralta moved to** approve the edited Request for Proposals for the Chancellor search consultant as agreed upon in the meeting; motion seconded; motion approved unanimously.

**12:00 p.m. ADJOURNMENT**

Chair Chernin adjourned the meeting at 1:00 p.m.



**Seattle Colleges**  
**SOLICITATION NO.**

**PROJECT TITLE: Executive Search Services**

**Bidder's Proposal Due:** December 30, 2022

Email to [lisa.gacer@seattlecolleges.edu](mailto:lisa.gacer@seattlecolleges.edu)

**Bidder's Questions due:** December 14, 2022 to [lisa.gacer@seattlecolleges.edu](mailto:lisa.gacer@seattlecolleges.edu)

The Seattle College District, hereinafter referred to as the Purchaser, is soliciting proposals to lead a search for the next Seattle College District's Chancellor. The District's Board of Trustees will make the final selection of the successful search proposal for this project.

The search consultant will conduct a survey of the college district's community, internal and external, to help determine what traits/characteristics/abilities are required for the Chancellor position. The consultant will spend time connecting with and engaging key leaders, stakeholders and individuals, in discussions about the Seattle College District and its leadership needs. Based on the information gathered during this process, the consultant will develop and present to the Board of Trustees a profile of Chancellor leadership characteristics, requirements and qualities, developed collaboratively with the Search Advisory Committee, which will be subject to final approval by the Board of Trustees.

In collaboration with the Search Advisory Committee, the consultant will identify a pool of qualified candidates who meet the approved Chancellor leadership profile, which will be presented to the Board of Trustees. The search process conducted by the consultant will take into account the District's values for diversity and inclusion and will yield the highest quality of qualified candidates.

The Search Advisory Committee will recommend to the Board Chancellor finalist candidates to be interviewed by the Board of Trustees from the pool. The consultant will conduct extensive reference and background checking on final candidates, and will present results to the Board.

The process schedule/timelines developed by the Board of Trustees chair would have the new Chancellor selected in May 2023 in order to facilitate transition and orientation with the current Chancellor anticipated to begin July 2023, and be expected to fully transition September 2023.

The period of performance of any contract awarded as a result of this solicitation is tentatively scheduled to begin on or about February 1, 2023 and be in force until execution of the new Chancellor's contract with Seattle Colleges.

**Any contract awarded under this solicitation shall be in an amount not to exceed \$98,000 before applicable taxes.**

The solicitation is open to individuals or organizations that meet the following minimum criteria:

1. Respondents must be licensed to perform work in Washington State.
2. Respondents must have extensive experience providing national executive search services.
3. Respondents must have at least three (3) customer references for whom the Respondents has provided similar services during the past thirty-six (36) months preceding the response due date.
4. Respondents must generally comply with the insurance provisions specified in the General Terms and Conditions, which are available on the website at <http://www.seattlecolleges.edu/business>. Respondents who do not meet the insurance requirements may request a waiver of coverage or limits of insurance in their submittal.

Respondents who do not meet the above minimum qualifications shall be considered non-responsive, and their proposals will not be evaluated.

The proposal is to be brief but should include:

1. Experience on comparable projects;
2. Staff qualifications;
3. Project work plan;
  - a. The process by which the Consultant will attract a qualified pool that is reflective of the District's diversity and includes student, workforce, and faculty population.  
Schedule to accomplish the project;
  - a-b. \_\_\_\_\_
4. Details on how the Consultant will use a fair and equitable process (using an equity lens) to screen ~~applicants who do not meet the minimum qualifications~~ applicants.  
~~5.1. \_\_\_\_\_ Schedule to accomplish the project;~~  
~~6.5. \_\_\_\_\_~~ Costs or fees; and expenses  
~~7.6. \_\_\_\_\_~~ Names, addresses and telephone number of three (3) business references.

The following weights will be assigned for proposal evaluation purposes:

Evaluation Element	Possible Points
1. Experience and Staff Qualifications	35
2. Project Work Plan	25
<del>3. Project Schedule</del>	<del>20</del>
<del>4.3. equity process</del>	20
<del>4. Cost</del> <u>20</u>	
Total Possible Points	100

Proposals will be evaluated by the Purchaser based on the response to the information requested above. All eight (8) items must be addressed for the proposal to be considered responsive. The deadline for submission of responses is stated on Page one of this Informal Solicitation. Proposals submitted after the deadline will not be considered.

## INTERVIEW / PRESENTATIONS MAY BE REQUIRED

The Purchaser may after evaluating the written proposals elect to schedule interviews or presentations of the finalists. If interviews or presentations become necessary, the Purchaser will contact the top-scoring Respondent(s) from the written evaluation for an interview ~~and/or presentation during an (add date) Board of Trustees meeting with the evaluation committee.~~ Commitments made by the Respondent at the interview, if any, will be considered binding and should be confirmed in writing within three (3) business days. Possible points for the interview/presentation evaluation, if required, shall not exceed 30. The scores from the written evaluation and the oral interview or presentation combined together will determine the apparent successful contractor.

The Purchaser reserves the right at its sole discretion to reject any or all responses for any reason whatsoever, prior to the execution of a contract. This solicitation for Responses does not obligate the Purchaser to contract for the services specified herein. The final selection, if any, will be the response, which in the opinion of the Purchaser, best meets the requirements set forth in the solicitation and is in the best interest of the Purchaser.

The Purchaser is not obligated to select the lowest priced response. Therefore, the proposal should be submitted initially on the most favorable terms that the consultant can propose. There will be no best and final offer procedure. The Purchaser does reserve the right to contact a consultant for clarification of the proposal. The Purchaser shall not be responsible for any costs associated with a Respondent's preparation of a response to this Solicitation.

In submitting a response to this solicitation, the Respondent agrees to accept the terms set forth in this solicitation. The selected consultant will be required to sign a personal service contract, including General Terms and Conditions. Under no circumstances is the Respondent to submit its own standard contract terms and conditions in response to this solicitation.

Proposals submitted in response to this competitive procurement shall become the property of the Purchaser. All proposals received shall remain confidential to the fullest extent permissible by law until the contract, if any, resulting from this RFP is signed by the Contract Administrator, and the apparent successful Contractor.

Any information in the proposal that the Respondent desires to claim as proprietary and exempt from disclosure under the provisions of Chapter 42.56 RCW, or other state or federal law that provides for the nondisclosure of your document, *must be clearly designated*. The information must be clearly identified and the particular exemption from disclosure upon which the Respondent is making the claim must be cited. Each page containing the information claimed to be exempt from disclosure must be clearly identified by the words "Proprietary Information" printed on the lower right hand corner of the page. Marking the entire proposal exempt from disclosure or as Proprietary Information will not be honored.

If a public records request is made for the information that the Respondent has marked as "Proprietary Information," the Purchaser will notify the Respondent of the request and of the date that the records will be released to the requester unless the Respondent obtains a court order

enjoining that disclosure. If the Respondent fails to obtain the court order enjoining disclosure, the Purchaser will release the requested information on the date specified. If a Respondent obtains a court order from a court of competent jurisdiction enjoining disclosure pursuant to Chapter 42.56 RCW, or other state or federal law that provides for nondisclosure, the Purchaser shall maintain the confidentiality of the Respondent's information per the court order.

Any protest of the selection process shall be resolved in accordance with the Purchaser's Protest Policy and Procedures, which can be obtained from the Procurement Coordinator. Protests after Notice to Award will be considered only after a debriefing conference; respondents have three (3) business days after Notice to Award to request a debriefing conference.



SESSION	TIME	LOCATION (HYBRID)	
EXECUTIVE	1:30 p.m.	Closed Session	
STUDY	2:00 p.m.	Seattle Central College Broadway Edison (BE) - 1110/1111 1701 Broadway, Seattle, WA 98122 (use main entrance on Broadway)	Zoom <a href="https://zoom.us/j/98221357425">zoom.us/j/98221357425</a> Meeting ID: 982 2135 7425 Passcode: 299720
REGULAR	3:00 p.m.		

TRUSTEE ATTENDANCE			
Teresita Batayola	Present	Brian Surratt	Present
Louise Chernin, <i>Chair</i>	Present	Rose Peralta, <i>Vice Chair</i>	Present
Colleen Echohawk	Present		

LEADERSHIP ATTENDANCE			
Kurt Buttleman	Present	Kerry Howell	Absent
Ana Chamale	Present	Ronnie Kuan	Present
Chemene Crawford	Present	Bruce Marvin	Present
Julienne DeGeyter	Present	Gracie Ochoa	Present
Jennifer Dixon	Present	Earnest Phillips	Present
Diane Ellis	Present	Cindy Riche	Present
D'Andre Fisher	Present	Rosie Rimando-Chareunsap	Absent
Jean Hernandez	Present	Annette Stofer	Present
Cody Hiatt	Present	Michael Beneke	Present

Minutes Recorded by: Ricky Goetz, Interim Executive Assistant to the Chancellor

## EXECUTIVE SESSION

**1:30 p.m.**

Chair Louise Chernin called the meeting to order at 1:30 a.m.

### A. Negotiations

- a. 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.

### B. Litigation Update

- a. Exception (3) To discuss with legal counsel litigation or potential litigation to which the college is, or is like to become, a party, when public knowledge of the discussion would likely result in adverse consequence to the district;

### C. Personnel

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



## STUDY SESSION

**2:00 p.m.**

**A. Tour of Central – Culinary & Apparel Programs**

Chair Chernin called the study session to order at 2:07 p.m.

Dr. Wendy Rockhill, Vice President of Instruction at Seattle Central College, provided a tour of the Seattle Central Culinary and Apparel programs to the Board of Trustees and meeting participants.

## REGULAR SESSION

**3:00 p.m.**

**PELIMINARY MATTERS**

**A. Call to Order**

Chair Chernin called the meeting to order at 3:01 p.m.

**B. Land Acknowledgment**

The land acknowledgment was presented by Yahya Abdullah, student at Seattle Central College and member of Springboard 8.

**C. Introduction - Interim South President**

Dr. Bradley Lane, Interim President of Seattle Central College, introduced Dr. Jean Hernandez as the new Interim President at South Seattle College.

**D. Approval of Agenda**

**Motion 1: Vice Chair Rosa Peralta moved to** approve the agenda; motion seconded; motion approved unanimously.

**3:10 p.m.**

**PUBLIC COMMENT**

Public comment was provided by:

1. Melissa Grinley
2. Diana Ma
3. Geoff Palmer
4. Toni Anderson
5. Terri Chung

**3:25 p.m.**

**COLLEGE PRESENTATION**

**A. Student Support Services Pandemic Response – Central | Pg. 4**

Molly Mitchell, Director of Student Support Services at Seattle Central College, presented Central's student support services pandemic response.

Molly recognized their team for all their work: Israel Walker, Kerry Holyfield, Maria Kang, Zachary Hunter.



**3:40 p.m. ACTION ITEMS**

**A. Minutes – November 10, 2022 | Pg. 5**

**Motion 2: Vice Chair Rosa Peralta moved to** approve the minutes from the November 10, 2022 Board of Trustees meeting; motion seconded; motion approved unanimously.

**Motion 3: Vice Chair Rosa Peralta moved to** withdraw the previous motion made to approve the minutes from the November 10, 2022 Board of Trustees meeting due to inaccuracies; motion seconded; motion approved unanimously.

Trustee Teresita Batayola asked for the following amendments to the November 10, 2022 Board of Trustees meeting minutes:

- **Pg. 3:** Correct the header to: “Regular Meeting Minutes”.
- **Pg. 3:** Add Trustee Brian Surratt to the list of attendees.
- **Pg. 3:** Add Trustee Colleen Echohawk’s last name to their listing as an attendee.
- **Pg. 4 :** Correct who the motions were made by, not moved by Chair Chernin.
  - **Revised Budget for FY 22-23:** Motion moved by Trustee Batayola.
  - **EcoDistrict Performance Contract and Financing Approval Request for Seattle Central College:** Motion moved by Vice Chair Peralta.
  - **Construction Industry Training Council (CITC) Apprenticeship Instructional, Off Campus Agreement:** Motion moved by Vice Chair Peralta.
  - **Puget Sound Electrical Joint Apprenticeship Training Committee (PSEJATC) Apprenticeship Instructional, Off Campus Agreement:** Motion moved by Vice Chair Peralta.
- **Pg. 7:** Correct who the motion was made by, not moved by Chair Chernin, moved by Trustee Peralta.

**Motion 4: Vice Chair Peralta moved to** approve the minutes from the November 10, 2022 Board of Trustees meeting as amended; motion seconded; motion approved unanimously.

It was stated that moving forward any important discussion made on an action item will be notated briefly in the minutes.

**B. UTF Student Computer Replacements – South | Pg. 12**

**Motion 5: Trustee Batayola moved to** authorize the Chancellor or their designee to enter into this Dell contract for the amount of \$258,376.33; motion seconded; motion approved unanimously.

Dr. Jean Hernandez, Interim President of South Seattle College, stated that the funding for this contract is coming from the universal tech fees and it is to replace South Seattle Colleges’ computer lab. The student committee voted to approve and fund this request.

**C. Policy 249: Drug Free Environment | Pg. 18**

It was stated that no changes were made to Policy 249 since the first reading at the Board of Trustees meeting on November 10, 2022.

**Motion 6: Vice Chair Peralta moved to** approve the changes to Policy 249 as outlined in the provided memorandum; motion seconded; motion approved unanimously.



3:55 p.m.

**INFORMATION ITEMS**

**A. Request for Proposals – Permanent Chancellor Search - Update**

Chair Chernin announced that the request for proposals (RFP) for the permanent chancellor search was approved at the special board meeting held on November 29, 2022 and posted. It was stated that the size of the permanent chancellor search committee would consist of between 15-20 members and the structure currently being considered is outlined below:

- Co-chaired by Trustee Chernin and Trustee Peralta
- Union representative from AFT Seattle Community Colleges
- Union representative from WFSE
- Union representative from AFT-SPS
- Cabinet/leadership representative
- Student leadership representative from North Seattle College
- Student leadership representative from Seattle Central College
- Student leadership representative from South Seattle College
- Student alumni representative
- Foundation board representative
- Human Resources representative
- Equity, Diversity, & Inclusion Office representative
- Inclusion Advocate
- Community members

At end of the permanent chancellor search the committee Co-Chairs, Trustees Chernin and Peralta, will provide the names of finalists for the Board to interview. The final hiring decision for the permanent Chancellor will rest with the Board of Trustees.

**B. Fall Quarter Enrollment | Pg. 20**

Dr. Kurt Buttleman, Vice Chancellor for Academic & Student Success, provided an update on the preliminary Fall Quarter 2022 enrollment. It was stated that compared to this time last fall, the Seattle Colleges enrollment numbers are slightly ahead. ctclink has provided additional tools and data points which results in more accurate enrollment data. Dr. Buttleman will provide an updated report on Fall Quarter 2022 enrollment at the January 2023 board meeting.

**C. Equity Can't Wait Campaign & Foundation Gala | Pg. 22**

Michael Beneke, Director of Advancement Communications, presented an overview of the highlights of the Equity Can't Wait Campaign and the Momentum Event Fundraising Report (included in meeting packet).

**D. Capital Projects Balances Report 2021-2023 | Pg. 24**

Julienne DeGeyter, Interim Vice Chancellor of Finance & Operations, presented the Capital Projects Balances Report for 2021 – 2023 (included in meeting packet).

**E. Moving Towards Smoke & Tobacco Free – South | Pg. 27**

Hip Nguyen and Lenora Fuaga presented on South Seattle Colleges Moving Towards Smoke & Tobacco Free initiative (included in meeting packet). Questions arose regarding any repercussions for those who use tobacco on campus once the initiative is in place. It was stated that once fully implemented, a procedure will



be in place to address repercussions focusing on an approach of kindness and respect with the goal of providing education around the harmfulness of smoke and tobacco.

Trustee Colleen Echohawk stated that in the native community tobacco is considered medicine and asked if there will be an exception for cultural practices and ceremonies. It was stated that this is acknowledged in the Tobacco-Free Charter under the section titled “Ceremonial Use of Tobacco”. This section states:

“In accordance with the American Indian Religious Freedom Act, exceptions to the Tobacco – Free Campus Charter may be made for Native American cultural activities. All ceremonial use exceptions must be approved in advance by the President of South Seattle College or a designee of the President of South Seattle College.”

**F. Martin Luther King Jr. Event Update**

Earnest Phillips, Associate Vice Chancellor for Communications and Strategic Initiatives, provided an update on the upcoming Martin Luther King Jr. Event:

**50th Annual Community Celebration of Martin Luther King, Jr.**

Friday, Jan. 13, 2023

Brockey Center, South Seattle College

[More information available online](#)

**G. Central MIMP Environmental Impact Statement | Pg. 37**

Lincoln Ferris, Interim Executive Director of Campus Operations at Seattle Central College, provided an overview of Central’s MIMP Environmental Impact Statement (included in meeting packet). It was stated that this impact statement will be brought back to the board at a future meeting.

Trustee Batayola asked what potential controversies surround this impact statement. The following controversies may be expected:

- Activated sidewalks are wanted – gathering spaces for community and students and staff
- Consciousness of bikes
- Not expanding footprint

**H. EcoDistrict Update**

Dr. Lane referenced the motion from the November Board of Trustees meeting regarding EcoDistrict. The State Board declined to consider the proposal at this time. The WACTC Capital committee will be considering the state capital process overall and will consider allowing projects in the supplemental budget year to apply for funds if they prioritize new Clean Buildings Act standards. This would be a more ideal solution (state funded projects) than borrowing via a COP request.



**4:40 p.m. ORAL REPORTS**

Section to provide any additional oral reports that were not included in any submitted written reports.

**A. Student Representatives**

1. Gracie Ochoa – North
2. Ronnie Kuan - Central | **Pg. 47**
3. Ana Chamale - South | **Pg. 49**

**B. Labor Representatives**

- i. Annette Stofer - AFT Seattle Community Colleges
- ii. Diane Ellis – WFSE
- iii. Cody Hiatt - AFT-SPS

Dr. Crawford’s lead to integrate a common Financial Aid process has been strengthened by AFT-SPS’s partnership with Blue Icon. Specifically, the Asst Directors of Financial Aid; Dolores Taylor, Kindra Cutler, Tuyet Tran, Javae Riley, and Michael Curtis.

**C. Chancellor**

Bradley Lane announced that Steve Leahy is retiring and thanked him for his work.

**D. Chair**

**E. Trustees**

**F. College Presidents, Vice Chancellors, Associate Vice Chancellors**

- i. Cindy Riche, Associate Vice Chancellor and Chief Information Officer yes
- ii. Earnest Phillips, Associate Vice Chancellor of Communications and Strategic Initiatives
- iii. D’Andre Fisher, Associate Vice Chancellor of Equity, Diversity, and Inclusion -yes
- iv. Chemene Crawford, President of North Seattle College | **Pg. 51**
- v. Bradley Lane, Interim President of Seattle Central College | **Pg. 52**
- vi. Jean Hernandez, Interim President of South Seattle College | **Pg. 53**
- vii. Kurt Buttleman, Vice Chancellor of Academic and Student Success
- viii. Jennifer Dixon, Vice Chancellor Human Resources
- ix. Julienne Degeyter, Acting Vice Chancellor of Finance and Operations
- x. Kerry Howell, Vice Chancellor of Advancement

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

Chair Chernin adjourned the meeting at 5:31 p.m.

The next meeting of the Board of Trustees will be held on Thursday, January 12, 2023, at North Seattle College in the North Star Dining Room. There will be a Study Session at 2:00 p.m., and the Regular Meeting will follow at 3:00 p.m.



**MEMORANDUM**

**TO:** Board of Trustees

**FROM:** Julienne DeGeyter, Interim Vice Chancellor of Finance and Administration  
Members of the Chancellor's Executive Cabinet contributed to this report.

**DATE:** January 12, 2023

**SUBJECT: Second Reading:**  
WAC 132F-116: TRAFFIC RULES AND REGULATIONS

**Background**

**WAC 132F-116: TRAFFIC RULES AND REGULATIONS:**

Proposed changes are to modify the objectives of these rules to protect and control pedestrian and vehicular traffic on district campus sites. In addition, to always ensure access to emergency equipment. To minimize traffic disturbances. To facilitate the operation of the district by ensuring access to vehicles. To allocate limited parking space for the most efficient use. To protect state property. To encourage and support travel to district campus sites by means other than single occupancy vehicles.

This proposed rule was subject to a public rulemaking hearing on November 8, 2022. No comments were received.

**Recommended Action**

It is recommended that the Seattle Colleges Board of Trustees approve the changes for WAC 132F-116: Traffic Rules and Regulations.

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

Julienne DeGeyter,

Interim Vice Chancellor of Finance and Administration

NEW SECTION

**WAC 132F-116-001 Objectives of parking and traffic rules.** The objectives of these rules are:

- (1) To protect and control pedestrian and vehicular traffic on district campus sites.
- (2) To ensure access at all times for emergency equipment.
- (3) To minimize traffic disturbances.
- (4) To facilitate the operation of the district by ensuring access to vehicles.
- (5) To allocate limited parking space for the most efficient use.
- (6) To protect state property.
- (7) To encourage and support travel to district campus sites by means other than single occupancy vehicle.

NEW SECTION

**WAC 132F-116-002 Knowledge of parking and traffic rules.** It is the responsibility of all individuals parking or operating a vehicle on a district campus to comply with these rules. Lack of knowledge of these rules shall not be grounds for the dismissal of any citation for a violation of the parking or traffic rules.

NEW SECTION

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

- (1) Authorized valid payment: Any payment accepted by the district, including online, mobile application, and pay stations.
- (2) Bicycle: Any device defined as a bicycle in RCW 46.04.071.
- (3) Campus: Any of the campuses of Seattle College District VI to include those lands and leased facilities where parking is managed or controlled by Seattle College District VI.
- (4) Campus safety director: The senior employee responsible for campus safety.
- (5) Campus safety officers: Employees of Seattle College District VI who are responsible for campus security, safety, parking, and traffic control.
- (6) Carpool: A group of two or more employees or students who commute to campus in the same vehicle and complete the campus commuter services carpool registration process.
- (7) Citation: Formal written notice of a parking violation.
- (8) College: A Seattle College District VI college: Central Seattle College, North Seattle College, South Seattle College, and collectively those responsible for their control and operations.
- (9) Commuter services: Any district or college unit that manages and maintains parking facilities, issues parking products, issues citations, processes citation appeals, and collects fees and fines.
- (10) Day: Unless otherwise specified, the term "day" refers to a calendar day.

- (11) Disability parking: See persons with a disability.
- (12) Disability zone/area: A parking zone designated for exclusive use by persons with a disability and identified with a sign bearing the associated international symbol.
- (13) District: Seattle College District VI consisting of Central Seattle College, North Seattle College, South Seattle College, and collectively those responsible for its control and operations.
- (14) Electric-assisted bicycle: As defined under RCW 46.04.169.
- (15) Employee: Any individual hired as or appointed to the faculty, staff, or administration of Seattle College District VI.
- (16) EPAMD: Electric personal assistive mobility device as defined under RCW 46.04.1695.
- (17) Fee: A charge for the use of services provided and facilities managed by commuter services.
- (18) Fine: Monetary penalty for a parking violation.
- (19) Idling: The running of an engine which supplies the motive power for a vehicle, when not for the purpose of moving the vehicle with the normal flow of traffic on a street or roadway. Idling does not include running the vehicle's engine while stopped at a traffic signal or waiting for the passage of other vehicles to permit safe entry into the flow of traffic.
- (20) Immobilization: The attachment of a device to a parked motor vehicle so that the vehicle cannot be moved.
- (21) Impoundment: The removal of the vehicle to a storage facility by an authorized agent of campus safety, commuter services, or an authorized agent of commuter services.
- (22) License plate recognition (LPR): Technology that uses optical character recognition to automatically read license plate characters.
- (23) Meter: A single fixed device that registers and collects payment for the length of time a vehicle occupies a single parking space. A meter does not produce a receipt, physical permit, or virtual permit. A meter is not a permit-issuance machine.
- (24) Moped: As defined under RCW 46.04.304.
- (25) Motor vehicle: As defined under RCW 46.04.320.
- (26) Motorcycle: As defined under RCW 46.04.330.
- (27) Nonmotorized vehicle: A device other than a motor vehicle used to transport persons including, but not limited to, bicycles, skateboards, in-line skates, hoverboards, personal conveyance devices, and roller skates.
- (28) Operator or driver: Every person who drives or is in actual physical control of a motor vehicle or nonmotorized vehicle.
- (29) Overtime parking: The occupation by a vehicle of a time-limited space beyond the posted time limit or time provided on a permit, meter, or permit-issuance machine.
- (30) Parking product: A product issued by commuter services to manage motorized and nonmotorized access to the campus. Parking products include, but are not limited to, visual permits, virtual permits, access to bicycle lockers and other bicycle parking facilities, and parking access cards.
- (31) Parking space: A space for parking one motor vehicle normally designated by lines painted on either side of the space, a wheel stop positioned in the front of the space, a sign or signs, or other markings.
- (32) Pay station: A commuter services deployed and managed machine that issues virtual permits.
- (33) Permit: A visual permit or virtual permit.

(34) Persons with a disability: For the purpose of this chapter, persons with a disability shall refer to a person or persons with a disability or disabilities who qualify for a state-issued individual with disabilities parking identification and permit.

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

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

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

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

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

(40) Vehicle: As defined under RCW 46.04.670.

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

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

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

#### NEW SECTION

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

#### NEW SECTION

**WAC 132F-116-005 Delegation of authority.** Each college president shall delegate to one department or individual on campus the authority to enforce these traffic and parking rules and regulations. Assignments of parking spaces shall be the responsibility of the commuter services personnel as directed by the president of the college or the district to represent the interests of faculty, staff, and students.

#### NEW SECTION

**WAC 132F-116-006 Enforcement of parking and traffic rules.** Duly appointed campus safety officers, designated commuter services employ-

ees, or independent contractors hired by the district are authorized to enforce these parking and traffic rules and may conduct traffic control on campus.

NEW SECTION

**WAC 132F-116-007 District liability.** Except for vehicles that the district owns or operates, the district assumes no liability under any circumstances for vehicles on the campus. No bailment, but only a license, is created by the purchase and/or issuance of a permit.

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

**WAC 132F-116-010 Traffic rules and regulations.** (1) The motor vehicle and other traffic laws of the state of Washington shall be applicable upon all lands located within the state of Washington.

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

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

NEW SECTION

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### NEW SECTION

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

(1) A valid permit is:

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

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

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

(ii) Parking permits are not transferable.

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

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

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

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

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

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

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

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

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

#### NEW SECTION

**WAC 132F-116-042 Carpool and disability parking permits.** (1) Carpool permits may be issued to employees and students. One transferable permit will be issued for each carpool. This permit is transferable only among the registered members of the carpool. This permit must be displayed in accordance with the instructions provided with the permit. A carpool permit may be used with only one vehicle per day. Members of the campus carpool program must register their carpool with commuter services.

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

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

#### NEW SECTION

**WAC 132F-116-043 Transfer of parking products limited.** (1) As provided herein, a permit holder may transfer a permit between motor vehicles when used by that permit holder. Improper transfer of a permit shall include, but is not limited to, the resale, lending, or transfer of a parking product or parking permit other than as provided herein. Multiple motor vehicles may be associated with a virtual permit, but only one vehicle associated with a specific virtual permit may be parked on campus per calendar day. If more than one vehicle associated with a virtual permit is parked on campus during the course of a day, all additional vehicles are subject to a parking citation unless each additionally parked vehicle has a separate valid permit.

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

NEW SECTION

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

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

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

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

NEW SECTION

**WAC 132F-116-051 Display of permits.** (1) Visual permits shall be prominently displayed in accordance with the instructions printed on the permit and shall be fully visible from the exterior of the vehicle. Virtual permits are associated with a vehicle's license plate, and accordingly, a vehicle associated with a virtual permit must have its license plate exposed to the lane of travel and be clearly visible, unobstructed, and able to be read by the LPR equipment.

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

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

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

NEW SECTION

**WAC 132F-116-052 Allocation of parking spaces.** The parking spaces available on campus shall be allocated in a manner that will best attain the objectives of these rules.

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

NEW SECTION

**WAC 132F-116-053 Overtime parking violations.** After a motor vehicle has been cited for parking beyond the time posted, the vehicle may be cited at a frequency of one additional citation for each period of time equal to the maximum time limit posted for the space.

NEW SECTION

**WAC 132F-116-061 Parking fees.** Seattle College District VI board of trustees shall adopt parking fees, specifying the charge per time period, day, quarter, and year. The fee structure shall be on file at individual college business offices and the district purchasing office.

Commuter services shall sell quarterly and yearly permits to the districts' employees and students. Students who are registered for six or more credits shall purchase parking at the student rate, even if the student is working as an employee of the college or district.

Commuter services may also sell hourly, daily, quarterly, and yearly permits at their discretion to regular visitors. A person who parks a vehicle in a metered parking space must pay for time used during posted times of operation.

Fees collected from the sale of parking permits shall be used to help offset the expenses of the district's commute trip reduction program, to help maintain the parking facilities at each campus, and to assist with funding of the positions necessary to enforce these parking rules and regulations, and other purposes deemed appropriate.

NEW SECTION

**WAC 132F-116-062 Parking within designated spaces.** (1) No motor vehicle shall be parked on the campus except in areas designated as parking areas, unless expressly authorized by commuter services or campus safety.

(2) No vehicle shall be parked so as to occupy any portion of more than one parking space as designated within the parking area. The fact that other vehicles may have been so parked as to require the vehicle parked to occupy a portion of more than one space or stall shall not excuse a violation of this section.

(3) No person shall stop, stand, or park any motor vehicle so as to create a safety hazard, obstruct traffic along or upon any street, parking lot drive aisle, or roadway, or obstruct pedestrian movement along any plaza, path, or sidewalk unless expressly authorized by commuter services or campus safety.

(4) No vehicle shall park in a parking space designated for persons with disabilities without displaying a disabled license plate, card, or decal issued by the Washington state department of licensing (or from equivalent other jurisdictions in other states) that indicates that an occupant of the vehicle is disabled. Such vehicle must be used to transport the person with disabilities.

NEW SECTION

**WAC 132F-116-063 Denial or revocation of parking privileges.**

Commuter services reserve the right to deny or revoke parking privileges to anyone who has:

- (1) Had a permit revoked;
- (2) Falsified a parking application or registration;
- (3) Counterfeited or altered a permit;
- (4) Failed to pay outstanding citations;
- (5) Been found to be in possession of or using a lost, refunded, or stolen permit;
- (6) Removed an immobilization device without authorization;
- (7) Been banned from campus;
- (8) Failed to comply with commuter services directions;
- (9) Damaged campus property while driving or parking on campus;
- (10) Verbally abused or assaulted staff, including commuter services staff.

NEW SECTION

**WAC 132F-116-064 Parking—Operator's responsibility.**

No person driving or in charge of a motor vehicle shall permit it to stand unattended without first:

- (1) Stopping the engine, locking the ignition, and removing the key;
- (2) Effectively setting the brake and transmission to prevent movement of the vehicle.

NEW SECTION

**WAC 132F-116-066 Regulatory signs, markings, barricades, etc.**

(1) The district may erect permanent or temporary signs, barricades, and other structures, and paint marks and other directions upon the streets and parking areas within campus. Drivers of vehicles shall obey the signs, barricades, structures, markings, and directions. Drivers of vehicles shall comply with directions given to them by commuter services employees, campus facilities employees, campus safety officers, or authorized contractors in the control and regulation of traffic. Drivers shall also comply with directions given to them by commuter services employees, campus safety officers, or authorized contractors in the assignment of parking space and in the collection of parking fees.

(2) No person without authorization from the district shall move, deface, or in any way change a sign, barricade, structure, marking, or direction that regulates traffic or parking.

NEW SECTION

**WAC 132F-116-067 Speed.** No vehicle shall be operated on the campus at a speed in excess of posted limits. If no limit is posted, no vehicle shall exceed 20 miles per hour or such lower speed as is reasonable and prudent in the circumstances.

NEW SECTION

**WAC 132F-116-069 Pedestrian's right of way.** (1) The operator of a vehicle shall yield right of way to any pedestrian. However, no pedestrian may suddenly leave a curb or other place of safety and walk or run into the path of a vehicle that is so close that it is impossible or unsafe for the driver to yield.

(2) Whenever any vehicle slows or stops so as to yield to pedestrian traffic, the operator of any other vehicle approaching from the rear shall not overtake and pass that vehicle.

(3) Where a sidewalk is provided, pedestrians shall proceed upon the sidewalk.

NEW SECTION

**WAC 132F-116-071 Motorcycles, bicycles, EPAMDs, and scooters.**

(1) Motorcycles, bicycles, EPAMDs, and scooters are subject to all traffic rules controlling other motor vehicles.

(2) Motorcycles and motorized scooters must be parked in designated motorcycle parking areas.

(3) Motorcycles and motorized scooters are not permitted on paths, sidewalks, or authorized bicycle or pedestrian areas, or in buildings at any time.

(4) Bicycles shall be parked in designated areas only. Improperly parked bicycles may be impounded and a citation and fine imposed upon the owner.

(5) No bicycles, EPAMDs, or foot-propelled devices shall be operated on campus corridors, hallways, or buildings unless their use is required as part of the educational process in an authorized program, or authorized by campus personnel. A "foot-propelled device" is a wheeled device designed or used for recreation or transportation including, but not limited to, skateboards, roller skates, and roller blades.

NEW SECTION

**WAC 132F-116-072 Issuance of parking citations.** Upon probable cause that a violation of these rules has occurred, a campus safety officer, commuter services employee, or contractor designated by commuter services may issue a citation setting forth the date, the ap-

proximate time, the locality, the nature of the violation, the license plate number, infraction, officer, and the amount of fine(s). The citation shall be served on the person responsible for the violation by: Attaching a copy of the citation to, or placing it prominently within, the vehicle allegedly involved in the violation; mailing a copy of the citation to the person responsible; or serving a copy of the citation personally on the person responsible.

NEW SECTION

**WAC 132F-116-073 Fines, immobilization, and impounding.** (1) The current schedule of fines shall be published by the district and made available for review online and prominently displayed on campus.

(2) All fines are due upon receipt of the citation and must be paid as designated on the citation within 20 calendar days from the date of the citation. Fines must be delivered in person to a college cashier's office, paid online, or postmarked on or before the due date specified in these rules to avoid additional penalties. If any citation has neither been paid nor appealed after 20 calendar days from the date of the citation, the institution shall impose an additional fine of \$10 per offense and may:

- (a) Impound or immobilize the violator's vehicle;
- (b) Deny future parking privileges to the violator;
- (c) Refuse to issue keys to a violator who is an employee or student;
- (d) Refer outstanding balances associated with unpaid fines for collection in accordance with applicable statutes and institutional procedure.

(3) In addition to imposing fines, campus safety officers, commuter services employees, or authorized contractors or agents may immobilize and/or impound any vehicle parked on campus in violation of these rules. Grounds for impounding or immobilizing vehicles shall include, but not be limited to, the following:

- (a) Blocking a roadway so as to impede the flow of traffic;
- (b) Blocking a walkway so as to impede the flow of pedestrian traffic;
- (c) Blocking a fire hydrant or fire lane;
- (d) Creating a safety hazard;
- (e) Blocking another legally parked vehicle;
- (f) Parking in a marked "tow-away" zone;
- (g) Leaving a vehicle unattended on campus for longer than two days, unless the vehicle has a valid student housing resident permit;
- (h) Failing to pay a fine(s) imposed under this chapter;
- (i) Parking a vehicle on campus that has no license plate(s) and no observable vehicle identification number.

(4) Not more than one business day after impoundment or immobilization of any motor vehicle, commuter services shall mail a notice to the registered owner of the vehicle and to any other person who claims the right to possession of the vehicle, if those persons can be identified. Similar notice shall be given to each person who seeks to redeem an immobilized or impounded motor vehicle. If a motor vehicle is redeemed prior to the mailing of the notice, the notice may not be mailed. The notice shall contain the date of immobilization or impoundment, reason for the action, the location of the motor vehicle if

impounded, redemption procedures, and an opportunity to contest the immobilization or impoundment. The institutions shall not be liable for loss or damage of any kind resulting from impounding, immobilization, or storage.

All parking fines, fees, the cost of immobilization and/or impoundment (e.g., booting, towing, and storage fees) must be paid prior to the removal of an immobilization device or the release of an impounded motor vehicle. Impounded motor vehicles shall be redeemed only by the registered owner who has a valid driver's license or a person authorized by the registered owner who has a valid driver's license and who produces proof of authorization and signs a receipt for the motor vehicle. Proof of ownership may be required before a vehicle is released from immobilization or impound.

(5) An accumulation of traffic violations by a student may be cause for discipline under the student conduct code of the student's college.

#### NEW SECTION

**WAC 132F-116-074 Appeals of fines, immobilization, and impoundments.** (1) Any immobilization, impoundment, or fine under this chapter may be appealed in writing, or when available, appealed through the online parking portal, within 20 calendar days from the date of the citation, the notice of immobilization, or the notice of impoundment. The notice of appeal must be addressed to the location indicated on the citation, notice of immobilization, or notice of impoundment. Commuter services will make appeal forms available at the commuter services office. The notice of appeal must explain the reasons for contesting the citation, immobilization, or impoundment. If the person who files a notice of appeal desires an opportunity to make an oral statement in the appeal, the request to make an oral statement must be included in the notice of appeal. Online appeal instructions can be accessed through each college website.

(2) The hearing on the appeal shall be a brief adjudicative hearing as provided by WAC 132F-108-050. If a request for an oral statement was made, the presiding officer or officers shall provide reasonable notice of the time and place for receiving the oral statement. The presiding officer(s) shall review the notice of appeal and provide a written decision to the person submitting the appeal within 10 calendar days of taking action. If the appeal is denied, the decision shall include a brief statement of its reasons and information about the opportunity for further review. Any fine owed on a written decision that is not further appealed as provided in subsection (3) of this section shall be paid within 21 calendar days after service of the decision.

(3) A person wishing to contest the written decision may request a review by contacting the college issuing the citation in writing within 21 calendar days after service of the decision. The request for review shall explain why the decision was incorrect. The reviewing officer shall, within 20 calendar days of the date of the request, review the matter and render a final written decision, which shall include a brief statement of its reasons and information about the opportunity to appeal the decision to the district court. Any final decision of the reviewing officer not appealed as provided in subsection

(4) of this section shall be paid within 10 calendar days after service of the decision.

(4) A person wishing to appeal a final decision of the citation hearing office to the district court may, within 10 calendar days of service of the final decision, file a written notice with the institution. Documents relating to the appeal shall immediately be forwarded to the district court, which shall have jurisdiction to hear the appeal de novo. No appeal to the district court may be taken unless the citation has been contested as provided in subsections (2) and (3) of this section.

#### NEW SECTION

**WAC 132F-116-076 Permit and parking product revocations.** Parking products are the property of the district and may be recalled by the issuer for any of the following reasons:

(1) When the purpose for which the parking product was issued changes or no longer exists;

(2) When a parking product is used on an unauthorized vehicle, by an unauthorized individual, or in an unauthorized manner;

(3) Falsification on a parking product application;

(4) Multiple or continued violations of parking rules;

(5) Counterfeiting, altering, or using a lost/stolen parking product;

(6) Failure to comply with a final decision of the citation review committee, or institutional hearing officer;

(7) Nonpayment of parking product fees or parking fines.

#### NEW SECTION

**WAC 132F-116-077 Right to appeal revocation.** Parking product revocations under this chapter may be appealed pursuant to the procedures in WAC 132F-116-005.

#### NEW SECTION

**WAC 132F-116-079 Motorized vehicles—Responsible parties for illegal parking.** (1) For any motor vehicle citation involving a violation of this chapter where the motor vehicle is registered to a permit holder, there shall be a prima facie presumption that the permit holder was the person who operated the motor vehicle in violation of these rules. Such responsibility does not afford a defense to another person who violated these rules.

(2) For any motor vehicle citation involving a violation of this chapter where the motor vehicle is not registered to a permit holder, there shall be a prima facie presumption that the registered owner of the motor vehicle was the person who operated the motor vehicle in vi-

olation of these rules. Such responsibility does not afford a defense to another person who violated these rules.

(3) This section shall not apply to district-operated motor vehicles. The operator of a district-owned motor vehicle is personally liable for any citation issued to the motor vehicle.

(4) A third party other than the permit holder or registered owner can assume responsibility for a citation by either paying the citation within 20 calendar days of the date of the citation or submitting a petition where the third party agrees to take responsibility.

(5) When mitigating circumstances exist, authorized commuter services personnel may reduce or dismiss fines.

#### REPEALER

The following sections of the Washington Administrative Code are repealed:

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

**MEMORANDUM**

TO: Board of Trustees

FROM: Julienne DeGeyter - Interim Vice Chancellor for Finance & Operations

DATE: January 12, 2023

SUBJECT: Finance Reporting Schedule – Information only

**Background**

Attached this the draft reporting schedule, on behalf of the Seattle Colleges Administrative Services & Fiscal Sub-Committee, to the Board of Trustees

**Recommendation**

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

Submitted by:



Julienne DeGeyter  
Interim Vice Chancellor for Finance & Operations

Transmitted to the Board with a favorable recommendation



Dr. Rosie Rimando-Chareunsap  
Interim Chancellor

# Seattle Colleges Finance and Operations Reporting Schedule to Board of Trustees

## January

- Board Discussion during Working session regarding setting policy directions for budget development and financial management (typically happens in November)
- Decision needed on if there is a need for two finance subcommittee meetings in February, one for budget development and one for discussions on the quarterly financial report

## February

- Finance Sub-Committee to meet two weeks prior to the Board meeting to discuss quarterly financial report, Reserves Report and Proposed Board Reserve Policy Changes
- Members of the Board of Trustees' Finance Sub-Committee, the chancellor and interim vice-chancellor of finance and operations, will meet at the outset of the annual budget development
- Qrtly Financial report & summary Oct 1 – Dec 31<sup>st</sup>
- Qrtly Capital Projects Financial report

## March

- Finance Sub-Committee to discuss Variance Report based on the first 6 months of the fiscal year and the Governor's Budget (Possible delay of variance discussion if Campus Budget Directors are not hired in February) Capital Projects Expenses to be discussed if variance reporting not possible.
- Submit to Fees Requests to BOT for first reading
- BOT discussion on the Governor's Budget presented in December and how it might affect each college budget and the district as a whole.

## April

- Finance Sub-Committee to discuss the Fees documentation process, review all fees and fee requests,
- Fees request final approval by BOT
- First Reading of Changes to Board Policy on Reserves
- S&A fees (supporting documents with Associated Student Council itemized budgets)
- 

## May

- Finance Sub-committee to discuss the Quarterly Financial report, Proposed Current Year Budget Changes, and the Active grant reports two weeks prior to the board meeting.
- Quarterly Financial report & summary Jan 1 – March 31<sup>st</sup>
- Quarterly Capital Projects Financial report
- Active Grants Report (qrtly) Will also bring the reports from previous quarters.
- Second Reading of Board Policy on Reserves.
- The Chancellor and the interim vice chancellor of finance and operations to present any proposed changes to the current year budget if necessary for adoption by the board of trustees.
- BOT approval of S&A fees
- The chancellor and college presidents present to the Board of Trustees budget adjustments or alignments that support district strategic priorities and ask for Board feedback.

## **June**

- The Financial Sub-Committee to meet two weeks prior to the Board meeting to discuss how we expect to end the current fiscal year and the budget for the next fiscal year. Variance Report for 3<sup>rd</sup> quarter and Tuition colleges will also be discussed
- Tuition Collection reporting
- The chancellor presents the final annual budget to the Board for approval at the June
- Board meeting. If an annual budget is not passed, there will need to be a resolution for continuing operations passed by the board in June.

## **July & Aug**

- If a BOT meeting is held, there will be a fiscal sub-committee meeting to discuss capital projects expenses if not discussed in March. Finance Staff and Campus Budget Staff are still working on fiscal close until August 15.

## **September**

- Fiscal Sub-Committee to meet two weeks prior to the board meeting to discuss any changes to the state board allocation.
- Active Grants Report
- Any amendments to the annual budget, based on the timing of receiving final state allocation and tuition collection, will be presented to the Board for final adoption at the September or October Board meeting.

## **October**

- Fiscal Sub-Committee to meet two weeks prior to the board meeting to discuss the Fiscal Year End Financial Report and variance report on previous fiscal year, final budget approval and reserves.
- Quarterly Finance report summary for previous FY (YTD ending June 30<sup>th</sup>)
- Fiscal Year End Financial Report (Full FY summary)
- Qrtly Capital Projects Financial report
- Active Grants Report – YTD ending June 30<sup>th</sup>
- Capital Projects Financial Report – YTD ending June 30<sup>th</sup>
- FY final budget approval Sept/Oct (if any changes have been made since the June approval)

## **November**

- Finance Sub-Committee to meet two weeks prior to the Board meeting to discuss quarterly financial report
- Quarterly Financial report & summary July 1 – September 30<sup>th</sup>
- Quarterly Capital Projects Financial report
- Active Grants Report (qrtly)

## **December**

- Finance Sub-Committee to meet two weeks prior to the Board meeting to discuss the budget cycle and the budget development process.
- Develop S&A fees schedule for campus Student Council Presidents and supporting administrator

# MEMORANDUM

**TO:** Seattle Colleges Board of Trustees

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

**DATE:** January 12, 2023

**SUBJECT:** Fall 2022 *Preliminary* Quarterly Enrollment Report

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

## Total FTES

Compared to Fall 2021, the Seattle Colleges had a 2% decrease in Total FTES. South Seattle College had a 4% increase in Total FTES, while North Seattle College and Seattle Central College had 5% and 2% decreases respectively.

## State Funded FTES & Allocations

The District increased 1% in State Funded FTES, an increase of 81 FTES, compared to Fall 2021. Central reported a 5% FTES decrease. South and North were up 7% and 1% respectively.

The following chart reports State FTES, Allocation and Attainment Rates for Fall quarter:

Term		Fall				
		Actual		SBCTC Target		
Measure		FTES	YTD % of Annual Allocation	FTES	YTD % of Annual Allocation	YTD Attainment Rate Gap*
2022-23	<i>District</i>	9,217	30%	13,357	45%	-15%
	<i>Central</i>	3,289	29%	5,057	46%	-17%
	<i>North</i>	2,765	31%	3,742	45%	-14%
	<i>South</i>	3,162	31%	4,568	45%	-13%
2021-22	<i>District</i>	9,136	31%	13,254	45%	-14%
	<i>Central</i>	3,448	31%	4,961	45%	-14%
	<i>North</i>	2,745	31%	3,761	44%	-13%
	<i>South</i>	2,943	30%	4,540	44%	-14%
2020-21	<i>District</i>	9,228	32%	13,683	42%	-10%
	<i>Central</i>	3,540	34%	4,895	44%	-10%
	<i>North</i>	2,745	34%	4,029	41%	-7%
	<i>South</i>	2,943	28%	4,518	44%	-16%

\*Seattle Colleges is not unique in having such a large Allocation Attainment Rate Gap. Pre-pandemic, SBCTC “froze” each district’s FTES’ target and has not adjusted them for a number of years. The SBCTC system continues to have conversations about how to more equitably distribute FTES and the associated funding. Seattle Colleges has consistently remained near the average of the system on this measure. We are continuing to report this measure although it currently doesn’t have significant impact due to the fact that it has potential funding impacts in the future if the allocation model is unfrozen or changed.

**Contract FTES: International & Running Start**

The District had a decrease of 52 International FTES compared to 2022, a 10% decrease. Overall, South had the largest decrease compared to North and Central. Running Start FTES increased 1% for the District, where South reported the largest increase (6%) compared to Fall 2021.

The following chart details Contract FTES for the District:

Term		Fall					
		Running Start		International		Contract Total	
Measure		FTES	% of Total FTES	FTES	% of Total FTES	FTES	% of Total FTES
2022-23	<i>District</i>	1,103	10%	491	4%	1594	14%
	<i>Central</i>	440	10%	329	8%	769	18%
	<i>North</i>	301	9%	102	3%	403	13%
	<i>South</i>	362	10%	60	2%	422	11%
2021-22	<i>District</i>	1,092	10%	543	5%	1635	14%
	<i>Central</i>	438	10%	326	7%	764	17%
	<i>North</i>	311	9%	119	4%	430	13%
	<i>South</i>	343	10%	98	3%	441	12%
2020-21	<i>District</i>	1,453	12%	685	5%	2138	17%
	<i>Central</i>	589	12%	507	10%	1096	22%
	<i>North</i>	447	12%	75	2%	522	14%
	<i>South</i>	417	11%	103	3%	520	13%

# State Legislators Who Serve Our Communities

## SEATTLE COLLEGES

Compiled 2022-11-23

<https://www.seattlecolleges.edu/district/policymakers/findlegislator.aspx>





Senator Noel Frame (D)

Representative Julia Reed (D)

Representative Liz Berry (D)

**District 36**



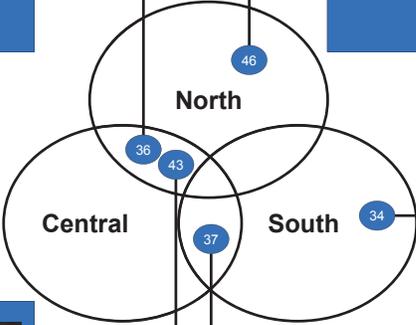


Senator Javier Valdez (D)

Representative Darya Farivar (D)

Representative Gerry Pollet (D)

**District 46**






Senator Jamie Pedersen(D)

Representative Nicole Macri (D)

Representative Frank Chopp (D)

**District 43**





Senator Joe Nguyen(D)

Representative Emily Alvarado (D)

Representative Joe Fitzgibbon (D)

**District 34**





Senator Rebecca Saldaña (D)

Representative Sharon Tomiko Santos (D)

Representative Chipalo Street (D)

**District 37**



## **Student Leadership Council**

### **MEMORANDUM**

**TO:** Board of Trustees, Seattle Colleges

**FROM:** Student Leadership Council (SLC), North Seattle College

**DATE:** January 12, 2023

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

Our new year's resolution is to realign our office. We will be familiarizing ourselves with S&A fees, streamlining our processes, and continuing to build relationships with our community. This quarter we will be partnering with faculty and growing the connection between faculty and student. This connection will create a stronger sense of community. We look forward to sharing the progress we make on this initiative.

#### **SLC Governance Board:**

##### **Student Forum (Wednesday, January 25<sup>th</sup> from 12:00PM to 2:00PM in Grove):**

Our student forum will provide visibility of the NSC Student Council to the student body and facilitate conversation between students and staff. It will let students know we are here to advocate for them and create spaces where they can advocate for themselves. Our current topics include parking, food, engagement, and online versus in-person classes, and students are encouraged to share any thoughts they have.

#### **Campus Programming:**

##### **Spirit Week (Tuesday through Friday, January 3<sup>rd</sup> through the 6<sup>th</sup>):**

North Seattle will be kicking off the quarter with Spirit Week. Each day has a theme, such as NSC Day, "I woke up like this" Day, Bling Day, and Biggest Fan Day. We hope that this week-long silliness will help students see that there is community here at North.

##### **Winter Fest / Club and Resource Fair (Tuesday and Wednesday, January 10<sup>th</sup> and 11<sup>th</sup> in Grove):**

Our upcoming clubs and resource fairs will allow students to connect with on-campus resources and enjoy a winter-themed celebration of the quarter's beginning. The attending clubs include the North Seattle Rocketry Club, the Computer Science Club and Google Developers Club, the K-pop club, and many more. Resources will include EDI, other colleges, and the new Mini

Market. SLC will also be offering some fun activities, such as cookie decoration and a photobooth with our mascot Star, who will be dressed up as a snowfrog.

**50<sup>th</sup> Annual Celebration of MLK (Friday, January 13<sup>th</sup> in Brockey Center, South Seattle College):**

We are proud to share that the Student Leadership Council has received the Distinguished Medal for Service & Justice on behalf of the Office of Equity, Diversity, Inclusion, and Community. An honor by virtue of our team's contributions to and promotion of the advancement of racial, social, and economic justice within our dynamic community.

**Student Leadership Council Representatives Spotlight:**

This month, the Student Leadership Council would like to spotlight Representative Zaya Erdenebileg. In addition to her respect and professionalism, she has stepped up to the plate with regards to campus committee work. She's on the Program Review Committee, as well as the Tenure Committee for 2 different professors! Not only is she a great student leader, but she's also a great friend, and we are so lucky to have her as a part of our team.

Thank you Zaya!



# SEATTLE CENTRAL COLLEGE

---

Associated Student Council

## MEMORANDUM

**TO:** Board of Trustees, Seattle Colleges

**FROM:** Associated Student Council (ASC), Seattle Central College

**DATE:** January 12, 2023

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

### **Associated Student Council Goals Update**

The Associated Student Council has successfully visited all three satellite campuses in the last Fall quarter. We met with students from each campus and listened to their opinions during our visit. We are planning to visit again in the coming Spring quarter. Furthermore, the Associated Student Council has finished finalizing the draft of the new Student Union building. We are waiting for the architects' report and aiming to receive students' support in Spring quarter. Finally, the Associated Student Council is still in process of planning ways to promote resources on campus and increase awareness for financial assistance.

### **Some On Campus Programming Returns:**

#### **Student Leadership Open House**

The Student Leadership office is planning an in-person Student Leadership House (Tuesday, Jan 10<sup>th</sup>) for students looking to get involved in clubs. All student leadership boards including ASC, Clubs and Activities Board (CAB), PTK, Info Central and Seattle Collegian will be involved. Students are excited to engage in in-person activities hosted by Student Leadership in the future.

#### **Office of Equity, Diversion, Inclusion, and Community Open House**

On January 11, 2023, the EDIC Center will hold an in-person event for students to meet the EDI team and learn about the work the EDI office does to support our community, including events and on-campus programs. Students will have the opportunity to acknowledge the activities that EDIC center is planning,

### **Student Support Programs and First Year Experience Resource Fair**

The Student Support Programs and First-Year Experience is going to hold an in-person resource fair on January 12<sup>th</sup>, 2023, for student to meet the student support program partners that offer food, shelter, reentry services, veterans, support services, and basic needs support to students and receive vaccine shots. Students will be able to explore campus resources through the fair and utilize the resources in the future.

## MEMORANDUM

**TO:** Board of Trustees  
Seattle Colleges

**FROM:** **Ana Chamale**  
President, United Student Association  
South Seattle College

**DATE:** January 12, 2023

**SUBJECT:** United Student Association (USA) Report – INFORMATION ONLY

### **NEW USA ISSUES AND CONCERNS OFFICER**

USA's hiring committee has selected our new Issues & Concerns Office—Sahra Mohamad. We are thrilled and eager to ease her into the team. We will start official training on the first day of work on January 3. Sahra is a Running Start student, majoring in computer science.

### **USA MEETING WITH INTERM PRESIDENT HERNANDEZ- DEC 6**

At our last meeting of fall quarter, USA members introduced themselves and met South's new interim president, Dr. Jean Hernandez, to discuss student issues. We discussed topics such as mental health counselors, improved communication to the student body, lack of affordable public transportation to the college, and other student resources. We are very honored and excited to work with Dr. Hernandez and to work together to further student voices and advocacy.

### **USA TEAMBUILDER & REFLECTIONS**

After our final exams, we celebrated as a team by roller skating in White Center on December 16. It was fun to socialize together. At our next meeting, we will reflect how fall quarter went and strategize as a team so we can effectively plan for winter and spring quarters.

### **FOOD PANTRY RECOGNITION**

We are honored to accept the EDI Medal for Service and Justice at the annual Rev. Dr. Martin Luther King Jr. celebration at South on January 13.

USA officers serve approximately 200 students each month a variety of foods in the Food Pantry. We also provide campus and community resources.

We are thankful for our community partners – White Center Food Bank, West Seattle Food Bank, United Way of King County, Puget Sound Consumer Coop PCC), Verity Credit Union, and other donors.



## MEMORANDUM

**To:** Board of Trustees  
**From:** Rosie Rimando-Chareunsap, Interim Chancellor  
**Date:** January 12, 2023  
**Subject:** Chancellor’s Written Report – January Board Meeting

### EQUITY, DIVERSITY, INCLUSION, & COMMUNITY

**Seattle College’s 50<sup>th</sup> Annual Community Celebration of Dr. Martin Luther King, Jr.** will take place tomorrow, Friday January 13 at South Seattle College’s Brockey Center. Mt. Zion, our longstanding partner for this event, has postponed in-person gatherings in light of the pandemic’s continuing impact on their congregation. We are excited to bring the district, our city, and community partners to South this year. Rev. Sharon Washington Risher will be our esteemed keynote, and DaNell Daymon and the Greater Works Gospel Choir will be performing once again. More information can be found at the [50th Annual Community Celebration of Martin Luther King, Jr. website](#).



### ORGANIZATIONAL EXCELLENCE

**Steve Leahy, Director of Government Affairs, retired December 31, 2022.** Steve made many contributions to the Seattle Colleges community through the connections he enjoyed making between students and legislators. Over his five-year tenure at Seattle Colleges he helped presidents, new to our district and their roles, build relationships with our legislative partners and learn the ropes of Olympia while in session. We all wish him the best in his retirement with his family!

### PARTNERSHIPS

As the Washington State legislative session kicks off this week, **Seattle Colleges leaders will host a Legislators Breakfast on January 18<sup>th</sup>** at 8:00 am in Olympia to meet new legislators and reconnect with continuing supporters of the three colleges. This year, we will focus on educating legislators about the critical importance of supporting the CTC system asks, including fully funding competitive compensation, and better funding workforce development programs that are often very costly to provide. Together with the college presidents, we also hope to partner with students and labor partners in educating our legislators this session on these and other issues critical to our district and our students’ success.

Sincerely,

*Rosie Rimando-Chareunsap, Ed.D.*  
Interim Chancellor, Seattle Colleges

**MEMORANDUM**

**TO:** Board of Trustees  
**FROM:** Dr. Chemene Crawford, President – North Seattle College  
**DATE:** Dec. 16, 2022  
**SUBJECT:** Report to the Board of Trustees

**I. Student Success**

- **LSAMP Sees Increase in Scholars Served**

The number of scholars in the Louis Stokes Alliances for Minority Participation (LSAMP) program recently increased by 64% in one quarter. These results are due to strategic efforts and initiatives such as connecting with external partners to offer research opportunities, classroom visits to share information about LSAMP with students, revamping the LSAMP Lounge, and frequent communication with students to keep them informed of LSAMP events. A new LSAMP navigator role, funded by Title III, was added this year. This navigator role allows LSAMP and NSC to share costs in the necessary work of supporting underrepresented minority STEM students.

**II. Pride Points**

- **Faculty Members Receive League for Innovation Excellence Awards**

North Seattle College faculty members Ann Murkowski, biology; Benjamin Roberts, electronics; Leann Dittmar, pharmacy technician; Justina Rompogren, English; Christine Unutzer, basic and transitional studies; and William White, early childhood education, received the 2022-2023 League for Innovation Excellence Awards. The League for Innovation recognizes outstanding individuals in the community college field who have made a significant difference in the lives of students and in the communities their colleges.

- **NSC Chemistry Department Featured in ACS article**

NSC's Chemistry department was featured in the American Chemical Society for its efforts around climate justice. NSC Chemistry faculty member Heather Price previously helped secure National Science Foundation funding for climate justice in Undergraduate STEM Incorporating Civic Engagement (C-JUSTICE) to weave social justice lessons into curricula. Price now champions efforts to incorporate civic engagement in chemistry courses as well as other STEM disciplines and the humanities.

- **NSC Counselors Present at SBCTC Promising Practices Webinar**

NSC counselors presented at the SBCTC Promising Practices Webinar on Nov. 29, 2022, on *Lessons Learned from the First Year Mental Health Counseling Pilot grant*. During the panel discussion, NSC counselors shared how they are using the grant to destigmatize and decolonize mental health services through innovative service delivery, shifting the culture of the college, and engaging in community health and well-being interventions.

**MEMORANDUM**

**TO:** Board of Trustees  
**FROM:** Bradley Lane, Ph.D., Interim President  
**DATE:** January 4, 2023  
**SUBJECT:** Seattle Central College monthly report

**STUDENT SUCCESS**

**English Directed Self Placement:** 95 percent of students taking Central's English directed self-placement method are entering college level English classes. Directed self-placement is also closing the gap between historically underserved students of color (HUSOC) and non-HUSOC earning a passing grade in English 101. After DSP, there is a 13 percent gap between HUSOC and non-HUSOC earning a 2.0 or higher. With Wonderlic, the previous English placement exam, there was a 21 percent gap between HUSOC and non-HUSOC earning a 2.0 or higher in English 101.

**INSTITUTIONAL EXCELLENCE**

**Supporting Students Experiencing Homelessness Grant:** Seattle Central College is participating in a pilot program to assist students experiencing homelessness and/or who were in the foster care system upon graduating high school. This grant offers services to eligible students that may include housing and food assistance, access to laundry and shower facilities, and case management services.

**National Endowment for the Humanities Grant:** Central's Health and Human Services department is developing classroom-tested humanities curricula that integrate the expressed experiences of veterans, while developing context-specific and culturally appropriate pedagogies for veteran students. The grant trains faculty to meet the needs of veteran students in the classroom, provides veterans a greater sense of belonging on campus, and improves persistence and completion among veteran students.

**PRIDE POINTS**

**Dr. Kimberly McRae** and **Helena Ribeiro** were recognized nationally by the League for Innovation in the Community College with the league's Excellence Award for their work as leaders of the Black Solidarity Think Tank (BSTT). The BSTT works to dismantle practices that have harmed Black-identifying students and replacing those practices with care and equity-minded approaches.

**Maya Esquivido** was also recognized nationally by the League for Innovation in the Community College with the league's Excellence Award for co-leading the Faculty Learning Community (FLC). The FLC was funded by a grant from the National Endowment for the Humanities American Rescue Plan and sought to re-center the experiences of Native Americans in the humanities.

The **Excellence Award** recognizes outstanding faculty, staff and leaders who have made a significant difference in the lives of students and in the community.

In collaboration with the Seattle Culinary Academy, Central's President's Office organized a **holiday party** on December 7 at One World, the first in-person gathering since 2019. Seattle Culinary Academy provided food and an assortment of wines were also provided by South Seattle College's Northwest Wine Academy. Students, faculty and staff attended the event, one of the first steps the President's Office has planned to bring community back to campus.

## MEMORANDUM

**TO:** Board of Trustees  
**FROM:** Jean Hernandez, Interim President  
**DATE:** January 12, 2023  
**SUBJECT:** Report to the Board of Trustees

**I. Student Success**

- **Dr. Hernandez Meets with Students:** Interim President Hernandez met with South students on Dec. 6 to hear about student issues and answer their questions. South's United Student Association (student government) officers attended, and plans were made to have joint meetings between USA and President's Cabinet each quarter to elevate student voice in college decision making.
- **100<sup>th</sup> JIS Graduation:** Justice Involved Solutions held their 100<sup>th</sup> graduation ceremony on Dec. 17 (held quarterly), attended by Interim President Hernandez and Vice President of Instruction Sayumi Irey. Since 1997, the JIS program has championed the reentry efforts of thousands of students as they transition from the justice involved system to continued education, short-term training certifications, college options, and second-chance employment.

**II. Institutional Excellence**

- **Learning Assessment Meeting:** On Dec. 9, Dr. Hernandez met with 25 faculty members and instructional leaders to gain a better understanding of the student learning outcomes work at South. Faculty are doing great work to evolve South's learning assessment approach to ultimately improve student success and retention.
- **Dolores Taylor Honored:** The South community came together to grieve and support one another after the unexpected passing of Dolores Taylor on Dec. 13. Dolores graduated from South in 1997 and worked at the college ever since, becoming a steadfast advocate for Veteran students and most recently served as Interim Director of Financial Aid. South held a community gathering on Dec. 15 to grieve and process together, and with her family's permission a celebration of life and memorial will be held on campus on January 19. An emergency fund for Veteran students has also been established in her honor.

**III. Guided Pathways**

- **Pilot Peer Mentoring Program Launched:** A highlight of Guided Pathways progress in fall quarter was the launch of a pilot peer mentoring program. Three peer mentors were hired, and they are working in partnership with advising, the library, and our information desk. Mentors

are students trained to support fellow students in the navigation of higher education, providing a trusted voice and first-hand advice.