



SESSION	TIME	LOCATION (HYBRID)	
EXECUTIVE	1:00 p.m.	Closed Session	
STUDY	2:00 p.m.	South Seattle College Cascade Hall #107 6000 16th Ave SW Seattle, WA 98106	Zoom zoom.us/j/92181477378 Meeting ID: 921 8147 7378 Passcode: 769924
REGULAR	3:00 p.m.		

EXECUTIVE SESSION

1:00 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. South Seattle College Workforce Tour – Automotive & Culinary Departments | Brian Scheehser, Dean of Hospitality and Service Occupations



REGULAR SESSION

3:00 p.m. PRELIMINARY MATTERS

- A. Call to Order
- B. Land Acknowledgment | Dennis Denman, Director of Equity, Diversity, & Inclusion - South Seattle
- 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. 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 – Regular Meeting: January 12, 2023 | Pg. 4
- B. Strategic Plan Bridge Plan Recommendation | Kurt Buttleman | Pg. 8
- C. PV Array Project and COP Authorization | Julianne DeGeyter & Lincoln Ferris | Pg. 20
- D. Search Firm Selection | Louise Chernin & Rosa Peralta | Pg. 26

3:55 p.m. INFORMATION ITEMS

- A. FY 2022 - Estimated Cash Balances - Seattle Colleges District | Julianne DeGeyter & Davina Fogg | Pg. 64
- B. Capital Projects Update | Julianne DeGeyter & Tona Khau | Pg. 66
- C. Capital Projects Balances Report 2021-2023 | Julianne DeGeyter | Pg. 86
- D. Tender of Gifts to Seattle Colleges | Julianne DeGeyter & Kerry Howell | Pg. 90
- E. Seattle Colleges Campus Climate Survey Launch February 9 - March 9 | D'Andre Fisher
- F. Proposed Revision to WAC 132F-121 – First Reading | Kurt Buttleman | Pg. 92
- G. Fall 2022 Final Quarterly Enrollment Report | Kurt Buttleman | Pg. 157
- H. Winter 2023 Quarterly Enrollment Snapshot | Kurt Buttleman | Pg. 159
- I. Legislative Session Update | Louise Chernin
- J. ACCT Legislative Summit | Louise Chernin & Chemene Crawford



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

- i. Ana Chamale - South | **Pg. 160**
- ii. Gracie Ochoa - North
- iii. Ronnie Kuan - Central | **Pg. 162**

B. Labor Representatives

- i. Johnny Dwyer - WFSE
- ii. Annette Stofer - AFT Seattle Community Colleges
- iii. Muhammad Javid- AFT-SPS | **Pg. 164**

C. Chancellor

D. Chair

E. Trustees

F. College Presidents, Vice Chancellors, Associate Vice Chancellors

- i. D'Andre Fisher, Associate Vice Chancellor of Equity, Diversity, Inclusion and Community | **Pg. 165**
- ii. Kerry Howell, Vice Chancellor of Advancement
- iii. Bradley Lane, Interim President of Seattle Central College | **Pg. 172**
- iv. Jean Hernandez, Interim President of South Seattle College | **Pg. 173**
- v. Earnest Phillips, Associate Vice Chancellor of Communications and Strategic Initiatives
- vi. Chemene Crawford, President of North Seattle College | **Pg. 174**
- vii. Kurt Buttleman, Vice Chancellor of Academic and Student Success
- viii. Jennifer Dixon, Vice Chancellor Human Resources
- ix. Cindy Riche, Associate Vice Chancellor and Chief Information Officer
- x. Julienne DeGeyter, Acting Vice Chancellor of Finance and Operations

5:00 p.m. ADJOURNMENT

The next meeting of the Board of Trustees will be held on Thursday, March 9, 2023, at Seattle Central College in Broadway Edison room 1110/1111. There will be a Study Session at 2:00 p.m., and the Regular Meeting will follow at 3:00 p.m.



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

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

LEADERSHIP ATTENDANCE			
Kurt Buttleman	Present	Kerry Howell	Present
Ana Chamale	Absent	Ronnie Kuan	Present
Chemene Crawford	Present	Bruce Marvin	Present
Julienne DeGeyter	Present	Gracie Ochoa	Absent
Jennifer Dixon	Present	Earnest Phillips	Present
Johnny Dwyer	present	Cindy Riche	Present
D'Andre Fisher	Present	Rosie Rimando-Chareunsap	Present
Jean Hernandez	Present	Annette Stofer	Present
Kyle Whitcomb	Present		

EXECUTIVE SESSION

1:30 p.m.	AGENDA
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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

Chancellor Rosie Rimando-Chareunsap stated that the Board of Trustees will be extending executive session until 2:30 p.m.

A. Tour of OneStop – North Seattle College

Alice Melling provided the meeting participants a tour of the Launch Pad - OneStop Office for Student Services.

REGULAR SESSION

3:00 p.m. PRELIMINARY MATTERS

A. Call to Order

Chair Louise Chernin called the meeting to order at 3:05 p.m.

B. Land Acknowledgment

The land acknowledgement was provided by Abel Briant, Vice President of Logistics for Student Leadership at North Seattle College.

C. Approval of Agenda

Motion 1: Trustee Brian Surratt moved to approve the agenda; motion seconded; motion approved unanimously.

3:10 p.m. PUBLIC COMMENT

Public comment was provided by:

1. Dawnelle Wilkie

3:25 p.m. ACTION ITEMS

A. Minutes – Special Meeting: November 29, 2022 | Pg. 4

Motion 2: Vice Chair Rosa Peralta moved to approve the minutes from the November 29, 2022 Board of Trustees special meeting; motion seconded; motion approved unanimously.

B. Minutes – Regular Meeting: December 8, 2022 | Pg. 10

Motion 3: Trustee Teresita Batayola moved to approve the minutes from the December 8, 2022 Board of Trustees meeting; motion seconded; motion approved unanimously.

C. WAC 132F-116: Traffic Rules & Regulations - Second Reading | Pg. 16

Motion 4: Trustee Brian Surratt moved to approve the changes to WAC 132F-116 as outlined in the provided memorandum; motion seconded; motion approved unanimously.

D. Update on Permanent Chancellor Search

Motion 5: Trustee Teresita Batayola moved to move the update on Permanent Chancellor Search agenda item from an information item to an action item; motion seconded; motion approved unanimously.

Motion 6: Trustee Brian Surratt moved to empower the chair and vice chair of the request for proposals (RFP) review committee to enter into negotiations with the top identified RFP respondent regarding scope of service and deliverables. Upon agreement between the RFP respondent and the review committee the RFP respondent will come to a future Board of Trustees meeting to review the process and deliverables; motion seconded; motion approved unanimously.



3:55 p.m. INFORMATION ITEMS

A. Seattle Colleges Budget Cycle & Calendar of Board Reports | Pg. 31

Dr. Rosie Rimando-Chareunsap and Julianne DeGeyter, Interim Vice Chancellor of Finance provided an overview of the Seattle Colleges Finance and Operations Reporting Schedule to Board of Trustees (provided in the meeting packet).

B. Fall 2022 Preliminary Quarterly Enrollment Report | Pg. 34

Dr. Kurt Buttleman, Vice Chancellor for Academic & Student Success, provided an overview of their Fall 2022 Preliminary Quarterly Enrollment Report that was provided in the meeting packet. It was stated that 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.

C. Legislative Update | Pg. 36

It was stated that Seattle Colleges plans to make regular visits to Olympia during the legislative session. Dr. Rimando-Chareunsap provided the top four priorities for the current legislative session:

- a. Improved compensation
- b. Improved Workforce program funding
- c. Capital Projects funding
- d. Expanded Equity, Diversity, & Inclusion

4:00 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

Concerns were raised regarding the fairly new practice of yearly winter closures. Specifically stating WFSE represented staff are in favor of removing this mandatory closure due to concerns around equity. WFSE encouraged administration to consider discontinuing practice.

- 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. Julianne 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 5:05 p.m.

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.

DRAFT



To: Seattle Colleges Board of Trustees
From: Dr. Rosie Rimando-Chareunsap, Interim Chancellor
Dr. Kurt R. Buttleman, Vice Chancellor for Academic & Student Success
Date: February 9, 2022
Subject: Strategic Plan Bridge Plan Recommendation

Background

At the March 10, 2022 meeting, the Board of Trustees authorized the extension of the current Strategic Plan for another year so that it would remain effective until July 2024. This decision was in anticipation that a final decision on the issue of single accreditation would be made during the months of June and July 2022. As you are aware, since that time, turnover in the Chancellor role, an unanticipated budget situation, and a number of leadership changes have occurred.

As staff began the process of engaging the Seattle Colleges' community in preparing for the process of developing a revised Strategic Plan, the unresolved questions about single accreditation and the permanent Chancellor appointment continued to come up. In light of this information, I asked Dr. Kurt Buttleman and the Strategic Plan Logistics Committee to provide some options for a path forward.

Options for Consideration

Taking this background information into consideration, we have developed three options as a path forward for our approach to the Strategic Planning process. These options are summarized below:

Option	Pros	Cons	Barriers
New Strategic Plan	An improved and updated Strategic Plan can provide a refreshed and focused sense of direction	Difficult to create a strategic plan that would span the next six to seven years with the uncertainty of the following major projects: <ul style="list-style-type: none">• Single Accreditation Decision• Financial Aid Redesign• Enrollment Redesign• Permanent Chancellor Search	Difficulty coming to a consensus on what is important for the future of Seattle Colleges without decisions on the one college or three colleges question and the leadership role
Extend Strategic Plan	Simple	The current plan does not directly address some of	N/A

		Seattle Colleges' current needs and climate	
Bridge Plan	<p>Stabilizes and sets the institution up for future success under permanent Chancellor</p> <p>Focuses limited resources on providing equitable experiences for students in key student-facing, non-instructional areas</p>	Does not provide an opportunity to immediately engage with internal and external communities	Standardizing business processes creates a short-term impact to the work of daily operations

Bridge Plan Details

The Society for College and University Planning (SCUP) defines a bridge plan as follows:

A bridge plan is a short-term strategic plan that “bridges” the gap between strategic plan cycles. While a strategic plan usually covers a 3–5 year horizon and takes 9–12 months to create, a bridge plan only covers a 1–2 year horizon and takes about 3–5 months to create.

Often, a bridge plan is best designed as an extension of the existing plan. It is more streamlined and focused than a regular strategic plan and focuses more on tactics aligned with an existing strategic focus. (*What is a Bridge Plan?*, SCUP)

This option can create a refreshed and focused sense of direction while addressing critical priorities. The strategies for this plan will focus on critical infrastructure that supports students while not directly impacting instructional programs or curriculum. The Bridge Plan for the Seattle Colleges would serve as a top-level version of our Operational Plan(s).

The Bridge Plan proposed strategies organized by Strategic Plan Goals would be:

Student Success

- **Student Services**
 - Financial aid consolidation planning
 - Admissions / registration consolidation planning
 - Guided Pathways – intake & onboarding
 - Guided Pathways – exploratory experience
- **Instruction**
 - Guided Pathways – placement
 - Guided Pathways – mapping

Equity, Diversity, Inclusion, and Community

- Racial equity action plan

Organizational Excellence

- Balanced budget
- Employee retention

Partnerships

- Equity Can't Wait campaign

Draft Implementation Timeline for a Bridge Plan:

Winter 2023

- Complete work of Bridge Plan development (finalize goals / metrics).
- Update Operational Plans for utilization in 2023-24 budget development process.
- Develop reporting mechanisms for monitoring progress and impact of the Bridge Plan work.

Spring 2023

- Being / continue formal work of the Bridge Plan strategies.
- Report progress on Bridge Plan strategies. Refine as necessary.
- Permanent Chancellor is appointed.
- Begin preliminary work of new Strategic Plan process.

Summer 2023

- Continue formal work of the Bridge Plan strategies.
- Report progress on Bridge Plan strategies. Refine as necessary.
- Permanent Chancellor begins.
- Begin new Strategic Plan process.

Fall 2023

- Continue / complete formal work of the Bridge Plan strategies.
- Report progress on Bridge Plan strategies. Refine as necessary.
- Continue new Strategic Plan process.

Winter 2024

- Continue / complete formal work of the Bridge Plan strategies.
- Report progress on Bridge Plan strategies. Refine as necessary.
- Continue new Strategic Plan process.

Spring 2024

- Continue / complete formal work of the Bridge Plan strategies.
- Report results of Bridge Plan.

Summer 2024

- Complete Bridge Plan phase of work.

Fall 2024

- Finalize new Strategic Plan.

References

What is a bridge plan? SCUP. (2022, July 6). Retrieved November 12, 2022, from <https://www.scup.org/resource/what-is-a-bridge-plan-and-does-your-institution-need-one/>

Recommendation

It is the recommendation of the administration for the Board of Trustees to approve development and implementation of a Bridge Plan which would focus Seattle Colleges' limited resources on providing equitable experiences for students in key student-facing, non-instructional areas through Summer 2024 in anticipation of finalization of a new Strategic Plan in Fall 2024.

Submitted by:



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

Transmitted to the Board for Trustees with favorable recommendation:



Dr. Rosie Rimando-Chareunsap
Interim Chancellor



SEATTLE COLLEGES

North • Central • South

Strategic Plan Update and Next Steps Recommendation

February 9, 2023 | Board of Trustees Meeting

Dr. Rosie Rimando-Chareunsap, Interim Chancellor &

Dr. Kurt Buttleman, Vice Chancellor for Academic & Student Success

BACKGROUND/CONTEXT

- On March 10, 2022, Board of Trustees authorized extension of current Strategic Plan through July 2024
- While planning for development for a new plan, these unresolved questions continued to come up:
 - Single accreditation
 - Permanent chancellor search
 - Pandemic impact
 - Budget
 - Unfilled leadership positions and leadership position changes

OPTIONS

OPTION	PROS	CONS	BARRIER
New Strategic Plan	An improved and updated strategic plan can provide a refreshed and focused sense of direction	Difficult to create a strategic plan that would span the next six to seven years with the uncertainty of the following major projects: <ul style="list-style-type: none">• Single accreditation decision• Financial aid redesign• Enrollment redesign• Permanent chancellor search	Difficulty coming to a consensus on what is important for the future of Seattle Colleges without decisions on the one college or three colleges question and the leadership role

OPTIONS (CONT'D)

OPTION	PROS	CONS	BARRIER
Extend Strategic Plan	Simple	Current plan does not directly address current needs and climate	N/A
Bridge Plan	Stabilizes and sets the institution up for future success under permanent Chancellor Focuses limited resources on providing equitable experiences for students in key student-facing, non-instructional areas	Does not provide an opportunity to immediately engage with internal and external communities	Standardizing business processes creates a short-term impact to the work of daily operations

BRIDGE PLAN

- The Society for College and University Planning (SCUP) defines a bridge plan as “is a short-term strategic plan that ‘bridges’ the gap between strategic plan cycles” (SCUP, 2022)
- Bridge plans cover a 1–2 year horizon and take about 3–5 months to create (SCUP, 2022)
- A bridge plan is best designed:
 - As an extension of the existing strategic plan
 - To create a refreshed and focused sense of direction to address critical priorities for student-facing, non-instructional areas

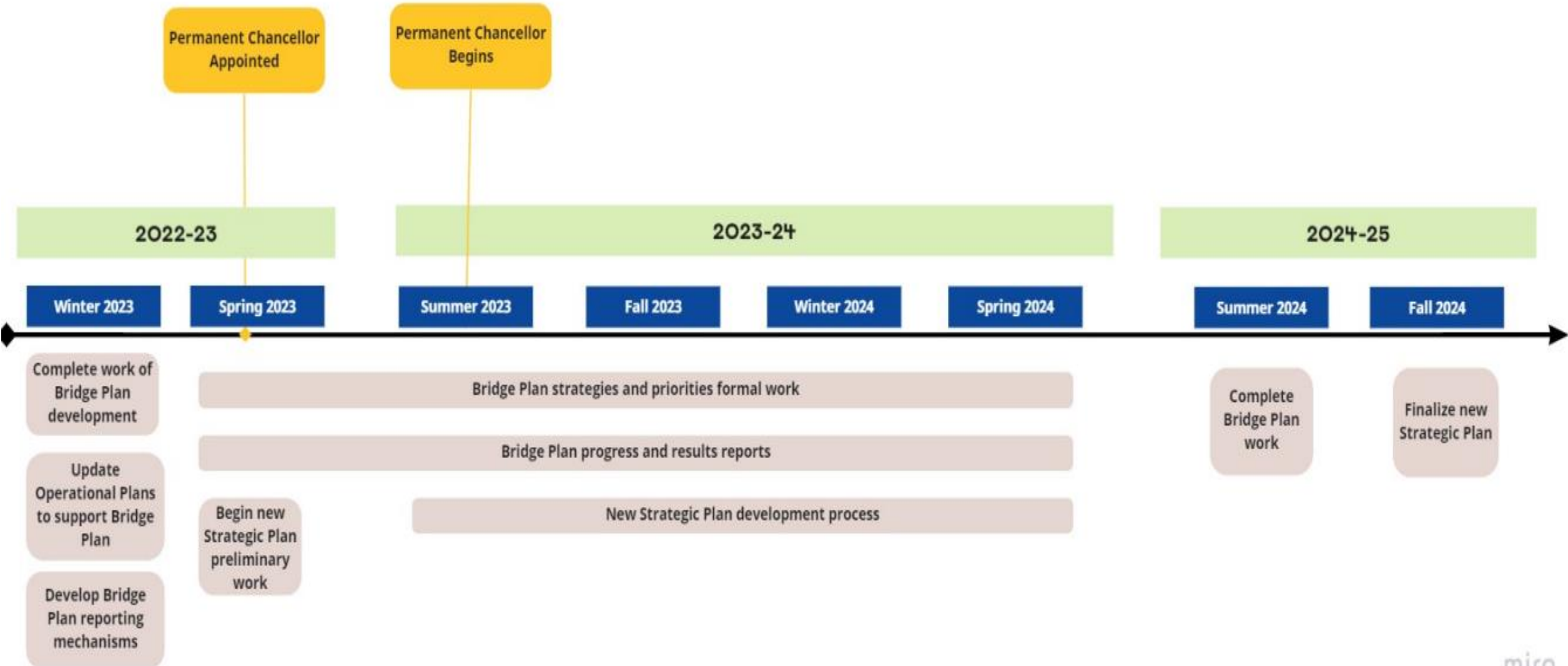
References

What is a bridge plan? SCUP. (2022, July 6). Retrieved November 12, 2022, from <https://www.scup.org/resource/what-is-a-bridge-plan-and-does-your-institution-need-one/>

PROPOSED BRIDGE PLAN CONTENT

- **Student Success**
 - **Student Services**
 - Financial aid consolidation planning
 - Admissions / registration consolidation planning
 - Guided Pathways – intake & onboarding
 - Guided Pathways – exploratory experience
 - **Instruction**
 - Guided Pathways – placement
 - Guided Pathways – mapping
- **Equity, Diversity, Inclusion, and Community**
 - Racial equity action plan
- **Organizational Excellence**
 - Balanced budget
 - Employee retention
- **Partnerships**
 - Equity Can't Wait campaign

TIMELINE



RECOMMENDATION

- It is the recommendation of the administration for the Board of Trustees to **approve** development and implementation of a Bridge Plan to focus Seattle Colleges' limited resources on providing equitable experiences for students in key student-facing, non-instructional areas through Summer 2024 in anticipation of finalization of a new Strategic Plan in Fall 2024

MEMORANDUM

TO: Board of Trustees

FROM: Julianne Degeyter, Interim Vice Chancellor of Finance
Lincoln Ferris, Special Assistant to the Chancellor

DATE: February 8, 2023

SUBJECT: PV Array Project and COP Authorization – ACTION

Background

Fostering sustainability is Strategy 3 under Seattle Colleges' goal of Organizational Excellence. On February 28th the United Nations Intergovernmental Panel on Climate Change issued a report concluding that greenhouse gas emissions need to be sharply reduced: "Any further delay in concerted anticipatory global action will miss a brief and rapidly closing window to secure a livable and sustainable future for all." This agenda item requests project and financing authorization for the colleges to reduce their GHG emissions by installing Photo Voltaic (PV) arrays.

Project Overview

In the summer of 2021 Central, North, and South all researched the possibility of reducing GHG emissions by installing photovoltaic arrays on their roofs. To this end they engaged McKinstry which identified promising PV project opportunities; three projects were recommended:

1. Broadway Edison PV Array (Seattle Central College)
2. OCEE (North Seattle College)
3. Cascade Hall PV Array (South Seattle College)

By successfully completing these projects the colleges will reduce their GHG emissions by 7,230 metric tons of CO₂ over the life of the PV arrays, thus decelerating the rate of climate change and moving the colleges closer to the Seattle 2030 District goals. Total expenditure to complete the three projects is \$1,844,439.

The colleges subsequently successfully pursued Washington State Commerce Department grants to partially fund the projects. The following grants were awarded:

- Broadway Edison PV Array. - \$130,049
- OCEE PV Array - \$117,961
- Cascade Hall PV Array - \$119,905

All three colleges applied to Seattle City Light for incentive grants available to building owners who install solar arrays. All three have received grant award letters under which eight weeks after final completion of the solar projects the colleges will receive the following amounts:

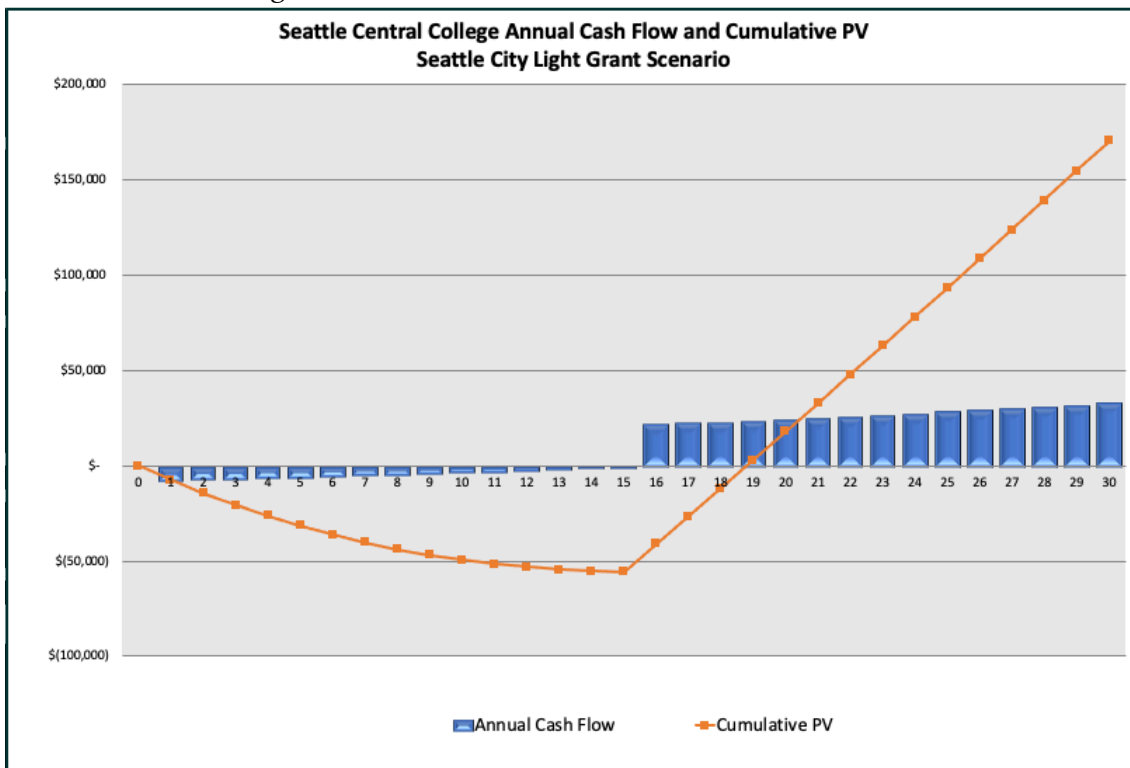
- Broadway Edison - \$150,600
- OCEE PV - \$150,600
- Cascade Hall PV Array - \$123,960

One of the grant finalization requirements is a letter of attestation committing the grant recipients to local fund matching to finance the projects. The Seattle City Light grants form part of the “match” requirements under the Commerce grant. Each college is planning on a different approach to meeting their matching requirement as shown in the table below:

College	Project Cost	Commerce Grant	College Match	COP (loan) Amount
Central	546,199	130,049	416,152	416,152
North	495,439	117,961	377,478	377,478
South	468,702	119,905	348,797	348,797

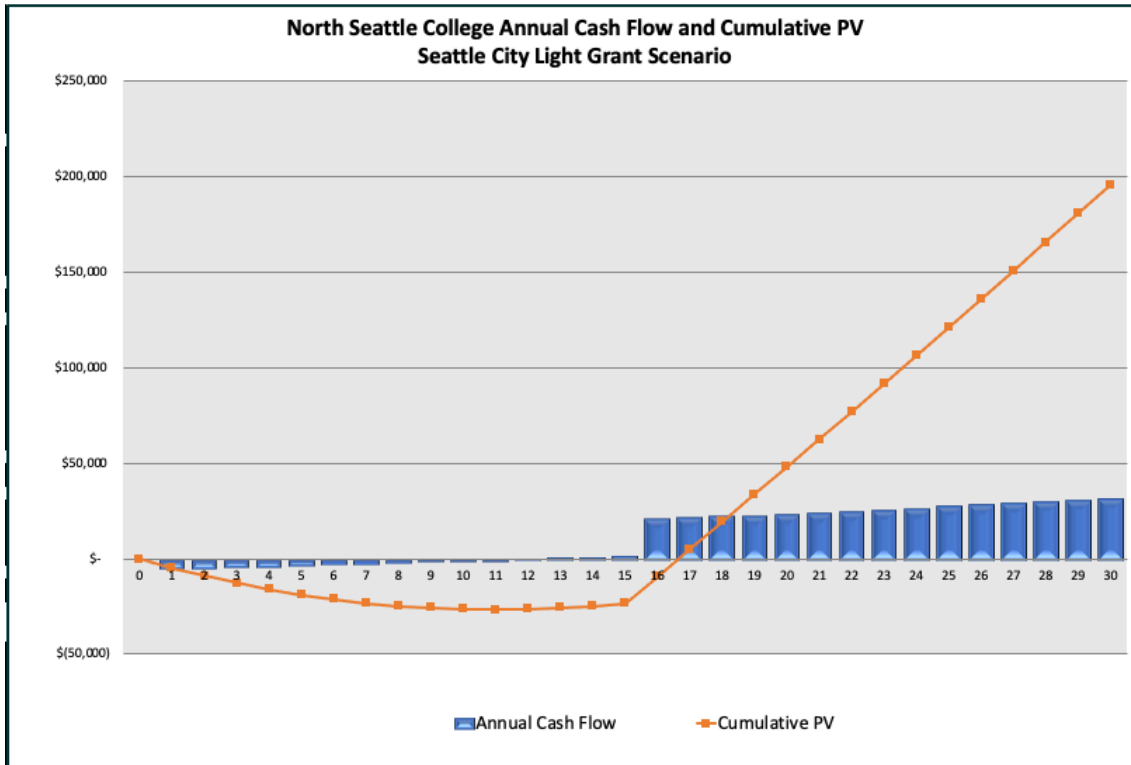
Financial Analysis

Given the SCL grants, the colleges will operate on a scenario assuming a 15-year loan term that will largely service the debt with utility savings, but will have a modest annual cash requirement for the first 15 years of the project, but will realize positive financial returns by the 19th year of the project, well before the 30-year life of the PV array as shown in the charts that follow:



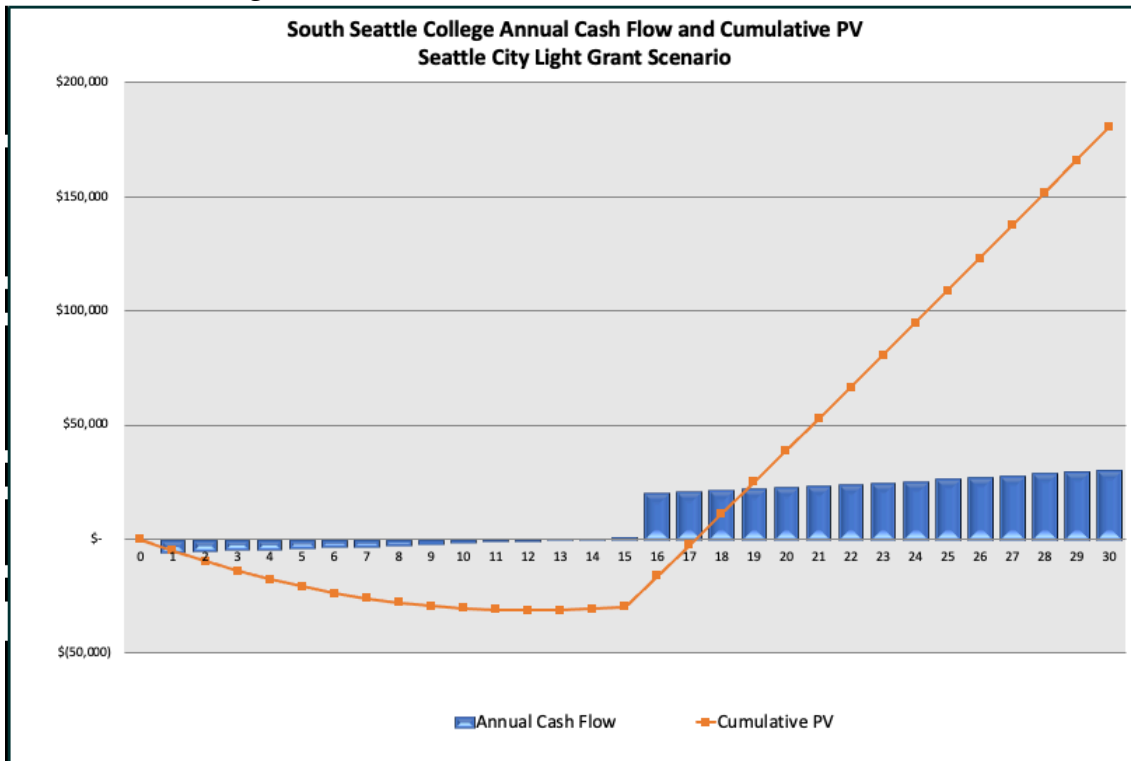
Seattle Central over the next 15 years it will see average negative cash flows of \$4,254 compared to doing nothing to slow climate change. Over the following 15 years Seattle Central will realize \$401,799 in positive cash flow; the cumulative Present Value of the project will be \$170,799 over the 30-year life of the PV array.

North Seattle College



North over the next 11 years will see average negative cash flows of \$2,670 compared to doing nothing to slow climate change. Over the following 19 years North will realize \$394,151 in positive cash flow; the cumulative Present Value of the project will be \$195,775 over the 30-year life of the PV array.

South Seattle College



South will see for eleven years an average negative cash flows of \$2,911 compared to doing nothing to slow climate change. Over the following 19 years South will realize \$375,938 in positive cash flow; the cumulative Present Value of the project will be \$180,470 over the 30-year life of the PV array.

Recommendation

It is recommended that the Board decelerate climate change and authorize the financing of the projects as detailed in this agenda item. The Board is requested to authorize spending not to exceed \$1.9 million dollars and borrowing of up to \$1.6 million dollars thru the Local Program of the State Treasurer to finance the investment.

Submitted by:



Julienne DeGeyter
Interim Vice Chancellor for Finance & Operations

Transmitted to the Board with a favorable recommendation



Dr. Rosie Rimando-Chareunsap
Interim Chancellor

Resolution of the Seattle Colleges District VI Board of Trustees

Whereas the State of Washington has adopted greenhouse gas emissions reduction goals which require all state agencies to reduce their emissions by 2030 by 45% below levels measured in 2005; and

Whereas the production of electricity on our three college campuses via photovoltaic solar arrays will reduce the District's greenhouse gas emissions by 7032 metric tons over their useful life; and

Whereas the Department of Enterprise Services' Energy Savings Performance Contracting program makes it possible for the Seattle Colleges to borrow funds thru the Washington State Treasurer's Local Program to finance this installation; and

Whereas our three colleges have applied for and received significant grant commitments from Seattle City Light and the Washington Department of Commerce in support of this project;

Therefore, be it resolved that the Seattle Colleges District VI Board of Trustees does hereby authorize an expenditure not to exceed \$1.9 million to install photovoltaic arrays at North, South and Central Seattle Colleges. Be it further resolved that the Seattle Colleges District VI Board of Trustees hereby requests of the Washington State Board of Community and Technical Colleges permission to expend \$1.9 million for this purpose and to authorize the issuance of up to \$1.6 million in certificate of participation bonds to finance this investment.

Resolved this 9th day of February in the year 2023 by a vote of the Seattle Colleges Board of Trustees.

Louise Chernin, Chair
Board of Trustees
Seattle Colleges District VI

ATTEST:

Rosie Rimando-Chareunsap, Interim Chancellor

AGB SEARCH

Advancing Higher Education Leadership

Finding Your Next Chancellor

SEATTLE COLLEGE DISTRICT

December 19, 2022

Lisa Gacer
Procurement & Supply Specialist
Seattle Community College District
Via email: lisa.gacer@seattlecolleges.edu

Dear Ms. Gacer:

AGB Search is pleased to submit this proposal to provide executive recruitment services to find the next Chancellor of the Seattle College District. With more than 300 successful chancellor and presidential searches, we have extensive experience identifying and recruiting highly qualified leaders for public and private colleges and universities, university systems, and institutionally-related foundations.

We are proposing two consultants, James McCormick, Ed.D., Senior Executive Search Consultant, and Janice Fitzgerald, M.A., M.Ed., Senior Executive Search Consultant, whose expertise in university leadership and executive search consulting will benefit the Seattle College District with a pool of quality candidates vetted for their credentials, character, and commitment to your mission and vision. Dr. McCormick and Ms. Fitzgerald represent the firm with the well-earned distinction of senior consultants based upon their superior level of search success and decade-long experience in executive search.

Dr. McCormick and Ms. Fitzgerald are an effective team of consultants who appreciate the District's mission as an open-access academic enterprise; they believe that community colleges are an essential driver of access to and equity in education. As a team that has worked together on more than 65 executive leadership searches for higher education institutions, they continue to invest their expertise in higher education executive search to identify senior leadership, including presidents, chancellors, provosts/chief academic officers, and heads of systems. They have successfully conducted many searches for community college leadership positions, including the City Colleges of Chicago's Chancellor and its Provost, as well as Presidents for Harold Washington College, Harry S Truman College, Housatonic Community College, Johnson County Community College, Kennedy-King College, Malcolm X College, Northwest Connecticut Community College, and Williston State College, among others.

Dr. McCormick joined AGB Search in 2011 and has assisted with searches focused on public higher education leadership. He is Chancellor Emeritus of both the Minnesota State Colleges and Universities system and the Pennsylvania State System of Higher Education. He has participated in leadership and governance initiatives on international, national, and statewide levels and has held leadership roles with numerous organizations, including the American Association of State Colleges and Universities and the National Association of System Heads, serving as national chair for the latter. He was elected national chair of the State Higher Education Executive Officers; served on the SHEEO Executive Committee; and chaired the SHEEO Federal Relations Committee.

Ms. Fitzgerald joined AGB Search in 2011. Her executive search career has also focused upon public higher education leadership for state systems, universities, colleges, and community and two-year colleges. She served as Chief of Staff and Deputy Chancellor for the Minnesota State Colleges and Universities system and has addressed systemwide policies, procedures, and practices with system higher

education governing boards in Pennsylvania and Minnesota. Prior to joining the Minnesota State Colleges and Universities, Ms. Fitzgerald was the founding public relations and communications director for the State System of Higher Education in Pennsylvania. Ms. Fitzgerald is a former assistant professor of English who has guided public information, publications, and equity offices.

Dr. McCormick and Ms. Fitzgerald will be supported by a full-time Research Associate to conduct the Seattle College District's Chancellor search. They will start the search with a series of listening sessions to inform and enhance their understanding of the District, and they will meet regularly with the Search Chair and Search Advisory Committee throughout the process. AGB Search can manage the work of the search entirely virtually, in a hybrid model, or in person, depending on the preferences of your Search Advisory Committee. Our customized search process will incorporate these steps:

Organize the search and research leadership needs – Meet with Board, Search Chair, and Search Advisory Committee on-site or virtually and begin the important step of identifying the leadership attributes of the next Chancellor.

Recruit a talented and diverse candidate pool – Recruit a fresh, diverse pool of strong candidates by accessing our extensive network of executive search consultants, reaching out to higher education leaders nationally, regionally, and statewide to ask for nominations, engaging underrepresented groups, and advertising in targeted, relevant trade publications and beyond.

Review and evaluate candidates – Advise the Search Committee on techniques for assessing applicant materials; develop a Candidate Assessment Matrix to ensure fair and rigorous evaluation; coordinate selection of semifinalists for interviews; and conduct background research to identify potential issues.

Facilitate interviews – Support the District's planning of two rounds of interviews, including off-site or virtual semifinalist interviews and more extensive on-site interviews for finalists; and conduct in-depth background research and "off-list" reference calls.

Support discussions and appointment – Guide your Search Committee through the appointment process and provide transition guidance to ensure a successful launch for the new Chancellor.

We believe it is incumbent upon us to advise institutions about how they can operate inclusively so that everyone has a sense of belonging; Justice, Diversity, Equity and Inclusion are embedded in our project methodology. We encourage search committees to be inclusive; we recommend unconscious bias workshops for the committee (which we can provide as an add-on service); we create, with you, a leadership profile for the role using neutral language; we ensure the opportunity is posted in outlets that reach diverse audiences; and we work with the committee to assess candidates against competencies outlined early in the search as critical to success in the role.

As AGB Search's Managing Principal, I oversee all searches conducted by the firm, and the Seattle College District can be assured that I will always be available to answer any questions or address any concerns. Please feel free to contact me at (202) 776-0854 or rod.mcdavis@agbsearch.com.

Sincerely,



Roderick J. McDavis, Ph.D.
Managing Principal

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About AGB Search

As your search partner, AGB Search is dedicated to client success and to providing an efficient and effective search.

Founded in 2010 as an affiliate of the Association of Governing Boards of Universities and Colleges (AGB), AGB Search is a national search firm that has assisted with more than 1,000 full-time executive and interim searches at nearly 500 institutions and organizations. This experience includes more than 300 successful presidential searches and hundreds of other executive-level positions at colleges, universities, and university systems throughout the country.

Our work spans 48 of 50 states, the District of Columbia, and the U.S. territories of Puerto Rico and Guam. The public and private colleges and universities we have served are both small and large institutions, with annual budgets below \$20 million and over \$5 billion, endowments ranging from \$25 million to over \$41 billion, and total enrollments ranging from under 500 to more than 90,000 students.

On an annual basis, AGB Search conducts more than 100 successful searches for higher education executives. We currently enjoy a **98% successful placement rate overall**. Over the past five years, **90% of our presidential placements have served for at least three years**.

AGB Search brings a highly qualified, successful team of more than 45 executive search consultants, all with significant experience in recruiting, vetting, and mentoring prospective leaders in the field of higher education. Our team, supported by ten full-time professional research associates and our office staff, delivers customized search services to meet each client's specific requirements.

More than 90% of our search consultants are former Presidents or senior executives of public and private four-year institutions, state and university systems, and community and two-year colleges. These former administrators bring in-depth knowledge of all three missions of higher education institutions: instruction and teaching, research and creative endeavors, and service and community outreach. This firsthand experience—which includes board, administrative, and faculty perspectives—gives AGB Search expertise and depth that is distinctive within the field of higher education executive search. Our team possesses unparalleled insight into the opportunities and challenges facing the next generation of higher education leaders and is well-positioned to attract a broad array of diverse candidates.

Key Factors of a Successful Chancellor Search

Due to the COVID-19 global pandemic, we have seen higher-than-usual turnover among leaders in higher education over the past two years. Some leaders are now retiring after delaying their retirements in 2020 and 2021, and others are moving for growth, stability, and/or geographic preference. The Seattle College District must navigate the current candidate-driven market that has emerged due to the high volume of chancellor and presidential vacancies. There are many factors that will result in a successful search, including working with the Search Advisory Committee to create a strong leadership profile that is developed based upon listening to the District's constituency groups during the pre-search phase. Equally high on the list for success is the determination to engage intentionally in proactive recruitment strategies, giving keen attention to an applicant's background, experiences, strengths, and potential gaps in experience.

Creating a strong leadership profile built upon listening to constituency groups during the pre-search phase of your Chancellor search is a crucial step to ensuring a successful outcome. Our consultants will conduct listening sessions with various stakeholders identified by the Search Advisory Committee as important key constituents. The Search Advisory Committee's and stakeholders' active participation in these pre-search meetings informs our creation of the leadership profile and allows us to recruit a strong group of candidates.

Engaging proactive recruitment strategies with attention to each applicant's background, experience, strengths, and any gaps is another key component of a successful chancellor search. Reliance upon traditional, carefully selected advertising distribution is important but oftentimes secondary to direct personal contact with promising candidates who are not actively pursuing a new opportunity. Our consultants will engage the Board to identify and contact candidates of promise, and we keep relationships "warm" with well-researched, personalized communications, foregoing general bulk messaging. In support of our direct outreach, AGB Search will create effective social media posts for distribution through LinkedIn and other platforms.

Identifying, recruiting, and evaluating candidates who possess the requisite skills and professional experience to succeed as the District's next Chancellor requires a discerning analysis that is supported by a comprehensive understanding of the position and the current higher education landscape. Dr. McCormick and Ms. Fitzgerald understand the opportunities and challenges facing the next generation of leaders in higher education, and they would be honored to have the opportunity to serve as the Seattle College District's trusted advisors.

The AGB Search Value Proposition

Through our deep expertise and commitment to our work, we deliver optimal results for our clients.



EXPERTISE

AGB affiliation

Extensive higher education search experience

Highly qualified talent

Full suite of search services



COMMITMENT

Focus on client success

Partnership approach

Respect for candidate relationships



RESULTS

Diverse candidates and appointments

Appointment longevity

High client satisfaction

1,000+

CLIENT ENGAGEMENTS COMPLETED BY AGB SEARCH

90%

OF CONSULTANTS ARE FORMER PRESIDENTS OR SENIOR EXECUTIVES

52%

OF AGB SEARCH APPOINTMENTS ARE WOMEN OR PEOPLE OF COLOR

45+

PROFESSIONAL SEARCH CONSULTANTS FROM ALL HIGHER EDUCATION SEGMENTS

98%

SEARCH COMPLETION RATE OVERALL



Our Commitment to Justice, Diversity, Equity, and Inclusion

We seek candidates and nominees who reflect the full diversity of our campuses and our communities.

AGB Search's commitment to the central importance of justice, diversity, equity, and inclusion is woven throughout our process, including our approach to drafting position descriptions and advertising materials; communicating with search committees, stakeholders and applicants; building candidate pools; training search committees; interviewing candidates; and supporting leadership transitions. In all of our work, AGB Search provides equal opportunity without regard to race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, parental status, and military service.

Our commitment to diversity in leadership searches is more than a word, more than an ideal, and more than the attainment of a particular, quantifiable goal. Diversity is the realization of difference, inequity, and the effects of power and privilege. It is balanced by inclusion, the desire to create equal opportunity, and further, the understanding that a diverse community is stronger, richer, and more sustainable than one which actively, or passively, excludes people who are different. Diversity, equity, and inclusion create excellence and spur innovation. AGB Search strives to live our beliefs.

- If desired, we will incorporate anti-bias workshops into the search process (as an add-on service) to support a culture of inclusive excellence in your institution.
- We will develop an assessment matrix to ensure that all candidates are evaluated using the same criteria and metrics.
- We will advertise in higher education trade publications and websites that signal your intention to recruit a diverse pool.

Outcomes: Through targeted research and outreach efforts, and through the diversity of AGB Search as a firm, we attract diverse pools of the most qualified candidates.

- Over the last five years, 52% of our permanent search appointments are women and/or from underrepresented groups.
- Over the last five years, 47% of our appointments of Chancellors and Presidents are women and/or from underrepresented groups.

- Seven of our nine principals are women, and of our team of consultants, 50% are women and 35% are underrepresented minorities. AGB Search's current staff is composed of 77% women and 54% underrepresented minorities.
- Through the *AGB Institute for Leadership & Governance in Higher Education* (leadandgovern.com), we prepare aspiring presidents and contribute to the leadership pipeline in higher education. Since 2019, 69 people have completed the Institute, 72% of whom are women and/or people of color. In under three years, 11 Institute participants have assumed presidencies or chancellorships, and many more have advanced in their careers to more senior positions, including to chief academic officer/provost roles.

Distinguishing Firm Qualifications and Resources

Our dynamic team of principals and consultants is specifically focused on higher education. To advance higher education leadership, our firm invests in the development of resources and tools that enhance our search process and the field of higher education executive search. The Seattle College District will benefit from AGB Search's unique differentiating factors, value-added services, and our offering of complimentary resources that will support the District's future executive searches and its leadership and governance needs.

Differentiating Factors

- **The knowledge and thought leadership of AGB.** Our search process is founded on AGB's definitive publication, *A Complete Guide to Presidential Search for Colleges and Universities*, an indispensable guide that is applicable to searches for chancellors or system heads, presidents, provosts, deans, vice presidents, and other Cabinet-level positions; selecting an appointee; defining a successful transition of leadership; and shaping institutional strategies for the future.
- **Our commitment to higher education.** Our search process is based on AGB's 100-year mission of supporting college, university, and foundation boards and board members to govern with knowledge and confidence through resources including the Knowledge Center, an online resource of topics pertinent to issues in higher education; webinars and workshops; leadership conferences; and consulting.
- **Principals and consultants with firsthand knowledge** of the functional areas of responsibility for presidents, chancellors, vice presidents, chief diversity officers, deans, and other leadership positions in higher education, which will allow us to effectively assess candidate qualifications, experience, domain expertise, and soft skills.
- **Broad and deep search experience** recruiting senior leaders for small and large community and technical colleges, including City Colleges of Chicago, Community College of Philadelphia, Cuyahoga Community College, Edmonds Community College, Howard Community College, Miami Dade College, Monroe Community College, Northampton Community College, Owens Community College, Tacoma Community College, Thaddeus Stevens College of Technology, Wake Technical Community College, Waubensee Community College, and the University of the District of Columbia/UDC Community College, among many others.
- **Expertise in developing pools of highly qualified, diverse candidates.** We leverage the firm's network and database, and we conduct targeted research to identify candidates currently

employed at minority-serving institutions (e.g., Historically Black Colleges and Universities [HBCUs], Hispanic Serving Institutions [HSIs], Tribal Control Colleges and Universities, and Federally-recognized Minority Serving Institutions).

- **Our ability to recruit top passive candidates** as well as active candidates through our well-established network of contacts and market engagement.
- **Reputation as credible and highly effective ambassadors** for our client organizations.
- **Partnership approach to client relations;** highly communicative, responsive, and transparent.
- **Transition support.** At no extra cost to the Seattle College District, AGB Search provides one year of presidential transition guidance to your institution and the appointed candidate for onboarding/post-hire integration.
- **Competitive Executive Search Pricing for Returning Clients and Multiple Searches.** AGB Search offers competitive pricing for our returning clients and clients who award multiple searches that are conducted simultaneously.
- **Competitive Executive Search Pricing for AGB Members.** AGB Search offers a competitive reduction on executive search fees for institutions that hold membership in AGB.

Value-Added Services

Anti-Bias Workshops. At AGB Search we believe strongly that anti-bias coaching is valuable to successful organizational development. Building capacity and fluency in thinking about, talking about, and acting towards equity and inclusion includes the development of shared language, shared experiences, and shared tools. Through two of our consultants who are DEI experts, we offer the following optional workshops to advance building a culture of inclusive excellence in your institution. As noted in the Search Fees and Expenses section to follow, an additional fee will be applied to deliver these workshops.

- I. **Creating an Inclusive Workplace: Managing Bias in the Selection Process** (2.5 hours) - This session is intended to assist Search Committees in becoming aware of unconscious bias and adopting anti-bias safeguards to preserve the integrity of the search process and build a diverse pool of qualified candidates.
- II. **Bias Awareness and Coaching for All Employees** (2.5 hours) - This session is intended for all non-executive employees.
- III. **Creating Anti-Bias Safeguards in Human Resources** (2.5 hours) - This session is intended for Human Resource professionals and includes safeguards against the impact of bias in making hiring, discipline, and termination decisions.

Predictive Index Behavioral Assessment. An additional, optional assessment tool that AGB Search offers is the Predictive Index (PI) Behavioral Assessment. The PI Behavioral Assessment measures motivating drives in the workplace and can be used in conjunction with traditional screening methods such as résumé review, interviews, and reference checks. AGB Search can provide additional information about the PI Behavioral Assessment upon request.

Predictive Index Cognitive Assessment. In addition to the PI Behavioral Assessment, AGB Search also offers the PI Cognitive Assessment. The PI Cognitive Assessment consists of 50 multiple choice

questions from three cognitive ability categories (verbal, numerical, and abstract reasoning) and nine subcategories. It is used to assess the rate at which a person can learn and process complex information.

AGB Consulting. The Seattle College District will have access to AGB's proven solutions for higher education leadership to ensure financial strength, improve governance policies and procedures, and govern with confidence. AGB's Governance and Strategy & Transformation practice areas provide customized board and presidential assessments, composition and succession planning, development workshops, the creation and implementation of sustainable business strategies for institutional vitality, and support and guidance for higher education leaders instituting consequential change. Visit AGB.org/Consulting to learn more.

Complimentary Resource Package

AGB Search is committed to supporting the Seattle College District. We recognize that you are navigating the significant disruption in higher education that has been caused by the COVID-19 pandemic. As an affiliate of the Association of Governing Boards of Universities and Colleges (AGB) that is committed to advancing higher education leadership, AGB Search is pleased to offer **hard copies of publications from the AGB Resource Library**. As a thought leader in higher education, AGB has built an extensive library of resources to help you understand the issues confronting your organization, prepare yourself for effective boardroom performance, and fulfill your responsibilities as higher education leaders and trustees. Some of our relevant reports include *The 21st-Century Presidency: A Call to Enterprise Leadership*; *Assessing and Developing College and University Presidents*; *Crisis Leadership for Boards and Presidents*; and *Risk Management: An Accountability Guide for University and College Boards*.



Our Talent — Your Search Team

AGB Search has given careful consideration to align the expertise of the firm with the needs of the Seattle College District. Your search team includes two Senior Executive Search Consultants and a full-time Research Associate committed to serving your Search Advisory Committee and all stakeholders until the right candidate is appointed.

There is one constant thread running through our process: we listen intently to clearly understand your needs. Our firm will be focused on your search with a full level of effort that is not limited by hourly restrictions or hampered by arbitrary closing dates. We will remain engaged until the search is completed to your satisfaction.

Your search team will be co-led by James McCormick, Ed.D., Senior Executive Search Consultant, and Janice Fitzgerald, M.A., M.Ed., Senior Executive Search Consultant, who together possess extensive knowledge, skills, and experiences that will enable them to understand and assess your needs, compile an accurate position profile, and engage with candidates who will bring the requisite background to thrive as Chancellor of the Seattle College District.

Biographical sketches of Dr. McCormick and Ms. Fitzgerald are included to provide an overview of their experience in academia, higher education leadership, and executive search consulting.

James H. McCormick, Ed.D., Senior Executive Search Consultant



James H. McCormick, Ed.D., joined AGB Search in 2011. Dr. McCormick's work has focused upon higher education leadership for universities, colleges, community colleges, and state systems.

As Chancellor Emeritus of the Minnesota State Colleges and Universities system, he began his term of office there in July 2001 and concluded service to the system in 2011. Before undertaking Minnesota leadership, Dr. McCormick was the founding chancellor of the Pennsylvania State System of Higher Education and also holds the title Chancellor Emeritus. He is President Emeritus of Bloomsburg University of Pennsylvania and knows both classroom teaching and university administration as a tenured professor at Shippensburg University of Pennsylvania.

A past chair of the Midwestern Higher Education Compact and of the Higher Education Advisory Council for the Minnesota Office of Higher Education, Dr. McCormick was the founding chair of the Minnesota P-20 Education Roundtable/Partnership and has held leadership roles with numerous organizations, including the American Association of State Colleges and Universities and the National Association of System Heads, serving as national chair for the latter. Dr. McCormick was elected national chair of the State Higher Education Executive Officers; served on the SHEEO Executive Committee; and chaired the SHEEO Federal Relations Committee. He served on the Government and Public Affairs Commission for the American Council on Education and was a participant in the National Council of State Directors of Community Colleges, an affiliate of the American Association of Community Colleges. In 2007, Dr. McCormick was part of the Department of Education's Negotiated Rulemaking Committee for accreditation and served a rare second term of service with the Association of Governing Boards' Council of Presidents. He has served as a member of the William Mitchell School of Law Board of Trustees.

Dr. McCormick is recipient of several honors and recognitions, among them a citation for "model" leadership style in the publication, *Shared Visions of Public Higher Education Governance*. The Association of Pennsylvania State College and University Faculties' prestigious Distinguished Friend of Higher Education Award was presented to Dr. McCormick in 2005. Other noteworthy awards given him came from the Minnesota Association of School Administrators with the Distinguished Service Award; the Minnesota Minority Education Partnership's Ron McKinley All My Relations Award; and Minnesota's American Indian Conference Award. The honor of an Ojibwe name, *Wabiska Maengun* (White Wolf), was given to him by the Fond du Lac Reservation in Cloquet, Minnesota.

Dr. McCormick has been a frequent speaker, particularly on issues addressing characteristics of leadership, governance, workforce development, higher education opportunity for the underserved and underrepresented, and the public higher education access mission. Dr. McCormick participated in the annual Army War College symposium for educators and also served as a consultant-professor to Kuwait University during its rebuilding.

A graduate of Indiana University of Pennsylvania, Dr. McCormick earned Master's and Doctoral degrees from the University of Pittsburgh. He has also completed post-doctoral study at Columbia University, the University of Michigan, and the John F. Kennedy School of Government, Harvard University.

Janice S. Fitzgerald, M.A., M.Ed., Senior Executive Search Consultant



Janice S. Fitzgerald, M.A., M.Ed., has been an AGB Search Consultant since 2011. Ms. Fitzgerald's work with 65 searches has focused upon higher education leadership for universities, colleges, community colleges, and state systems.

Ms. Fitzgerald served as Chief of Staff and Deputy Chancellor for the Minnesota State Colleges and Universities system from 2001 to 2011. As a part of the senior policy team for the college and university system during that time, she worked closely with the system's governing board, the chancellor, and college/university presidents on matters of policy, procedure, and practice systemwide.

Prior to joining the Minnesota State Colleges and Universities, Ms. Fitzgerald was the founding public relations and communications director for the State System of Higher Education in Pennsylvania. She left that office as the Executive Deputy for the system. Ms. Fitzgerald was Director of Public Relations and Publications at Cheyney University of Pennsylvania, the oldest historically black college/university (HBCU) in the country, and was an assistant professor of English there. She also taught as a graduate assistant at Villanova University and Carnegie Mellon University and has made presentations at numerous seminars, workshops, and conferences.

Ms. Fitzgerald has been recognized for academic and community honors, among them the National Association for Equal Opportunity Alumnus of the Year award. In addition, the Education Writers Association has selected her for the EWA and Johnson Foundation Wingspread Seminars. Ms. Fitzgerald has been recognized for organizational and crisis management skills, as well.

Ms. Fitzgerald has contributed to the work of the Association of Institutions of Jewish Studies and was a founding member of the College and University Public Relations Association of Pennsylvania (CUPRAP). She served as secretary and vice president of the group and helped establish the CUPRAP Minorities in Communications Scholarship. Ms. Fitzgerald has held membership in the Modern Language Association, Public Relations Society of America, the National Association of Women in Education, and was a member of the state planning committee for Pennsylvania's American Council on Education-National Identification Program for Women.

Ms. Fitzgerald graduated magna cum laude with a Bachelor of Arts in English from Cheyney University of Pennsylvania, received the Master of Education from Cheyney University, and earned the Master of Arts from Villanova University. Doctoral course work in rhetoric and composition was undertaken at Carnegie Mellon University, and she completed the Program for Senior Executives in State and Local Government at the John F. Kennedy School of Government, Harvard University. She also completed the National Association for Women in Education Academy of Inclusion in and Access to Higher Education.

RELEVANT SEARCHES CONDUCTED BY DR. MCCORMICK AND MS. FITZGERALD

- **Chancellor; Provost**, City Colleges of Chicago
- **Chancellor; Provost and Vice Chancellor for Academic Affairs**, Montana Technological University

- **President**, Dickinson State University
- **President**, Emporia State University
- **President**, Fort Hays State University
- **President**, Harold Washington College
- **President**, Harry S Truman College
- **President**, Housatonic Community College
- **President**, Idaho State University
- **President**, Iowa State University
- **President**, Johnson County Community College
- **President**, Kennedy-King College
- **President**, Malcolm X College
- **President; Vice President for Academic Affairs**, Mayville State University
- **President**, North Dakota State University
- **President**, Northwest Connecticut Community College
- **President**, Pittsburg State University
- **President and CEO**, Suffolk University
- **President; Provost**, University of the District of Columbia/UDC Community College
- **President**, University of Idaho
- **President**, University of Iowa
- **President; Executive Vice President and Provost**, University of Montana-Missoula
- **President; Provost and Vice President of Academic Affairs**, University of North Dakota
- **President; Executive Vice President for Academic Affairs**, University of Northern Iowa
- **President**, Valley City State University
- **President**, Western Connecticut State University
- **President**, Williston State College
- **Executive Vice President**, Missouri State University

AGB Search Leadership

Roderick J. McDavis, Ph.D., Managing Principal, is the highly-respected President Emeritus, and the first African-American president, of Ohio University and has decades of experience recruiting and mentoring leadership teams. He has completed executive searches for presidents and other senior leaders in higher education since joining AGB Search. Dr. McDavis ensures that all searches are completed on time, uses his network to recommend potential candidates, and troubleshoots any potential issues.

Melissa K. Trotta, Ed.D., Associate Managing Principal, works in close partnership with Dr. McDavis to oversee the operations of AGB Search. Dr. Trotta brings 25 years of higher education experience at institutions, including Georgetown, Harvard, and Johns Hopkins, as well as a broad array of search experience to her role. She is available to assist our clients throughout the search process with all matters, both professional and administrative.

The AGB Search Staff

Dr. McCormick and Ms. Fitzgerald will be assisted at every stage of the search by the following dedicated team of professionals.

- **A full-time Research Associate** works to develop a diverse and abundant field of candidates. Our research associates (RAs) provide vital research and support to the team throughout the search process. RAs support the development of outreach strategies, advertising plans, and placing advertising; sourcing prospective candidates via our internal database, online platforms, other Internet research, and targeted email communications; collecting candidate data; and evaluating candidate alignment with respect to the client's desired attributes and required qualifications, including educational credentials and professional experience.

AGB Search's research associates are a highly analytical group of individuals who are committed to diligently performing this detail-intensive work. Our RAs have diverse educational and professional backgrounds that include executive search experience in higher education, retail, healthcare, and accounting; research in the fields of higher education, compensation evaluation, healthcare systems, business administration, and marketing; professional experience as college and university professors, and teachers and administrators at the secondary education level; and in institutional advancement, communications, accounting, commercial real estate, and banking positions. Once a contract to retain AGB Search's executive recruitment services is executed, a research associate is assigned to the team based on expertise and capacity, as well as the characteristics and requirements of the institution.

- **AGB Search consultants work collaboratively.** Candidates for this search may come from recommendations by other AGB Search consultants and their networks of contacts, which include numerous campus leaders, higher education associations, and other organizations. Your search will benefit from the connections and experience of the entire AGB Search team.
- **AGB Search's office staff will provide services** including contracting, accounting, and website support. They assist the consultants with ensuring that the search proceeds smoothly, that all materials are available, and that all questions are answered promptly.



Our Experience and References

AGB Search is a team of knowledgeable administrators and search professionals with decades of experience leading institutions, hiring and mentoring future leaders, and providing thought leadership to the higher education community. Our firm will:

- Engage our industry connections to cultivate a diverse pool of candidates;
- Assess and discern the potential for each candidate's success in consideration of their credentials, character, and alignment with the Seattle College District's distinctive environment; and
- Remain invested in the search until a candidate is appointed and beyond to ensure an effective transition.

To illustrate the depth and breadth of AGB Search's capacity, flexibility, and experience, we are pleased to present a brief case study of an executive search for a senior leader conducted by Dr. McCormick and Ms. Fitzgerald, an overview of AGB Search's client satisfaction scores, a representative list of the firm's placements of chancellors and related positions, and a representative list of the firm's placements for community colleges. Additionally, we have included executive search references from higher education institutions for Dr. McCormick and Ms. Fitzgerald.

President, Johnson County Community College (2019-2020)

Dr. McCormick and Ms. Fitzgerald had the pleasure of conducting Johnson County Community College's presidential search that began in October 2019. Johnson County Community College, located in Overland Park, Kansas, serves over 18,000 students annually. Our team engaged in a national search that reached out to members of national and regional associations, including the Alliance for Equity in Higher Education, American Association for Adult and Continuing Education, American Association of Community Colleges, American Council on Education, American Indian Higher Education Consortium, Hispanic Association of College and Universities, and many others. Dr. McCormick and Ms. Fitzgerald contacted more than 3,500 potential candidates, nominators, and sources as part of the outreach for this search. They assembled a pool of 71 candidates, 10 of whom advanced as semifinalists and four of whom advanced as finalists. The Board appointed Dr. Andrew Bowne as the next President of Johnson County Community College. Prior to his appointment, Dr. Bowne was Senior Vice President and Chief Operating Officer of the entire Indiana community college system, which includes 18 colleges statewide.

Upon the announcement of Dr. Bowne's appointment, Ms. Carol Sader, JCCC Foundation Member and former JCCC Trustee stated, "It was great to witness individuals from such diverse backgrounds come together for the same objective — despite different points of view — with the best interest of the College and community at heart. The process was well laid out. I was pleased to see so many qualified applicants wanted to serve as the next President of JCCC. It was very satisfying to know the College has the stellar reputation nationally that it does."

AGB Search's Client Satisfaction Scores

AGB Search seeks to conduct efficient and effective search processes that engage each client's community and stakeholders. Receiving feedback from our clients is a valuable component of our continual process of improvement. The following results are based on respondent data from November 2021 to the present. Survey respondents include trustees, presidents/chancellors, provosts, chiefs of staff, vice presidents of student affairs, chief diversity officers, HR professionals, deans, and other search committee members. Overall, 96% of respondents rated their experience working with AGB Search as "Excellent" or "Very Good." When asked about the performance of AGB Search's executive search consultants, 96% of respondents evaluated their experience as "Excellent" or "Very Good." Regarding AGB Search's search process, including materials, meetings, timeline management, and communication, 99% of respondents rated the process as "Excellent" or "Very Good." In assessing the quality of the candidate pool, 92% of respondents indicated "Excellent" or "Very Good." When asked how likely they would be to recommend AGB Search to a colleague, 92% of respondents indicated "Very Likely," the highest possible rating.

Placements of Presidents and Related Positions

Note: Searches listed in purple and underlined indicate the appointment of an individual who self-identifies with one or more minoritized/marginalized groups.

Albion College (MI) - President

Albizu University (PR) - Chancellor/Provost; President

Alderson Broadus University (WV) - President

American University of Iraq - President

Andover Newton Theological School (MA) - President

Angelo State University (TX) - President

Ashland University (OH) - President; Interim President

Associated Colleges of the South (GA) - President

Association for Institutional Research (FL) - Executive Director

Ave Maria University (FL) - President

Baker University (KS) - President

Baldwin Wallace University (OH) - President

Ball State University Foundation (IN) - President/CEO

Baptist Theological Seminary at Richmond (VA) - President

Barry University (FL) - President

Bay State College (MA) - President

Benedictine University (IL) - President - *In Process*

Bethany College (WV) - President

Bethune-Cookman University (FL) - President

Blackburn College (IL) - President 2013; 2020; Interim President

Boise State University (ID) - President

Bridgewater College (VA) - President

Broward College (FL) - President

Buena Vista University (IA) - President

California Institute of Integral Studies (CA) - President

California State University - Channel Islands (CA) - President

California State University - Fresno (CA) - President

California Western School of Law (CA) - President/Dean

Calvin University (MI) - President

Canisius College (NY) - President

Capital University (PA) - President

Carlow University (PA) - President

Carroll College (MT) - President

Carthage College (WI) - President

Centenary College of Louisiana (LA) - President

Centenary University (NJ) - President

Central Connecticut State University (CT) - President

Central Methodist University (MO) - President

Chicago State University (IL) - President

Christian Brothers Conference (DC) - Executive Director

Christian Theological Seminary (IN) - President

City Colleges of Chicago (IL) - Chancellor

City University of Seattle (WA) - President

Claflin University (SC) - President

Clarion University of Pennsylvania (PA) - President

Clark Atlanta University (GA) - President

Clarkson College (NE) – President - *In Process*

Coalition for College Cost Savings (TN) - President

Coe College (IA) - President

Colby-Sawyer College (NH) - [President](#)

College of Charleston (SC) - President

College of DuPage (IL) - President

College of Saint Scholastica (MN) - [President](#)

College of Wooster (OH) - [President](#)

Collegewille Institute for Ecumenical and Cultural Research (MN) - [Executive Director](#)

Columbia College (IL) - [President](#)

Columbia Theological Seminary (GA) - [President](#)

Community College of Allegheny County (PA) - CEO of the Foundation

Community College of Philadelphia (PA) - [President](#)

Concordia University-Portland (OR) - President

Connecticut Board of Regents for Higher Education (CT) - President

Cottey College (MO) - [President](#)

Culver-Stockton College (MO) - [President](#)

Cuyahoga Community College (OH) - [President](#)

Dakota Wesleyan University (SD) - President

Delaware College of Art and Design (DE) - [President](#); Interim President

Dickinson State University (ND) - President

Drake University (IA) - President

Drew University (NJ) - [President](#)

Duquesne University (PA) - President

East Texas Baptist University (TX) - President

Edmonds Community College (WA) - [President](#)

Edward Waters College (FL) - [President](#)

Embry-Riddle Aeronautical University-Prescott (AZ) - [Chancellor](#)

Emmanuel College (MA) - [President](#)

Emporia State University (KS) - [President](#)

Fairmont State University (WV) - [President](#); [Interim President](#)

Ferrum College (VA) - President

Fisher College (MA) - [President](#)

Flagler College (FL) - President

Florida Atlantic University (FL) - President - *In Process*

Florida Institute of Technology (FL) - President - *In Process*

Florida State College at Jacksonville (FL) - [President](#)

Fort Hays State University (KS) - [President](#)

Fresno Pacific University (CA) - [President](#)

Friends University (KS) - President

Gammon Theological Seminary (GA) - [President/Dean](#)

Garrett-Evangelical Theological Seminary (IL) - [President](#)

Georgetown College (KY) - President

Golden Gate University (CA) - President

Graceland University (IA) - [President](#)

Grand View University (IA) - [President](#)

Guilford College (NC) - [President](#)

Harold Washington College (IL) - [President](#)

Harris-Stowe State University (MO) - [President](#)

Harry S Truman College (IL) - [President](#)

Hartford Seminary (CT) - President

Helena College University of Montana (MT) - [CEO/Dean](#)

Henry Ford College (MI) - [President](#)

Hope College (MI) - President

Housatonic Community College (CT) - [President](#)

Howard Community College (MD) - [President](#)

Huston-Tillotson University (TX) - President

Idaho State University (ID) - President

Illinois Board of Higher Education (IL) - [Executive Director](#) (2013; [2019](#))

Independent Colleges & Universities of Texas (TX) - [President](#)

Indian River State College (FL) - President

International Institute for Restorative Practices (PA) - [President](#)

Iowa State University (IA) - [President](#)

Jacksonville University (FL) - President

Johnson County Community College (KS) - President

Kansas Wesleyan University (KS) - President

Kennedy-King College (IL) - [President](#)

Kentucky Council on Postsecondary Education (KY) - [President](#)

Kingsborough Community College (NY) - President (2013; [2018](#))

La Salle University (PA) - President

Lake Erie College (PA) - President

Lake Land College (IL) - President

Lake Region State College (ND) - President

Lamar Institute of Technology (TX) - President

Lancaster Theological Seminary (PA) - President

Lebanon Valley College (PA) - President

LeMoyne-Owen College (TN) - [President](#)

Lewis-Clark State College (ID) - [President](#)

Limestone University (SC) - President

Lincoln Christian University (IL) - President

Longwood University (VA) - President

Lorain County Community College (OH) - [President](#)

Louisiana State University - Alexandria (LA) - President

Louisiana Board of Regents (LA) - Commissioner for Higher Education (2014; [2018](#))

Louisiana State University and A&M College (LA) - Alumni Association President/CEO

Louisiana State University Shreveport (LA) - President

Lourdes University (OH) - President

Luther College (OH) - [President](#)

Lycoming College (PA) - President

Maine Maritime Academy (ME) - President

Malcolm X College (IL) - [President](#)

Marian University (IN) - President

Marietta College (OH) - President

Marshall University (WV) - President

Maryland University of Integrative Health (MD) - President/CEO

Marymount California University (CA) - [President](#)

Mayville State University (ND) - President

Metropolitan State University of Denver (CO) - [President](#)

Miami Dade College (FL) - [President](#)

Millikin University (IL) - President

Misericordia University (PA) - President (2012; 2021)

Mississippi College (MS) - President

Missouri Valley College (MO) - President - *In Process*

Missouri Western State University (MO) - President

Monmouth University (NJ) - President

Montana Technological University (MT) - Chancellor

Morningside University (IA) - [President](#)

Mount Aloysius College (PA) - President
 Mount Carmel College of Nursing (OH) - [President/Dean](#)
 Mount Mercy University (IA) - President ([2013](#); 2019; 2021)
 Mount Saint Joseph University (OH) - [President](#)
 Muskingum University (OH) - [President](#)
 National Council for State Authorization Reciprocity Agreements (CO) - [President](#)
 National University (CA) - President (2013; 2016)
 Nazareth College of Rochester (NY) - [President](#)
 Nevada State College (NV) - [President](#)
 Nevada System of Higher Education (NV) - Chancellor
 New Jersey City University (NJ) - [President](#)
 New Mexico State University (NM) - President
 New York State Education Department (NY) - [Commissioner of Education](#)
 NewSchool of Architecture and Design (CA) - President
 North Dakota State College of Science (ND) - President
 North Dakota State University (ND) - President
 North Dakota University System (ND) - Chancellor
 Northampton Community College (PA) - President
 Northern New Mexico College (NM) - [President](#)
 Northwestern Connecticut Community College (CT) - President
 Notre Dame of Maryland University (MD) - President
 Oakland City University (IN) - President

Ohio Foundation of Independent Colleges (OH) - President
 Ohio University (OH) - President - *In Process*
 Olive-Harvey College (IL) - [President](#)
 Our Lady of the Lake University (TX) - [President](#)
 Owens Community College (OH) - [President](#)
 Pacific Lutheran University (WA) - President
 Pacific School of Religion (CA) - [President](#)
 Pittsburg State University (KS) - President
 Pittsburgh Theological Seminary (PA) - [President](#)
 Portland State University (OR) - President - *In Process*
 Presentation College (SD) - [President](#)
 Prince George's Community College (MD) - [President](#)
 Princeton Theological Seminary (NJ) - President
 Quest University Canada (BC) - President
 Ramapo College of New Jersey (NJ) - [President](#)
 Raritan Valley Community College (NJ) - President
 Reinhardt University (NJ) - [President](#)
 Richard J. Daley College, City Colleges (IL) - [President](#)
 Rockhurst University (MO) - [President](#)
 Rocky Mountain College (MT) - President
 Saginaw Valley State University (MI) - President
 Saint Catherine University (MN) - [President](#)
 St. Cloud State University (MN) - [President](#)
 Saint Joseph's College (NY) - President; Executive Dean, Brooklyn; [Executive Dean, Long Island](#)
 Saint Louis University (MO) - [President](#)

Saint Mary's College (CA) - President
 Saint Michael's College (VT) - [President](#)
 San Francisco State University (CA) - [President](#)
 San José State University (CA) - [President](#)
 Santa Fe College (FL) - [President](#)
 Seminole State College (FL) - [President](#)
 Sierra Nevada University (NV) - President
 Simpson College (IA) - President
 Slippery Rock University (PA) - President
 South Dakota Board of Regents (SD) - Executive Director/CEO
 Southern Connecticut State University (CT) - President
 Southern Oregon University (OR) - Interim President
 Southern University System (LA) - [President/Chancellor](#)
 Southwestern College (CA) - President
 Southwestern University (TX) - President
 Spring Hill College (AL) - [President](#)
 State Higher Education Executive Officers (CO) - President (2013; 2017)
 Strategic Management Society (IL) [Executive Director](#) -
 Suffolk University (MA) - [President/CEO](#)
 Sul Ross State University (TX) -President
 SUNY Adirondack (NY) - [President](#)
 SUNY-Erie Community College (NY) President
 Tacoma Community College (WA) - [President](#)
 Texas A&M University – San Antonio (TX) - [President](#)
 Texas Southern University (TX) - [President](#)
 Texas Tech University (TX) -President
 Thaddeus Stevens College of Technology (PA) – [President](#)

Theodore Roosevelt Presidential Library (ND) – President
 Thomas More University (KY) -President
 Tougaloo College (MS) – [President](#)
 Transylvania University (KY) -President
 Tusculum University (TN) -President
 Union College (NY) - [President](#)
 Union Institute and University (OH) - [President](#)
 University at Buffalo Foundation (NY) – [CEO](#)
 University of Alaska Foundation (AK) - Foundation President
 University of Guam (GU) – President
 University of Idaho (ID) – President
 University of Iowa (IA) – [President](#)
 University of Maine Foundation (ME) – President/CEO
 University of Minnesota (MN) – [President](#)
 University of Minnesota-Crookston (MN) - [Chancellor](#)
 University of Montana – Missoula (MT) - President
 University of Mount Union (OH) -President *(2015; In Process)*
 University of Nebraska at Omaha (NE) - [Chancellor](#)
 University of Nebraska (NE) – President
 University of North Dakota (ND) – President (2015; 2019)
 University of Northern Iowa (IA) – President
 University of Pittsburgh at Bradford (PA) – [President](#)
 University of Portland (OR) – [President](#)
 University of Puget Sound (WA) – [President](#)
 University of Rio Grande (OH) – [President](#)
 University of San Diego (CA) – President
 University of Scranton (PA) – President

University of The Bahamas – President
 University of the District of Columbia (DC) – [President](#)
 University of the Ozarks (AK) – President
 University of the Southwest (NM) – President
 University of Wisconsin Colleges (WI) – [CEO/Dean](#)
 University of Wisconsin-Madison (WI) – [Chancellor](#)
 University of Wisconsin-Stout (WI) – Chancellor
 Upper Iowa University (IA) – President
 Valencia College (FL) – [President](#)
 Valley City State University (ND) – President ([2014](#); 2018)
 Wabash College (IN) – President
 Wake Technical Community College (NC) – President
 Walla Walla Community College (WA) – President
 The Washington Center (DC) – [President](#)
 Waubonsee Community College (IL) – President

Wayland Baptist University (TX) – President
 Wells College (NY) – President
 West Texas A&M University (TX) – President
 West Virginia Higher Education Policy Commission (WV) – Chancellor
 West Virginia State University (WV) – [President](#)
 Western Association of Schools and Colleges (CA) – [President](#)
 Western Colorado University (CO) – [President](#)
 Western Connecticut State University (CT) – President
 Wheelock College (MA) – President
 Wichita State University (KS) – President
 Widener University (PA) – [President](#)
 William Jewell College (MO) – [President](#)
 Williston State College (ND) – President
 Wilmington College (OH) – President
 Wofford College (SC) – [President](#)
 Youngstown State University (OH) – President

AGB Search's Placements for Community Colleges

Note: Searches listed in [purple and underlined](#) indicate the appointment of an individual who self-identifies with one or more minoritized/marginalized groups.

Broward College (FL) - [President; Provost/Vice President of Academic Affairs](#)
 Central Piedmont Community College (NC) - Vice President of Student Affairs
 City Colleges of Chicago (IL) - [Chancellor; Provost](#)
 College of DuPage (IL) - President
 Columbia College (MO) - [President](#)
 Columbus State Community College (OH) - [Senior Vice President for Academic Affairs](#)

Community College of Allegheny County (PA) - CEO of the CCAC Foundation
 Community College of Philadelphia (PA) – [President; Dean of Math, Science and Health Careers; Vice President Academic and Student Success](#)
 Cuyahoga Community College (OH) - [President](#)
 Delaware College of Art and Design (DE) - [President](#); Interim President

Delaware County Community College (DE) - Provost

Durham Technical Community College (NC) - [Executive Director of Workforce Engagement; Chief Campus Operations Officer; Chief Academic Officer; Chief Student Services Officer; Vice President and Chief Institutional Advancement Officer](#)

Edmonds Community College (WA) - [President](#)

Foothill-De Anza Community College (CA) - Chancellor - *In Process*

Florida State College at Jacksonville (FL) - [President](#)

Grand Rapids Community College (MI) - [Provost](#)

Harold Washington College (IL) - [President](#)

Harry S Truman College (IL) - [President](#)

Helena College University of Montana (MT) - [CEO/Dean](#)

Henry Ford College (MI) - [President](#)

Housatonic Community College (CT) - [President](#)

Howard Community College (MD) - [President](#)

Indian River State College (FL) - President

Johnson County Community College (KS) - President

Kingsborough Community College (NY) - President (2013; [2018](#))

Lake Land College (IL) - President

Lake Region State College (ND) - President

Lamar Institute of Technology (TX) - President

Lorain County Community College (OH) - [President](#)

Malcolm X College (IL) - [President](#)

Maricopa County Community College (AZ) - [General Counsel](#); Executive Vice Chancellor/Provost - *In Process*

Miami Dade College (FL) - [President](#)

Monroe Community College (NY) - [Vice President, Economic Development](#)

Nashville State Community College (TN) - [Vice President for Academic Affairs](#)

North Dakota State College of Science (ND) - President; [Vice President for Instruction](#)

North Idaho College (ID) - Chief Financial Officer - *In Process*; Interim Dean of Instruction

Northampton Community College (PA) - President

Northwestern College (IA) - Vice President for Academic Affairs

-Northwestern Connecticut Community College (CT) President

Olive-Harvey College (IL) - [President](#)

Owens Community College (OH) - [President](#); Interim Executive Director of the Foundation

Polk State College (FL) - Provost, Academic Affairs and Workforce Education – *In Process*; Vice President for Human Resources – *In Process*

Prince George's Community College (MD) - [President; Vice President of Student Affairs](#)

Raritan Valley Community College (NJ) - President

Santa Fe College (FL) - [President](#)

Seminole State College of Florida (FL) - [President; Vice President of Student Affairs](#)

Southwestern College (KS) - President; CFO

SUNY Adirondack (NY) - [President](#)

SUNY Erie Community College (NY) -
President

Tacoma Community College (WA) -
[President; Provost & Vice President for
Academic Affairs](#); Vice President of Student
Affairs

Thaddeus Stevens College of Technology
(PA) - [President](#)

Valencia College (FL) - [President](#)

Wake Technical Community College (NC) -
President

Walla Walla Community College (WA) -
President

Waubonsee Community College (IL) -
President - *In Process*

Williston State College (ND) - President

References

Pittsburg State University – Kansas Board of Regents

1701 S Broadway Pittsburg, KS 66762-7500

[SEARCHES:](#) PRESIDENT (2022)
[CONTACT:](#) Dr. Blake Flanders, President and CEO
[EMAIL:](#) bflanders@ksbor.org
[PHONE:](#) 785.250.7642

Johnson County Community College

12345 College Boulevard Overland Park, KS 66210-1299

[SEARCH:](#) PRESIDENT (2019 - 2020)
[CONTACT:](#) Dr. Gerald "Jerry" L. Cook, former Chair, Board of Trustees; Chair, Search
Committee
[EMAIL:](#) jerrycook@jccc.edu
[PHONE:](#) 913.469.3156 (Board contact number)

Williston State College – North Dakota University System

1410 University Avenue, Williston, ND 58801

[SEARCH:](#) PRESIDENT (2021)
[CONTACT:](#) Ms. Terry Meyer, Chief of Staff, North Dakota University System
[EMAIL:](#) terry.meyer@ndus.edu
[PHONE:](#) 701.328.2963



Our Search Process and Timeline

Preparing Your Search Advisory Committee

To prepare the Seattle College District's Search Advisory Committee to conduct your Chancellor search, AGB Search will provide guidance to the Committee on best practices, key steps, and helpful tools for implementing an effective executive search. Through discussion and collaboration with your Search Advisory Committee, we will tailor our guidance to your needs. The following list presents a general overview of possible topics.

1. Assessing the Seattle College District's current search policies and processes (as applicable)
2. Developing a Charge for the Search Advisory Committee: Defining the Committee's purpose, process, roles, and responsibilities
3. Understanding the Search Process: An in-depth review of the steps to executive search best practices and a discussion of the common pitfalls
4. Defining your search parameters
 - Establishing key qualities and attributes of your new Chancellor
 - Approving criteria
 - Supporting the District in the organization of Search Advisory Committee meeting topics and timing
 - Structuring listening sessions that engage key constituents and stakeholders to inform and finalize the Leadership Profile
 - Establishing a search timeline
5. Evaluating candidates fairly and effectively: Providing helpful tools and workshops
 - Evaluating candidates consistently using the Candidate Assessment Matrix
 - Administering behavioral and cognitive assessments
 - Mitigating bias with anti-bias workshops
6. Looking beyond the appointment: Chancellor transition planning
 - Developing a customized transition plan framework
 - Providing personalized advice and counsel
 - Supporting relationship building and acclimation: Guiding the new Chancellor and Board Chair for effective collaboration

Our Approach

Working with Search Advisory Committees is the heart of what AGB Search does, and we have experience guiding committees of all sizes, compositions, and backgrounds. Our process is designed to ensure that the Search Advisory Committee is deeply involved every step of the way.

The Search Advisory Committee's needs and timeline drive the process. Your knowledge of the institution supports the creation of the position profile that allows us to recruit a strong group of candidates. Your stakeholders' involvement ensures you hire the right candidate whose values and approach align ideally with those of the Seattle College District.

Dr. McCormick and Ms. Fitzgerald will work closely with the Search Advisory Committee from the outset to create new materials and processes for recruitment. They will collaborate with the Search Chair and members of the Search Advisory Committee, as appropriate, to gain approval of the search process and documents. They will also prepare a recruitment plan and an advertising recommendation for the Search Advisory Committee's review and approval.

As the search nears the end of the recruiting period, the Committee's work will focus on candidate review and selection. A jointly drafted rating instrument (Candidate Assessment Matrix) helps provide consistency as Dr. McCormick and Ms. Fitzgerald facilitate the collaborative process by which the Committee selects semifinalists and finalists for interviews.

Our consultants will be in frequent contact with the Search Chair throughout the search. They anticipate between four and six meetings with the Search Advisory Committee; some meetings may occur via conference call or video conference, if and when appropriate.

AGB Search is prepared to use teleconferencing and online meeting platforms such as Zoom to conduct Search Advisory Committee meetings, listening sessions, interviews, and other search process functions. The use of these platforms will be determined in conjunction with the Seattle College District's Search Advisory Committee.

**HIGHER
EDUCATION
IS A HIGHLY
COLLABORATIVE
BUSINESS.**

Search Process

AGB Search will work closely with the Search Advisory Committee through the entire search timeline. Below are the steps you can expect during the process and a proposed schedule. If AGB Search is retained, our consultants will collaborate with the Committee to establish an updated timeline that starts from the date of contract execution and includes milestones to achieve the target date of appointment.

MONTH 1	MONTH 2	MONTH 3	MONTH 4	MONTH 5	MONTH 6
PREPARE AND RESEARCH NEEDS	RECRUIT CANDIDATE POOL	REVIEW CANDIDATES	CONDUCT INTERVIEWS	APPOINT NEW LEADER	TRANSITION
<i>January – Early February 2023</i>	<i>Mid-February - Mid-March 2023</i>	<i>Late March 2023</i>	<i>April 2023</i>	<i>Early May 2023</i>	<i>May 2023 – May 2024</i>
<p>Hiring authority and/or Search Advisory Committee meet with consultants to determine timeline, outreach strategy and priorities, and characteristics sought.</p> <p>Consultants meet with stakeholders to discuss opportunities and challenges of the position.</p> <p>AGB Search prepares advertising, recruitment plan, and position profile for Committee approval.</p>	<p>AGB Search initiates wide-ranging advertising and outreach strategy.</p> <p>Consultants narrow focus on vetting most promising candidates.</p> <p>Rating instrument is developed to assess candidates.</p>	<p>Committee members review candidate files.</p> <p>Search Advisory Committee and consultants meet to select neutral site (semifinalist) candidates.</p> <p>AGB Search completes due diligence on semifinalists.</p>	<p>Search Advisory Committee hosts neutral site or virtual interviews.</p> <p>Search Advisory Committee selects finalists, and AGB Search completes background checks.</p> <p>Campus hosts finalist interviews; Search Advisory Committee finalizes candidate assessment.</p>	<p>Consultants support discussions with final candidate and communication of appointment.</p>	<p>Consultants support successful transition of the newly appointed leader for one year.</p>

As a full-service firm, AGB Search manages all search materials, including communications soliciting nominations and interest, acknowledgment of applications, correspondence with applicants, and letters of advancement and non-advancement. We create a confidential, secure website through which the Search Advisory Committee members have continuous access to all candidate materials.

1. Organize the Search and Research Leadership Needs

Our first responsibility is to thoroughly understand the Seattle College District and the qualities that the District needs in a new Chancellor. Dr. McCormick and Ms. Fitzgerald will visit the campuses or conduct virtual meetings via Zoom (AGB Search's preferred platform) to interact with the Search Chair and Search Advisory Committee and to meet with trustees, campus administrators, faculty members, students, alumni, and community members, as appropriate. This inclusive process reveals the attractions and challenges of the position, as well as the characteristics and experience the successful candidate must possess.

In collaboration with the Seattle College District's Search Advisory Committee and Office of Communications/Marketing, AGB Search will develop a comprehensive position profile to outline the position qualifications and ensure the collective expectations of stakeholders are represented.

2. Recruit a Talented Pool of Candidates

AGB Search enhances its ongoing approach to recruiting viable candidates with tools such as Spark Hire (an interviewing platform), the Predictive Index's Behavioral Assessment, our proprietary database of more than 100,000 candidates, and the LinkedIn Recruiter platform. Directed by the experience, skills, and professional characteristics identified in the search profile, we will recruit a fresh pool of candidates tailored specifically to your leadership needs. The candidate pool we build will draw current and up-and-coming leaders, identified through:

The extensive networks of our consulting team.

We recruit candidates who are not necessarily looking to change positions but could be attracted to the opportunity. Although Dr. McCormick and Ms. Fitzgerald will lead the recruitment effort through their own extensive networks, they also will look to their professional colleagues' networks of contacts, which include numerous campus leaders, higher education associations, and other organizations. Your search will benefit from the connections and experience of the entire AGB Search team.

Identifying candidates from sources outside of higher education.

If the Committee wishes, we can also seek candidates whose primary experience is in the private sector, other not-for-profit organizations, or public service, whose skills, background, and related experience match those in the profile, and who also have a deep understanding of the Seattle College District, as well as its culture and locale. This outreach may include alumni who want to return to serve their alma mater.

AGB Search's Washington, D.C. and national connections.

AGB Search enjoys a robust network of key relationships in the Washington, D.C. area and around the country that includes leaders in the government, military, significant non-profit organizations, and other entities that allows us to recruit non-traditional candidates, as appropriate, to our searches.

Outreach to underrepresented groups.

We will seek nominations from individuals at organizations that champion the advancement of current and future leaders from underrepresented groups, such as the Alliance for Equity in Higher Education, American Indian Higher Education Consortium, Hispanic Association of Colleges and Universities, American Association of Blacks in Higher Education, American Association of University Women, the National Association of Diversity Officers in Higher Education, the National Congress of American Indians, and the Rutgers Center for Minority Serving Institutions, among others.

Advertising in the leading higher education trade publications and websites.

We will consider key higher education outlets that may include *The Chronicle of Higher Education*, *Women in Higher Education*, and the *Hispanic Outlook in Higher Education*, as well as websites such as DiverseJobs.com and InsideHigherEd.com. We will also consider position-specific websites and publications for advertising, such as the American Association of Community Colleges (AACC) and the American Association of State Colleges and Universities (AASCU).

Dr. McCormick and Ms. Fitzgerald will identify outstanding potential candidates and conduct initial screenings to learn as much as possible about their history, experience, level of interest in and understanding of the position and the Seattle College District, and specific circumstances of their candidacy. This focused effort brings high quality, pre-screened candidates to the Search Advisory Committee for their consideration.

3. Review and Evaluate Candidates

We will work closely with the Search Chair and Search Advisory Committee through a collaborative process to discern the most qualified candidates. We will advise the Committee on best practices and assist them in developing an assessment methodology that ensures fair and rigorous evaluation of credentials. The introduction of rigorous processes early in the search helps the Committee develop a keener sense of each candidate's strengths and potential. The Committee's selection of semifinalists to invite for interviews activates the first round of due diligence, in which reference calls are initiated. We also conduct Internet (Google and other search engines), Nexis reviews, as well as social media research (in-house and through an outside vendor) to identify potential issues that candidates may need to address.

Pre-Qualification Methodologies for Prospective Candidates

AGB Search uses a variety of methodologies to pre-qualify candidates that we adjust based on the ways in which committees and hiring authorities would like to partner with us. In most cases, we will present the entire pool to the Search Advisory Committee, with pre-screening into several tiers. We are adept at leading searches that are responsive to each client's preferences.

Below is a brief overview of the methods that we may employ.

Anti-Bias Workshops

Foundational to all candidate screening processes are anti-bias workshops. Our consultants are trained to recognize biases and institute measures to mitigate bias in the search process. The AGB Search team includes two consultants who are experts in anti-bias training, including a former employment attorney and a former university Chief Diversity Officer. These consultants will provide anti-bias workshops to the Search Committee as an additional, optional service.

Identifying and Agreeing Upon Competencies

In the initial stages of the search, we identify, with the Search Advisory Committee, the concrete experiential requirements, qualifications, and desired personal and professional attributes for the role. These are objective competencies agreed upon by the group prior to the launch of the search and used throughout the process as we review and assess candidate application materials. As we move through the process, these competencies will be a guide during virtual and/or in-person interviews and candidate selection.

Screening Outliers

In reviewing the entire pool, we customarily identify those candidates who do not meet the experiential or credential requirements. While the Search Advisory Committee will have access to the entire pool, we generally separate outliers in the secure portal through which Committee members view candidate applications.

In-Depth Review of Application Materials

For those who meet the basic requirements, we conduct a more in-depth review of their background with an eye toward career progression, length of time in roles, and types of institutions in which they have served. We map their job responsibilities and accomplishments to the opportunities and expectations for leadership that are highlighted in the position profile. We also assess how candidates represent themselves. Some of our guiding questions during this process include: Are the prospective candidate's application materials prepared in a professional manner? Have they tailored their letter of interest to the specific position? Do their references represent people who know the candidate professionally? Do their references represent a 360° evaluation?

Phone/Video Interview with Most Qualified Candidates

Based on an in-depth review of application materials, we can conduct phone/video meetings with candidates to review their career progression, better understand their motivations, and identify, on a preliminary basis, any potential obstacles to viable candidacy for the position.

4. Facilitate Interviews

We will support the Search Advisory Committee's preparation and delivery of two rounds of in-person interviews: semifinalist interviews at an off-campus location (neutral site) and more extensive rounds of interviews for finalists. During the continuing COVID-19 global pandemic and its present variants, the Search Advisory Committee may wish to conduct these interviews virtually, through interfaces such as Zoom. As part of the interview process for finalists, we also conduct additional due diligence, including "off-list" reference calls, which target individuals who can address specific areas of interest for finalists; extensive social media checks and background checks, including driving, criminal, civil, and credit checks; and verification of all academic degrees and credentials.

In planning for the administrative and logistical support for this search, we recommend that the Seattle College District provide a Search Liaison to facilitate the process.

5. Support Discussions and Appointment

By gathering compensation expectations and other information from the most promising candidates as the search progresses, we can inform the eventual discussions with the candidate of choice. Dr.

McCormick and Ms. Fitzgerald can also serve in an intermediary role during initial negotiations, working with the hiring authority and candidate of choice to assure there is a shared understanding of interests.

6. Leadership Transition Planning

AGB Search will support transition planning for chancellor searches for one year. Transition planning includes assisting with the development of strategies to prepare and ensure a successful launch and transition for the new Chancellor. We include this service as part of our process at no additional fee. A thoughtful and well-executed transition plan in the early months of a new leader's tenure supports the new Chancellor's first year in office and sets the stage for long-term success. With support and guidance from Dr. McCormick and Ms. Fitzgerald, we will ensure that the Seattle College District and the Chancellor-elect are prepared for and committed to a successful leadership transition.

Our Techniques for Conducting Remote/Hybrid Searches

AGB Search utilizes videoconferencing platforms to recreate the key elements of an in-person search process, maintain best practices, and achieve the expected search deliverables. Below are some of the approaches and flexible solutions that our firm has used to successfully conduct virtual or hybrid searches.

- We have conducted remote semifinalist and finalist interviews using videoconferencing platforms. Interviews have been structured to mirror traditional semifinalist and finalist itineraries. For example, semifinalist interviews have been scheduled in 1.5-hour blocks, allowing for one hour of questions by the Search Committee, followed by 15 minutes of questions from the candidate, with 15 minutes allotted for any unforeseen technology issues.
- During finalist interviews, we have sought to recreate what an on-campus visit would include, such as open forums. During a search at a small liberal arts college, meetings were spread over two weeks. The candidates met with faculty, staff, students, the Cabinet, Board members, and others, in addition to participating in an open forum and making a formal presentation on a topic provided by the institution, followed by a question-and-answer session. Other clients have chosen a 1-2-day format for each finalist interview.
- AGB Search has used video tours of campuses, the Chancellor's/President's residence (for chancellor and presidential searches, as applicable), and the college/university community to provide candidates with information about our clients' campuses and their localities. To deepen candidates' understanding, video tours have been supplemented by PowerPoint presentations focused on the city/town and its locations of interest, amenities, schools, events, and activities.

These adaptations have been received positively by Search Committees, Boards, and candidates. We understand that each Search Committee will have a different vision for their process, comfort level conducting a search virtually (in whole or in part), and willingness to appoint candidates with limited in-person interaction. AGB Search is committed to working with the Seattle College District's Search Advisory Committee to agree upon and execute an effective process.



Search Engagement Deliverables

Dr. McCormick and Ms. Fitzgerald will provide the following deliverables with the support and assistance of other AGB Search staff as appropriate.

1. **A pre-search study**, which includes virtual or in-person meetings with representatives from the faculty, staff, students, and other constituents to define a common understanding of the needs of the Seattle College District and an agreement on desirable leadership attributes for the position. This stage of the process will also include a kick-off meeting between the AGB Search team and the Search Advisory Committee.
2. **A final comprehensive search profile**, which will include all the necessary information about the position, the District, and the community to attract outstanding candidates.
3. **Solicitation of a diverse candidate pool**. This pool will represent diversity of background, race, ethnicity, gender, and other factors, ensuring quality candidates that reflect the Seattle College District community.
4. **A detailed advertising and outreach plan**, which targets the advertisement in locations likely to reach strong candidates and assures that the search profile reaches higher education leaders best able to recommend qualified potential candidates.
5. **A mid-search meeting of Dr. McCormick and Ms. Fitzgerald with the Search Advisory Committee** to advise the Committee on best practices and to develop a rating system for candidate application evaluation.
6. **A secure, password-protected website** providing the Search Advisory Committee with access to all candidate application materials.
7. **Assistance during the interview process**, including guidance on interview techniques, providing sample questions to review and revise, planning and conducting neutral site interviews, and ensuring candidate confidentiality.
8. **Reference checks** for chosen candidates and facilitation of professional background checks on finalists.
9. **All search-related outreach and administrative services**, including communication to the Search Advisory Committee and stakeholders, solicitation and processing of applications, and management of correspondence and contact with the candidates.

Search Fees and Expenses

AGB SEARCH FEES	AMOUNT
Search Fee (Fixed)	\$70,000
Client Service and Support Fee	\$5,000 per search
Total AGB Search Fees	\$75,000
ESTIMATED SEARCH EXPENSES	AMOUNT
Travel Expenses for Consultants (airfare, lodging, transportation, meals) <i>*Travel expenses reflect the costs associated with multiple trips for meetings, interviews, etc. <u>Travel is contingent on the Search Advisory Committee's needs and may not be required in the event of a remote/hybrid search.</u></i>	\$7,500
Advertising	\$5,000
Finalist Candidate Background Checks (Estimated 3 Candidates)	\$2,250
OPTIONAL SERVICES	AMOUNT
Anti-Bias Workshops I. Creating an Inclusive Workplace: Managing Bias in the Selection Process II. Bias Awareness and Coaching for All Employees III. Creating Anti-Bias Safeguards in Human Resources	\$3,000 per workshop
Predictive Index Assessments I. Predictive Index Behavioral Assessment II. Predictive Index Cognitive Assessment	\$300 per assessment

Proposed Search Fee

To assist the Seattle College District with the search for your next Chancellor, AGB Search will charge a comprehensive flat search fee of \$70,000.

AGB Search's comprehensive fee is payable in four installments. The initial search fee payment will be invoiced at the end of the month in which the search contract is initiated, and the second and third installments will be invoiced at the end of the two subsequent months. The fourth and final payment will be invoiced at the end of the month following appointment. The Client Service and Support Fee, described below, will be applied to the first payment.

Client Service and Support Fee: A client service and support fee of \$5,000 will be charged and includes all costs incurred directly by AGB Search in servicing and supporting the administration of this search including: administrative support to the client's search liaison to assist with scheduling interviews and coordinating candidate travel as needed, internal administration, copying and supplies, postage, telephone, web portal applications and digital archive, web conferencing, and other miscellaneous expenses.

Estimated Search Expenses

Travel Notice: In conjunction with the Seattle College District's Search Advisory Committee, AGB Search will assess the viability and safety of travel in consideration of any Coronavirus/COVID-19 related travel warnings and restrictions. If travel is agreed upon, all consultant travel-related expenses are billed separately on a monthly basis at actual cost. The amount of consultant travel depends on the needs of the Committee and the number of meetings and trips requested. Candidates' expenses are covered by the District and are not included in AGB Search's fee or direct costs.

Advertising: Advertising expenses are based on the needs and requests of the Committee, and they are billed separately on a monthly basis at actual cost. The proposed advertising expenses reflect the execution of a national online campaign.

Finalist Candidate Social Media Checks and Background Checks: Expenses are based on an estimate of three finalist candidates and will be billed directly to the District at actual cost, supported by invoices or receipts, and without administrative fees.

Additional Expenses: Additional search-related expenses approved by the Committee, such as printing and production, commercial courier services, and/or other services, will be billed at cost on a monthly basis.

Expense Adjustment: All of the expenses included in our proposal are estimates that can be adjusted at the discretion of the Search Advisory Committee.

Our Commitment

If the Seattle College District is unable to identify a candidate of choice for the position of Chancellor within the initial timeline (normally 4-6 months), we will continue the search process until a successful appointment is made, within one year of the initial start date of the search.

If the person selected as Chancellor leaves the position within one year from the date they occupy the office (i.e., is employed by or under contract with the Seattle College District), or has been terminated for any reason excepting disability, change of ownership or organizational realignment, or if the person leaves for any reason other than unforeseen circumstances such as death, illness or disability; or a change of ownership or organizational realignment; a significant change in the role or work assignment or compensation; an abusive work environment; or if there is a material misrepresentation or lack of material information of any kind by the institution, AGB Search will assist in a follow-up search provided that the re-opened search commences within three (3) months of the employment termination date.

In each of the scenarios described above, there will be no additional search fee, and only previously agreed upon out-of-pocket expenses incurred in connection with the re-opened search will be charged, such as consultant travel, advertising, background checks, and Predictive Index

Assessments (if requested). Our Commitment applies only to the search described and may not be applied to other searches performed by AGB Search.

General Terms and Conditions – Request for a Waiver

The Seattle College District's General Terms and Conditions requires \$50,000 of fire insurance coverage. AGB Search does not carry fire insurance, and we are requesting a waiver if the Chancellor search is awarded to the firm.

AGB SEARCH

Advancing Higher Education Leadership

AGB SEARCH 1133 20th St. N.W., Suite 300, Washington, D.C. 20036
202.776.0856 | www.agbsearch.com

FY 2022 - Estimated Cash Balances - Seattle Colleges District

As of June 30, 2022

In general, this should serve as a current balance sheet which has the purpose of showing current assets, liabilities and fund balances. If you use any GL's or accounts that are not included here, add them so that the assets, less liabilities, equal the reserves.

CURRENT ASSETS		
CASH (GL 11XX)/(Account 100xxxx except 1000040/1000050))		
<i>(examples: in bank, undeposited, petty, retainage held, etc)</i>		
1000010	Deposits in Transit	12,947.06
1000020	Petty Cash	17,605.00
1000070	Cash in Bank	10,306,425.85
Total		10,336,977.91
INVESTMENTS (GL 12XX)/(Accounts 1000040, 1000050, 102xxxx)		
1000050	Investments - All,	49,268,592.58
Total		49,268,592.58
ACCTs RECEIVABLE (GL 1312-1349, 1383, 1399)/(Accounts 1010010-1010130, 1010230-1010250)		
<i>(ex: current, unbilled, allowance for DA, other, etc)</i>		
1010050	Unbilled Receivable ST	8,964,226.25
1010020	Accounts Receivable ST,	8,054,837.80
1010060	Other Receivable ST	3,392,642.29
1010110	Allow-Uncollectable AR ST	(661,308.66)
1010230	Travel Advances,	(234.48)
1010250	Lease Receivable ST	157,492.20
1011010	SF Tuition Receivable	2,798,267.03
1011020	SF Fees Receivable	615,498.06
1011105	Payment Plan Clearing,	4,793.09
1011120	Student R2T4 Loan Receivable	143,602.02
Total		23,469,815.60
INTER/INTRA GOV RECEIVABLES (GL 1350-1352, 1354)/ (Accounts 1010140-1010160, 1010180)		
<i>(ex: due from St. Treasurer, due from fed, due from other gov, due from other agency, etc)</i>		
1010140	Due From Other Funds VPA	7,410.16
1010150	Due From Fed Government ST	1,721,749.77
1010160	Due From Other Government ST	665,321.13
1010180	Due From Other St Agencies ST	5,713,898.16
1010200	Due From State Allocation	26,694,809.60
Total		34,803,188.82
TOTAL ASSETS		117,878,574.91
CURRENT LIABILITIES		
CURRENT (GL 51XX)/(Account 20xxxxxx)		
<i>(ex: accts payable, retrainage, due to other agency, sales/use tax, def. revenue, accrued liabilities, etc)</i>		
20000xx	Accounts Payable General ST,	7,645,900.84
20100xx	Other AP Liabilities ST,	(252,118.54)
2011xxx	Payroll/HCM Payables,	5,869,396.62
2012050	Due to Other State Agencies ST	1,193,383.82
2030010	Deposits Payable ST	107,822.63
2040010	Unearned Revenue	4,319,800.79
2050010	COP Liability ST	942,279.84
2050100	Lease Liability ST	874,528.52
TOTAL LIABILITIES		20,700,994.52

Reserves Balance		
(ASSETS less LIABILITIES)		97,177,580.39
Dedicated Balances (provide more information on next tab)		
<i>Below, include only funds that are restricted. In some cases, such as 522, the entire fund balance may be restricted. The codes used to reflect fund balance (cash plus short-term receivables minus short-term liabilities) vary, but most use 9590 for funds 001, 145, 148 and the 800's.</i>		
	Fund	
Grants and Contracts	145/146	30,927,980.00
Local Capital/Plant Account	147	2,874,502.69
Dedicated Local Account	148	10,600,000.00
Operating Fees	149	961,312.87
Printing	448	(136,151.98)
Motor Pool	460	60,516.40
Students' S&A	522	8,002,551.82
Bookstore	524	3,377,000.00
Parking	528	855,579.89
Food Services	569	(1,130,135.71)
Auxiliary Services	570	9,166,997.02
Housing/Food Services	573	(753,919.31)
Payroll Clearing	790	(367,988.89)
Agency	840	6,703,127.04
Exceptional Faculty Awards	843	(83,687.00)
Grants in Aid	846	(7,011,927.62)
Student Loan Account	849	(292,981.53)
Work Study Account	850	413,813.97
3.5% Needy Student Aid	860	2,079,872.02
Total		66,246,461.68
Non-dedicated Reserve Balance		30,931,118.71
<i>Do not double count funds by putting the same funds in dedicated reserves and BOT reserves.</i>		
Board of Trustee's Policy on Reserves:		
Seattle College District Policy #608 - District Reserve		
Board Policy Reserve Requirement		14,515,464.50
<i>5-10% of aggregate total of annual expenditure budget (using 10% here)</i>		
<i>Whether below, at, or above required Board Reserves, provide ACTUAL amount.</i>		
Actual amount as of June 30, 2022		30,931,118.71
Operating Reserves Balance		
<i>Existing reserve balance less Dedicated Reserves and BOT Reserve</i>		16,415,654.21

Needs for Cash Balances

	<u>North</u>	<u>South</u>	<u>Central</u>	<u>District</u>
Classroom Furniture Replacement	\$ 1,249,780	\$ 1,000,000	\$ 1,000,000	
Meeting Room Furniture Replacement	\$ 105,000	\$ 120,000	\$ 110,000	
Office Furniture Replacement	\$ 318,000	\$ 350,000	\$ 325,000	
Carpet and Floor tile Replacement	\$ 680,075	\$ 700,000	\$ 690,000	
Facilities Equipment Replacement	\$ 730,000	\$ 750,000	\$ 750,000	
Facility Initiatives/Masterplan	\$ 1,972,500	\$ 1,250,000	\$ 175,000	
Capital Risk	\$ 277,750	\$ 550,000	\$ 2,000,000	\$ 22,200,000
Parking Initiatives/Repairs	\$ 3,246,293	\$ 2,700,000	\$ -	
Instructional Equipment	\$ 500,000	\$ 500,000	\$ 600,000	
Instructional Program Development	\$ 1,200,000	\$ 500,000	\$ 800,000	
Auxiliary Services Upgrades	\$ 1,000,000	\$ 1,000,000	\$ 1,500,000	
Broadway Achievement Center			\$ 3,000,000	
Transition to Leased Vehicles		\$ 500,000		
Alarm Replacement/Key Cards	\$ 1,500,000	\$ 2,000,000		
Overages for Library Project	\$ 2,500,000			
Welcome Center Project FF&E and overruns		\$ 1,524,833		
Maritime Academy Vessel Drydock			\$ 400,000	
Totals	\$ 15,279,398	\$ 13,444,833	\$ 11,350,000	\$ 22,200,000
Covering Grants in Aid	\$ 545,499	\$ 1,290,703	\$ 5,217,173	
Totals	\$ 15,824,897	\$ 14,735,536	\$ 16,567,173	\$ 22,200,000



MEMORANDUM

TO: Board of Trustees

FROM: Julianne DeGeyter

DATE: February 9, 2023

SUBJECT: Presentation Capital Projects – Information only

Background

Tona Khau, our new Executive Director for Facilities and Capital Projects will be doing a presentation on capital projects that have been completed and in progress for North Seattle, Central Seattle and South Seattle.

Recommendation

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

Submitted by:

Julianne DeGeyter
Interim Vice Chancellor for Finance & Operations

Transmitted to the Board with a favorable recommendation

Dr. Rosie Rimando-Chareunsap
Interim Chancellor



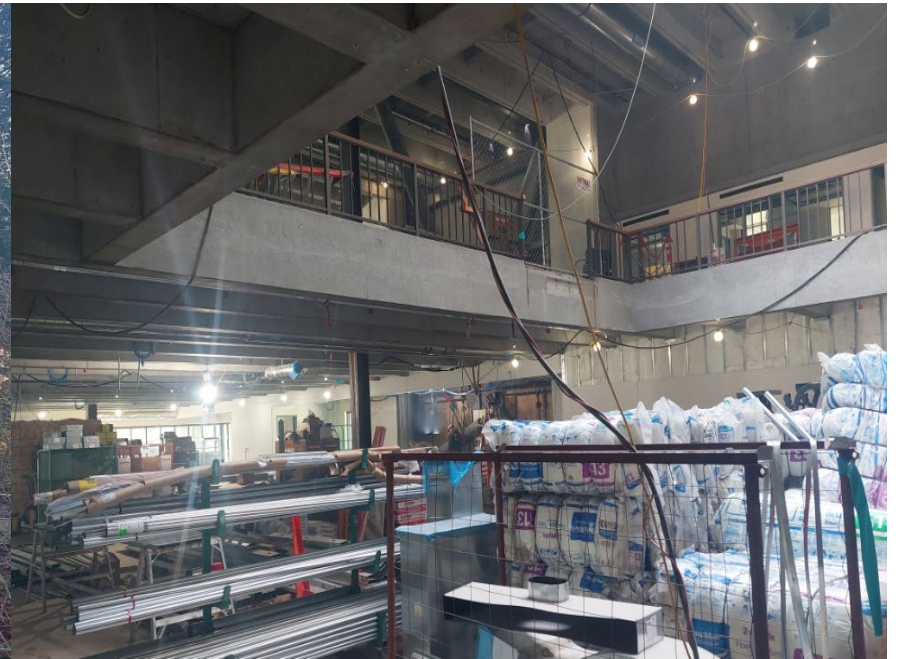
DISTRICT-WIDE CAPITAL PROJECTS

February 9, 2023



NORTH CAMPUS











CENTRAL CAMPUS



**SAM Lighting Retrofit – Replace controls and fluorescent lamps with LED.
Status: Complete**





**HARVARD GARAGE ELECTRICAL CLOSET – FLOOD DAMAGE REQUIRED NEW METER BASES, DRYWALL AND ASSOCIATED SPACE REPAIR.
STATUS: COMPLETE**

**BE COOLING TOWER – NEW EPOXY COATING, NEW MEDIA, OIL REPLACEMENT, NEW SPLASH
GUARDS, NEW DIFFUSER PIPING AND JETS.
STATUS: COMPLETE**





**BE PHASE TWO ROOF – NEW MEMBRANE THROUGHOUT.
STATUS: COMPLETE**

A photograph of a construction site for a restroom renovation. The image shows a series of vertical metal studs forming a wall. Inside the wall cavity, there are white PVC pipes and black flexible hoses. A yellow extension cord is visible hanging from the top. In the foreground, there is a concrete floor with some construction debris. To the right, a red metal frame of a cart or lift is visible, with a blue water bottle on it. The background shows more of the construction area with some tiled walls.

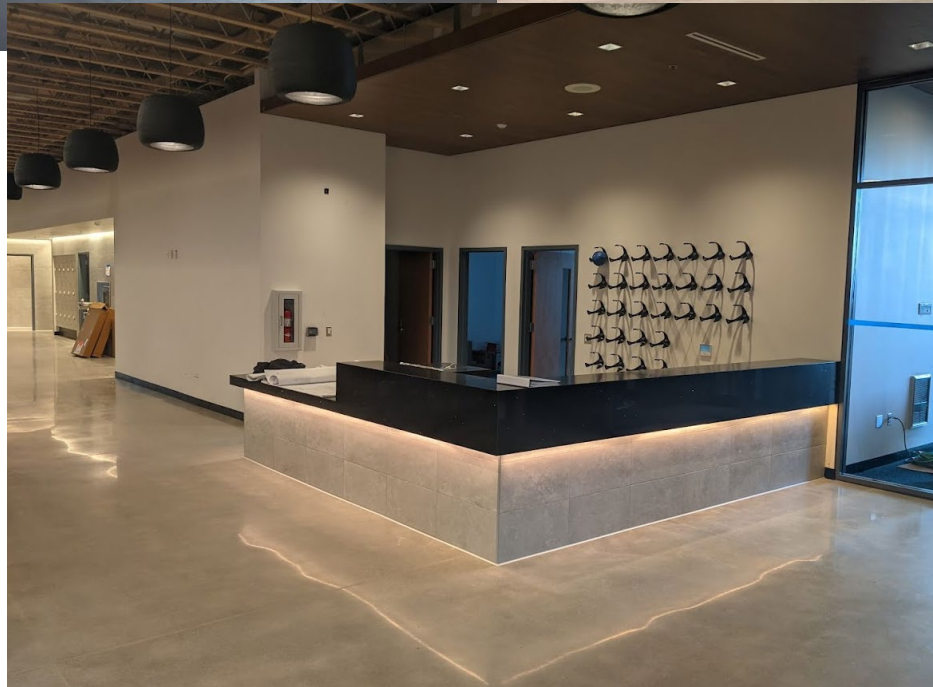
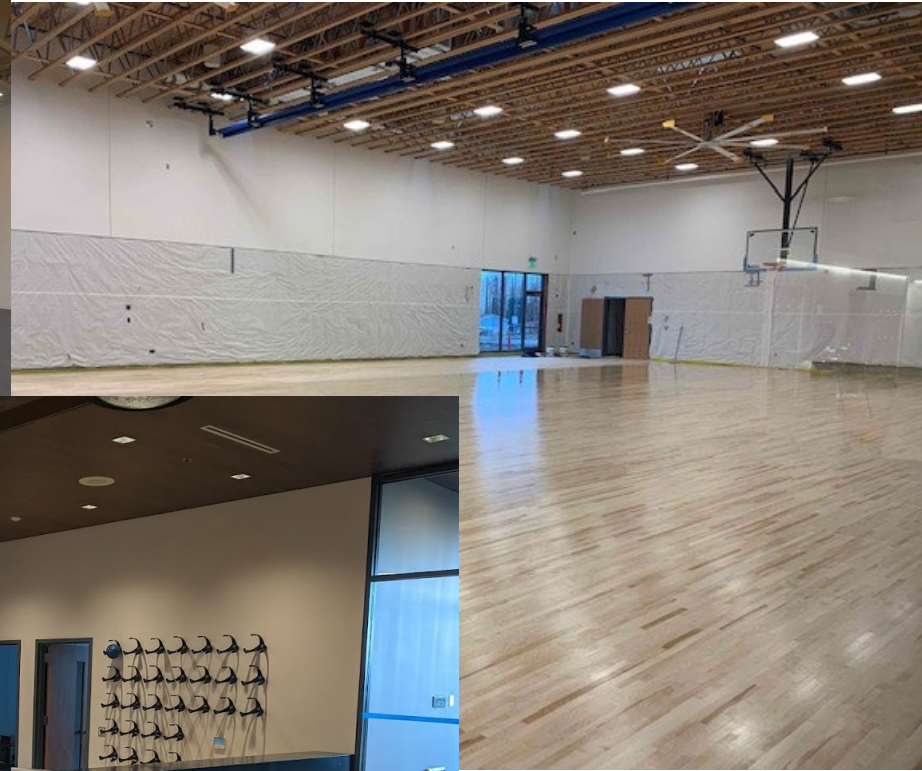
ALL GENDER RESTROOM – REPLACE TWO SEPARATE RESTROOMS TO ONE, ALL GENDER RESTROOM ARE ON FLOOR 3.

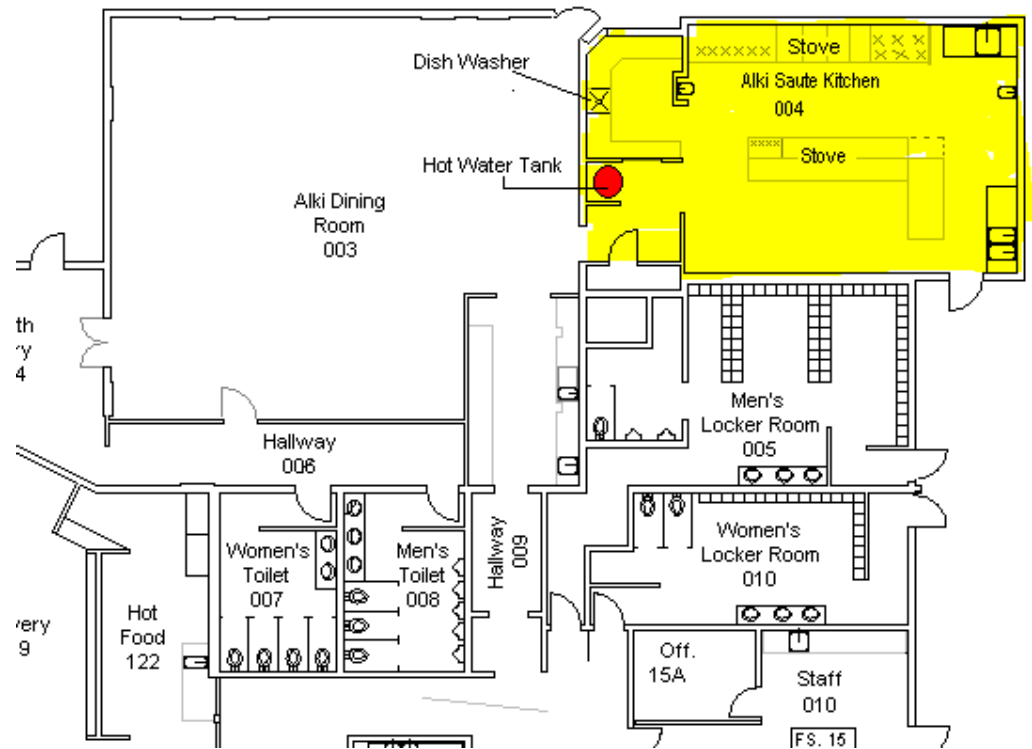
STATUS: SLIGHTLY BEHIND SCHEDULE. NO MAJOR ISSUES.



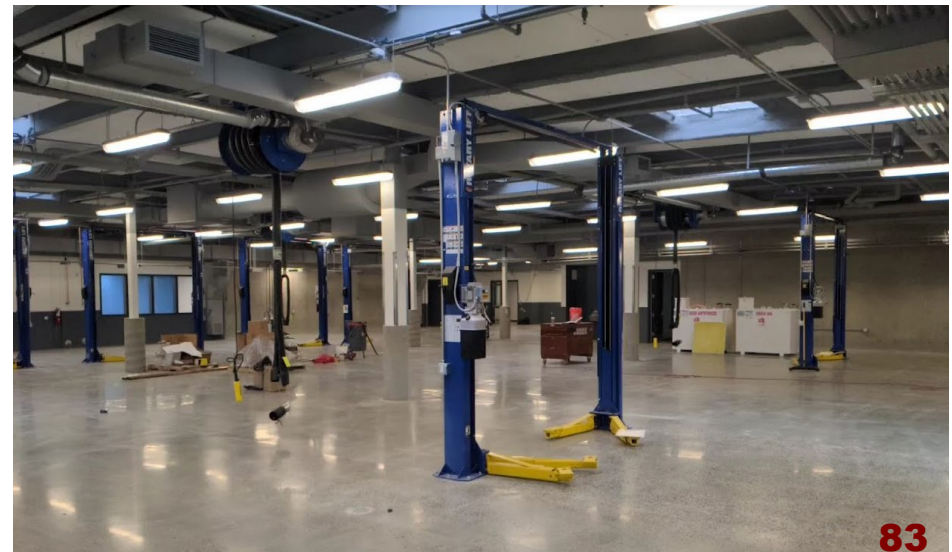
SOUTH CAMPUS



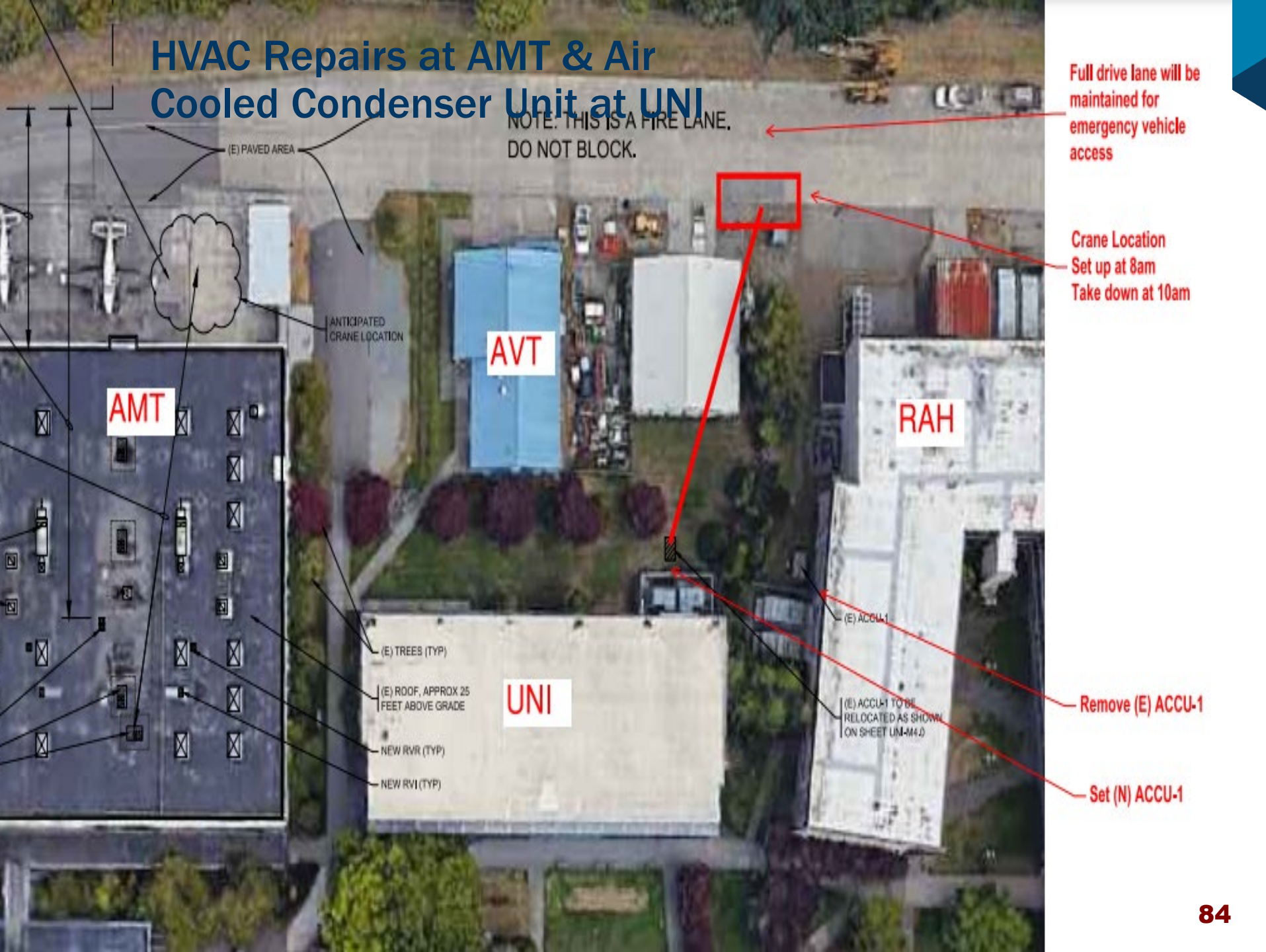








HVAC Repairs at AMT & Air Cooled Condenser Unit at UNI





QUESTIONS?



MEMORANDUM

TO: Board of Trustees

FROM: Julianne DeGeyter

DATE: February 9, 2023

SUBJECT: Capital Projects Balances Report 2021-2023 - Information only

Background

Capital Project Balances as of December 31, 2022.

Recommendation

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

Submitted by:



Julianne DeGeyter
Interim Vice Chancellor of Finance & Operations

Transmitted to the Board with a favorable recommendation.



Dr. Rosie Rimando-Chareunsap
Interim Chancellor, Seattle Colleges

Capital Projects Report

Funding Report as of 12/31/2022

Prog-Org	Fiscal Year Budget	YTD Expense	Balance	% Spent
CENTRAL	\$ 10,929,211	\$ 6,234,580	\$ 4,694,631	57%
NORTH	\$ 35,954,991	\$ 24,329,489	\$ 11,625,502	68%
SOUTH	\$ 18,553,526	\$ 14,894,171	\$ 3,659,355	80%
Total SCD	\$ 65,437,728	\$ 45,458,240	\$ 19,979,488	69%

FY 2021-23 Capital Project Balance Sheet

December Month End Balance

SEATTLE COLLEGES			2021-23			For Info. Only						
	Project	Activit	SBCTC Legacy			2021-23	Biennium	FY 2021-22	FY 2022-23		Net Allocation	Percent
Fund	AI-CLASS-DEPT	ID	ID	Proj #	Budget Title	SBCTC Budget	Apprpr/Reappr	Expenses	Expenses	Encumbrance	Balance	FY Exp
SEATTLE CENTRAL COLLEGE												
STATE Current Year												
060	A16-901-32060	0000004031	GENL	P053	2P1A (62) Central College URF (BI1921 pc	\$ 91,495	\$ 91,495	\$ 85,559	\$ 1,835		\$ 4,101	95.5%
057	C19-901-32057	0000004466	Q258	Q258	(62) Elevators 1&2 Cars	\$ 1,214,396	\$ 1,214,396	\$ 57,051	\$ 156,070		\$ 1,001,275	17.5%
057	C19-901-32057	0000004467	Q259	Q259	(62) Cooling Tower	\$ 124,604	\$ 124,604	\$ 124,604			\$ -	100.0%
060	C21-901-32060	0000004468	Q370	Q370	(62) Seattle Central URF	\$ 1,122,000	\$ 1,122,000	\$ 323,794	\$ 94,101	\$ 117,688	\$ 586,417	37.2%
060	C23-901-32060	0000004469	Q409	Q409	(62) BE Roofing	\$ 1,145,000	\$ 1,145,000	\$ 27,224	\$ 1,015,254		\$ 102,522	91.0%
060	C23-901-32060	0000004470	Q410	Q410	(62) Bookstore Roofing	\$ 85,000	\$ 85,000				\$ 85,000	0.0%
057	C24-901-32057	0000004471	Q459	Q459	(62) Site - Sidewalks	\$ 91,000	\$ 91,000		\$ 84,329		\$ 6,671	92.7%
057	C26-901-32057	0000004472	Q518	Q518	(62) All Gender Restrooms	\$ 1,479,000	\$ 1,479,000	\$ 78,448	\$ 272,771	\$ 349,079	\$ 778,701	23.7%
060	C21-901-32060	0000006232	Q608	Q608	(62) Fine Arts Elevator Repair	\$ 68,075	\$ 68,075	\$ 90	\$ 7,420		\$ 60,565	11.0%
060	C21-901-32060	0000008166	Q709	Q709	(62) BE Freight Elevator Hydraulic	\$ 146,950	\$ 146,950		\$ 9,046		\$ 137,904	6.2%
057	C27-901-32057	0000008084	Q645	Q645	(62) Potable Water Meter	\$ 46,000	\$ 46,000				\$ 46,000	0.0%
060	C20-901-32060	0000004421	Q334	Q334	(60) Prev Facility Maint	\$ 1,190,300	\$ 1,190,300	\$ 595,150			\$ 595,150	50.0%
Subtotal STATE						\$ 6,803,820	\$ 6,803,820	\$ 1,291,921	\$ 1,640,826	\$ 466,768	\$ 3,404,305	43.1%
LOCAL												
147	R10-221-32147	0000004043	GENL	N466	2N4D (62) Energy & Infrastructure	\$ 175,391	\$ 175,391	\$ 156,472	\$ 18,919		\$ -	100.0%
147	R10-221-32147	0000004629	P615	P615	(62) Enery Saving Capital Projects	\$ 3,950,000	\$ 3,950,000	\$ 2,238,165	\$ 341,650	\$ 79,859	\$ 1,290,326	65.3%
Subtotal LOCAL						\$ 4,125,391	\$ 4,125,391	\$ 2,394,637	\$ 360,569	\$ 79,859	\$ 1,290,326	66.8%
TOTAL CENTRAL						\$ 10,929,211	\$ 10,929,211	\$ 3,686,559	\$ 2,001,394	\$ 546,627	\$ 4,694,632	52.0%
NORTH SEATTLE COLLEGE												
STATE Current Year												
057	U93-901-52057	0000004023	GENL	N432	3N1J (63) Library Bldg Renovation (Design	\$ 616,504	\$ 616,489	\$ 537,930	\$ 76,276	\$ 2,282	\$ -	99.6%
060	A16-901-52060	0000004025	GENL	P047	3P1A (63) North Seattle College URF	\$ 35,000	\$ 35,000	\$ 1,904	\$ 10,106		\$ 22,990	34.3%
057	A12-901-52057	0000004050	GENL	P160	(63) Fire Suppression System	\$ 3,087	\$ 3,087				\$ 3,087	0.0%
057	A12-901-52057	0000004051	GENL	P161	3P6A (63) Electrical Switch Gear	\$ 18,526	\$ 18,526	\$ 2,346			\$ 16,180	12.7%

FY 2021-23 Capital Project Balance Sheet
December Month End Balance

SEATTLE COLLEGES			2021-23			For Info. Only												
Fund	AI-CLASS-DEPT	Project ID	Activit SBCTC Legacy			2021-23		Biennium	FY 2021-22	FY 2022-23		Net Allocation	Percent					
			ID	Proj #	Budge Title	SBCTC Budget	Appropri			Reappr	Expenses			Expenses	Encumbrance	Balance	FY Exp	
057	A09-901-52057	0000004033	GENL P306	3P1B	(63) Improve Campus Signage	\$	575,000	\$	575,000	\$	98,963	\$	82,772	\$	393,264	31.6%		
060	A14-901-52060	0000004034	GENL P078	3P1C	(63) Roof Repairs AS (BI1921 postpc	\$	55,272	\$	55,272	\$	87	\$	84	\$	55,100	0.2%		
060	A16-901-52060	0000004455	Q107	Q107	(63) North Seattle College URF (BI19	\$	14,868	\$	14,868			\$		\$	14,868	0.0%		
057	C04-901-52057	0000004456	Q118	Q118	(63) Library Bldg Renovation (Constr	\$	30,360,680	\$	29,160,449	\$	9,659,496	\$	10,014,933	\$	64,004	\$	9,422,017	67.5%
057	C19-901-52057	0000004457	Q231	Q231	(63) Chiller Building	\$	31,000	\$	31,000	\$		\$	17,268	\$		\$	13,732	55.7%
057	C19-901-52057	0000004458	Q232	Q232	(63) Sprinkler System	\$	68,000	\$	68,000	\$	6,510	\$	117	\$		\$	61,373	9.7%
057	C19-901-52057	0000004459	Q233	Q233	(63) IB Bathroom Exhaust Fans	\$	61,000	\$	61,000					\$		\$	61,000	0.0%
057	C19-901-52057	0000004460	Q234	Q234	(63) IB Mixing Dampers	\$	216,000	\$	216,000	\$	27,494	\$	52,289	\$		\$	136,218	36.9%
057	C19-901-52057	0000004461	Q235	Q235	(63) OCE&E Boiler	\$	121,000	\$	121,000	\$	4,117	\$	51,861	\$		\$	65,022	46.3%
060	C21-901-52060	0000004462	Q360	Q360	(63) North Seattle College URF	\$	680,000	\$	680,000	\$	76	\$	207,020	\$	308,319	\$	164,585	30.5%
057	C24-901-52057	0000004463	Q451	Q451	(63) Site - Replace Handrails	\$	225,000	\$	225,000			\$	168,511	\$		\$	56,489	74.9%
057	C26-901-52057	0000004464	Q507	Q507	(63) Classroom Renovation	\$	1,024,000	\$	1,024,000			\$	29,855	\$		\$	994,145	2.9%
057	C26-901-52057	0000004465	Q508	Q508	(63) Replace Storm Line	\$	89,000	\$	89,000					\$		\$	89,000	0.0%
060	C20-901-52060	0000004421	Q334	Q334	(60) Prev Facility Maint	\$	661,300	\$	661,300	\$	330,650			\$		\$	330,650	50.0%
Subtotal STATE						\$	34,193,937	\$	33,654,991	\$	10,669,486	\$	10,711,094	\$	374,688	\$	11,899,722	63.5%
LOCAL																		
147	R10-221-52147	0000004628	P613	P613	(63) Enegy and Water saving	\$	2,300,000	\$	2,300,000	\$	1,763,799	\$	491,524	\$	318,897	\$	(274,220)	98.1%
Subtotal LOCAL						\$	2,300,000	\$	2,300,000	\$	1,763,799	\$	491,524	\$	318,897	\$	(274,220)	98.1%
TOTAL NORTH						\$	36,493,937	\$	35,954,991	\$	12,433,285	\$	11,202,618	\$	693,586	\$	11,625,502	65.7%
SOUTH SEATTLE COLLEGE																		
STATE Current Year																		
057	A12-901-72057	0000004059	GENL P442	4P6A	(64) AMT HVAC Repair	\$	46,723	\$	46,723	\$	26,412	\$	5,618	\$	5,164	\$	9,529	68.6%
057	A03-901-72057	0000004026	GENL P372	4P1J	(64) Auto Tech Construction	\$	8,251,108	\$	7,658,838	\$	5,792,212	\$	344,404	\$	456,978	\$	1,065,243	80.1%
060	A16-901-72060	0000004027	GENL P057	4P1A	(64) South Seattle College URF (BI21	\$	140,000	\$	140,000	\$		\$	56,025	\$	37,470	\$	46,505	40.0%
060	A16-901-72060	0000004443	Q109	Q109	(64) South Seattle College URF (BI19	\$	40,869	\$	40,869	\$	20,484	\$	2,605	\$		\$	17,780	56.5%
057	C19-901-72057	0000004445	Q269	Q269	(64) Robert Smith - Ceiling	\$	181,000	\$	181,000	\$		\$	7,485	\$		\$	173,515	4.1%
057	C19-901-72057	0000004447	Q270	Q270	(64) Robert Smith - HVAC Units	\$	195,000	\$	195,000					\$		\$	195,000	0.0%
057	C19-901-72057	0000004448	Q271	Q271	(64) TEC - HX3 Heat Exchanger	\$	213,000	\$	213,000					\$		\$	213,000	0.0%
060	C21-901-72060	0000004449	Q374	Q374	(64) South Seattle College URF	\$	662,000	\$	662,000	\$	125,228	\$	504,721	\$	90,984	\$	(58,933)	95.2%
060	C23-901-72060	0000004450	Q416	Q416	(64) CAB - Roofing Repairs	\$	270,000	\$	270,000	\$	270,000			\$		\$	-	100.0%
060	C23-901-72060	0000004451	Q417	Q417	(64) Bldg B Roof Repairs	\$	252,000	\$	252,000					\$		\$	252,000	0.0%
057	C24-901-72057	0000004452	Q462	Q462	(64) Repair Main Sewer Line	\$	46,000	\$	46,000			\$	3,860	\$		\$	42,140	8.4%
057	C24-901-72057	0000004453	Q463	Q463	(64) Ped Access Sidewalks	\$	38,000	\$	38,000					\$		\$	38,000	0.0%
057	C26-901-72057	0000004454	Q523	Q523	(64) RSB Welcome Center Reno	\$	993,000	\$	993,000			\$	20,168	\$		\$	972,833	2.0%
057	C25-901-72057	0000005608	Q594	Q594	(64) Equipment Grant - Sprinkler Fitt	\$	203,048	\$	203,048	\$	200,824			\$		\$	2,224	98.9%
057	C25-901-72057	0000008136	Q699	Q699	(64) Equipment Grant - Concrete Fini	\$	144,648	\$	144,648					\$		\$	144,648	0.0%
060	C20-901-72060	0000004421	Q334	Q334	(60) Prev Facility Maint	\$	793,600	\$	793,600	\$	396,800			\$		\$	396,800	50.0%
Subtotal STATE						\$	12,469,996	\$	11,877,726	\$	6,831,961	\$	944,885	\$	590,597	\$	3,510,283	65.5%
LOCAL																		
147	R10-221-72147	0000004627	P614	P614	(64) Energy and Water Saving	\$	2,065,176	\$	2,065,176	\$	1,622,365	\$	59,579	\$	195,181	\$	188,051	81.4%
145	145-196-72200	0000004671	CAP	P614	(64) PSE Grant project P_1140887	\$	15,815	\$	15,815					\$		\$	15,815	0.0%
522	R12-264-72022	0000004067	GENL P467	4PFC	(64) Wellness Center R12	\$	10,069,961	\$	4,594,809	\$	4,573,219	\$	17,166	\$	59,218	\$	(54,794)	99.9%
Subtotal LOCAL						\$	12,150,952	\$	6,675,800	\$	6,195,584	\$	76,745	\$	254,399	\$	149,073	94.0%
TOTAL SOUTH						\$	24,620,948	\$	18,553,526	\$	13,027,545	\$	1,021,630	\$	844,995	\$	3,659,355	75.7%

FY 2021-23 Capital Project Balance Sheet
December Month End Balance

SEATTLE		2021-23				For Info. Only												
COLLEGES		Project	Activit SBCTC Legacy		2021-23		Biennium	FY 2021-22	FY 2022-23			Net Allocation	Percent					
Fund	AI-CLASS-DEPT	ID	ID	Proj #	Budget Title	SBCTC Budget		Appropri/Reappr	Expenses	Expenses	Encumbrance	Balance	FY Exp					
TOTAL SCD						\$	72,044,095	\$	65,437,728	\$	29,147,388	\$	14,225,643	\$	2,085,208	\$	19,979,489	66.3%



MEMORANDUM

TO: Board of Trustees

FROM: Julianne DeGeyter

DATE: February 9, 2023

SUBJECT: TENDER OF GIFTS TO SEATTLE COLLEGES

Background

Periodically gifts are contributed to Seattle Colleges to assist the District in achieving its educational goals and objectives. There are two major categories: (1) Cash Gifts and (2) In-Kind Gifts, such as equipment, supplies and materials.

In the attached pages are summaries of the gifts received for Program Support, Scholarship Fund and Equity Can't Wait Impact Fund.

Recommendation

In accordance with established Board Policy No. 152, it is recommended that the Board of Trustees accept the gifts tendered to the Seattle Colleges as shown on the attached schedules.

Submitted by:

Julianne DeGeyter
Interim Vice Chancellor for Finance & Operations

Transmitted to the Board with a favorable recommendation

Dr. Rosie Rimando-Chareunsap
Interim Chancellor

**TENDER OF GIFTS TO SEATTLE COLLEGE DISTRICT
JULY 1, 2021 THROUGH DECEMBER 31, 2022
CASH/PLEDGE**

Gift Date	Gift Amount	Gift Designation	Pledge Payments to Date	Remaining Pledge Balance	Campus
12/14/2021	\$1,000,000.00	BS in Computer Science			North
7/21/2021	\$314,316.07	BIPOC Student Advisors			Districtwide
4/8/2022	\$325,549.80	BIPOC Student Advisors			Districtwide
7/23/2021	\$630,000.00	Rolex Watch USA Grant 2021-2023	\$315,000.00	\$315,000.00	North
10/6/2021	\$315,000.00	Rolex Watch USA Grant 2021-2023			North
11/29/2021	\$455,673.00	Springboard8 Districtwide	\$300,776.00	\$154,897.00	Districtwide
8/27/2021	\$500,000.00	Project Baldwin			Districtwide
1/28/2022	\$500,000.00	Project Baldwin			Districtwide
10/26/2021	\$785,000.00	Craig F. Eaton Endowed Scholarship Fund			Districtwide
12/16/2021	\$250,000.00	Equity Can't Wait Impact Fund	\$100,000.00	\$150,000.00	Districtwide
12/15/2021	\$300,000.00	Schultz Family Foundation Pre-Apprenticeship Program Grant	\$150,000.00	\$150,000.00	South
9/30/2022	\$1,500,000.00	BS in Computer Science	\$1,500,000.00	\$0.00	North
10/31/2022	\$1,500,000.00	BS in Computer Science			North
12/27/2022	\$375,000.00	Bainum Foundation ECE BAS Program Support Grant	\$0.00	\$375,000.00	North
12/16/2022	\$1,000,000.00	Matching Gift (Multiple Designations)			Districtwide
12/8/2022	\$700,000.00	Temporary CU Designation (Districtwide)	\$0.00	\$700,000.00	Districtwide
9/9/2022	\$300,000.00	Apparel Design & Development Program	\$100,000.00	\$200,000.00	Central



MEMORANDUM

To: Board of Trustees

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

Date: February 9, 2023

Subject: Proposed Revision to WAC 132F-121 – First Reading

BACKGROUND

In consultation with AAG Marvin, the Student Services Leadership Team has reviewed sections of WAC 132F-121 and is proposing revisions to the student conduct code. These changes have been shared with each campus' student leadership. We received one comment from Zuleica Olvera on behalf of the student council at North Seattle College which reads:

“The legislation in this document is important, however, could be triggering for some who have experienced this trauma. They are curious to know how the information will be shared with students and if it will have someone trauma informed to assist with this preparation when it is circulated to students.”

As part of the WAC process, there will be another opportunity for student / public input.

Changes are summarized as follows:

- References to Seattle Vocational Institute have been eliminated.
- Definitions of misconduct have been removed from the general provisions definition section as they were redundant and confusing.
- Hazing definition has been updated to be consistent with that contained in Policy 376.
- Definitions have been updated throughout.
- Disciplinary jurisdiction has been more clearly defined.
- The appeals process has been more clearly outlined.

RECOMMENDATION

It is the recommendation of the administration that the Board of Trustees review the proposed changes.

PROPOSED REVISIONS TO WAC 132F-121

See proposed revisions below.

Submitted by:



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

Transmitted to the Board for Trustees with favorable recommendation.



Dr. Rosie Rimando-Chareunsap
Interim Chancellor

WAC 132F-121-005 Statement of values. The Seattle College District is a diverse and dynamic learning community. As such, the college district maintains a strong commitment to our values. We value students: We promote programs, services and activities that address students' needs and interests; student success through accessibility and support services; and student development through activities both inside and outside the classroom. We value diversity: We promote respect for the abilities and interests of each individual; awareness and understanding of all people; and appreciation of the unique cultures of our campuses. We are committed to the concept and practice of equal opportunity for all, and do not tolerate discrimination or retaliation against any member of the college community because of their race; color; national origin; sensory, mental or physical disability; use of a service animal; gender, including pregnancy; marital status, religion; creed; genetic information; sexual orientation; age; gender identity; gender expression; veteran's status; or any other legally protected classification, in accordance with WAC 132F-121-110(1). [Statutory Authority: RCW 28B.50.140 and 28B.50.090(3). WSR 21-10-027, § 132F-121-005, filed 4/26/21, effective 5/27/21. Statutory Authority: RCW 28B.50.140(13). WSR 16-04-025, § 132F-121-005, filed 1/25/16, effective 2/25/16.]

132F-121-010

Definitions and general provisions.

For purposes of this chapter, except for the Title IX supplemental procedures, the following definitions apply. The definition of "consent," however, will apply to the whole chapter.

~~(1)(a) **Bullying.** is otherwise~~

~~(b) **Cyber misconduct.** Cyberstalking, cyberbullying or online harassment. Use of electronic communications including, but not limited to, electronic mail, instant messaging, electronic bulletin boards, and social media sites, to harass, abuse, bully or engage in other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person. Prohibited activities include, but are not limited to, unauthorized monitoring of another's email communications directly or through spyware, sending threatening emails, disrupting electronic communications with spam or by sending a computer virus, sending false messages to third parties using another's email identity, nonconsensual recording, including images or videos of a sexual nature, and nonconsensual distribution of such material.~~

~~(c) **Stalking.** Stalking is intentional and repeated following of another person, which places that person in reasonable fear that the perpetrator intends to injure, intimidate or harass that person. Stalking also includes instances where the perpetrator knows or reasonably should know that person is frightened, intimidated or harassed, even if the perpetrator lacks such an intent.~~ (d) ~~**Hazing.** Hazing includes any act committed as part of a person's recruitment, initiation, pledging, admission into, or affiliation with a student organization, athletic team, or living group, or any pastime or amusement engaged in with respect to such an organization, athletic team, or living group that causes, or is likely to cause, bodily danger or physical harm, or serious psychological or emotional harm, to any student or other person attending a public or private institution of higher education or other postsecondary educational institution in this state, including causing, directing, coercing, or forcing a person to consume any food, liquid, alcohol, drug, or~~

~~other substance which subjects the person to risk of such harm, regardless of the person's willingness to participate. "Hazing" does not include customary athletic events or other similar contests or competitions.~~

~~(2) **Sexual misconduct.** The term "sexual misconduct" includes sexual harassment, sexual intimidation, sexual violence, and domestic violence.~~

~~(a) Hostile environment sSexual harassment. The term "sexual harassment" means unwelcome conduct of a sexual or gender-based nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature that is objectively offensive and sufficiently severe, persistent or pervasivesufficiently serious _as to deny or limit, and that does deny or limit, based on sex, the ability of a student to participate in or benefit from the college's educational program or that creates an intimidating, hostile, or offensive environment for other campus community members.~~

~~(b) Sexual intimidation. The term "sexual intimidation" incorporates the definition of "sexual harassment" and means threatening or emotionally distressing conduct based on sex including, but not limited to, nonconsensual recording of sexual activity or the distribution of such recording.~~

~~(c) Sexual violence. Sexual violence is a type of sexual discrimination and harassment. Nonconsensual sexual intercourse, nonconsensual sexual contact, domestic violence, dating violence, and stalking are all types of sexual violence.~~

~~(i) Nonconsensual sexual intercourse is any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a person upon another person, that is without consent and/or by force. Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.~~

~~(ii) Nonconsensual sexual contact is any intentional sexual touching, however slight, with any object, by a person upon another person that is without consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.~~

~~(iii) Domestic violence. Domestic violence includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law, and, includes conduct that causes emotional, psychological, physical, and sexual trauma. Domestic violence as defined in (d) of this subsection.~~

~~(iv) Dating violence means violence by a person who has been in a romantic or intimate relationship with the victim, and includes conduct that causes emotional, psychological, physical, and sexual trauma. Whether there was such relationship will be gauged by its length, type, and frequency of interaction. Quid pro quo sexual harassment occurs when as~~

~~(v) Stalking as defined in subsection (1)(c) of this section.~~

~~(vi) Consent: Knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Each party has the responsibility to make certain that the other has~~

~~consented before engaging in the activity. For consent to be valid, there must be at the time of the act of sexual intercourse or sexual contact actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact.~~

~~A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has engaged in nonconsensual conduct.~~

~~Intoxication is not a defense against allegations that an individual has engaged in nonconsensual sexual conduct.~~

~~—(d) Domestic violence. Domestic violence includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law, and, includes conduct that causes emotional, psychological, physical, and sexual trauma.~~

~~(31) The terms "college" and "campus" are used interchangeably, and each refers to any of the district's three colleges, North Seattle College, Seattle Central College, and South Seattle College. The Seattle Vocational Institute is considered to be part of Seattle Central College.~~

~~(42) "Day" means calendar day, unless specified otherwise, and deadlines shall be computed in accordance with WAC [10-08-080](#).~~

~~(53) "District" means the sixth state college district, the district administrative offices (Siegal Center), North Seattle~~

150 College, Seattle Central College, South Seattle College, and/or
151 every other District VI educational facility, each separately
152 and all together.

153 (~~6~~4) "District community" includes, but is not limited to, the
154 district itself and all enrolled students, employees, officers,
155 and invitees of the district.

156 (~~7~~5) "District property" includes all real property, buildings,
157 and other facilities that are owned, leased, or controlled by
158 the district or by the state for district purposes.

159 (~~8~~6) "Vice president for student services" means the person whom
160 a college president has appointed to that position or has
161 otherwise designated to perform the functions ascribed to that
162 position in this chapter.

163 (~~9~~7) An action or activity that may be authorized or taken by
164 the district chancellor, a vice chancellor, a campus president,
165 or a campus vice president may also be authorized or taken by
166 any other person whom that officer has specifically designated
167 to perform that function on their behalf, but this officer
168 retains responsibility for the function.

169 (~~10~~8) After the adoption of these rules, if a statute or rule to
170 which they refer is renumbered or otherwise amended, these rules
171 shall be interpreted to the fullest extent possible to
172 incorporate such amendment while still giving effect to their
173 original purposes.

174 (~~11~~9) Service of any document, notice, or copy under this
175 chapter shall be made (a) by personal delivery, (b) by mailing
176 to the recipient's last known address, which service shall be
177 regarded as complete upon deposit in the U.S. mail properly

178 stamped and addressed, or (c) as otherwise authorized by law or
179 rule.

180 (1~~20~~) The term "student" includes all persons taking courses at
181 the district, either full-time or part-time. Persons who
182 withdraw after allegedly violating the student code, who are not
183 officially enrolled for a particular term but who have a
184 continuing relationship with the district, or who have been
185 notified of their acceptance for admission are considered
186 "students" as are persons who are living in district resident
187 halls, although not enrolled at the district.

188 (11) The term "student group" is a student organization,
189 athletic team, or living group, including, but not limited to,
190 student clubs and organizations, members of a class or student
191 cohort, student performance groups, and student living groups
192 within student housing.

193

194 [Statutory Authority: RCW [28B.50.140](#) and [28B.50.090](#)(3). WSR 21-
195 10-027, § 132F-121-010, filed 4/26/21, effective 5/27/21.
196 Statutory Authority: RCW [28B.50.140](#)(13). WSR 16-04-025, § 132F-
197 121-010, filed 1/25/16, effective 2/25/16. Statutory Authority:
198 RCW [28B.50.140](#)(13) and [42.56.040](#). WSR 15-02-072, § 132F-121-010,
199 filed 1/6/15, effective 2/6/15. Statutory Authority: RCW
200 [28B.50.140](#)(13). WSR 13-11-127, § 132F-121-010, filed 5/21/13,
201 effective 6/21/13. Statutory Authority: RCW [28B.50.100](#),
202 [28B.50].130, and/or [28B.50].140. WSR 03-16-015, § 132F-121-
203 010, filed 7/28/03, effective 8/28/03.]

204 **WAC 132F-121-020 Student rights, freedoms, and responsibilities.**

205 (1) Statement of student rights. As members of the academic
206 community, students are encouraged to develop the capacity for
207 critical judgment and to engage in an independent search for

208 truth. Freedom to teach and freedom to learn are inseparable
209 facets of academic freedom. The freedom to learn depends upon
210 appropriate opportunities and conditions in the classroom, on
211 the campus, and in the larger community. Students should
212 exercise their freedom with responsibility. The responsibility
213 to secure and to respect general conditions conducive to the
214 freedom to learn is shared by all members of the college
215 community. The following enumerated rights are guaranteed to
216 each student within the limitations of statutory law and college
217 policy which are deemed necessary to achieve the educational
218 goals of the college: (a) Academic freedom. (i) Students are
219 guaranteed the rights of free inquiry, expression, and assembly
220 upon and within college facilities that are generally open and
221 available to the public. (ii) Students are free to pursue
222 appropriate educational objectives from among the college's
223 curricula, programs, and services, subject to the limitations of
224 RCW 28B.50.090 (3)(b). (iii) Students shall be protected from
225 academic evaluation which is arbitrary, prejudiced, or
226 capricious, but are responsible for meeting the standards of
227 academic performance established by each of their instructors.
228 (iv) Students have the right to a learning environment which is
229 free from unlawful discrimination, inappropriate and
230 disrespectful conduct, and any and all harassment, including
231 sexual harassment. (b) Due process. (i) The rights of students
232 to be secure in their persons, quarters, papers, and effects
233 against unreasonable searches and seizures is guaranteed. (ii)
234 No disciplinary sanction may be imposed on any student without
235 notice to the accused of the nature of the charges. (iii) A
236 student accused of violating this code of student conduct is
237 entitled, upon request, to procedural due process as set forth
238 in this chapter. (iv) Sexual misconduct investigations. Both the
239 respondent and the claimant in cases involving allegations of

240 sexual misconduct shall be provided the same procedural rights
241 to participate in student discipline matters, including the
242 right to participate in the initial disciplinary decision-making
243 process and to appeal any disciplinary decision. (2) Classroom
244 freedom of expression. The district recognizes the rights of
245 students to freedom of discussion and free expression of views.
246 However, students' rights of classroom expression do not include
247 expressions or conduct which create a hostile educational
248 environment or violate chapter 49.60 RCW or other applicable
249 law. It is the responsibility of the instructor to insure and
250 encourage the realization not only of the fact but of the spirit
251 of free inquiry. Instructors have the responsibility to maintain
252 order, but this authority shall not be used to inhibit the
253 expression of views contrary to their own. Students have the
254 right to take reasoned exception to the data or views offered in
255 any course of study and to reserve judgment about matters of
256 opinion, but they cannot do so in a disruptive manner that
257 interferes with the educational process. Students are
258 responsible for learning the content of any course of study for
259 which they are enrolled. It also is the responsibility of the
260 student to comply with the instructor's efforts to assure
261 freedom of expression and to maintain order. (3) Protection
262 against improper evaluation. Instructors shall give their
263 students fair and consistent evaluations of the students' course
264 performance. Toward this end, instructors are also responsible
265 for establishing appropriate standards of academic performance
266 for each course. Fair and consistent grading is a legitimate
267 classroom experience. (4) Protection against improper
268 disclosure. Information about student views, beliefs, and
269 political associations which is acquired by instructors in the
270 course of their work as faculty or advisors, under circumstances
271 which clearly indicate that it is intended to be confidential,

shall be treated as confidential and shall not be disclosed to others, unless it relates to the apparent or intended commission of a crime or disclosure is required by law. Protection against improper disclosure of student education record information is a serious professional obligation incurred by the teaching profession and district administrators. However, evaluations of student ability and character may be provided to third parties with the student's consent or in accordance with applicable law.

(5) Nonacademic expression and inquiry. Students and student organizations are free to examine and to discuss all questions of interest to them and to express opinions publicly and privately, in accordance with law. They are free to support causes by orderly and lawful means which do not disrupt the operation of the institution and which comply with the district's policies regarding these activities. (6) The district shall respect students' right to privacy. It will not inquire into the off-campus activities of its students without legal justification. [Statutory Authority: RCW 28B.50.140 and 28B.50.090(3). WSR 21-10-027, § 132F-121-020, filed 4/26/21, effective 5/27/21. Statutory Authority: RCW 28B.50.140(13). WSR 16-04-025, § 132F-121-020, filed 1/25/16, effective 2/25/16. Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].140. WSR 03-16-015, § 132F-121-020, filed 7/28/03, effective 8/28/03.]

298 **WAC 132F-121-030 Student organizations.** (1) Student
299 organizations may be established and recognized whether their
300 aims are educational, cultural, recreational, social, athletic,
301 religious, political, or economic. Affiliation with an external
302 organization shall not in and of itself disqualify a campus-
303 based student organization from recognition. Membership in a
304 student organization shall be open to any student who subscribes
305 to the stated aims of the organization. To operate as such, a
306 student organization must be recognized by the approved student
307 government organization. The student organization shall abide by
308 all governing federal and state laws and district and campus
309 rules, policies and procedures. (2) A college may require, as a
310 condition of access to campus funds and/or facilities,
311 demonstration or proof of the student enrollments of a student
312 organization's members. However, any list of members compiled
313 for such purposes shall not be publicly disclosed except in
314 accordance with applicable law. A college may, in its
315 discretion, permit others, such as students' spouses, to
316 participate in a student organization's activities under
317 appropriate conditions. (3) Each year, before a student
318 organization may be recognized or function as such, or may use
319 services and activities funds, a college employee must be
320 identified to serve as its advisor and their name must be
321 approved by the vice president for student services or designee.
322 (4) Where funds are allocated to a student organization,
323 financial accountability is required. Student organizations'
324 funds shall be maintained at the college, in college accounts.
325 The organizations shall keep detailed written records of their
326 income and expenditures and shall assure that these can be
327 reconciled with the campus budget and accounting system. Student

328 organizations' financial records must be made available upon
329 request to the student government organization and to any
330 administrative officer designated by the college president. (5)
331 A college president may withdraw a student organization's
332 recognition and funding for good cause. Such cause shall
333 include, but not be limited to, (a) failure to comply with this
334 rule or other district requirements or (b) hazing. [Statutory
335 Authority: RCW 28B.50.140 and 28B.50.090(3). WSR 21-10-027, §
336 132F-121-030, filed 4/26/21, effective 5/27/21. Statutory
337 Authority: RCW 28B.50.140(13). WSR 13-11-127, § 132F-121-030,
338 filed 5/21/13, effective 6/21/13. Statutory Authority: RCW
339 28B.50.100, [28B.50].130, and/or [28B.50].140. WSR 03-16-015, §
340 132F-121-030, filed 7/28/03, effective 8/28/03.]

341

342 **WAC 132F-121-### Hazing Prohibited, Sanctions**

343 (1) Hazing by a student or a student group is prohibited
344 pursuant to WAC 132F-121-110(15)

345 (2) No student may conspire to engage in hazing or participate
346 in hazing of another. State law provides that hazing is a
347 criminal offense, punishable as a misdemeanor. ⁺

348 (3) Washington state law provides that:

349 (a) Any Student Group that knowingly permits hazing is
350 strictly liable for harm caused to persons or property resulting
351 from hazing. If the organization, association, or student living
352 group is a corporation whether for profit or nonprofit, the
353 individual directors of the corporation may be held individually
354 liable for damages.².

⁺~~RCW 28B.10.901(2)&(3).~~

²~~RCW 28B.10.901(3).~~

355 (b) Any person who participates in the hazing of another
356 shall forfeit any entitlement to state-funded grants,
357 scholarships, or awards for a period of time determined by the
358 college.³

359 (c) Student groups that knowingly permit hazing to be
360 conducted by its members or by others subject to its direction
361 or control shall be deprived of any official recognition or
362 approval granted by the college.⁴

363 (d) Student groups found responsible for violating
364 the code of student conduct, college anti-hazing policies, or
365 state or federal laws relating to hazing or offenses related to
366 alcohol, drugs, sexual assault, or physical assault will be
367 disclosed in a public report issued by the college setting forth
368 the name of the student group, the date the investigation began,
369 the date the investigation ended, a finding of responsibility, a
370 description of the incident(s) giving rise to the finding, and
371 the details of the sanction(s) imposed.

372
373
374 **WAC 132F-121-040 Journalistic freedom and responsibility.** (1) A
375 primary purpose of student publications is to promote free and
376 responsible discussion of campus and community issues. (2) Each
377 campus president shall establish a board of publications
378 composed of representatives of students, faculty, and staff.
379 This board shall serve as the publisher of all student
380 publications and shall have general authority over them. (3) The
381 board of publications may adopt, subject to modification by the

³~~RCW 28B.10.902(1).~~

⁴~~RCW 28B.10.902(2).~~

382 campus president, such journalistic, editorial, and advertising
383 guidelines as it deems appropriate to govern student
384 publications. Unless specifically stated by the board and
385 approved by the campus president otherwise, these guidelines
386 shall be deemed to include all applicable federal and state
387 laws, all district rules, policies and procedures, and relevant
388 codes of journalistic, editorial and advertising ethics and
389 practices as adopted by national trade and professional
390 organizations, including but not limited to the Statement of
391 Principles as adopted by the American Society of Newspaper
392 Editors. (4) Student newspapers shall be free of censorship.
393 However, student newspapers and other student publications shall
394 follow the board's guidelines as described above. Student
395 editors shall be free to develop their own editorial policies
396 within these guidelines. (5) Staff members of student newspapers
397 shall not be subject to arbitrary discipline or dismissal
398 because of student, faculty, administrative or community
399 disapproval of editorial policy or content. (6) Good cause for
400 discipline or dismissal of a student publication staff member
401 shall include, but not be limited to, violation of the board's
402 guidelines. Any discipline or dismissal of a student staff
403 member shall be subject to review under the student complaint
404 procedure. [Statutory Authority: RCW 28B.50.100, [28B.50].130,
405 and/or [28B.50].140. WSR 03-16-015, § 132F-121-040, filed
406 7/28/03, effective 8/28/03.]

407

408 **WAC 132F-121-050 Student use of the district/college name.** (1)
409 No individual student, student group, or student organization
410 may act or make any representation in the name of the district
411 or of any campus without specific authorization from the vice
412 president for student services or designee. (2) No individual

413 student, student group or student organization shall falsely
414 indicate or represent that their own position on any policy or
415 issue is that of the district or of any campus. [Statutory
416 Authority: RCW 28B.50.140 and 28B.50.090(3). WSR 21-10-027, §
417 132F-121-050, filed 4/26/21, effective 5/27/21. Statutory
418 Authority: RCW 28B.50.140(13). WSR 13-11-127, § 132F-121-050,
419 filed 5/21/13, effective 6/21/13. Statutory Authority: RCW
420 28B.50.100, [28B.50].130, and/or [28B.50].140. WSR 03-16-015, §
421 132F-121-050, filed 7/28/03, effective 8/28/03.]

422 **WAC 132F-121-060 Student grievances generally.** (1) The purpose
423 of these procedures is to provide guidelines which enable a
424 student to express and resolve misunderstandings, complaints, or
425 grievances in a fair and equitable manner. These procedures are
426 to be used for addressing informal grievances and formal
427 grievances against college employees as far as the collective
428 bargaining agreement under which the employee works allows. (2)
429 Students have the right to receive clear information and fair
430 application of college policies, standards, rules and
431 requirements and are responsible for complying with them in
432 their relationships with college personnel. The grievance
433 procedure emphasizes an informal resolution which promotes
434 constructive dialogue and understanding. Available to all
435 students and it is intended to protect the rights of both the
436 complainant and the respondent. The formal procedures should be
437 used when informal process does not resolve the issue. (3) A
438 "grievance" is defined as a good faith allegation based on
439 personal experience or knowledge by a student or students that
440 there has been a violation, misapplication, or misinterpretation
441 of some service or rule as it applies to students in the
442 institution by a staff or faculty member of the institution,
443 resulting in loss or detriment to the complainant. However, an

444 objection to disciplinary action under the student conduct code
445 is only appealable under that code, and cannot constitute a
446 grievance. (4) The student grievance procedure described is not
447 intended to cover grievances of discrimination or sexual
448 harassment. The college has separate, specific procedures for
449 such grievances. (5) Each college president shall appoint a
450 grievance officer to handle student grievances. This position
451 shall be filled by an employee whose position is below the level
452 of vice president. The district chancellor shall designate a
453 grievance officer to handle grievances against Siegal Center
454 employees. If the president or chancellor determines, upon
455 request, that the grievance officer has a disqualifying conflict
456 of interest in a particular matter, they may appoint a
457 substitute grievance officer for that matter. Information on the
458 identity and location of the grievance officer(s) and about this
459 procedure shall be readily available within each college. (6)
460 Each campus will appoint one or more nonstudent employees who
461 will serve as student process advocates. This role will guide
462 the student through the informal and formal process. (7) No
463 respondent or district employee shall take adverse action or
464 otherwise retaliate against a student because that student
465 initiated a good faith grievance or assisted another student
466 with a grievance. (8) Federal and state laws, rules and
467 regulations, in addition to policies, regulations and procedures
468 adopted by the state board for community college education or
469 the board of trustees of Seattle Colleges shall not be grievable
470 matters. [Statutory Authority: RCW 28B.50.140 and 28B.50.090(3).
471 WSR 21-13-066, § 132F-121-060, filed 6/12/21, effective 7/13/21.
472 Statutory Authority: RCW 28B.50.140(13). WSR 13-11-127, § 132F-
473 121-060, filed 5/21/13, effective 6/21/13. Statutory Authority:
474 RCW 28B.50.100, [28B.50].130, and/or [28B.50].140. WSR 03-16-
475 015, § 132F-121-060, filed 7/28/03, effective 8/28/03.]

WAC 132F-121-070 Informal processing of student grievances. (1)

The goal is to informally resolve the grievance with the employee most closely responsible for the policy, procedure, or action. The college employee and student shall make a good faith effort to resolve the issue on a one-to-one basis. (2) Both parties should openly discuss the concern, attempt to understand the other's perspective, explore alternatives and attempt to arrive at a satisfactory resolution. For assistance in identifying the appropriate person a student should contact the student grievance process advocate, as designated by the VPSS. In such cases, the student may choose to engage with the student grievance process advocate as designed by the institution in support of these efforts. (3) If the student complainant believes that discussion with an employee respondent will not achieve or has not achieved a satisfactory result, the student may communicate about the matter with the respondent's supervisor. (4) This informal process must be completed in a timely manner. In general, a student wishing to express a grievance should do so as soon as the grievance arises, but no later than the end of the quarter in which the issue occurred. [Statutory Authority: RCW 28B.50.140 and 28B.50.090(3). WSR 21-13-066, § 132F-121-070, filed 6/12/21, effective 7/13/21. Statutory Authority: RCW 28B.50.140(13). WSR 13-11-127, § 132F-121-070, filed 5/21/13, effective 6/21/13. Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].140. WSR 03-16-015, § 132F-121-070, filed 7/28/03, effective 8/28/03.]

WAC 132F-121-080 Formal processing of grievances. (1) A grievance is a formal procedure instituted when a grievance is not resolved through the informal grievance process. It involves submitting a written grievance to the student grievance officer

507 often with the help of the student grievance process advocate.
508 (2) A student wishing to express a grievance should do so no
509 later than the last day of the quarter after the event occurred,
510 with the exception of spring quarter where the last day to file
511 a formal grievance is the last day of fall quarter. (3) The
512 following procedures shall be used when a student initiates the
513 grievance process. All timelines below can be adjusted as deemed
514 appropriate by the grievance officer. (a) Student (complainant)
515 submits a written grievance; (b) Grievance officer reviews and
516 qualifies, or requests the student revise for subsequent
517 qualification; (c) Grievance officer notifies employee
518 (respondent) and their supervisor with written grievance and
519 documentation, once qualified, within five business days or the
520 maximum days afforded in the employee's contract; (d) Respondent
521 must provide a written response to student grievance officer,
522 within ten business days; (e) The respondent's supervisor must
523 provide a written summary of attempts to resolve or facts
524 gathered in the grievance process to the student grievance
525 officer within the same time frame as respondent; (f) Student
526 grievance officer sends response to complainant within five
527 business days; (g) The grievance is confirmed by the student as
528 resolved, or if the student feels a satisfactory resolution was
529 not achieved, they may request a conference with the respondent
530 and their supervisor, facilitated by the student grievance
531 officer within five business days. Students have the right to
532 bring an advocate to the conference meeting with notification to
533 the grievance officer; (h) Student grievance officer initiates
534 scheduling of one hour conference meeting to facilitate
535 discussion for attempted resolution, within five business days;
536 (i) Grievance officer will provide to all parties a written
537 summary of the conference, within five business days; (j) If
538 complainant is not satisfied with the resolution upon receipt of

the conference summary, they may request of the grievance officer a final review by the respondent's vice president or appropriate unit administrator in writing within five business days; and (k) The unit administrator may amend, modify, reverse or accept the recommendation. This decision must be sent to the complainant within ten business days. This decision shall be final. (4) The grievance officer or appropriate unit administrator may extend the timeline under exceptional circumstances such as extended illness or off contract status. [Statutory Authority: RCW 28B.50.140 and 28B.50.090(3). WSR 21-13-066, § 132F-121-080, filed 6/12/21, effective 7/13/21; WSR 21-10-027, § 132F-121-080, filed 4/26/21, effective 5/27/21. Statutory Authority: RCW 28B.50.140(13). WSR 13-11-127, § 132F-121-080, filed 5/21/13, effective 6/21/13. Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].140. WSR 03-16-015, § 132F-121-080, filed 7/28/03, effective 8/28/03.]

WAC 132F-121-090 Additional provisions for grade grievances. (1) For student grievances regarding grades received for course work, before a student can file a formal or written grade appeal, they should try to resolve the issue directly with the instructor or their dean. (2) If direct discussion with the faculty or instructional dean does not resolve the grade dispute to the student's satisfaction, the student may begin the formal grade grievance process. (3) A student may formally grieve only the final grade received in a course, but that grievance may include any or all of the components of that final grade. For a grade grievance, the respondent(s) shall be, or include, the instructor who issued the grade. Assignment grades before the quarter ends, must be resolved using the informal grievance process by involving the instructor and their dean. (4) A formal

grievance regarding a grade must be filed not later than the last day of the quarter which follows the quarter for which the disputed grade was received, except that a grievance regarding a spring quarter grade may be filed through the last day of the following fall quarter. (5) In specifying the facts and other grounds on which it is based, the formal grievance shall specify the grade that is being challenged and should attach copies of relevant documents. The response on behalf of the respondent shall include, to the extent feasible, the applicable evaluation criteria, copies of the course syllabus and relevant grading records, and the faculty member's explanation for the grade. (6) Ordinarily the evaluation of course mastery is exclusively within the province of the instructor of a particular course, and so a grade change may be initiated only by that instructor. (7) Nothing in these rules shall be construed to limit the separate authority of the vice president of instruction to change a grade when required by a judicial order or a legal settlement agreement entered into by the district, regardless of whether a grievance has been filed. [Statutory Authority: RCW 28B.50.140 and 28B.50.090(3). WSR 21-13-066, § 132F-121-090, filed 6/12/21, effective 7/13/21. Statutory Authority: RCW 28B.50.140(13). WSR 13-11-127, § 132F-121-090, filed 5/21/13, effective 6/21/13. Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].140. WSR 03-16-015, § 132F-121-090, filed 7/28/03, effective 8/28/03.]

WAC 132F-121-100 Student conduct generally. (1) Pursuant to the authority granted by RCW 28B.50.140 and other applicable law, the district board of trustees hereby establishes the following rules on student conduct and student discipline as the district's student conduct code. (2) This student conduct code

applies to every person who is enrolled as a student in the district. (3) Expectations of students. Admission to the district presumes that students will conduct themselves as responsible members of the district community. When students enroll in any of the colleges or facilities operated by the district, they assume the obligation to observe standards of conduct which are appropriate to the pursuit of their educational goals. (4) Student responsibility. Students have the obligations to: (a) Maintain high standards of academic and personal honesty and integrity; (b) Respect the rights of others and cooperate with all parts of the district community to insure that such rights are guaranteed, whether or not the views of those exercising such rights are consistent with their own; (c) Refrain from actions which would interfere with campus functions or endanger the health, safety, welfare or property of others; (d) Comply with district rules and regulations; and (e) Comply with duly constituted civil authority, and obey all applicable laws. [Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].140. WSR 03-16-015, § 132F-121-100, filed 7/28/03, effective 8/28/03.]

132F-121-110

Student misconduct.

Misconduct for which the campuses may impose sanctions includes, but is not limited to, any of the following:

(1) Discriminatory conduct. Discriminatory conduct which harms or adversely affects any member of the college community because of their race; color; national origin; sensory, mental or physical disability; use of a service animal; gender, including pregnancy; marital status, religion; creed; genetic

information; sexual orientation; age; gender identity; gender expression; veteran's status; or any other legally protected classification.

(2) Sexual misconduct.

Sexual misconduct includes sexual harassment, sexual intimidation, sexual violence, domestic violence, and dating violence. Sexual misconduct may also include acts of sexual harassment prohibited under Title IX. See WAC 132F-121-280.

(a) Sexual Harassment is a form of sexual discrimination consisting of unwelcome, gender-based, verbal, written, electronic and/or physical conduct. Sexual harassment does not need to be sexual in a nature and can include offensive remarks about a person's gender. There are two types of sexual harassment:

(i) Hostile Environment Sexual Harassment occurs when the conduct is sufficiently severe and/or pervasive and so objectively offensive that it has the effect of altering the terms or conditions of employment or substantially limiting the ability of a student to participate in or benefit from the College's educational and/or social programs and/or student housing.

(ii) Quid Pro Quo Harassment occurs when an individual in a position of real or perceived authority, conditions the receipt of a benefit upon granting of sexual favors.

(b) Sexual exploitation. Taking nonconsensual or abusive sexual advantage of another for the respondent's own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, when the behavior does not otherwise constitute one of the other sexual misconduct

660 offenses described herein. Examples of sexual exploitation
661 may include, but are not limited to:

662 (i) Invading another person's sexual privacy;

663 (ii) Prostituting another person;

664 (iii) Nonconsensual photography and digital or video
665 recording of nudity or sexual activity, or nonconsensual
666 audio recording of sexual activity;

667 (iv) Unauthorized sharing or distribution of photographs
668 or digital or video recording of nudity or sexual
669 activity, or audio recording of sexual activity, unless
670 otherwise protected by law;

671 (v) Engaging in voyeurism. A person commits voyeurism if
672 they knowingly view, photograph, record, or film another
673 person, without that person's knowledge and consent,
674 while the person being viewed, photographed, recorded, or
675 filmed is in a place where the person has a reasonable
676 expectation of privacy;

677 (vi) Knowingly or recklessly exposing another person to a
678 significant risk of sexually transmitted disease or
679 infection; or

680 (vii) Causing the nonconsensual indecent exposure of
681 another person, as defined by subsection () of this
682 section.

683 (c) Sexual violence. Sexual violence is a type of sexual
684 discrimination and harassment. Nonconsensual sexual
685 intercourse, nonconsensual sexual contact, domestic
686 violence, dating violence, and stalking are all types of
687 sexual violence.

688 (i) Nonconsensual sexual intercourse (anal, oral, or
689 vaginal), however slight, with any object, by a person
690 upon another person, that is without consent and/or by
691 force. Sexual intercourse includes anal or vaginal
692 penetration by a penis, tongue, finger, or object, or
693 oral copulation by mouth to genital contact or genital
694 to mouth contact.

695 (ii) Nonconsensual sexual contact is any intentional
696 sexual touching, however slight, with any object or
697 body part, by a person upon another person that is
698 without consent and/or by force. Sexual touching
699 includes any bodily contact with the breasts, groin,
700 mouth, or other bodily orifice of another individual,
701 or any other bodily contact in a sexual manner.

702 ~~(vii)~~ Consent: Knowing, voluntary and clear permission by
703 word or action, to engage in mutually agreed upon sexual
704 activity. Each party has the responsibility to make certain
705 that the other has consented before engaging in the
706 activity. For consent to be valid, there must be at the
707 time of the act of sexual intercourse or sexual contact
708 actual words or conduct indicating freely given agreement
709 to have sexual intercourse or sexual contact.

710 A person cannot consent if they are unable to understand
711 what is happening or is disoriented, helpless, asleep or
712 unconscious for any reason, including due to alcohol or
713 other drugs. An individual who engages in sexual activity
714 when the individual knows, or should know, that the other
715 person is physically or mentally incapacitated has engaged
716 in nonconsensual conduct.

Intoxication is not a defense against allegations that an individual has engaged in nonconsensual sexual conduct.

(iii) Domestic violence includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law, and, includes conduct that causes emotional, psychological, physical, and sexual trauma.

(iv) Dating violence means violence by a person who has been in a romantic or intimate relationship with the victim, and includes conduct that causes emotional, psychological, physical, and sexual trauma. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

(v) Stalking is intentional and repeated following of another person, which places that person in reasonable fear that the perpetrator intends to injure, intimidate or harass that person. Stalking also includes instances where the perpetrator knows or reasonably should know that person is frightened, intimidated or harassed, even if the perpetrator lacks such an intent.

~~The term "sexual misconduct" includes sexual harassment, sexual intimidation, and sexual violence, and domestic violence as defined in WAC 132F-121-010(2).~~

(3) Harassment. Unwelcome and offensive conduct, including verbal, nonverbal, or physical conduct not otherwise protected by law, that is directed at a person because of ~~their~~ membership in a protected class ~~or person's protected status~~ and that is sufficiently serious as to deny or limit, and that does

deny or limit, the ability of a student to participate in or benefit from the college's educational program or that creates an intimidating, hostile, or offensive environment for other campus community members. Protected status includes a person's race; color; national origin; sensory, mental or physical disability; use of a service animal; gender, including pregnancy; marital status; age; religion; creed; genetic information; sexual orientation; gender identity; gender expression; veteran's status; or any other legally protected classification, and includes sexual harassment. Harassing conduct may include, but is not limited to, physical conduct, verbal, written, social media and electronic forms of communication not otherwise protected by law.

(4) Academic Dishonesty. Any act of course-related dishonesty, including but not limited to cheating or plagiarism.

(a) Cheating includes, but is not limited to, using, or attempting to use, any material, assistance, or source which has not been authorized by the instructor to satisfy any expectation or requirement in an instructional course, or obtaining, without authorization, test questions or answers or other academic material that belong to another.

(b) Plagiarism includes, but is not limited to, using another person's ideas, words, or other work in an instructional course without properly crediting that person.

(c) Academic dishonesty also includes, but is not limited to, submitting in an instructional course either information that is known to be false (while concealing that falsity) or work that is substantially the same as that previously submitted in another course (without the current instructor's approval).

(5) Other Dishonesty. Any other act of ~~college-related~~ dishonesty related to district operations. Such acts include, but are not limited to:

(a) Forgery, alteration, or misuse of any district document, record, or instrument of identification;

(b) Tampering with an election conducted by or for district students; or

(c) Furnishing false information, or failing to furnish correct information, in response to the request or requirement of a district officer or employee.

(6) Obstruction or disruption of (a) any instruction, research, administration, disciplinary proceeding, or other district activity, whether occurring on or off district property, or (b) any other activity that is authorized to occur on district property, whether or not actually conducted by the district.

(7) Assault, physical abuse, verbal abuse, threat(s), intimidation, harassment, ~~bullying, cyberbullying, stalking~~ or other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person or another person's property.

(8—) Bullying , , , Bullying is unwelcome conduct, whether verbal, physical or otherwise, including "cyber" bullying is that is objectively offensive and sufficiently severe, or persistent, and/or pervasive, that it has the effect of substantially limiting the ability of a individual to participate in or benefit from the Colleges' educational and/or social programs, and/ or student housing. Bullying behavior is conduct that is not otherwise protected by law. Bullying may be top-down, perpetuated by someone with greater positional power towards another with lesser positional power; bottom-up, perpetuated by someone with lesser positional power towards someone with greater positional power; or peer-to-peer. Petty slights, annoyances, offensive utterances, and isolated

incidents (unless extremely serious) typically do not qualify as bullying.

~~(—) Cyber bullying . . .~~

(9) Cyber misconduct. Cyberstalking, cyberbullying or online harassment. Use of electronic communications including, but not limited to, electronic mail, instant messaging, electronic bulletin boards, and social media sites, to harass, abuse, bully or engage in other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person. Prohibited activities include, but are not limited to, unauthorized monitoring of another's email communications directly or through spyware, sending threatening emails, disrupting electronic communications with spam or by sending a computer virus, sending false messages to third parties using another's email identity, nonconsensual recording, including images or videos of a sexual nature, and nonconsensual distribution of such material.

(10—) Stalking Stalking is intentional and repeated following of another person, which places that person in reasonable fear that the perpetrator intends to injure, intimidate or harass that person. Stalking also includes instances where the perpetrator knows or reasonably should know that person is frightened, intimidated or harassed, even if the perpetrator lacks such an intent. . . .

(~~8~~11) Attempted or actual damage to, or theft or misuse of, real or personal property or money of (a) the district or state, (b) any student or district officer, employee, or organization, or (c) any other person or organization lawfully present on district property, or possession of such property or money after it has been stolen.

(912) Failure to comply with the direction of a district officer or employee who is acting in the legitimate performance of their duties, or failure to properly identify oneself to such a person when requested to do so.

(1023) Participation in any activity which unreasonably disrupts the operations of the district or infringes on the rights of another member of the district community, or leads or incites another person to engage in such an activity.

(1134) Weapons. Carrying, holding, wearing, exhibiting, displaying or drawing of any firearm, dagger, sword, knife or other cutting or stabbing instrument, club, explosive device, or any other weapon apparently capable of producing bodily harm is prohibited on the college campus, subject to the following exceptions:

(a) Commissioned law enforcement personnel or legally authorized military personnel while in performance of their duties;

(b) A student with a valid concealed weapons permit may store a firearm in their vehicle parked on campus in accordance with RCW 9.41.050, provided the vehicle is locked and the weapon is concealed from view; or

(c) The president or the president's designee may authorize possession of a weapon on campus upon a showing that the weapon is reasonably related to a legitimate pedagogical purpose. Such permission shall be in writing and shall be subject to such terms or conditions incorporated therein.

(d) This ~~policy~~prohibition does not apply to the possession and/or use of disabling chemical sprays when possessed and/or used for self-defense.

(1245) Hazing. ~~As defined in WAC 132F-121-010-(d).~~ Hazing includes any act committed as part of a person's recruitment, initiation, pledging, admission into, or affiliation with a

873 student organization, athletic team, or living group, or any
874 pastime or amusement engaged in with respect to such an
875 organization, athletic team, or living group that causes, or is
876 likely to cause, bodily danger or physical harm, or serious
877 psychological or emotional harm, to any student or other person
878 attending a public or private institution of higher education or
879 other postsecondary educational institution in this state,
880 including causing, directing, coercing, or forcing a person to
881 consume any food, liquid, alcohol, drug, or other substance
882 which subjects the person to risk of such harm, regardless of
883 the person's willingness to participate. "Hazing" does not
884 include customary athletic events or other similar contests or
885 competitions.~~Hazing competitions.~~ Hazing includes, but is not
886 limited to, any initiation into a student organization or any
887 pastime or amusement engaged in with respect to such an
888 organization that causes, or is likely to cause, bodily danger
889 or physical harm, or serious mental or emotional harm, to any
890 student.

891 (1~~35~~6) Alcohol. The use, possession, delivery, or sale of any
892 alcoholic beverage, except as permitted by law, applicable
893 college policies, or authorized by chancellor or a college
894 president, or being observably under the influence of alcohol.

895 (1~~46~~7) Drugs.

896 (a) Marijuana. The use, possession, delivery, or sale of
897 marijuana or the psychoactive compounds found in marijuana and
898 intended for human consumption, regardless of form. While state
899 law permits the recreational use of marijuana, federal law
900 prohibits such use on college premises or in connection with
901 college activities.

902 (b) Other Drugs. The use, possession, delivery, sale or
903 being under the influence of any legend drug, including anabolic
904 steroids, androgens, or human growth hormones as defined in

chapter 69.41 RCW, or any other controlled substance under chapter 69.50 RCW, except as prescribed for a student's use by a licensed practitioner.

~~(1578)~~ Obstruction of the free flow of pedestrian or vehicular movement on district property or at a district activity.

~~(1689)~~ Conduct which is disorderly, lewd, or obscene.

~~(17920)~~ Breach of the peace, or aiding, abetting, or procuring a breach of the peace.

(216) Indecent exposure. The intentional or knowing exposure of a person's genitals or other private body parts when done in a place or manner in which such exposure is likely to cause affront or alarm. Breastfeeding or expressing breast milk is not indecent exposure.

~~(18202)~~ The use of tobacco, electronic cigarettes, and related products is prohibited in any building owned, leased or operated by the college, including twenty-five feet from entrances, exits, windows that open, and ventilation intakes of such buildings, and where otherwise prohibited. "Related products" include, but are not limited to, cigarettes, pipes, bidi, clove cigarettes, water pipes, hookahs, chewing tobacco, and snuff.

~~(2139)~~ Theft or other misuse of computer time or other electronic information resources of the district. Such misuse includes but is not limited to:

(a) Unauthorized use of such resources or opening of a file, message, or other item;

(b) Unauthorized duplication, transfer, or distribution of a computer program, file, message, or other item;

(c) Unauthorized use or distribution of someone else's password or other identification;

935 (d) Use of such time or resources to interfere with someone
936 else's work;

937 (e) Use of such time or resources to send, display, or
938 print an obscene or abusive message, text, or image;

939 (f) Use of such time or resources to interfere with normal
940 operation of the district's computing system or other electronic
941 information resources;

942 (g) Use of such time or resources in violation of
943 applicable copyright or other law;

944 (h) Adding to or otherwise altering the infrastructure of
945 the district's electronic information resources without
946 authorization; or

947 (i) Failure to comply with the district's electronic use
948 policy.

949 (2024) Unauthorized possession, duplication, or other use of a
950 key, keycard, or other restricted means of access to district
951 property, or unauthorized entry onto or into district property.

952 (2135) Abuse or misuse of any of the procedures relating to
953 student complaints or misconduct including, but not limited to:

954 (a) Failure to obey a subpoena;

955 (b) Falsification or misrepresentation of information;

956 (c) Disruption, or interference with the orderly conduct,
957 of a proceeding;

958 (d) Interfering with someone else's proper participation in
959 a proceeding;

960 (e) Destroying or altering potential evidence, or
961 attempting to intimidate or otherwise improperly pressure a
962 witness or potential witness;

963 (f) Attempting to influence the impartiality of, or
964 harassing or intimidating, a student conduct committee member;
965 or

(g) Failure to comply with any disciplinary sanction(s) imposed under this student conduct code.

(2~~24~~6) Safety violations. The operation of any motor vehicle on district property in an unsafe manner or in a manner which is reasonably perceived as threatening the health or safety of another person. Safety violation includes any nonaccidental conduct that interferes with or otherwise compromises any college policy, equipment, or procedure relating to the safety and security of the campus community, including tampering with fire safety equipment and triggering false alarms or other emergency response systems.

(2~~35~~7) Violation of any other district rule, requirement, or procedure including, but not limited to, any that is posted in electronic form, the district's traffic and parking rules, or the requirements for carpool parking.

(2~~46~~8) Violation of any federal, state, or local law, rule, or regulation, including any hate crime.

(2~~57~~9) Ethical violation. The breach of any generally recognized and published code of ethics or standards of professional practice that governs the conduct of a particular profession for which the student is taking a course or is pursuing as an educational goal or major.

In addition to initiating discipline proceeding for violation of the student conduct code, the college may refer any violations of federal, state or local laws to civil and criminal authorities for disposition. The college shall proceed with student disciplinary proceedings regardless of whether the underlying conduct is subject to civil or criminal prosecution.

(2~~68~~30) Attempting to commit any of the foregoing acts of misconduct or aiding, Aiding, abetting, inciting, encouraging, or assisting another person to commit any of the foregoing acts of misconduct.

(27931) Retaliation. Retaliation against any individual for reporting, providing information, exercising one's rights or responsibilities, or otherwise being involved in the process of responding to, investigating, or addressing allegations or violations of federal, state or local law, or college policies including, but not limited to, student conduct code provisions prohibiting discrimination and harassment.

In addition to initiating discipline proceeding for violation of the student conduct code, the college may refer any violations of federal, state or local laws to civil and criminal authorities for disposition. The college shall proceed with student disciplinary proceedings regardless of whether the underlying conduct is subject to civil or criminal prosecution.

WAC 132F-121-120 Instructor sanctions for course work dishonesty or classroom misconduct. (1) An instructor need not give credit for course work that is the product of cheating, plagiarism, or other dishonesty. For any act of dishonesty that occurs during an instructional course, the instructor may adjust the student's grade accordingly for the particular examination, paper, or other work product where that dishonesty occurred. Any such grade adjustment shall not limit or preclude disciplinary sanction(s) for the same act of dishonesty. (2) An instructor may take appropriate action to maintain order and proper conduct in the classroom and to maintain the effective cooperation of students in fulfilling the objectives of the course. If a student is so disorderly or disruptive that it is difficult or impossible to maintain classroom decorum, that action may include removing that student from that day's class session. (3) With regard to any act of course-related dishonesty, classroom

misconduct, or other academic misconduct, the faculty member involved may notify their dean, with supporting documentation. The dean shall then determine whether to refer the matter to the vice president for student services for possible disciplinary action. (4) A student who has received a grade adjustment by the instructor on the basis of dishonesty may grieve that adjustment under the student complaint procedure. However, any disciplinary sanction that is imposed instead of or in addition to an instructor's grade adjustment may be imposed and reviewed only under the student disciplinary procedure. [Statutory Authority: RCW 28B.50.140 and 28B.50.090(3). WSR 21-10-027, § 132F-121-120, filed 4/26/21, effective 5/27/21. Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].140. WSR 03-16-015, § 132F-121-120, filed 7/28/03, effective 8/28/03.]

WAC 132F-121-130

Disciplinary jurisdiction.

~~(1) Disciplinary action may be instituted against a student for any misconduct that is a violation of this student code, regardless of whether there is a related civil or criminal court proceeding. Proceedings under these rules may precede, accompany, or follow any such court proceeding.~~

~~(2) Except as provided in subsection (3), a student is subject to disciplinary action under these rules for any act of misconduct which (a) occurs on or damages district property or (b) occurs during any event or activity that the district conducts, participates in, or sponsors, regardless of where it occurs.~~

~~(3) The district reserves jurisdiction and authority to take disciplinary action for student misconduct beyond that described~~

~~in subsection (2) when the misconduct demonstrates such flagrant disregard for the safety or well-being of others that it endangers the district community.~~

(1) The student conduct code shall apply to conduct by students and student groups that occurs

(a) on college premises; or

(b) at or in connection with college sponsored activities;

or

(c) to off-campus conduct that in the judgment of the college adversely affects the college community or the pursuit of its objectives.

(2) Jurisdiction extends to, but is not limited to, locations in which students or student groups are engaged in official college activities including, but not limited to, foreign or domestic travel, activities funded by the associated students, athletic events, training internships, cooperative and distance education, on-line education, practicums, supervised work experiences or any other college-sanctioned social or club activities and college-sanctioned housing.

(3) Students are responsible for their conduct from notification of admission to the college through the actual receipt of a certificate or degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment.

(4) These standards shall apply to a student's conduct even if the student withdraws from college while a disciplinary matter is pending.

(5) The student conduct officer has sole discretion, on a case-by-case basis, to determine whether the student conduct code will be applied to conduct by students or student groups that occurs off-campus.

WAC 132F-121-140 Initiation of discipline. (1) The vice president for student services or designee at each campus is responsible for investigating possible violations of this student conduct code at that campus and initiating any appropriate disciplinary actions. If that officer is a respondent in a complaint initiated by the subject student, the college president shall, upon request and when feasible, designate another person to fulfill any such disciplinary responsibilities relative to the complainant. (2) Any member of the district community may make a complaint against a student whom she/he believes has violated this student conduct code. Such a complaint should ordinarily be filed in writing with the vice president for student services. However, no such complaint is required in order for that vice president to take action on any matter that comes to their attention. [Statutory Authority: RCW 28B.50.140 and 28B.50.090(3). WSR 21-10-027, § 132F-121-140, filed 4/26/21, effective 5/27/21. Statutory Authority: RCW 28B.50.140(13). WSR 13-11-127, § 132F-121-140, filed 5/21/13, effective 6/21/13. Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].140. WSR 03-16-015, § 132F-121-140, filed 7/28/03, effective 8/28/03.]

WAC 132F-121-150 Vice president's review and action. (1) After conducting such initial investigation of possible misconduct as she/he deems appropriate, the vice president for student services or designee shall meet, or make a reasonable effort to meet, with the subject student. At that meeting, or if there is no meeting in a document served on the student, the vice president shall describe the complaint and/or information that has been received and identify the rule violations that appear to have occurred. In order that any informality not mislead the student as to the seriousness of the matter, the vice president shall also inform the student of the sanction(s) that may be imposed for the alleged misconduct. The vice president shall give the student an opportunity to respond to the allegations before a disciplinary decision is made. (2) After considering the information that has been obtained through investigation and/or from the student, the vice president may take any of the following actions: (a) Terminate the proceeding, exonerating the student; (b) Give any appropriate counseling or advice and then terminate the proceeding; (c) Impose disciplinary sanction(s), subject to any right of appeal as described herein; or (d) Refer the matter to the student conduct committee for such action as it deems appropriate. Such referral shall be in writing, to the attention of the committee chair, with a copy served on the student. (3) A "respondent" as referred to hereinafter is a student upon whom a disciplinary sanction has been imposed or whose case has been referred to the student conduct committee. [Statutory Authority: RCW 28B.50.140(13). WSR 13-11-127, § 132F-121-150, filed 5/21/13, effective 6/21/13. Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].140. WSR 03-16-015, § 132F-121-150, filed 7/28/03, effective 8/28/03.]

WAC 132F-121-160 Disciplinary actions. (1) Any of the following disciplinary sanctions may be imposed for violation of one or more specified provisions of this student conduct code: (a) Warning: Oral notice to the student of the violation(s). There shall be no appeal from a warning. (b) Reprimand: Written notice to the student of the violation(s). A reprimand indicates, and usually states, that other or further misconduct, especially any continuation or repetition of the misconduct in question, may or will result in more serious disciplinary action. There shall be no appeal from a reprimand. (c) Probation: Placement of one or more conditions on the student's continued attendance, as specified in the written notice to the student. The time period of the probation will ordinarily be stated in the notice; if not stated at all, or if so stated, the probation shall be for an indefinite period, concluding only with the end of the student's enrollment. Probation may include formal action placing specific conditions and restrictions upon the student's continued attendance depending upon the seriousness of the violation and which may include a deferred disciplinary sanction. If the student subject to a deferred disciplinary sanction is found in violation of any college rule during the time of disciplinary probation, the deferred disciplinary sanction which may include, but is not limited to, a suspension or a dismissal from the college, shall be in addition to any sanction or conditions arising from the new violation. Probation may be for a limited period of time or may be for the duration of the student's attendance at the college. (d) Suspension from activities: Disqualification of the student, for a stated or indefinite period of time, from participation in specified (or all) privileges, services, or activities that are provided or sponsored by the district. (e) Suspension of enrollment: Termination, for a stated or indefinite period of time, of all

1178 rights as an enrolled student in the college and/or the
1179 district, subject to the student's right to seek reinstatement
1180 as provided in WAC 132F-121-240. (f) Expulsion: Permanent
1181 termination of a student's enrollment, and right to enroll, at
1182 any college or other educational facility in the district. (g)
1183 Grade change: Lowering of a student's grade in a course below
1184 that awarded by the instructor. (2) The conditions or terms of
1185 probation or suspension may include, without limitation: (a)
1186 Restriction of future contact or communication with designated
1187 persons; (b) Restriction of the student's access to district
1188 property; and/or (c) Payment for personal injury, property
1189 damage, or other expenses related to the violation; (d)
1190 Requirement of a medical evaluation by a qualified professional
1191 to assess the student's ability to function in the academic
1192 environment. Upon completion of the medical evaluation, the
1193 student may be readmitted so long as the student does not pose a
1194 significant risk to the health or safety of others that cannot
1195 be eliminated by a modification of policies, practices or
1196 procedures, or by the provision of auxiliary aids or services.
1197 In determining whether students with disabilities (as defined by
1198 Section 504 of the Rehabilitation Act, Title II of the ADAAA,
1199 and chapter 49.60 RCW) pose such a direct threat, the vice
1200 president of student services or designee will make an
1201 individualized assessment based on reasonable judgment that
1202 relies on current medical knowledge or on the best available
1203 evidence, to ascertain the nature, duration, and severity of the
1204 risk and the likelihood, imminence, and nature of future harmful
1205 conduct to others in the college community; (e) Requirement of
1206 satisfactory completion of anger management therapy or other
1207 specified counseling. Failure to comply with a condition or term
1208 of probation or suspension shall be cause for further
1209 disciplinary sanction. (3) A respondent's record of past

1210 misconduct may be considered in determining the appropriate
1211 disciplinary action. (4) A summary suspension under WAC 132F-
1212 121-250 may be combined with or added to another suspension or
1213 an expulsion. (5) A suspension or expulsion may include a
1214 provision stating whether all or any part of the respondent's
1215 tuition and other fees will be refunded. (6) A disciplinary
1216 sanction, except a warning, shall be imposed through written
1217 notice served on the respondent. Each notice of disciplinary
1218 action shall state: (a) A reasonable description of the facts on
1219 which the action is based; (b) The provision(s) of this student
1220 conduct code found to have been violated; (c) The sanction(s)
1221 imposed; and (d) The respondent's right to appeal, i.e., to
1222 request an adjudicative proceeding, under these rules (except
1223 for a reprimand). A copy of these student conduct rules should
1224 be included with the notice. [Statutory Authority: RCW
1225 28B.50.140(13). WSR 16-04-025, § 132F-121-160, filed 1/25/16,
1226 effective 2/25/16; WSR 13-11-127, § 132F-121-160, filed 5/21/13,
1227 effective 6/21/13. Statutory Authority: RCW 28B.50.100,
1228 [28B.50].130, and/or [28B.50].140. WSR 03-16-015, § 132F-121-
1229 160, filed 7/28/03, effective 8/28/03.]

1230

1231 **WAC 132F-121-170 Appeals and referrals generally.** (1) Except as
1232 otherwise provided herein, a respondent who has received notice
1233 of disciplinary sanction(s) imposed by the vice president for
1234 student services may appeal such sanction(s) by filing a written
1235 notice of appeal with that officer within ten days. The notice
1236 of appeal may include any statement that the respondent wishes
1237 to make of the grounds for their appeal. (2) If the vice
1238 president has referred the matter to the student conduct
1239 committee for action, no appeal is required, but the student may
1240 file a written response with the vice president within twenty

days of service of that referral. (3) Except for conduct matters referred for brief adjudicative proceedings, the vice president shall promptly transmit any notice of appeal or response to referral, together with a copy of any notification of discipline, to the chair of the student conduct committee, described below. The vice president should serve a copy of that transmittal on the respondent. (4) Except through a summary suspension under WAC 132F-121-250, a respondent's enrollment status and rights as an enrolled student shall not be altered, on the basis of a disciplinary sanction imposed by the vice president, until (a) the appeal period has run without a proper appeal being filed or (b) if there is an appeal, either that appeal has been withdrawn or the final order has been entered. (5) If a respondent files a timely appeal of a probation or suspension that includes restrictions on contacts, communications, or campus access, the vice president will ordinarily modify those restrictions as necessary to facilitate the respondent's preparation for the hearing. [Statutory Authority: RCW 28B.50.140 and 28B.50.090(3). WSR 21-10-027, § 132F-121-170, filed 4/26/21, effective 5/27/21. Statutory Authority: RCW 28B.50.140(13). WSR 16-04-025, § 132F-121-170, filed 1/25/16, effective 2/25/16; WSR 13-11-127, § 132F-121-170, filed 5/21/13, effective 6/21/13. Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].140. WSR 03-16-015, § 132F-121-170, filed 7/28/03, effective 8/28/03.]

WAC 132F-121-180 Student conduct committee. (1) A student conduct committee at each college will hear all disciplinary cases at that college which are referred to it by the vice president for student services or appealed to it by a student. For purposes of WAC 132F-108-020 and any other requirements, the

district trustees and chancellor and each college president designate (a) the committee provided for herein to serve as presiding officer to hear the described student disciplinary matters and (b) the committee chair both to handle and decide procedural matters (as provided herein) and to preside at the hearing. (2) This committee shall be composed of the following three members: (a) One administrator or exempt employee, appointed by the college president; (b) One member of the faculty, appointed by the college president; and (c) One student, appointed by the president of the recognized student government organization. (3) Each appointment shall be accompanied by the appointment of two alternates. Each member and alternate shall serve for the academic year or until a replacement is appointed, whichever is longer. When a member is not available for a hearing, the committee chair shall designate an alternate to replace them for that hearing. If a member or alternate ceases to serve, a successor shall be promptly appointed. A member or alternate may be reappointed in any role. (4) The administrator or exempt employee shall be the committee chair. (5) A committee member is subject to disqualification for bias, prejudice, interest, or as further provided in RCW 34.05.425. [Statutory Authority: RCW 28B.50.140 and 28B.50.090(3). WSR 21-10-027, § 132F-121-180, filed 4/26/21, effective 5/27/21. Statutory Authority: RCW 28B.50.140(13). WSR 13-11-127, § 132F-121-180, filed 5/21/13, effective 6/21/13. Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or [28B.50].140. WSR 03-16-015, § 132F-121-180, filed 7/28/03, effective 8/28/03.]

WAC 132F-121-190 Student conduct committee hearings—In general.

(1) A respondent student has a right to a prompt, fair, and

1303 impartial hearing before the student conduct committee on a
1304 referral for, or timely appeal of, a disciplinary sanction,
1305 except as otherwise provided in these rules. (2) Chapter 34.05
1306 RCW and chapter 10-08 WAC govern committee proceedings and
1307 control in the event of any conflict with these rules. The
1308 district's chapter 132F-108 WAC also governs committee
1309 proceedings. (3) The chair of the committee shall give not less
1310 than seven days advance written notice of the hearing to all
1311 parties, as further specified in RCW 34.05.434 and WAC 10-08-040
1312 and 10-08-045. The chair may shorten this notice period if both
1313 parties agree, and also may continue the hearing to a later time
1314 for good cause. (4) The committee chair may provide to the
1315 committee members in advance of the hearing copies of (a) the
1316 vice president for student service's notification of imposition
1317 of discipline (or referral to the committee) and (b) the notice
1318 of appeal (or any response to referral) by the respondent. If
1319 doing so, however, the chair should remind the members that
1320 these "pleadings" are not evidence of any facts they may allege.
1321 (5) The committee chair is authorized to conduct prehearing
1322 conferences and/or to make prehearing decisions, except as
1323 overridden by majority vote of the committee, concerning the
1324 extent and forms of any discovery, issuance of protective
1325 orders, and similar procedural matters. (6) Upon request made at
1326 least five days before the hearing by either the respondent or
1327 the vice president, the two of them shall exchange, no later
1328 than the third day prior to the hearing, lists of potential
1329 witnesses and copies of potential exhibits that they reasonably
1330 expect to present in their respective cases, except impeachment
1331 or rebuttal evidence. Failure to participate in good faith in
1332 such a requested exchange may be cause for exclusion from the
1333 hearing of any witness or exhibit not disclosed, absent a
1334 showing of good cause for such failure. (7) The respondent and

1335 the vice president may agree before the hearing to designate
1336 specific exhibits as admissible without objection and, if they
1337 do so, whether the committee chair may provide copies of these
1338 admissible exhibits to the committee members before the hearing.

1339 (8) The vice president shall provide reasonable assistance to
1340 the respondent, upon request, in obtaining relevant and
1341 admissible evidence that is within the college's control. (9)
1342 Communications between committee members and other persons
1343 regarding any issue in the proceeding, other than procedural
1344 communications that are necessary to maintain an orderly
1345 process, are generally prohibited without notice and opportunity
1346 for all parties to participate, and any improper "ex parte"
1347 communication shall be placed on the record, as further provided
1348 in RCW 34.05.455. (10) Each party may be accompanied at the
1349 hearing by a nonattorney assistant of their choice. A respondent
1350 may elect to be represented by an attorney, but will be deemed
1351 to have waived that right unless, at least four days before the
1352 hearing, written notice of the attorney's identity and
1353 participation is served on both the chair and the vice
1354 president. If the respondent is represented by an attorney, the
1355 vice president may also be represented by an attorney. If both
1356 the respondent and vice president have counsel, the committee
1357 will ordinarily be advised by a separate assistant attorney
1358 general. (11) Minor disciplinary actions imposing probation or
1359 suspension of ten instructional days or less and any conditions
1360 or terms placed on the student may be conducted by a brief
1361 adjudicative proceeding in accordance with RCW 34.05.482 through
1362 34.05.494. [Statutory Authority: RCW 28B.50.140 and
1363 28B.50.090(3). WSR 21-10-027, § 132F-121-190, filed 4/26/21,
1364 effective 5/27/21. Statutory Authority: RCW 28B.50.140(13). WSR
1365 13-11-127, § 132F-121-190, filed 5/21/13, effective 6/21/13.
1366 Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or

1367 [28B.50].140. WSR 03-16-015, § 132F-121-190, filed 7/28/03,
1368 effective 8/28/03.]

1369

1370 **WAC 132F-121-200 Student conduct committee hearings—**

1371 **Presentations of evidence.** (1) Upon the failure of any party to
1372 attend or participate in a hearing, the committee may either (a)
1373 proceed with the hearing and issuance of its order or (b) serve
1374 an order of default in accordance with RCW 34.05.440. (2) The
1375 hearing will ordinarily be open to the public, as further
1376 provided in RCW 34.05.449. However, if the respondent requests
1377 that some or all of it be closed, pursuant to WAC 132F-108-070
1378 and 132F-108-080 or otherwise, the chair shall determine any
1379 extent to which the hearing will be closed. If any person
1380 disrupts the proceedings, the chair may exclude that person from
1381 the hearing room. (3) The chair shall cause the hearing to be
1382 recorded by a method that he/she selects, in accordance with RCW
1383 34.05.449. That recording, or a copy, shall be made available to
1384 the respondent upon request. The chair shall assure maintenance
1385 of the proceeding record that is required by RCW 34.05.476,
1386 which shall also be available upon request for inspection and
1387 copying by the respondent. Other recording shall also be
1388 permitted, in accordance with WAC 10-08-190. (4) The chair shall
1389 preside at the hearing and decide procedural questions that
1390 arise during the hearing, except as overridden by majority vote
1391 of the committee. (5) The vice president for student services
1392 (unless represented by an attorney) shall present the case for
1393 disciplinary action. The facts justifying any such action must
1394 be established by a preponderance of the evidence. (6) All
1395 testimony shall be given under oath or affirmation. Evidence
1396 shall be admitted or excluded in accordance with RCW 34.05.452.
1397 [Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or

1398 [28B.50].140. WSR 03-16-015, § 132F-121-200, filed 7/28/03,
1399 effective 8/28/03.]

1400

1401 **WAC 132F-121-210 Student conduct committee initial order.** (1) At
1402 the conclusion of the hearing, the committee shall permit the
1403 vice president for student services and the respondent to make
1404 closing arguments in whatever form it wishes to receive them.
1405 The committee also may permit each party to propose findings,
1406 conclusions, and/or an order for its consideration. (2) Within
1407 thirty days following the later of the conclusion of the hearing
1408 or the committee's receipt of closing arguments, the committee
1409 shall issue an initial order in accordance with RCW 34.05.461
1410 and WAC 10-08-210. This order shall include findings of fact on
1411 all material issues of fact and conclusions of law on all
1412 material issues of law - Including which, if any, specific
1413 provisions of the student conduct code were violated. Any
1414 findings based substantially on the credibility of evidence or
1415 the demeanor of witnesses shall be so identified. (3) The
1416 committee's order shall also include a determination on
1417 appropriate discipline, if any. If the matter was a referral
1418 from the vice president, the committee shall determine any
1419 disciplinary sanction. If the matter was an appeal by the
1420 respondent, the committee may affirm, reverse, or modify the
1421 discipline imposed by the vice president and/or impose any other
1422 disciplinary sanction authorized herein. (4) The committee chair
1423 shall cause copies of its order to be served on the respondent,
1424 the vice president, the college president, and any legal counsel
1425 who have appeared. The committee chair shall also promptly
1426 transmit the record of the committee's proceedings to the
1427 college president. [Statutory Authority: RCW 28B.50.100,

1428 [28B.50].130, and/or [28B.50].140. WSR 03-16-015, § 132F-121-
1429 210, filed 7/28/03, effective 8/28/03.]

1430

1431 **WAC 132F-121-220 President's review and final college order.** (1)

1432 The college president shall review the record and enter the
1433 final college order, in accordance with RCW 34.05.461(2) and
1434 34.05.464.(2) If either the respondent or the vice president for
1435 student services wishes to file written argument with the
1436 president, she/he must file that argument and serve a copy on
1437 the other within fifteen days after service of the committee's
1438 order. Within seven days after service of any such argument, the
1439 other party may file and serve a written response. The president
1440 shall have discretion to modify these deadlines and/or to allow
1441 oral arguments. However no new evidence, not already part of the
1442 record, may be introduced in any argument, except as expressly
1443 authorized by the president upon a showing of compelling legal
1444 justification and after any appropriate fact-finding. (3) The
1445 president shall personally consider the whole record or such
1446 portions of it as may be cited by the parties. A party's failure
1447 to present any argument shall mean that the party is citing
1448 "none" of the record. (4) If the committee's order includes a
1449 provision for expulsion, the president must consult with and
1450 obtain the agreement of the district chancellor. If the
1451 committee's order includes a provision for suspension from any
1452 other college(s) of the district, the president must consult
1453 with and obtain the agreement of the president(s) of such
1454 college(s). (5) Within ninety days following the later of the
1455 conclusion of the hearing or the committee's receipt of closing
1456 arguments, the president shall either remand the matter for
1457 further proceedings, with instructions to the committee, or
1458 enter a final order in the matter. The president shall have all

1459 of decision-making power that he/she would have had if presiding
1460 over the hearing, including the power to affirm, reverse, or
1461 modify any disciplinary sanction. (6) The president's final
1462 order shall include, or incorporate by reference to the
1463 committee's initial order, all matters required by RCW
1464 34.05.461, in accordance with RCW 34.05.464. It shall also
1465 include notice to the respondent of their right to seek judicial
1466 review under RCW 34.05.510 et seq. (7) Copies of the final order
1467 shall be served on the respondent, the vice president, any legal
1468 counsel who have appeared, and the committee chair. (8) The
1469 decision of the president shall be the final district action in
1470 the matter. [Statutory Authority: RCW 28B.50.140 and
1471 28B.50.090(3). WSR 21-10-027, § 132F-121-220, filed 4/26/21,
1472 effective 5/27/21. Statutory Authority: RCW 28B.50.100,
1473 [28B.50].130, and/or [28B.50].140. WSR 03-16-015, § 132F-121-
1474 220, filed 7/28/03, effective 8/28/03.]

1475

1476 **WAC 132F-121-230 Reestablishment of academic standing after**
1477 **successful appeal.** When a student has missed classes and/or
1478 course work due to a disciplinary suspension or expulsion, but
1479 that disciplinary sanction was appealed and not upheld, the
1480 student shall be given a reasonable opportunity to reestablish
1481 their academic standing and the alternative of a withdrawal and
1482 refund of tuition and fees. Depending on the circumstances,
1483 reestablishing academic standing may include opportunities to
1484 take examinations and otherwise complete course offerings that
1485 were missed due to the disciplinary sanction or to retake the
1486 class(es). [Statutory Authority: RCW 28B.50.140 and
1487 28B.50.090(3). WSR 21-10-027, § 132F-121-230, filed 4/26/21,
1488 effective 5/27/21. Statutory Authority: RCW 28B.50.100,

1489 [28B.50].130, and/or [28B.50].140. WSR 03-16-015, § 132F-121-
1490 230, filed 7/28/03, effective 8/28/03.]

1491

1492 **WAC 132F-121-240 Reinstatement after suspension or expulsion.**

1493 (1) Any student who has been suspended as a disciplinary
1494 sanction shall be reinstated, upon the student's written
1495 request, after (a) expiration of the stated time period of the
1496 suspension and (b) satisfaction of all conditions of the
1497 suspension, if any. (2) Before a suspension has ended, or if a
1498 student has been expelled, the student may petition for
1499 reinstatement as an enrolled student. Any such petition shall be
1500 submitted in writing to the vice president for student services,
1501 showing facts and circumstances constituting good cause for such
1502 reinstatement. No such reinstatement shall be granted unless it
1503 is approved by both that vice president and the college
1504 president. [Statutory Authority: RCW 28B.50.100, [28B.50].130,
1505 and/or [28B.50].140. WSR 03-16-015, § 132F-121-240, filed
1506 7/28/03, effective 8/28/03.]

1507

1508 **WAC 132F-121-250 Summary suspensions.** (1) A summary suspension
1509 is a temporary exclusion from specified college premises or
1510 denial of access to all activities or privileges for which the
1511 student might otherwise be eligible, during which an
1512 investigation and/or formal disciplinary procedures are pending.
1513 Suspension may be imposed, if the vice president for student
1514 services or their designee(s) has cause to believe that any
1515 student: (a) Has violated any provision of the code of conduct;
1516 and (b) Presents an immediate danger to the health, safety or
1517 welfare of members of the college community; or (c) If the
1518 student poses an ongoing threat of disruption of, or

1519 interference with, the operations of the college, that student
1520 may be summarily suspended. (2) Notice. Any student who has been
1521 summarily suspended shall be served with written notice or
1522 verbal notice of the summary suspension. If such notice is made
1523 in writing, it shall be provided by certified mail and first
1524 class mail delivered to the student's last known address. (3)
1525 The oral or written notice to the student shall include the
1526 reasons for summary suspension, duration of the summary
1527 suspension, and any possible additional disciplinary or
1528 corrective action that may be taken. The notification shall
1529 indicate that the student must appear before the vice president
1530 of student services or designee for a summary suspension hearing
1531 at a time specified in the notice. If oral notice is given,
1532 written notice shall follow within two calendar days. In
1533 addition, the vice president for student services or designee
1534 shall set a date for summary suspension hearing as soon as
1535 practicable. (4) The student shall be given the opportunity to
1536 present written and/or oral evidence. The issue before the vice
1537 president for student services or designee shall be whether
1538 probable cause exists to support and to continue the summary
1539 suspension. (5) The vice president for student services or
1540 designee shall issue a written order within two days of the
1541 informal hearing, including a brief statement of findings of
1542 fact, conclusions of law, and policy reasons for the decision to
1543 justify the determination of an immediate danger and the vice
1544 president's decision to take the specific action. (6) If a
1545 student who has been summarily suspended fails to appear for a
1546 summary suspension hearing, the vice president for student
1547 services may order the suspension to remain in place pending the
1548 final disposition of the disciplinary process as provided in
1549 this section. (7) The student may request a de novo review of
1550 the informal hearing decision before the student conduct

1551 committee. The review will be scheduled promptly. Either party
1552 may request the review to be consolidated with any other
1553 disciplinary proceeding arising from the same matter. (8)
1554 Nothing herein shall prevent faculty members from taking summary
1555 action as may be reasonably necessary to maintain order in the
1556 classroom and/or prevent substantial disruption to the
1557 educational process. Such summary action in the form of removal
1558 from the classroom may not exceed one day per episode. Any such
1559 summary action may be appealed to the vice president for student
1560 services for a brief adjudicative proceeding. [Statutory
1561 Authority: RCW 28B.50.140 and 28B.50.090(3). WSR 21-10-027, §
1562 132F-121-250, filed 4/26/21, effective 5/27/21. Statutory
1563 Authority: RCW 28B.50.140(13). WSR 13-11-127, § 132F-121-250,
1564 filed 5/21/13, effective 6/21/13. Statutory Authority: RCW
1565 28B.50.100, [28B.50].130, and/or [28B.50].140. WSR 03-16-015, §
1566 132F-121-250, filed 7/28/03, effective 8/28/03.]

1567

1568 **WAC 132F-121-260 Maintenance of student discipline records.**

1569 Records of all completed disciplinary cases shall be maintained
1570 and disposed of by the vice president for student services in
1571 accordance with applicable records retention requirements and
1572 student education record confidentiality requirements.
1573 [Statutory Authority: RCW 28B.50.100, [28B.50].130, and/or
1574 [28B.50].140. WSR 03-16-015, § 132F-121-260, filed 7/28/03,
1575 effective 8/28/03.]

1576

1577 **WAC 132F-121-270 Order of precedence.** This supplemental
1578 procedure applies to allegations of sexual harassment subject to
1579 Title IX jurisdiction pursuant to regulations promulgated by the
1580 United States Department of Education. See 34 C.F.R. Part 106.

1581 To the extent these supplemental hearing procedures conflict
1582 with the Seattle Colleges' standard disciplinary procedures, WAC
1583 132F-121-110 through 132F-121-260, these supplemental procedures
1584 shall take precedence. The Seattle Colleges may, at its
1585 discretion, contract with an administrative law judge or other
1586 person to act as presiding officer and assign such presiding
1587 officer to exercise any or all of the duties in lieu of the
1588 student conduct committee and committee chair. [Statutory
1589 Authority: RCW 28B.50.140 and 28B.50.090(3). WSR 21-10-027, §
1590 132F-121-270, filed 4/26/21, effective 5/27/21.]

1591

1592 **132F-121-280**

1593 **Prohibited conduct under Title IX.**

1594 Pursuant to RCW [28B.50.140](#) (13) and Title IX of the Education
1595 Amendments Act of 1972, 20 U.S.C. Sec. 1681, the Seattle
1596 Colleges may impose disciplinary sanctions against a student who
1597 commits, attempts to commit, or aids, abets, incites,
1598 encourages, or assists another person to commit, an act(s) of
1599 "sexual harassment."

1600 For purposes of this supplemental procedure, "sexual harassment"
1601 encompasses the following conduct:

1602 (1) Title IX Quid pro quo harassment. Quid pro quo harassment
1603 occurs when a student in their capacity as an employee of the
1604 Seattle Colleges~~A Seattle Colleges' student~~ conditionsing the
1605 provision of an aid, benefit, or service of the Seattle Colleges
1606 on an individual's participation in unwelcome sexual conduct.

1607 (2) Title IX Hostile environment. Unwelcome sexual or gender-
1608 based conduct that a reasonable person would find to be so
1609 severe, pervasive, and objectively offensive that it effectively

1610 denies a person equal access to the Seattle Colleges'
1611 educational programs or activities, or employment.

1612 (3) Sexual assault. Sexual assault includes the following
1613 conduct:

1614 (a) Nonconsensual sexual intercourse. Any actual or
1615 attempted sexual intercourse (anal, oral, or vaginal), however
1616 slight, with any object or body part, by a person upon another
1617 person, that is without consent and/or by force. Sexual
1618 intercourse includes anal or vaginal penetration by a penis,
1619 tongue, finger, or object, or oral copulation by mouth to
1620 genital contact or genital to mouth contact.

1621 (b) Nonconsensual sexual contact. Any actual or attempted
1622 sexual touching, however slight, with any body part or object,
1623 by a person upon another person that is without consent and/or
1624 by force. Sexual touching includes any bodily contact with the
1625 breasts, groin, mouth, or other bodily orifice of another
1626 individual, or any other bodily contact in a sexual manner.

1627 (c) Incest. Sexual intercourse or sexual contact with a
1628 person known to be related to them, either legitimately or
1629 illegitimately, as an ancestor, descendant, brother, or sister
1630 of either wholly or half related. Descendant includes
1631 stepchildren and adopted children under the age of eighteen.

1632 (d) Statutory rape. Consensual sexual intercourse between
1633 someone who is eighteen years of age or older and someone who is
1634 under the age of sixteen.

1635 ~~(e) Sexual violence. Sexual violence is a type of sexual~~
1636 ~~discrimination and harassment. Nonconsensual sexual intercourse,~~
1637 ~~nonconsensual sexual contact, domestic violence, dating~~
1638 ~~violence, and stalking are all types of sexual violence.~~

(4) Domestic violence. Physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the state of Washington, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the state of Washington, RCW [26.50.010](#).

(5) Dating violence. Physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by a person:

(a) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and

(b) Where the existence of such a relationship shall be determined based on a consideration of the following factors:

(i) The length of the relationship;

(ii) The type of relationship; and

(iii) The frequency of interaction between the persons involved in the relationship.

(6) Stalking. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or suffer substantial emotional distress.

~~(7) Hostile Environment Sexual Harassment occurs when the conduct is objectively offensive and sufficiently severe, persistent, and/or pervasive that it has the effect of~~

~~substantially limiting the ability of a student to participate
in or benefit from the College's educational and/or social
programs [and/or student housing].~~

[Statutory Authority: RCW [28B.50.140](#) and [28B.50.090](#) (3). WSR 21-
10-027, § 132F-121-280, filed 4/26/21, effective 5/27/21.]

WAC 132F-121-290 Title IX jurisdiction. (1) This supplemental procedure applies only if the alleged misconduct: (a) Occurred in the United States; (b) Occurred during a Seattle Colleges' educational program or activity; and (c) Meets the definition of sexual harassment as that term is defined in this supplemental procedure. (2) For purposes of this supplemental procedure, an "educational program or activity" is defined as locations, events, or circumstances over which the Seattle Colleges exercised substantial control over both the respondent and the context in which the alleged sexual harassment occurred. This definition includes any building owned or controlled by a student organization that is officially recognized by the Seattle Colleges. (3) Proceedings under this supplemental procedure must be dismissed if the decision maker determines that one or all of the requirements of subsection (1)(a) through (c) of this section have not been met. Dismissal under this supplemental procedure does not prohibit the Seattle Colleges from pursuing other disciplinary action based on allegations that the respondent violated other provisions of the Seattle Colleges' student conduct code, WAC 132F-121-110. (4) If the student conduct officer determines the facts in the investigation report are not sufficient to support Title IX jurisdiction and/or pursuit of a Title IX violation, the student

1697 conduct officer will issue a notice of dismissal in whole or
1698 part to both parties explaining why some or all of the Title IX
1699 claims have been dismissed. [Statutory Authority: RCW 28B.50.140
1700 and 28B.50.090(3). WSR 21-10-027, § 132F-121-290, filed 4/26/21,
1701 effective 5/27/21.]

1702

1703 **WAC 132F-121-300 Initiation of discipline.** (1) Upon receiving
1704 the Title IX investigation report from the Title IX coordinator,
1705 the student conduct officer will independently review the report
1706 to determine whether there are sufficient grounds to pursue a
1707 disciplinary action against the respondent for engaging in
1708 prohibited conduct under Title IX. (2) If the student conduct
1709 officer determines that there are sufficient grounds to proceed
1710 under these supplemental procedures, the student conduct officer
1711 will initiate a Title IX disciplinary proceeding by filing a
1712 written disciplinary notice with the chair of the student
1713 conduct committee and serving the notice on the respondent and
1714 the complainant, and their respective advisors. The notice must:
1715 (a) Set forth the basis for Title IX jurisdiction; (b) Identify
1716 the alleged Title IX violation(s); (c) Set forth the facts
1717 underlying the allegation(s); (d) Identify the range of possible
1718 sanctions that may be imposed if the respondent is found
1719 responsible for the alleged violation(s); and (e) Explain that
1720 the parties are entitled to be accompanied by their chosen
1721 advisors during the hearing and that: (i) The advisors will be
1722 responsible for questioning all witnesses on the party's behalf;
1723 (ii) An advisor may be an attorney; and (iii) The Seattle
1724 Colleges will appoint the party an advisor of the Seattle
1725 Colleges' choosing at no cost to the party, if the party fails
1726 to do so. (3) Explain that if a party fails to appear at the
1727 hearing, a decision of responsibility may be made in their

1728 absence. [Statutory Authority: RCW 28B.50.140 and 28B.50.090(3).
1729 WSR 21-10-027, § 132F-121-300, filed 4/26/21, effective
1730 5/27/21.]

1731

1732 **WAC 132F-121-310 Prehearing procedure.** (1) Upon receiving the
1733 disciplinary notice, the chair of the student conduct committee
1734 will send a hearing notice to all parties, in compliance with
1735 WAC 132F-121-180. In no event will the hearing date be set less
1736 than ten days after the Title IX coordinator provided the final
1737 investigation report to the parties. (2) A party may choose to
1738 have an attorney serve as their advisor at the party's own
1739 expense. This right will be waived unless, at least five days
1740 before the hearing, the attorney files a notice of appearance
1741 with the committee chair with copies to all parties and the
1742 student conduct officer. (3) In preparation for the hearing, the
1743 parties will have equal access to all evidence gathered by the
1744 investigator during the investigation, regardless of whether the
1745 Seattle Colleges intends to offer the evidence at the hearing.
1746 [Statutory Authority: RCW 28B.50.140 and 28B.50.090(3). WSR 21-
1747 10-027, § 132F-121-310, filed 4/26/21, effective 5/27/21.]

1748

1749

1750 **WAC 132F-121-320 Rights of parties.** (1) The Seattle Colleges'
1751 student conduct procedures, WAC 132F-121-110, and this
1752 supplemental procedure shall apply equally to all parties. (2)
1753 The Seattle Colleges bears the burden of offering and presenting
1754 sufficient testimony and evidence to establish that the
1755 respondent is responsible for a Title IX violation by a
1756 preponderance of the evidence. (3) The respondent will be
1757 presumed not responsible until such time as the disciplinary

1758 process has been finally resolved. (4) During the hearing, each
1759 party shall be represented by an advisor. The parties are
1760 entitled to an advisor of their own choosing and the advisor may
1761 be an attorney. If a party does not choose an advisor, then the
1762 Title IX coordinator will appoint an advisor of the Seattle
1763 Colleges' choosing on the party's behalf at no expense to the
1764 party. [Statutory Authority: RCW 28B.50.140 and 28B.50.090(3).
1765 WSR 21-10-027, § 132F-121-320, filed 4/26/21, effective
1766 5/27/21.]

1767

1768 **WAC 132F-121-330**

1769 **Evidence.**

1770 The introduction and consideration of evidence during the
1771 hearing is subject to the following procedures and restrictions:

1772 (1) Relevance: The committee chair shall review all questions
1773 for relevance and shall explain on the record their reasons for
1774 excluding any question based on lack of relevance.

1775 (2) Relevance means that information elicited by the question
1776 makes facts in dispute more or less likely to be true.

1777 (3) Questions or evidence about a complainant's sexual
1778 predisposition or prior sexual behavior are not relevant and
1779 must be excluded, unless such question or evidence:

1780 (a) Is asked or offered to prove someone other than the
1781 respondent committed the alleged misconduct; or

1782 (b) Concerns specific incidents of prior sexual behavior
1783 between the complainant and the respondent, which are asked or
1784 offered on the issue of consent.

1785

~~(4) Cross examination required: If a party or witness does not submit to cross examination during the live hearing, the committee must not rely on any statement by that party or witness in reaching a determination of responsibility.~~

~~(b) Concerns specific incidents of prior sexual behavior between the complainant and the respondent, which are asked or offered on the issue of consent.~~

(45) No negative inference: The committee may not make an inference regarding responsibility solely on a witness's or party's absence from the hearing or refusal to answer questions.

(56) Privileged evidence: The committee shall not consider legally privileged information unless the holder has effectively waived the privilege. Privileged information includes, but is not limited to, information protected by the following:

(a) Spousal/domestic partner privilege;

(b) Attorney-client and attorney work product privileges;

(c) Privileges applicable to members of the clergy and priests;

(d) Privileges applicable to medical providers, mental health therapists, and counselors;

(e) Privileges applicable to sexual assault and domestic violence advocates; and

(f) Other legal privileges identified in RCW 5.60.060.

WAC 132F-121-340 Initial order. (1) In addition to complying with WAC 132F-121-210 the student conduct committee will be responsible for conferring and drafting an initial order that:

1813 (a) Identifies the allegations of sexual harassment; (b)
1814 Describes the grievance and disciplinary procedures, starting
1815 with filing of the formal complaint through the determination of
1816 responsibility, including notices to parties, interviews with
1817 witnesses and parties, site visits, methods used to gather
1818 evidence, and hearings held; (c) Makes findings of fact
1819 supporting the determination of responsibility; (d) Reaches
1820 conclusions as to whether the facts establish whether the
1821 respondent is responsible for engaging in sexual harassment in
1822 violation of Title IX; (e) Contains a statement of, and
1823 rationale for, the committee's determination of responsibility
1824 for each allegation; (f) Describes any disciplinary sanction or
1825 conditions imposed against the respondent, if any; (g) Describes
1826 to what extent, if any, complainant is entitled to remedies
1827 designed to restore or preserve complainant's equal access to
1828 the Seattle Colleges' education programs or activities; and (h)
1829 Describes the process for appealing the initial order to the
1830 Seattle Colleges' president. (2) The committee chair will serve
1831 the initial order on the parties simultaneously. [Statutory
1832 Authority: RCW 28B.50.140 and 28B.50.090(3). WSR 21-10-027, §
1833 132F-121-340, filed 4/26/21, effective 5/27/21.]

1834

1835 **WAC 132F-121-350**

1836 **Appeals.**

1837 ~~(1) The parties shall have the right to appeal from the initial~~
1838 ~~order's determination of responsibility and/or dismissal of an~~
1839 ~~allegation(s) of sexual harassment in a formal complaint. The~~
1840 ~~right to appeal will be subject to the same procedures and time~~
1841 ~~frames set forth in WAC 132F-121-170.~~

~~(2) The president or their delegate will determine whether the grounds for appeal have merit, provide the rationale for this conclusion, and state whether the disciplinary sanction and condition(s) imposed in the initial order are affirmed, vacated, or amended, and, if amended, set forth any new disciplinary sanction and/or condition(s).~~

~~(3) President's office shall serve the final decision on the parties simultaneously.~~

(1) All Parties, including the student conduct officer in their capacity as a representative of the College, have the right to appeal from the determination of responsibility and/or from a dismissal, in whole or part, of a formal complaint during the investigative or hearing process. Appeals must be in writing and filed with the President's Office within twenty-one (21) days of service of the initial order or notice of dismissal. Appeals must identify the specific findings of fact and/or conclusions of law in the initial order or dismissal that the appealing party is challenging and must contain argument as to why the appeal should be granted. Failure to file a timely appeal constitutes a waiver of the right to appeal and the initial order or dismissal shall be deemed final.

(2) Upon receiving a timely appeal, the President's Office will serve a copy of the appeal on all parties, who will have ten (10) days from the date of service to submit written responses to the President's Office addressing issues raised in the appeal. Failure to file a timely response constitutes a waiver of the right to participate in the appeal. Upon receipt of written responses, the President's Office shall serve copies of the responses to the other parties.

1873 (3) Parties receiving a copy of the responses shall have five
1874 (5) days in which to submit a written reply addressing issues
1875 raised in the responses to the President's Office.

1876
1877 (4) The President or their delegate, based on their review of
1878 Parties' submissions and the hearing or investigative record,
1879 will determine whether the grounds for appeal have merit,
1880 provide the rationale for this conclusion, and state whether a
1881 dismissal if affirmed or denied, or if the disciplinary
1882 sanctions and conditions imposed in the Initial Order are
1883 affirmed, vacated, or amended, and, if amended, set forth the
1884 new disciplinary sanctions and conditions.

1885
1886 (5) The President's Office shall serve the Final Decision on
1887 the parties simultaneously.

1888
1889 (6) All administrative decisions reached through this process
1890 may be judicially appealed pursuant to applicable provisions of
1891 RCW 34.05, including, but not limited to, the timelines set
1892 forth in RCW 34.05.542.

MEMORANDUM

TO: Seattle Colleges Board of Trustees

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

DATE: February 9, 2023

SUBJECT: Fall 2022 *Final* 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				
Measure		Actual		SBCTC Target		
		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%

MEMORANDUM

TO: Seattle Colleges Board of Trustees

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

DATE: February 9, 2023

SUBJECT: Winter 2023 Quarterly Enrollment Snapshot

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

As of January 24, 2023, 21 days after the start of the quarter, Winter 2023 enrollment figures were as follows:

Total FTES

	Winter 2022	Winter 2023	Change
Central	3,978.1	4,198.9	+6%
North	2,783.7	2,929.5	+5%
South	2547.4	2,642.1	+4%

State FTES

	Winter 2022	Winter 2023	Change
Central	3,075.7	3,176.5	+3%
North	2,403.2	2,454.0	+2%
South	2,036.5	2,173.6	+7%

Running Start FTES

	Winter 2022	Winter 2023	Change
Central	415.3	417.6	+1%
North	281.9	290.6	+3%
South	327.6	332.5	+2%

International Contract FTES

	Winter 2022	Winter 2023	Change
Central	331.0	323.4	-2%
North	99.8	92.3	-7%
South	97.6	59.8	-39%

MEMORANDUM

TO: Board of Trustees
Seattle Colleges

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

DATE: February 9, 2023

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

50TH ANNUAL COMMUNITY CELEBRATION OF MARTIN LUTHER KING JR

On January 13, USA had the honor and opportunity to accept the medal for service and justice on behalf of the contributions we have made as a team to keep our campus Food Pantry stocked and available for students. At the campus event, officers got to also meet and socialize with staff and faculty who help contribute to our mission every day. We are grateful for the opportunity to continue efforts such as these to help contribute to our South community.

HIGHER EDUCATION SUSTAINIBILITY CONFERENCE March 6-8, 2023

Sustainability officer Zoe Hawkins has been working on planning to attend and contribute to the Washington Oregon Cascadia Higher Education Sustainability Conference at Oregon State University. Students will get the opportunity to contribute to the conference by sharing their ideas and opinions on environmental justice, decarbonization, Indigenous knowledge, social and mental health, and student leadership.

PROMOTING SAFETY ON CAMPUS

USA has made it a priority to promote and ensure that students are familiar with the resources the South Security Office provides. Officer Hannah Mae has been working on promoting the security officers by having students familiarize themselves with their names and positions. We also plan to promote Security services in our USA school newsletter, creating waterproof stickers, and putting the flyers on A-boards around the campus.

DUWAMISH LONGHOUSE STUDENT MEET UP DECEMBER 7, 2022

On December 7, USA officers and students at-large visited the Duwamish Longhouse. This event was coordinated by Diversity and Inclusion Officer Y'ana Goddard, who also collaborated with our Pacific NW History instructor. Y'ana shared her experience as an indigenous woman and introduced our group to Jolene Haas, the director of the Longhouse, who provided an historical tour of the Duwamish Tribe through an enlightening Q&A session.

STUDENT ORGANIZING TRAINING JANUARY 17, 2023

USA Advisor Monica Lundberg coordinated a training for us with Communities for Colleges where we learned more about the differences between organizing and advocacy, what motivates students to get involved, and we practiced relationship building by using effective listening strategies. Just Strategy founded Communities for Our Colleges to advocate for Washington State's 34 community and technical colleges, particularly focusing on organizing around tuition-free colleges.



SEATTLE CENTRAL COLLEGE

Associated Student Council

MEMORANDUM

TO: Board of Trustees, Seattle Colleges

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

DATE: February 9, 2023

SUBJECT: February Report to the Board of Trustees

Associated Student Council Hiring Update

The Associated Student Council ratified and welcomed Nikki Lwin as the New Executive of Issues and Concerns. She will focus on the issues that students bring up and continue to promote numerous resources on campus for the remaining school year. We are excited to have Nikki to be one of the Executives. Apart from that, we are currently hiring two associates for administration and research. The application closed on January 20, and we are still working on the application.

The ASC would like to say thank you to Jacquelyn Jackson for her service and contribution to the student body. It's been a pleasure to work with her. Her input and motivation have been inspiring and insightful.

S&A Budget Hearings are underway – ASC S&A Committee

The Student and Activities (S&A) Fee Committee, chaired by the ASC Executive of Finance, has begun the budget hearings for the budget-year 2023-24. Each director/representative of programs funded by the S&A budget prepares a presentation about their different programs and budgetary needs. As the S&A Budget is fully funded by students, it is a priority to have the student body involved in these applications and hearings. Therefore, the S&A committee is made up of students who are representing the student body to review the applications from student perspectives.

Some On Campus Programming Returns:

WACTC Legislative Advocacy Day in Olympia

Washington Community and Technical Colleges (WACTC) is organizing an in-person Legislative Advocacy Day on February 2nd. All the Associated Student Council members and Student Advocacy committee members are ready to go down to Olympia and talk about four important legislative student priorities: 1) Textbook Affordability 2) Expanded Mental Health Resources on campus 3) Increased Financial Assistance for CTC students and 4) Childcare Assistance. We already have 6 confirmed meetings with several legislators from different districts and we are hoping to present our students' voices to them.

Lunar New Year

Student Leadership partnered with International Programs to celebrate the Lunar New Year on January 24, at 11pm. The celebration was in-person and included Lion Dance to celebrate this festive and cultural Lunar New Year Holiday. It celebrated the year of the Rabbit, which is the fourth of the twelve animals on the Chinese calendar cycle. It is also the year of the Cat in the Vietnamese culture. Around 80 people attended the event and enjoyed this Lunar New Year celebration.

Student Involvement Fair (Wednesday, January 25th 12:00 to 1:30pm in Atrium)

Student Leadership hosted an in-person student involvement fair; students were able to join student clubs and organizations. Currently, we have 20+ student clubs and organizations to choose from. Students learned more about our student organizations and student leadership boards at the fair. They also were able to establish a club and build their own community. More than 60 students participated, and the event was a huge success.

Career Connections

The First Year and Career Services & Seattle Colleges Foundation will organize a virtual career connection for students from January 30 to February 2. Seattle Colleges will recruit mid-to-high level professionals from various sectors for a virtual version of the popular 15-minute professional networking event, Career Connections. This year, they are planning to host several days' worth of networking conversations concentrating on different areas of study including STEM, business, health and medical, design & graphics and more.

To: Louise Chernin, Chair for Board of Trustees for Seattle Colleges District VI

From: Cody Hiatt, President of AFT-SPS Local 6550

Subject: Report & Search Committee Representatives

3-FEB-22

Serving on the Interim Chancellor Search Committee with Chair Chernin and Vice Chair Peralta was an honor and experience of my tenure as Seattle professional staff term. In the spirit of rotation, representation, proximity to the students, and connection to our core themes, I am recommending the following professional staff for the Chair to select anyone (or more) to serve on the hiring committee for the Chancellor's regular appointment.

Student Success

Kat Coelho (she/her), Associate Director of Advising & AANAPISI Program, has been with South Seattle College for 8 years and is highly regarded as a leader in student services. At times she fills in for the Director of Advising and is intrinsically connected to our AANAPISI program where she first began her career at South as an advisor. She is a trained Inclusion Advocate, Qualified Administrator of the Intercultural Development Inventory, and has served on several EDI workgroups during her time at South. Kat is originally from Hawaii and identifies as Native Hawaiian, Asian, & White (mixed race). Kat enjoys spending time with family and friends, great food, and travel when possible.

Equity, Diversity, Inclusion, and Community (EDIC)

Belinda Tillman has worked at North Seattle College for 23 years and continues to serve at North as the Equity Diversity Inclusion and Community Navigator in the Equity & Welcome Center. "Belinda's closet" has provided job seeking students secondhand apparel, is one of a kind innovation that springs from her heart.

Organizational Excellence

Mark Baumann is the Campus Solutions Data Specialist at the Siegal Center. He has been an employee of Seattle Colleges for more than 31 years; first employed as a Cashier Supervisor at North Seattle Community College in 1991. Mark transferred to the Siegal Center in 2000 and ultimately worked with the ctcLink implementation team to successfully convert the Seattle Colleges student, course, class, and program databases from Legacy to PeopleSoft and has been a member of the AFT Pro-Staff Union since its inception in 2015. Mark and his husband, Javier, enjoy gardening and landscaping projects at their home in Burien.

Partnership

Talia Greenberg is currently serving as the Interim Director of Advising and Career Services at Seattle Central College. She has been an employee of Seattle Central since August 2020, first as a Retention Specialist with Seattle Promise, then as Assistant Director of First Year and Career Services. Talia co-led the Seattle Central First Year Experience Workgroup to successfully create and implement Central's first on-campus New Student Orientation in over three years. The series of orientation events served over 350 students total and continues to grow and expand to serve all new students in the Central community. Talia current role is unrepresented exempt but features our partnership with Management as she continues to supervise professional staff. Talia enjoys cooking, traveling, and spending time with her dog, Maisy.

To: Board of Trustees
From: D'Andre Fisher, Associate Vice Chancellor for Equity, Diversity, & Inclusion
Date: February 9, 2023
Subject Written Report – Associate Vice Chancellor for Equity, Diversity, & Inclusion

Gratitude to the Chancellor, Presidents, Executive Cabinet members for the commitment to the Seattle Colleges, Equity, Diversity, Inclusion and Community's charge to adopt and implement the SBCTC Vision Statement "Leading with racial equity..."

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

Combating institutionalized racism and achieving the strategic goals of 1) Student Success and 2) Equity, Diversity, and Inclusion is an urgent moral and social justice imperative for Seattle Colleges. It is mission-critical work to address and correct these unjust policies and practices. We recognize that correcting the systemic harm to our BIPOC (Black, Indigenous, People of Color) students and employees will take intentional action both immediately and over time.

Appreciation to our Students, Staff, External Members, Chancellor, Presidents and Executive Cabinets, Faculty, Administrators, BOT and the entire Seattle Colleges Community for the commitment to the advancement of equity, diversity, inclusion, and community within our institution.

Partnering with (Insight to Diversity) to launch and administer our climate survey on February 9, 2023. The survey will focus on understanding the current culture as it relates to racial equity and belonging in order to create actionable steps for improvement/change within the Seattle Colleges community. The survey will be made available and open to all members of our Seattle Colleges Community, students, faculty, staff, and administration at all levels. More information is coming.

Gratitude and appreciation to the Institutional Effectiveness Offices, IT Departments, Office of Academic & Student Success, eLearning, Professional Development Teams, Student Leadership, Chancellor and Presidents for the commitment and support of the Campus Climate Survey. For more information the lead contact Kathleen Chambers the EDIC (Equity, Diversity, Inclusion, and Community) Coordinator: kathleen.chambers@seattlecolleges.edu

Invitation to gather and process together. Our Healing and Mindfulness Listening Space

The Chancellor, Presidents, Executive Cabinet members, and EDIC team recognize that, this is not to imply that all our impacts are the same, but to highlight the disparate impact on communities of color.

The visceral, guttural trauma will reverberate throughout our communities and have a particularly profound impact on our students, staff, and faculty of color.

At Seattle Colleges, we strive to bring mindfulness practices of peace, healing, and listening spaces to our community. These events remind us of how much work still must be done for true healing in our communities. You may be experiencing a variety of emotions: angry, confused, devastated, numb, in shock, grief or otherwise. Be assured that these are appropriate responses to tragedy. While we have been here before, we still strongly believe in the importance of collectively coming together to hold one another, to engage in community healing, to gather to mourn support, and take action together.

We invite the community to our **Healing and Mindfulness Listening Space** where we can all come together to acknowledge events: To acknowledge the pain and grief our students and employees might be experiencing collectively and individually; to acknowledge the importance of just listening mindfully; to (re)Imagine building a collective community of trust and understanding; to (re)Imagine how we can collectively create a sense of belonging at all of our campuses and locations; to (re)Imagine the ways we can collectively honor and respect all the ways we show up as human, in our social identities, our health, our wellness, and our mental abilities.

Gratitude and appreciation to our Counselors for their support and partnership during these times. Please join us on this journey: **Friday, February 3rd 1:00pm-2:00pm.**

Seattle Colleges MLK Jr. Social Justice Week

This year, in partnership with the offices of District Communications and Strategic Initiatives and Equity, Diversity, Inclusion, and Community, we had a vision to see our community honor Dr. King's vision for racial and social justice by hosting Seattle Colleges MLK Jr. Social Justice Week—a week of learning, growing, and uplifting our unwavering commitment social justice within our Seattle Colleges community, yet it is only beginning. Together as a community with everlasting optimism and an abundance of excitement for the even brighter days ahead, we cordially invite you to join our social justice week. Details are below. Social Justice Week events are taking place at all three colleges.

Community Conversation with Rev. Sharon Washington Risher

This is the first event in our Community Mindfulness Listening and Conversation Series. Rev. Sharon Washington Risher was catapulted into the limelight after the Charleston, South Carolina, shooting at the Mother Emanuel African Methodist Episcopal Church on June 17, 2015, where her mother was killed along with eight others, including two of her cousins and a childhood friend. Since that horrific tragedy, Rev. Risher has been outspoken about the nation's gun laws. She is now one of the national spokespersons for the grassroots advocacy groups Everytown and Moms Demand Gun Sense.

Rev. Sharon Risher's book, "For Such a Time as This: Hope and Forgiveness after the Charleston Massacre" was published June 2019, coinciding with the four-year anniversary of the shooting.

Social Justice District Book Read

We encourage you to join the Social Justice District Book Read.

- [District Book Read LibGuide - North](#)
- [District Book Read LibGuide - Central](#)
- [District Book Read LibGuide - South](#)

Workshop for Faculty: Inclusive Pedagogy Micro-Learning

Online. Jan. 23-March 5.

[Information and Registration](#)

Ekaterina Stoops, Columbia Basin College. 4-6 hours to complete. Space is limited. No cost. The King Center offers [a number of educational resources](#) on enacting nonviolent social change and educating all on the tenets of civic discourse and civil disobedience.

Office of Equity, Diversity, Inclusion and Community Theory of Change Framework

- Based on the National Association of Diversity Officers in Higher Education (**NADOHE**) Framework for Advancing Anti-Racism Strategy on Campus to support recruitment, retention and completion of Black, Indigenous, and People of Color (BIPoC), and other historically underserved/under supported students, faculty, staff, administration and communities.
- Partnering with Interim Vice Chancellor of Finance and Operations Team to develop an equitable budget training and framework. Huge thank you for supporting the EDIC team during the Departments foundational phase.

Office of Equity, Diversity, Inclusion and Community | North Seattle College

Marie Angeles, (she/her) **Director for EDIC**, North Seattle College

Belinda Tillman (she/her) **EDIC Navigator**, North Seattle College,

Jessica Albavera, (she/her) **Pathways Navigator of EDIC**, North Seattle College

Belinda Tillman (she/her) **EDIC Navigator**, North Seattle College,

Paula Marroquin (she/her/ella) **Grants Outreach Coordinator**, North Seattle College,

Maura Nakamichi (she/her), **Benefits Hub Manager**, with support from this year's coaches: **Elizabeth Trever**, **Christina Molina** and **Jessica Sandoval**.

Sybrina Woodson (she/her) **EDIC Office Manager for Equity and Welcome Center**, North Seattle College

- **United Way, Benefits Hub**
 - 210 boxes of groceries sent out via Door Dash from Jan 2 to Jan 20
 - 38 NSC students were served at Food Pantry from Jan 2 to Jan 20, holiday closure on one Food Pantry day
 - 23 student appointments were scheduled with coaches from Jan 2 to Jan 20
- **Equity & Welcome Center**
 - MLK Social Justice Week Event: Health Equity Panel with Pamela Altheimer (15 attendees)

- 50 students utilized the Equity & Welcome Center in January
- Navigators met with 30 students.
- **UNEA/Clear Sky**
 - Officially a credited program for our SPS Internship students. The link below has UNEA listed as credit internship opportunity for Native students
<https://www.seattleschools.org/departments/cte/career-connected-learning/regional-internships/>
- **Jessica Albavera, Pathways Navigator for EDI**
 - Facilitated a community discussion post Equity in Higher Education Conference on Jan 20
 - Called 40 students to provide access to CARES funding, which ensured enrollment numbers did not decrease after the payment deadline

North Team's Updates for February

- **Marie Angeles, Director of EDIC at North**
 - DEI 101 training for Campus Security scheduled for end of February
 - Planning to host two First Year Experience events, one for students and another for faculty/staff
- **Maura Nakamichi, Benefits Hub Manager**
 - Working on affordable housing process for students
- **Equity & Welcome Center (Paula Marroquin, Grants Outreach Coordinator, Belinda Tillman, EDI Navigator, Sybrina Woodson, Equity, Diversity & Inclusion Office Assistant)**
 - Sponsoring the NSC Day of Remembrance Panel on Feb 15
 - Urban Native Education Alliance Sweet 16 Celebration on Feb 16
 - Hosting a film screening & Q&A with film director on Feb 21 on Buffalo Soldiers thanks to Washington State Arts Council grant

Office of Equity, Diversity, Inclusion and Community | Seattle Central College

Mikaila Harris, (she/her) Director for EDIC, Seattle Central College

Viv Cai, (they/them) EDIC Navigator, Seattle Central College

Mindfulness meditation: Mindfulness mediation takes place weekly with an amended introduction to the space informed by Central EDIC: "We want to acknowledge and honor that Mindfulness and Meditation has its oldest documented origin from over 7,000 years ago in India (Vedic Tradition). We want to recognize that these concepts have been (and continue to be) packaged, sold and profited from in western society without mention of their known origins."

Guided pathways: EDIC leadership is involved with Guided pathways in multiple ways:

- Black Solidarity Think Tank: Continue to share the Racial Equity framework. Moving forward with creating a dialogue and decision-making module for campus community

- Lead team: Dialogue on Equity minded adaptive leadership. Sub plans have been developed and shared with the campus community.

Community engagement opportunities (upcoming and past):

- MLK Resource fair: including representation from external community orgs ~50 attended.
- EDIC Open house: information event with the campus community to meet colleagues ~60 attended.
- Sister circle: space for black women, femmes, and others on 1/20, 2/10
- Campus wide book read: Central EDIC staff co facilitating with library staff. Books are also available for pick up in the EDIC office. First discussion takes place 1/26.
- Black Story telling event: collaboration with M Rosetta Hunter Gallery Black Storytelling in Graphic Novels opening reception. Takes place 2/08
- MSSDC: Central is sole representative for colleges in the MSSDC space.
- Umoja Advisor council: Developing workshop Wednesday session for active students in collaboration with Umoja director.

Office of Equity, Diversity, Inclusion and Community | South Seattle College

Dennis Coy Denman, (he/him/his) **Director for EDIC**, South Seattle College

Alexis Burris, (she/her) **EDIC Navigator**, South Seattle College

South EDIC are meeting even more campus partners and we've started the new year, seeing, and meeting more students than ever. Our hot cocoa bar was just a start, but in 3 days, 100 people stopped in for cocoa, to learn about CEID and EDIC.

South Instructional Deans and Division Meetings

Learning from meetings with Instruction Deans and attending division meetings.

South Faculty Development

Honored to join the Faculty Development/Professional Development Committee.

Support from Georgetown Campus: Project Baldwin and Men of Color Initiatives office's location at Georgetown. Opening scheduled for **Spring Quarter 2023**. In partnership with Georgetown leadership and community. **Partnership with College Council**

Office of Equity, Diversity, Inclusion and Community | Project Baldwin & Men of Color Initiatives

Julius Lloyd, (he/him) **Director Project Baldwin, District** – Georgetown

Eustace Mazila, (he/him) **Manager for SpringBoard8**, Seattle Central College

Ebrima Banda (he, him) **Project Baldwin Navigator**, Georgetown

Project Baldwin & Men of Color Initiatives | Springboard8 Orientation

January 4, 2023 – Day 1 of orientation at Seattle Central Siegal Boardroom where we had scholars in attendance. Scholars were able to learn more about Project Baldwin & Men of Color Initiatives expectation and goals. Scholars were also able to meet the EDIC team plus the Advising team as well as tour the EDIC Center.

January 5, 2023 – Day 2 of orientation in the EDIC Center we had scholars present. We have seen an increase in engagement from scholars.

Welcomed two student ambassadors- Peer-Mentors

Jalen Webber from North Seattle College and Gabriel Eyer from South Seattle College- Paid student ambassadors for Project Baldwin & Men of Color Initiatives.

Fellas Friday One-On-One and UW Campus Tour

January 27, 2023 – 12 Project Baldwin scholars from North and Central interested in transferring to a 4-year university went on a tour of The University of Washington.

Gratitude and appreciation to Kerry, Michael, Julia, and the whole Foundations Team for all the ways you all show up for our men of color within our District!

Community Partnerships

EDI/HR Recruiting Partnership- Tim Collins, Seattle Colleges: HR Director Talent Management & Diversity Recruiting

- Established Diversity Jobs Web site.
 - The site acts as a catalyst for advertising positions that have been identified as hard to fill or usually have a smaller the average diversity applicant pool. Website tracking data shows exponential increase in “views” of identified positions.
 - <https://www.seattlecolleges.edu/administration/human-resources/positions-diversity-spotlight>
- Establish Full Time Faculty Jobs Page
 - The site will act as a catalyst home page for the district meeting its contractual obligation to hire 35 FTE members with a focus on diversity by fall of 2023
 - <https://www.seattlecolleges.edu/administration/human-resources/open-faculty-positions>
- Established enhanced partnering with leading job boards and posting partners.
Inclusion Advocate Updating- Increased the size of IA's. Adding 50 IA's by the end of February 2023.
- Ongoing Search Committee Training
 - Bi-weekly trainings for Seattle College employees – close to 500 employees have attended.

- Work with HR colleagues to ensure training is compliant with employment laws.
- Allowed for defined interview process rules that keeps college in compliance.
- Full Time Faculty Recruitment
 - Developed and implement Recruiting Strategy for hiring 35 FTF employees as mandated by labor unions, and FDIC.
 - Coordinate college effort moving across multiple colleges and departments with an EDIC focus.

Leadership Development Series with State Board of Community and Technical Colleges (SBCTC) beginning March 2023.

The EDIC Team is in partnership with SBCTC to Director of Leadership Development, Director of Equity, Diversity, Inclusion, Director of Tribal Governance Affairs, and Director Guided Pathways.

We salute and extend our deepest appreciation and thankfulness to so many of our beloved colleagues. Coming together as a collectively to support the EDIC Team during our reorganization stage. The unwavering dedication, time, and effort our colleagues have shown is remarkable!

“Thankfulness is the beginning of gratitude. Gratitude is the completion of thankfulness. Thankfulness may consist merely of words. Gratitude is shown in acts.” —Henri Frederic Amiel

MEMORANDUM

TO: Board of Trustees
FROM: Bradley Lane, Ph.D., Interim President
DATE: February 1, 2023
SUBJECT: Seattle Central College monthly report

INSTITUTIONAL EXCELLENCE

Teacher Education BAS: On February 2, the State Board for Community and Technical Colleges approved Seattle Central College to offer a Bachelor of Applied Science in Teacher Education beginning in Fall 2023. The proposed bachelor's program will prepare graduates to be elementary school teachers, including residency teacher certification with endorsements in English language learning or special education. This program builds off the success of ARE, Academy of Rising Educators which focuses on increasing representation in Seattle public schools.

Martin Luther King Jr Resource Fair: Seattle Central held a resource fair this month that provided resources for students with marginalized identities. TRIO, MESA, AANAPISI, Umoja, SpringBoard8 and Veteran Services offered resources on homelessness, gender-based violence, LGBTQ+ rights, prison education and more. More than 75 students attended the fair.

PRIDE POINTS

In partnership with the Office of Equity, Diversity, Inclusion, and Community, the **M. Rosetta Hunter Art Gallery** is hosting the exhibition *Black Storytelling in Graphic Novels* celebrating the work of nationally acclaimed illustrators, graphic novelists and comic artists from February 1 – March 1. The exhibit highlights the many ways art, liberation and black culture can come together to create unique storytelling.

Seattle Central held a Conversation on Social Issues (COSI) discussion on February 2 about how the college's **Umoja Scholars Program** helps support black and brown students on their academic journeys. Topics included accessing resources both inside and outside the college as well as support during the registration process.

Gabriel Young received the 2023 **Rev. McKinney Scholarship**. Young is seeking a transfer degree in plant science, with the long-term goal of starting a nonprofit organization around traditional ecological knowledge and decolonizing information surrounding native plants and medicine. He is also a member of the college's Umoja Scholars Program. The McKinney Scholarship was established in 1998 in memory of Rev. Samuel McKinney and is presented to a qualified African American student enrolled at one of the Seattle Colleges.

MEMORANDUM

TO: Board of Trustees
FROM: Jean Hernandez, Interim President
DATE: February 9, 2023
SUBJECT: Report to the Board of Trustees

I. Student Success

- **Lunar New Year Brings Students Together:** International Programs and the Center for Equity, Inclusion and Diversity held a Lunar New Year celebration in the Jerry Brockey Center on January 24 where students were invited to connect in person, enjoy snacks and beverages, and play games and activities in recognition of the holiday.
- **AANAPISI Center Reopens:** South celebrated the reopening of the AANAPISI (Asian American, Native American, and Pacific Islander Serving Institution) Center on February 6. The Center, backed by a five-year federal grant through 2026, provides an environment conducive to AANAPI students' learning and sense of belonging, along with educational planning and degree/transfer planning. The Center had been closed temporarily due to a funding gap and the pandemic; the reopening marks a continuation of dedicated service to AANAPI students since the first AANAPISI grant was issued in 2008.

II. External Affairs

- **Dr. Hernandez Connects with Legislators:** On Jan. 23, Interim President Jean Hernandez testified before the Senate Early Learning & K-12 Education Committee on Senate Bill 5305 in support of the Career Connect Washington concept to advance more internship and apprenticeship opportunities, while encouraging lawmakers to amend the bill to be more flexible and build on the work and in partnership with the numerous Washington agencies that are focused on economic vitality and career mobility. On June 24, Dr. Hernandez met with Rep. Joe Fitzgibbon, Rep. Emily Alvarado, Sen. Saldana, and Sen. Nguyen's legislative aide. She reviewed the SBCTC's system operational asks (compensation, workforce funding, IT infrastructure) and support for the major capital projects within Seattle Colleges.

III. Guided Pathways

- **Connecting with Statewide Effort:** Eight South representatives working on Guided Pathways attended (either in-person or remotely) the first in-person Guided Pathways retreat since January 2020. It was an opportunity for dedicated college strategizing and time to connect with the colleges across the system taking on this same transformative work.

MEMORANDUM

TO: Board of Trustees
FROM: Dr. Chemene Crawford, President – North Seattle College
DATE: Jan. 26, 2023
SUBJECT: Report to the Board of Trustees

I. Student Success

- **NSC Roy Flores Wellness Center Creates Accessible and Inclusive Offerings**

The Roy Flores Wellness Center (RFWC) is making physical fitness more accessible to the North Seattle College community by opening a fitness clothing closet, where students can pick up athletic attire and shoes. RFWC has also added a trans, non-binary, and women's power hour to their course offerings. Lastly, a Gender Inclusivity and Accessibility Committee is being assembled in effort to make RFWC an inclusive, accessible, and safe environment for all. The committee's objectives will focus on ways to improve the layout, equipment, and programs offered to meet the needs of the LGBTQIA+ community as well as members with disabilities.

II. Institutional Excellence

- **NSC Launches New LPR Parking Enforcement System**

NSC recently implemented a new parking enforcement system, using license plate recognition (LPR) technology, allowing parking permits to be virtually linked to a vehicle's license plate, while eliminating the need for physical parking tags for employees and students. The new system creates efficiency for managing parking infrastructure online, while also capturing parking overflow for traffic coming from the John Lewis Memorial Bridge. Thus far, permit sales have generated roughly \$25,000 in sales.

III. External Affairs

- **SBCTC Hosts DACUM for Computer Science at NSC**

The State Board for Community and Technical Colleges hosted a Developing a Curriculum (DACUM) event for Computer Science at NSC on January 27. Faculty and staff members from Washington's CTC system, as well as industry representatives were in attendance. The DACUM focused on the prevailing industry needs for computer science graduates. The input received from the industry will be shared broadly within the SBCTC system to help inform curriculum and program content.

IV. Pride Points

- **NSC Director of Workforce Education Joins Workforce Deans Academy**

NSC Director of Workforce Education, Jeanette Miller was recently accepted into the Washington State Workforce Deans Academy (WDA). The WDA is a year-long training for community and technical college employees aspiring to higher level workforce leadership positions. The academy is designed to provide individuals with an understanding of the core elements of leadership in addition to the skills required to effectively administer workforce and professional/technical programs in Washington's community and technical college system.