



SESSION	TIME	LOCATION (HYBRID)	
EXECUTIVE	2:00 p.m.	Closed Session	
STUDY	No Study Session on 7/13/23	North Seattle College North Star Dining Room 9600 College Way N Seattle, WA 98103	Zoom zoom.us/j/95498542032 Meeting ID: 954 9854 2032 Passcode: 254001
REGULAR	3:00 p.m.		

EXECUTIVE SESSION

2:00 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.

REGULAR SESSION

3:00 p.m. PRELIMINARY MATTERS

- A. Call to Order
- B. Land Acknowledgment | D'Andre Fisher
- 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 signup for oral comments is requested by completing the short form linked on the [Public Comment – Board of Trustees website](#).

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 (via web form mentioned above). 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. HIGHLIGHT PRESENTATION

- A. Seattle Colleges EDIC – End of the Year Report | D’Andre Fisher

3:40 p.m. ACTION ITEMS

- A. Minutes – Regular Meeting: June 8, 2023 | Pg. 4
- B. 2023-24 Board of Trustee Officers
- C. 2023-24 Board of Trustees Regular Meeting Schedule | Pg. 10
- D. Microsoft License Annual Renewal 2023-24 | Cindy Riche | Pg. 11
- E. New Holly HVAC Replacement – Budget Approval Request | Dr. Jean Hernandez | Pg. 16
- F. Seattle Central EcoDistrict | Dr. Bradley Lane | Pg. 22
- G. Job Skills Program Contracts | Dr. Rosie Rimando-Chareunsap:
 - a. Machinists Inc | Pg. 30
 - b. Tutta Bella | Pg. 37
 - c. Access Laser | Pg. 44



4:15 p.m. INFORMATION ITEMS

- A. **Spring 2023 Quarter Final Enrollment Report | Dr. Bradley Lane | Pg. 51**
- B. **Financial Reorg Update | Dr. Rosie Rimando-Chareunsap**
- C. **Leadership Transition Updates:**
 - I. Jill Lane, Acting President of North Seattle College
 - II. Board of Trustees Chair & Vice Chair
 - III. Interim North President Search Update
 - IV. Gratitude & Farewell to Dr. Jean Hernandez

4:40 p.m. ORAL REPORTS

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

- A. **Labor Representatives**
 - i. Johnny Dwyer - WFSE
 - ii. Annette Stofer - AFT Seattle Community Colleges | **Pg. 54**
 - iii. AFT-SPS | **Pg. 55**
- B. **Chancellor**
- C. **Chair**
 - i. Conferences:
 - i. 2023 ACCT Leadership Congress | 10/9/23 – 10/13/23 | Las Vegas, Nevada
 - ii. 2023 ACT Fall Conference | 11/16/23 – 11/17/23 | Seattle, Washington
 - iii. National Legislative Summit | 2/4/24 – 2/7/24 | Washington, D.C.
- D. **Trustees**
- E. **College Presidents, Vice Chancellors, Associate Vice Chancellors**
 - i. Jill Lane, Acting President of North Seattle College | **Pg. 57**
 - ii. Julianne DeGeyter, Vice Chancellor of Finance and Operations
 - iii. Jean Hernandez, Interim President of South Seattle College | **Pg. 58**
 - iv. D'Andre Fisher, Associate Vice Chancellor of Equity, Diversity, Inclusion and Community
 - v. Bradley Lane, Interim President of Seattle Central College | **Pg. 60**
 - vi. Jennifer Dixon, Vice Chancellor Human Resources
 - vii. Cindy Riche, Associate Vice Chancellor and Chief Information Officer
 - viii. Earnest Phillips, Associate Vice Chancellor of Communications and Strategic Initiatives
 - ix. Kerry Howell, Vice Chancellor of Advancement

5:00 p.m. ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on Thursday, September 14, 2023, at Seattle Central College in room BE 1110/1111. There will be a Study Session at 2:00 p.m., and the Regular Meeting will follow at 2:30 p.m.



SESSION	TIME	LOCATION (HYBRID)	
EXECUTIVE	1:00 p.m.	Closed Session	
STUDY	2:00 p.m.	Seattle Central College BE 1110/1111 1701 Broadway Seattle, WA 98122	Zoom https://zoom.us/j/93288550822 Meeting ID: 932 8855 0822 Passcode: 543143
REGULAR	3:00 p.m.		

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

LEADERSHIP ATTENDANCE			
Ana Chamale	Present	Ronnie Kuan	Present
Chemene Crawford	Present	Bradley Lane	Present
Lela Cross	Present	Bruce Marvin	Present
Jennifer Dixon	Present	Gracie Ochoa	Present
Johnny Dwyer	Absent	Earnest Phillips	Present
D'Andre Fisher	Present	Cindy Riche	Present
Jean Hernandez	Present	Rosie Rimando-Chareunsap	Present
Cody Hiatt	Present	Annette Stofer	Present
Kerry Howell	Absent		

EXECUTIVE SESSION

1:00 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

Dr. Rosie Rimando-Chareunsap stated that the trustees will extend their executive session by five minutes.

Chair Louise Chernin called the study session to order at 2:11 p.m.

A. Conferring of Degrees Procession Run-Through | Earnest Phillips, Associate Vice Chancellor for Communications and Strategic Initiatives

Earnest Phillips, Associate Vice Chancellor of Communications and Strategic Initiatives, and the Communications team led the trustees in a run through of their role at the upcoming Commencement ceremony.

Notable highlights about 2023 Commencement:

Seattle Colleges – North Seattle College, Seattle Central College, South Seattle College – will graduate nearly 3,000 students in June 2023.

- More than 1,800 or 62% are students of color.
- More than 1,200 or 43% are first generation students.
- More than 130 are Seattle Promise scholars.
- Nearly 800 have registered to take part in commencement.

Graduates by College:

- Central – 1,312
- North – 939
- South – 680

Increased Engagement Numbers Across Seattle Colleges:

- 317 more students registered for commencement compared to last year
- 13 more employees signed up to volunteer (72 to 85 compared to last year)
- 10+ more faculty/staff are expected to wear regalia



REGULAR SESSION

3:00 p.m. PRELIMINARY MATTERS

A. Call to Order

Chair Louise Chernin called the regular meeting to order at 3:02 p.m.

B. Land Acknowledgment | Bren Rodriguez, EDIC Student Ambassador – Seattle Central College

The land acknowledgment was performed by Bren Rodriguez, EDIC Student Ambassador at Seattle Central College.

C. Approval of Agenda

Motion 1: Trustee Colleen Echohawk moved to approve the agenda; motion seconded; motion approved unanimously.

3:10 p.m. PUBLIC COMMENT

A. Oral Public Comment

- a. Andrea Baumgartel
- b. Marcia Herrera

3:25 p.m. HIGHLIGHT PRESENTATION

A. Not Dropping Students for Non-Payment of Tuition Balance | Kao LéZheo, Interim Vice President of Student Services

Kao LéZheo, Interim Vice President of Student Services at Seattle Central College, provided a presentation on not dropping students for non-payment of tuition balance. The presentation focused on:

- **Background:**
 - Pilot for winter and spring 2023
 - Communicated to all students with a tuition balance Higher Education Emergency Relief Funds were available to pay their tuition balance
 - Option 1: Have the college pay remaining tuition balance or
 - Option 2: Elect to receive cash payment with instructions to pay tuition balance or
 - Option 3: Dropped from the course
- **Outcomes for Winter 2023:**
 - Generally, of the students who responded with a 3.0 cumulative GPA or higher, they increased their quarter GPA by .4 while students with a cumulative 2.9 or lower, had a decrease in their quarter GPA by 1.0
 - Of the students who did not respond, the average cumulative GPA was 1.5 and the resulting average quarter GPA was 1.0
 - Roughly 80% asked the college to use the HEERF grant to pay their tuition balance
- **Outcomes for Spring 2023:**
 - 800 students have responded to our messaging (text and email)
 - Of the 800, roughly 79% have responded they wanted the college to use the HEERF grant to pay their tuition balance as opposed to accepting a cash payment



3:40 p.m. ACTION ITEMS

A. Minutes – Regular Meeting: May 11, 2023 | Pg. 30

Motion 2: Trustee Teresita Batayola moved to approve the May 11, 2023, meeting minutes; motion seconded; motion approved unanimously.

B. 2023-2024 Apprenticeship Agreements (CITC, PSE) | Dr. Jean Hernandez | Pg. 35

Senate Bill 5320 requires electricians to go through further training.

Motion 3: Trustee Teresita Batayola moved to approve the Puget Sound Electrical (PSE) contract in the amount of \$1,698,786 and the Construction Industry Council (CITC) contract in the amount of \$2,514,312; motion seconded; motion approved unanimously.

C. Fiscal Year Budget Approval for 2023-24 | Julianne DeGeyter | Pg. 38

Motion 4: Trustee Rosa Peralta moved to approve the 2023-2024 fiscal year budget as presented; motion seconded; motion approved unanimously.

D. SCD and AFT 1789 Wage Reopener | Dr. Rosie Rimando-Chareunsap | Pg. 41

Motion 5: Trustee Teresita Batayola moved to approve the Seattle Colleges District VI and AFT Washington Local 1789 wage reopener; motion seconded; motion approved unanimously.

E. Student Success Technology: Starfish Renewal | Cindy Riche | Pg. 43

Motion 6: Trustee Colleen Echohawk moved to authorize the chancellor and her designee to approve this purchase request and enter this renewal contract with EAB for the total purchase amount of \$1,807,518.00 for five years; motion seconded; motion approved unanimously.

F. Agenda Amendment

Motion 7: Trustee Batayola moved to add an information item regarding queer advocacy at Central Seattle College; motion seconded; motion approved unanimously.



4:15 p.m. INFORMATION ITEMS

A. Spring 2023 Quarter Preliminary Enrollment Report | Dr. Bradley Lane | Pg. 45

Dr. Bradley Lane, Seattle Central College Interim President and Vice Chancellor of Institutional Effectiveness, stated that in efforts to focus on strategic enrollment management, enrollment reports will be a standing information item at forthcoming Board of Trustees meetings.

Enrollment Reporting Schedule at BOT Meetings

Quarter	Preliminary	Final
Summer	N/A	October
Fall	December	February
Winter	March	April
Spring	June	July
Annual (Previous AY)	N/A	September

Compared to Spring 2022, our overall Spring 2023 districtwide enrollment did not report any significant changes. It was stated that we are observing some areas with more than 10% increases in FTES such as the Intensive English Program (IEP) at Seattle Central College, International Contract at North Seattle Colleges, and Running Start at South Seattle College. Detailed information for each FTES type is further outlined in the subsequent pages of this report.

B. Bridge Plan Status Report - Spring 2023 | Dr. Bradley Lane | Pg. 49

Dr. Bradley Lane provided an overview of the provided Bridge Plan Status Report.

C. 2023-24 Budget Forum Feedback | Julianne DeGeyter | Pg. 64

All forums were held online and open to everyone, including one for the district. A question was raised if faculty questions presented during public comment during May Board of Trustees meeting were addressed. Faculty were encouraged to attend forums and repeat those questions to receive thorough answers for any and all questions previously introduced.

D. 2023-24 Board of Trustee Officer Nominations

Chair Chernin stated that Vice Chair Peralta will run as chair and new vice chair will be Trustee Surratt. A vote will be taken at the next Board of Trustees meeting.

E. 2023-24 Board of Trustees Regular Meeting Schedule | Pg. 69

The draft agenda was reviewed, and it was noted that the schedule should state that regular meetings in the 2023-2024 academic year will start at 2:30 p.m. This item will come back to the next board meeting for approval.

F. Queer Advocacy at Seattle Central College

Dr. Bradley Lane thanked Jared Stern Rogers and the Queer Cooperative Club for their initiatives in advocating for queer students and providing long term changes that will positively impact students, such as working with IT on name changes in ctcLink and increasing all gender restroom access. Jared has been awarded the President's Medal for outstanding student success and contributions to Seattle Central College.

G. Accolades

- I. Dr. Chemene Crawford
- II. Student Representatives



- Gracie Ochoa - North
- Ronnie Kuan - Central
- Ana Chamale – South

4:40 p.m. ORAL REPORTS

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

A. Student Representatives

- Ronnie Kuan - Central | **Pg. 70**
- Gracie Ochoa – North
- Ana Chamale – South | **Pg. 72**

B. Labor Representatives

- Johnny Dwyer - WFSE
- Annette Stofer - AFT Seattle Community Colleges | **Pg. 74**
- Cody Hiatt - AFT-SPS

C. Chancellor | **Pg. 75**

- Legislative Updates
- Leadership Updates

D. Chair

- Chancellor Search
- Legislative Updates

E. Trustees

F. College Presidents, Vice Chancellors, Associate Vice Chancellors

- Cindy Riche, Associate Vice Chancellor and Chief Information Officer
- Kerry Howell, Vice Chancellor of Advancement
- Julienne DeGeyter, Vice Chancellor of Finance and Operations
- D'Andre Fisher, Associate Vice Chancellor of Equity, Diversity, Inclusion and Community
- Chemene Crawford, President of North Seattle College | **Pg. 77**
- Jean Hernandez, Interim President of South Seattle College | **Pg. 78**
- Bradley Lane, Interim President of Seattle Central College | **Pg. 80**
- Earnest Phillips, Associate Vice Chancellor of Communications and Strategic Initiatives
- Jennifer Dixon, Vice Chancellor Human Resources

5:00 p.m. ADJOURNMENT

Chair Chernin adjourned the meeting at 5:20 p.m.

The next meeting of the Board of Trustees will be held on Thursday, July 13, 2023, at North Seattle College in the North Star Dining Room. The Regular Meeting will begin at 3:00 p.m.

Board of Trustees

2023-2024 Meeting Schedule

Regular meetings are held on the second Thursday* of the month and the regular public meeting starts at 2:30 p.m.
All meetings will be held in person with a Zoom option.

Month	Meeting Date	Seattle Colleges Host Location	Meeting Room	Campus Address
September	Thursday, September 14, 2023	Central	Broadway Edison (BE) - Room 1110/1111	1701 Broadway Seattle, WA 98122
October	Thursday, October 5, 2023	North	North Star Dining Room	9600 College Way N Seattle, WA 98103
November	Thursday, November 9, 2023	South	Cascade Hall - Room 107	6000 16th Ave SW Seattle, WA 98106
December	Thursday, December 14, 2023	Central	Broadway Edison (BE) - Room 1110/1111	1701 Broadway Seattle, WA 98122
January	Thursday, January 11, 2024	North	North Star Dining Room	9600 College Way N Seattle, WA 98103
February	Thursday, February 8, 2024	South	Cascade Hall - Room 107	6000 16th Ave SW Seattle, WA 98106
March	Thursday, March 14, 2024	Central	Broadway Edison (BE) - Room 1110/1111	1701 Broadway Seattle, WA 98122
April	Thursday, April 11, 2024	North	North Star Dining Room	9600 College Way N Seattle, WA 98103
May	Thursday, May 9, 2024	South	Cascade Hall - Room 107	6000 16th Ave SW Seattle, WA 98106
June	Thursday, June 13, 2024	Central	Broadway Edison (BE) - Room 1110/1111	1701 Broadway Seattle, WA 98122
July	Thursday, July 11, 2024	North	North Star Dining Room	9600 College Way N Seattle, WA 98103

*The meeting in October will take place on the first Thursday of the month.



Date Submitted Presenter

06/30/23

Cindy Riche

Position

Associate Vice Chancellor & CIO

Meeting Date Topic

07/13/23

Microsoft License Annual Renewal 2023-24

Background Information (include if applicable: funding, fiscal impact)

Our annual Microsoft license is one of the most expensive of our software costs on an annual basis-- which makes sense since it is the platform on which we base the majority of our computing, software program, and file storage needs.

Microsoft offers different levels of educational licensing, and we have been purchasing the Educational A3 level licensing up until now. Starting this year, however, we will be moving from A3 level licensing to

A5 level licensing, because A5 adds in two significant groups of features that A3 does not include:

- Several critical cybersecurity tools which will add to our toolchest for keeping our community safer online (preventing, monitoring and responding to threats);
- The ability to use Teams as a phone platform, replacing the expensive traditional phone hardware infrastructure of the past. This transition is already underway, and we anticipate it will be complete in 2-3 years (as an aside, users will still be able to choose traditional phone handsets to use with Teams phones if desired). Over time, the funds we save when we can stop maintaining our traditional phone system will be funneled into our Microsoft licensing costs, and it will save us money overall in the long run.

Microsoft also offered Seattle Colleges to participate in a group discount and deducted nearly \$23K off the original quote; however, going to A5 will mean that the total cost of our annual Microsoft license will increase about \$100k annually.

Rationale for Board Action

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

Microsoft license purchase this year will be at a higher cost than in years past.

Chancellor's Recommended Motion

It is recommended that the Board of Trustees authorizes the Chancellor and her designee to make a motion to approve this Microsoft License renewal purchase request contract for the total purchase amount of \$253,604.66 plus applicable tax.

Attachments (presentations, supplemental documents, reports, resolutions)

☒ Yes ☐ No





ACTION ITEM

To: Board of Trustees
From: Dr. Rosie Rimando-Chareunsap, Interim Chancellor
Presenter: Cindy Riche, Associate Vice Chancellor & CIO
Meeting Date: July 13, 2023
Subject: Microsoft License Annual Renewal 2023/24 – ACTION ITEM

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

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- Several critical cybersecurity tools which will add to our toolchest for keeping our community safer online (preventing, monitoring and responding to threats);
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CHANCELLOR’S RECOMMENDED MOTION

It is recommended that the Board of Trustees authorizes the Chancellor and her designee to make a motion to approve this Microsoft License renewal purchase request contract for the total purchase amount of \$253,604.66 plus applicable tax.

Cindy Riche
Associate Vice Chancellor & CIO

Dr. Rosie Rimando-Chareunsap
Interim Chancellor



Pricing Proposal
Quotation #: 23331044
Reference #: 86333243
Created On: 4/11/2023
Valid Until: 6/30/2023

WA-Seattle Community College District

Greg Mcvrady

1500 HARVARD AVE
ATTN: ACCOUNTS PAYABLE
SEATTLE, WA 98122
United States
Phone: (206) 768-6864
Fax:
Email: Greg.McBrady@seattlecolleges.edu

Senior Inside Account Executive

Justin Chisari

SHI International Corp
P.O. Box 952121
Dallas, TX 75395-2121
Phone: 800-477-6479
Fax: 732-507-1555
Email: Justin_Chisari@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Visual Studio Pro MSDN ALng LSA Microsoft - Part#: 77D-00110 Contract Name: Open Market Contract #: Open Market Coverage Term: 7/1/2023 – 6/30/2024 Note: ACP Budgetary Quote - PO cannot be placed based off of this quote.	5	\$55.39	\$276.95
2 Visual Studio Ent MSDN ALng LSA Microsoft - Part#: MX3-00115 Contract Name: Open Market Contract #: Open Market Coverage Term: 7/1/2023 – 6/30/2024 Note: ACP	5	\$326.22	\$1,631.10
3 Project P5 Edu Sub Per User Microsoft - Part#: 7TR-00001 Contract Name: Open Market Contract #: Open Market Coverage Term: 7/1/2023 – 6/30/2024 Note: ACP	10	\$117.18	\$1,171.80
4 Project Professional ALng LSA 1 Server CAL Microsoft - Part#: H30-00237 Contract Name: Open Market Contract #: Open Market Coverage Term: 7/1/2023 – 6/30/2024 Note: FAC	1850	\$6.02	\$11,137.00
5 Visio Professional ALng LSA Microsoft - Part#: D87-01057 Contract Name: Open Market Contract #: Open Market Coverage Term: 7/1/2023 – 6/30/2024 Note: FAC	1850	\$5.39	\$9,971.50
6 Teams International Calling Plan Edu Sub Per User	1	\$288.00	\$288.00

Microsoft - Part#: LN7-00001
Contract Name: Open Market
Contract #: Open Market
Coverage Term: 7/1/2023 – 6/30/2024
Note: ACP

7	Teams Domestic Calling Plan Edu Sub Per User Microsoft - Part#: LM7-00001 Contract Name: Open Market Contract #: Open Market Coverage Term: 7/1/2023 – 6/30/2024 Note: ACP	10	\$144.00	\$1,440.00
8	SQL Server Standard Core ALng LSA 2L Microsoft - Part#: 7NQ-00302 Contract Name: Open Market Contract #: Open Market Coverage Term: 7/1/2023 – 6/30/2024 Note: ACP	52	\$333.12	\$17,322.24
9	Win Remote Desktop Services CAL ALng LSA DCAL Microsoft - Part#: 6VC-01251 Contract Name: Open Market Contract #: Open Market Coverage Term: 7/1/2023 – 6/30/2024 Note: adp	500	\$9.27	\$4,635.00
10	Win Server DC Core ALng LSA 16L Microsoft - Part#: 9EA-00271 Contract Name: Open Market Contract #: Open Market Coverage Term: 7/1/2023 – 6/30/2024 Note: ACP	18	\$311.94	\$5,614.92
11	Win Server Standard Core ALng LSA 16L Microsoft - Part#: 9EM-00265 Contract Name: Open Market Contract #: Open Market Coverage Term: 7/1/2023 – 6/30/2024 Note: ACP	185	\$49.00	\$9,065.00
12	Win Server Standard Core ALng LSA 2L Microsoft - Part#: 9EM-00562 Contract Name: Open Market Contract #: Open Market Coverage Term: 7/1/2023 – 6/30/2024 Note: ACP	6	\$6.14	\$36.84
13	O365 A1 Edu Sub Per User Microsoft - Part#: M6K-00001 Contract Name: Open Market Contract #: Open Market Coverage Term: 7/1/2023 – 6/30/2024 Note: ACP	3000	\$0.00	\$0.00
14	Power Automate Flow Edu Sub Min 5 Licenses Microsoft - Part#: SFK-00001 Contract Name: Open Market Contract #: Open Market Coverage Term: 7/1/2023 – 6/30/2024 Note: ACP	1	\$501.31	\$501.31

15	M365 A5 Unified Edu Sub Per User	1850	\$102.98	\$190,513.00
	Microsoft - Part#: AAD-38400			
	Contract Name: Open Market			
	Contract #: Open Market			
	Coverage Term: 7/1/2023 – 6/30/2024			
	Note: FAC			

16	M365 A5 Unified Edu Sub Student Use Benefit Per User	74000	\$0.00	\$0.00
	Microsoft - Part#: AAD-38405			
	Contract Name: Open Market			
	Contract #: Open Market			
	Coverage Term: 7/1/2023 – 6/30/2024			
	Note: stu			

*Tax	\$25,994.48
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Total	\$279,599.14
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*Tax is estimated. Invoice will include the full and final tax due.

Additional Comments

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

The products offered under this proposal are Open Market and resold in accordance with the terms and conditions at [SHI Online Customer Resale Terms and Conditions](#).



Date Submitted Presenter

07/06/23

Dr. Jean Hernandez

Position

Interim President, South Seattle College

Meeting Date Topic

07/13/23

New Holly HVAC Replacement - Budget Approval Request

Background Information (include if applicable: funding, fiscal impact)

During the summer of 2022, HVAC units at the New Holly Campus broke down; and compounded by hot summer weather, many complications arose, including class cancelations. This equipment failure prompted the need to replace the HVAC system.

The total cost for this repair is \$1,078,839. In an agreement between Seattle Housing Authority and South Seattle College, the College's responsibility is 24% of the maintenance costs, which equates to \$304,917. Currently, the New Holly Campus Capital Project has a reserve balance of \$57,673, meaning that \$256,444 is needed to balance the budget.

This agenda item is to request the Board (1) approve the HVAC replacement at the New Holly Campus and (2) allocate funds from the South Rental budget to the New Holly Capital Budget.

Rationale for Board Action

To enter into any other contract, including any settlement agreement, that involves payment by the district of a total amount of \$250,000 or more in any fiscal year, except public works contracts that are managed by another state agency.

Chancellor's Recommended Motion

We ask that the Board of Trustees approve the needed funding to replace the HVAC unit at the New Holly Campus.

Attachments (presentations, supplemental documents, reports, resolutions)

☒ Yes ☐ No





ACTION ITEM

To: Board of Trustees
From: Dr. Rosie Rimando-Chareunsap, Interim Chancellor
Presenter: Dr. Jean Hernandez, Interim President of South Seattle College
Meeting Date: July 13, 2023
Subject: New Holly HVAC Replacement – Budget Approval Request

BACKGROUND

HVAC replacement at the New Holly campus requires Board of Trustee approval as per [Seattle College District Policy 108](#), Section Authorities Reserved by Board of Trustee #7:

To enter into any other contract, including any settlement agreement, that involves payment by the district of a total amount of \$250,000 or more in any fiscal year, except public works contracts that are managed by another state agency.

During the summer of 2022, HVAC units at the New Holly Campus broke down; and compounded by hot summer weather, many complications arose, including class cancelations. This equipment failure prompted the need to replace the HVAC system.

The total cost for this repair is \$1,078,839. In an agreement between Seattle Housing Authority and South Seattle College, the College's responsibility is 24% of the maintenance costs, which equates to \$304,917. Currently, the New Holly Campus Capital Project has a reserve balance of \$57,673, meaning that \$256,444 is needed to balance the budget.

This agenda item is to request the Board (1) approve the HVAC replacement at the New Holly Campus and (2) allocate funds from the South Rental budget to the New Holly Capital Budget.

Dr. Jean Hernandez
Interim President, South Seattle College

CHANCELLOR'S RECOMMENDED MOTION

We ask that the Board of Trustees approve the needed funding to replace the HVAC unit at the New Holly Campus.



Dr. Rosie Rimando-Chareunsap
Interim Chancellor

NewHolly Campus Capital Budget	Budget	Family and Youth Buildings
HVAC upgrades for Campus of Learners (BU TBD)	\$ 450,561.20	
Innova Architects	\$ 29,974	
Installation	\$ 382,352	
10% Contingency	\$ 38,235	
HVAC upgrades for Family Building (21707049)	\$ 493,234	\$ 493,234
Innova Architects	\$ 29,974	\$ 29,974
Installation	\$ 421,145	\$ 421,145
10% Contingency	\$ 42,115	\$ 42,115
Sprinkler Head Replacement Family Bldg	\$ 26,300	\$ 26,300
JCI Mechanical System software troubleshooting/corrections	\$ 20,000.00	
sunbelt contract	\$ 88,744.35	
Total	\$ 1,078,839	\$ 519,533

	Current Balance	2021 Contributions
Campus Reserve Balance	\$ 193,054	\$ 45,000
Owner contribution - SHA 76%	\$ 146,721	\$ 34,200
Owner Contribution South College 24%	\$ 46,333	\$ 10,800
Proposed Use of Reserves		
Use of SHA Portion		
Use of South College Portion		
Remaining Balance		

SHA responsibility for projects

SHA reserve contributions

Balance need from Non-federal funds

Learners Building Campus Common Areas		SHA Cost Allocation		South College Cost Allocation	
		Family and Youth Buildings 100%			
		Learners Building 39.77%		Learners Building 60.23%	
		Campus Common Areas 76%		Campus Common Areas 24%	
\$	450,561.20	\$	179,188	\$	271,373
\$	29,974				
\$	382,352				
\$	38,235				
		\$	493,234		
		\$	26,300		
	\$ 20,000.00	\$	15,200.00	\$	4,800.00
\$	88,744.35	\$	35,293.63	\$	53,450.72
\$	539,306	\$	749,214.96	\$	329,623.73

2021 YE Balance	2022 Contributions	2022 YE Balance	2023 Contributions
\$ 208,054	\$ 47,250	\$ 255,304	\$ 49,613
\$ 158,121	\$ 35,910	\$ 167,732	\$ 37,706
\$ 49,933	\$ 11,340	\$ 61,273	\$ 11,907
		\$ 1,078,839	
		\$ 749,215	
		\$ 329,624	
		\$ (823,534)	
		\$ 749,214.96	
		\$ 205,437.23	
		\$ 543,777.73	

Funding Source

Campus reserves

Campus Reserves/SHA Non-Federal

Campus reserves August 2022

2023 YE Balance

\$ 304,917

\$ (256,444) South College Shortfall



Date Submitted Presenter

07/10/23

Bradley Lane

Position

Interim President

Meeting Date Topic

07/13/23

Seattle Central EcoDistrict

Background Information (include if applicable: funding, fiscal impact)

In the Spring of 2022, Seattle Central leadership requested approval to switch from using steam sourced from off-campus as its primary heating source to an all-electric on-campus solution at the Broadway campus. We refer to that solution as the "Seattle Central EcoDistrict". District Trustees approved an approach that would use the Energy Savings Performance Contracting program and borrowing to fund the capital cost. The State Board of Trustees declined to forward that request to the Legislature.

In the '23-'25 Capital Budget adopted by the Legislature no funding was provided for implementation of the EcoDistrict. The Legislature did, however, provide funding for energy conservation initiatives thru the Dept. of Commerce using proceeds from the "cap and invest" sale of carbon credits under the Climate Commitment Act.

Central leadership believes that, aside from federal energy conservation grants, the state has primary responsibility to pay for the Seattle Central EcoDistrict via the capital budget. As such, a request for funding of the EcoDistrict should come from the State Board and should tap into the state's proceeds derived from the sale of carbon credits.

Since the summer of 2022, two very important developments have occurred which argue for accelerating the conversion to an EcoDistrict. Our steam vendor, Centrio, imposed a fifteen percent rate hike in January to reflect the higher cost of natural gas. In May, Centrio notified the college that an additional 29% increase will be imposed to reflect the cost of the Climate Commitment Act greenhouse gas emission credits Centrio is required to purchase. Cumulatively, the cost of purchasing steam from Centrio now tops \$550,000 per year.

Second, the city of Seattle is proposing a Building Emissions Performance Standard that will impose significant fines if targeted reductions are not met. The first fines would be imposed in 2031; at \$3.33 per square foot or \$1.3 million dollars for the Broadway/Edison building and \$280,000 for the SAM if we continue with a steam heating/natural gas heating scheme. This is on top of the state requirement to drastically reduce our greenhouse gas emissions by 2030, building by building.

Rationale for Board Action

Conversion from steam avoids significant new costs associated with utility rate increases and is the only path open to the college to bring our greenhouse gas emissions and buildings into compliance with state and city regulations.

Chancellor's Recommended Motion

Whereas the Seattle Colleges District and Seattle Central College are required to significantly curtail its greenhouse gas emissions associated with the operation of its Broadway campus under state and city regulations; and

Whereas the conversion to an all-electric EcoDistrict approach to heating and cooling the Broadway campus buildings will realize a cumulative operating budget savings of \$750,000 and avoid the deferred maintenance cost of \$10 to \$12 million to replace worn out steam piping and controls; and

Whereas the State of Washington has realized significant new revenues from the sale of cap and invest greenhouse gas emission credits that are not part of the previous capital budget resources allocated to capital projects;

Now, therefore, be it resolved that the Seattle Colleges District VI board of trustees does hereby request of the State Board of Community and Technical Colleges inclusion of \$20 million in the 2024 supplemental capital budget appropriation for the Seattle Central College EcoDistrict to be drawn from Climate Commitment Act greenhouse gas emission credit auction proceeds.

Seattle Central EcoDistrict - *Conversion from Steam Heating to All-Electric*

Background

In the Spring of 2022, Seattle Central leadership requested approval to switch from using steam sourced from off-campus as its primary heating source to an all-electric on-campus solution at the Broadway campus. District Trustees approved an approach that would use the Energy Savings Performance Contracting program. The State Board of Trustees declined to forward that request to the Legislature.

The State Board over this summer is preparing its request for a supplemental capital budget appropriation for the '24 Legislative Session.

Purpose

This memo updates College and District leadership on significant changes in the past year that would reduce the annual cost to the college to implement the EcoDistrict plan. College staff request guidance on whether to forward to the State Board a new proposal for the '24 Legislative session. Staff recommendations can be found at the bottom of this document.

Discussion of Funding Options post '23 Legislative Session

Seattle Central first proposed to the SBCTC financing the conversion project using a real estate certificate of participation amortized over 25 years. The State Board declined, citing the added yearly financial burden of servicing \$20 million in debt. Therefore, no financing mechanism for the EcoDistrict was presented to the '23 Legislature.

In principle, the State has the responsibility to fund state agencies' capital projects which are required to comply with state-mandated reductions in greenhouse gas emissions. The existing capital funding appropriations and funding pathways available to the SBCTC are inadequate to that task. Borrowing at the level needed to fund compliance with the Clean Buildings Act and Climate Commitment Act would unduly burden the operating budget.

Staff at the SBCTC have asked if Central plans on resubmitting our request in the '24 session to fund conversion. SBCTC staff will informally brief their Board of Trustees over the summer. They will propose, discuss and adopt a legislative package at their September '23 board meeting. During the '23 Legislative session another funding pathway for large scale energy conservation

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investments was enacted. Central could pursue this in lieu of or as a supplement to one of the existing bond finance tools. HB 1777 authorizes the use of “energy as a service” under the performance-based energy conservation program of the Dept. of Enterprise Services. Rather than financing energy saving equipment thru the State Treasurer, energy as a service, or EaaS, has a state contractor finance, install and operate the equipment. The end user signs a “take-off” agreement that, much like a utility, pays for the output (electricity, heat, cooling, etc.) of the installed equipment over a multi-year term.

The Legislature also allocated revenue generated by the “cap and invest” sale of carbon credits under the Climate Commitment Act. Approximately \$20 million will be distributed by WA Dept. of Commerce this biennium for projects which reduce greenhouse gas emissions.

Pathways to Funding – Table & Discussion

Description	Timeline	Pros	Cons
Request capital appropriation for entire amount less Inflation Reduction Act funds and grants <i>Staff Recommended Approach to Fund EcoDistrict</i>	July information to SBCTC September approval by SBCTC '24 Legislative Session approval July '24 funds released by OFM	Eliminates debt service costs	Does not fit in either majors or minors capital funding model for SBCTC May be accused of an “end run” if not vetted by WACTC in advance Would have to be funded from proceeds of carbon credit auctions – heavy competition for those funds
Request equipment COP <i>Not Recommended</i>	July information to SBCTC June Notice of Intent to Treasurer September approval by SBCTC October '23 or February '24 bond issuance	Does not require legislative approval Faster timeline to implement Shorter period of debt service burden to operating budget	Higher annual debt service cost than real estate COP Size of COP will need to take into account that federal grant will fund after project is completed, not upfront.

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			COPs cannot be paid off early to realize savings
Request real estate COP <i>Not Recommended</i>	July information to SBCTC Summer notice of intent to Treasurer September approval by SBCTC '24 Legislative Session approval October '24 bond issuance	Lower debt service burden annually than equipment COP	Slower timeline because it requires Legislative approval Size of COP will need to take into account that federal grant will fund after project is completed, not upfront. COPs cannot be paid off early to realize savings
EaaS <i>Staff Recommended Backup Approach to Fund EcoDistrict</i>	Summer notice to DES of intent to submit as soon as rulemaking in late '23 is complete September submittal to SBCTC for approval	Fastest timeline Unknown, but presumed cost equivalency to real estate COP in operating budget burden	Longer time commitment to third party Federal tax credit vs federal grant to college depending on who invested what? Rulemaking is not done at DES until Fall.

Discussion of Federal Funding Options – Inflation Reduction Act

A key element of the Inflation Reduction Act of 2022 are federal incentives to convert from fossil-fueled heating and power generation to all-electric or alternative power generation sources.

¹The EcoDistrict as designed is eligible, although implementation rules are still being promulgated by the federal government.

¹ The Office of Financial Management has floated a proposal to require state agencies to turn over any Inflation Reduction Act federal grants in lieu of tax credits to the state, rather than retaining them at the state agency whose project earns the credit.

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Initial estimates from Ryan, a global tax services company specializing in US tax credit programs, are that 80% of the capital investment in the EcoDistrict would be eligible for a credit up to 30% of the invested value. McKinstry projects that \$4.5 to \$5 million can be realized as a capital contribution to the cost of the EcoDistrict. Note that the IRS has not released rules for air-water heat pumps (under the “technology neutral” provisions of the ITC²), and Ryan can’t issue a tax opinion letter on whether air-water heat pumps will be eligible until the IRS issues guidance.

Update on City of Seattle Building Performance Standards

In addition to requirements on Seattle Central to reduce our greenhouse gas emissions by 2030, building by building and as a state entity, the city of Seattle is proposing a Building Emissions Performance Standard that will impose significant fines if targeted reductions are not met. The first fines would be imposed in 2031; at \$3.33 per square foot or \$1.3 million dollars for the Broadway/Edison building and \$280,000 for the SAM if we continue with a steam heating/natural gas heating scheme.

Refining the EcoDistrict Financial Modeling and Capital Requirement Estimates

Over the month of May, Seattle Central examined the equipment specifications for the EcoDistrict against those items funded by the ’23-’25 biennium capital budget. Approximately \$3 million in electrical gear and new air-source heat pumps overlap, reducing the capital need for the EcoDistrict to \$19 million. Additionally, Seattle Central has received \$1,045,000 in WA Commerce grants for the EcoDistrict to date and the solar installation projects will earn approx. \$450,000 in Inflation Reduction Act federal grants in lieu of tax credits.

In principle, the District has the choice of applying earned federal grants from the solar projects and other energy conservation initiatives towards the capital costs of the EcoDistrict.

Central is initiating conversations with the WA Dept. of Commerce on how to apply for funds under the newly appropriated \$20 million which the Legislature authorized. McKinstry and the College project approx. \$1 million in new grant proceeds from the state is achievable.

Taking all the newly identified savings and incentives available, Central estimates the funding gap to fully implement the EcoDistrict is approx. \$14,146,000 million (pending ITC guidance from the IRS.) **However, with the uncertainty on project timing and federal fund availability, staff recommends seeking \$20 million in state capital budget funding to ensure the project is fully funded.**

² ITC is the acronym for investment tax credit under the Inflation Reduction Act

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EcoDistrict Projected Annual Cost to Seattle Central

Central’s initial analysis of why to convert from steam to an all-electric approach looked at the following annual cost elements:

- 1) Utility costs projected out over the coming twenty years.
- 2) Operations and maintenance costs (repairs, maintenance contracts, staff time)
- 3) Deferred maintenance and how to reserve for “end of life” replacement of key components
- 4) Debt service costs if funds were borrowed (***not recommended by college staff***).

These costs were modeled on options for sticking with steam vs. converting to the EcoDistrict with state borrowing in a 15-year bond or a 20-year bond. At present, Central’s Facilities Condition Assessment shows a \$12 million deferred maintenance deficit in our steam system. Given its “end of life” condition, replacing piping and fixtures would require \$12 million and close key portions of the Broadway/Edison complex for months at a time. There is no funding stream available to Seattle Central to tackle this in one, comprehensive overhaul.

1. *Utility Costs.* On the utility cost considerations, the “stick with steam” alternative has seen two disturbing developments. First, our steam vendor, Centrio, imposed a fifteen percent rate hike in January to reflect the higher cost of natural gas. In May, Centrio notified the college that an additional 29% increase will be imposed to reflect the cost of the Climate Commitment Act greenhouse gas emission credits Centrio is required to purchase. **Cumulatively, the cost of purchasing steam from Centrio now tops \$550,000 per year.** The cost of natural gas increased 15% effective January 1st. The EcoDistrict solution to heating and hot water needs for the Broadway campus would significantly replace the consumption of natural gas by Seattle Central.

An EcoDistrict being all-electric would result in an increase in the electrical bill to Central of approx. \$257,000 per year. The net savings between losing the Centrio charge and reducing the PSE natural gas charges is approx. \$400,000 per year.

2. *Operations and Maintenance.* The aging steam system is expensive to maintain. While the cost can vary by the extent of repairs needed to patch corroding pipes, a best estimate of baseline maintenance costs is \$550,000 per year. This includes chemical treatment of the steam to reduce its corrosiveness, full-time engineering and mechanical staff and outsourced replacement of valves and other key components.

The EcoDistrict would abandon the aged steam pipes in place and install new hot water piping to operate our current heating and hot water loops. The new air source heat pumps, thermal storage tanks and back-up electrical resistance hot water boiler will be internet-enabled to allow for on-line monitoring of their operation. Seattle Central Facilities leadership believes its staff with the hiring of a fulltime HVAC engineer to

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replace the retired Eric Knudsen can take responsibility for O&M tasks at an annual cost of \$200,000.

Conversion to an EcoDistrict will realize, therefore, a savings of \$350,000 over current operating costs.

3. *Deferred Maintenance.* Seattle Central and most of our peer SBCTC colleges do not set aside operating budget allocations to build reserves to handle the deferred maintenance costs of aging infrastructure. The last Facilities Condition Assessment conducted by Gordian in 2019 identified \$55 million in deferred maintenance needs at the Broadway campus. The primary driver was \$12 million in replacement cost in 2019 dollars for the steam piping and control valves in the Broadway/Edison complex.

If Central simply stuck with steam indefinitely, a replacement of the steam pipe infrastructure within Broadway/Edison will be required in the next five to six years to insure safe, reliable operations. Modeled on a ten year note for \$9.5 million, Central should anticipate budgeting \$1.17 million per year to service the note.

Assuming a conversion to the EcoDistrict, McKinstry recommends that Central give thoughtful consideration to establishing an annual contribution from operating revenues to build a sinking fund or reserve account. The function of that reserve would be to accumulate an amount sufficient to defray the replacement cost at the anticipated end-of-useful-life period. Their recommendation is to set aside \$350k per year.

Central leadership believes that contributions towards a reserve account could be delayed for five to ten years. Current allocation models from the state of Washington do not provide sufficient operating funds to both maintain and replace existing infrastructure, much less allow a margin for building reserves.

At present, failure of key components in the steam system are treated as repairs and funded thru the college's Unplanned Repair Funds allocation from the SBCTC.

4. *Debt Service.* Debt Service on a 20-year \$14 million bond using rates from the State Treasurer in today's market are projected to cost \$1,117,000 per year. The interest rate is assumed to be 5%. Real estate certificates of participation require approval by the SBCTC board of trustees to be submitted for approval by the Legislature. This would put off implementation of the EcoDistrict until sometime late in 2025.

Alternatively, Central could ask the SBCTC to approve this as an equipment COP for a term of ten to fourteen years at an interest rate assumed to be 4%. The annual debt service cost would be approx. \$1.7 mil.

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The final option to consider is soliciting proposal from a non-governmental financier/operator under the recently adopted “Energy as a Service” model. Companies like Centrio and Creative Energy are able to structure longer-term financial models of up to 30 years. Their cost of capital, based on research conducted in 2022, is higher, but the annual debt service cost may be lower due to a longer amortization period.

Summary Cost Savings from Conversion vs. Added Debt Service & Operating Costs

Category of Savings	Savings from conversion	Cumulative Savings
Steam and Natural Gas Annual	\$400,000 ³	\$400,000
Operations & Maintenance Annual	\$350,000	\$750,000
Deferred Maintenance Debt Service Annual	\$1,171,000	\$1,921,000

Recommended Course of Action

- 1) Request of the State Board inclusion in their capital budget request for the '24 supplemental capital budget the following:
 - a. \$20 million in capital appropriation to be drawn from revenues received from the Climate Commitment Act greenhouse gas credit auctions; and
- 2) Authorization from the District to retain the services of an accounting and tax advisory firm to validate the amount of federal funding available under the Inflation Reduction Act and other federal programs.
- 3) Initiation thru the Dept. of Enterprise Services of analysis of “energy as a service” as an alternative project delivery model.

³ Calculated as the net savings from reducing Centrio and PSE utility cost savings by the added incremental increase in electrical utility charges from SCL

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Date Submitted Presenter

07/12/23

Dr. Rosie Rimando-Chareunsap

Position

Interim Chancellor

Meeting Date Topic

07/13/23

Job Skills Program Client Services Contract Approval (Machinists Inc project)

Background Information (include if applicable: funding, fiscal impact)

The Office of Corporate and Customized Training sought and received five new Job Skills Program grants on June 30, 2023, to fund extensive workforce training projects in our region. These grants fund the training and were awarded during the most competitive round of funding in Job Skills Program history, in which Seattle Colleges won total awards of just over \$3M. Three of those grants have training contracts of more than \$250,000 requiring Board of Trustees approval.

Each of the three grant-funded training projects detailed in the attached memo are on a tight schedule and must begin training in August in order to be completed by the June, 2024, deadline.

Approval is sought for a Client Services Contract in the amount of \$448,000 between Seattle Colleges and Impact Washington to perform ERP System Training and Implementation for Machinists Inc. The training contract is funded by Job Skills Program (JSP) grant award 106-JSP-MAC from the Washington State Board for Community and Technical Colleges and will be managed by the Office of Corporate and Customized Training.

Please see the attached for detailed information regarding this action item.

Rationale for Board Action

Policy 108, Authorities Reserved by the Board of Trustees, Section 7: To enter into any other contract, including any settlement agreement, that involves payment by the district of a total amount of \$250,000 or more in any fiscal year, except public works contracts that are managed by another state agency.

Chancellor's Recommended Motion

To approve entering into a Client Service Contract with Impact Washington funded by Job Skills Program grant 106-JSP-MAC in the amount of \$448,000 to support training for Machinists Inc.

Attachments (presentations, supplemental documents, reports, resolutions)

☒ Yes ☐ No





ACTION ITEM

To: Board of Trustees

From: Dr. Rosie Rimando-Chareunsap, Interim Chancellor

Meeting Date: July 11, 2023

Subject: Client Services Contract Approvals for contracts in the amount of \$448,000, \$430,000, and \$330,263 using Job Skills Program grant funding.

BACKGROUND

The Office of Corporate and Customized Training sought and received five new Job Skills Program grants on June 30, 2023, to fund extensive workforce training projects in our region. These grants fund the training and were awarded during the most competitive round of funding in Job Skills Program history, in which Seattle Colleges won total awards of just over \$3M. Three of those grants have training contracts of more than \$250,000 requiring Board of Trustees approval.

Each of the three grant-funded training projects below are on a tight schedule and must begin training in August in order to be completed by the June 2024, deadline.

Details:

- 1) Approval is sought for a Client Services Contract in the amount of **\$448,000** between Seattle Colleges and Impact Washington to perform ERP System Training and Implementation for **Machinists Inc.** The training contract is funded by Job Skills Program (JSP) grant award 106-JSP-MAC from the Washington State Board for Community and Technical Colleges and will be managed by the Office of Corporate and Customized Training.
- 2) Approval is sought for a Client Services Contract in the amount of **\$430,000** between Seattle Colleges and Impact Washington to perform ERP System Training and Implementation for **Tutta Bella**. The training contract is funded by Job Skills Program (JSP) grant award 106-JSP-24TB from the Washington State Board for Community and Technical Colleges and will be managed by the Office of Corporate and Customized Training.



- 3) Approval is sought for a Client Services Contract in the amount of **\$330,263** between Seattle Colleges and Impact Washington to perform ERP System Training and Implementation for **Access Laser**. The training contract is funded by Job Skills Program (JSP) grant award 106-JSP-24AL from the Washington State Board for Community and Technical Colleges and will be managed by the Office of Corporate and Customized Training.

Job Skills Program Grant Award Emails and Budget Narratives

The State Board for Community and Technical Colleges (SBCTC) has approved your **2023-25 Job Skills Program Grant**.

Amount: \$519,200.00

Grant Number: 106-JSP-MAC

Start Date: 07/01/2023

End Date: 06/30/2024

Final Budget Revision Date: 06/15/2024

Final Invoice Date: 07/15/2024

For complete terms, funding, accounting, and invoicing information, please view the resource documents located in OBIS: <https://obis.sbctc.edu/GrantResources.aspx?gid=MjYyODAADv5yYcoGtCA%3d>

The State Board for Community and Technical Colleges (SBCTC) has approved your **2023-25 Job Skills Program Grant**.

Amount: \$588,600.00

Grant Number: 106-JSP-24TB

Start Date: 07/01/2023

End Date: 06/30/2024

Final Budget Revision Date: 06/15/2024

Final Invoice Date: 07/15/2024

For complete terms, funding, accounting, and invoicing information, please view the resource documents located in

OBIS: <https://obis.sbctc.edu/GrantResources.aspx?gid=MjYwODcA61CmeQF2mEM%3d>

The State Board for Community and Technical Colleges (SBCTC) has approved your **2023-25 Job Skills Program Grant**.

Amount: \$373,796.00

Grant Number: 106-JSP-24AL

Start Date: 07/01/2023

End Date: 06/30/2024

Final Budget Revision Date: 06/15/2024

Final Invoice Date: 07/15/2024

For complete terms, funding, accounting, and invoicing information, please view the resource documents located in

OBIS: <https://obis.sbctc.edu/GrantResources.aspx?gid=MjYxMjUA%2bDslgTmAedU%3d>



Machinists Inc Budget Narrative

Seattle College District

SBCTC Online Grant Management System

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

Project Development Contracts	\$0.00
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5F. Describe how funds will be used for Instructional– Salaries, Wages, and Benefits. Include all position titles, percentages of effort/FTEF/hourly wages, and a brief description of duties as they relate to this grant activity. See JSP Fiscal Guidance for examples of what may be budgeted here.

Instructional Salary and Wages	\$0.00	Instructional Employee Benefits	\$0.00
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5G. Describe how funds will be used for Instructional– Goods and Services.

Instructional Goods and Services \$8,400.00
Green River College Training:
Leadership Training, 6 hours, .018 FTE, \$2,100
Supervision Training, 18 hours, .054, \$6,300

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

Instructional Building Rental & Utilizations	\$0.00
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5I. Describe how funds will be used for Instructional – Travel.

Instructional Travel	\$0.00
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5J. Describe how funds will be used for Instructional – Contracts.

Instructional Contracts	\$383,000.00
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- \$448,000 total; \$383,000 from grant and \$65,000 from cash match -

Impact Washington Operational Performance Training (188 hrs), ERP Training (700 hrs), Change Management Training (260 hrs) and Succession Planning Training (228 hrs), total 1376 hrs @ 325.58/hr

5K. Describe how funds will be used for Administration – Salaries, Wages, and Benefits. Include all position titles, percentages of effort/FTEF/hourly wages, and a brief description



Tutta Bella Budget Narrative

Seattle College District

SBCTC Online Grant Management System

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

Project Development Contracts	\$0.00
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5F. Describe how funds will be used for Instructional– Salaries, Wages, and Benefits. Include all position titles, percentages of effort/FTEF/hourly wages, and a brief description of duties as they relate to this grant activity. See JSP Fiscal Guidance for examples of what may be budgeted here.

Instructional Salary and Wages	\$0.00	Instructional Employee Benefits	\$0.00
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5G. Describe how funds will be used for Instructional– Goods and Services.

Instructional Goods and Services \$22,400.00
Seattle Colleges:
New Employee Welcome Curriculum Development - \$16,500
Green River College:
Train the Trainer - 18 hours .054FTEF - \$5850

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

Instructional Building Rental & Utilizations	\$0.00
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5I. Describe how funds will be used for Instructional – Travel.

Instructional Travel	\$0.00
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5J. Describe how funds will be used for Instructional – Contracts.

Instructional Contracts	\$421,000.00
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Impact Washington:
ERP Level 2 Training- 1294 hours - \$430,000 total: \$400,000 from grant and \$30,000 from cash match
Churro Media:
New Employee Welcome Video Pre-Post Production - \$21,000

5K. Describe how funds will be used for Administration – Salaries, Wages, and Benefits. Include all position titles, percentages of effort/FTEF/hourly wages, and a brief description



Access Laser Budget Narrative

Seattle College District

SBCTC Online Grant Management System

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

Project Development Contracts	\$0.00
-------------------------------	--------

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

Instructional Salary and Wages	\$0.00	Instructional Employee Benefits	\$0.00
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5G. Describe how funds will be used for Instructional– Goods and Services.

Instructional Goods and Services	\$15,600.00
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Green River College:

Conflict Awareness in the Workplace (x3) – 6 hours .018FTEF - \$5850

Train the Trainer – 18 hours .054FTEF - \$5850

Change Management (x2) – 6 hours .018FTEF - \$3,900

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

Instructional Building Rental & Utilizations	\$0.00
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5I. Describe how funds will be used for Instructional – Travel.

Instructional Travel	\$0.00
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5J. Describe how funds will be used for Instructional – Contracts.

Instructional Contracts	\$265,403.00
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Impact Washington:

ERP Training and Launch - \$330,263 total; \$265,403 from grant and balance from cash match

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



CHANCELLOR'S RECOMMENDED MOTION(S)

1. To approve entering into a Client Service Contract with Impact Washington funded by Job Skills Program grant 106-JSP-MAC in the amount of \$448,000 to support training for Machinists Inc.
2. To approve entering into a Client Service Contract with Impact Washington funded by Job Skills Program grant 106-JSP-24TB in the amount of \$430,000 to support training for Tutta Bella.
3. To approve entering into a Client Service Contract with Impact Washington funded by Job Skills Program grant 106-JSP-24AL in the amount of \$330,263 to support training for Access Laser.

Dr. Rosie Rimando-Chareunsap
Interim Chancellor



Date Submitted Presenter

07/12/23

Dr. Rosie Rimando-Chareunsap

Position

Interim Chancellor

Meeting Date Topic

07/13/23

Job Skills Program Client Services Contract Approval (Tutta Bella project)

Background Information (include if applicable: funding, fiscal impact)

The Office of Corporate and Customized Training sought and received five new Job Skills Program grants on June 30, 2023, to fund extensive workforce training projects in our region. These grants fund the training and were awarded during the most competitive round of funding in Job Skills Program history, in which Seattle Colleges won total awards of just over \$3M. Three of those grants have training contracts of more than \$250,000 requiring Board of Trustees approval.

Each of the three grant-funded training projects detailed in the attached memo are on a tight schedule and must begin training in August in order to be completed by the June, 2024, deadline.

Approval is sought for a Client Services Contract in the amount of \$430,000 between Seattle Colleges and Impact Washington to perform ERP System Training and Implementation for Tutta Bella. The training contract is funded by Job Skills Program (JSP) grant award 106-JSP-24TB from the Washington State Board for Community and Technical Colleges and will be managed by the Office of Corporate and Customized Training.

Rationale for Board Action

Policy 108, Authorities Reserved by the Board of Trustees, Section 7: To enter into any other contract, including any settlement agreement, that involves payment by the district of a total amount of \$250,000 or more in any fiscal year, except public works contracts that are managed by another state agency.

Chancellor's Recommended Motion

To approve entering into a Client Service Contract with Impact Washington funded by Job Skills Program grant 106-JSP-24TB in the amount of \$430,000 to support training for Tutta Bella.

Attachments (presentations, supplemental documents, reports, resolutions)

☒ Yes ☐ No





ACTION ITEM

To: Board of Trustees

From: Dr. Rosie Rimando-Chareunsap, Interim Chancellor

Meeting Date: July 11, 2023

Subject: Client Services Contract Approvals for contracts in the amount of \$448,000, \$430,000, and \$330,263 using Job Skills Program grant funding.

BACKGROUND

The Office of Corporate and Customized Training sought and received five new Job Skills Program grants on June 30, 2023, to fund extensive workforce training projects in our region. These grants fund the training and were awarded during the most competitive round of funding in Job Skills Program history, in which Seattle Colleges won total awards of just over \$3M. Three of those grants have training contracts of more than \$250,000 requiring Board of Trustees approval.

Each of the three grant-funded training projects below are on a tight schedule and must begin training in August in order to be completed by the June 2024, deadline.

Details:

- 1) Approval is sought for a Client Services Contract in the amount of **\$448,000** between Seattle Colleges and Impact Washington to perform ERP System Training and Implementation for **Machinists Inc.** The training contract is funded by Job Skills Program (JSP) grant award 106-JSP-MAC from the Washington State Board for Community and Technical Colleges and will be managed by the Office of Corporate and Customized Training.
- 2) Approval is sought for a Client Services Contract in the amount of **\$430,000** between Seattle Colleges and Impact Washington to perform ERP System Training and Implementation for **Tutta Bella**. The training contract is funded by Job Skills Program (JSP) grant award 106-JSP-24TB from the Washington State Board for Community and Technical Colleges and will be managed by the Office of Corporate and Customized Training.



- 3) Approval is sought for a Client Services Contract in the amount of **\$330,263** between Seattle Colleges and Impact Washington to perform ERP System Training and Implementation for **Access Laser**. The training contract is funded by Job Skills Program (JSP) grant award 106-JSP-24AL from the Washington State Board for Community and Technical Colleges and will be managed by the Office of Corporate and Customized Training.

Job Skills Program Grant Award Emails and Budget Narratives

The State Board for Community and Technical Colleges (SBCTC) has approved your **2023-25 Job Skills Program Grant**.

Amount: \$519,200.00

Grant Number: 106-JSP-MAC

Start Date: 07/01/2023

End Date: 06/30/2024

Final Budget Revision Date: 06/15/2024

Final Invoice Date: 07/15/2024

For complete terms, funding, accounting, and invoicing information, please view the resource documents located in OBIS: <https://obis.sbctc.edu/GrantResources.aspx?gid=MjYyODAADv5yYcoGtCA%3d>

The State Board for Community and Technical Colleges (SBCTC) has approved your **2023-25 Job Skills Program Grant**.

Amount: \$588,600.00

Grant Number: 106-JSP-24TB

Start Date: 07/01/2023

End Date: 06/30/2024

Final Budget Revision Date: 06/15/2024

Final Invoice Date: 07/15/2024

For complete terms, funding, accounting, and invoicing information, please view the resource documents located in

OBIS: <https://obis.sbctc.edu/GrantResources.aspx?gid=MjYwODcA61CmeQF2mEM%3d>

The State Board for Community and Technical Colleges (SBCTC) has approved your **2023-25 Job Skills Program Grant**.

Amount: \$373,796.00

Grant Number: 106-JSP-24AL

Start Date: 07/01/2023

End Date: 06/30/2024

Final Budget Revision Date: 06/15/2024

Final Invoice Date: 07/15/2024

For complete terms, funding, accounting, and invoicing information, please view the resource documents located in

OBIS: <https://obis.sbctc.edu/GrantResources.aspx?gid=MjYxMjUA%2bDslgTmAedU%3d>



Machinists Inc Budget Narrative

Seattle College District

SBCTC Online Grant Management System

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

Project Development Contracts	\$0.00
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5F. Describe how funds will be used for Instructional– Salaries, Wages, and Benefits. Include all position titles, percentages of effort/FTEF/hourly wages, and a brief description of duties as they relate to this grant activity. See JSP Fiscal Guidance for examples of what may be budgeted here.

Instructional Salary and Wages	\$0.00	Instructional Employee Benefits	\$0.00
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5G. Describe how funds will be used for Instructional– Goods and Services.

Instructional Goods and Services \$8,400.00
Green River College Training:
Leadership Training, 6 hours, .018 FTE, \$2,100
Supervision Training, 18 hours, .054, \$6,300

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

Instructional Building Rental & Utilizations	\$0.00
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5I. Describe how funds will be used for Instructional – Travel.

Instructional Travel	\$0.00
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5J. Describe how funds will be used for Instructional – Contracts.

Instructional Contracts	\$383,000.00
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- \$448,000 total; \$383,000 from grant and \$65,000 from cash match -

Impact Washington Operational Performance Training (188 hrs), ERP Training (700 hrs), Change Management Training (260 hrs) and Succession Planning Training (228 hrs), total 1376 hrs @ 325.58/hr

5K. Describe how funds will be used for Administration – Salaries, Wages, and Benefits. Include all position titles, percentages of effort/FTEF/hourly wages, and a brief description



Tutta Bella Budget Narrative

Seattle College District

SBCTC Online Grant Management System

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

Project Development Contracts	\$0.00
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5F. Describe how funds will be used for Instructional– Salaries, Wages, and Benefits. Include all position titles, percentages of effort/FTEF/hourly wages, and a brief description of duties as they relate to this grant activity. See JSP Fiscal Guidance for examples of what may be budgeted here.

Instructional Salary and Wages	\$0.00	Instructional Employee Benefits	\$0.00
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5G. Describe how funds will be used for Instructional– Goods and Services.

Instructional Goods and Services \$22,400.00
Seattle Colleges:
New Employee Welcome Curriculum Development - \$16,500
Green River College:
Train the Trainer - 18 hours .054FTEF - \$5850

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

Instructional Building Rental & Utilizations	\$0.00
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5I. Describe how funds will be used for Instructional – Travel.

Instructional Travel	\$0.00
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5J. Describe how funds will be used for Instructional – Contracts.

Instructional Contracts	\$421,000.00
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Impact Washington:
ERP Level 2 Training- 1294 hours - \$430,000 total: \$400,000 from grant and \$30,000 from cash match
Churro Media:
New Employee Welcome Video Pre-Post Production - \$21,000

5K. Describe how funds will be used for Administration – Salaries, Wages, and Benefits. Include all position titles, percentages of effort/FTEF/hourly wages, and a brief description



Access Laser Budget Narrative

Seattle College District

SBCTC Online Grant Management System

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

Project Development Contracts	\$0.00
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5F. Describe how funds will be used for Instructional– Salaries, Wages, and Benefits. Include all position titles, percentages of effort/FTEF/hourly wages, and a brief description of duties as they relate to this grant activity. See JSP Fiscal Guidance for examples of what may be budgeted here.

Instructional Salary and Wages	\$0.00	Instructional Employee Benefits	\$0.00
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5G. Describe how funds will be used for Instructional– Goods and Services.

Instructional Goods and Services	\$15,600.00
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Green River College:

Conflict Awareness in the Workplace (x3) – 6 hours .018FTEF - \$5850

Train the Trainer – 18 hours .054FTEF - \$5850

Change Management (x2) – 6 hours .018FTEF - \$3,900

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

Instructional Building Rental & Utilizations	\$0.00
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5I. Describe how funds will be used for Instructional – Travel.

Instructional Travel	\$0.00
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5J. Describe how funds will be used for Instructional – Contracts.

Instructional Contracts	\$265,403.00
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Impact Washington:

ERP Training and Launch - \$330,263 total; \$265,403 from grant and balance from cash match

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



CHANCELLOR'S RECOMMENDED MOTION(S)

1. To approve entering into a Client Service Contract with Impact Washington funded by Job Skills Program grant 106-JSP-MAC in the amount of \$448,000 to support training for Machinists Inc.
2. To approve entering into a Client Service Contract with Impact Washington funded by Job Skills Program grant 106-JSP-24TB in the amount of \$430,000 to support training for Tutta Bella.
3. To approve entering into a Client Service Contract with Impact Washington funded by Job Skills Program grant 106-JSP-24AL in the amount of \$330,263 to support training for Access Laser.

Dr. Rosie Rimando-Chareunsap
Interim Chancellor



Date Submitted Presenter

07/12/23

Dr. Rosie Rimando-Chareunsap

Position

Interim Chancellor

Meeting Date Topic

07/13/23

Job Skills Program Client Services Contract Approval (Access Laser project)

Background Information (include if applicable: funding, fiscal impact)

The Office of Corporate and Customized Training sought and received five new Job Skills Program grants on June 30, 2023, to fund extensive workforce training projects in our region. These grants fund the training and were awarded during the most competitive round of funding in Job Skills Program history, in which Seattle Colleges won total awards of just over \$3M. Three of those grants have training contracts of more than \$250,000 requiring Board of Trustees approval.

Each of the three grant-funded training projects detailed in the attached memo are on a tight schedule and must begin training in August in order to be completed by the June, 2024, deadline.

Approval is sought for a Client Services Contract in the amount of \$330,263 between Seattle Colleges and Impact Washington to perform ERP System Training and Implementation for Access Laser. The training contract is funded by Job Skills Program (JSP) grant award 106-JSP-24AL from the Washington State Board for Community and Technical Colleges and will be managed by the Office of Corporate and Customized Training.

Rationale for Board Action

Policy 108, Authorities Reserved by the Board of Trustees, Section 7: To enter into any other contract, including any settlement agreement, that involves payment by the district of a total amount of \$250,000 or more in any fiscal year, except public works contracts that are managed by another state agency.

Chancellor's Recommended Motion

To approve entering into a Client Service Contract with Impact Washington funded by Job Skills Program grant 106-JSP-24AL in the amount of \$360,263 to support training for Access Laser.

Attachments (presentations, supplemental documents, reports, resolutions)

☒ Yes ☐ No





ACTION ITEM

To: Board of Trustees

From: Dr. Rosie Rimando-Chareunsap, Interim Chancellor

Meeting Date: July 11, 2023

Subject: Client Services Contract Approvals for contracts in the amount of \$448,000, \$430,000, and \$330,263 using Job Skills Program grant funding.

BACKGROUND

The Office of Corporate and Customized Training sought and received five new Job Skills Program grants on June 30, 2023, to fund extensive workforce training projects in our region. These grants fund the training and were awarded during the most competitive round of funding in Job Skills Program history, in which Seattle Colleges won total awards of just over \$3M. Three of those grants have training contracts of more than \$250,000 requiring Board of Trustees approval.

Each of the three grant-funded training projects below are on a tight schedule and must begin training in August in order to be completed by the June 2024, deadline.

Details:

- 1) Approval is sought for a Client Services Contract in the amount of **\$448,000** between Seattle Colleges and Impact Washington to perform ERP System Training and Implementation for **Machinists Inc.** The training contract is funded by Job Skills Program (JSP) grant award 106-JSP-MAC from the Washington State Board for Community and Technical Colleges and will be managed by the Office of Corporate and Customized Training.
- 2) Approval is sought for a Client Services Contract in the amount of **\$430,000** between Seattle Colleges and Impact Washington to perform ERP System Training and Implementation for **Tutta Bella**. The training contract is funded by Job Skills Program (JSP) grant award 106-JSP-24TB from the Washington State Board for Community and Technical Colleges and will be managed by the Office of Corporate and Customized Training.



- 3) Approval is sought for a Client Services Contract in the amount of **\$330,263** between Seattle Colleges and Impact Washington to perform ERP System Training and Implementation for **Access Laser**. The training contract is funded by Job Skills Program (JSP) grant award 106-JSP-24AL from the Washington State Board for Community and Technical Colleges and will be managed by the Office of Corporate and Customized Training.

Job Skills Program Grant Award Emails and Budget Narratives

The State Board for Community and Technical Colleges (SBCTC) has approved your **2023-25 Job Skills Program Grant**.

Amount: \$519,200.00

Grant Number: 106-JSP-MAC

Start Date: 07/01/2023

End Date: 06/30/2024

Final Budget Revision Date: 06/15/2024

Final Invoice Date: 07/15/2024

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The State Board for Community and Technical Colleges (SBCTC) has approved your **2023-25 Job Skills Program Grant**.

Amount: \$588,600.00

Grant Number: 106-JSP-24TB

Start Date: 07/01/2023

End Date: 06/30/2024

Final Budget Revision Date: 06/15/2024

Final Invoice Date: 07/15/2024

For complete terms, funding, accounting, and invoicing information, please view the resource documents located in

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The State Board for Community and Technical Colleges (SBCTC) has approved your **2023-25 Job Skills Program Grant**.

Amount: \$373,796.00

Grant Number: 106-JSP-24AL

Start Date: 07/01/2023

End Date: 06/30/2024

Final Budget Revision Date: 06/15/2024

Final Invoice Date: 07/15/2024

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Machinists Inc Budget Narrative

Seattle College District

SBCTC Online Grant Management System

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

Project Development Contracts	\$0.00
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5F. Describe how funds will be used for Instructional– Salaries, Wages, and Benefits. Include all position titles, percentages of effort/FTEF/hourly wages, and a brief description of duties as they relate to this grant activity. See JSP Fiscal Guidance for examples of what may be budgeted here.

Instructional Salary and Wages	\$0.00	Instructional Employee Benefits	\$0.00
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Green River College Training:
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5H. Describe how funds will be used for Instructional – Building Rental & Utilization.

Instructional Building Rental & Utilizations	\$0.00
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5I. Describe how funds will be used for Instructional – Travel.

Instructional Travel	\$0.00
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5J. Describe how funds will be used for Instructional – Contracts.

Instructional Contracts	\$383,000.00
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- \$448,000 total; \$383,000 from grant and \$65,000 from cash match -

Impact Washington Operational Performance Training (188 hrs), ERP Training (700 hrs), Change Management Training (260 hrs) and Succession Planning Training (228 hrs), total 1376 hrs @ 325.58/hr

5K. Describe how funds will be used for Administration – Salaries, Wages, and Benefits. Include all position titles, percentages of effort/FTEF/hourly wages, and a brief description



Tutta Bella Budget Narrative

Seattle College District

SBCTC Online Grant Management System

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Project Development Contracts	\$0.00
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Instructional Building Rental & Utilizations	\$0.00
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5I. Describe how funds will be used for Instructional – Travel.

Instructional Travel	\$0.00
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5J. Describe how funds will be used for Instructional – Contracts.

Instructional Contracts	\$421,000.00
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Impact Washington:
ERP Level 2 Training- 1294 hours - \$430,000 total: \$400,000 from grant and \$30,000 from cash match
Churro Media:
New Employee Welcome Video Pre-Post Production - \$21,000

5K. Describe how funds will be used for Administration – Salaries, Wages, and Benefits. Include all position titles, percentages of effort/FTEF/hourly wages, and a brief description



Access Laser Budget Narrative

Seattle College District

SBCTC Online Grant Management System

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

Project Development Contracts	\$0.00
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5F. Describe how funds will be used for Instructional– Salaries, Wages, and Benefits. Include all position titles, percentages of effort/FTEF/hourly wages, and a brief description of duties as they relate to this grant activity. See JSP Fiscal Guidance for examples of what may be budgeted here.

Instructional Salary and Wages	\$0.00	Instructional Employee Benefits	\$0.00
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5G. Describe how funds will be used for Instructional– Goods and Services.

Instructional Goods and Services	\$15,600.00
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Green River College:

Conflict Awareness in the Workplace (x3) – 6 hours .018FTEF - \$5850

Train the Trainer – 18 hours .054FTEF - \$5850

Change Management (x2) – 6 hours .018FTEF - \$3,900

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

Instructional Building Rental & Utilizations	\$0.00
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5I. Describe how funds will be used for Instructional – Travel.

Instructional Travel	\$0.00
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5J. Describe how funds will be used for Instructional – Contracts.

Instructional Contracts	\$265,403.00
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Impact Washington:

ERP Training and Launch - \$330,263 total; \$265,403 from grant and balance from cash match

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



CHANCELLOR'S RECOMMENDED MOTION(S)

1. To approve entering into a Client Service Contract with Impact Washington funded by Job Skills Program grant 106-JSP-MAC in the amount of \$448,000 to support training for Machinists Inc.
2. To approve entering into a Client Service Contract with Impact Washington funded by Job Skills Program grant 106-JSP-24TB in the amount of \$430,000 to support training for Tutta Bella.
3. To approve entering into a Client Service Contract with Impact Washington funded by Job Skills Program grant 106-JSP-24AL in the amount of \$330,263 to support training for Access Laser.

Dr. Rosie Rimando-Chareunsap
Interim Chancellor

INFORMATION ITEM

To: Board of Trustees

From: Dr. Bradley Lane, Interim President of Seattle Central College
Vice Chancellor of Institutional Effectiveness, Seattle Colleges

Meeting Date: July 13, 2023

Subject: Spring 2023 **Final** Quarterly Enrollment Report

Spring 2023 Final Enrollment Report

Compared to Spring 2022, our overall Spring 2023 districtwide enrollment report a **2%** increase. The following table summarizes Total FTES for Spring 2023:

Total				
Campus	Spring 2023	Spring 2022	Change	
			#	%
District	10,308	10,137	171	2%
Central	4,044	4,059	-15	0%
North	2,985	2,963	22	1%
South	3,272	3,115	164	5%

To further analyze our total enrollment for Spring 2023, it is important to account how Total FTES are distributed across different student intents and student demographics. Detailed information for each FTES type is further outlined in the subsequent pages of this report.

State FTES

Central reported no significant changes for State FTES compared to the previous year. North experienced a **5%** increase while South experienced a **7%** increase. The following chart details State FTES:

State				
Campus	Spring 2023	Spring 2022	Change	
			#	%
District	8,345	8,063	282	3%
Central	2,991	3,004	-13	0%
North	2,604	2,480	124	5%
South	2,749	2,579	170	7%

Contract FTES – Running Start and International

The district had an overall **1%** increase of International FTES compared to Spring 2022. While South continues to see decreases in enrollment, North had a **15%** increase in international FTES.

Running Start FTES increased **2%** for the district, where South reported a **12%** increase when compared to Spring 2022. Central and North report small percent decreases in Running Start FTES. The following chart details both Running Start and International FTES:

Campus	Running Start				International			
	Spring 2023	Spring 2022	Change		Spring 2023	Spring 2022	Change	
			#	%			#	%
District	959	938	21	2%	531	526	6	1%
Central	376	382	-6	-2%	351	345	6	2%
North	253	261	-8	-3%	113	98	15	15%
South	330	295	35	12%	67	83	-16	-19%

Total FTES by Intent

IEP at Central can be identified a program of growth, with a **32%** increase in FTES. South ended the quarter with an **11%** increase in apprenticeship FTES.

Basic and Transitional Studies (BTS) had a **24%** increase at North, while Central had a **17%** decrease in enrollment. As for our Bachelor programs, South reports a **7%** FTES increase while Central reported **16%** decrease. College Transfer had an overall **10%** districtwide increase in Total FTES. Professional Technical programs are reporting districtwide decreases in FTES, albeit these aren't significant large. The following table provides more detail for Total FTES by student intent:

		District	Central	North	South
Academic	Spring 2023	5,298	2,276	1,611	1,411
	Spring 2022	4,826	2,158	1,533	1,134
	% Change	10%	5%	5%	24%
Prof Tech	Spring 2023	2,347	1,165	810	399
	Spring 2022	2,403	1,169	829	405
	% Change	-2%	0%	-2%	-1%
BAS	Spring 2023	374	120	225	29
	Spring 2022	395	143	226	27
	% Change	-5%	-16%	0%	7%
BTS	Spring 2023	1,446	465	465	572
	Spring 2022	1,384	484	375	525
	% Change	4%	-4%	24%	9%

		District	Central	North	South
IEP	Spring 2023	139	139		
	Spring 2022	105	105		
	% Change	32%	32%		
Apprenticeship	Spring 2023	1,135			1,135
	Spring 2022	1,024			1,024
	% Change	11%			11%

Total FTES by Demographic Information

Students of Color account for **45%** of Total FTES, where Asian and Black students are among the largest group. In the case of gender, female students account for most of the Total FTES for Spring 2023. The following tables provide disaggregated Total FTES by race/ethnic group and gender:

	District	Central	North	South
Asian	1,870	997	389	484
Black/ African American	1,552	725	396	431
Hispanic/ Latinx	918	329	262	327
Native American or Alaska Native	56	16	10	30
Native Hawaiian or Pacific Islander	66	25	12	30
Two or More Races	1,321	516	427	378
White	3,119	1,097	1,050	971
Not Reported	1,865	406	566	893

	District	Central	North	South
Female	4,959	2,166	1,699	1,094
Male	4,767	1,657	1,144	1,965
Non-binary	106	67	28	11
Not Reported	935	220	241	474



Dr. Bradley Lane

Interim President, Seattle Central College

Vice Chancellor of Institutional Effectiveness, Seattle Colleges



To: SCD Board of Trustees

From: Annette Stofer, AFT Seattle Local 1789 President

Re: July 2023 report

Dear Chair Chernin and Trustees Batayola, Peralta, Surratt, and Echohawk,

At the end of August, I wrap up my tenure as the president for AFT Seattle Community Colleges Local 1789. This is my final report to you after eight years of serving all of the faculty across the District. I will be returning to South Seattle College to teach in the Transitional Studies Program.

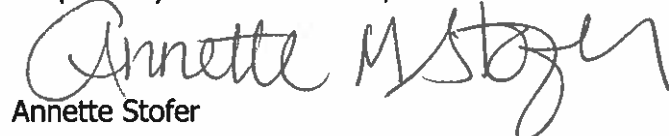
We held officer elections in June and have a new executive board beginning their term in September. Our next AFT Seattle president is Helena Ribeiro. I will let Helena introduce herself when the time comes. I will be spending much of my last couple of months working for a smooth transition to the new board.

It has been a great education and a positive experience to attend your meetings. I especially love the presentations from the various programs and departments that I might otherwise know very little about. It is inspiring to see the range of innovative services to better support students, and the curricular work that addresses inclusion and community. It's also important to mention the student leaders who bring their brilliance and enthusiasm to their work. Their reports always made me smile and feel like we are in good hands with young people like them at the helm.

To you, the trustees, I have always felt welcomed and respected. I thank you for that. While it is true that we often will have differing opinions and goals for our colleges, we can disagree calmly and respectfully. More importantly, when we have had goals in common, we have been willing to join together to make gains. We can celebrate important wins like regional pay, fully funded COLA's, and reinvestments in the CTC system. I believe in the adage, "we all do better when we all do better." It takes cooperation for us all to do better. I have tried to approach this job from a place of willingness to collaborate. I appreciate the many people who reciprocated. Of course, there are plenty of times when collaboration won't be an option, and it's even more important in those times to hear each other out. I have learned so much about that in my work with all of you.

I feel both satisfaction and relief as I wrap up my presidency. There are stretches that are a bit of a blur, but mostly it's just been about getting the work done on behalf of faculty. Now it's time to get off the roller coaster and maybe just float along a lazy river for a change.

Respectfully and with thanks,



Annette Stofer

MEMORANDUM**To:** Board of Trustees for Seattle Colleges District VI**From:** Cody Hiatt, President of AFT-SPS Local 6550**Subject:** Final Report & Incoming Professional Staff Executive Board

5-JUL-23

“To create consistency and ensure compliance, grants accounting activities across the District will be unified into a team consisting of a Grants Accounting Manager and two Grants Analysts. This team will manage all grants accounting across SCD. This change will result in the displacement of the position of Director of Fiscal Services at South Seattle College as well as the position of Director of Budget & Grant Services at Siegal Center.” [District Finance and Operations Re-organization Exec Summary, pg. 2](#)

The Colleges have exercised Sec 13.8.c of our Collective Bargaining Agreement and my last day with the Colleges will have occurred before the Board meeting. I have stepped down from role as Local President and am pleased to introduce new Seattle Professional Staff executive board members.

Student Success

Willow Schooler and Rachael Guenther are the incoming Co-Presidents, serving Districtwide but both are at South. In my last oral report, I spoke to how Dr. Hernandez invited Professional Staff to speak to Cabinet to address the morale and campus climate. Rachael and Willow quickly emerged as leaders who began hosting an informal lunch “Together Tuesdays” at the Alki Café that is open to all employee groups that we might break down our silos, get out of the Zoom rooms and get to know each other in our community.

Rachael is a Student Success Specialist whose close proximity to the student’s experience is what make our work so important. Willow is an Embedded Career Specialist (ECS) in the WorkSource Dept. and they serve working students or workers retraining within an increasingly complex system.

Larry Speer is our incoming VP of North and Assistant Registrar at North. Getting students registered is a first step before they consult with Advisors and North’s Launch Pad, one stop student experience. He is serving on the North Interim President Search Committee as the AFT-SPS representative.

Equity, Diversity, Inclusion, and Community (EDIC)

These principles and values are reflected in the actions we take.

Organizational Excellence

Megan Court will serve as the Local’s Secretary by night and by day an Academic & Student Success Technology Systems Manager at District Office. Using Starfish to connect students with advisors has been critical to remote delivery of services the past 3 years. Building bridges

MEMORANDUM

between the District and the Colleges has always been a legacy of Academic & Student Success.

Ms. Marilyn McCamey will be serving as the Local's Treasurer. I could sing her praises so much you would think I am doing a filibuster but she is humble and prefers to keep her head down (even though she is a queen).

Partnership

We extended an invitation in November 2022 that the Colleges might consult with the representatives impacted most by this reorganization or utilize our collective knowledge and experience before implementing a unilateral change. It hurts deeply that the rhetoric of inclusivity and restorative healing are not reflected in the Colleges actions. The impacts of this change are severe, unmitigated, and will affect not just this fiscal year end close but the internal control framework and relationship with employees going forward.

In closing, I think of the regular meetings I had with the Presidents & Chancellor and one in particular with Dr. Crawford. Our last meeting focused on accomplishments, unfinished business, and legacy.

Thank you Seattle Colleges for giving me the opportunity to accomplish my professional goal of implementing a system change with PeopleSoft.

Thank you Seattle Colleges for giving me 8 years of service to support an infrastructure to deliver fiscal capital to the Instruction and Student Services so students can better their lives through education and be on a pathway to the middle class.

Thank you Seattle Professional Staff for letting me represent you and bargain an agreement last summer. Members past, present, and future will always be the ones keeping the doors open and the ladder up.

In Service,

Cody

REPORT

To: Board of Trustees
From: Dr. Chemene Crawford, President of North Seattle College
Meeting Date: July 13, 2023
Subject: Report – July Board of Trustees Meeting

STUDENT SUCCESS

Students Receive Certification as Certified Fiber Optics Technician

11 students from the Introduction to Fiber Optics class (EET 108) completed the Certified Fiber Optics Technician Certification (CFOT) in spring quarter. The CFOT is provided through the Fiber Optics Association, which is chartered to promote fiber optics through education, certification, and standards. The CFOT certification includes passing an intensive exam as well as ten weeks of hands-on training addressing skill sets required of fiber optics technicians using state of the art test equipment. This training is made possible by generous funding from federal and state grants as well as student lab fees.

DSP Tool For Students Launched At End Of Spring Quarter

The math directed self-placement (DSP) tool launched at the end of spring quarter. The DSP marks a significant change for students, where instead of being placed into their appropriate level of math using high stakes tests, students are being placed based on a tool where they get to explore what types of questions/materials they would encounter and then make an informed decision. This will help with the goal of increasing students' progression through math. In addition, DSP is incredibly important for BIPOC students, as high stakes testing disproportionately affects BIPOC students negatively.

PARTNERSHIPS/EXTERNAL AFFAIRS

Renewal of Johnson Controls Grant to Focus on Improving Retention of Underrepresented Students

The Johnson Controls grant in the amount of \$100,000, administered through the Seattle Colleges Foundation, has been renewed for fiscal year 2023-24. The grant will be focused on improving retention of underrepresented students. Funds will be used to: partially fund a full-time electronics navigator role, provide paid teaching and lab assistant opportunities for students, and provide \$30,000 in scholarships to currently enrolled electronics students with the goal of encouraging persistence in the program.

PRIDE POINTS

Students Present at Consortium Capstone Showcase Event

For the first time, NSC Application Development (AD) Bachelor of Applied Science (BAS) students joined a consortium capstone showcase event held at Northeastern University in South Lake Union. Three groups from the AD BAS capstone/internship course were chosen to present their final project to faculty and students from other community and technical colleges, as well as industry professionals. This was a great opportunity for students to share their hard work on a chosen capstone project and to address both technical and non-technical questions and challenges. An opportunity to network upon completion of final presentations was also provided.

REPORT

To: Board of Trustees

From: Dr. Jean Hernandez, Interim President of South Seattle College

Meeting Date: July 13, 2023

Subject: Report – July Board of Trustees Meeting

EQUITY, DIVERSITY, INCLUSION, & COMMUNITY

- **Creating Indigenous Connections:** Going into the Summer months, South EDIC team has been taking intentional steps to connect or re-connect to Native/Indigenous tribes, organizations, and programs. In June, EDIC Navigator, Alexis Burris attended a Native Non-Profit Regional Meeting to network with other leaders and members of Native focused non-profits in Seattle & King County to discuss issues related to creating holistic approach to serving our Native & Indigenous communities. Additionally, the South EDIC team plan to engage in several upcoming professional development trainings and seminars: “Native Know How” presented by University of Arizona, “Beginning Your Native Student Support Programs”, “Going Beyond Land Acknowledgements” and a future Story Telling presentation for South Seattle College in the Fall.

STUDENT SUCCESS

- **Celebrating the Class of 2023:** South Seattle College celebrated the Class of 2023 on the evening of June 22 with a commencement ceremony at T-Mobile Park. The ceremony brought together graduates from South Seattle College, Seattle Central College and North Seattle College – all part of the Seattle Colleges District. 720 graduates from South were recognized for their achievement of earning a degree or certificate.

ORGANIZATIONAL EXCELLENCE

- **Over 25 Years of Justice Involved Solutions:** South’s Justice Involved Solutions Program (providing a welcoming, supportive, and respectful learning environment for currently and formerly incarcerated students as they transition from the criminal justice system) held a spring quarter graduation ceremony on June 17 that was also an opportunity to acknowledge the program’s rich history of impact. The JIS program has been in operation for over 25 years and over 9000 students have either graduated or achieved a positive outcome (defined as completing coursework milestones, obtaining successful employment, and/or enrolling in additional educational and training opportunities). It was also a moment to acknowledge the many partnerships with state and local agencies to bring JIS to reality. Employees from the Washington State Department of Corrections (a key partner along with King County) attended the ceremony to celebrate the service they helped create so many years ago.

- **Pro-Staff Union Starts Together Tuesdays:** South's Pro-Staff Union started a weekly gathering for all faculty and staff called "Together Tuesdays." Each Tuesday, around noon, everyone is invited for an informal, bring-your-own-lunch gathering at Alki Café to share space, connect with one another, and build community.

GUIDED PATHWAYS

- **Communicating the Student Experience:** To better support students in Predictive Courses at South, faculty teaching those courses share feedback about student progress with the students' success networks across campus using progress surveys in Starfish and gave a formal presentation to the President's Cabinet. Faculty also communicate key information to students while connecting them with other instructors or members of their success network. This communication flow helps students and those supporting them stay well-informed and on track for success.



Dr. Jean Hernandez
Interim President, South Seattle College



REPORT

To: Board of Trustees

From: Dr. Bradley Lane, Interim President of Seattle Central College

Meeting Date: July 13, 2023

Subject: Report – July Board of Trustees Meeting

PARTNERSHIPS

Technical Theatre for Social Justice: Seattle Central College graduated the first cohort of students earning an associate degree, emphasis in Technical Theatre for Social Justice last month. This program, in partnership with Intiman Theatre, creates accessible pathways for women and students of color to enter technical theatre, while focusing on equity and social justice issues.

PRIDE POINTS

Seattle Central's School of **Apparel Design and Development** hosted *Syzygy*, an in-person portfolio show featuring work from the graduating class. This fashion show displayed pieces that connect the importance of design, innovation, and sustainability and introduced graduates to industry professionals.

Seattle Central's **Creative Academy** hosted *Re:* their annual Portshowlio event, which showcased the best pieces from the program's graduates. In addition to displaying their culminating work, students were able to meet and network with industry professionals.

Third quarter Culinary Academy student **Danika Holty** placed second at the national Chaîne de Rôtisseurs Young Chef competition last month. Holty competed against both students and professional chefs from across the country. This competition encourages and promotes the culinary expertise of young chefs under the age of 27.

United States Education Secretary **Miguel Cardona** and Congresswoman **Pramila Jayapal** visited Seattle Maritime Academy to highlight how the academy educates students, partners with local industry, and provides opportunities for living-wage careers. Cardona's visit was one of many stops across the country promoting "Raise the Bar," an initiative to promote community and technical education.



Seattle Central honored the **Class of 2023** during the Seattle Colleges Commencement ceremony on June 22 at T-Mobile Park. More than 900 graduates joined the in-person celebration, which brought together North Seattle College, South Seattle College and Seattle Central College.

Dr. Bradley Lane

Interim President, Seattle Central College