



**SEATTLE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**  
**April 15, 2013**

Seattle  
**CENTRAL**  
Community  
College

**STUDY SESSION**

2:00 p.m.

North Star Dining Room

North Seattle Community College  
9600 College Way North  
Seattle, WA 98103

**NORTH**  
Seattle  
Community  
College

**SOUTH**  
Seattle  
Community  
College

**STUDY SESSION AGENDA**

**2:00 p.m. CALL EXECUTIVE SESSION**

*A. To Discuss the Performance of Public Employees*

**SVI** Seattle  
Vocational  
Institute

**2:30 pm B. To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.**

Georgetown  
Campus

NewHolly  
Learning  
Center

Seattle  
Maritime  
Academy

Wood  
Construction  
Center

**Washington District VI**  
1500 Harvard Avenue  
Seattle, WA 98122  
206.934.3872  
Fax 206.934.3894  
Voice Relay 800.833.6388

## **REVISED REGULAR SESSION AGENDA**

**3:00 p.m. CALL TO ORDER**

**3:05 p.m. ROLL CALL**

**3:10 p.m. INTRODUCTION OF VISITORS – REMIND VISITORS TO SIGN IN**

**3:15 p.m. APPROVAL OF AGENDA | ACTION**

**Tab 1**

**3:15 p.m. PUBLIC COMMENTS**

Fifteen minutes are regularly set aside for others to express their views on any matter except those restricted to Executive Session. Anyone wishing to speak to the items on this meeting Agenda will be recognized when the item is being discussed.

**3:30 p.m. PRESENTATION**

*"Accreditation: Role of the Board in Governance"*

*Presenter: Mark Mitsui, President*

**3:50 p.m. RECOMMENDED BOARD ACTIONS | ACTION**

**A. Approval of Consent Agenda**

**1. March 14, 2013 Meeting Minutes**

**Tab 2**

**2. March 22, 2013 Special Meeting Minutes**

**Tab 3**

**B. Second Reading and Approval**

**1. Credit Hour Policy**

**Tab 4**

**2. Policy 630 - Travel**

**Tab 5**

**4:00 p.m. INFORMATIONAL ITEMS**

**A. Board Priorities for 2013 – 2014**

**1. Build Relationship with the Seattle Public Schools**

**2. Support the Next Wave of Education Leading the District into a Bold Future in Workforce Education and Technology**

**3. Explore Alternative Funding**

- B. District Foundation Report
- C. Regional Healthcare Center Proposal
- D. Legislative Update
- E. Changes to WAC 132F-108-050 and 132F-121 Tab 6
- F. Enrollment Report Tab 7
- G. Student Success Report Tab 8

**4:30 p.m. ORAL REPORTS**

- A. Associated Student Body Presidents
  - 1. Ms. Najwa Alsheikh, Seattle Central Community College
  - 2. Ms. Hillery Jorgenson, North Seattle Community College
  - 3. Mr. Tysen Hillquist, South Seattle Community College
- B. AFT Seattle Community Colleges  
Ms. Karen Strickland, President
- C. Washington Federation of State Employees  
Mr. Rodolfo Franco, President
- D. Chancellor, College Presidents and Vice Chancellors
  - 1. Dr. Jill Wakefield, Chancellor
  - 2. Cabinet
- E. Board of Trustees
  - 1. Mr. Jorge Carrasco, Chair
  - 2. Mr. Albert Shen, Vice Chair
  - 3. Ms. Carmen Gayton
  - 4. Ms. Courtney Gregoire
  - 5. Mr. Steve Hill

**4:50 p.m. ADJOURNMENT**

*The next meeting of the Board of Trustees will be held on Thursday, May 9, 2013 at Seattle Community College District Office, 1500 Harvard Avenue, Seattle, WA 98122. There will be a Study Session at 2:00 p.m., and the Regular Meeting will follow at 3:00 p.m.*

**MINUTES OF THE SEATTLE COMMUNITY COLLEGE DISTRICT**

**BOARD OF TRUSTEES MEETING** held Thursday, March 14, 2013 at  
Seattle Central Community College, 1701 Broadway, Seattle, WA 98122

**PRESENT FOR REGULAR SESSION HELD AT 3:35 P.M.**

Seattle  
**CENTRAL**  
Community  
College

**NORTH**  
Seattle  
Community  
College

**SOUTH**  
Seattle  
Community  
College

**SVI** Seattle  
Vocational  
Institute

Georgetown  
Campus

NewHolly  
Learning  
Center

Seattle  
Maritime  
Academy

Wood  
Construction  
Center

**Trustees**

Mr. Jorge Carrasco  
Mr. Steve Hill  
Ms. Carmen Gayton  
Ms. Courtney Gregoire  
Mr. Albert Shen

**Chancellor**

Dr. Jill Wakefield

**Presidents/Vice Chancellors**

Mr. Mark Mitsui, NSCC  
Dr. Paul Killpatrick, SCCC  
Mr. Gary Oertli, SCCC

**Vice Chancellors**

Dr. Carin Weiss  
Dr. Kurt Buttleman

**Chief Human Resources Officer**

Mr. Charles Sims

**Advisory Representatives**

Mr. Al Griswold, SVI  
Mr. Derek Edwards, AAG  
Ms. Karen Strickland, AFT 1789

Ms. Hillery Jorgenson, NSCC Student  
Ms. Najwa Alsheikh, SCCC Student  
Mr. Tysen Hillquist, SCCC Student

**Secretary**

Ms. Harrietta Hanson

**ABSENT**

Mr. Rodolfo Franco, WFSE

**CALL TO ORDER**

Board Chair, Mr. Jorge Carrasco, called the meeting to order at 3:35 p.m.

**ROLL CALL**

The secretary, Harrietta Hanson, called the roll.

**Washington District VI**  
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206.934.3872  
Fax 206.934.3894  
Voice Relay 800.833.6388

INTRODUCTION OF VISITORS

Mr. Carrasco welcomed the visitors. Visitors introduced themselves. They included: Sarah Dean, Amanda Davis Simpfenderfer, Cheryl Stuart, Stephen Simmons, LaVerne Lamoureux, Fran Kato, Patricia Paquette, April Jensen, Tracy Furutani, Elinor Appel, Karyelba Ortiz, Robin Tartow, Ralph Jenne, Dave John, Karen Van Genderen, Evelyn Yenson, Heather Emlund, Stephen Starling, Daniel Cordas, Martin Logan, Rebecca Brito, Laura Jensen, Rebecca Tesdell, Steve Quig, Jane Shoop, Nat Wilson, Nancy Adelson, Larry Silverman.

APPROVAL OF MARCH 14, 2013 AGENDA

Mr. Carrasco asked for a motion to approve the March 14, 2013 Agenda. **Mr. Hill moved, and Ms. Gregoire seconded the motion. Motion passed unanimously (5-0).**

PUBLIC COMMENTS

Fifteen minutes are regularly set aside for others to express their views on any matter except those restricted to Executive Session. Anyone wishing to speak to the items on this meeting Agenda will be recognized when the item is being discussed.

Mr. Larry Silverman addressed the Board regarding contract negotiations between Seattle Community Colleges and AFT Seattle.

PRESENTATION*Wood Technology Center: Build for the 21<sup>st</sup> Century*

Architect Stephen Starling of Schreiber Starling & Lane Architects gave a presentation on the newly renovated Wood Technology Center. The building of the new structure started in 2010 in two phases. The new structure has two levels and two wings covering a total of 45,000 sq. ft., which consists of computer lab, classrooms, and workshops. There is also a ground floor gallery space which allows large objects to be moved in and out of the building. Mr. Starling reported that due to fire codes, the building is mainly constructed of steel and glass but wood is widely used indoors. The Center now offers cabinetmaking and fine woodworking, carpentry, and marine carpentry programs, including an Associate of Applied Science Degree.

Dr. Killpatrick indicated that the Wood Technology Center is a pride point of Seattle Central Community College. It evolved from the small core structure built in 1980 to the now \$15 million state-of-the-art facility that offers a wide variety of programs to students. He added that the July Board meeting will be held at the new Wood Technology Center.

APPROVAL OF FEBRUARY 7, 2013 MEETING MINUTES

Mr. Carrasco asked for a motion to approve the February 7, 2013 meeting minutes. **Mr. Shen so moved and Mr. Hill seconded the motion. Motion was passed unanimously (5-0).**

RECOMMENDED APPROVAL OF TENURE

Having given reasonable consideration to the recommendations of each individual tenure review committee, as well as the recommendations of the College Vice Presidents for Instruction, Presidents and Chancellor, it was recommended that the Board of Trustees grant tenure to the following faculty:

*SEATTLE CENTRAL:* Rainer Heller, Physics

*NORTH SEATTLE:* Denise Filiatrault, Nursing  
Michael Gaul, Math  
Lynne Hull, Arts  
Christina Scheuer, English

*SOUTH SEATTLE:* Jacob Ashcraft, Chemistry  
David Bennett, Aviation Maintenance  
Will McNamara, Culinary  
Robert Scribner, Culinary

Mr. Carrasco asked for a motion to grant tenure to these nine faculty members. **Mr. Shen so moved and Mr. Hill seconded the motion. Motion was passed unanimously (5-0).**

REVISED BOARD OF TRUSTEES 2013 MEETING SCHEDULE

Mr. Carrasco asked for a motion to approve the revised 2013 Board of Trustees Meeting Schedule. **Mr. Hill so moved and Mr. Shen seconded the motion. Motion was passed unanimously (5-0).**

FIRST READING

1. WAC CHANGES | 132F-142 and 132F-136-030  
The Board reviewed WAC 132F-142 and 132F-136-030 for a First Reading. The whole process of codifying the WAC/Procedure will take several months. The next step would be the filing of a CR102 form, and a Public Hearing scheduled, which is expected to be towards the end of May. If there are no major changes following the hearing, the WAC will be presented to the Board for Second Reading and final approval.
2. CREDIT HOUR POLICY  
The Board reviewed the new policy on Credit Hour for a First Reading and asked that the policy to be included on the next Board meeting agenda for Second Reading and Approval.
3. POLICY 630 | TRAVEL  
The Board reviewed the proposed changes for a First Reading and asked that

the policy be included on the next Board meeting agenda for Second Reading and Approval.

#### INFORMATIONAL ITEMS

A. Enrollment Report

Dr. Weiss presented the comparison of state-funded FTES with annual allocation by college and district.

B. Student Success Report

In addition to the written report, Dr. Jensen added that six students were hired on the spot at the first graduation of the Industrial Manufacturing Academy. The Academy is part of the Pathways to Careers Initiative which focuses on four of the fastest growing industry sectors.

C. Legislative Report

Ms. Lamoureux gave an update on the legislative session.

D. SBCTC Legislative Open House

The first Legislative Open House hosted by the State Board is scheduled on March 21. The time has been revised to from 5 pm – 7:30 pm. About 60 legislators have confirmed their attendance. The Trustees are invited to attend.

E. TACTC Spring Convention

The next TACTC conference is scheduled on May 16 – 17 at Swinomish Casino & Lodge in Anacortes.

#### ORAL REPORTS

A. Associated Student Body Presidents

Ms. Najwa Alsheikh, of SCCC's Associated Student Council (ASC), reported that: (1) thanks to Ms. LaVerne Lamoureux who met with SCCC's student council, students learned how they can get involved in legislative issues; (2) student leadership is working with other student councils to improve student experience within the three colleges. An example would be a student who wants to take classes at more than one college. Each college's registration and requirements are different. The student councils are looking into issues that students may encounter; (3) the Higher One survey was closed on March 3. The student leadership will conduct an analysis of the data and hope to present it to the Board at a subsequent meeting.

Ms. Hillery Jorgensen, of NSCC's Student Administrative Council (SAC), reported on a list of fun activities happening at NSCC, in addition: (1) their student council is also working on the fluidity of the campuses. e.g. no discount in tuition when student takes classes at more than one college; financial aid could

apply to one college; (2) the student leadership is in favor of having a student representative serving on the Board.

As Vice Chancellor of Student Services, Dr. Killpatrick will look into the issues that both Ms. Alsheikh and Jorgensen have brought about regarding the issues students encounter when taking classes at more than one college.

Mr. Tysen Hillquist, of SSCC's United Student Association (USA), reported that: (1) the winter quarter talent show was a success with 12 performances and a great turnout. The students were hoping that the winners of the talent show could perform at the graduation ceremony; (2) the idea of having a mascot at their college has received good feedback; (3) the student council hosted a luncheon with Mr. Oertli, 27 students attended; (4) they are reviewing and updating the student constitution; (5) students are in favor of having a student serving on the Board.

Mr. Carrasco said that the next step regarding student serving on the Board would be to have the administration meet with the three student presidents to confirm their interests and gather their input as to why serving on the Board is important to them.

- B. American Federation of Teachers (AFT) Seattle Community Colleges, Local 1789  
Ms. Karen Strickland acknowledged the faculty members who showed up today at the Board meeting in support of contract negotiations, and Mr. Larry Silverman's comments. She continued to say that: (1) a good contract is important to faculty, and there is a direct link to student learning with faculty's working conditions; (2) a different approach should be taken towards the costs of higher education. Conversation should focus on ways to fund education, and steer away from the same messages of doing more with less and how to make education cheaper.
- C. Washington Federation of State Employees (WFSE)  
No report.
- D. Chancellor, College Presidents and Vice Chancellors  
Dr. Wakefield said that Mr. Tom Malone's reception is scheduled on March 20. It would be a good opportunity to thank Mr. Malone for his 15 years of service to higher education both in the state and at national levels.

Mr. Mitsui reported the passing of long-time vice president of student services, Mr. Roy Flores. Mr. Flores worked at NSCC for 25 years and was beloved by everyone. His memorial service is scheduled on March 23, at 3 pm.

The Board has signed a condolence card and will send it to his family.

E. Board of Trustees

Mr. Carrasco mentioned that a potential opportunity for the colleges to be involved in a medical initiative. Dr. Wakefield added that a special Board meeting might be held to discuss an opportunity for the district to receive legislative funding to have a medical training center at the PacMed Building.

Mr. Carrasco commented on the Retreat held on March 6 – great discussion on the future directions of the district, and provided the new trustees with good information. He thanked the trustees for their attendance, and Dr. Wakefield, Diane Troyer and staff for their support.

EXECUTIVE SESSION

An Executive Session was called at 2:10 pm *to review the performance of public employees*. The Board reconvened to open session at 2:35 pm.

ADJOURNMENT

The meeting was adjourned at 5:15 p.m.

*The next meeting of the Board of Trustees will be held on Monday, April 15, 2013 at North Seattle Community College, 9600 College Way North, Seattle, WA 98103. There will be a Study Session at 2 p.m., and the Regular Meeting will follow at 3:00 p.m.*

APPROVED BY:

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Jorge Carrasco, Chair

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Date



Seattle  
CENTRAL  
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College

NORTH  
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Community  
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SOUTH  
Seattle  
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SVI Seattle  
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## MINUTES OF THE SEATTLE COMMUNITY COLLEGE DISTRICT

### BOARD OF TRUSTEES SPECIAL MEETING held Friday, March 22, 2013 at

Seattle Community College District Office, 1500 Harvard Avenue, Seattle, WA 98122

#### PRESENT FOR SPECIAL MEETING HELD AT 9:30 A.M.

Trustees	Mr. Jorge Carrasco, Chair Mr. Albert Shen Ms. Carmen Gayton (joined via phone) Ms. Courtney Gregoire
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Chancellor	Dr. Jill Wakefield
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Presidents/Vice Chancellors	Dr. Paul Killpatrick, SCCC
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Chief Financial Officer	Dr. Kurt Buttleman
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Advisory Representatives	Mr. Derek Edwards, AAG Mr. Rich Nafziger
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Secretary	Ms. Cheryl Stuart
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Guest	Speaker of the House Frank Chopp
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#### CALL TO ORDER

Board Chair, Mr. Jorge Carrasco, called the meeting to order at 9:36 a.m.

#### INTRODUCTION OF VISITORS

Mr. Carrasco welcomed Speaker Chopp. Visitors also included Patricia Paquette and Evelyn Yenson.

#### PUBLIC COMMENTS

Fifteen minutes are regularly set aside for others to express their views on any matter except those restricted to Executive Session. Mr. Carrasco asked if anyone wished to make a public comment. There were no public comments.

CALL EXECUTIVE SESSION

*To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.*

Executive Session called at 9:38 a.m.

ADJOURNMENT

At 11:23 a.m., Ms. Gayton, in contact via phone, signed off.

Meeting adjourned at 11:38 a.m. with no action taken.

*The next meeting of the Board of Trustees will be held on Monday, April 15, 2013 at North Seattle Community College, 9600 College Way North, Seattle, WA 98103. There will be a Study Session at 2 p.m., and the Regular Meeting will follow at 3:00 p.m.*

APPROVED BY:

\_\_\_\_\_  
Jorge Carrasco, Chair

\_\_\_\_\_  
Date

**MEMORANDUM**

To: Board of Trustees

From: Jill Wakefield, Chancellor

Date: April 15, 2013

SUBJECT: Policy 522 - Credit Hour - Second Reading & Final Action

**Background**

The attached Policy was created to comply with a request from the Northwest Commission on Colleges and Universities. The request was to come into compliance with the federal regulations regarding the definition and assignment of credit hours under Section 600.2 and Section 600.24. As required by Section 600.24, the Commission will evaluate the extent to which the institution meets the federal definition by reviewing the following criteria:

- 1) The adoption of a policy on credit hour for all course and programs at the institutions.
- 2) The process the institution employs to review periodically the application of its policy on credit hour access to assure that credit hour assignments are accurate and reliable.
- 3) Any variations in the assignment of credit hours to assure that these variations conform to the commonly accepted practices of higher education.

In preparing this draft policy the Washington SBCTC rules were used that are found in Appendix B: Credit Hours/Credit Equivalents by the Type of Instruction of the SBCTC Policy Manual. This Policy has been reviewed has been approved by the Chancellor's Cabinet.

**Recommendation**

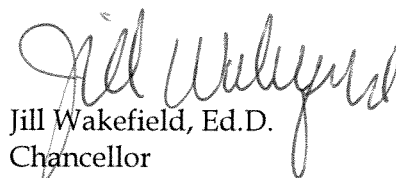
It is recommended that the Board adopt new Policy 522 - Credit Hour.

Submitted By:



Gary Oertli  
President/Vice Chancellor for Instruction

Transmitted to the Board with a favorable recommendation.



Jill Wakefield, Ed.D.  
Chancellor

# SEATTLE COMMUNITY COLLEGE DISTRICT POLICY

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**NUMBER: 522**

**TITLE: Seattle Community College District: Credit Hour Policy**

The State Board for Community and Technical Colleges has defined the credit hour as, "...the unit by which an institution measures its course work. The number of credit hours assigned to a course is defined by the number of hours per week in class and the number of hours per week in out of class preparation." The Seattle Community College District has adopted and supports this policy, and has used the SBCTC's rules to establish credit for its course offerings, as follows:

Lecture/discussion: 1:1; one credit hour is equivalent to one hour of direct teacher instruction in lecture/discussion, and approximately two hours of out-of-class student work (time spent on studying, working on assignments, etc.) per week. For example, a 5-credit course would involve five hours of in-class direct instruction, and approximately 10 hours of additional work by students outside of the classroom per week.

Laboratory/applied learning: 2:1; one credit hour is equivalent to two hours of laboratory work under the supervision of the instructor, and approximately one additional hour for out-of-class student work on assignments per week.

Work site educational experience: 3:1; one credit hour is equivalent to three hours of work per week under the intermittent supervision of the instructor, and includes working with professional practitioners; includes a required one-hour-per-week seminar or discussion group activity.

Other: 5:1; one credit hour is equivalent to five hours of work per week in which minimum supervision is provided or required for work-related activities. In this case, work site experiences have no related seminar or discussion activity.

The above guidelines apply to all types of courses offered for credit and modalities of instruction offered by the Seattle Community College District.



## MEMORANDUM

Seattle  
CENTRAL  
Community  
College

**TO:** Board of Trustees

NORTH  
Seattle  
Community  
College

**FROM:** Kurt R. Buttleman

**DATE:** April 11, 2013

SOUTH  
Seattle  
Community  
College

**SUBJECT:** Policy 630 – Second Reading & Final Action

SVI Seattle  
Vocational  
Institute

### Background

The attached SCCD policy revision is suggested to better comply with the State of Washington OFM Travel Management Requirements and Restrictions as published in Chapter 10 of State Administrative and Accounting Manual (SAAM).

Georgetown  
Campus

This item is being sent to the Board for second reading and final action. Once the Board approves the rules, they become effective immediately.

NewHolly  
Learning  
Center

### Recommendation

It is recommended that the Board adopt these revisions to Policy 630.

Seattle  
Maritime  
Academy

Submitted by:

Dr. Kurt Buttleman  
Vice Chancellor of Finance & Technology  
Business & Finance

Wood  
Construction  
Center

Transmitted to the Board with a favorable recommendation.

Dr. Jill Wakefield  
Chancellor

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# SEATTLE COMMUNITY COLLEGE DISTRICT POLICY

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**NUMBER: 630**

**TITLE: TRAVEL**

Seattle Community College District (SCCD) employees and management shall adhere to the State of Washington OFM Travel Management Requirements and Restrictions as published in Chapter 10.40 of State Administrative and Accounting Manual (SAAM).

*Submitted to the Board for First Reading: 6/11/02*

*Submitted to the Board for Approval: 7/9/02*

*Amended: September 10, 2009*



## MEMORANDUM

**TO:** Board of Trustees

**FROM:** Paul T. Killpatrick,  
SCCC President  
SCCD Vice Chancellor for Student Services

**DATE:** April 15, 2013

**SUBJECT:** Changes to WAC 132F-108-050 & 132F-121 – Information Only

### **Background – Student Conduct Code**

Last year, the Vice Presidents of Student Development Services at North Seattle, South Seattle, and Seattle Central proposed to revise WAC 132F-108-050 & 132F-121 as per the attached document.

Pursuant to Procedure 150, SCCD Policies and Procedures Manual, the attached revisions to WAC 132F-108-050 & 132F-121 were sent to the Board of Trustees for a First Reading in December 2011, and are now proceeding through the formal WAC process. The revised WAC was presented for comments at a Public Hearing on April 9<sup>th</sup> and will be presented along with comments from the Public Hearing to the Board for a Second reading and approval at the May meeting.

### **Recommendation**

It is the recommendation that this item be received as information only

Submitted by,

Paul Killpatrick  
SCCD Vice Chancellor, Student Services

Transmitted to the Board with a favorable recommendations

Dr. Jill Wakefield  
Chancellor

AMENDATORY SECTION (Amending WSR 03-16-015, filed 7/28/03, effective 8/28/03)

**WAC 132F-108-050 Brief adjudicative procedures.** This rule is adopted in accordance with RCW 34.05.482 through 34.05.494, the provisions of which are hereby adopted. Brief adjudicative procedures shall be used, unless provided otherwise by another rule or determined otherwise in a particular case by the district chancellor, the affected campus president, or a designee of either, in regard to:

- (1) Parking violations.
- (2) Outstanding debts owed by students or employees.
- (3) Use of college facilities.
- (4) Residency determinations.
- (5) Use of library--Fines.
- (6) Challenges to contents of education records.
- (7) Loss of eligibility for participation in institution sponsored athletic events.
- (8) Student conduct appeals involving minor disciplinary actions imposing probation or suspensions of ten instructional days or less and any conditions or terms placed on the student.
- (9) Appeals of decision regarding mandatory tuition and fee waivers.

Brief adjudicative proceedings are informal hearings and shall be conducted in a manner which will bring about a prompt fair resolution of the matter.

AMENDATORY SECTION (Amending WSR 03-16-015, filed 7/28/03, effective 8/28/03)

**WAC 132F-121-010 Definitions and general provisions.** For purposes of this chapter:

(1) (a) Bullying is defined as the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at another student or staff that:

(i) Intentionally causes physical or emotional imminent harm to the student or damage to the student's property;

(ii) Places the student in reasonable fear of harm to herself or himself or of damage to the student's property;

(iii) Creates an unlawful hostile environment at school for the student;

(iv) Infringes on the rights of the student at school; or

(v) Is conduct that is sufficiently severe or pervasive to cause material disruption to the ability of a student to participate or benefit in the education program.

(b) Cyber-bullying is defined as bullying through the use of technology or any electronic communication which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic, or photo optical system including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include the creation of a web page or blog in which the creator posted content or messages, if the creation or impersonation creates any of the conditions constituting bullying in the student conduct code. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions constituting bullying in the student conduct code.

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

~~((+2+))~~ (3) "Day" means calendar day, unless specified otherwise, and deadlines shall be computed in accordance with WAC 10-08-080.

~~((+3+))~~ (4) "District" means the sixth state college district, the district administrative offices (Siegal Center), North Seattle Community College, Seattle Central Community College, South Seattle Community College, the Seattle Vocational Institute, and/or every other District VI educational facility, each separately and all

together.

((+4+)) (5) "District community" includes, but is not limited to, the district itself and all enrolled students, employees, officers, and invitees of the district.

((+5+)) (6) "District property" includes all real property, buildings, and other facilities that are owned, leased, or controlled by the district or by the state for district purposes.

((+6+)) (7) "Vice-president for student services" means the person whom a college president has appointed to that position or has otherwise designated to perform the functions ascribed to that position in this chapter.

((+7+)) (8) An action or activity that may be authorized or taken by the district chancellor, a vice chancellor, a campus president, or a campus vice-president may also be authorized or taken by any other person whom that officer has specifically designated to perform that function on his/her behalf, but this officer retains responsibility for the function.

((+8+)) (9) After the adoption of these rules, if a statute or rule to which they refer is ((re-numbered)) renumbered or otherwise amended, these rules shall be interpreted to the fullest extent possible to incorporate such amendment while still giving effect to their original purposes.

((+9+)) (10) Service of any document, notice, or copy under this chapter shall be made (a) by personal delivery, (b) by mailing to the recipient's last known address, which service shall be regarded as complete upon deposit in the U.S. mail properly stamped and addressed, or (c) as otherwise authorized by law or rule.

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

AMENDATORY SECTION (Amending WSR 03-16-015, filed 7/28/03, effective 8/28/03)

**WAC 132F-121-030 Student organizations.** (1) Student organizations may be established and recognized whether their aims are educational, cultural, recreational, social, athletic, religious, political, or economic. Affiliation with an external organization shall not in and of itself disqualify a campus-based student organization from recognition. Membership in a student organization shall be open to any student who subscribes to the stated aims of the organization. To operate as such, a student organization must be recognized by the approved student government organization. The student organization shall abide by all

governing federal and state laws and district and campus rules, policies and procedures.

(2) A college may require, as a condition of access to campus funds and/or facilities, demonstration or proof of the student enrollments of a student organization's members. However, any list of members compiled for such purposes shall not be publicly disclosed except in accordance with applicable law. A college may, in its discretion, permit others, such as students' spouses, to participate in a student organization's activities under appropriate conditions.

(3) Each year, before a student organization may be recognized or function as such, or may use services and activities funds, a college employee must ~~((agree))~~ be identified to serve as its advisor and his/her name must be ~~((provided to and))~~ approved by the vice-president for student services or designee. ~~((No campus employee may serve as the advisor for more than two student organizations at the same time.))~~

(4) Where funds are allocated to a student organization, financial accountability is required. Student organizations' funds shall be maintained at the college, in college accounts. The organizations shall keep detailed written records of their income and expenditures and shall assure that these can be reconciled with the campus budget and accounting system. Student organizations' financial records must be made available upon request to the student government organization and to any administrative officer designated by the college president.

(5) A college president may withdraw a student organization's recognition and funding for good cause. Such cause shall include, but not be limited to, (a) failure to comply with this rule or other district requirements or (b) hazing.

AMENDATORY SECTION (Amending WSR 03-16-015, filed 7/28/03, effective 8/28/03)

**WAC 132F-121-050 Student use of the district/college name.**

(1) No individual student, student group, or student organization may act or make any representation in the name of the district or of any campus without specific authorization from the vice-president for student services or designee.

(2) No individual student, student group or student organization shall falsely indicate or represent that his, her, or its own position on any policy or issue is that of the district or of any campus.

**WAC 132F-121-060 Student complaints generally.** (1) The procedures in this chapter are to be used for the processing and disposition of complaints by students (complainants) against college employees or other students, except to the extent that a complaint is against a college employee and the processing is dictated otherwise by a collective bargaining agreement or other applicable process. These procedures are available to all students and are intended to protect the rights of both the complainant and the respondent.

(2) For the purposes of this chapter, a "complaint" is defined as a good faith ((claim,)) allegation based on personal experience or knowledge((, that the respondent employee or student (a) has violated a specific legal or district requirement or has otherwise acted without reasonable care (b) on district property or during an event or activity that the district conducts, participates in, or sponsors, (c) in a manner that had or has a significant detrimental effect on)) by a student or students that there has been a violation, misapplication, or misinterpretation of some service or rule as it applies to students in the institution by a staff or faculty member of the institution, resulting in loss or detriment to the complainant. However, an objection to disciplinary action under the student conduct code is only appealable under that code, and cannot constitute a complaint.

(3) Each college president shall appoint a complaints officer to handle student complaints. This position shall be filled by an employee whose position is below the level of vice-president. The district chancellor shall designate a complaints officer to handle complaints against Siegal Center employees. If the president or chancellor determines, upon request, that the complaints officer has a disqualifying personal interest in a particular matter, he/she may appoint a substitute complaints officer for that matter. Information on the identity and location of the complaints officer(s) and about this procedure shall be readily available within each college.

(4) The complaints officer shall be responsible for taking appropriate actions to try to resolve complaints. ~~((Information on the identity and location of the complaints officer(s) and about this procedure shall be readily available within each college.))~~

(5) A complaint may be ~~((initiated))~~ addressed under either the informal process or the formal process, as set forth below. Students are encouraged to begin with the informal process.

(6) No respondent or district employee shall take adverse action or otherwise retaliate against a student because that student initiated a good faith complaint or assisted another student with a complaint.

(7) If more than one type of complaint or more than one respondent is included in one complaint, the complaints officer may, upon request, provide for appropriate modification(s) of these procedures.

(8) If a respondent employee is unavailable, or otherwise

fails or refuses to participate timely in a complaint proceeding, the respondent's supervisor may(~~(, upon request and in her/his discretion,)~~) act or designate another person to act in the complaint proceeding on that employee's behalf. However, no action by a substitute may subject the respondent employee to discipline.

AMENDATORY SECTION (Amending WSR 03-16-015, filed 7/28/03, effective 8/28/03)

**WAC 132F-121-070 Informal processing of complaints.** (1) This informal process is intended to facilitate prompt and amicable resolution of a complaint apart from the formal complaint process.

(2) A student who has a complaint is encouraged to discuss the matter directly with the respondent to attempt to resolve it.

(3) If the student complainant believes that discussion with an employee respondent will not achieve or has not achieved a satisfactory result, the (~~(complainant)~~) student may communicate about the matter with the respondent's supervisor(~~(, if any. If the complainant identifies the matter as a complaint under this procedure, the supervisor shall, within the earlier of five days following that communication or any deadline established in an applicable collective bargaining agreement, appropriately notify the respondent of the complaint. The supervisor also shall, within the earlier of fifteen days following that communication or any deadline established in an applicable agreement, meet or attempt to meet with the respondent and otherwise attempt to resolve the complaint)~~)).

(4) Any participant in the informal process may request the complaint officer's assistance in obtaining a resolution.

(5) This informal process (~~(shall be deemed to be terminated if the complainant files a timely formal complaint related to the same matter)~~) must be completed in a timely manner.

AMENDATORY SECTION (Amending WSR 03-16-015, filed 7/28/03, effective 8/28/03)

**WAC 132F-121-080 Formal processing of complaints.** (~~((1) This formal process applies to student complaints that are made to the complaints officer in writing. The complaints officer may extend any deadline herein for good cause.~~)

~~((2) To be considered under this formal process, a complaint must be filed with the complaints officer in writing within ninety days of when the complainant knew or reasonably should have known that he/she had cause for a complaint, except as otherwise provided~~

~~in WAC 132F-121-090 for a grade complaint. The written complaint shall be designated as a complaint under these rules and shall fully specify the facts and other grounds on which it is based. The complainant should attach copies of relevant supporting documents when feasible.~~

~~(3) Upon receipt of the complaint, the complaints officer shall determine whether it qualifies as such. If the officer determines that it does not qualify as a complaint, she/he shall serve notice to that effect on the complainant within five days. The complainant may obtain review of that notice of complaint disqualification by filing a written request with the complaints officer under subsection (7) below.~~

~~(4) If the complaints officer determines that the complaint does qualify as such, that officer shall serve copies of the complaint and any supporting documentation on the respondent and the respondent's supervisor (if any) within five days. After service of such a copy of the complaint, the respondent shall serve a written response on the complaints officer, and a copy thereof on the respondent's supervisor (if any), within fifteen days.~~

~~(5) Within five days of service of that response, or, absent a response, within five days of when one was due, the complaints officer shall serve on the complainant either the response or a statement that none has been received, together with notice of the complainant's rights under the following subsection.~~

~~(6) Within five days of this service, if the complainant finds that the response or nonresponse is unsatisfactory she/he may serve written notice of such dissatisfaction on the complaints officer. Within five days of service of such notice, the complaints officer shall schedule a conference and invite the complainant, the respondent, and the respondent's supervisor (if any). This conference shall be held within fifteen days of service of the complainant's notice, or as soon thereafter as feasible. During this conference the complaints officer shall try to facilitate resolution. The complaints officer shall produce a written statement summarizing this conference and serve copies on each of the invited attendees within ten days after the conference.~~

~~(7) Within five days after service of either a notice of complaint disqualification or a conference summary, the complainant may obtain review thereof by filing a written request for such review with the complaints officer. Within five days of receiving this request for review, the complaints officer shall forward it, together with the complaint and other relevant documents, either to the vice-president of instruction (if the officer determines that the complaint is predominantly an instructional matter) or to the vice-president for student services (if the officer determines that the complaint is predominantly noninstructional in nature). If the respondent is a Siegal Center employee, the complaints officer shall forward the matter to a vice chancellor.~~

~~(8) This reviewing administrator shall review the complaint and documentation, and may also interview knowledgeable persons as appropriate. The administrator should render a written decision within fifteen days after receiving the complaint and documents, or as soon thereafter as feasible. The administrator may accept,~~

~~reject, or modify any of the previous action(s) in the matter, and/or take other action(s). This decision shall be in writing and shall be served on the complainant, respondent, and others deemed appropriate.~~

~~(9) This decision of the reviewing administrator shall be the final decision of the district on that complaint.))~~ (1) To be considered under the formal process, a complaint must be filed in writing with the campus complaints officer by the final day of the quarter following the quarter in which the problem occurred, except as otherwise provided in WAC 132F-121-090 for a grade complaint. For purposes of complaints, the quarter which follows spring quarter is fall quarter. The written document should fully specify the facts and other grounds on which the complaint is based, and should include copies of relevant supporting documents when feasible. The complaints officer may extend any deadline herein for good cause.

(2) If the complaints officer determines that the complaint does not qualify to be addressed through the formal process, that officer must inform the student, explaining the reasons in writing within five working days. The student complainant may obtain review of that notice of complaint disqualification by filing a written request with the complaints officer under subsection (9) of this section.

(3) If the complaints officer determines that the complaint does qualify as such, that officer must serve copies of the complaint and the supporting documents on the individual named in the complaint (the respondent) and the respondent's supervisor, within five working days.

(4) The respondent, upon receiving notice of the formal complaint, shall provide a response in writing to the complaints officer, and to the respondent's supervisor, within ten working days.

(5) The complaints officer must forward the written response, or the information that no response was received, to the student complainant within five working days of receipt of the response, or five working days from when a response was due.

(6) If the student complainant finds that the response or lack thereof is unsatisfactory she/he has five working days in which to submit a written request for the complaints officer to schedule a conference with the respondent to discuss the matter.

(7) Upon receipt of such request, the complaints officer has five working days to schedule the conference which must be convened within ten working days of receipt of the students' request or as soon thereafter as feasible. This conference will include the student, the respondent, and his or her supervisor, and be moderated by the complaints officer.

(8) During this conference the complaints officer shall try to facilitate resolution. The complaints officer shall produce a written statement summarizing the conference and provide copies to all parties within ten working days of the conference.

(9) The student complainant may request a review of the outcome of the complaint conference (or of a complaint disqualification) by submitting a written request for

administrative review to the complaints officer within five working days of receiving the conference summary.

(10) The complaints officer shall forward, within five working days, the request for administrative review, the complaint, supporting documents, and the conference summary either to the vice-president of instruction (if the officer determines that the complaint is predominantly an instructional matter), or to the vice-president for student services (if the officer determines that the complaint is predominantly noninstructional in nature).

(11) This administrator shall review the complaint and documentation, and may also interview knowledgeable persons as appropriate. The administrator should render a written decision within ten working days after receiving the complaint and documents, or as soon thereafter as feasible. The administrator may accept, reject, or modify any of the previous action(s) in the matter, and/or take other action(s). This decision shall be in writing and shall be served on the student complainant and others deemed appropriate.

(12) This decision of the reviewing administrator shall be the final decision of the district on that complaint.

AMENDATORY SECTION (Amending WSR 03-16-015, filed 7/28/03, effective 8/28/03)

**WAC 132F-121-090 Additional provisions for grade complaints.**

(1) For student complaints regarding grades received for course work, this section shall apply in addition to the above-described informal and formal procedures.

(2) A student may formally grieve only the final grade received in a course, but that complaint may include any or all of the components of that final grade. For a grade complaint, the respondent(s) shall be, or include, the instructor who issued the grade.

(3) (~~Instead of the deadline in WAC 132F-121-080,~~) A formal complaint regarding a grade must be filed not later than the last day of the quarter which follows the quarter for which the disputed grade was received, except that a complaint regarding a spring quarter grade may be filed through the last day of the following fall quarter.

(4) In specifying the facts and other grounds on which it is based, the formal complaint shall specify the grade that is being challenged and should attach copies of relevant documents. The response on behalf of the respondent shall include, to the extent feasible, the applicable evaluation criteria, copies of the course syllabus and relevant grading records, and the faculty member's explanation for the grade.

(5) Ordinarily the evaluation of course mastery is exclusively within the province of the instructor of a particular course, and so a grade change may be initiated only by that instructor.

However, if a formal grade complaint is ultimately reviewed by the vice-president of instruction, and she/he finds that the grade was issued for an improper reason or was arbitrary and capricious or otherwise unlawful, that vice-president may change the grade in the records of the college.

(6) Nothing in these rules shall be construed to limit the separate authority of the vice-president of instruction to change a grade when required by a judicial order or a legal settlement agreement entered into by the district, regardless of whether a complaint has been filed.

AMENDATORY SECTION (Amending WSR 03-16-015, filed 7/28/03, effective 8/28/03)

**WAC 132F-121-110 Student misconduct.** Misconduct for which the campuses may impose sanctions includes, but is not limited to, any of the following:

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

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

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

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

(2) Any other act of college-related dishonesty. Such acts include, but are not limited to:

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

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

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

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

(4) Assault, physical abuse, verbal abuse, threat(s), intimidation, harassment, bullying, or other conduct which harms,

threatens, or is reasonably perceived as threatening the health or safety of any student, any district officer or employee, or any other person who is on district property or is participating in a district activity.

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

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

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

(8) Possession or use, without express authorization by the district chancellor or a campus president, of any explosive, incendiary device, dangerous chemical, weapon, or other device or substance which can be used to inflict bodily harm or to damage real or personal property.

(9) Hazing. Hazing includes, but is not limited to, any initiation into a student organization or any pastime or amusement engaged in with respect to such an organization that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm, to any student.

(10) Being observably under the influence of any alcoholic beverage, or otherwise using, possessing, consuming, or selling any alcoholic beverage, except as permitted by law and authorized by the chancellor or a college president.

(11) Being observably under the influence of any legend drug, narcotic drug or controlled substance as defined in chapters 69.41 and 69.50 RCW, or otherwise using, possessing, ~~((consuming))~~ delivering, or selling any such drug or substance, except (a) in accordance with a lawful prescription for that student by a licensed health care professional or (b) as permitted by law and authorized by the chancellor or a college president.

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

(13) Conduct which is disorderly, lewd, or obscene.

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

(15) Discriminatory action which harms or adversely affects any student or district employee because of her/his race, color, national origin, mental or physical disability, gender, sexual orientation, age, creed, or religion.

(16) Sexual harassment of a student or district employee. This includes, but is not limited to, engaging in unwelcome sexual advances, requests for sexual favors, ~~((or other conduct of a sexual nature where such behavior offends or would offend a reasonable and prudent person))~~ and other verbal, nonverbal, or physical conduct of a sexual nature that has the effect of denying

or limiting a student's ability to participate or benefit from any of the college's programs.

(17) Other harassment of a student or district employee. This includes, but is not limited to, repeated and unwelcome following (stalking) or contacting of such a person or making a threat which places that person in reasonable fear of bodily harm.

(18) Smoking inside a campus building or in or on any other property where smoking is not authorized.

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

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

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

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

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

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

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

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

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

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

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

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

(a) Failure to obey a subpoena;

(b) Falsification or misrepresentation of information;

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

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

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

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

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

(22) Operation of any motor vehicle on district property in an unsafe manner or in a manner which is reasonably perceived as threatening the health or safety of another person.

(23) Violation of any other district rule, requirement, or

procedure, including but not limited to any that is posted in electronic form, the district's traffic and parking rules, or the requirements for carpool parking.

(24) Violation of any federal, state, or local law, rule, or regulation.

(25) Aiding, abetting, inciting, encouraging, or assisting another person to commit any of the foregoing acts of misconduct.

AMENDATORY SECTION (Amending WSR 03-16-015, filed 7/28/03, effective 8/28/03)

**WAC 132F-121-140 Initiation of discipline.** (1) The vice-president for student services or designee at each campus is responsible for investigating possible violations of this student conduct code at that campus and initiating any appropriate disciplinary actions. If that officer is a respondent in a complaint initiated by the subject student, the college president shall, upon request and when feasible, designate another person to fulfill any such disciplinary responsibilities relative to the complainant.

(2) Any member of the district community may make a complaint against a student whom she/he believes has violated this student conduct code. Such a complaint should ordinarily be filed in writing with the vice-president for student services. However, no such complaint is required in order for that vice-president to take action on any matter that comes to his/her attention.

AMENDATORY SECTION (Amending WSR 03-16-015, filed 7/28/03, effective 8/28/03)

**WAC 132F-121-150 Vice-president's review and action.** (1) After conducting such initial investigation of possible misconduct as she/he deems appropriate, the vice-president for student services or designee shall meet, or make a reasonable effort to meet, with the subject student. At that meeting, or if there is no meeting in a document served on the student, the vice-president shall describe the complaint and/or information that has been received and identify the rule violations that appear to have occurred. In order that any informality not mislead the student as to the seriousness of the matter, the vice-president shall also inform the student of the sanction(s) that may be imposed for the alleged misconduct. The vice-president shall give the student an opportunity to respond to the allegations before a disciplinary decision is made.

(2) After considering the information that has been obtained through investigation and/or from the student, the vice-president may take any of the following actions:

(a) Terminate the proceeding, exonerating the student;

(b) Give any appropriate counseling or advice and then terminate the proceeding;

(c) Impose disciplinary sanction(s), subject to any right of appeal as described herein; or

(d) Refer the matter to the student conduct committee for such action as it deems appropriate. Such referral shall be in writing, to the attention of the committee chair, with a copy served on the student.

(3) A "respondent" as referred to hereinafter is a student upon whom a disciplinary sanction has been imposed or whose case has been referred to the student conduct committee.

AMENDATORY SECTION (Amending WSR 03-16-015, filed 7/28/03, effective 8/28/03)

**WAC 132F-121-160 Disciplinary actions.** (1) Any of the following disciplinary sanctions may be imposed for violation of one or more specified provisions of this student conduct code:

(a) Warning: Oral notice to the student of the violation(s). There shall be no appeal from a warning.

(b) Reprimand: Written notice to the student of the violation(s). A reprimand indicates, and usually states, that other or further misconduct, especially any continuation or repetition of the misconduct in question, may or will result in more serious disciplinary action. There shall be no appeal from a reprimand.

(c) Probation: Placement of one or more conditions on the student's continued attendance, as specified in the written notice to the student. The time period of the probation will ordinarily be stated in the notice; if not stated at all, or if so stated, the probation shall be for an indefinite period, concluding only with the end of the student's enrollment.

(d) Suspension from activities: Disqualification of the student, for a stated or indefinite period of time, from participation in specified (or all) privileges, services, or activities that are provided or sponsored by the district.

(e) Suspension of enrollment: Termination, for a stated or indefinite period of time, of all rights as an enrolled student in the college and/or the district, subject to the student's right to seek reinstatement as provided in WAC 132F-121-240.

(f) Expulsion: Permanent termination of a student's enrollment, and right to enroll, at any college or other educational facility in the district.

(g) Grade change: Lowering of a student's grade in a course below that awarded by the instructor.

(2) The conditions or terms of probation or suspension may include, without limitation:

(a) Restriction of future contact or communication with designated persons;

(b) Restriction of the student's access to district property; and/or

(c) Payment for personal injury, property damage, or other expenses related to the violation((-));

(d) Requirement of a medical evaluation by a qualified professional to assess the student's ability to function in the academic environment. Upon completion of the medical evaluation, the student may be readmitted so long as the student does not pose a significant risk to the health or safety of others that cannot be eliminated by a modification of policies, practices or procedures, or by the provision of auxiliary aids or services. In determining whether students with disabilities (as defined by Section 504 of the Rehabilitation Act, Title II of the ADAAA, and chapter 49.60 RCW) pose such a direct threat, the vice-president of student services or designee will make an individualized assessment based on reasonable judgment that relies on current medical knowledge or on the best available evidence, to ascertain the nature, duration, and severity of the risk and the likelihood, imminence, and nature of future harmful conduct to others in the college community;

(e) Requirement of satisfactory completion of anger management therapy or other specified counseling.

Failure to comply with a condition or term of probation or suspension shall be cause for further disciplinary sanction.

(3) A respondent's record of past misconduct may be considered in determining the appropriate disciplinary action.

(4) A summary suspension (~~and/or an emergency suspension~~) under WAC 132F-121-250 may be combined with or added to another suspension or an expulsion.

(5) A suspension or expulsion may include a provision stating whether all or any part of the respondent's tuition and other fees will be refunded.

(6) A disciplinary sanction, except a warning, shall be imposed through written notice served on the respondent. Each notice of disciplinary action shall state:

(a) A reasonable description of the facts on which the action is based;

(b) The provision(s) of this student conduct code found to have been violated;

(c) The sanction(s) imposed; and

(d) The respondent's right to appeal, i.e., to request an adjudicative proceeding, under these rules (except for a reprimand).

A copy of these student conduct rules should be included with the notice.

AMENDATORY SECTION (Amending WSR 03-16-015, filed 7/28/03, effective 8/28/03)

**WAC 132F-121-170 Appeals and referrals generally.** (1) Except as otherwise provided herein, a respondent who has received notice of disciplinary sanction(s) imposed by the vice-president for student services may appeal such sanction(s) by filing a written notice of appeal with that officer within twenty days. The notice of appeal may include any statement that the respondent wishes to make of the grounds for her/his appeal.

(2) If the vice-president has referred the matter to the student conduct committee for action, no appeal is required, but the student may file a written response with the vice-president within twenty days of service of that referral.

(3) Except for conduct matters referred for brief adjudicative proceedings, the vice-president shall promptly transmit any notice of appeal or response to referral, together with a copy of any notification of discipline, to the chair of the student conduct committee, described below. The vice-president should serve a copy of that transmittal on the respondent.

(4) Except through a summary suspension (~~and/or emergency suspension~~) under WAC 132F-121-250, a respondent's enrollment status and rights as an enrolled student shall not be altered, on the basis of a disciplinary sanction imposed by the vice-president, until (a) the appeal period has run without a proper appeal being filed or (b) if there is an appeal, either that appeal has been withdrawn or the final order has been entered.

(5) If a respondent files a timely appeal of a probation or suspension that includes restrictions on contacts, communications, or campus access, the vice-president will ordinarily modify those restrictions as necessary to facilitate the respondent's preparation for the hearing.

AMENDATORY SECTION (Amending WSR 03-16-015, filed 7/28/03, effective 8/28/03)

**WAC 132F-121-180 Student conduct committee.** (1) A student conduct committee at each college will hear all disciplinary cases at that college which are referred to it by the vice-president for student services or appealed to it by a student. For purposes of WAC 132F-108-020 and any other requirements, the district trustees and chancellor and each college president designate (a) the committee provided for herein to serve as presiding officer to hear the described student disciplinary matters and (b) the committee chair both to handle and decide procedural matters (as provided herein) and to preside at the hearing.

(2) This committee shall be composed of the following three members:

(a) One administrator or exempt employee, appointed by the college president;

(b) One member of the faculty, appointed by the college president; and

(c) One student, appointed by the president of the recognized student government organization.

(3) Each appointment shall be accompanied by the appointment of two alternates. Each member and alternate shall serve for the academic year or until a replacement is appointed, whichever is longer. When a member is not available for a hearing, the committee chair shall designate an alternate to replace him/her for that hearing. If a member or alternate ceases to serve, a successor shall be promptly appointed. A member or alternate may be reappointed in any role.

(4) The administrator or exempt employee shall be the committee chair.

(5) ~~((No employee who reports to, or is subject to the authority of, the vice-president who handles student disciplinary matters may be a committee member, as further provided in RCW 34.05.458.))~~ A committee member is subject to disqualification for bias, prejudice, interest, or as further provided in RCW 34.05.425.

AMENDATORY SECTION (Amending WSR 03-16-015, filed 7/28/03, effective 8/28/03)

**WAC 132F-121-190 Student conduct committee hearings--In general.** (1) A respondent student has a right to a prompt, fair, and impartial hearing before the student conduct committee on a referral for, or timely appeal of, a disciplinary sanction, except as otherwise provided in these rules.

(2) Chapter 34.05 RCW and chapter 10-08 WAC govern committee proceedings and control in the event of any conflict with these rules. The district's chapter 132F-108 WAC also governs committee proceedings.

(3) The chair of the committee shall give not less than seven days advance written notice of the hearing to all parties, as further specified in RCW 34.05.434 and WAC 10-08-040 and 10-08-045. The chair may shorten this notice period if both parties agree, and also may continue the hearing to a later time for good cause.

(4) The committee chair may provide to the committee members in advance of the hearing copies of (a) the vice-president for student service's notification of imposition of discipline (or referral to the committee) and (b) the notice of appeal (or any response to referral) by the respondent. If doing so, however, the chair should remind the members that these "pleadings" are not evidence of any facts they may allege.

(5) The committee chair is authorized to conduct prehearing conferences and/or to make prehearing decisions, except as

overridden by majority vote of the committee, concerning the extent and forms of any discovery, issuance of protective orders, and similar procedural matters.

(6) Upon request made at least five days before the hearing by either the respondent or the vice-president, the two of them shall exchange, no later than the third day prior to the hearing, lists of potential witnesses and copies of potential exhibits that they reasonably expect to present in their respective cases, except impeachment or rebuttal evidence. Failure to participate in good faith in such a requested exchange may be cause for exclusion from the hearing of any witness or exhibit not disclosed, absent a showing of good cause for such failure.

(7) The respondent and the vice-president may agree before the hearing to designate specific exhibits as admissible without objection and, if they do so, whether the committee chair may provide copies of these admissible exhibits to the committee members before the hearing.

(8) The vice-president shall provide reasonable assistance to the respondent, upon request, in obtaining relevant and admissible evidence that is within the college's control.

(9) Communications between committee members and other persons regarding any issue in the proceeding, other than procedural communications that are necessary to maintain an orderly process, are generally prohibited without notice and opportunity for all parties to participate, and any improper "ex parte" communication shall be placed on the record, as further provided in RCW 34.05.455.

(10) Each party may be accompanied at the hearing by a nonattorney assistant of his/her choice. A respondent may elect to be represented by an attorney, but will be deemed to have waived that right unless, at least four days before the hearing, written notice of the attorney's identity and participation is served on both the chair and the vice-president. If the respondent is represented by an attorney, the vice-president may also be represented by an attorney. If both the respondent and vice-president have counsel, the committee will ordinarily be advised by a separate assistant attorney general.

(11) Minor disciplinary actions imposing probation or suspension of ten instructional days or less and any conditions or terms placed on the student may be conducted by a brief adjudicative proceeding in accordance with RCW 34.05.482 through 34.05.494.

AMENDATORY SECTION (Amending WSR 03-16-015, filed 7/28/03, effective 8/28/03)

**WAC 132F-121-250 Summary ((and emergency)) suspensions.**  
~~((1) As part of a suspension or expulsion, a summary suspension and/or an emergency suspension may be imposed in accordance with~~

student's last known address.

(3) The oral or written notice to the student shall include the reasons for summary suspension, duration of the summary suspension, and any possible additional disciplinary or corrective action that may be taken. The notification shall indicate that the student must appear before the vice-president of student services or designee for a summary suspension hearing at a time specified in the notice. If oral notice is given, written notice shall follow within two calendar days. In addition, the vice-president for student services or designee shall set a date for summary suspension hearing as soon as practicable.

(4) The student shall be given the opportunity to present written and/or oral evidence. The issue before the vice-president for student services or designee shall be whether probable cause exists to support and to continue the summary suspension.

(5) The vice-president for student services or designee shall issue a written order within two days of the informal hearing, including a brief statement of findings of fact, conclusions of law, and policy reasons for the decision to justify the determination of an immediate danger and the vice-president's decision to take the specific action.

(6) If a student who has been summarily suspended fails to appear for a summary suspension hearing, the vice-president for student services may order the suspension to remain in place pending the final disposition of the disciplinary process as provided in this section.

(7) The student may request a de novo review of the informal hearing decision before the student conduct committee. The review will be scheduled promptly. Either party may request the review to be consolidated with any other disciplinary proceeding arising from the same matter.

(8) Nothing herein shall prevent faculty members from taking summary action as may be reasonably necessary to maintain order in the classroom and/or prevent substantial disruption to the educational process. Such summary action in the form of removal from the classroom may not exceed one day per episode. Any such summary action may be appealed to the vice-president for student services for a brief adjudicative proceeding.



## MEMORANDUM

**TO:** Board of Trustees

**FROM:** Dr. Jill Wakefield, Chancellor

**DATE:** April 15, 2013

**SUBJECT:** Enrollment Report: 3-Quarter Report and Annual Projection

NORTH SEATTLE  
COMMUNITY COLLEGE

### Background

SEATTLE CENTRAL  
COMMUNITY COLLEGE

This report provides enrollment data for summer, fall and winter quarters combined, and projected FTES for the year. In addition to total enrollment numbers, the data are broken down by State-Funded and Worker Retraining FTES. Comparison data are provided of FTES with current targets as well as last year's enrollment numbers.

SOUTH SEATTLE  
COMMUNITY COLLEGE

SEATTLE VOCATIONAL  
INSTITUTE

♦ ♦ ♦

### Recommendation

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

Duwamish Industrial  
Educational Center

Sandpoint Training  
Center

Seattle Maritime  
Academy

Wood Construction  
Center

Submitted by:

Dr. Carin Weiss  
Vice Chancellor

Transmitted to the Board for their information.

Dr. Jill Wakefield  
Chancellor

Washington District VI

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## **ENROLLMENT REPORT: 3-Quarter Report and Annual Projection**

*Prepared by Carin Weiss, Vice Chancellor*

*This month's report provides an update that includes winter quarter finals and projected FTES for the year. A comparison is provided of enrollment data with both this year's targets as well as last year's FTES.*

### **TOTAL STATE-FUNDED ENROLLMENT**

The district has earned 9,996 annualized FTES through the 3-quarter period: summer, fall and winter. This represents 93.2% of the target goal of 10,731; 569 (5.4%) fewer than the 3-quarter period last year. The data for the colleges are: North - 94.9%; Central - 91.6%; South - 94.2%; SVI - 87.5%.

### **WORKER RETRAINING ENROLLMENT**

The district is 13.2% above goal for the first three quarters: 100 annualized FTES above target. The colleges are at or above the goals for these three quarters: North above by 16.8%; Central by 8.1%; South by 19.4%; and SVI by 3.4%. Although above goal, the district is 13.3% (131 FTES) below last year at this time.

### **ANNUAL PROJECTION**

Based on the FTES earned through the first three quarters compared to the 3-quarter target, the district is projected to earn 13,929 FTES for the academic year. This would bring the district in at 92.7% of the annual allocation: 1,101 FTES short of the goal. When combined with our FTES earned last year, this would produce a 95.1% two-year rolling average.

## SUMMER, FALL AND WINTER FTES (ANNUALIZED)

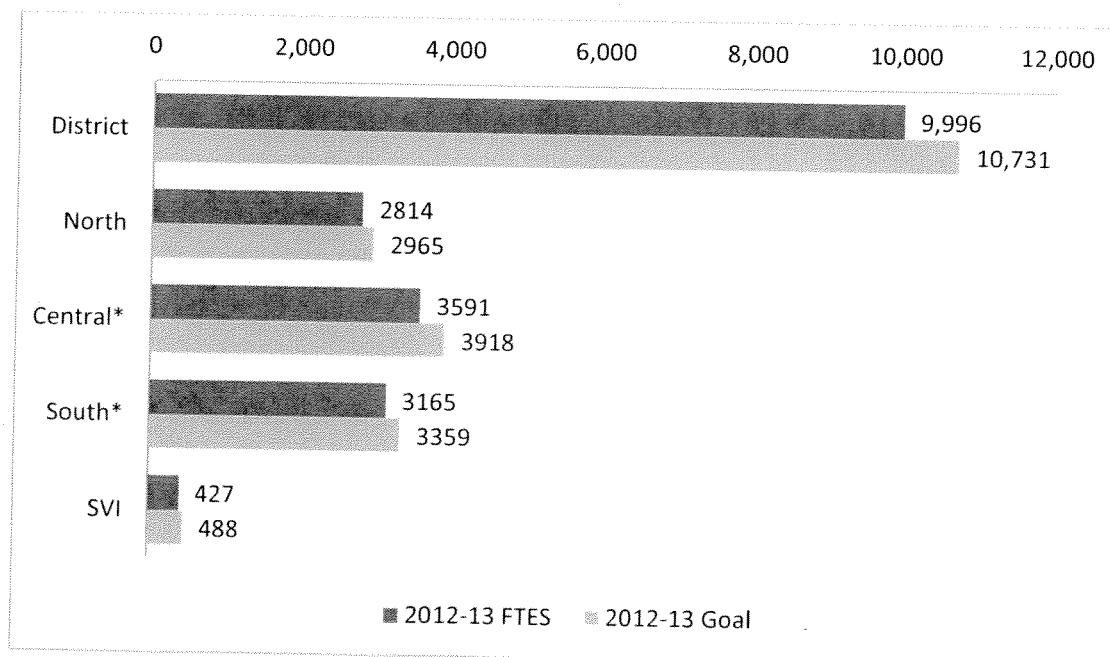
Total	2012-13 FTES	2012-13 Goal Three quarters	2012-13 % of Goal	2011-12 FTES	13/12 FTES Difference	13/12 % Difference
District	9,996	10,731	93.2%	10,565	-569	-5.4%
North	2814	2965	94.9%	2945	-132	-4.5%
Central*	3591	3918	91.6%	3844	-253	-6.6%
South*	3165	3359	94.2%	3332	-167	-5.0%
SVI	427	488	87.5%	444	-17	-3.7%

State	2012-13 FTES	2012-13 Goal Three quarters	2012-13 % of Goal	2011-12 FTES	13/12 FTES Difference	13/12 % Difference
District	9,136	9,971	91.6%	9,573	-437	-4.6%
North	2574	2760	93.3%	2697	-122	-4.5%
Central*	3355	3700	90.7%	3538	-183	-5.2%
South*	2890	3129	92.4%	3007	-117	-3.9%
SVI	317	382	83.1%	333	-15	-4.6%

Worker Retraining**	2012-13 FTES	2012-13 Goal Three quarters	2012-13 % of Goal	2011-12 FTES	13/12 FTES Difference	13/12 % Difference
District	860	760	113.2%	992	-131	-13.3%
North	240	205	116.8%	249	-9	-3.7%
Central	236	219	108.1%	306	-70	-22.9%
South	275	230	119.4%	325	-51	-15.6%
SVI	110	106	103.4%	111	-1	-1.3%

\* Includes BAS FTES

\*\* Subject to SBCTC edits



## ANNUAL PROJECTION

Total	2012-2013 Projected	2012-2013 Goal	% of Goal	Over/Under Goal	2011-2012 FTES Earned	2-Year Rolling Average
District	13,929	15,030	92.7%	-1,101	14,692	95.1%
North	3,921	4132	94.9%	-211	4,096	
Central	5,024	5520	91.0%	-496	5,396	
South	4,399	4709	93.4%	-310	4,595	
SVI	585	669	87.5%	-84	604	

\* Projections are based on performance-to-date through winter quarter.

## MEMORANDUM

**TO:** Board of Trustees

**FROM:** Jill Wakefield, Chancellor

**DATE:** April 15, 2013

**SUBJECT:** Pathway to Completion: Site visit by Program Officers

### Background

The Pathway to Completion lead staff provided an overview of Start to Finish initiatives, for Gates Program Officers Bree Obrecht and Ken Thompson on February 1. The event was hosted by Seattle Central Community College (SCCC), but staff and students from all three colleges participated.

The visitors enjoyed presentations from SCCD staff on the following activities:

- Four accelerated developmental math models (Statway, Aleks, Compressed, and Express courses), which are being successfully piloted throughout the District;
- Productive Persistence: a companion curriculum with developmental math to ensure students succeed and persist in college;
- START, a mandatory in-person or online new student orientation for all entering SCCD students; and
- Advisor Dashboard Portal, a tool to help advisors track student success through a single screen linking all advisee information.

Our visitors were particularly interested in hearing from the students, during lunch, about their positive experiences with these new initiatives, and the students seemed quite eager to talk with our guests. Ken Thompson later thanked us for making his understanding of what we are doing "more real" now.

### Recommendation

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

Submitted by:



Dr. April F. Jensen  
Special Assistant to the Chancellor for Student  
Success

Transmitted to the Board with a favorable recommendation.



Dr. Jill Wakefield  
Chancellor

**MEMORANDUM**

**TO:** Board of Trustees  
Seattle Community Colleges District

**FROM:** Najwa Alsheikh  
Student Body President, Executive of Administration  
Seattle Central Community College

**DATE:** April 15<sup>th</sup>, 2013

**SUBJECT:** Associated Student Council Board Report – Information for Review

**Associated Student Council Releases Higher One Survey Results**

The ASC released a detailed report following the survey results that were gathered to assess student satisfaction with the Higher One financial aid disbursement system. Any student who receives financial aid money at any SCCD campus is required to interact with Higher One in order to obtain their financial aid. The survey's creation took approximately eleven weeks and involved input from all three campuses. The survey underwent several rounds of major and minor edits, and the final survey was approved by all three student councils and emailed to students on January 22<sup>nd</sup>, 2013. The survey closed March 3<sup>rd</sup>, 2013.

The survey sought to document student opinions with the new system. On Seattle Central's campus, 360 students took the survey. Over 150 students provided extra written comments (*see report*). The results from the survey will be the basis for ASC recommendations on how to address any student concerns and/or complaints. Campus officials were consulted on everything from creating survey questions without bias, to emailing students the survey via the SNAP system, to brainstorming ideas for better communication between students at large and administration officials on issues such as fee education.

We compared and contrasted categorical data from the survey for our report. We examined the relationships between this data, and addressed any biases in the survey itself. The issue of lurking variables (*see report*), and the effect of self-reported data, is something we also took into consideration.

It is our hope that an expansive analysis of this data has allowed us to present an accurate and understandable educational tool representing student body opinion of the Higher One system.

The findings of our survey suggest that many Higher One recipients would benefit from education about options and fees. We recommend the implementation of a more thorough education campaign to inform students about the nature and amount of fees they may incur through a Higher One account. In a similar vein, we recommend an increase in communication between financial aid offices and students on the subject of these fees.

For many students, the fees are not the only issue they have with Higher One. Many students told the ASC they disliked the school using a third-party outside contractor to deal with their personal financial aid (*see survey comments section*). Many students also felt that SCCD should have used a local bank if they were to outsource their financial aid, or they wanted the option to opt-out of any interaction with Higher One. In the same vein, we also heard many students say they would rather pay the school a fee to go back to the old system, than to see a part of their financial aid money go to an outside company.

The Associated Student Council of Seattle Central welcomes all comments and questions about this data or the structure and implementation of the survey. The ASC also plans to continue to monitor students' experiences with Higher One through similar surveys and education campaigns in the future.

*If you would like to view the report discussed in this summary, you may request an email or paper copy by contacting Najwa Alsheikh at: [Najwa.Alsheikh@gmail.com](mailto:Najwa.Alsheikh@gmail.com).*

Thank you.

MEMORANDUM

TO: Board of Trustees  
Seattle Community College District

FROM: Hillery Jorgenson  
Student Administrative Council Director  
North Seattle Community College

DATE: April 15, 2012

SUBJECT: STUDENT ADMINISTRATIVE COUNCIL BOARD REPORT –Information  
Only

**Student Administrative Council (SAC)**

- SAC has been working on hiring of SAC for the 2013-2014 school year. Applications will be available on April 1<sup>st</sup> and will be due on April 26<sup>th</sup>. We hope to bring in the new group before the last group leaves office so that new members can be mentored by their predecessors. SAC hopes that this can reduce training time as well as make the continuation of projects from one group to the next a seamless process.

**Arts, Lectures and Activities Board (ALA)**

- In celebration of Black History month ALA presented one movie very week that highlighted some area of Black History. These events were both entertaining and educational for the students in attendance.
- Bob Antone performed as part of ALA's Espresso Lounge Concert Series using the musical saw, fiddle, Irish drum and guitar. It was well attended and the location helped to attract a larger audience. This series, which has brought several performers to North over the course of the year, has been successful and many students can be heard around campus talking about these entertaining and often off-beat acts.

**Clubs**

- The Feminist alliance hosted an event celebrating International Women's Day. They had student booths representing fourteen different countries with information about gender equality and women's accomplishments as well as working conditions in the respective countries. They presented art submitted by female students, played music from around the world and provided food from countries that were represented at booths. They also had information available from the Women's center, girl scouts, Planned Parenthood, and several others.
- At Engineering Mentor Night Approximately eighty students started with 15 minute mentoring session with professional engineers then a round table discussion about each engineer's profession. Mentors gave basic introduction and educational background, and

would encouraged students to ask questions. The event helped students learn about potential opportunities as well as see a diverse group of career paths through engineering field.

- the Math club hosted the Western Washington Community Colleges Student Math Conference where students from various community colleges gave presentations of their independent research. There were also guest speaks from Boeing and Fred Hutchinson Research labs who presented helpful math career opportunities that students may not have known existed. The event ended with a panel of mathematicians for a Q&A discussion where students asked about career opportunities and advances in the field of mathematics.

MEMORANDUM

**TO:** Board of Trustees  
Seattle Community College District

**FROM:** Tysen Hillquist  
President, United Student Association  
South Seattle Community College

**DATE:** April 15, 2013

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

South Seattle United Students Association elected officials are deeply honored and excited to serve the student body and work alongside the Seattle Community College District.

**Higher One Survey**

The data is in and there are mixed reviews on our campus. One of the issues that arose with the survey itself is that there has been enough experience with Higher One on campus. That being said, there were over 120 students from South Seattle Community College that took the survey. My recommendation to district is the first week of every fall quarter host a week long educational outreach regarding Higher One and the most effective way to use the card for the next two-three years until Higher One has become part of the everyday culture of all three campuses.

**Talent Show - February 28**

Our second annual South's Got Talent Show was a huge success -- with over 200 students in attendance and 12 acts ranging from hip hop to classical piano. Nhung Le our Social Activities Officer is already being asked to host another talent show next quarter. South's Got Talent is becoming one of the most anticipated social events of the year. This year there is a conversation revolving around having the winners of the talent show play at this year's graduation ceremony.

**Honor Roll Reception - February 26**

United Student Association members Monica Boatwright and Phuong Nguyen announced faculty recognition awards at South's annual Honor Roll Reception and I welcomed the 500 students and

guests. It was a great event. Many students appreciated the words of encouragement from Christian Guerrero, South 2005 graduate.

### **ORCA Bus Passes**

There is action being taken by the district office to round table a discussion on the current Metro Bus Pass provided to SCCD students known as the ORCA card. We have not met yet to discuss how to go forward but there is buzz on our campus regarding this issue.

### **Lunch with the Presidents - March 1**

Twenty-five students attended a luncheon with President Gary Oertli, Vice President Rosie Rimando-Chareunsap, Program Manager Monica Lundberg, and student body President Tysen Hillquist on March 1 from 12-1pm in Alki Cafe. The purpose of the lunch, sponsored by the United Student Association, was to allow students the opportunity to ask and share their thoughts with the presidents in a relaxing environment as well as introduce them to the great food and service provided by our students in the Alki Cafe. We wanted the time with Gary, Rosie, and Tysen to be informative, productive, engaging, and fun with great food! This event was inspired by hearing from students to have access with administration, particular President Oertli. It also came from a deep passion of Tysen's to serve and feed students a quality well-prepared meal in the spirit of serving them in a very practical way as well as supporting them academically. This event was more than successful with student representation from automotive, Running Start, tutoring, clubs, Phi Theta Kappa, and other students at-large. We believe it influenced each student who participated!


### **Spring Elections**

The election committee is gearing up for May elections, which will be held on-line. Our marketing and outreach will be especially focusing on recruitment during the month of April. We will also be presenting an updated USA constitution to the student body to vote on at the same time they are voting in next year's student government team.



## MEMORANDUM

**TO:** Board of Trustees

**FROM:** Jill A. Wakefield  
Chancellor 

**DATE:** April 15, 2013

**SUBJECT:** Chancellor's Report - Information Only

**Trustee Malone Reception.** Thanks to Trustees and the many members of our current and past college family who participated in the farewell reception for Trustee Tom Malone. We especially appreciate North Seattle Community College for hosting the March 20 event in the NorthStar Dining Room, and for North's Foundation Office for their lead role.

SCCTV produced a keepsake video that set the tone for the program, which was part roast, the real heart of the piece is made up by the warm comments of people like Chancellor Jill Wakefield, former Chancellor Charles Mitchell and former Board member Constance Rice, and Presidents Killpatrick, Oertli, and Mitsui. The event was emceed by Trustee Vice-Chair Albert Shen and included keynote remarks by Charlie Earl, former executive director of the State Board of Community and Technical Colleges, and Carver Gayton, former Trustee. Board Chair Jorge Carrasco and our college presidents provided gifts and thoughtful comments about Trustee Malone's effect on thousands of students. Concluding the program, Trustee Malone said that despite a great investment of time during his three terms in office, he felt he had received much more, by far, in return. "All of you are my heroes," he said.

If you missed seeing the video, you can [view it here](http://scctv.net/play/?p=scctv&f=malone.mp4&w=854&h=480).  
(<http://scctv.net/play/?p=scctv&f=malone.mp4&w=854&h=480>)

**Trustee Partnership Award.** The Seattle Community Colleges have nominated Seattle Times publisher Frank Blethen for the 2013 Partner Award sponsored by the state-wide Trustees Association. Letters of nomination praised Blethen for spearheading The Greater Good public service advertising and outreach campaign last year to call attention to the devastating effects of continued budget cuts on higher education. The successful campaign created advocates across the state, and resulted in a zero-cuts budget from the state legislature last year.

**District-wide Branding and Positioning.** We are nearing completion of the branding and positioning initiative which began late last fall. Consultants from Pyramid Communications will present background and messaging to the Board at its May 9 study session.

Seattle  
CENTRAL  
Community  
College

NORTH  
Seattle  
Community  
College

SOUTH  
Seattle  
Community  
College

SVI Seattle  
Vocational  
Institute

Georgetown  
Campus

NewHolly  
Learning  
Center

Seattle  
Maritime  
Academy

Wood  
Construction  
Center

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**Appointments, Awards and Presentations.** I am pleased to report that I have been appointed to the City of Seattle's **Economic Development Commission**. The commission's 14 members are from a cross-section of business, industry and higher education who advise the Mayor and City Council on plans, policies and strategies "that have a substantial impact on creating and maintaining an innovative economy that is resilient, sustainable, and equitable." It will provide me an opportunity to represent our college district as we work toward those same goals.

**Community College Baccalaureate Association (CCBA).** I received the **2013 national CCBA Pioneer Award** for developing applied baccalaureate degrees that lead to improves access to postsecondary education. The new baccalaureate pathways provide students with limited options for four-year degrees the ability to compete for higher level technical and management positions by obtaining bachelor's degrees through the Seattle Community Colleges. The award cited development of the BAS in Hospitality Management in 2008, the BAS degree at Central, and the several new degrees now in development and scheduled to begin enrolling students during the next year. The award was presented in March at the CCBA annual conference in Dallas.

**Presentations.** The Mayor's Office invited me to speak at the **College Bound Scholarship Press Conference** on March 7 at the University of Washington. The conference called attention to an initiative to encourage all of Seattle's eligible 8<sup>th</sup> grade students to sign up for the scholarship by June 30. I pointed out that our colleges are serving 25% of the 2012 class of College Bound graduates and that we are working with closely with Seattle Public Schools to ensure that students are college-ready when they enter our doors. My goals is that Seattle becomes the most educated city in the nation because those who are born and raised here will have the skills and education to access the well-paying jobs being created in this region.

I joined leaders from the non-profit sector to examine the impact of potential legislative budget decisions at a March 19 panel sponsored by **Seattle CityClub**. Also on the panel were Gordon McHenry Jr., president & CEO of Solid Ground; Paul Guppy, vice president for research at Washington Policy Center; Remy Trupin, executive director of Washington State Budget & Policy Center; Jennifer Muhm, legislative affairs officer at Seattle-King County Public Health; and Ramona Hattendorf, government relations coordination for the Washington PTA. The panel was moderated by Jordan Royer, vice president of External Affairs at Pacific Merchant Shipping Association – and, as he told the audience, an alumnus of Seattle Central.

**Legislative update.** By the first week in April, items are moving quickly through committees. A summary of the Senate Budget has already been released, and appears to be a good one for community and technical colleges given the fiscal climate. Because we have not yet received information on the House Budget, we are unable to make any predictions for the state budget.

Among good news, is that funding for the South Seattle Community College partnership with Vigor has been included. In the Senate budget, and I am pleased to report that a budget proviso has been sent to the House Appropriations Chair to support expansion of the 13<sup>th</sup> Year Promise Scholarship at South Seattle Community College.

I will provide an updated Bill Watch list at the Board meeting with the most current information. The scheduled date for the close of the session – sine die – is April 28.

**Communications.** We launched two electronic newsletters in March. The new monthly *InsideEdition* focuses on news and updates about and for our college community, with a goal of sharing accomplishments, initiatives and pride points across the district. *Connecting* is a quarterly newsletter to inform and engage the external audience, including business, civic, and citizen-leaders. Its goal is to emphasize the combined impact of our colleges on the community. Both newsletters provide readers with links to resources mentioned in the stories, and in the case of *Connecting*, to directly connect with someone at our colleges for more information.

The newsletters were designed by the District Public Information Office using tools and technology provided by ConstantContact, whose readership reports had positive results for our first edition. While an average of 20 % of readers typically open newsletters in the higher education category, more than 31% of recipients opened the Winter Quarter *Connecting*.

Some of the stories in both newsletters also now appear in an updated News@6 newsblog on the front page of the district website. Public Information worked with college Public Information Offices and the District webteam on the streamlined information bar, which also includes sections highlighting instructional programs and student services. During the next few weeks, an alumni segment will also be added.

**SCCtv is now on ROKU**, which means we're now potentially in 5-million households around the world. 5 million!! What is Roku? It's a streaming video player that allows you to see NETFLIX, and HULU, and other online services. Now add SCCtv and Seattle Community Media (SCM) to the list. SCM is the public access station we operate for the City of Seattle. We're in great company. If you were to do a search for education stations on Roku, SCCtv shows up with MIT and Rutgers as the only college/university stations. SCCtv and SCM are two of three Seattle-based channels on Roku right now. SCM is the first public access channel to appear on Roku. More and more people are buying Roku boxes for their "television" viewing, and dropping their expensive cable services. As of today, our Roku app has been downloaded 3,986 times since February 25. SCM has been downloaded 4,648 times.



## MEMORANDUM

TO: Board of Trustees

FROM: Carin Weiss, Vice Chancellor *Carin Weiss*

DATE: April 15, 2013

SUBJECT: Vice Chancellor's Report - Information Only

NORTH SEATTLE  
COMMUNITY COLLEGE

SEATTLE CENTRAL  
COMMUNITY COLLEGE

SOUTH SEATTLE  
COMMUNITY COLLEGE

SEATTLE VOCATIONAL  
INSTITUTE

\*\*\*

Duwamish Industrial  
Educational Center

Sandpoint Training  
Center

Seattle Maritime  
Academy

Wood Construction  
Center

### Colleges to Conduct Comprehensive Sustainability Assessments This Spring

As part of the District's Sustainability Initiative, all three Seattle Community Colleges will be conducting a comprehensive assessment of their sustainability practices and instruction. The assessment, organized by Sustainability Coordinator Intern Ian Siadak, will generate information the colleges will use to support and enhance sustainability. Teams of students at each college will be collecting the assessment information about campus facilities, academic offerings, administrative planning, student activities and sustainability awareness and culture. The colleges will be using the STARS assessment system, a nationally-recognized framework developed by the Association for the Advancement of Sustainability in Higher Education.

### Faculty Development Update

Faculty Development is working with International Programs to develop and promote an initiative to increase the number of Fulbright Awards given to Seattle Community College faculty. The Fulbright Program is the flagship international educational exchange program sponsored by the U.S. government and is designed to "increase mutual understanding between the people of the United States and the people of other countries." A Fulbright award is a prestigious award to both the institution and the faculty member who receives it. However the true cost of participating in the program can be prohibitive for faculty. In response, we are developing a protocol and finalizing a stipend award that will minimize the cost barrier and encourage faculty to apply for this highly esteemed award. Once the details have been finalized, Faculty Development and International Programs will actively promote this program.

Washington District VI

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## **MEMORANDUM**

**TO:** Board of Trustees

**FROM:** Paul T. Killpatrick  
President

**DATE:** April 11, 2013

**SUBJECT:** President's Report – Information Only

### **STUDENT NEWS**

Two Seattle Central students, Theodore Hilton and Michelle Prieditis, were named to the All-Washington Academic Team and were honored during a ceremony in Olympia. Hilton is President and Prieditis is Vice President of Phi Theta Kappa, an international honor society for two-year colleges.

The All-Washington Academic Team event is sponsored by Phi Theta Kappa International, the presidents and trustees of Washington's two-year colleges, the State Board for Community and Technical Colleges, and KeyBank. Sponsors made \$500 scholarships available to each member of the academic team. Sixty-five students from 34 colleges were recognized.

### **CAMPUS EVENTS**

Spring into Central, part of a District-wide recruitment event for high school students, was held on March 6<sup>th</sup>. Over 100 public school students attended the Open House event which featured displays from various departments, campus tours, food and live music provided by Central students.

Stand Down, an annual community-based event that helps at-risk military veterans, will now be organized and run by an all-volunteer committee separate from the college. As the event becomes more successful, organizers have realized that a year-round committee was needed.

Rebecca Murch, a Seattle Central graduate, is chairing the new committee which consists of community volunteers. Her goal is to create a non-profit that can provide services year round to veterans. Seattle Central will still provide space for the event, but not administrative support. The next Stand Down will be September 11<sup>th</sup> at the Mitchell Activity Center and Broadway Performance Hall. No classes will be in session this week as this is just prior to the start of fall quarter.

## **PROGRAM UPDATES**

Plans are underway for a Grand Opening Celebration and Open House at the Wood Technology Center on May 23<sup>rd</sup> from 5 to 8 p.m. In addition to tours, a history of the school will be on display along a photo wall that shows the evolution of teaching from early wooden boatbuilding to modern day fiberglass boat work. The school was originally called Edison Technical and part of the Seattle School District.

### **Seattle Vocational Institute**

When the Administrative Office Professional (AOP) program's curriculum was re-organized, the externship component was eliminated. Working with the AOP staff, Nancy Verheyden (Dean of Instruction) challenged the faculty to assist in creating an office simulation course that would allow the students to gain appropriate experience while utilizing the skills, techniques and lessons learned in class.

Instead of just simulating an office without purpose, Sharon Gilman (tenured faculty member) designed an office that centered on green living and sustainability. Students took on office roles and the instructors were able to guide and direct them into using the skills they learned in the foundation courses they completed in the Office Clerk program and the next quarter in AOP. Gilman was able to provide leadership in the modification and development of this curriculum and connect the student learning outcomes to technology, research, office practices, employee readiness and customer service skills.

Students named their project Green Life and each quarter the new students expand their ideas and activities based on the work of previous students. Students have been able to observe leaders in the field of sustainability, provide quotes on green living, examine topics from green hydro phonics to recycling to global warming to climate control to composting, earth appreciation and more. The students produce brochures; interview experts in green living; write letters and reach out to others locally, regionally, nationally and globally through the Green Life project. Once students have mastered the basics of office work, they are able to put their skills next to their talents.

**TO:** Board of Trustees  
**FROM:** Mark Mitsui, President  
**DATE:** April 13, 2013  
**SUBJECT:** President's Report – Information Only

**Community Mourns Death of Former Vice President of Student Development Services Roy Flores**

Former Vice President of Student Development Services Roy Flores died on March 12th at the age of 69, after a courageous battle with cancer. In addition to being the longest serving vice president of student services in Washington, Roy also served as North's interim president and left the college with a legacy of innovation and a student-centered philosophy. He was known for his passion for education and his commitment to social justice and student success. His impact on the local and regional educational community will be felt for generations. Many of us knew him as a colleague, advocate, friend or mentor. We will all miss him. Roy is survived by his wife Angie, sisters Linda and Teresa, brother Larry, and three daughters, Shawna, Dina and Marisa. In lieu of flowers, the family has requested donations be made to LUNgevity or to the NSCC Roy Flores Memorial Scholarship Fund. North is also exploring renaming the Wellness Center in his honor. For further information about Roy Flores and his many contributions to our community, please see: <https://news.northseattle.edu/node/1452>.

**Advancing Student Success**

***Opportunity Center for Employment and Education hosts Student Career Success Week***

The Opportunity Center for Employment and Education (OCE&E) recently partnered with NSCC Deans to create and sponsor its first "Student Career Success" week, Feb 25 – Mar 1. The OCE&E's WorkSource partners provided 30 workshops which covered everything from job search strategies, interviewing, networking, and resume assistance – to a new workshop called "Welcome to the World of Work". With support from DSHS, NSCC, Cares of WA, Goodwill, and everyone at the OCE&E, 134 individuals were registered for 217 services which included workshops, employer panels, a resource fair and a job fair. A spring "Student Career Success" week is scheduled for April 23-26.

***Reminder: Annual Fundraising Dinner and Auction to Raise Funds for New Spring Scholarships – April 20***

The Education Fund is holding its annual (and only) fundraising event of the year on April 20. Tickets for the 11<sup>th</sup> Annual Scholars' Benefit are \$150 for the first ticket, and \$125 for each additional ticket. Proceeds primarily support scholarships and emergency assistance for students. To purchase tickets, please contact Anne Zacovic at (206) 934-5661 or [anne.zacovic@seattlecolleges.edu](mailto:anne.zacovic@seattlecolleges.edu).

***Northstar Navigator Program Enrolling Students for Spring Quarter***

The Northstar Navigators program, launched at the beginning of winter quarter, is currently enrolling students who need both academic and holistic support services. There are currently seven Navigators who facilitate morning and evening study groups, provide individual tutoring and assistance, and help students navigate campus resources.

***Success Center Expands Hours and Schedules Open Houses and Workshops to Support New Business Ventures***

A recent recipient of a \$10,000 Shared Vision for Small Business grant from the National Association for Community College Entrepreneurship (NACCE) and Sam's Club, North's Entrepreneur Success Center (ESC) is gearing up to provide services to veterans, women and minorities by expanding its hours and offering a series of open houses and workshops in the coming months for small business owners. Beginning March 23, the center will be open Saturdays from 10:00 a.m. to 1:00 p.m., Wednesdays from 5:00 to 8:00 p.m., and, as before, Fridays from 5:00 to 8:00 p.m. The center has also moved to a new location, room 101D in the OCE&E. Three upcoming open houses will focus on business owners who are military veterans (Friday, March 29), minorities (Friday, April 12), and women (Friday, April 26). Open houses will be held from 5:00 to 7:00 p.m. in the lobby of the OCE&E building.

### ***Student Heike Rodrigues Winner of the Coca Cola Scholarship and New Century Award***

North AA degree candidate Heike Rodrigues, already named a Coca Cola Scholar, is one of two outstanding students nominated by NSCC to represent Washington state on Phi Theta Kappa's national All-USA Academic Team as well as on the state-wide team. The All-Washington State Academic Team recognizes and honors the state's finest higher education students. Governor Jay Inslee honored Heike and also named her Washington's New Century Scholar at the All-Washington Awards presentation ceremony March 21. Heike is a student, teaching assistant intern, and club leader at North. She plans to transfer to the University of Washington Bothell in the fall of 2013 to pursue a BA in global studies.

North's second representative on the All-Washington State Academic Team was **Richard Lee**, a STEM student from Guam. He plans to transfer to the University of Washington this fall to enroll in the Phar.D. (Doctor of Pharmacy) program with hopes of being a MD-PhD-researcher or pharmaceutical-bio molecular engineer. He participates in international health missions providing free health care for the underserved and is committed to philanthropic endeavors fighting cancer with the Be-The-Match-Foundation's National-Bone-Marrow-Registry-Drive. He's also active in the Asian and Pacific Islander community.

### ***Excelling in Teaching and Learning***

#### ***Accreditation Site Visit: April 22-24***

A team of five peer evaluators will visit our campus on April 22-24 to talk with us about what they have read in our Year Three Self-Study Report which we submitted in early March. The 126-page report consists of several sections as directed by the accreditation guidelines. While the Executive Team served as steering committee for the overall report, the different sections were created with input from and engagement of various segments of our campus community. During the two-day visit, evaluators will meet with all campus constituencies: students, faculty, classified, exempt, and board members.

#### ***Update on Bachelor of Applied Science Degree in International Business***

The State Board for Community and Technical Colleges will make a decision on approval of North's new Bachelor of Applied Science degree in International Business at its meeting on May 9, 2013.

#### ***Evening AA and AB Degree Programs Slated for Fall***

Evening Associate of Art (AA) and Associate in Business (AB DTA) degree programs are being launched in fall 2013 to provide degree-completion educational opportunities for students who work during the day. The evening degree programs will allow for the fulfillment of all the requirements for an AA or AB degree through hybrid courses that blend one-night-a-week evening meetings with asynchronous online classroom activities. Instructors will receive specific training in the design, development and delivery of hybrid courses that incorporate nationally recognized standards for effective student-centered learning. Student services on campus will be expanded in order to provide support for increased evening student attendance.

#### ***Technology Building Update***

Monty Monterey, vice president for Administrative Services reports that the steel frame for the technology building has been erected; the project is now over 30 percent complete and with change orders still less than one percent.

#### ***President Mitsui Receives National Award***

I am honored to have received the "Doris Michiko Ching Shattering the Glass Ceiling Award" from the Asian Pacific Islander (API) Knowledge Community of the National Association of Student Personnel Administrators (NASPA) at the NASPA National Conference held March 16-20 in Orlando, Florida. This award "recognizes those who have made an outstanding impact on the APIDA community and the student affairs profession through leadership, service and scholarship." This award is particularly meaningful because Dr. Ching is a pioneering Asian American and Pacific Islander (AAPI) student affairs professional in higher education with many distinguished accomplishments. A special "thank you" to Jim Larimore of the Bill and Melinda Gates Foundation for reaching out and nominating me.

#### ***North's Phi Theta Kappa Receives Record Number of Awards at Greater Northwest Regional Conference***

North's Phi Theta Kappa (PTK) Alpha Epsilon Omega chapter was awarded Five Star Chapter status along with numerous other awards at the Greater Northwest Regional Conference in Tacoma in March. The region includes PTK honor society chapters from Alaska, Northern Idaho, Montana, Washington and Canada. North's PTK received the

following awards, a record number for the chapter: **First Place** for Distinguished Chapter Officer Team; **Second Place** for Distinguished Chapter, Honors in Action Distinguished Theme 6: Competition and Food, and Di Braun Fine Arts Award; and **Third Place** for Honors in Action and College Project. In addition, PTK faculty advisor **Michaelann Allen** received a Horizon Award from PTK's International division for her service in the Greater Northwest Region. At press time, PTK members were preparing to represent North at the 2013 Annual Phi Theta Kappa International Convention in San Jose, CA, April 4-6.

#### ***Vice President Mary Ellen O'Keefe and Dean Bradley Lane Present at Community College Conference***

Vice President of Instruction Mary Ellen O'Keefe and Bradley Lane, dean of Humanities and Social Sciences at Seattle Central presented at the Community College Conference on Learning Assessment hosted by Valencia College in Orlando, FL, February 17-19. The conference was attended by over 400 community college faculty and administrators. The title of their session, attended by more than 60 participants, was *Soft Skills, Hard Labor: Learning Outcomes Assessment for "Soft Skills"*.

#### ***North advisors Juan Gallegos and Abby Muro Attend Latino/A Education Achievement Project Conference***

Juan Gallegos and Abby Munro attended the 2012-13 LEAP Conference which drew 700 Latino students from Washington to Tacoma for the annual three-day conference. President Mitsui awarded the first NSCC Phyllis Gutierrez-Kenney Scholarship in the amount of \$3,000 to a HB1079-eligible high school senior from Chief Sealth HS. She will be joining us at NSCC in the fall. NSCC advisors represented the only community college at the conference Resource Fair.

#### ***New Hires/Transitions***

North welcomes **Brianne Sanchez** to her new position of Financial Aid Director. Brianne has worked at NSCC since 2007 in the Financial Aid Office serving all students and specifically those in our Workforce Education programs. **Chilan Ta** joined North as the new manager for the Women's Center. Chilan brings a strong focus and background in Gender and Ethnic Studies from University of California, San Diego. She has extensive public and non-profit experience working with diverse student population to promote academic persistence and success.

#### ***Building Community***

##### ***Update: North's Successful Training Partnership with Vaupell***

The State Board's investment of \$139,176 in a Job Skills Program grant has reaped impressive benefits for North's training partner, Seattle aerospace manufacturer Vaupell. Thanks to this grant, North has been able to continue instruction in lean manufacturing principles that North began in partnership with Impact Washington in 2011 and has led to a very positive set of outcomes for Vaupell. Those improvements include a new manufacturing facility in Everett; a redesigned manufacturing plant in Ballard; a \$11 million boost in sales revenue in the first year and \$9.8 million in the second year; 48 additional new jobs after the first year, and 97 in the second year; investments of more than \$2 million in facilities and equipment over a two-year period and \$1.2 million in cost savings. Two hundred and fifty Vaupell employees have participated in nearly 70,000 hours of training.

##### ***News from Grants, Contracts and Customized Training***

At press time, Steve Miller, executive dean of grants, contracts and customized training reported that he was scheduled to meet with the State Board for a Job Skill Program (JSP) review in late March. He also reports that The City of Seattle would like North to repeat a financial empowerment class in the fall but compress it from seven weeks to two weeks. Steve is also working with DSHS to on a proposal to provide training to those who would like to become Adult Family Home Providers. North is listed on the DSHS website and he's had at least 20 contacts to date. Enrolled students will pay \$650 for 54 hours of educational training.

##### ***Lichton Springs P-Patch Celebrates Groundbreaking - March 23***

The Lichton Springs P-Patch located on North's campus enjoyed a groundbreaking ceremony on March 23 with a variety of fun and educational events including kids crafts, tool exchange and maintenance tips, live bluegrass music, an honoring ceremony for trees to be removed, food and beverages, and a 17-mile bike circuit of neighboring P-patches. This project funded in large part through generous donations from Seattle Department of Neighborhoods, Seattle Parks and Green Spaces Levy, NSCC, and P-Patch Trust.

SOUTH SEATTLE COMMUNITY COLLEGE

Office of the President

MEMORANDUM

TO: Board of Trustees

FROM: Gary Oertli, President

DATE: April 15, 2013

SUBJECT: PRESIDENT'S REPORT – INFORMATION ONLY

**Bordeaux Wine School and the NWWA**

South's acclaimed Northwest Wine Academy (NWWA) picked up another accolade to add to their wine cellar. On March 6, the school announced a partnership with the world famous Bordeaux Wine School in Bordeaux, France. In the United States, the Bordeaux Wine School has a partnership with only 14 institutions. South is the only Community College represented in that distinguished company.

As a partner with the Bordeaux Wine School, NWWA will be able to offer its students international training and instruction that is recognized around the globe as the premier source of education in the industry.

**Seattle Times Coverage**

In case you missed it, South landed on the front page of the Seattle Times Sunday February 24. The article, authored by higher education reporter Katherine Long, profiled several students who have been able to maximize their educational dollars, including South's Heather Shute from Aviation. Although five other students were also profiled in the piece, Heather's picture made it on the front page working on a plane on campus. Since the piece originally ran in the Times, a handful of other media outlets have run the piece including the Yakima Sun and the Spokesman-Review.

**Honor Roll**

On February 26, South recognized its Honor Roll Students for the fall quarter 2012. Over 900 students were honored – including 161 who made the President's list, with over 30 credits and a cumulative GPA of 3.8 or higher. Students were encouraged to invite family and friends to celebrate their outstanding academic achievement and packed the Brockey Center to a standing room only capacity. At the conclusion of the event, members of South's faculty and staff formed a receiving line to congratulate them.

### **College Night**

On March 6, South opened the doors of the college and invited members of the community to come to campus for the annual open-house night known as "College Night." The event allows prospective students to explore all of the programs the school has to offer. Current students, faculty and staff were on hand throughout the evening to answer any questions. According to the event officials, the event was a huge success. For West Seattle Blog poster, "Gil," the event was "impressive" he explained. He added "What a jewel we have right here in our midst."

### **APIASF Scholarship**

South Seattle Community College announced today that 45 of its students have each been selected to receive a \$2,500 scholarship by the Asian & Pacific Islander American Scholarship Fund (APIASF) for the 2012- 2013 academic year. By comparison, five students were awarded the scholarship last year.

More than 60 percent of the APIASF Community College Scholarship Program recipients are the first generation in their families to attend college and 70 percent of them come from families with incomes less than \$30,000 a year. The scholars also represent many of the diverse ethnic groups within the AAPI community, including Burmese, Cambodian, Chamorro, Chinese, Filipino, Korean, Native Hawaiian, Hmong, Japanese, Korean, Laotian, Samoan, Thai, Tongan, and Vietnamese.

### **Aviation Scholarship**

On February 13, South students Christopher Sa and Kenneth Needle were recognized at the Northwest Aerospace Alliance Conference after receiving the Pacific Northwest Aerospace Alliance (PNNA) Scholarship. The scholarship program was established to help students like Christopher and Kenneth who are pursuing an education directly related to Aerospace. South was one of seven colleges in the state to receive support from the PNNA Scholarship.

### **South instructor appointed as TESOL President-elect**

South Basic and Transitional studies instructor Yilin Sun was named President-elect TESOL (Teachers English to Speakers of Other Languages) International Association and a member of the TESOL Executive Committee. This groundbreaking election marks the first time in TESOL's history that a community college faculty member and a non-native English speaking Chinese woman have ever held this position.

### **Lunch with the President**

In response to student's asking for a stronger connection to the administration, United Student Association President Tysen Hillquist organized a lunch with students and staff. In addition to Tysen and President Gary Oertli, Student Program Manager Monica Lundberg, and Vice President of Student Services Rosie Rimando-Chareunsap attended and enjoyed the lunch. Students in attendance included automotive, running start, tutors, veterans, club center leaders and student government officials.