



SEATTLE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES
June 13, 2013

Seattle
CENTRAL
Community
College

RECEPTION
South Seattle Community College
6000 16th Avenue SW
Seattle, WA 98106

2:00 p.m.

Brockey Center

NORTH
Seattle
Community
College

REGULAR SESSION
South Seattle Community College
6000 16th Avenue SW
Seattle, WA 98106

3:15 p.m.

President's Boardroom

SOUTH
Seattle
Community
College

SVI Seattle
Vocational
Institute

RECEPTION AGENDA

Georgetown
Campus

2:00 pm Student Leadership Appreciation

- A. Ms. Hillery Jorgensen – North Seattle Community College
- B. Ms. Najwa Alsheikh – Seattle Central Community College
- C. Mr. Tysen Hillquist – South Seattle Community College

NewHolly
Learning
Center

Seattle
Maritime
Academy

2:10 pm 2013 SCCD League For Innovation Art And Literary Award Winners

Wood
Construction
Center

ART	Type	Title	College
Zak Basher	Chalk & pastel pencil on colored paper	"Raven's Glare"	SCCC
Naomi Beecroft	Bronze and brass	"Ship's Wheel"	NSCC
Heather Lecrone	Clay	"Coral Light"	SSCC
Eunha Ko	Acrylic paint	"White Vase"	SSCC
Yiyun Qin	Charcoal pencil on paper	"Another Rainy Day in Seattle"	SCCC

Honorable Mention

Stefano Altamura	Clay and Acrylic	"Self-portrait"	NSCC
Chia-an Cheng	Chalk pastels	"Northern Sky 2"	SCCC
Kurt Hansen	Steel	"The Falcon"	SSCC
Philip Rodrigues	Acrylic on canvas	"Banana Pool"	NSCC
Najia Tariq	Digital photography	"Najia in a Conservatory"	SCCC

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

Board of Trustees Agenda
June 13, 2013
Page 2

LITERARY

Audrey Ackerman	One-Act Play	"Close to the Sun"	SSCC
Audrey Ackerman	Poetry	"Exit"	SSCC
James K. Smith	Fiction	"Elf-kicker"	SSCC
Tim Weinmann	Personal Essay	"Way-back"	NSCC

Honorable Mention

Xoe Amer	Poetry	"Ardentia"	NSCC
Ian Corfman	Fiction	"Basin and Range"	NSCC
Charles Goins	Personal Essay	"Tell Them Who You Are"	SSCC
Eva M. Strickland	Poetry	"Herbivore"	SSCC

2:45 p.m. CALL EXECUTIVE SESSION

- A. *To Discuss the Performance of Public Employees*

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

REVISED GULAR SESSION AGENDA

3:15 p.m. CALL TO ORDER

3:20 p.m. ROLL CALL

3:25 p.m. INTRODUCTION OF VISITORS – REMIND VISITORS TO SIGN IN

3:30 p.m. APPROVAL OF AGENDA | ACTION

Tab 1

3:30 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.

3:45 p.m. PRESENTATION

“Nationally Recognized Composites Program”

Presenters: Gary Oertli, President
Donna Miller-Parker, Vice President of Instruction
Kim Alexander, Dean of Technical Education
Wendy Price, Dean of Workforce Education and New Initiatives

4:05 p.m. RECOMMENDED BOARD ACTIONS | ACTION

- A. Approval of May 9, 2013 Meeting Minutes **Tab 2**
- B. Recommended Approval of Tenure **Tab 3**
- C. Approval of SCCD/AFT Agreement **Tab 4**
- D. Approval of Five Baccalaureate Degrees **Tab 5**
- E. Operating Budget Approval for Continuing Operations **Tab 6**
- F. Changes to WAC 132F-168 Public Records – First Reading **Tab 7**
- G. Changes to Policy 254 - Access to Public Records – First Reading **Tab 8**
- H. Metro Services Purchase Request **Tab 11**

4:15 p.m. INFORMATIONAL ITEMS

- A. Progress on Board of Trustees’ Goals and Priorities

- C. Enrollment Report Tab 9
- D. Student Success Report Tab 10
- E. Legislative Update

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

4:45 p.m. ADJOURNMENT

The next meeting of the Board of Trustees will be held on Thursday, July 11, 2013 at Seattle Central Community College, Wood Technology Center, 2310 South Lane Street, Seattle, WA 98144. 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, May 9, 2013 at
Seattle Community College District Office, 1500 Harvard Avenue, Seattle, WA 98122

Seattle
CENTRAL
Community
College

PRESENT FOR REGULAR SESSION HELD AT 3:05 P.M.

NORTH
Seattle
Community
College

Trustees
Mr. Jorge Carrasco
Mr. Steve Hill
Ms. Carmen Gayton
Mr. Albert Shen

SOUTH
Seattle
Community
College

Chancellor
Dr. Jill Wakefield

SVI Seattle
Vocational
Institute

Presidents/Vice Chancellors
Mr. Mark Mitsui, NSCC
Dr. Paul Killpatrick, SCCC
Mr. Gary Oertli, SCCC

Vice Chancellors
Dr. Carin Weiss
Dr. Kurt Buttleman

Georgetown
Campus

Chief Human Resources Officer
Mr. Charles Sims

NewHolly
Learning
Center

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

Seattle
Maritime
Academy

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

Wood
Construction
Center

Secretary
Ms. Harrietta Hanson

ABSENT

Ms. Courtney Gregoire, Trustee
Mr. Rodolfo Franco, WFSE

CALL TO ORDER

Board Chair, Mr. Jorge Carrasco, called the meeting to order at 3:05 p.m.

ROLL CALL

The secretary, Harrietta Hanson, called the roll.

INTRODUCTION OF VISITORS

Mr. Carrasco welcomed the visitors. Visitors introduced themselves. They included:

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

Joshua Kelety, Dale Zeretzke, Edward Ciok, Theo Hilton, Warren Brown, Natanielle Thangamany, Ian Elliott, Leah Remsen, Brianne Sanchez, Paulette Eickman, Doug Tompson, Kraig Schwartz, Tim Ryan, Margaret McKibben, Karen Van Genderen, Chris Conley, Nat Wilson, April Jensen, Jane Shoop, Jeffrey Vasquez, Esther John, Anna Baldwin, Alexander Koch, Nate Lease, Arnold Hammie, Sarah Dean, Kevin Maloney, Cheryl Stuart, Elizabeth Pluhta, Peg McNair, Daniel Cordas, Deborah Higdon, Maria Lamarca Anderson, Janet Grimley, Larry Silverman, Anne Richards, Martin Logan, John Martinez, Michele Quinn, Rebecca Tesdell, Fran Kato, Beth McKelvey, Karina Sternin, Kimberly McRae, Tracy Lai, Jeb Wyman.

APPROVAL OF MAY 9, 2013 AGENDA

Mr. Carrasco asked for a motion to approve the May 9, 2013 Agenda. **Mr. Hill moved, and Ms. Gayton seconded the motion. Motion passed unanimously (4-0).**

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.

Trish Root (by proxy), Deborah Higdon, Beth McKelvey, Karina Sternin, Kimberly McRae, John Martinez, Margaret McKibben, Tracy Lai, and Jeb Wyman addressed the Board on various issues, including online teaching system, compensation, workload hours, negotiations, and full-time and part-time faculty ratio.

Mr. Shen commended the speakers for their work and indicated that the Trustees will work harder at the legislative level. He welcomed any possible ideas that the faculty members might have.

RECOGNITION OF SCCD ALL WASHINGTON ACADEMIC TEAM

The Seattle Community Colleges' All Washington Academic Team was invited to join the meeting and be recognized by the Board for their accomplishments. They are: Heike Rodrigues and Richard Lee from NSCC; Theodore Hilton and Michelle Prieditis from SCCC; David Diltz and Duyen Le from SCCC.

PRESENTATION

"Student Financial Aid Refund Disbursement Survey Results and Next Steps"

Ms. Alsheikh, together with Ms. Karyelba Ortiz and Mr. Tysen Hillquist, gave a report on the students' responses to Higher One's services. The survey was conducted because the student leadership has received various complaints since the Higher One Financial Aid Refund Disbursement system was implemented in summer of 2012. The survey was conducted from January 22 to March 3. Several hundred comments had been received. Comments included numerous fees that students were unaware of, no brochures or pamphlets – the information is only available online, difficulties in getting information, delays in getting responses, concerns about confidentiality. In

addition, students expressed concerns that they were not involved before Higher One was being selected.

Dr. Buttleman continued the presentation with proposed next steps and possible solutions to students' concerns. Mr. Tim Ryan from Higher One was also present to answer questions. Dr. Buttleman thanked the student leadership for conducting the survey and reporting. He indicated that Mr. Ryan will review the survey results and take actions to address the issues brought up. In the meantime, the colleges are working with faculty members to create videos to teach students how to avoid various fees, and will email students on a regular basis to alert students of timelines and things that might need their attention. Furthermore, Higher One is working on revamping their website and creating tutorials to help students better understand the system and how to navigate and avoid fees.

Mr. Carrasco asked that the committee, comprised of staff and students, continue working together to resolve the issues brought up. He also said that the colleges need to continue educating students on the program since there are new students coming into the system constantly.

Mr. Shen inquired about the initial contract set up with Higher One, the goals and expectations.

Mr. Hill commented that it would be good to look at the Higher One project charter to see if the goals have been achieved, and what the project was originally designed for.

APPROVAL OF APRIL 15, 2013 MEETING MINUTES

Mr. Carrasco asked for a motion to approve the April 15, 2013 meeting minutes. **Mr. Hill so moved and Mr. Shen seconded the motion. Motion was passed unanimously (4-0).**

EMERITUS STATUS RECOGNITION

Mr. Carrasco asked for a motion to grant emeritus status recognition to the following worthy individuals:

Seattle Community College District VI

Thomas W. Malone – Emeritus Trustee

Seattle Vocational Institute

Patti Conley – Emeritus Faculty

Seattle Central Community College

Bob Groeschell – Emeritus Faculty

Sandra Schroeder – Emeritus Faculty

North Seattle Community College

Paula Bennett – Emeritus Faculty

Lynn Sharpe – Emeritus Faculty

South Seattle Community College

Arlene Atchison – Emeritus Faculty

Allen French – Emeritus Faculty

John Nordling – Emeritus Faculty

Tom Pierce – Emeritus Faculty

Rodger Squirrel – Emeritus Faculty

Mr. Shen so moved and Mr. Hill seconded the motion. Motion was passed unanimously (4-0).

NOMINATIONS OF 2013-2014 BOARD OF TRUSTEES OFFICERS

It is recommended that the Board postpone the election of Board officers to December 2013. **Mr. Hill so moved and Mr. Shen seconded the motion. Motion was passed unanimously (4-0).**

PROPOSED FEE INCREASES & NEW FEES FOR FY2013-14

It is recommended that the Board approve the proposed fee changes for FY2013-2014 in accordance with Seattle Community College District Policy 108. **Mr. Hill so moved and Mr. Shen seconded the motion. Motion was passed unanimously (4-0).**

Changes to WAC 132F-108-050 and 132F-121 – SECOND READING AND FINAL ACTION

It is recommended that the Board approve the revised WAC 132F-080-050 and 132F-121 involving student conduct and adjudicative procedures. **Mr. Shen so moved and Mr. Hill seconded the motion. Motion was passed unanimously (4-0).**

INFORMATIONAL ITEMS

A. Enrollment Report

Dr. Weiss provided data on the enrollment, demographic profile, course-taking and completion patterns of recent high school graduates at the Seattle Community Colleges.

B. District-wide Workforce Diversity Report

Mr. Sims shared data of Seattle Community College District's demographics. The District's overall employee diversity is right on target, with total minority at 35.1% as compared with 29.6% at University of Washington and 20.8% for the Washington Community and Technical College system. Mr. Sims also provided numbers for the colleges' employee composition and student demographics. He reported on outlook and plans for needs assessment, recruitment, employee development, retention and resources and infrastructure.

Mr. Hill said that it would be helpful if the report is in scorecard format, with highlights and 3-5 key points, showing which areas that the colleges do well and which areas need improvement.

C. Quarterly Financial Reports for the Period Ending March 31, 2013

Dr. Buttleman presented quarterly financial reports, for the period ending March 31, which included: financial summary, District and College financial reports, active grants report, major capital projects report. Dr. Buttleman indicated that the spending is in line with the budget but tuition is still a concern.

D. Student Success Report

No additional oral report.

E. Legislative Update

Ms. Lamourex reported on the acquisition of the Environmental Protection Agency's decommissioned research/survey vessel, the BOLD. It comes fully equipped and is estimated to be worth \$7 – 12M. This would give the Maritime Academy leverage to offer trainings and classes for 2 or 4 year degree programs. Ms. Lamourex reported that there is another opportunity to acquire a Coast Guard vessel with support from Senate staff. She thanked Mr. Griswold for his hard work and Trustee Shen's involvement by laying groundwork when he met with various legislators in Washington, D.C. in February.

ORAL REPORTS**A. Associated Student Body Presidents**

Ms. Najwa Alsheikh, of SCCC's Associated Student Council (ASC), left the meeting early to assist with SCCC's annual dinner.

Ms. Hillery Jorgensen, of NSCC's Student Administrative Council (SAC), reported: (1) most students object to the college providing loans. Students just can't afford to get loan from banks and incur large amount of debt. In addition, the job market is not as good as before and it would be difficult for students to repay the loans; (2) NSCC provided NEED grants and 85% students obtained funding from the grant; (3) there needs to be a student representative on the Board so that students can have their say on subjects that matter to them; (4) currently student leadership's Board report has to go through several channels and reviews before the report could be submitted as part of the Board packet. Students should be able to report and comment on what they see fit instead of having to receive approval.

Mr. Tysen Hillquist, of SCCC's United Student Association (USA), reported that: (1) the student leadership is still pursuing the idea of having a mascot for the college. He is hoping that one would be in place Fall 2013; (2) students and administration are still working on getting a better rate for ORCA cards; (3) he likes the idea of the branding initiative but suggested students should have been involved from the beginning; (4) still has concerns about Higher One.

B. American Federation of Teachers (AFT) Seattle Community Colleges, Local 1789

Ms. Karen Strickland reported that: 1) she found the report on Higher One alarming. She commended the student leadership for doing a great job with the survey and PowerPoint presentation; 2) appreciated the faculty members who showed up to speak to the Board regarding the ongoing negotiations. She said that it has been frustrating and discouraging for faculty; 3) Ms. Strickland also commented on the proposed healthcare bill, and that faculty has received no or very low increment over the past few years; 4) at the AFT-Washington Convention,

Faculty member Betty Williams was awarded with the AFT Washington Cesar Chavez Human Rights Award; 5) Ms. Strickland herself has been elected as the AFT Washington President. She will be assuming her new duties in July; 6) Counselor Kimberly McRae has been accepted into the doctorate program; 7) Faculty member Tracy Lai received a Fulbright Award and will be spending the next six months in China.

C. Washington Federation of State Employees (WFSE)

No report.

D. Chancellor, College Presidents and Vice Chancellors

Dr. Wakefield agreed with Ms. Strickland and other faculty members that it has been a stressful time for both faculty and staff with the ongoing contract negotiations. She appreciated the leadership of Ms. Strickland and Mr. Sims in finding solutions to tough issues. Dr. Wakefield indicated that she will do what she can to support wrapping up the negotiations process.

Mr. Mitsui informed that Board that long-time faculty member Val Donato passed away recently. He also reported that NSCC has received approval from the State Board to offer Bachelor of Applied Science degree in International Business.

E. Board of Trustees

Mr. Shen commented that the Board will continue advocating for staff and students in the local legislative and federal levels.

EXECUTIVE SESSION

An Executive Session was called at 2:05 pm *to plan or adopt the strategy or position to be taken during collective bargaining, or grievance or mediation proceedings, or to review proposals made in on-going negotiations or proceedings.* The Board reconvened to open session at 2:35 pm.

ADJOURNMENT

The meeting was adjourned at 5:05 p.m.

The next meeting of the Board of Trustees will be held on Thursday, June 13, 2013 at South Seattle Community College, 6000 16th Avenue SW, Seattle, WA 98106. There will be a Reception at 2 p.m., and the Regular Meeting will follow at 3:00 p.m.

APPROVED BY:

Jorge Carrasco, Chair

Date



MEMORANDUM

Seattle
CENTRAL
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College

TO: Board of Trustees – Confidential

NORTH
Seattle
Community
College

FROM: Dr. Jill A. Wakefield
Chancellor

DATE: May 31, 2013

SOUTH
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RE: Tenure Candidate

For your review, I am enclosing notebook of one faculty member whom I will be recommending for tenure consideration at the June 13 Board of Trustees Meeting.

SVI Seattle
Vocational
Institute

At the June 13, 2013, Board of Trustees meeting, the Board will convene at 2:45 pm in a Special Session for the purpose of discussing the tenure candidate. We will reconvene to open session 3:00 pm where the Board will take action on granting tenure to the candidate.

Georgetown
Campus

The faculty member is:

NewHolly
Learning
Center

<u>NAME</u>	<u>COLLEGE</u>	<u>INSTRUCTIONAL AREA</u>
Joni Whitsitt	Seattle Central	Allied Health

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MEMORANDUM

TO: Board of Trustees

FROM: Jill Wakefield
Chancellor

DATE: June 13, 2013

SUBJECT: SCCD/AFT Agreement

Background

The faculty and administration negotiation teams have been engaged in bargaining since February 2012. The current agreement between the District Board of Trustees and AFT Seattle Local 1789 expired on June 30, 2010, and has been extended since that date. The negotiating teams have reached agreement, and the faculty ratified this via vote on June 5 -7, 2013.

Recommendation Action

It is therefore the recommendation of the administration that the Board of Trustees approve the SCCD/AFT Agreement effective July 1, 2013 through June 30, 2016.

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

Jill Wakefield
Chancellor

Washington District VI
1500 Harvard Avenue
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TO: Chair of the Seattle Community College District Board of Trustees and
Members of the Board of Trustees

FROM: Jill Wakefield, Ed.D.

Date: June 13, 2013

SUBJECT: Bachelor of Applied Science Degrees

Background

In June of 2012, the Seattle Community College Board of Trustees reviewed the SCCD Plan for Baccalaureate Degrees. This is an update to the plan and request for degree approval.

The Seattle District is currently offering two bachelors of applied science degrees, one at South Seattle in Hospitality Management and one at Seattle Central in Applied Behavioral Science. Both programs are exceeding expectations for enrollment and have achieved 75% graduation rates within two years of beginning. The 2012 plan called for adding five new degrees:

- International Business (North)
- Interactive and Artistic Digital Media (TBD)
- Allied Health Sciences (Central)
- Professional-Technical Teacher Education (South)
- Sustainable Building Science Technology (South)

SCCD is also planning to offer a Bachelors of Science in Nursing (BSN) degree at Seattle Central. In addition, based on our industry analysis, we are revising the name of Interactive and Artistic Digital media degree to Computer Programming.

Two of these new degrees have received all state and accreditation approvals and are slated to begin in Fall of 2014, International Business at North Seattle and Professional - Technical Teacher Education at South Seattle. Four degrees are in various stages of development and approval: Allied Health and Bachelors of Science in Nursing at Seattle at Central; Sustainable Building Science at South Seattle; and Computer Programming at North Seattle.

The following chart outlines the development status of these new degrees:

Program Title	Location	District/ Campus Approval	Notice of Intent	30-Day Review	SBCTC Philosophical Discussion	Proposal Submitted	District Board Approval	Classes Begin
Professional- Technical Teacher Education	South	Complete	Complete	Complete	Complete	Complete	June 2013	Fall 2013
Sustainable Building Science Technology	South	Complete	Complete	Complete	Complete	June 2013	June 2013	Spring 2014
Allied Health Sciences	Central	Complete	Complete	Complete	Complete	July 2013	June 2013	Fall 2014
Bachelor of Science Nursing	Central	Complete	Complete	Complete	Complete	July 2013	June 2013	Fall 2014
International Business	North	Complete	Complete	Complete	Complete	Complete	Complete	Fall 2013
Computer Programming	North	Complete	June 2013	September 2013	October 2013	November 2013	June 2013	Fall 2014

(Note: Dates are all anticipated and are subject to change.)

Recommended Action

It is the recommendation of the administration that the Seattle Community College District Board of Trustees approve the following five baccalaureate degrees:

- Professional-Technical Teacher Education (South)
- Sustainable Building Science (South)
- Allied Health (Central)
- Bachelors of Science Nursing (Central)
- Computer Programing (North)

Note: The International Business degree at North was approved by the SCCD Board in June of 2012 as part of North Seattle Community College applying to become a baccalaureate level institution.

Submitted by:

Jill Wakefield
Chancellor



MEMORANDUM

TO: Board of Trustees

FROM: Dr. Jill Wakefield, Chancellor

DATE: June 13, 2013

SUBJECT: Operating Budget Approval for Continuing Operations

Background

Because the legislature has not approved a budget for 2013-2014, the Seattle Community College District's budget process is not expected to finalize until after June 30th. Review of the fiscal year budget and request for approval will be scheduled for an upcoming Board meeting, dependent on the timing of approval of the State of Washington budget. A Board resolution for continuing operations is needed to approve spending past June 30, 2013.

Recommendation

It is recommended that the Board of Trustees approve this continuing-operation resolution and authorize the Seattle Community College District to continue operations, at the current FY2012-2013 funding level, until approval of the next fiscal year budget.

Submitted by:

Dr. Kurt Buttleman
Vice Chancellor for Finance & Technology

Transmitted to the Board with a favorable recommendation.

Dr. Jill Wakefield
Chancellor

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www.seattlecolleges.edu



MEMORANDUM

To: Board of Trustees
From: Charles Sims
Chief Human Resources Officer
Date: May 22nd, 2013
SUBJECT: First Reading - WAC 132F-168 Public Records

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Background

The attached WAC revisions will update the policy relating the Public Records requests with the following changes:

- New WAC is based on Attorney General’s Model Rules with edits and additions to bring into compliance with public Records Act. Reviewed by Derek Edwards.
- Sets Public Records Officer at the District Office as the proper person from whom to request records. Centralizes records request process and request queue
- Allows requestors to petition the Vice-Chancellor if they dispute a decision made by Public Records Officer (Amanda Simpenfenderfer)
- Names specific exemptions (FERPA, Attorney Client Privilege, Trade Secrets)
- Allows SCCD to charge for requestors who ask that paper records be scanned and sent to them electronically.

Recommendation

It is recommended that this item be received as information only

Submitted By:

Charles Sims
Chief Human Resources Officer

Transmitted to the Board with a favorable recommendation.

Dr. Jill Wakefield
Chancellor

Washington District VI

1500 Harvard Avenue
Seattle, WA 98122
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Chapter 132F-168 WAC

ACCESS TO PUBLIC RECORDS Last Update: 11/21/77 WAC

168-010	Access to public records.
168-020	Purpose.
168-030	Request for document inspection.
168-040	Appeal.
168-050	Exemptions.
168-060	Copying.
168-070	Protection of privacy.
168-075	Judicial review of agency action.
168-080	Office hours.
168-090	Sanctions.
168-100	Request for inspection of public records—Form 1.
168-110	Request for inspection of public records—Form 2.

WAC 132F-168-010 Access to public records. ~~This chapter shall be known as Seattle Community College District rules on public records.~~

(1) The Seattle Community College District VI is a community college district organized under RCW 28B.50.040. The Seattle Community College District VI's central office is located at 1500 Harvard Ave.,

Seattle WA 98122. The Seattle Community College District VI has field offices at

- 9600 College Way North Seattle, Washington 98103
- 6000 16 Avenue S.W. Seattle, WA 98103
- 1701 Broadway Seattle, WA 98122
- 2120 South Jackson St., Seattle, WA 98144

(2) Any person wishing to request access to public records of Seattle Community College District VI, or seeking assistance in making such a request should contact the public records officer of the Seattle Community College District VI:

Public Records Officer

Seattle Community College District VI

1500 Harvard Ave.

206.934.3873

SCCDPublicRecordsRequest@seattlecolleges.edu

(3) The public records officer will oversee compliance with the act but another Seattle Community College District VI staff member may process the request. Therefore, these rules will refer to the public records officer "or designee." The public records officer or designee

and the Seattle Community College District VI will provide the
"fullest assistance" to requestors; create and maintain for use by
the public and Seattle Community College District VI officials an
index to public records of the Seattle Community College District
VI; ensure that public records are protected from damage or
disorganization; and prevent fulfilling public records requests from
causing excessive interference with essential functions of the
Seattle Community College District VI.

[Order 16, § 132F-168-010, filed 10/4/73.]

WAC 132F-168-020 Purpose. ~~Seattle Community College-~~
~~District shall comply with the provisions of chapter 42.17 RCW,~~
~~Disclosure Campaign finances Lobbying Records, while at the same~~
~~time preserving the orderly operation of the Seattle Community-~~
~~College District and the privacy of the students and employees of~~
~~the school. (1) RCW 42.56.070(1) requires each agency to make~~
available for inspection and copying nonexempt "public records" in
accordance with published rules. The act defines "public record" to
include any "writing containing information relating to the conduct

WAC (5/30/133/25/13 1:47 PM2:35 PM10:36 AM10:00 AM) [3]

of government or the performance of any governmental or proprietary function prepared, owned, used, or retained" by the agency.

RCW 42.56.070(2) requires each agency to set forth "for informational purposes" every law, in addition to the Public Records Act, that exempts or prohibits the disclosure of public records held by that agency.

(2) The purpose of these rules is to establish the procedures Seattle Community College District VI will follow in order to provide full access to public records. These rules provide information to persons wishing to request access to public records of the Seattle Community College District VI and establish processes for both requestors and Seattle Community College District VI staff that are designed to best assist members of the public in obtaining such access.

(3) The purpose of the act is to provide the public full access to information concerning the conduct of government, mindful of individuals' privacy rights and the desirability of the efficient administration of government. The act and these rules will be interpreted in favor of disclosure. In carrying out its responsibilities under the act, the Seattle Community College District VI will be guided by the provisions of the act describing its purposes and interpretation.

[Order 36, § 132F-168-020, filed 11/21/77; Order 16, § 132F-168-020,

filed 10/4/73.]

WAC 132F-168-030 Request for document inspection. ~~(1) As defined by RCW 42.17.020(26), a public record "includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics." Public records are presumptively available for public access, except as restricted by WAC 132F 168 050. Any person wishing to inspect a public record shall submit Form 1, "request for inspection of public records" WAC 132F 168 100. Each request must be presented to a dean of instruction, dean of students, registrars, district director of employee relations and personnel, business managers, or to their secretaries during regular office hours of the school, as defined in WAC 132F 168 080.~~

~~(2) The officer to whom the request is presented shall, by the close of the following business day: (a) Make the requested document available, or (b) state that such a document does not exist, or (c) ask for clarification of the document requested, or (d) deny access because the document is exempt from public inspection under WAC 132F 168 050. The action taken shall be marked on Form 1 and returned to the person submitting the form.~~

(1) Hours for inspection of records. Public records are available for inspection and copying during normal business hours
WAC (5/30/133/25/13 1:47 PM2:35 PM10:36 AM10:00 AM) [5]

of the Seattle Community Colleges, Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding legal holidays. Records must be inspected at either the District Office or at a field office when those records are stored or maintained at that location. To make arrangements to inspect records at a Seattle Community College District field office, contact the Public Records Officer to schedule the inspection.

(2) **Records index.** An index of public records is available for use by members of the public, including non-exempt final orders, declaratory orders, interpretive statements, and policy statements, as defined by RCW 42.56.070(5), issued after June 30, 1990, by the board of trustees of the District, the presidents of the colleges, or their designees.

Form. The index shall reference final orders, declaratory orders, interpretive statements, or policy statements by one or more of the following classifications: Date of implementation, organizational unit, or subject matter.

Requests for access to indexes. Information regarding public inspection of indexes, their location, and a schedule for revising and updating these indexes can be obtained by contacting the public records officer.

(3) **Organization of records.** The Seattle Community College District VI will maintain its records in a reasonably organized manner. Seattle Community College District VI will take reasonable actions to protect records from damage and disorganization. A

requestor shall not take Seattle Community College District VI records from Seattle Community College District VI offices without the permission of the public records officer or designee. A variety of records is available on the Seattle Community College District VI web site at www.seattlecolleges.edu. Requestors are encouraged to view the documents available on the web site prior to submitting a records request.

(4) Making a request for public records.

(a) Any person wishing to inspect or copy public records of the Seattle Community College District VI should make the request in writing on the Seattle Community College District VI request form, or by letter, fax, or e-mail addressed to the public records officer (publicrecords@seattlecolleges.edu or scdpublicrecordsrequest@seattlecolleges.edu) and including the following information:

- Name of requestor;
- Address of requestor;
- Other contact information, including telephone number and any e-mail address;
- Identification of the public records adequate for the public records officer or designee to locate the records; and
- The date and time of day of the request.

(b) If the requestor wishes to have copies of the records made instead of simply inspecting them, he or she should so indicate and make arrangements to pay for copies of the records or a deposit.

Pursuant to WAC 132F-168-060, standard photocopies will be provided at 24 cents per page.

(c) The public records officer or designee may accept requests for public records that contain the above information by telephone or in person. If the public records officer or designee accepts such a request, he or she will confirm receipt of the information and the substance of the request in writing.

[Order 36, § 132F-168-030, filed 11/21/77; Order 16, § 132F-168-030, filed 10/4/73.]

WAC 132F-168-040 ~~Appeal~~ Review of denials of public records. ~~(1) If request is denied by the officer pursuant to WAC 132F-168-030, the person requesting the document may appeal to the appropriate campus president or to the district president. The appellant shall file Form 2, together with Form 1 as returned, with the secretary to the campus president or district president, during the day the appeal is returned, if returned prior to 3 p.m., or by 11 a.m. the following business day if returned after 3 p.m. A campus president or the district president shall answer the appeal by returning Form 2 to the person requesting the record before the end of the second business day following the original denial of inspection on Form 1, unless a later time is indicated in the form. In all cases, the person requesting the record shall be notified by the end of the second~~

~~business day of the disposition of the request.~~

~~(2) If an appeal is filed after the time required in WAC 132F 168 040(1), then the return date shall be the end of the second business day following the filing of the appeal.~~

~~(3) The filing of a request and the return of Form 1 and Form 2 indicating disposition, is made by leaving the form with the secretary of the officer. The secretary of the officer shall mark the time and date of: (a) The receipt of the form, (b) the return of the form with disposition, and (c) the demand made for return by the person submitting the form. A request shall be deemed denied or an appeal denied only after the person filing the form has been notified by the secretary of the dean, personnel officer, president or district president. In all cases, the person shall be notified by the end of the second business day.~~

~~(4) Administrative remedies shall not be considered exhausted until the campus president or the district president has returned the appeal form by the close of the second business day. An appeal may then be made to the board at the next scheduled board meeting.~~

(1) Petition for internal administrative review of denial of access. Any person who objects to the initial denial or partial denial of a records request may petition in writing (including e-mail) to the public records officer for a review of that decision. The petition shall include a copy of or reasonably identify the written statement by the public records officer or designee denying the request.

(2) Consideration of petition for review. The public records officer shall promptly provide the petition and any other relevant information to the appropriate Vice-Chancellor. That person will immediately consider the petition and either affirm or reverse the denial within two business days following the Seattle Community College District VI's receipt of the petition, or within such other time as mutually upon by the Seattle Community College District VI and the requestor.

(3) Review by the attorney general's office. Pursuant to RCW 42.56.530, if the Seattle Community College District VI denies a requestor access to public records because it claims the record is exempt in whole or in part from disclosure, the requestor may request the attorney general's office to review the matter. The attorney general has adopted rules on such requests in WAC 44-06-160.

(4) Judicial review. Any person may obtain court review of denials of public records requests pursuant to RCW 42.56.550 at the conclusion of two business days after the initial denial regardless of any internal administrative appeal.

[Order 36, § 132F-168-040, filed 11/21/77; Order 16, § 132F-168-040, filed 10/4/73.]

WAC 132F-168-050 Exemptions. ~~(1) Public access shall not be~~

~~granted to documents exempt under RCW 42.17.310, "certain personal and other records exempt," unless the officer determines that disclosure would not affect any vital governmental interest. If the interest can be protected by deletion of personal references, access shall be granted following deletion of such material, and a reasonable time shall be allowed for deleting the material.~~

~~(2) Examination of individual files of Seattle Community College District students shall be in accordance with the provisions of district policy 310, student records and federal register, Part 99 Privacy rights of parents and students.~~

~~(3) Individual files of applicants, employees, and officers of Seattle Community College District are available only to members of the faculty and staff of Seattle Community College District who are entrusted with the care and custody of the files, to supervisory personnel, and to the business staff for purposes necessary to carrying out their functions. The only information contained in the individual file of an employee which shall be available for public inspection shall be the name, status, salary and teaching duties of the employee. The employee, however, shall have full access to his personnel file as agreed upon in the employee organization contract.~~

(1) The Public Records Act provides that a number of types of documents are exempt from public inspection and copying. In addition, documents are exempt from disclosure if any "other statute" exempts or prohibits disclosure. Requestors should be aware of the following

exemptions, outside the Public Records Act, that restrict the availability of some documents held by Seattle Community College District VI for inspection and copying:

The Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g; the Uniform Trade Secrets Act, chapter 19.100 RCW; attorney-client privileged communications, RCW 5.60.060(2).

(2) Examination of individual files of Seattle Community College District students shall be in accordance with the provisions of District Policy and Procedure 380, Student Records.

(3) The Seattle Community College District VI is prohibited by statute from disclosing lists of individuals for commercial purposes.

(4) Pursuant to RCW 42.56.540, the Seattle Community College District VI reserves the right to seek to enjoin the examination of any specific record, the examination of which the district determines would clearly not be in the public interest and would substantially and irreparably damage any person or would substantially and irreparably damage vital governmental functions.

[Order 36, § 132F-168-050, filed 11/21/77; Order 16, § 132F-168-050, filed 10/4/73.]

~~WAC 132F-168-060 Copying. Persons granted access to public records pursuant to Form 1 shall be allowed to obtain copies of such~~

WAC (5/30/133/25/13 1:47 PM2:35 PM10:36 AM10:00 AM) [12]

~~documents as they desire upon the payment of twenty five cents per copy page. Copies of documents will be made by an authorized staff member of the Seattle Community College District on any available copier. Payment for copies shall be made to a cashier of the college who will issue a receipt which must be presented to the person in charge of the copying machine. The charge of twenty five cents per copy page is the reasonable cost of paper and copying charges for Seattle Community College District.~~

(1) **Costs for paper copies.** There is no fee for inspecting public records. A requestor may obtain standard black and white photocopies for 24 cents per page and color copies for 34 cents per page.

A statement of the factors and the manner used to determine this charge is available from the public records officer.¹ The District reserves the right to use outside vendors for large projects when an outside vendor can provide copies quicker or for less cost. The requester will be required to pay the cost charged by the vendor.

¹ The cost of copying is 5 cents per page in paper and toner, 19 cents per page in staff time. Staff time was calculated by averaging the salaries of the two employees most likely to create the copies (Work Study hourly staff and Administrative Assistant) and timing the number of pages in a personnel file that can be copied in one hour. Charges for scanning are staff time only, calculated in the same manner.

Before beginning to make the copies, the public records officer or designee may require a deposit of up to ten percent of the estimated costs of copying all the records selected by the requestor. The public records officer or designee may also require the payment of the remainder of the copying costs before providing all the records, or the payment of the costs of copying an installment before providing that installment. The Seattle Community College District VI will not charge sales tax when it makes copies of public records.

(2) **Costs for electronic records.** The cost of scanning existing Seattle Community College District VI paper or other nonelectronic records is 19 cents per page. There will be no charge for e-mailing electronic records to a requestor, unless another cost applies such as a scanning fee.

If the requestor asks that the electronic records be provided on CD or DVD, the requestor will be charged the cost of the CD or DVD. If the electronic records are too large to be emailed through the Seattle Community College District email system, they will be provided on CD or DVD, and the requestor will be charged accordingly.

(3) **Costs of mailing.** The Seattle Community College District VI may also charge actual costs of mailing, including the cost of the shipping container.

(4) **Payment.** Payment may be made by cash, check, or money order to the Seattle Community College District VI.

[Order 36, § 132F-168-060, filed 11/21/77; Order 16, § 132F-168-060, filed 10/4/73.]

WAC 132F-168-070 Protection of privacy. Any student, employee or applicant who believes a document has been or is about to be released, and who believes his or her right to privacy will be infringed by public inspection of the document, may file a protest with the appropriate campus president or the district president. If, after consideration of the request for inspection and the protest, the campus president or the district president believes inspection should be denied, he should take appropriate action as listed in RCW 42.17.330, "court protection of public records."

[Order 36, § 132F-168-070, filed 11/21/77; Order 16, § 132F-168-070, filed 10/4/73.]

~~WAC 132F 168 075 Judicial review of agency action. Per RCW 42.17.340, "Upon the motion of any person having been denied an opportunity to inspect or copy a public record by an agency, the superior court in the county in which a record is maintained may require the responsible agency to show cause why it has refused to allow inspection or copying of a specific public record or class of records. The burden of proof shall be on the agency to establish that refusal to permit public inspection and copying is required."~~

WAC (5/30/133/25/13 1:47 PM2:35 PM10:36 AM10:00 AM) [15]

~~{Order 36, § 132F 168 075, filed 11/21/77.}~~

~~WAC 132F 168 080 Office hours. For purposes of this chapter, the regular office hours of Seattle Community College District shall be considered 9 a.m. through 4 p.m., Monday through Friday, except for legal holidays for state employees.~~

~~{Order 16, § 132F 168 080, filed 10/4/73.}~~

~~WAC 132F 168 090 Sanctions. If a person granted access to public records pursuant to this chapter destroys, mutilates or who returns the documents in an unreasonably disorganized fashion, a campus or district president may order that that person be denied further access to documents of the Seattle Community College District. Any person wishing to contest such an order may request a hearing before the president or his designee concerning the charges, and such a hearing shall be considered a contested case for purposes of chapter 28B.19 RCW.~~

~~{Order 36, § 132F 168 090, filed 11/21/77; Order 16, § 132F 168 090, filed 10/4/73.}~~

~~WAC 132F-168-100 Request for inspection of public records Form 1.~~

COMMUNITY COLLEGE DISTRICT VI

REQUEST FOR INSPECTION OF

PUBLIC RECORDS - FORM 1

To be completed by applicant

To:

The applicant requests inspection of the following documents:

_____ 1. _____ 2. _____ 3. _____

The applicant agrees to return the documents unharmed and in an orderly fashion.

Signed _____

Address _____

~~Present this form to a dean of instruction, dean of students, district director, employee relations and personnel, business managers, or the secretary of one of the above officials.~~

To be completed by campus official

- The requested document is available for inspection.
- The district is not in possession of such a document.
- Please clarify precisely what documents are being requested as it cannot be determined from your application what documents are desired.
- The request is denied because the document is:
 - (a) Personal information in a file maintained for a student of this institution.

- ~~(b) Personal information in a file maintained for an employee of the district, disclosure of which would violate the employee's right to privacy.~~
- ~~(c) A preliminary draft, note, recommendation or intra-agency memorandum in which opinions are expressed or policies formulated or recommended, which document has not been publicly cited by this agency in connection with an agency action.~~
- ~~(d) A record which is relevant to a controversy to which this agency is a party which record would not be available to another party under the rules of pretrial discovery.~~
- ~~(e) The document contains personal information which, when deleted, can be released, and such deletions will be completed by~~
- ~~(f) Other —~~

Signed—

Title—

Time/Date Form Received—

Time/Date Form Returned to Applicant—

Applicant's Demand Date for Return of Request—

A refusal to make a record available for inspection may be appealed to a campus president or the district president. If the request is denied prior to 3 p.m., the appeal should be filed by the close of the business day. If the request is denied after 3 p.m., the appeal should be filed by 11 a.m. of the next business day.

~~{Order 36, § 132F 168 100, filed 11/21/77.}~~

~~WAC 132F 168 110 Request for inspection of public records Form 2.~~

COMMUNITY COLLEGE DISTRICT VI

WAC (5/30/133/25/13 1:47 PM 2:35—
PM10:36 AM10:00 AM) [18]

REQUEST FOR INSPECTION OF
PUBLIC RECORDS - FORM 2

To:
..... (Appropriate campus/district president)

The applicant has been denied inspection of a document
which is possessed by Seattle Community College
District. The denial was made following submission of
Form 1 (attached hereto).

The applicant appeals the disposition made on Form 1
and requests you to review this denial prior to the close
of the second business day following the denial of the
request.

Signed

Address

Present this form to the secretary of the campus president
or the district president.

The appellant understands the president is not available
until, and agree to an extension of the return
time until

Signed

DISPOSITION

- Inspection of the documents is granted.
- Inspection will be granted following deletion of
personal materials in the requested documents.
- Inspection of the document is denied because-

.....

.....

Signed

Title

Time/Date Form received

Time/Date Form returned to applicant

Applicant's demand date for return of request

| ~~[Order 36, § 132F 168 110, filed 11/21/77.]~~



MEMORANDUM

To: Board of Trustees

From: Charles Sims
Chief Human Resources Officer

Date: May 29nd, 2013

SUBJECT: First Reading – Policy 254

Background

The attached changes to the Public Records Policy (254) reflect the correct Revised Code of Washington from which we draw the guidelines for handling public records.

Seattle
CENTRAL
Community
College

NORTH
Seattle
Community
College

SOUTH
Seattle
Community
College

SVI Seattle
Vocational
Institute

■ ■ ■

Recommendation

It is recommended that this item be received as information only

Georgetown
Campus

NewHolly
Learning
Center

Seattle
Maritime
Academy

Wood
Construction
Center

Submitted By:

Charles Sims
Chief Human Resources Officer

Transmitted to the Board with a favorable
recommendation.

Dr. Jill Wakefield
Chancellor

Washington District VI

1500 Harvard Avenue
Seattle, WA 98122
206.934-4100
206.934.4155/TT
Fax 206.934.3883

www.seattlecolleges.edu

POLICY NUMBER: 254

TITLE: ACCESS TO PUBLIC RECORDS

Seattle Community College District shall comply with the provisions of RCW Chapter 42.56, the Public Records Act ~~RCW 42.17 "Disclosure Campaign Finances Lobbying Records,"~~ while at the same time preserving the orderly operation of the Seattle Community College District and the privacy of the students and employees of the school.



MEMORANDUM

TO: Board of Trustees

FROM: Dr. Jill Wakefield, Chancellor

DATE: June 13, 2013

SUBJECT: Enrollment Report: *Where Students Live*

Seattle
CENTRAL
Community
College

NORTH
Seattle
Community
College

SOUTH
Seattle
Community
College

SVI Seattle
Vocational
Institute

Background

This report provides information on where students enrolled at the Seattle Community Colleges live, including the top zip codes of residence for each college and the District, and the geographic patterns of student residence by educational intent.

Recommendation

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

Submitted by:

Dr. Carin Weiss
Vice Chancellor

Transmitted to the Board for their information.

Dr. Jill Wakefield
Chancellor

Duwamish
Apprenticeship
& Education
Center

NewHolly
Learning
Center

Sand Point
Education
Center

Seattle
Maritime
Academy

Wood
Construction
Center

Washington District VI
1500 Harvard Avenue
Seattle, WA 98122
206.587.4100
Fax 206.587.3883
Voice Relay 800.833.6388



ENROLLMENT REPORT: *Where Students Live*

This month's report provides information on the zip codes and geographic areas where state-funded students enrolled at the Seattle Community Colleges live.

BACKGROUND

This enrollment report provides information on where state-funded students at Seattle Community Colleges live, updating information previously reported to the Board of Trustees in 2010. The results of this analysis will be incorporated into the environmental scan which is being conducted to inform a forthcoming Academic Master Plan for the District.

The top five zip codes of enrolled state-funded students attending each college changed little over the last three years. There were only two changes—one at South where 98108 in southeast Seattle was replaced in the top five by 98126 in West Seattle, and one at Central where 98105 in north Seattle was replaced by 98108.

FINDINGS

Map 1: Seattle Community Colleges - overall

- As a district, 75% of our students come from the City of Seattle.

Map 2: Seattle Central

- Central draws 78% of its students from the City of Seattle.
- Central draws over one-quarter of its students from just three zip codes (98122, 98144, and 98118) in the Central Area and southeastern part of the City.

Map 3: North Seattle

- North draws 78% of its students from the City of Seattle, and 65% of its students from Seattle zip codes north of the ship canal.
- The largest zip code is 98125 (14% of all state-funded students) in the northeast corner of Seattle around Northgate and Lake City.

Map 4: South Seattle

- South draws from more zip codes than the other colleges with only 60% of its students residing in the City of Seattle.
- About 25% of South's students come from West Seattle. Most of the rest coming from the southern neighborhoods of Seattle and southwestern King County.

Map 5: SVI

- SVI draws 73% of its students from the City of Seattle.
- Its enrollment pattern is similar to Central's, drawing heavily from the Central Area and southeast Seattle.

Residence by Student Educational Intent

Table 1, below shows the percentage of Seattle Community College District enrollments of City of Seattle residents, by student intent. Student-funded continuing education students are most likely to be Seattle residents, followed by academic transfer students. Workforce education and adult basic education/ESL students are more likely to come from outside the City of Seattle.

Table 1
**Seattle Residents as a Percentage of Total SCCD Enrollments
 By Student Educational Intent, Fall 2012**

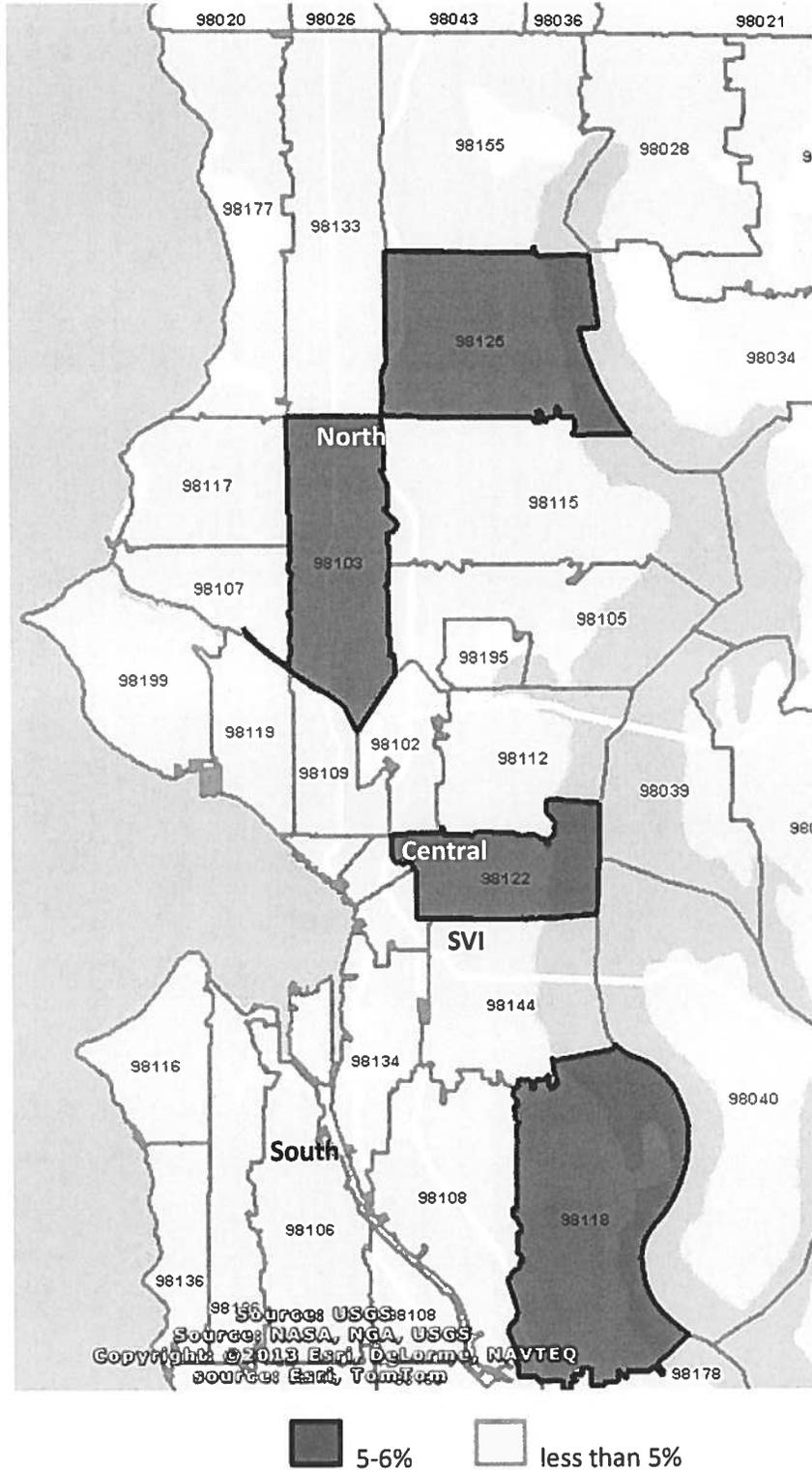
Student Educational Intent	Percentage Seattle Residents
Academic Transfer	75%
Workforce Education	65%
Bachelors of Applied Sciences	58%
Adult Basic Education/ESL	60%
Continuing Education (Student-Funded)	85%

Source: Seattle Community College District

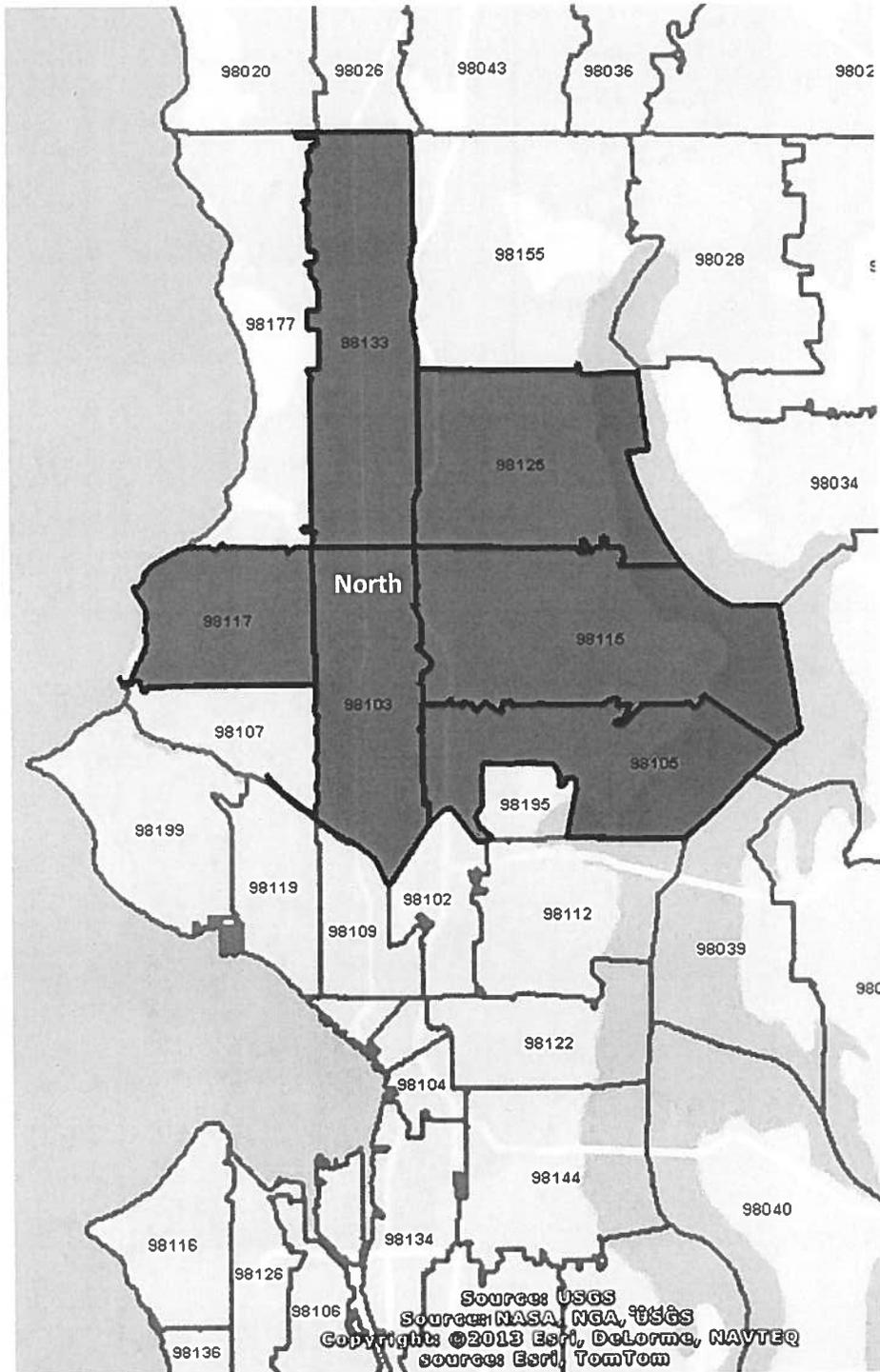
Mapping of student residences by their educational intent reveals the following geographic patterns:

- The largest percentage of both academic transfer and workforce education students come from the same neighborhoods (zip codes) in the City, similar to the pattern shown in Map 1. However, because many of our workforce programs are often “destination programs,” they draw from more zip codes outside the City of Seattle.
- Since Bachelor of Applied Science programs are currently available only at Seattle Central and South Seattle, students are more likely to live in the Central Area and southern parts of Seattle.
- Students enrolled in ABE/ESL programs are more likely to live in the southern part of the City, with one quarter of all enrollments coming from just two southeastern zip codes (98118 and 98108).
- Since North’s continuing education program is larger than the other two colleges, the students are more likely to live in the north end of the City.

Map 1: Seattle Community College District
Major Enrollment Zip Codes (5% or More of College Total)
Fall 2012 State-Funded Students by Zip Code of Residence

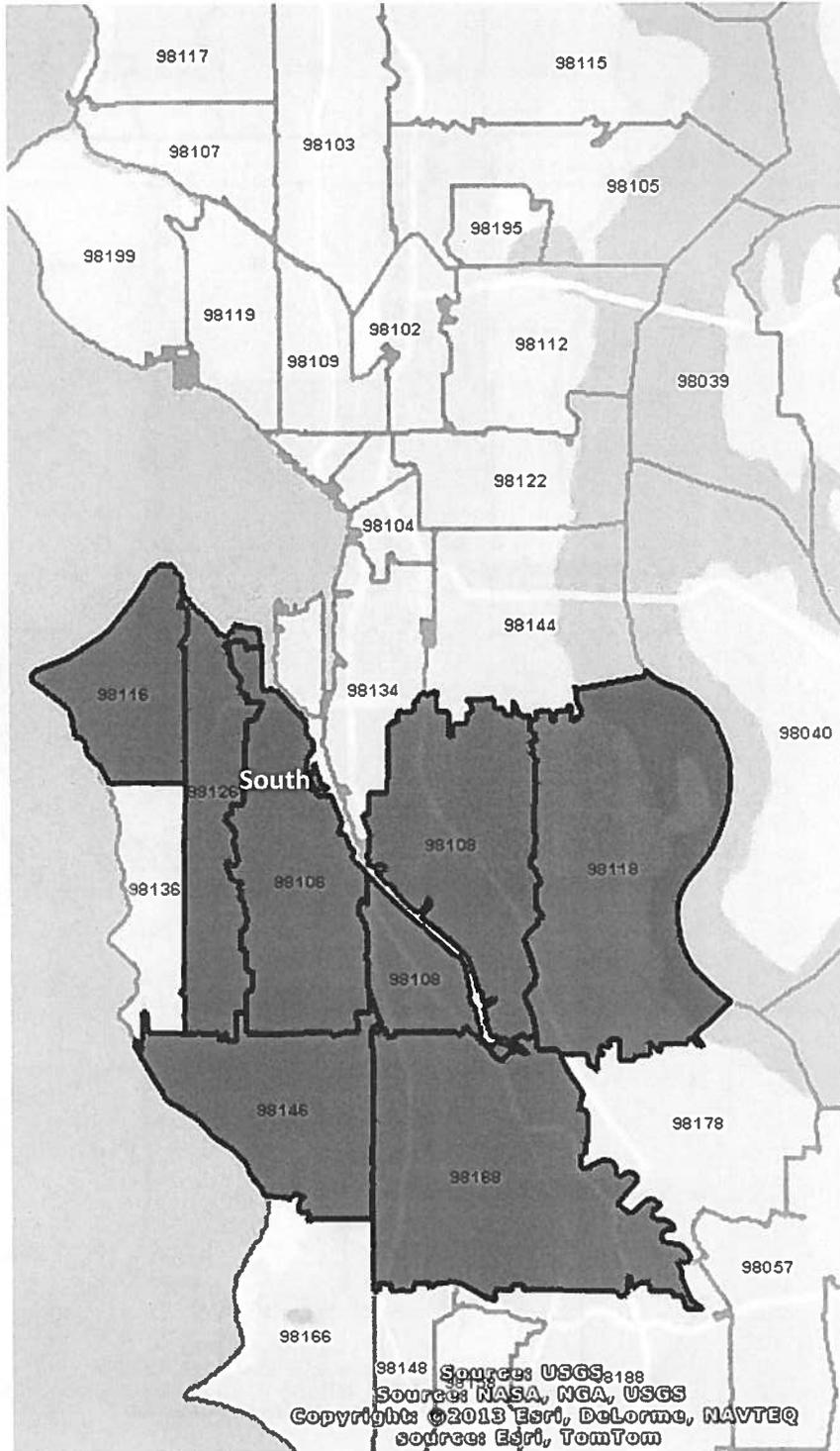


Map 3: North Seattle Community College
Major Enrollment Zip Codes (5% or More of College Total)
Fall 2012 State-Funded Students by Zip Code of Residence



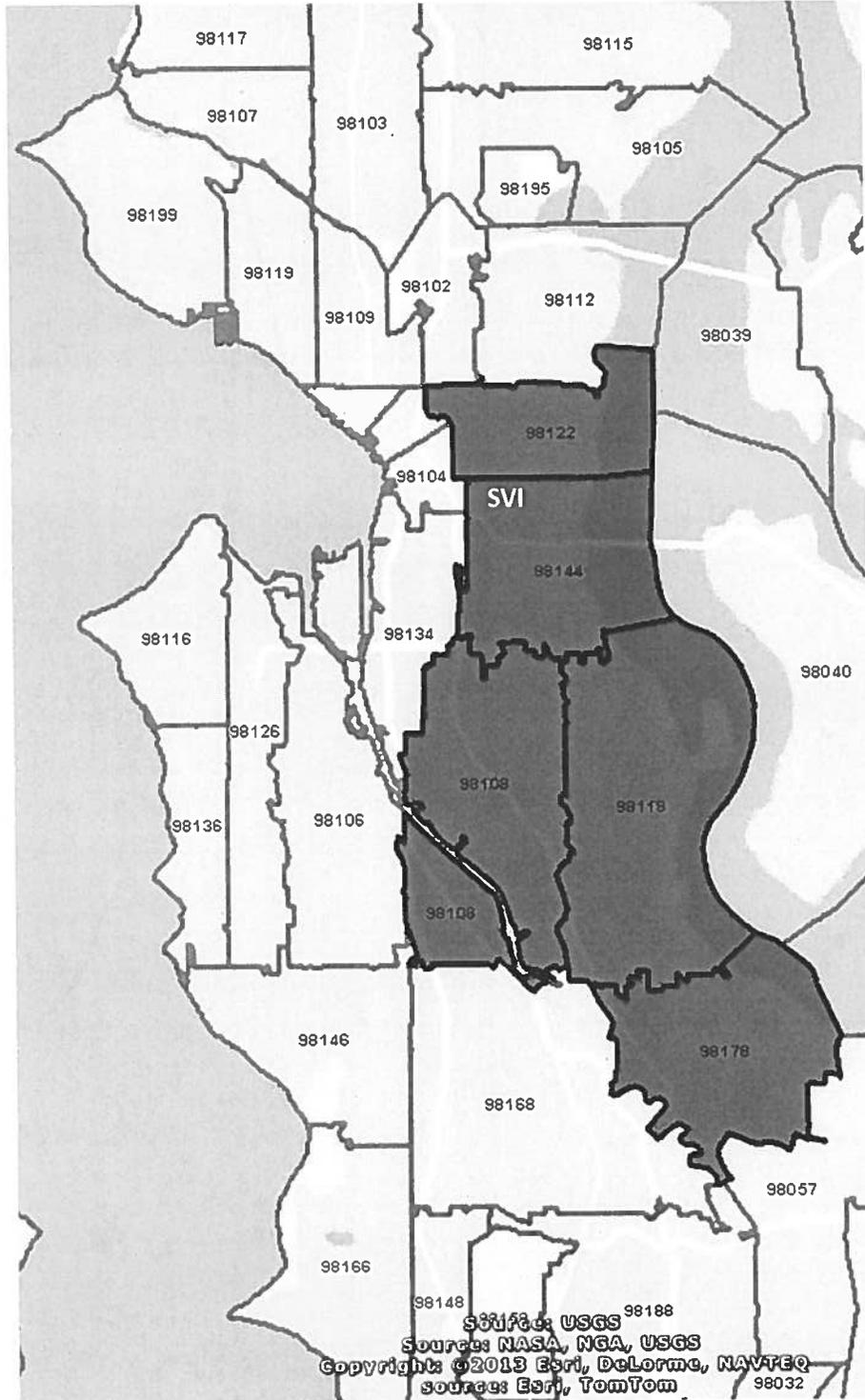
■ 5-14% □ less than 5%

Map 4: South Seattle Community College
Major Enrollment Zip Codes (5% or More of College Total)
Fall 2012 State-Funded Students by Zip Code of Residence



■ 5-10% □ less than 5%

Map 5: Seattle Vocational Institute
Major Enrollment Zip Codes (5% or More of College Total)
Fall 2012 State-Funded Students by Zip Code of Residence



5-17%
 less than 5%

Source: USGS
 Source: NASA, NGA, USGS
 Copyright © 2013 Esri, DeLorme, NAVTEQ
 Source: Esri, TomTom

MEMORANDUM

TO: Board of Trustees

FROM: Jill Wakefield, Chancellor

DATE: June 13, 2013

SUBJECT: Progress on Pathways to Careers

With a sizable investment from the Office of Economic Development and extensive in-kind support from SCCD, teams of faculty, deans, community-based organizations, and engaged employers revised, aligned, and launched stackable, short-term certificates in the manufacturing, business information technology, and logistics sectors. As a result of combined efforts, Seattle Community College District now offers three aligned certificates in Business Information Technology, two linked certificates in Manufacturing, and two linked certificates in Logistics.

In April of 2013, we convened the presidents and workforce deans from all three colleges to provide an overview of progress. Highlights include the following:

- Launched the new Manufacturing Academy at South Seattle Community College, Georgetown Campus: This 10-week certificate prepares students for entry level jobs in manufacturing. Completion rates are steady at 80% , job placements at 75%, and average starting salary is \$16.56.
- Aligned Business Information Technology stackable certificates, now in place at all 3 colleges. A pilot Office Assistant certificate is offered at YWCA Opportunity Place in an I-BEST format.
- Validated the Global Logistics Associate curriculum with industry experts and employers, launching new certificate program Spring, 2013 at Georgetown Campus.

Pathways to Careers requires doing business differently through sharing resources, data, results, and sometimes, staff. This initiative has created a new model of social service supports and educational offerings for nontraditional students. We are working across the city to align workforce offerings and resources across various agencies (e.g., Seattle Jobs Initiative, Workforce Development Council, SkillUp Washington).

Recommendation

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

Submitted by:



Dr. April F. Jensen (on behalf of Leslie Haynes)
Special Assistant to the Chancellor

Transmitted to the Board with a favorable recommendation.



Dr. Jill Wakefield
Chancellor



MEMORANDUM

Seattle
CENTRAL
Community
College

TO: Board of Trustees

NORTH
Seattle
Community
College

FROM: Dr. Jill Wakefield

DATE: June 13, 2013

SOUTH
Seattle
Community
College

SUBJECT: Metro Services Purchase Request

SVI Seattle
Vocational
Institute

Background

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

Annually, Seattle Community College District sends out a purchase order to Metro for the purchase of mass-transit services, primarily ORCA Business cards & ORCA Business Passport products, and then re-sells them to students and employees. For the fiscal year 2013-14, the total annual purchase for these services is expected to be \$713,401.48.

Recommendation

It is recommended that the Board of Trustees authorizes the Chancellor and her designee to enter into this purchasing contract with Metro, for FY2013-14, in the amount of \$713,401.48.

Georgetown
Campus

NewHolly
Learning
Center

Seattle
Maritime
Academy

Wood
Construction
Center

Submitted by:

Dr. Kurt Buttleman
Vice Chancellor for Finance & Technology

Transmitted to the Board with a favorable recommendation

Dr. Jill Wakefield
Chancellor

Washington District VI
1500 Harvard Avenue
Seattle, WA 98122
206.934.4100
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www.seattlecolleges.edu

MEMORANDUM

TO: Board of Trustees
Seattle Community Colleges District

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

DATE: June 13th, 2013

SUBJECT: Associated Student Council Board Report - Information Only

Unity Fair Wraps Up Spring Quarter For Student Leadership

Hundreds of students and community members attended this year's Unity Fair, organized by Student Leadership's College Activities Board (CAB). The Unity Fair has been going on for nine years and features dozens of campus clubs, musical performers, and community organizations. The Unity Fair's purpose is to give Student Leadership Boards an additional platform to engage with the student body and surrounding community. The Fair's activities and entertainment serve as a bridge for various cultures to converge on. This provides opportunities for students to share their talents and skill sets with one another, and to enhance their educational experience, bringing an innovative approach to cultural celebration, and promoting involvement around campus. Both CAB and the Unity Fair are supervised by Student Leadership's Cultural Programming & Development Coordinator, Samuel Chesneau.

Next Year's ASC Members Announced

President Killpatrick took to the Unity Fair's music stage at noon to announce the names of next year's Associated Student Council members. Next year's ASC members are:

- Taleah Mitchell
- Marrio Mathews
- Pedro Marquez
- Faiza Diriye
- Leah Remsen
- Shela Usadi
- Thien Nguyen
- Anh Mai
- Reina Kawakita
- Khanh Vu
- Dung Pham
- Giang Du

Tsutakawa Fountain – A Hot Issue On Campus

On Thursday, May 16th, 17 students showed up to speak to the 11 Associated Student Council members on the subject of the Tsutakawa Fountain. The students were there to voice concern over the Capital Funds Review Committee's recommendation to allocate \$0 to the Tsutakawa Fountain. The CFRC is a subcommittee of the ASC that deals with funding proposals. The students who showed up were students who had added their names to a petition on campus asking the ASC to allocate \$9,000 to the Fountain Fund. The petition gathered over 700 signatures in just a few weeks. This represented the largest student ask for funds from the ASC in the ASC's history. The ASC tabled the motion, to be voted on the following week. The next week, 14 students showed up to support the Tsutakawa Fountain. Only one student was allowed to speak at the meeting, causing a large controversy it itself. Several students at large walked out in protest. At this meeting the ASC voted to allocate a total of \$4,500 to the Tsutakawa Fountain Fund, only half of the petition's request.

Associated Student Council Adds Public Comment Section

In response to students at large who felt shut out of several recent ASC meetings, the ASC passed an amendment to the bylaws to allow a 15 minute Public Comment section to each and every future ASC meeting. This Public Comment section on the agenda is modeled after the SCCD's Board of Trustees public comment period, which increases accessibility and communication. In addition, students at large demanded more transparency and accountability to the student body from the ASC. This took the form of a motion to amend the bylaws to make all future ASC agendas and finalized minutes public, through a link on Student Leadership's main page and through a list serve that anyone can request to be added to, to receive the ASC's agendas and minutes in their email.

Community Learning In Progress Event

CLIP's is organized by Seattle Central faculty members Fred Nolan, Barbara Kline, and Traci Lai, along with students Carmen Clayton and Michelle Predietis. CLIP's features students presenting research projects in a symposium, with the aim to educate the community about the research Seattle Central students do throughout the year. This year, students presented on the Makah Tribe's whaling efforts, the Keystone salmon species, the history of Capitol Hill, and President Franklin D. Roosevelt, among others. The symposium was well received and well attended. CLIP's will continue next spring.

Removing "Community" Causes A Stir

The buzz around campus during the last week of May has been focused not only on the Tsutakawa Fountain funding, but also around the idea of removing the word "Community" from *Seattle Central Community College*. Following a heated discussion during a Campus Engagement Day event surrounding the removal of the word "Community", the Associated Student Council drafted a letter to the Board of Trustees stating a position on this topic. The ASC advises that the word "Community" be kept in the College name. Please see the attached letter.

MEMORANDUM

TO: Board of Trustees
Seattle Community Colleges District

FROM: Najwa Alsheikh
Seattle Central Community College, Executive of Administration

DATE: June 13th, 2013

SUBJECT: Associated Student Council – Letter to Board

To Board Members,

While the Associated Student Council recognizes that the discussion over removing the word “community” from *Seattle Central Community College* is far from over, we wish to express our support for keeping the word “community” in place.

Sincerely,

The Associated Student Council 2012 – 2013

MEMORANDUM

TO: Board of Trustees
Seattle Community Colleges District

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

DATE: May 9th, 2013

SUBJECT: Associated Student Council Board Report – Attachment

Student Voting Member

The Associated Student Council (ASC) of Seattle Central Community College has recently been discussing the possibility of a student voting member on the SCCD Board of Trustees, along with our colleagues on the Student Councils' of both South Seattle and North Seattle Community Colleges. The ASC wishes to communicate our ongoing support for the role that the three Student Body Presidents perform while at the Board meetings. We believe that a critical component of representing students on all three campuses is that a student from each campus is present at the table. While we support the addition of a student voting member, we maintain that the role the three campus representatives' play is critical for the students of their respective campuses and we wish for those positions to continue regardless of whether or not a voting member is placed on the Board.

We also wish to communicate our desire to make the process for a student voting member more realistic for the three Student Council's that will be charged with approving applicants. We recommend that the three campuses have a common application for this position that includes: an essay, two faculty letters of recommendation, 100 signatures from current students in support located on that student's campus, a minimum 3.0 GPA, and selection by a majority vote from the Student Council at the student's respective campus. We also strongly recommend that in order for a single student to represent all three campuses with a sole student vote, that the student selected be required by the Board to maintain adequate contact with all three Student Councils over the course of their tenure as a student voting member; this includes attending the Student Body President's District Meetings, held once monthly before each Board of Trustee meeting.

If you have any questions or recommendations, please do not hesitate to contact the ASC.

Thank you.

Sincerely,
Najwa Alsheikh, Executive of Administration
The Associated student Council of Seattle Central Community 2012 – 2013

MEMORANDUM

TO: Board of Trustees
Seattle Community College District

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

DATE: June 13, 2013

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

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

Mascot - Ready, Set, GO!

There is an action plan in place to have a South Mascot selected by January 2014. A committee has placed key stakeholders at the helm of the process and selection of this very important iconic figure. There will be a series of steps to fully vet out the best possible image that will represent South Seattle and our community: We will first survey the campus community, asking for one word descriptions of what South means to them. Then, we will select the top 3-10 words that are a recurring theme. Next, we will send that list of words to the campus and ask what image best represents those words. Lastly, we will put the most popular images to a vote. And at last South will be the home of "_____!"

Metro Bus Service Cuts & ORCA Bus Pass

Beginning fall 2014, Metro faces a \$75 million annual shortfall and will have to cut service by up to 600,000 hours, or 17 percent -- unless new funding becomes available. Roughly two-thirds of Metro bus routes might be eliminated, reduced or revised. This will affect South and the district as a whole. Metro's community service cut hearing will be held at Union Station, 401 South Jackson on:

Tuesday, May 14, 3:30 p.m. - open house
4 p.m. - testimony begins

To counter act the cuts, we also feel that it is in the best interest of stakeholders to pursue a better ORCA pass. We would still like to pursue the conversation regarding a more affordable bus pass for SCCD students, including collaborating with other community colleges. There is action being taken by the district office to arrange a round table discussion on the current ORCA card. We have not yet discussed how to go forward but there is buzz on our campus regarding this issue.

Blood & Bone Marrow Drive - April 16

The Puget Sound Blood Center visited our campus once again this quarter for our quarterly blood drive. Puget Sound Blood Center staff collected from 44 blood donors which means that up to **99 local patients** will feel the physical effects of the kindness and generosity shared by South donors.

Spring Dance - April 26

The United Student Association, South's Club Center and International Programs sponsored the annual Spring dance with the theme of "Red Carpet Swag." It took place on Friday, April 26th from 8 pm to 12 am in the Cafeteria, featuring DJ Uncle Guy and a canned food drive. Over 50 students were in attendance. This is a fun annual social event because it brings unity, fun, and excitement to our education.

Annual Civics Fest - May 8

Tori Stoner, United Student Association Vice President & Legislative Liaison, produced an excellent Civics Fest on May 8. Over 455 students turned-out to hear student government candidate speeches, talk to non-profit organizations, register to vote, play games and munch on snacks. Civic engagement has been an important theme for us this year.

Student Government Elections - May 8-14

The United Student Association Election Committee, chaired by Social Activities Officer Nhung Le, has done a good job with this year's elections - marketing the positions, reviewing applications, coordinating candidate speeches, and designing the on-line ballot. Seven candidates are vying for eight positions. The committee will announce the new 2013-2014 USA team on May 21. Per USA by-laws, any vacant positions will be advertised in the fall and conducted by a selection process.



MEMORANDUM

TO: Board of Trustees

FROM: Jill A. Wakefield 
Chancellor

DATE: June 13, 2013

SUBJECT: Chancellor's Report - Information Only

Service awards celebrations. It has been my great pleasure to take part in the annual staff service awards at each college and the District Office. I was inspired by the stories of commitment and caring individuals who have served from five years to many decades, and who share in the success of our students who will take part in commencement ceremonies this month.

American Association for Women in Community Colleges Leaders Institute. I was one of the presenters at the Leaders Institute held in Salt Lake City early this month. My presentation focused on "Building & Motivating Team." More than 40 people attended.

"Opportunity Washington." I represented our colleges at the May 21 event organized by the national Opportunity Nation initiative and sponsored by several of the area's leading businesses and non-profit, philanthropic, and educational organizations. I joined Steve Johnson, Director of Seattle's Office of Economic Development and our partner in the Pathways to Careers initiative, on a panel to share our success to date, which includes creation of a manufacturing academy at our Georgetown campus. The Academy offers short-term training and stackable, industry-recognized certificates; in three pilots, 80% of students completed their programs and 75% were placed into good-paying jobs.

Two years ago, Seattle Community Colleges were invited to take part in the Opportunity Nation Leadership Council, along with 50 national colleges and universities, business leaders, foundations and individuals. Goal of the initiative is a campaign to build a coalition for a non-partisan agenda to enhance opportunity and economic mobility in America. Last fall, our colleges hosted a Seattle event for business and civic leaders to introduce Opportunity Nation and launch Pathways to Careers.

Chancellor's Advisory Council. We presented background and future plans about our BAS program to members of the quarterly Chancellor's Advisory Council in May. Starting this fall, all three of our colleges will be offering applied baccalaureates – Hospitality Management and Professional Teacher Training at South, Applied Behavioral Science at Central and International Business at North. During the next year we expect to launch four more degrees, which will make Seattle Community Colleges the leading Applied Baccalaureate institution in the state.

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SVI Seattle
Vocational
Institute

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

Visibility and branding outcomes. Council members were also engaged and supportive in a discussion about a proposed name change for our colleges, offering alternatives such as "Seattle Colleges," "City Colleges of Seattle" and "Seattle City Colleges." The proposal developed as part of the district-wide visibility and branding initiative, which started in December and is now concluding.

Discussions about this proposal are now ongoing throughout our college communities; we hope to make a recommendation to the Board on this topic by the end of the year.

In addition to considering a name change, recommendations also include alignment and presentation of the colleges as a united, three-college system. The system approach would maintain the valued characteristics of each college, while also providing a competitive force in the region, leveraging our collective impact with partners, grantors and organizations and increasing the efficiency of marketing and advertising expenses. A final recommendation is consideration of alignment of college logos to reflect the system approach.

Final step in the visibility and branding process is a message from the Chancellor to the college community introducing the results of this study, and our new positioning framework, "The New American Dream Starts Here." We are working with Pyramid to prepare sending this letter this month.

Convocation. We are working with colleagues at South Seattle to present an interesting and valuable Convocation Day on Wednesday, Sept. 18. Our keynote speaker for the program is famed education expert Uri Treisman, who is known for his ground-breaking research on developmental education as well as for his engaging presentation style. Following the program, Dr. Treisman will lead an intensive workshop for further discussion. Also in the planning stages are general-interest professional training workshops and the popular InfoExpo exhibitor area. We will share details and opportunities with the college community as they develop.

Legislative activities. We have been active at the federal, state and county levels since the May Trustees meeting. At the Federal Level, we are continuing conversations with Sen. Patty Murray's office regarding an additional vessel from the Coast Guard for Seattle Central's maritime program. Additionally, South Seattle has begun researching the process for aircraft acquisition. We are watching legislation proposed by an Illinois congressional member that would increase availability of Pell grants through summer quarter. This proposal grew from the President's effort to stimulate the economy in 2009, when an increase in completions and retentions was reported for students with all-year access.

District Office staff met with the Chief of Staff for the King County Executive to discuss ORCA card access for students. As a result, data from Metro and data from the Seattle Community Colleges will be collated and discussions with surrounding community and technical colleges will be scheduled. King County appears willing to work with us to find solutions to lower costs for students.



MEMORANDUM

TO: Board of Trustees

FROM: Carin Weiss, Vice Chancellor *Carin Weiss*

DATE: June 13, 2013

SUBJECT: Vice Chancellor's Report – Information Only

New Initiatives with Seattle Public Schools

The Seattle Community Colleges and the Seattle Public Schools are working on two new initiatives to help Seattle Public School students make the transition to community college. The first initiative is the High School to College Transition project supported by the Seattle Families and Education levy and the Bank of America and College Spark Foundations. The project will place college navigators in Seattle high schools to help prepare and support low-income seniors as they transition from high school to community college. Also under discussion is a high school reengagement initiative targeting at-risk youth who have recently dropped out, or are likely to age-out of high school without earning a diploma.

Ready! Set! Transfer! Focus Groups

I am currently conducting focus groups with students across campuses to gather feedback on their experiences with the Ready! Set! Transfer! program. Each college's Ready! Set! Transfer! Academy provides tools and support to start and keep students on the pathway to a STEM career. In the focus groups, students have spoken positively of their experiences with the program and provided useful suggestions for opportunities going forward.

Gates Foundation Visit

On May 6, visitors from the Postsecondary Success division of the Bill and Melinda Gates Foundation spent the day at Seattle Central for a work retreat and to learn more about technology at the Seattle Community Colleges. The Faculty Development Coordinator, deans from all three colleges and students gave a presentation on *Uses of Technology in Teaching and Learning*. The Gates Foundation visitors then were taken to the Science and Mathematics building where they met with students to discuss the students' experiences with technology at the colleges.

Faculty Development Update

On May 14, Faculty Development held a participatory workshop for faculty to learn more about incorporating sustainability principles into their classroom activities and outcomes. The event was facilitated by Andrea Ramage, a technologist and practitioner in the sustainability field for 20 years. The workshop helped participants understand the many connections to sustainability for all course topics, and facilitated development of concrete curriculum ideas for faculty to implement in the classroom.

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Learning
Center

Sand Point
Education
Center

Seattle
Maritime
Academy

Wood
Construction
Center

Washington District VI
1500 Harvard Avenue
Seattle, WA 98122
206.587.4100
Fax 206.587.3883
Voice Relay 800.833.6388



MEMORANDUM

TO: Board of Trustees
FROM: Kurt R. Buttleman [Signature]
DATE: June 13, 2013

SUBJECT: Vice Chancellor for Finance & Technology Report - Info. Only

EXEMPT EVALUATION PROCESS

June 15th marks the start of the evaluation process for exempt employees. Employee Services partnered with the District WebTeam on this 100 Days to Innovation project, and starting this year, employees have a simple, intuitive process that they can access through the Seattle Colleges Intranet.

FINANCE & TECHNOLOGY DISTRICT TRAINING OPPORTUNITIES

Employee Services has now joined the Office of Finance & Technology to provide trainings for SCCD employees, with information on current resources available through the Siegal Service Center and topics related to everyday applications our employees encounter. These monthly campus trainings, organized by Heather Emlund, will continue throughout 2013.

ANNUAL SERVICE AWARDS

As the Vice Chancellor of Finance and Technology, it is Kurt Buttleman's honor to emcee the annual Service to Education Awards Ceremony to many of our colleagues, at SCCD Siegal Center, and recognize the following individuals for their service & dedication on behalf of the Finance & Technology team:

- Vera Mosiychuk - 5 Years
Craig Bush - 5 Years
Mino Damanpour - 5 Years
Greg McBrady - 10 Years
Gaiana Mosesova - 15 Years
Kurt Buttleman - 15 years
Doug Stark - 25 Years
Pat Wallace - 35 Years

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

Washington District VI
1500 Harvard Avenue
Seattle, WA 98122
206.934.4100
f. 206.934.3883
Voice Relay 800.833.6388

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

ADVANCING STUDENT SUCCESS

North receives approval to offer Bachelor of Applied Science degree in International Business

On May 9, North Seattle Community College received approval from the Washington State Board for Community and Technical Colleges (WSBCTC) to offer a new Bachelor of Applied Science degree in International Business. The approval from the State Board follows the approval in December from North's accrediting agency, the Northwest Commission on Colleges and Universities. The college is enrolling students now for the new degree program which begins in September 2013 with a cohort of 25 students.

Former Student Kaitlin Banfill Becomes Second NSCC Fulbright Scholar

In May, former North student Kaitlin Banfill was awarded a Fulbright Scholars Program full-year fellowship for study in China for one academic year. Kaitlin will be affiliated with Sichuan University and conducting fieldwork focusing on poor young adults, many from the Yi ethnic minority, who are attending China's three-year vocational and technical training programs. A Running Start student at North for two years before transferring to the University of Washington in 2008, Kaitlin was awarded the prize for best honors thesis in anthropology, "Mobile Narratives: Social Mobility Strategies of Rural Migrant Workers in Shanghai" in 2012. Kaitlin spent her junior year studying at East China Normal University, investigating the life plans and mobile strategies of migrants who became hairdressers and other service personnel in Shanghai. She credits North's Chinese language professor Howard Xi with teaching her Chinese so well, and history professor Maureen Nutting with teaching her how to do academic research and writing, and for starting her investigations of urban minority groups. Kaitlin is the second NSCC student to be awarded a Fulbright. Tyrell Edwards, from UW Bothell, and selected in April to receive a fellowship, will be using his Fulbright funding to conduct research on international student development and retention at the University of British Columbia this fall.

Running Start Community Outreach Continues to Grow

North's Running Start program administrators have continued to participate in outreach events for students, parents and high school counselors throughout the year. Partnering with Seattle Central and South Seattle, Running Start administrators organized a "Positive Partnerships" event for 25 Seattle Public High School counselors. This event was an opportunity for collaboration across the district and with the high school counselors that support the Running Start program. Running Start also participated in the Ballard High School College Night on May 4 and met with close to 50 prospective Running Start students and parents. North continues to invite potential students to campus by offering Running Start information nights twice each quarter. Five students will be graduating in June with their diploma and either an AA or an AS degree. At least two are transferring to the UW.

UPDATES: Pathways to Completion

- Advisors have had a significant classroom presence in developmental English and math classrooms the past two quarters. As part of the Pathways to Completion grant funded by the Bill and Melinda Gates Foundation, in winter quarter advisors were assigned to sections of Math 081 and 084 and partnered with instructors to strongly encourage or require students to meet with advisors for educational planning. This work has continued into spring with very positive feedback from instructors, students, and advisors.
- *START New Student Orientations* – another Pathway to Completion activity, are offered every quarter for our new students. While Advising coordinates the effort, peer navigators and scholarship students have begun participating, as well as other faculty and staff on campus. New students meet others in similar programs, receive an overview of NSCC's programs, services, and resources, engage in a campus tour, and receive advising assistance for their first quarter of classes. We saw our fall and winter orientation numbers double and a significant increase in this spring's attendance compared to last year. Additionally, a new and improved online orientation launched recently which

provides a more in-depth orientation experience, including videos featuring students, faculty and President Mitsui, as well as quizzes for each section to promote student engagement.

- **Core Theme One: Advancing Student Success – Orientations** : As a part of the Gates Pathway to Completion Grant and Strategic Planning Core Theme Advancing Student Success the NSCC Orientation Committee, chaired by Peggy Sharp, was formed winter quarter and is meeting quarterly to create a campus environment where orientation knowledge and practices permeate the culture of the campus community. Committee members represent ABE, Advising, ESL, Financial Aid, Health & Human Services, I-Best, International Students, Running Start, Veteran Services, Watch Technology, and Workforce/SNQ. This is an on-going campus wide committee that will meet quarterly and continue beyond the Gates grant funding to insure collaboration and coordination of new student orientation activities.
- **Core Theme One: Advancing Student Success – Pathways**: The revision of professional technical scope and sequences into uniform template program planning sheets is nearing completion. Kristi Lagrutta, Advising is working with BEIT and HHS deans and faculty to finalize content. Scope and sequence is the document that students use to know what classes to complete for their professional -technical program of study. This pathway project was identified as a step in assisting students on their program pathway by providing the key pieces of information that are helpful for students to know when deciding what program is the right fit for them. Thanks to the professional-technical program coordinators for their feedback on the template and participation in this project.

Commencement – June 14

North celebrates the graduation of approximately 1000 students at Commencement ceremonies on campus, June 14. Highlights will be shared in the July report.

EXCELLING IN TEACHING AND LEARNING

Technology Building Update

The Allied Health and Technology Building Renewal project is now 48 percent complete. The substantial completion target date is February of 2014. Project momentum is excellent. Change orders are still under one percent. Windows are now being installed and interior spaces are taking shape. We anticipate a gold LEED designation. To date the project has generated 211 new trade jobs – 70 percent of our goal of 300.

Request to Name Existing Wellness Center the Roy Flores Wellness Center

The Roy Flores Wellness Center Naming Task Force is requesting the existing Wellness Center be re-named the Roy Flores Wellness Center. Roy Flores had served as Interim President of NSCC and was the longest-serving community college Vice President for Student Development Services in Seattle Community College District history. A prominent leader in the Filipino-American community, Roy, was the first in his family to receive a college degree and he became an exemplary leader within the SCCD, local community, Washington state and beyond. He was instrumental in the construction of the NSCC Wellness Center building and served as the chair of the committee to design the \$7 million facility. He spent countless hours in the facility over the years- supporting student-athletes in training and at games, mentoring students in their academic studies and utilizing it for his own personal workouts. Roy's impact on our students and staff extends far beyond our campus, as you will note in the attached supporting documents. We strongly urge the Board to consider the impact of his legacy of service to our community, so that it may be felt for generations to come by approving this facility name request. Additional supporting documents are included in the Board packet.

Future Community College Teachers Visit Campus – May 22

On May 22, UW graduate students interested in community college teaching were hosted on campus by Paul Kurose of the Math and Science Division. Their visit is the third year of a partnership involving North's Faculty Diversity Initiative and UW's GO-MAP (Graduate Opportunities and Minority Achievement Program). During their visit, UW guests interacted with a panel of teachers, students and administrators and then paired with a faculty member for a tour and further discussion. Over twenty North faculty members volunteered their time to take part in this year's event. After the visit, North faculty members will work with the UW graduates who are interested in mentorship opportunities. Through these visits, North is building a pipeline for the hiring of future faculty.

Lydia Minatoya, North's Award-winning Author Recommends Summer Reads

The International Examiner will publish Lydia Minatoya's recommended summer reads. A Counseling faculty member, Lydia's literary novel, *The Strangeness of Beauty* (Simon and Schuster), and travel memoir, *Talking to High Monks in the Snow*, (HarperCollins) have been published internationally and have been recognized with awards from PEN and the American Library Association and nominations from The Dublin International Literary Award and The National Book Award.

New Hires/Transitions

Student Development Services welcomes the following new employees – **Kathy Rhodes**, dean of Enrollment Services/Registrar, **Lisa Jones**, credentials evaluator, ARRC, **Lisa Sanford**, assistant director for Loans and Data Management, Financial Aid, **Richard Gentry**, program specialist 2, Financial Aid, and **Tigist Stango**, assistant director, Processing and Data Management, Financial Aid.

BUILDING COMMUNITY

News from Grants, Contracts and Customized Training

- North is partnering with Snohomish County to develop and implement assessments for the County's facilities technicians. Once their skill levels have been assessed, North will provide a series of 3-hour modularized trainings to employees.
- North is the lead college on a Department of Labor TAACCCT consortium proposal; the consortium is comprised of nine total community colleges across Washington state, who are applying for funds to develop an infrastructure of IT Pathways certificates and degrees in several different IT-related focus areas, all of which can be completed in two years or less, and will directly meet regional employer needs in high-wage, high-demand jobs.
- North is currently in the process of wrapping up our fifth Hospital Employee Education and Training (HEET) grant through the State Board. This grant is an innovative partnership between North, Central, The SEIU Healthcare 1199NW Multi-Employer Training and Education Fund and several of the area's leading healthcare employers to provide courses for incumbent healthcare workers that will help employee's complete degrees and prepare for more advanced certifications in their fields. We are applying for a sixth round of this grant, and plan to move into summer quarter so that students can continue taking classes without a break.

Technical Advisory Committee Celebration Dinner – April 29

More than 75 people attended North's Technical Advisory Committee Celebration Dinner April 29th. It was a great event featuring President Mitsui giving TAC members an update on happenings at North as well as a presentation by consultant Kyra Kester on the Environmental Scan she is doing for North. Additional highlights came from a former electronics student Andrew Dole and current nursing student Donna Izenas who praised the help and support they received at North as well as the technical training. Mark ended the evening with a lively Q &A on the importance of technical and soft skills with TAC members. Based on the evaluations the participants want to do it again next year.

Spring Quarter Collaboration Day – May 10

Fifty-seven participants attended seven different events at the Spring 2013 Collaboration Day, featuring events such as "Cracking the Codes: The System of Racial Inequity" film screening and discussion group, Debriefing the White Privilege Conference discussion group, the Canvas Faculty Learning Community meeting on "Ideas for Self-Paced Learning," and the ESL/IEP Faculty workshop on "Reaching Our Students: Making the Learning Meaningful." Fall Quarter Collaboration Day is scheduled for Friday, October 25.

Faculty awards announced at Service Award event – May 15

Anna Binkina was named Classified Employee of the Year at the annual Service Award program on May 15. Three retirees were honored, as were staff and faculty with 5, 10, 15, 20, 25, 30 and 35 years of service to the College. A listing of awards and recognitions received by the North faculty and staff over the past year was prepared for the occasion.

Model Minority Talk at Asian Pacific Islander Heritage Day – May 23

On May 23, I spoke at the College on the Model Minority Myth, which positions Asian American and Pacific Islanders as the "model minority." I talked about how the myth impacts our country and what we can do to counter it. The event was part of North's commemoration of May 2013 as Asian American and Pacific Islander Heritage Month, proclaimed by President Obama.

Norm Rice Speaks at Political Science Class – May 24

Norm Rice, president and CEO of the Seattle Foundation and former mayor of Seattle, spoke to students and community members at Professor Abel Pacheco's class in Introductory Political Science, Friday, May 24. Study in Professor Pacheco's class has focused on the three levels of government - federal, state and local - and, within these three levels, how the legislative, executive and judicial branches impact our daily lives. Mr. Rice shared about his tenure as mayor of the city of Seattle, his experience as a candidate running for office, and how his understanding of the political process has shaped his life.



DRAFT

To: Seattle Community Colleges Chancellor's Cabinet

From: Caryana Napoli on behalf of *The Roy Flores Wellness Center Naming Task Force*

Re: Naming of Seattle Community College District Facilities (District Policies 252 & 252.01-05)

Date: April 8, 2013

Request- To name the existing NSCC Wellness Center to the *Roy Flores Wellness Center*.

Rationale- Roy Flores had served as Interim President of North Seattle Community College and was the longest-serving community college Vice President for Student Development Services in Seattle Community College District history. A prominent leader in the Filipino-American community, Roy, was the first in his family to receive a college degree and he became an exemplary leader within the SCCD, local community, Washington State and beyond. He was instrumental in the construction of the NSCC Wellness Center building and served as the chair of the committee to design the \$7 million facility. He spent countless hours in the facility over the years- supporting student-athletes in training and at games, mentoring students in their academic studies and utilizing it for his own personal workouts. Roy's impact on our students and staff extends far beyond our campus, as you will note in the attached supporting documents. We strongly urge you to consider the impact of his legacy of service to our community, so that it may be felt for generations to come by approving this facility name request. Thank you.

Attachments: Governor Jay Inslee Message
King County Memorial Proclamation
City of Seattle Proclamation
Endorser Addendum
Flores Obituary- IE Article, 3/20/13
Task Force Members List
District Policies 252 & 252.01-05



The *Roy Flores Wellness Center* Naming Task Force

Members List

Carianya Napoli, *Chair* – NSCC Exempt
Marci Myer, NSCC Exempt
Janet Hoppe-Leonard, NSCC Classified
Jaime Radcliff, NSCC Classified- Student
Paul Kurose, NSCC Faculty
Lydia Minatoya, NSCC Faculty
Jenny Mao, NSCC Faculty
Pio DeCano, Community
Dolores Sibonga, Community
Robert Flor, Community
Alma Kern, Community
William Rodgers, Community, Former Employee
Dorothy Cordova, Community
Tony Ogilvie, Community
Flores Family



The Roy Flores Wellness Center
Endorser Addendum

- Tim Burgess- Seattle City Councilmember
- David Della- former Seattle City Councilmember
- Washington State Senator Bob Hasegawa
- Representative Sharon Tomiko Santos - 37th Legislative District
- Dr. Constance Rice- former Vice Chancellor, and Senior Chancellor of Seattle Community Colleges

- Sharon Maeda
- Steven Aspiras
Labor Analyst
Dept. of Executive Services
Compensation Mgmt. Services/HRD
King County Government

- Kyle Kinoshita

- Pio DeCano

- Dolores Sibonga

- Dr. Richard Keefe and Vangie Keefe

- International Drop-In Center- The Seattle Foundation
Sluggo Rigor, Executive Director

- Mike Brown- O'Dea classmate

- Bill and Carol Roach- former SCCC instructor

- Gene Kranc- O'Dea classmate and in the first graduating class at NSCC.

- Dr. Robert F. Flor and Catalina Cantu

- Larry Wolf
- Marie Coon
- Jian Zou - South Seattle Community College

- Sili Savusa- Executive Director
White Center Community Development Association (CDA)

- Marcia Kato - South Seattle Community College

- Chanda Ishisaka
Educational Planner
AANAPISI Program/ Student Services | South Seattle Community College

- Terry Eugene Paull, M.Ed.
Educational Planner – Professional / Technical Programs
AANAPISI Program/Student Services South Seattle Community College

- Rochelle Fonoti [Rochelle.Fonoti@seattlecolleges.edu]
South Seattle Community College

- Rosie Rimando-Chareunsap
South Seattle Community College

- Kory Kumasaka (also a personal friend of Roy's daughters)
Head Counselor
Chief Sealth International High School

- Ann Fujii Lindwall
Japanese American Citizen's League (JAACL)

- May Toy Lukens
Project Director,AANAPISI Program
South Seattle Community College

- Ruthann Kurose
- Marie Kurose
- Frieda Takamura [ftakamura08@gmail.com]
- Ben Zapata
- Shirley Zapata
- Jane Nishita
- Carmela Llaneta
- Jason Stelle
- Bob Llaneta
- Lita Llaneta
- Margaret Briscoe
- Larry Henderson
- Adrauna Mitchell-Kelley
- Tami Pillard
- Chaunsey Alexander
- Hyatt Said
- Jacque Kelley
- Noelani Triggs
- Lionel Triggs
- Jeannette Tiffany and Dale Tiffany
- Larry Alcantara
- Evie Vinluan-Wolf and Larry Wolf
- Linda Flores Divina (Roy's sister)
- Josephine "Bening" Flores (Roy's mother)
- Rosalinda Aspiras (Roy's aunt)
- Jim and Lara Patacsil (Roy's niece & family)
- Rod Beza and Marcellus Beza (Roy's niece & family)



King County

Metropolitan King County Council

MEMORIAL PROCLAMATION

WHEREAS, Roy Flores was born on Nov. 19, 1943 in New Orleans, Louisiana as the eldest of the five children of Severo and Josephine Flores; and

WHEREAS, after graduating from Seattle's O'Dea High School, Roy earned a bachelor of arts degree in marketing from Seattle University in 1965; and

WHEREAS, Roy was named the first director of the University of Washington Ethnic Cultural Center in 1971, where he worked with student leaders and brought national figures—including Julian Bond, Chief Dan George, and Louis Farrakhan—to the UW to address the student population; and

WHEREAS, in the mid-1970s, Roy was appointed by Gov. Dan Evans to the Washington Human Rights Commission, where he worked to eliminate redlining by banks; and

WHEREAS, Roy began his higher education career in 1974 as Assistant Director for Student Services for the Washington State Board for Community and Technical Colleges, working his way up to Director of Minority Affairs by his departure in 1984; and

WHEREAS, Roy spent 25 years at North Seattle Community College in 1984 as Vice President for Student Development Services, leading the process to design and build a Student Wellness Center, greatly expanding enrollment in the college's Running Start program, and serving as a role model and mentor to many students; and

WHEREAS, Roy was a fine high school athlete and a lifelong sports fan, a lover of jazz, a frequent visitor to Hawaii, a sharp dresser with a great fashion sense, and the father of three daughters (Shawna, Dina, and Marisa) with wife, Angie; and

WHEREAS, Roy passed away on March 12, 2013;

NOW, THEREFORE, I, Dow Constantine, Executive of King County, and I, Larry Gossett, Chair of the Metropolitan King County Council, do hereby memorialize

ROY FLORES

on this the 22nd day of March, 2013, we encourage all King County residents to join me in celebrating the life of Roy Flores and we extend my condolences to his family and friends.


Dow Constantine
King County Executive


Larry Gossett, Chair
Metropolitan King County Council



MEMORANDUM

TO: Board of Trustees

FROM: Paul T. Killpatrick
President

DATE: June 13, 2013

SUBJECT: President's Report – Information Only

FACULTY & STAFF NEWS

The 2013 **Service Awards** were presented to 130 recipients on May 21, in the One World Dining Room by President Paul Killpatrick. The rundown for length of service:

- 44 have served for 5 years.
- 26 have worked here for 10 years.
- 24 for 15 years
- 19 for 20 years
- 9 for 25 years
- 5 for 30 years
- 3 for 35 years

Four individuals retired from Seattle Central and were honored: **Robbie Hill, Diane Magnan, Sandra Schroeder** and **Judy Sorensen**. Ms. Sorensen had worked for Seattle Community Colleges for 43 years and was second generation as her mother had also worked for the District.

STUDENT NEWS

Ten **STEM (Science Technology Engineering and Math)** students presented research during the UW Undergraduate Research Symposium on May 17th. Faculty member John Wiseley coordinated the research students and mentors. Here are a few of the titles of work presented:

- An Algorithm for Finding Hamiltonian Cycle
- Phosphoproteomics of the Epidermal Growth Factor Receptor Pathway in Glioblastoma Multiforme
- 1p/19q Loss of Heterozygosity and O6-Methylguanine-DNA Methyltransferase Activity in Oligodendroglioma

For the third year, the **Seattle Central Graphic Design Program** was well-represented at the 2013 Sasquatch! Music Festival Poster Show. Eleven graduates designed posters depicting some of the nationally known musical groups who were scheduled to play at the Gorge on May 25. Their work was displayed at the Vermillion Art Gallery and Bar before the festival.

CAMPUS EVENTS

Unity Fair 2013 happened on May 23rd. This annual event is an opportunity for students and the community to come together before the quarter ends and finals start. The day long event featured games, musical groups, fashion shows and speakers. As always, the event is held outside, rain or not.

Campus Engagement Day was held on May 22 and the topic was "Communities Engagement". Break out sessions covered working with TAC committees, collaborating with neighborhood non-profits, and how the Seattle Central Foundation raises money for students. The final session was a discussion on "What's in a Name"—the pros and cons of dropping "Community" from the college name.

The Seattle **Wood Technology Center** celebrated its new facility with a Grand Opening Celebration on May 23rd, hosting over 300 guests. Student projects were displayed throughout the buildings and students gave tours of the workshops and classrooms. The guest list was varied ranging from alumni and former faculty to suppliers, employers of our students and other businesses interested in what the Center teaches. Two very special guests were acknowledged: a 97-year-old gentleman who graduated in 1946 with the first carpentry class and a 70-plus who was the first woman to graduate from that program in the early 60s.

PROGRAM UPDATES

President Paul Killpatrick created an Evening Administrator Program at Seattle Central's main campus. Staffed by exempt employees on a rotating basis, the evening administrator is available to handle pressing or urgent situations during evening hours. On May 1, the evening administrator (in phone consultation with the President) closed campus at 8:30 p.m. to avoid the May Day marchers who left downtown for Capitol Hill. Luckily, since then most shifts have been quiet and involved giving directions, opening classroom doors and chatting with evening students.

Seattle Vocational Institute

SVI faculty have instituted a rotation with SVI Dental Assistant and Seattle Central Community College Dental Hygiene students to enhance their clinical lab hands-on coursework. This rotation is being done directly with the clinical faculty at the University of Washington. Margaret "Peggy" Camden, of SVI's Dental Assistant program, has taken the lead in scheduling students and makes sure certain students from each program are working in tandem with the state approved curriculum and receiving the instruction needed for course completion.

This invaluable opportunity, in addition to the hands-on training in class, allows students from the University of Washington who are studying to become licensed dentists, to interact professionally with future dental hygienists (SCCC) and future dental assistants (SVI). Students in the SVI Dental Assistant program must complete 275 hours of mandatory clinical experience.

Camden is the only non-University of Washington instructor who is allowed to be on the floor in the U of W Dental Lab. She functions as an instructor to our students, but also interacts with faculty, dentists and authorized staff. She worked at the University of Washington for 10 years prior to coming to SVI. The partnership provides our students with critical learning experiences by exposing them to a complete on-the-job worksite.

Seattle Vocational Institute will hold Commencement exercises on June 10, 2013 at Benaroya Hall. Over 300 students will graduate from professional-technical programs and/or earn GED's. The Commencement Address will be delivered by Jesse Jones, investigative reporter, KING 5 News.

SOUTH SEATTLE COMMUNITY COLLEGE

Office of the President

MEMORANDUM

TO: Board of Trustees

FROM: Gary Oertli, President

DATE: June 13, 2013

SUBJECT: PRESIDENT'S REPORT – INFORMATION ONLY

Wine Building Opening - Ribbon Cutting

VIP's and members of the media helped celebrate the Grand Opening of the Northwest Wine Academy's new home on June 6. The exclusive event gave attendees personalized tours of the building while sipping on South's finest wine, including the new spring releases.

The new spring release include the following: 2012 Dry Rosé, 2012 Sweet Rosé, 2010 Merlot 2010 Cabernet Sauvignon and 2010 Petit Verdot.

The celebration of the new building continued with two other events that were open to the public. On June 7, alumni presented wine from their own wineries. The three-day event wrapped up with the annual food and wine pairing competition on June 8. Student teams from the Culinary and Pastry Arts program along with BAS Hospitality students competed with each other to create the best food and wine pairings. Each team was assigned one of the newly - released wines and asked to prepare an appetizer that best pairs with the wine. The winners, determined by popular votes, were awarded for best food and wine pairing as well as best presentation.

The Opening of South Seattle Community College and Vigor Industrial's Harbor Island Training Center

On June 7, South Seattle Community College and Vigor Industrial entered into a unique partnership that kicked-off with a ribbon-cutting ceremony. In addition to Chancellor Jill Wakefield and President Gary Oertli several political and maritime industry heavyweights were in attendance. The program, which will start classes on July 1, is geared to train and re-train maritime workers with the skills of tomorrow to help them earn a family-living wage today.

Give Big

Seattle's third annual GiveBIG campaign was held on May 15. The 24-hour on-line donation drive benefits non-profit affiliates of the Seattle Foundation, including South Seattle Community College's Foundation. At press time, the final totals were still being processed. Early totals though have already eclipsed the goal of \$3,000.

Start your Engines!

For most Seattleites, Seafair and its hydroplane races have become as important to their summer as bar-b-ques and sunshine. But this August, South Instructor Doug Clapper and his students will have a whole new appreciation for this Seattle summer tradition. This quarter, Clapper and his students have had the privilege of working on the “Miss Beacon Plumbing” hydroplane and the truck that hauls it across the country to compete in the summer circuit. This unique opportunity allowed students to perform general maintenance on both the hydroplane and the diesel truck.

U of W Graduate Students Visit Helps South Recruit Diverse Faculty

On May 7, students from the University of Washington Graduate School visited South to observe various classes in Academic Programs. The ethnically diverse group of students represented various disciplines and stages of their graduate careers, but all of them are interested in teaching at the community college level. After two hours of classroom observations, a panel made up of various faculty and South students, answered questions from the graduate students about what it is like to teach at a community college, how to apply and the opportunities available. This is the second time South has hosted University of Washington graduate students.

Rotary Group Study Exchange 2013

On May 1, Ms. Evgeniia Guseva visited South’s campus as part of the 2013 Rotary Group Exchange. She observed classes in the Intensive English Program and discussed best practices with her American colleagues. Guseva teaches ESL in a private-language school in a small town just outside of Moscow. Her visit is part of the Rotary Group Study Exchange Program that also hosted six young professionals throughout the greater Seattle area.

Women in Trades

Some have dubbed the annual career fair, hosted by Women in Trades, the Super Bowl of career fairs. With 70 exhibitors, women from across the state descended on Seattle Center, including a few students from South. Lisa Stinson, an automotive student, and DeLeion Patterson, Taylor Shride, both of whom are Heavy Diesel Machinery students, participated in the event. Christa Colouzis, Beth Ramsey, and Marcia Mitchell represented South’s staff.

Memorial Day, May 27

South observed Memorial Day with several activities taking place on campus throughout the final week of May and the first week of June. Highlights of the events included: A slideshow displaying photos of campus community veterans, a panel of student veteran-led discussion panel, a roundtable that focused on veteran-poetry and a campus-wide ceremony event at the school’s flagpole. The following week, South dedicated the Veteran’s Center with a Grand Opening on June 6 from 2 – 4:30 PM.