



**SEATTLE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**  
**October 10, 2013**

Seattle  
**CENTRAL**  
Community  
College

**STUDY SESSION**

1:30 p.m.

Boardroom

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

**NORTH**  
Seattle  
Community  
College

**SOUTH**  
Seattle  
Community  
College

**REGULAR SESSION**

3:00 p.m.

Boardroom

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

**SVI** Seattle  
Vocational  
Institute

■ ■ ■  
**STUDY SESSION AGENDA**

Georgetown  
Campus

1:30 p.m.

**MERGING STRATEGY AND DESIGN THINKING TO CHART THE FUTURE**

Dr. Mario Martinez | Educational Psychology & Higher Education | University of Nevada

NewHolly  
Learning  
Center

Seattle  
Maritime  
Academy

Wood  
Construction  
Center

Washington District VI

1500 Harvard Avenue  
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## **REGULAR SESSION AGENDA**

- 3:00 p.m.      CALL EXECUTIVE SESSION**  
A.    To Discuss the Performance of Public Employees
- 3:10 p.m.      CALL TO ORDER**
- 3:10 p.m.      ROLL CALL**
- 3:15 p.m.      INTRODUCTION OF VISITORS – REMIND VISITORS TO SIGN IN**
- 3:20 p.m.      APPROVAL OF AGENDA | ACTION** **Tab 1**
- 3:20 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.
- 3:35 p.m.      WELCOME TO NEW STUDENT ASSOCIATION PRESIDENTS**
- 3:45 p.m.      PRESENTATION**  
*“South Seattle Community College Year Three Accreditation Visit”*  
Presenters: Gary Oertli, President, South Seattle Community College  
Donna Miller-Parker, Vice President of Instruction  
Larry Reid, Special Assistant to VP of Instruction/Accreditation Coordinator
- 4:05 p.m.      RECOMMENDED BOARD ACTIONS**
- A.    Approval of September 16, 2013 Meeting Minutes **Tab 2**
- B.    Approval of August 8, 2013 Meeting Minutes **Tab 3**
- C.    Recommended Approval of Tenure **Tab 4**
- D.    Approval of 2014 Board Meeting Schedule **Tab 5**
- E.    Policies Review – Second Reading and Approval **Tab 6**
- F.    Transfer of Local Funding to Capital Accounts - SSCC **Tab 7**
- G.    Shared Funding of Educational Services for  
International Students **Tab 8**

**4:15 p.m.        INFORMATIONAL ITEMS**

- A.     Chancellor's Report
  - 1.     Business Plan for Healthcare Facilities
  - 2.     Chancellor's Goals
- B.     Enrollment Report Tab 9
- C.     Policies Review – First Reading Tab 10
- D.     Legislative Update

**4:30 p.m.        ORAL REPORTS**

- A.     Associated Student Body Presidents
  - 1.     Ms. Leah Remsen, Seattle Central Community College
  - 2.     Ms. Ksenia Ivantsova, North Seattle Community College
  - 3.     Mr. Ariel Garcia, South Seattle Community College
- B.     AFT Seattle Community Colleges  
Ms. Kimberly McRae, Co-President  
Ms. Tracy Lai, Co-President
- C.     Washington Federation of State Employees  
Mr. Rodolfo Franco, President
- D.     College Presidents and Vice Chancellors
  - 1.     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, December 12, 2013 at North Seattle Community College, 9600 College Way North, Seattle, WA 98103. 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 Monday, September 16, 2013 at  
Seattle Central Community College, 1701 Broadway, Seattle, WA 98122

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**PRESENT FOR REGULAR SESSION HELD AT 3:00 P.M.**

Trustees	Mr. Jorge Carrasco Mr. Steve Hill Ms. Carmen Gayton Ms. Courtney Gregoire Mr. Albert Shen
Chancellor	Dr. Jill Wakefield
Presidents/Vice Chancellors	Dr. Mary Ellen O’Keeffe, NSCC Dr. Paul Killpatrick, SCCC Mr. Gary Oertli, SCCC
Vice Chancellors	Dr. Carin Weiss Dr. Kurt Buttleman Mr. Charles Sims
Advisory Representatives	Mr. Al Griswold, SVI Mr. Derek Edwards, AAG
Secretary	Ms. Harrietta Hanson

**ABSENT**

Ms. Kimberly McRae, AFT 1789  
Ms. Tracy Lai, AFT 1789  
Mr. Rodolfo Franco, WFSE

**CALL TO ORDER**

Board Chair, Mr. Jorge Carrasco, called the meeting to order at 3:00 p.m.

**ROLL CALL**

The secretary, Harrietta Hanson, called the roll.

**INTRODUCTION OF VISITORS**

Mr. Carrasco welcomed the visitors. Visitors introduced themselves. They included:  
Pio DeCano, Shannon Matson, April Jensen, Kathryn Soldat, Angie Flores, Shawna  
Flores-Cravens, Marci Myer, Cheryl Stuart, Judy Kitzman, Evelyn Yenson, Orestes

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Monterey, Heather Emlund, Rebecca Hansen, Patricia Paquette, David Sandler, Greg Lonergan, Robert Flor, David Gourd.

#### APPROVAL OF September 16, 2013 AGENDA

Mr. Carrasco asked for a motion to approve the Sept. 16, 2013 Agenda. **Mr. Hill moved, and Ms. Gregoire seconded the motion. Motion passed unanimously (5-0).**

Mr. Carrasco welcomed Dr. O’Keeffe as Interim President of North Seattle.

#### PUBLIC COMMENTS

Dr. Pio DeCano spoke in support of changing the name of NSCC Wellness Center to the Roy Flores Wellness Center.

#### PRESENTATION

##### *“Financial Report for 2012-13 & Budget Presentation for 2013-14”*

Dr. Buttleman presented the budget year-end report for 2012-13. He went over the spreadsheets and data, highlighting line items such as: the operating expenses were under budget by 6.9%. In contrast, the overtime budget was over by 1026.6%, due to the District’s efforts to compensate classified employees’ 3% salary cut.

In addition, Dr. Buttleman presented the proposed 2013-14 budget. He talked about the coordination among the colleges and district office in the development of a consistent budget planning methodology that is transparent and open. Furthermore the budget planning processes are carefully aligned with the strategic plan to support: 1) student success; 2) partnerships; 3) innovation. Each president also talked about their college’s budget planning process and their rationale on the college’s budget priorities.

Mr. Carrasco thanked the executive team and the presidents in developing a budget with a focus on the strategic plan. He thanked Dr. Buttleman for his presentation.

#### RECOMMENDED BOARD ACTION

Mr. Carrasco asked for a motion to adopt all the presented Board Action items. **Mr. Hill so moved and Mr. Shen seconded the motion. Motion was passed unanimously (5-0).**

The Action Items included:

- 1) July 11, 2013 meeting minutes
- 2) Naming of NSCC’s Roy Flores Wellness Center
- 3) 2013 Board Meeting Schedule Change
- 4) Tender of Gifts
- 5) Fiscal Year Budget Approval for 2013-14

CHANCELLOR'S REPORT

Dr. Wakefield reported on the following items:

- 1) NSCC President Search – the interim president search committee has interviewed several candidates and made recommendations to the Chancellor. Dr. Mary Ellen O’Keeffe has been selected to serve as Interim President. Dr. Jack Bautsch will be leading the permanent president search process. The job description will be shared with the Board once it is ready. The target timeline is to have the permanent president identified by March, and start July 1.
- 2) Constance W. Rice 2013 Partner of the Year Award – The first Constance W. Rice Partner of the Year Award ceremony will be held on Wednesday, Oct. 16, from 7:30 – 9:30 am, at Seattle Central’s One World Dining Room. The recipient is Kip Tokuda for his past service and support of the Seattle Community Colleges. The Board is invited to attend.
- 3) Full-time tenure faculty diversity report – Dr. Wakefield shared the data with the Board. The percentage of diversity hires is at 40%. Dr. Wakefield thanked the presidents for their efforts and commitment.
- 4) Enrollment Action Plan – Dr. Wakefield reported on the activities and strategies that the District has been doing to improve enrollment and retention. In addition to new programs and adding new BAS degrees, the Federal Direct Student Loan program is also being reinstated. The presidents also reported on what initiatives have been rolled out at the college-level.

TRUSTEES LIFELONG LEARNING AWARDS

The trustees strongly support this program and would like to see it continue. They would like input from the Chancellor and Presidents on how to streamline the process and have more detailed criteria identified.

INFORMATIONAL ITEMS

- A. Proposed 2014 Board Of Trustees Meeting Schedule  
The proposed 2014 Board meeting schedule was submitted for the Board’s review and feedback. The presidents were also asked to send in their changes if they would like to host the meeting(s) in an off-campus location.
- B. Enrollment Report/Marketing Strategies  
Dr. Weiss reported on the state-funded and Worker Retraining FTEs for summer quarter, 2013. In regards to the marketing strategies, Dr. Weiss added that a district-wide committee, comprised of vice presidents of instruction and public information officers, has been meeting since last fall to come up with strategies to improve enrollment target and awareness of the colleges.
- C. Annual Financial Report for FY 2012-13  
Details shared during earlier presentation.

D. Policies Review – First Reading

Dr. Buttleman presented the following policies that had been reviewed by both district and college personnel, with no recommended changes. They are:

Policy 210 – Environmental Policy

Policy 211 – Liability Coverage of District VI Officers, Employees, Agents

Policy 217 – Access to SCCD Data Base

Policy 239 – District and Campus Delivery, Mail, and Receiving Services

Policy 243 – Traffic Rules and Regulations

Policy 246 – Mass Transit Pass Subsidy and Carpool Program

Policy 259 – Use of Electronic Information Resources

Policy 260 – Voice Mail

Policy 632 – Meals and Light Refreshments

The following policies have been reviewed with recommended changes. They are:

Policy 240 – Seattle Community College District Services Guide

Policy 241 – District Mailing Services

Policy 622 – SCCD Equipment

Policy 625 – District Surplus Property

Policy 631 – Reimbursement of Employee Travel Expenses from a Non-State Entity

Policy 680 – Internal Control

All the above mentioned policies will be presented to the Board for Second Reading and Final Action at the next meeting.

E. Student Success Report

Dr. Jensen reported on the latest data of the Pathway to Completion program.

F. Legislative Update

Ms. Lamoureux gave an update on legislative activities. She thanked the Board for their outreach to legislators in support of the colleges.

**ORAL REPORTS**

A. American Federation of Teachers (AFT) Seattle Community Colleges, Local 1789  
No report.

B. Washington Federation of State Employees (WFSE)  
No report.

C. Chancellor, College Presidents and Vice Chancellors  
No report.

D. Board of Trustees

Mr. Shen commented on the recent incident that a Shoreline Community College professor being killed. A card will be sent on behalf of our Board to the Shoreline Community College Board.

Ms. Gregoire would like to see the number of enrolled students who took up federal loans.

ADJOURNMENT

The meeting was adjourned at 4:45 p.m.

*The next meeting of the Board of Trustees will be held on Thursday, December 12, 2013 at North Seattle Community College, 9600 College Way North, Seattle, WA 98106. There will be a Study Session at 2 p.m., and the Regular Meeting will follow at 3:00 p.m.*

APPROVED BY:

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

\_\_\_\_\_  
Date





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## MINUTES OF THE SEATTLE COMMUNITY COLLEGE DISTRICT

**BOARD OF TRUSTEES MEETING** held Thursday, August 8, 2013 at

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

### PRESENT FOR MEETING HELD AT 10:00 A.M.

Trustees	Mr. Jorge Carrasco, Chair
	Mr. Albert Shen, Vice Chair
	Mr. Steve Hill
	Ms. Carmen Gayton
	Ms. Courtney Gregoire

Chancellor	Dr. Jill Wakefield
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Secretary	Ms. Harrietta Hanson
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<u>GUEST</u>	Mr. Neil McReynolds
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### CALL TO ORDER

Board Chair, Mr. Jorge Carrasco, called the meeting to order at 10:15 a.m.

■ ■ ■

### ROLL CALL

The secretary, Harrietta Hanson, called the roll.

### INTRODUCTION OF VISITORS

There were no visitors.

### PUBLIC COMMENTS

There were no public comments.

### EXECUTIVE SESSION

The Board called an Executive Session to discuss the performance of public employees. The Board reconvened to open session at 11:30 a.m.

### ADJOURNMENT

The meeting was adjourned at 11:30 a.m.

*The next meeting of the Board of Trustees will be held on Monday, September 16, 2013 at Seattle Central Community College, 1701 Broadway, Seattle, WA 98122. There will be a Study Session at 2 p.m., and the Regular Meeting will follow at 3:00 p.m.*

APPROVED BY:

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

\_\_\_\_\_  
Date



**MEMORANDUM**

**TO:** Board of Trustees

**FROM:** Jill Wakefield, Ed.D.  
Chancellor

**DATE:** October 10, 2013

**SUBJECT:** Recommended Approval of Tenure

**Background**

You have received tenure summary for review and consideration for one instructor. The faculty listed below has been found to be qualified in her field as instructor, and she has been recommended for tenure in her discipline by her college tenure review committees, vice presidents, and presidents. I concur with these recommendations.

**Seattle Central Community College**

Joslin Harris-Gane

Culinary Arts

**Recommended Action**

It is recommended that the Board of Trustees, having given reasonable consideration to the recommendations of the tenure review committees, as well as the vice presidents' and presidents' recommendations, grant tenure to the faculty member in her discipline as specifically indicated above.

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

Jill A. Wakefield, Ed.D.  
Chancellor

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## MEMORANDUM

TO: Board of Trustees

FROM: Dr. Jill Wakefield  
Chancellor

DATE: October 10, 2013

SUBJECT: **Proposed Board of Trustees 2014 Meeting Schedule**

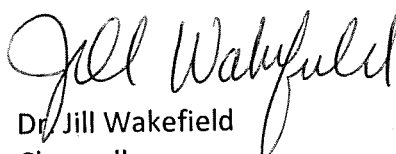
### Background

The attached document shows the proposed Board of Trustees meeting schedule for the 2014 calendar year.

### Recommended Action

It is the recommendation of the administration that the SCCD Board of Trustees approve this meeting schedule for the 2014 calendar year.

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

  
Dr. Jill Wakefield  
Chancellor

### Washington District VI

1500 Harvard Avenue  
Seattle, WA 98122  
206.934.3872  
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Voice Relay 800.833.6388

## PROPOSED BOARD OF TRUSTEES 2014 MEETING SCHEDULE

The Board of Trustees meetings begin with a study session or reception at **2:00 pm**. Regular meeting agenda sessions will begin at **3:00 p.m.** Dates and locations of the meetings are noted below. **All meetings are on the second Thursday of the month, except May.**

<b>DATE</b>	<b>LOCATION</b>
<b>JANUARY 9</b>	<b>SCCD (SIEGAL CENTER)</b> 1500 Harvard Avenue Seattle, WA 98122
<b>FEBRUARY 13</b>	<b>NORTH SEATTLE COMMUNITY COLLEGE (NSCC)</b> 9600 College Way North Seattle, WA 98103
<b>MARCH 13</b>	<b>SOUTH SEATTLE COMMUNITY COLLEGE (SSCC)</b> 6000 16 <sup>th</sup> Avenue SW Seattle, WA 98106
<b>APRIL 10</b>	<b>SEATTLE CENTRAL COMMUNITY COLLEGE (SCCC)</b> 1701 Broadway Seattle, WA 98122
<b>MAY 15</b>	<b>SCCD (SIEGAL CENTER)</b> 1500 Harvard Avenue Seattle, WA 98122
<b>JUNE 12</b>	<b>NORTH SEATTLE COMMUNITY COLLEGE (NSCC)</b> 9600 College Way North Seattle, WA 98103
<b>JULY 10</b>	<b>SOUTH SEATTLE COMMUNITY COLLEGE (SSCC)</b> 6000 16 <sup>th</sup> Avenue SW Seattle, WA 98106
<b>AUGUST</b>	<b>NO MEETING</b>
<b>SEPTEMBER 11</b>	<b>SEATTLE CENTRAL COMMUNITY COLLEGE (SCCC)</b> 1701 Broadway Seattle, WA 98122
<b>OCTOBER 9</b>	<b>SCCD (SIEGAL CENTER)</b> 1500 Harvard Avenue Seattle, WA 98122
<b>NOVEMBER 13</b>	<b>NORTH SEATTLE COMMUNITY COLLEGE (NSCC)</b> 9600 College Way North Seattle, WA 98103
<b>DECEMBER 11</b>	<b>SOUTH SEATTLE COMMUNITY COLLEGE (SSCC)</b> 6000 16 <sup>th</sup> Avenue SW Seattle, WA 98106



## MEMORANDUM

Seattle  
CENTRAL  
Community  
College

**TO:** Board of Trustees

NORTH  
Seattle  
Community  
College

**FROM:** Kurt R. Buttleman

SOUTH  
Seattle  
Community  
College

**DATE:** October 10, 2013

**SUBJECT:** Policy 210, 211, 217, 239, 243, 246, 259, 260, 632  
Second Reading & Final Action

SVI Seattle  
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### Background

The attached SCCD policies propose no changes are required to the existing language.

### Recommendation

Georgetown  
Campus

It is the recommended that the Board adopt these policies as presented.

NewHolly  
Learning  
Center

Submitted by:

Dr. Kurt Buttleman  
Vice Chancellor for Finance & Technology

Seattle  
Maritime  
Academy

Wood  
Construction  
Center

Transmitted to the Board with a favorable recommendation.

Dr. Jill Wakefield  
Chancellor

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**Seattle Community College District  
Reviewed Policies, No Recommended Changes  
Board of Trustees Meeting, October 10, 2013  
Second Reading and Final Action**

**Policies: 210, 211, 217, 239, 243, 246, 259, 260, 632**

**SEATTLE COMMUNITY COLLEGE DISTRICT POLICY**

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**NUMBER: 210**

**TITLE: ENVIRONMENTAL POLICY**

The Seattle Community College District is committed to conducting business in an environmentally responsible fashion. It shall be the policy of the Seattle Community College District to:

1. Reduce the present and future risks of hazardous materials.
2. Comply with federal, state, and local laws pertaining to hazardous materials.
3. Promote the purchase and use of products manufactured using recycled materials.
4. Establish procedures to reduce waste in ongoing processes and to develop waste reduction procedures.
5. Establish recycling systems for non-hazardous materials.
6. Promote conservation of electricity and water.
7. Encourage conservation of fuels through the promotion of bus, van and carpool use, bicycles, and other alternative modes of transportation.
8. Increase the awareness of environmental issues and practices.
9. Develop, to the fullest extent possible, capital master plans and projects consistent with the provisions of the State Environmental Policy Act (SEPA). The "responsible official," for the purposes of the policy, shall be the chancellor, respective campus president/vice-chancellor, or designee. It shall be the responsibility of the "responsible official" to facilitate the preparation of a "Declaration of Significance/Non-Significance" and/or a "Threshold Determination", as appropriate.

*Recommended: Policy Manual Coordinator 10/5/93 Authority RCW 43.21C.010, WAC 131-24-030, 197-11-010*

*Adopted: September 3, 1991*

*Amended: October 5, 1993*

*Amended: June 11, 2009*

**SEATTLE COMMUNITY COLLEGE DISTRICT POLICY**

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**NUMBER: 211**

**TITLE: LIABILITY COVERAGE OF DISTRICT VI OFFICERS, EMPLOYEES, AGENTS**

It is the policy of the Seattle Community College District Board of Trustees to provide their officers, employees, and agents with defense by the State Attorney General in any action, claim or proceeding instituted against such officer, employee, or agent as a result of good faith performance of their duties as officers, employees, or agents.

*Recommended: Policy Manual Coordinator 1/26/98*

*Submitted to Chancellor's Cabinet for Review 1/26/98*

*Approved by Chancellor 1/26/98*

*Submitted to the Board for First Reading 2/3/98*

*Approved by the Board 4/7/98*

*Authority RCW 28B.10.842*

*Adopted: January 4, 1979*

*Format Change: January 26, 1998*

**SEATTLE COMMUNITY COLLEGE DISTRICT POLICY**

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**NUMBER: 217****TITLE: ACCESS TO SCCD DATA BASE**

Seattle Community College District will provide access to the district electronic information to employees as needed to perform job duties. In the process of providing this access, the district will ensure such access is appropriate and controlled. Employees accept access with the understanding that information is to be treated as confidential and used to fulfill job duties only. Information will not be accessed nor distributed inappropriately. Public information requests will be responded to in accordance with Policy 254.

*Recommended: Policy Manual Coordinator 1/20/98*

*Submitted to Chancellor's Cabinet 1/26/98*

*Approved by Chancellor 1/26/98*

*Submitted to the Board for First Reading 2/3/98*

*Approved by the Board 4/7/98*

*Adopted: 4/7/98*

*Amended:*

**SEATTLE COMMUNITY COLLEGE DISTRICT POLICY**

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**NUMBER: 239****TITLE: DISTRICT AND CAMPUS DELIVERY, MAIL, AND RECEIVING SERVICES**

The Seattle Community College District shall provide for a delivery, mailing, and receiving system to (1) distribute campus, district, and U.S. postage mail for official correspondence of the Siegal Center, and the campuses and (2) engage in the delivery and receipt of materials that directly support the operations of the district.

*Recommended: Policy Manual Coordinator 1/22/93*

*Submitted to Chancellor's Cabinet for Review 1/22/93*

*Approved by Chancellor 10/5/93*

*Submitted to Board for First Reading 9/7/93*

*Approved by Board 10/5/93*

*Authority RCW 28B.50.140(14)*

*Adopted: November 1, 1982*

*Amended: October 5, 1993*

**SEATTLE COMMUNITY COLLEGE DISTRICT POLICY**

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**NUMBER: 243****TITLE: TRAFFIC RULES AND REGULATIONS**

It is the policy of Seattle Community College District to develop and implement traffic rules and regulations in accordance with the Washington Administrative Code.

The Board of Trustees of Seattle Community College District shall have the authority to establish rules and regulations for pedestrian and vehicular traffic over property owned, operated, or maintained by the college district. The Board is committed to establish traffic rules and regulations in accordance with the spirit of the Washington Commute Trip Reduction Law.

**Traffic Rules and Regulations**

1. The motor vehicle and other traffic laws of the state of Washington shall be applicable upon all lands located within the state of Washington.
2. The traffic code of the city of Seattle shall be applicable upon all lands within the city of Seattle.
3. These regulations shall be applicable to all State lands which are or may be devoted mainly to educational, public service, and other activities sponsored or endorsed by Seattle Community College District.

*Authority SCCD WAC 132F-116-010 through 132F-116-070*

*Adopted: October 6, 1975*

*Amended: June 11, 2009*

**SEATTLE COMMUNITY COLLEGE DISTRICT POLICY**

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**NUMBER: 246****TITLE: MASS TRANSIT PASS SUBSIDY AND CARPOOL PROGRAM**

Seattle Community College District is committed to developing and implementing substantive commute-trip-reduction programs, as required by the Washington State Commute Trip Reduction (CTR) Law of 1991 and Washington State Commute Trip Reduction Efficiency Act of 2006. Seattle Community Colleges encourage all district students and employees to utilize alternative modes of transportation, other than driving alone, to reduce traffic congestion, to reduce fuel consumption, and to improve air quality. It is the policy of Seattle Community College District to provide:

1. A subsidized mass-transit pass program to encourage the use of public transit; and
2. A carpool program to encourage the use of shared rides to reduce the use of single occupant vehicles.

*Authority RCW 28B.50.140(10), and (15)*

*Adopted: 10/5/93*

*Amended: June 11, 2009*

**SEATTLE COMMUNITY COLLEGE DISTRICT POLICY**

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**NUMBER: 259****TITLE: USE OF ELECTRONIC INFORMATION RESOURCES**

This policy establishes measures for acceptable use of Seattle Community College District's electronic information resources. All District Electronic Information Resources and all information placed on said resources are the property of the District and the electronic information resources at the District are to be used only in a manner that supports the educational mission of the District. The District's mission statements encourage learning, research, creativity, teaching, and the free exchange of ideas in a climate of openness and sharing.

All Electronic Information Resource users are required to read, understand and comply with this policy and its related procedures. Use of a college EIR constitutes an agreement to abide by this policy and its procedures.

*Recommended: Policy Manual Coordinator 1/26/98*

*Submitted to Chancellor's Cabinet for Review 1/26/98*

*Approved by Chancellor 1/26/98*

*Submitted to Board for First Reading 2/3/98*

*Approved by Board 5/5/98*

*Adopted: 5/5/98*

*Amended:*

**SEATTLE COMMUNITY COLLEGE DISTRICT POLICY**

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**NUMBER: 260****TITLE: VOICE MAIL**

It is the policy of the Seattle Community College District to provide a voice mail system to enhance customer service through improved staff efficiency in the information provided.

*Recommended: Policy Manual Coordinator 6/20/95*

*Submitted to Chancellor's Cabinet for Review 7/10/95*

*Approved by Chancellor 7/10/95*

*Submitted to Board for First Reading 7/11/95*

*Approved by Board 9/05/95*

*Adopted: 9/5/95*

*Amended:*

**SEATTLE COMMUNITY COLLEGE DISTRICT POLICY**

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**NUMBER: 632****TITLE: MEALS AND LIGHT REFRESHMENTS**

Seattle Community College District (SCCD) employees and management shall adhere to the State of Washington OFM guidelines for Meals with Meetings and Coffee and Light Refreshments as published in the State Administrative and Accounting Manual (SAAM).

*Adopted: 12/4/98*

*Amended: 5/5/98*

*Amended: September 10, 2009*





## MEMORANDUM

Seattle  
CENTRAL  
Community  
College

**TO:** Board of Trustees

NORTH  
Seattle  
Community  
College

**FROM:** Kurt R. Buttleman

SOUTH  
Seattle  
Community  
College

**DATE:** October 10, 2013

SVI Seattle  
Vocational  
Institute

**SUBJECT:** Policy 240 – Second Reading & Final Action

### Background

The attached SCCD policy deletion is suggested as this information currently resides within the Seattle Community Colleges Website, [www.seattlecolleges.edu](http://www.seattlecolleges.edu).

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

### Recommendation

It is recommended that the Board adopt these revisions to Policy 240.

Georgetown  
Campus

NewHolly  
Learning  
Center

Seattle  
Maritime  
Academy

Wood  
Construction  
Center

Submitted by:

Dr. Kurt Buttleman  
Vice Chancellor of Finance & Technology

Transmitted to the Board with a favorable recommendation.

Dr. Jill Wakefield  
Chancellor

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[www.seattlecolleges.edu](http://www.seattlecolleges.edu)

~~SEATTLE COMMUNITY COLLEGE DISTRICT POLICY~~

~~NUMBER: 240~~

~~TITLE: SEATTLE COMMUNITY COLLEGE DISTRICT SERVICES GUIDE~~

~~It shall be the policy of the Chancellor's Office to maintain a "Seattle Community College District Services Guide" for use by all District staff and general public. This guide will indicate which offices are responsible for operational functions at the District level. In addition to specifying the District office responsible for each activity, the guide will list the initial contact for obtaining information in each area.~~

~~The Chancellor's Office will be responsible for an annual update of the "Seattle Community College District Services Guide" to ensure that information is accurate and reflects all District office functions.~~

~~Recommended: Policy Manual Coordinator 1/26/98~~

~~Submitted to Chancellor's Cabinet for Review 1/26/98~~

~~Approved by Chancellor 1/26/98~~

~~Submitted to the Board for First Reading 2/3/98~~

~~Approved by the Board 4/7/98~~

~~Authority RCW 28B.50.140(14)~~

~~Adopted: April 6, 1981~~

~~Format Change: January 26, 1998~~



## MEMORANDUM

Seattle  
CENTRAL  
Community  
College

**TO:** Board of Trustees

NORTH  
Seattle  
Community  
College

**FROM:** Kurt R. Buttleman

**DATE:** October 10, 2013

SOUTH  
Seattle  
Community  
College

**SUBJECT:** Policy 241 – Second Reading & Final Action

### Background

The attached SCCD policy deletion is suggested as this function of providing mailing labels is no longer practiced or necessary.

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

### Recommendation

It is recommended that the Board adopt these revisions to Policy 241.

Submitted by:

Dr. Kurt Buttleman  
Vice Chancellor of Finance & Technology

Transmitted to the Board with a favorable recommendation.

Dr. Jill Wakefield  
Chancellor

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~~SEATTLE COMMUNITY COLLEGE DISTRICT POLICY~~

~~NUMBER: 241~~

~~TITLE: DISTRICT MAILING SERVICES~~

~~The Siegal Center shall provide an automated mailing and addressing system to assist the Seattle Community College District community in the distribution of internal and external District and college mailings.~~

~~Recommended: Policy Manual Coordinator 1/26/98~~

~~Submitted to Chancellor's Cabinet for Review 1/26/98~~

~~Approved by Chancellor 1/26/98~~

~~Submitted to the Board for First Reading 2/3/98~~

~~Approved by the Board 4/7/98~~

~~Authority RCW 28B.50.140(14)~~

~~Adopted: November 3, 1975~~

~~Format Change: January 26, 1998~~



MEMORANDUM

TO: Board of Trustees

FROM: Kurt R. Buttleman

DATE: October 10, 2013

SUBJECT: Policy 622 – Second Reading

Background

The attached SCCD policy revision is suggested to better comply with the State if Washington Department of Enterprise Services (DES), who oversee the rules and regulations of Fixed Assets Inventory.

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

Recommendation

It is recommended that the Board adopt these revisions to Policy 622.

Submitted by:

Dr. Kurt Buttleman  
Vice Chancellor of Finance & Technology

Transmitted to the Board with a favorable recommendation.

Dr. Jill Wakefield  
Chancellor

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SEATTLE COMMUNITY COLLEGE DISTRICT POLICY

NUMBER: 622

TITLE: ~~SCCD EQUIPMENT~~ FIXED ASSETS INVENTORY

The Seattle Community College District shall adhere to ~~Office of General Administration~~ Department of Enterprise Services rules and regulations regarding fixed asset equipment inventory.

Adopted: 5/5/98

Reviewed by Board of Trustees: September 10, 2009



## MEMORANDUM

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Campus

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Learning  
Center

Seattle  
Maritime  
Academy

Wood  
Construction  
Center

**TO:** Board of Trustees

**FROM:** Kurt R. Buttleman

**DATE:** October 10, 2013

**SUBJECT:** Policy 625 – Second Reading

### Background

The attached SCCD policy revision is suggested to better comply with the policies followed by the Department of Enterprise Services (DES) regarding Surplus Property.

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

### Recommendation

It is recommended that the Board adopt these revisions to Policy 625.

Submitted by:

Dr. Kurt Buttleman  
Vice Chancellor of Finance & Technology

Transmitted to the Board with a favorable recommendation.

Dr. Jill Wakefield  
Chancellor

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SEATTLE COMMUNITY COLLEGE DISTRICT POLICY

NUMBER: 625

TITLE: ~~DISTRICT~~ SURPLUS PROPERTY

~~It is the policy of SCCD to dispose of all surplus properties in accordance with the guidelines provided by the Department of General Administration and the Office of Financial Management.~~  
The Seattle Community Colleges District, as an institution of higher education, has independent authority to purchase and dispose of all material, supplies, services, and equipment needed for the support, maintenance, and use of its operation in accordance with RCW 28B.10.029. Property disposition policies and procedures followed by the Seattle Community Colleges shall be consistent with policies followed by the Department of Enterprise Services.

Adopted: 5/20/75

Amended: 5/5/98

Amended: September 10, 2009





## MEMORANDUM

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Institute

**TO:** Board of Trustees

**FROM:** Kurt R. Buttleman

**DATE:** October 10, 2013

**SUBJECT:** Policy 631 – Second Reading

### Background

The attached SCCD policy deletion is suggested as it is no longer necessary. SCCD Policy & Procedure 630 complies fully with OFM/SAAM Travel Policies, Chapter 10.

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

### Recommendation

It is recommended that the Board adopt these revisions to Policy 631.

Submitted by:

Dr. Kurt Buttleman  
Vice Chancellor of Finance & Technology

Transmitted to the Board with a favorable recommendation.

Dr. Jill Wakefield  
Chancellor

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## SEATTLE COMMUNITY COLLEGE DISTRICT POLICY

---

NUMBER: ~~631~~

TITLE: ~~REIMBURSEMENT OF EMPLOYEE TRAVEL EXPENSES FROM A NON-STATE ENTITY OFM 10.20.60~~

~~When employee travel expenses are to be reimbursed by a person or non-state entity, travelers are not to be reimbursed more than the actual expenses of travel except for meals which can be reimbursed on an allowance basis as listed in Schedule A, B or C of the State of Washington Office of Financial Management, Travel Policies, Chapter 10.~~

~~When the Seattle Community College District finances such travel, the District shall receive the reimbursement from the entity.~~

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

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

~~Reviewed by Board of Trustees: September 10, 2009~~



## MEMORANDUM

**TO:** Board of Trustees

**FROM:** Kurt R. Buttleman

**DATE:** October 10, 2013

**SUBJECT:** Policy 680 – Second Reading

### Background

The attached SCCD policy revision is suggested to better comply with the policies followed by the Department of Enterprise Services (DES) regarding Internal Control.

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

### Recommendation

It is the recommended that the Board adopt these revisions to Policy 680.

Submitted by:

Dr. Kurt Buttleman  
Vice Chancellor of Finance & Technology

Transmitted to the Board with a favorable recommendation.

Dr. Jill Wakefield  
Chancellor

SEATTLE COMMUNITY COLLEGE DISTRICT POLICY

NUMBER: 680

TITLE: INTERNAL CONTROL

Seattle Community College District shall establish and maintain systems for establishing and monitoring internal controls that comply with the Office of Financial Management Department of Enterprise Services requirements, and prudent business practices.

*Adopted: 5/5/98*

*Amended: September 10, 2009*



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## MEMORANDUM

**TO:** Board of Trustees  
**FROM:** Jill A. Wakefield, Chancellor  
**DATE:** October 10, 2013  
**SUBJECT:** Transfer of Local Funding to Capital Accounts

Per SBCTC requirements and SCCD Board Policy 108, local funds must be transferred to a local capital account prior to being spent on capital projects. South Seattle Community College is requesting authorization to formally transfer \$650,000 of local funds to a capital fund account for the International Student Programs Center project. These local funds are requested to complement state capital funds allocated to renovate the space vacated by the Northwest Wine Academy for a new center that will house International Student Programs and staff.

The funds to be transferred of \$650,000 will come from Fund 145 - International Student Fees

## RECOMMENDATION

In accordance with Board Policy No. 108, it is recommended that the Board of Trustees approve the fund transfers to capital project accounts.

Submitted by:

Gary L. Oertli  
President, South Seattle Community College

Transmitted to the Board with a favorable recommendation.

Dr. Jill Wakefield  
Chancellor

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## OFFICE OF THE CHANCELLOR

### MEMORANDUM

**TO:** Board of Trustees

**FROM:** Dr. Jill Wakefield

**DATE:** October 10, 2013

**SUBJECT:** Shared Funding of Educational Services for International Students - Resolution 13-01

#### Background

Historically, community and technical colleges have counted international students as either (1) state-funded students who pay non-resident tuition, or (2) "contracted" students, sponsored through a third party-entity, typically the college's foundation. For college districts that did not meet their student FTE allocation, counting these international students as state-funded FTEs assisted those districts in reaching their FTE target. For college districts that exceeded their FTE allocation, counting these international students as contracted students under RCW 28B.50.140(17) and WAC 131-32-020 (shared funding) generated more money, since building fees and S&A fees are not deducted from the contracted tuition. In 2007, the State Board for Community and Technical Colleges required each community and technical college wanting to continue with its contracted international student program to confirm this decision with an annual Board resolution. The Seattle District, along with many of its sister districts, has determined that it is more cost effective to classify its international students as "contracted" students under a shared funding model, unless enrollment challenges dictate otherwise.

#### Recommended Action

It is my recommendation that the Board of Trustees adopt Resolution 13-01, authorizing the District to count its international students as contract students in accordance with RCW 28B.50.140(17) and WAC 131-32-020.

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

Dr. Jill Wakefield  
Chancellor

Attachment:  
Resolution 12-01

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## BOARD OF TRUSTEES

### SEATTLE COMMUNITY COLLEGE DISTRICT VI BOARD OF TRUSTEES RESOLUTION NO. 13-01

(Pertaining to International Student Contract Programs)

WHEREAS, Seattle District of Community Colleges VI is committed to achieving an international integrated educational environment, and

WHEREAS, the District is attracting greater numbers of international students, and

WHEREAS, state law and the policies and procedures of the State Board of Community and Technical Colleges (SBCTC) permit the establishment of contractual instructional programs for international students;

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees for Seattle Community College District VI has determined that it is not financially viable to serve international students within its limited state-supported student allocation and that the District will provide classes or programs for international students with shared funding from a cooperating agency or organization as authorized by RCW 28B.50.140(17) and WAC 131-32-020.

**APPROVED AND ADOPTED** October 10, 2012.

BOARD OF TRUSTEES  
Seattle Community College District VI

By: \_\_\_\_\_  
Jorge Carrasco  
Chair of the Board

ATTEST:

\_\_\_\_\_  
Secretary to the Board



## MEMORANDUM

Seattle  
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Institute

Duwamish  
Apprenticeship  
& Education  
Center

NewHolly  
Learning  
Center

Sand Point  
Education  
Center

Seattle  
Maritime  
Academy

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Center

**TO:** Board of Trustees

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

**DATE:** October 10, 2013

**SUBJECT:** Enrollment Report: *Seattle Public Schools Graduate Enrollment in Post-Secondary Education, Class of 2011; and Fall Quarter 2013 State-Funded FTES*

### Background

This month's enrollment report includes two parts:

*Seattle Public Schools Graduate Enrollment in Post-Secondary Education, Class of 2011*

The intent of this report is to inform the Board of Trustees' goal to build our relationship with Seattle Public Schools. The report describes post-secondary education and enrollment patterns of Seattle Public Schools graduates, including data by high school, for the 2011 graduating class.

*Fall Quarter 2013 State-Funded FTES*

This report provides enrollment data as of the first day of Fall Quarter, September 23, 2013. Comparisons are provided of Fall 2013 quarterly FTES with 2013 targets, 2012 first day enrollment, and enrollment targets to reach a 100% and 96% 2-year rolling average.

### 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.

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Voice Relay 800.833.6388

Dr. Jill Wakefield  
Chancellor





## **ENROLLMENT REPORT: *Seattle Public Schools Graduate Enrollment in Post-Secondary Education, Class of 2011***

*Prepared by Carin Weiss, Vice Chancellor*

*This month's report provides the latest available information on post-secondary enrollment patterns of Seattle Public Schools graduates. The data looks at the graduating class of 2011 and looks at their enrollment at Washington public post-secondary institutions over the following academic year (2011-12).*

### **Overall Enrollment Pattern**

Table 1, below shows the overall post-secondary enrollment patterns for Seattle Public Schools (SPS) students and all Washington public school students by type of post-secondary institution. SPS graduates are more likely to enroll in post-secondary education. Seventy percent of SPS graduates enrolled in post-secondary education the following year, as compared to 60% of all Washington graduates. SPS graduates were more likely to attend an out of state college or university, and less likely to attend a public 2-year college than all Washington public school graduates.

Table 1

### **Seattle and Washington Public Schools 2011 Graduate Enrollment in Post-Secondary Education by Type of Institution**

	Seattle Public Schools	State of Washington
<b>Number of Graduates</b>	2,582	66,350
<b>% Going to College</b>	70%	60%
<b>% of Post-Secondary Enrollments</b>		
<b>WA Total</b>	77%	83%
<b>WA Public 4-Year</b>	33%	29%
<b>WA Private 4-Year</b>	5%	5%
<b>WA Public 2-Year</b>	40%	48%
<b>WA Private 2-Year</b>	1%	1%
<b>Out of State</b>	23%	17%

### **CTC Enrollment by High School**

Table 2, below shows the enrollment pattern of the 756 SPS graduates who attended a community or technical college in the year after graduation, by high school. The high schools that sent the most graduates to Washington CTCs were Ballard, West Seattle, Chief Sealth, Franklin, Garfield and Roosevelt. About two-thirds of all SPS graduates who attended a CTC went to a Seattle Community College or SVI. Eighty-eight percent of Chief Sealth graduates went to a Seattle Community College.

Table 2

<b>Seattle Public Schools Class of 2011 Enrollment at Community Colleges in 2011-12</b>							
<b>High School</b>	North Seattle Community College	Seattle Central Community College	South Seattle Community College	Seattle Vocational Institute	Seattle Community College District	All Other WA CTCs	All WA CTCs
Ballard High School	23	23	6		53	54	106
West Seattle High School		7	44	1	56	31	83
Chief Sealth High School	1	1	67	1	73	13	83
Franklin High School	4	34	13	1	56	28	80
Garfield High School	5	44	7	1	57	23	80
Roosevelt High School	28	21	2	2	57	24	77
Nathan Hale High School	19	7		4	30	32	62
Ingraham High School	15	10	1		26	24	50
Cleveland High School	1	3	15		20	13	32
Middle College High School	7	1	6	3	19	9	26
Rainier Beach High School	3	10		2	15	10	25
Nova High School	1	9	1	1	13	5	17
The Center School		9			9	3	12
Interagency Programs	2	4		1	7	4	11
South Lake High School		1	3	3	7	0	7
Home School Resource Center	3		1		4	1	5
<b>SPS Total</b>	<b>112</b>	<b>184</b>	<b>166</b>	<b>20</b>	<b>502</b>	<b>274</b>	<b>756</b>
<b>High School</b>	North Seattle Community College	Seattle Central Community College	South Seattle Community College	Seattle Vocational Institute	Seattle Community College District	All Other WA CTCs	All WA CTCs
Ballard High School	22%	22%	6%	0%	50%	51%	100%
West Seattle High School	0%	8%	53%	1%	67%	37%	100%
Chief Sealth High School	1%	1%	81%	1%	88%	16%	100%
Franklin High School	5%	43%	16%	1%	70%	35%	100%
Garfield High School	6%	55%	9%	1%	71%	29%	100%
Roosevelt High School	36%	27%	3%	3%	74%	31%	100%
Nathan Hale High School	31%	11%	0%	6%	48%	52%	100%
Ingraham High School	30%	20%	2%	0%	52%	48%	100%
Cleveland High School	3%	9%	47%	0%	63%	41%	100%
Middle College High School	27%	4%	23%	12%	73%	35%	100%
Rainier Beach High School	12%	40%	0%	8%	60%	40%	100%
Nova High School	6%	53%	6%	6%	76%	29%	100%
The Center School	0%	75%	0%	0%	75%	25%	100%
Interagency Programs	18%	36%	0%	9%	64%	36%	100%
South Lake High School	0%	14%	43%	43%	100%	0%	100%
Home School Resource Center	60%	0%	20%	0%	80%	20%	100%
<b>SPS Total</b>	<b>15%</b>	<b>24%</b>	<b>22%</b>	<b>3%</b>	<b>66%</b>	<b>36%</b>	<b>100%</b>

Source: Seattle Community Colleges from ERDC data set.

**Public 4-Year Enrollment by High School**

Table 3, below shows the enrollment pattern of the 621 SPS graduates who attended a Washington public 4-year institution, by high school. Roosevelt, Garfield and Ballard sent the most graduates to these institutions. Fifty-three percent of all graduates who enrolled in public 4-year institutions enrolled at the University of Washington. The UW enrollment rate was highest at Franklin at 81%.

Table 3

<b>Seattle Public Schools Class of 2011 Enrollment at Public 4-Year Institutions in 2011-12</b>					
<b>High School</b>	<b>University of Washington</b>	<b>Western Washington University</b>	<b>Washington State University</b>	<b>All Other Public 4-Years</b>	<b>Total WA Public 4-Year</b>
Roosevelt High School	64	43	16	7	130
Garfield High School	67	22	13	11	113
Ballard High School	29	20	26	6	81
Nathan Hale High School	30	19	6	11	66
Franklin High School	48	4	5	2	59
West Seattle High School	22	8	14	0	44
Ingraham High School	30	2	5	6	43
Chief Sealth High School	12	5	9	5	31
Cleveland High School	17	2	5	3	27
Rainier Beach High School	4		4	2	10
Nova High School	2	5	1	1	9
Middle College High School	3			1	4
Home School Resource Center		1		1	2
The Center School		1		1	2
<b>SPS Total</b>	<b>328</b>	<b>132</b>	<b>104</b>	<b>57</b>	<b>621</b>
<b>High School</b>	<b>University of Washington</b>	<b>Western Washington University</b>	<b>Washington State University</b>	<b>All Other Public 4-Years</b>	<b>Total WA Public 4-Year</b>
Roosevelt High School	49%	33%	12%	5%	100%
Garfield High School	59%	19%	12%	10%	100%
Ballard High School	36%	25%	32%	7%	100%
Nathan Hale High School	45%	29%	9%	17%	100%
Franklin High School	81%	7%	8%	3%	100%
West Seattle High School	50%	18%	32%	0%	100%
Ingraham High School	70%	5%	12%	14%	100%
Chief Sealth High School	39%	16%	29%	16%	100%
Cleveland High School	63%	7%	19%	11%	100%
Rainier Beach High School	40%	0%	40%	20%	100%
Nova High School	22%	56%	11%	11%	100%
Middle College High School	75%	0%	0%	25%	100%
Home School Resource Center	0%	50%	0%	50%	100%
The Center School	0%	50%	0%	50%	100%
<b>SPS Total</b>	<b>53%</b>	<b>21%</b>	<b>17%</b>	<b>9%</b>	<b>100%</b>

Source: Seattle Community Colleges from ERDC data set.



Seattle Community Colleges  
**BOARD OF TRUSTEES**  
 Thursday, October 10, 2013

## ENROLLMENT REPORT: *Fall Quarter 2013 State-Funded FTES*

*Prepared by Carin Weiss, Vice Chancellor*

*This report provides enrollment data for the first day of Fall Quarter 2013—September 23, 2013.*

### **Fall Quarter 2013**

The table below represents the current fall quarterly FTES earned-to-date (column B) compared to: quarterly allocation goals (columns C & D); fall as of this date last year (columns E & F); fall quarterly goals required to reach a 100% 2-year rolling average (columns G & H); and fall quarterly goals required to reach a 96% 2-year rolling average (columns I & J).

For fall quarter, as of 9/23/2013, the district is:

- 86.5% of the fall goal (column D);
- 96.1% of the FTES earned at this time last year (column F);
- 83.1% of the fall FTES required to attain a 2-Year rolling average of 100% (column H); and
- 90.1% of the fall FTES required to attain a 2-Year rolling average of 96% (column J).

Fall 2013 Quarterly FTES	Fall 2013 Quarterly FTES Allocation Target			Fall 2012 Quarterly FTES Start of First Day Comparison		Fall 2013 Target for a 2-Year Rolling Average of 100%		Fall 2013 Target for a 2-Year Rolling Average of 96%	
	B	C	D	E	F	G	H	I	J
	FTES Earned	FTES Goal	% of Goal	Fall 2012 YTD	% Difference	100% 2- Year Goal	% of 100% 2- Year Goal	96% 2- Year Goal	% of 96% 2- Year Goal
<b>District</b>	11,601	13,419	86.5%	12,068	96.1%	13,956	83.1%	12,882	90.1%
<b>North</b>	3,400	3,741	90.9%	3,546	95.9%	3,891	87.4%	3,591	94.7%
<b>Central</b>	4,629	5,127	90.3%	4,770	97.0%	5,292	87.5%	4,884	94.8%
<b>South</b>	3,250	4,056	80.1%	3,358	96.8%	4,177	77.8%	3,855	84.3%
<b>SVI</b>	323	495	65.2%	394	81.9%	515	62.7%	475	67.9%



## MEMORANDUM

**TO:** Board of Trustees

**FROM:** Kurt R. Buttleman

**DATE:** October 10, 2013

**SUBJECT:** Policy 205 – First Reading

### Background

The attached SCCD policy revision is suggested to remain consistent with the goals of the Washington State Office of the CIO and related services furnished by SBCTC – IT.

### Recommendation

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

Submitted by:

Dr. Kurt Buttleman  
Vice Chancellor of Finance & Technology

Transmitted to the Board with a favorable recommendation.

Dr. Jill Wakefield  
Chancellor

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## SEATTLE COMMUNITY COLLEGE DISTRICT POLICY

---

NUMBER: 205

TITLE: INFORMATION TECHNOLOGY SECURITY

It is the IT Security Policy of Seattle Community College District (SCCD) that the Seattle Community Colleges shall operate in a manner consistent with the goals of the ~~Department of Information Services (DIS)~~ Washington State Office of the CIO and SBCTC IT Division Security Policies to maintain a shared, trusted environment within the district and the Washington Community and Technical Colleges (WCTC) for the protection of sensitive data and business transactions. For the purposes of the SCCD Information Technology Security Policy, security is defined as the ability: 1) To protect the integrity, availability, and confidentiality of information assets managed within the district; 2) To protect those assets from unauthorized release, modification, accidental, intentional damage or destruction; and 3) To protect technology assets (infrastructure) from unauthorized use. The scope of this policy includes the security of IT facilities, data, off-site data storage, computing and telecommunications equipment, application related services furnished by CISSBCTC-IT, purchased from other state agencies or commercial concerns, and Internet-related applications and connectivity. ~~This policy exercises the exemption granted in the DIS IT Security Policy for Institutions of Higher Education, pursuant to RCW 43.105.200.~~

*Adopted: 06/12/03*

*Amended: June 11, 2009*



## MEMORANDUM

Seattle  
CENTRAL  
Community  
College

**TO:** Board of Trustees

NORTH  
Seattle  
Community  
College

**FROM:** Kurt R. Buttleman

SOUTH  
Seattle  
Community  
College

**DATE:** October 10, 2013

SVI Seattle  
Vocational  
Institute

**SUBJECT:** Policy 215 – First Reading

### Background

The attached SCCD policy revision is suggested to remain consistent with the procedures in authorizing employees to use supplies and equipment at remote locations.

### Recommendation

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

Georgetown  
Campus

Submitted by:

Dr. Kurt Buttleman  
Vice Chancellor of Finance & Technology

NewHolly  
Learning  
Center

Seattle  
Maritime  
Academy

Wood  
Construction  
Center

Transmitted to the Board with a favorable recommendation.

Dr. Jill Wakefield  
Chancellor

Washington District VI  
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## SEATTLE COMMUNITY COLLEGE DISTRICT POLICY

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NUMBER: 215

TITLE: EQUIPMENT AND SUPPLIES AT REMOTE LOCATIONS

It is the policy of the Seattle Community College District that when it is in the best interest of the College for employees to do college work away from their assigned work station, the department head, or custodian responsible for the necessary equipment, may authorize the use of college equipment and supplies at the approved remote location. Employees are responsible for taking appropriate security precautions to protect the equipment.

~~Department heads wishing to~~ may authorize employees to use equipment away from their assigned work station through email or other documented approval process. ~~must complete and sign the Seattle Community College District "Equipment Checkout Agreement."~~ A copy of this agreement is to be held in the lender's department file. Copies of this form are available at each location.

Authority RCW 28B.50

Adopted: October 6, 1992

Amended: June 11, 2009





## MEMORANDUM

Seattle  
CENTRAL  
Community  
College

**TO:** Board of Trustees

NORTH  
Seattle  
Community  
College

**FROM:** Kurt R. Buttleman

SOUTH  
Seattle  
Community  
College

**DATE:** October 10, 2013

**SUBJECT:** Policy 603 – First Reading

SVI Seattle  
Vocational  
Institute

### Background

The attached SCCD policy revision is suggested to update the language and position referenced in the policy.

### Recommendation

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

Georgetown  
Campus

Submitted by:

Dr. Kurt Buttleman  
Vice Chancellor of Finance & Technology

NewHolly  
Learning  
Center

Seattle  
Maritime  
Academy

Transmitted to the Board with a favorable recommendation.

Wood  
Construction  
Center

Dr. Jill Wakefield  
Chancellor

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## SEATTLE COMMUNITY COLLEGE DISTRICT POLICY

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NUMBER: 603

TITLE: CASH CONTROLS

The policy of the Seattle Community College District is to provide adequate controls, over cash and cash equivalents. In accordance with this policy, departments receiving and/or maintaining cash to include petty cash and change funds will work with their college business office to develop specific procedures for their department. ~~to be approved by the District CFO. This will include~~ a review by the ~~District Controller~~ Director of Accounting Services to ensure consistency across the District.

*Adopted: 07/11/00*

*Authority: RCW 28B.50.140*

*Amended: September 10, 2009*



## MEMORANDUM

Seattle  
CENTRAL  
Community  
College

**TO:** Board of Trustees

NORTH  
Seattle  
Community  
College

**FROM:** Kurt R. Buttleman

SOUTH  
Seattle  
Community  
College

**DATE:** October 10, 2013

**SUBJECT:** Policy 604 - First Reading

### Background

The attached SCCD policy revision is suggested to update the language and guideline referenced in the policy for Accounts Receivable.

### Recommendation

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

Georgetown  
Campus

Submitted by:

Dr. Kurt Buttleman  
Vice Chancellor of Finance & Technology

NewHolly  
Learning  
Center

Seattle  
Maritime  
Academy

Transmitted to the Board with a favorable recommendation.

Wood  
Construction  
Center

Dr. Jill Wakefield  
Chancellor

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## SEATTLE COMMUNITY COLLEGE DISTRICT POLICY

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NUMBER: 604

TITLE: ACCOUNTS RECEIVABLE

The policy of the Seattle Community College District is to adhere to the guidelines provided by the Office of Financial Management in regards to receivables as well as revenue and cash receipts guidelines. In accordance with this policy, departments will follow District Procedure 604.~~are required to work with their college business office to develop specific procedures for their department to be approved by the District CFO.~~

*Approved by Board: 6/6/00*

*Authority: RCW 28B.50.140*

*Amended: September 10, 2009*



## MEMORANDUM

**TO:** Board of Trustees

**FROM:** Kurt R. Buttleman

**DATE:** October 10, 2013

**SUBJECT:** Policy 605 – First Reading

### Background

The attached SCCD policy revision is suggested to update the language and guidelines in accordance with the Washington State Community College Act of 1967.

### Recommendation

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

Submitted by:

Dr. Kurt Buttleman  
Vice Chancellor of Finance & Technology

Transmitted to the Board with a favorable recommendation.

Dr. Jill Wakefield  
Chancellor

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North  
Seattle  
Community  
College

South  
Seattle  
Community  
College

SVI Seattle  
Vocational  
Institute

Georgetown  
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## SEATTLE COMMUNITY COLLEGE DISTRICT POLICY

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NUMBER: 605

TITLE: STUDENT FEES AND DISTRIBUTION

Seattle Community College district shall implement and collect student fees and charges in accordance with the requirements and provisions of the Washington State Community College Act of 1967, as amended (RCW 28B.15) and RCW 43.135.55 (Initiative 960).

Resolution -

Now be it hereby resolved that pursuant to RCW 28B.50.140(14) and RCW 28B.10.528, the Board of Trustees of SCCD VI does hereby delegate to the District Chancellor its authority pursuant to RCW 28B.15.100 , and RCW 28B.15. 067, and RCW 28B.15.069 to implement and collect fees from applicable students registering or enrolling at the District's institutions.

This delegation of authority shall not include the authority to take action regarding tuition.~~the following fees:~~

- ~~1. Tuition~~
- ~~2. Building~~
- ~~3. Services and Activities~~

*Approved by the Board: 5/5/98*

*Authority: RCW 28B.15.600*

*Amended: September 10, 2009*



## MEMORANDUM

Seattle  
CENTRAL  
Community  
College

**TO:** Board of Trustees

NORTH  
Seattle  
Community  
College

**FROM:** Kurt R. Buttleman

SOUTH  
Seattle  
Community  
College

**DATE:** October 10, 2013

SVI Seattle  
Vocational  
Institute

**SUBJECT:** Policy 601, 602, 606, 640, & 681 – First Reading

### Background

The attached SCCD policies propose no changes are required to the existing language.

### Recommendation

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

Georgetown  
Campus

Submitted by:

Dr. Kurt Buttleman  
Vice Chancellor for Finance & Technology

NewHolly  
Learning  
Center

Seattle  
Maritime  
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Wood  
Construction  
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Transmitted to the Board with a favorable recommendation.

Dr. Jill Wakefield  
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**Seattle Community College District  
Reviewed Policies, No Recommended Changes  
Board of Trustees First Reading October 10, 2013**

**Policies: 601, 602, 606, 640, & 681**

**SEATTLE COMMUNITY COLLEGE DISTRICT POLICY**

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**NUMBER: 601**

**TITLE: SCCD ALLOCATION AND MANAGEMENT OF RESOURCES**

Seattle Community College District is committed to the responsible management of financial resources. Seattle Community College District will assign responsibilities and authority and will adopt procedures in support of that commitment. The primary objective of the Seattle Community College District budget allocation process shall be an equitable distribution of resources to the major operating units. It shall be the responsibility of the campus to budget allocated resources within their units in a manner as to provide the instructional and support activities that best achieve the planned levels of student enrollment and services.

*Adopted: September 4, 1979*

*Revised: May 5, 1998*

*Reviewed by Board of Trustees: September 10, 2009*

**SEATTLE COMMUNITY COLLEGE DISTRICT POLICY**

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**NUMBER: 602**

**TITLE: FINANCIAL RECORDS**

Seattle Community College District will record financial transactions and maintain financial records in accordance with state and federal requirements and applicable accounting standards.

*Adopted: May 5, 1998*

*Reviewed by Board of Trustees: September 10, 2009*

**SEATTLE COMMUNITY COLLEGE DISTRICT POLICY**

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**NUMBER: 606**

**TITLE: TUITION WAIVER POLICY**

The Seattle Community College District, as directed by the Board of Trustees, will provide a program of tuition and fee waivers as authorized by the Washington State Legislature and the State Board for Community and Technical Colleges, subject to the criteria set forth in RCW 28B.15.

*Adopted: 10/02/90*

*Amended: 10/03/95*

*Revised: 06/06/95, 04/02/96, 09/09/97, 04/24/98, 06/06/00, 02/20/01*

*Reviewed by Board of Trustees: September 10, 2009*

**SEATTLE COMMUNITY COLLEGE DISTRICT POLICY**

---

**NUMBER: 640**

**TITLE: RECORDS IDENTIFICATION, RETENTION AND DISPOSITION MANAGEMENT PROGRAM**

It shall be the policy of the Seattle Community College District to establish a Records Management program for the systematic identification, retention, and disposition of all SCCD records. This policy will comply with RCW 40.14.

*Adopted: June 10, 1975*

*Format Change: 2/3/98*

*Amended: 5/5/98*

*Reviewed by Board of Trustees: September 10, 2009*



**NUMBER: 681**

**TITLE: IDENTITY THEFT PREVENTION**

In order to comply with Federal Trade Commission's "Red Flags Rule", under sections 114 and 315 of the Fair and Accurate Credit Transactions Act, the Seattle Community Colleges shall implement an identity theft prevention program for new and existing credit accounts ("covered accounts") protected under the act that contain sensitive "identifying information." The college will develop and monitor appropriate procedures that provide for the identification, detection and response to patterns, practices, or specific activities – known as "red flags" – that could indicate identify theft.

*Approved by Board of Trustee: November 12, 2009*

North Seattle Community College  
Student Administrative Council

M E M O R A N D U M

TO: Board of Trustees  
Seattle Community College District

FROM: Ksenia Ivantsova  
Student Administrative Council Director  
North Seattle Community College

DATE: September, 2013

SUBJECT: STUDENT ADMINISTRATIVE COUNCIL BOARD REPORT – Information Only

Student Administrative Council (SAC)

- September 4-6: SAC attended the Council of Unions and Student Programs' (CUSP) **Leadership Institute**. Held in Wenatchee, the conference provides a unique opportunity to network with other student leaders from all over Washington state, as well as to bond as a team during the three day trip. SAC members attended group co-hort sessions with students who have similar positions in other colleges and networked with other student leaders at large. The sessions also included keynote speakers who presented speeches on diversity, leadership and other topics of specific interest like recruitment of volunteers. There were also educational sessions where students could learn more about general leadership and representing students. Overall the experience was positive and the group will recommend attending this event next year.
- On 3, September SAC was taken to a full day **Ropes Course** in picturesque forests of the Monroe, WA area. The group and the advisors were challenged to perform team building activities (like balancing on a metal wire) and individual assignments (like a 50 ft high zip line). Students were able to get an insight on how vital it is for every member to be actively involved in order for a team to succeed, especially providing support when one is faced with an individual challenge like a fear of height. This activity was insightful for a number of individuals and vital for a team bonding.
- SAC members started their **Summer training** on June 17. The training consisted of information sessions, workshops and individual meetings linked with icebreakers and other team building activities. One of the key note speakers was Prof. Enrique Olguin who gave us an introduction to political science and explained Robert's Rules of Order that we chose to implement per a last year's group recommendation. SAC members feel confident and equipped with tools and resources to perform our mission.
- The training sessions prepared the group for their first big project – **hiring** campaign for the student leaders. The SAC was strategically divided into two groups: marketing team and the hiring committee. The responsibilities of the hiring committee included handling the interviews and making decisions about placing people on boards. For those reasons this committee consisted of board coordinators and two advisors assisting the process.

The marketing committee was responsible for advertising the hiring campaign. The challenge was that the hiring happened in summer so many students that might have been interested in joining student leadership were not present on campus. However, we consider the campaign successful – we tried to reach out to students by sending the postcards, we asked for faculty recommendations and actively posted the information on campus (we successfully worked with cafeteria and placed the ads there as well as on traditional posting boards). As a result we are confident that even if we might need to hire more leaders, we have hired the active reliable core for the leadership this year.

- One of the innovations presented during the marketing campaign was SACsquatch (last year's team came up with the name for our mascot that blended two words "SAC" and "sasquatch" accompanied with a slogan – "We exist!"). Student leadership purchased the mascot costume this summer and now he is the part of our communications team's effort to promote student leadership. The SACsquatch has his own business card and a Facebook page (the leadership page) which are a part of a bigger concept that creates a feeling of his real presence on campus. Our communications' team coordinators Melia Lawrence and Bonny Chau with advising of Erin Wilson applied successful marketing and psychology techniques to create a symbol of leadership and a fuzzy friend for everyone in NSCC.

### **Student Leadership**

- As a result of our **hiring** campaign we hired twenty-four student leaders. After reviewing the applications, the hiring committee was looking for a way to improve the hiring process by using the time effectively and coming up with activities that will demonstrate how future student leaders interact amongst a group. To reach those goals we decided to make group interviews of 10-15 people. It was the first time the group interviews were used, so some activities SAC chose to perform worked better than others, but the group interviews proved to be a great step that we can add to our hiring routine. Through that experience, we are considering using the group interviews for the spring hiring campaign for Student Leaders.
- **Student Leadership training** consisted of two weeks of intensive modules that included lectures on history of NSCC, working ethics, business writing workshops, safety and security presentations, meeting the e-team session and other educational sessions. Through the whole time of training SAC was actively involved in training by making presentations for student leaders, sharing their training experience and experiencing the activities together. Board coordinators had a chance to train students for their boards themselves actively interacting with advisors and some of the last years' coordinators. Every day, morning icebreakers were entirely run by SAC, so we worked on getting to know each other more every day as well as developing public speaking and leadership skills.

### **Clubs**

Clubs approved:

- Indonesian Students Association of North Seattle (ISANS)
- Snow Leopard Billiards Club

**MEMORANDUM**

**TO:** Board of Trustees

**FROM:** Leah Remsen  
2013-2014 ASC Executive of Administration

**DATE:** October 10, 2013

**SUBJECT:** ASC Board Report

**Associated Student Council (ASC) Activity**

The Student Leadership boards of Seattle Central spent the week of September 9th participating in an orientation facilitated by board advisers and staff members, intended to familiarize this year's board members with their roles as student leaders and each other. These boards include:

- Associated Student Council (ASC)
- College Activities Board (CAB)
- Student Organizations Resource Council (SORC)
- College Outreach and Recruitment Team (CORT)
- Global Engagement Team (GET)
- Information Central (IC)
- Student Website and Publications Team (SWAP)
- Tournaments and Games Team (TAG)

On September 12th, the ASC convened to decide which executive member would occupy each executive position on this year's council. Each executive identified two positions for which they felt best suited. Afterward, a vote was held among all twelve ASC members.

The result of that vote is as follows:

- Executive of Administration - Leah Remsen
- Executive of Finance - Shela Usadi
- Executive of Legislative Affairs - Faiza Diriye
- Executive of Communication - Marrio Matthews
- Executive of Student Services - Pedro Marquez
- Executive of Issues and Concerns - Taleah Mitchell

The ASC also consists of six associate members:

- Riley Du
- Dung Pham
- Thien Nguyen
- Reina Kawakita
- Jessie Mai
- Khanh Vu

MEMORANDUM

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

**FROM:** Ariel Garcia  
President, United Student Association  
South Seattle Community College

**DATE:** October 10, 2013

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

**2013-14 United Student Association**

Our United Student Association team looks forward to working with the South and District administration. Here is our team:

President: Ariel Garcia, Computer Engineering major  
Communications Officer: Kendal Walker, Biology major  
Treasurer: Nicole Harris, Healthcare major  
Issues & Concerns Officer: Jaden Phan, Business major  
Community Service Officer: Jacqueline Zhang, Business major  
Public Relations Officer: Ha Troung, Pre-Pharmacy major

**United Student Association - Current Open Positions**

We have two vacancies due to receiving no applications during spring quarter elections. These two positions will be advertised at the start of fall quarter and we hope to get two new leaders hired and trained by November: Vice-President and Social Activities Officer.

**United Student Association Training**

During the month of September, elected USA members have been in leadership training. Training will help us to have a better understanding of our roles and responsibilities as student leaders on campus and outside campus. We are going to set our goals for the up-coming educational year, which will be included in the next report.

### **Leadership & Activities Institute - Sept 4-6, 2013, Wenatchee**

All six of our members participated in the annual CUSP leadership conference held in Wenatchee. The team made connections that will facilitate our role as leaders at South. We met, for example, with the NSCC student government members and we all enjoyed the keynote by Eric Davis, a Psychology instructor at Bellevue College, and a practical leadership presentation by Christopher Bailey, Lower Columbia College President.

### **University of Washington ASUW Visit**

Last June, the in-coming and out-going USA members visited the UW main campus and observed an Associated Students of University of Washington (ASUW) meeting. The ASUW officers provided a tour of the new HUB and we met with a South Trio graduate. We learned more about their system of student governance, exchanged valuable ideas and strategies that we hope to apply here on campus.



## MEMORANDUM

**TO:** Board of Trustees

**FROM:** Jill A. Wakefield  
Chancellor *JAW*

**DATE:** October 10, 2013

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

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**Community 2013 Partner of the Year Award.** We are honoring the late Kip Tokuda as the first recipient of the Constance W. Rice Partner of the Year Award at a special program of the Chancellor's Advisory Committee this month. The award recognizes a business or community leader whose contributions elevate Seattle Community Colleges and our students — a leader who inspires others throughout our region by working in partnerships to achieve mutual success. Kip Tokuda, a civic and political leader, was a longtime devoted friend of the colleges. He was influential in key legislation and partnerships that will benefit students for many years. A committee of representatives from the colleges and the community enthusiastically endorsed his nomination.

Members of the Board are especially invited to join with us and Dr. Rice as we present the award posthumously to the Tokuda family at 7:30 am on Wednesday, October 16, 2013 at the OneWorld Dining Room at Seattle Central Community College. We have also sent special invitations to members of the community who worked with and knew Kip Tokuda.

**ACCT Conference.** Last week, Seattle hosted one of the largest conferences on record for the Association of Community College Trustees. It was a great opportunity to promote our colleges and our students and highlight the work of our trustees. Thanks to Trustees Gregoire and Gayton who represented the Board at the national Board Dinner that opened the conference. And special thanks to the faculty and students who prepared and served an outstanding meal at the OneWorld Dining Room. From comments we heard during the conference, the meal is also one for the record books.

We were well-represented during the three days of sessions, with Trustee Shen taking part in our panel on Pathways to Careers, Trustee Gregoire on the Maritime training panel, and Trustees Shen and Hill at the pre-conference GISS session coordinated by TACTC. I spoke about our Pathway to Completion program at the "Journey to Completion" national symposium.

Several of us were in the audience for the keynote by Bill Gates, whose points are reflected in the set of completion strategies in our Gates Foundation grant. I had the opportunity to welcome the 2,000 participants on behalf of our colleges and to introduce Governor Inslee. Our mayor's comments focused on our partnership, "Pathways to Careers."

**Successful Convocation.** Thank you to all of the Trustees, who made Convocation 2013 our most successful in many years with your enthusiastic participation. And thanks to our hosts, South Seattle Community College, who made everyone feel welcome. We had a capacity audience this year whose comments in a follow-up survey were overwhelmingly positive. Our keynote speaker Uri Treisman challenged us to look at better ways of serving students, leading to many follow-up discussions across the district.

**Legislative activities.** In preparation for the 2014 legislative session, we are meeting with key legislators and monitoring development of any legislation that could affect the District.

We have been working with North's legislators to ensure inclusion of \$5 million in the transportation budget for the pedestrian bridge that would link the college and the Northgate transit station over I-5. Although the city and county have committed \$10 million to this project, its inclusion had been in doubt.

We have also been working closely with 37th District Rep. Eric Pettigrew on two areas of interest:

- A recent meeting with Rep. Pettigrew, Seattle Central faculty and African-American clergy led to discussion about programs and access at our colleges, increasing opportunities and information for clergy working with potential students, as well as the 13th year scholarship program.
- We also met with Rep. Pettigrew and Filson Outdoor Wear CEO Alan Kirk, who is interested in working with the Seattle Community Colleges customized training program to develop training for employees at Filson's Seattle location.

**Governor and maritime.** Tomorrow, Gov. Jay Inslee will tour the new maritime academy vessel, *Bold*, prior to a Workforce Development Committee meeting on maritime. He will follow the meeting with a tour of South's Vigor Industrial Center-Harbor Island partnership program.

Our Fall Legislative reception is scheduled for Oct. 29, 2013 at the Wood Technology Center. We are expanding the event this year to include Seattle City Councilmembers and the Seattle Mayor, as well as local King County Councilmembers and the King County Executive.

**SCCtv on the scene.** SCCtv is creating training, awareness and documentary videos across the district, including —



- A video that helps South to market the 13<sup>th</sup> Year Scholarship program, and includes the three-day “boot camp” required of recent high school grads who are beginning college this fall.
- The Broadway High School Project, which documents what has been called the final reunion of students from Broadway High School. The historic school, first in the city, was located at Broadway and Pine, and closed in 1946. The Broadway Performance Hall, on the campus of the Seattle Central campus, is one of the high school buildings. Dozens of former classmates ranging from 84 to 99 years old gathered for the reunion.
- Central’s I-Best program, which includes interviews with current and former students. Goal of the video is to help demystify how I-Best works for all students, but especially for those unfamiliar with college and the resources available to help them succeed.
- South Online Orientation, an engaging orientation tool with video, text and interactive elements that will add another opportunity for students to take part in orientation. South’s goal is that every student takes part in orientation.
- A branding video, with staff and instructor readings of the newly created Seattle Community Colleges brand narrative.



## MEMORANDUM

**TO:** Board of Trustees

**FROM:** Carin Weiss, Vice Chancellor *Carin Weiss*

**DATE:** October 10, 2013

**SUBJECT:** Vice Chancellor's Report – Information Only

### **SPS/SCCD High School Reengagement Initiative Working Toward Winter Quarter Start**

The Seattle Community Colleges is working with Seattle Public Schools to set up a high school completion and reengagement initiative funded by the Washington Superintendent of Public Instruction under the 2010 House Bill 1418 legislation. The target start date is January 2013. The initiative will use SPS's Interagency Academy to identify students who are likely to drop out or age-out of high school before completing a diploma, and direct them toward GED completion and workforce education training. Students will attend a GED completion and career prep/world-of-work training program at a learning center recently established in Columbia City. When ready, they will be referred to a workforce education program at one of the three Seattle Community Colleges or SVI.

### **New Articulation Agreements**

An articulation agreement has been developed between Seattle Community Colleges and the University of Phoenix, to ensure smooth and successful transfer for students. The agreement includes a Prior Learning Assessment (PLA) fee waiver and a tuition reduction for SCCD students transferring with an A.A. degree. An articulation agreement is also in process with Capella University.

### **Wayne County Community College Visit**

On November 12 and 13, four administrators from Wayne County Community College in Detroit, Michigan will be touring our colleges. The visitors seek to learn about best practices in program delivery and administration at our colleges and district. The two-day visit will include discussions about our Auto Body Collision Repair, Welding, Manufacturing and Nursing programs, as well as exemplary practices in student services, communications, security and human resources.

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[www.seattlecolleges.edu](http://www.seattlecolleges.edu)

## MEMORANDUM

TO: Board of Trustees

FROM: Kurt R. Buttleman

DATE: October 10, 2013

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

### BARNES & NOBLE TEXTBOOK SCHOLARSHIPS FOR SCC STUDENTS

Over the past year, Seattle Community College has been able to give \$12,000 in textbook scholarships to students on behalf of Barnes & Noble. In some instances, through the campus Foundations, SCC was able to reach out to students who were very close to graduating, but stopped attending college. “We wanted to know why”, said Anne Zacovic - Executive Director, NSCC Education Fund. “Many told us they could not afford it. Some had been receiving financial aid and as they had started in the lowest levels of the math and English classes the college offers, they had reached the maximum number of credits financial aid would cover. But they still needed additional classes to complete their degree. These students were so close to finishing, but they couldn’t with their very limited resources. With your generous gift, we were able to pay for the textbooks for 6 students who were within 15 credits from graduating. The cost of their books ranged from \$120 to about \$500. Each of these students was successful – 100% completed their degree. Four of the students are transferring to complete their BA/BS, and two found jobs in their field. Not one of these students could have accomplished this without the assistance of Barnes and Noble.”

Below are the stories and thank you letters from Daniel and Emily, who received textbook scholarships:

Daniel would like to be a medical doctor. He admits he has taken a difficult path to get to this decision. He overcame an addiction to drugs and alcohol through the help of Union Gospel Mission. Going to North is giving him self-confidence, and he is appreciative of the guidance and encouragement he has received from the staff and students. He now has a future and plans to follow his childhood dream to be physician. He is the new president of Phi Theta Kappa, and also volunteers through the community. He wrote, “without school I don’t feel that my life would have purpose and without that I would be unable to help my fellow man and give hope and courage to those who are in the dark, scared and lost, needing a hand like I was.”



Seattle  
**CENTRAL**  
Community  
College

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Seattle  
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**SOUTH**  
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College

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Vocational  
Institute

Georgetown  
Campus

NewHolly  
Learning  
Center

Seattle  
Maritime  
Academy

Wood  
Construction  
Center

Emily has her Bachelor's degree, but in caring for her son who was born with many unforeseen health issues she wants to become a naturopathic physician. Having experience first-hand the frustrations and the cost of medical care, her goal is to graduate from Bastyr and open an affordable clinic in a low income neighborhood or to work overseas in disadvantaged countries. She wrote, "North is an important step toward reaching my end goals. With flexible class schedules I can raise my children and still study with a part time to 3/4 time credit load. I have numerous foundational science classes to incorporate into my education to prepare me for the graduate level degree."

NSCC will be hosting a textbook scholarship reception in October 2013 to award student recipients and recognize their efforts in pursuing their dreams.

The simplest generosity changes lives!

**Washington District VI**  
1500 Harvard Avenue  
Seattle, WA 98122  
206.934.4100  
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[www.seattlecolleges.edu](http://www.seattlecolleges.edu)

**TO:** Board of Trustees  
**FROM:** Mary Ellen O’Keeffe, Interim President  
**DATE:** October 10, 2013  
**SUBJECT:** President’s Report – **Information Only**

***Update: Presidential Search***

North’s Public Information Office and Web Team, under the direction of Jack Bautsch, chair of the Permanent President Search Committee has created an official “Presidential Search” web page on North’s Web site:  
<https://searchforpresident.northseattle.edu/>

Content currently includes information about the search process, committee formation, milestones and timelines. This Web site will be used to communicate with the campus community as the process evolves.

Our goal is to form a strong, diverse committee that represents the interests of both the campus community (faculty, staff and students) and the broader community we serve, a committee that will work collaboratively to identify individuals whom we can confidently recommend to Chancellor Wakefield as finalists for her to consider as the next leader of our college. Decisions about committee membership will be made in mid-October.

**ADVANCING STUDENT SUCCESS**

***Update on Bachelor of Applied Science degree in International Business***

Dean Terry Cox reports that 14 students enrolled in the Bachelor of Applied Science in International Business degree program. Special thanks to co-chairs Terry Cox and Dean Alison Stevens, Jesse Cooley, manager of the program, and the campus-wide Implementation Team for their diligent work in ensuring the successful launch of the program.

***Women’s Center and the Office of Diversity and Retention Expand Work-Study Opportunities for Students***

As part of the Center’s efforts to increase student retention, the Women’s Center and the Office of Diversity and Retention have expanded work-study opportunities for students. The Women’s Center launched two internships for the 2013-14 academic year. Interns gain professional opportunities to take initiative, work independently, engage an entrepreneurial spirit, and develop interpersonal communication skills that are applicable to a wide variety of occupational fields after graduation. Student interns will design, research, and implement a self-guided project to supplement their academic program. Upon completion of the internship, students will have acquired tools for affecting change on and off campus.

***Seven New North Star Navigators Hired***

This fall the Office of Diversity and Retention hired seven new North Star Navigators, for a total of 13 student leadership positions created since winter 2013. Since then, 27 students in Developmental English and Math classes were supported by six Navigators. Ninety-three percent of the students in the navigator cohort successfully completed their developmental courses and enrolled in the next level course. We anticipate similar results for fall quarter 2013.

***Financial Literacy Workshops for Students***

North launched its Financial Literacy Program on September 11 with “Roadmap” – a money management workshop where students can learn about financial management apps, saving for the future, credit scores and more. Students and alumni are welcome to attend. All workshops will be held in the Opportunity Center for Employment and Education. Upcoming workshops include:

- Setting Financial Goals and Creating a Spending Plan
- Keys to Borrowing
- Understanding Credit Reports and Credit Scores
- Planning for Education Expenses
- The Student Loan Repayment Process

## **EXCELLING IN TEACHING AND LEARNING**

### ***North's EMT Program Recognized for High Return on Investment***

North has received recognition for offering an emergency medical technician (EMT) program with a significantly higher than average return on investment (ROI), making the program a valuable educational option for tomorrow's first responders.

Fire Science Online, a resource for fire science and first responder education and career information, has identified the 80 EMT degree programs in the country that offer the highest ROI. Graduates of these programs who become EMTs can expect annual incomes at least three times the cost of one year of school. North, the only college in Washington to be ranked, placed 61 in the list with an affordable tuition of \$3,152 in a state where an EMT can expect to earn \$50,980. Schools included in the online listing have at least 5,000 students enrolled, are fully accredited U.S. institutions, both public and private, with average annual tuition below \$10,000.

### ***Licton Springs Review 2013 Wins Literary Magazine Prize***

North's *Licton Springs Review 2013* won second place honors in the Pacific-Western division of the Community College Humanities Association (CCHA) literary magazine competition. This award honors everyone across the North campus who contributed to the success of the magazine, especially our student staff: managing editor Xoe Amer and layout editor Stephanie Read, plus the numerous student art judges and poetry/prose readers, proofreaders and contributors. The awards ceremony takes place in Louisville, Kentucky, on October 26.

### ***Maureen Nutting Mentors for Community College Humanities Association's Bridging Cultures initiative***

In early September, Maureen Nutting, History faculty at North, paid site visits to three of the four community colleges/districts she is mentoring in the Community College Humanities Association's Bridging Cultures initiative, funded by the National Endowment for the Humanities (NEH). At each of the institutions, faculty/administrator teams are developing high quality new and revised courses in history and the humanities and extracurricular initiatives--all designed to improve student learning and connect community college students better with those with whom they work and learn. Campuses Nutting visited on this trip included Black River CTC in Pocahontas, AR; the Forest Park and Meramac campuses of the St. Louis Community College District (MO), and Tarrant Community Colleges' Southeast campus in Fort Worth, TX.

### ***Faculty Member Earl Sedlik Serves as President of the Board of Specialty Hospital***

Accounting instructor Earl Sedlik, as president of the board of Regional Hospital, Washington state's only non-profit Long Term Acute Care Hospital (LTACH), continued to lead this specialty hospital in its role as one of the nation's leading acute care center. Regional Hospital has been recognized, from over 440 hospitals, as the nation's prototype for long term acute care under the newly proposed Medicare reimbursement rules. Earl has served as board president for five years as he orchestrated its growth toward this record by hiring new CEOs and new chief medical officers. Regional serves patients from a five-county area with a focus on the South Sound area. The ten-member board includes five executives from large acute care hospitals in the region and three medical practitioners.

## **BUILDING COMMUNITY**

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

- The Workforce Development Council grant-funded HVAC for Maritime cohort (the first of its kind on North's campus) just finished the first of the three-quarter certificate program. This cohort specifically serves dislocated workers; students have the benefit of an Academic Navigator, a Case Manager and additional tutoring to help them be successful. Fourteen of the 15 students are successfully moving forward; job skills such as interview techniques and resume writing are included in the program and at the end of the third quarter, graduates will receive assistance finding and successfully obtaining employment.
- North continues to partner with the University of Pennsylvania's Graduate School of Education on its NorthStar Navigators Program grant, where students provide peer mentoring to other students in order to increase retention and promote academic success, particularly among the Asian American and Pacific Islander populations. Through North's relationship with UPenn, Jennie Dulas (Director of Grants) has been invited to be a member of the Advisory Board for the newly created Center for Minority Serving Institutions (MSI), a national center located at the University of Pennsylvania that will be a resource hub for MSIs.
- North is entering into conversations with Neighborhood House and Seattle Jobs Initiative (SJI) to provide Nursing Assistant and Medical Assistant training to cohorts recruited and funded by Neighborhood House and SJI. We are also entering discussions with Filson (Outdoor Clothing and Accessories) who has a flagship store on 4<sup>th</sup> Avenue in downtown Seattle) to provide apparel design and associated classes (we will partner with Seattle Central on this).

### ***North Recognized as Top Military Friendly School***

North was among the top “military friendly schools” in the nation according to Victory Media, a media entity for military personnel transitioning to civilian life. The 2014 Military Friendly Schools list released in mid-September honors the top 20 percent of colleges, universities, and trade schools that do the most to ensure the success of military service members, veterans, and spouses. Victory Media compiled the list through research and data-driven analysis of surveys from more than 10,000 federal Department of Veterans Affairs-approved schools nationwide, along with a survey of more than 4,000 student veterans. The results were independently audited by national accounting firm Ernst & Young. North was among 1,818 schools nationwide to make the list.

### ***North Participates in Third Annual Seattle Stand Down – September 11***

On September 11, North’s Veterans Services Office and North’s Veterans Navigator Davin Simmons proudly participated in the third annual Seattle Stand Down at Seattle Central Community College.

This event supported at-risk and homeless veterans and their families by providing resources and services such as employment resources, housing services, legal advice, medical and dental assistance, food, and other social and human services. In 2012 the event served over 340 veterans, 38 of which were women, and the turnout this year is expected to exceed that.

Greggory Tessensohn, North's veterans affairs director, acknowledged his staff member's contribution to the success of the event: "It was an honor to help these veterans-in-need. I would like to send a special acknowledgement to Davin Simmons for all of the hard work he put into this year’s event. Davin was largely responsible for organizing the donations of equipment and supplies: backpacks, sleeping bags, clothes, canteens, etc. He did an outstanding job!"

North's Veterans Services Office looks forward to participating in next year’s Stand Down and to North's continued support of our veteran community.

### ***President’s Day: Creating our Future – September 19***

President’s Day activities attracted a great turnout with a total of 217 faculty, staff and student leaders on hand. Attendees started the day off with conversation over a complimentary continental breakfast followed by Master of Ceremonies Paul Kurose welcoming new employees. Compelling student stories by Latif White and former student and current staff member, Vera Page, set the tone for the day’s theme: *Creating Our Future*.

I welcomed new and returning staff and students and spoke of my vision during this time of transition. I will provide the leadership and resources necessary to implement our strategic plan that focus on increasing our completions rates, providing students with the resources that they need to meet their goals and building enrollment. I also want to emphasize the importance of the Humanities and Social Sciences for all our students. Two other areas of focus are promoting wellness and continuing to build a culture of respect.

We were especially pleased that Chancellor Wakefield and Trustee Jorge Carrasco were able to join us and welcome North’s campus community for the 2013-14 academic year. Vice President’s Monterey, Lortz and Myer gave highlights from their respective areas of Administrative Services, Instruction, and Student Services. Jack Bautsch, director of institutional effectiveness led us in a lively table discussion activity centered on our core themes.

As always, Dan Tarker & Company performed a delightful skit, this year entitled “September Already”. Following the fun, we got back to business with presentations by Washington Federation of State Employees and American Federation of Teachers representatives. PIO Judy Kitzman and Security Director Darryl Johnson gave an update on Emergency Planning and Preparedness. Vice President Marci Myer introduced the new Student Administrative Council and Ed Fund Chair Marilyn Smith and American Financial Solutions Board Chair Jerry Gronfein offered their greetings. The day concluded with a delicious no-cost lunch.

## MEMORANDUM

TO: Board of Trustees

FROM: Paul T. Killpatrick  
President

DATE: October 10, 2013

SUBJECT: President's Report

### **Seattle Central**

#### **Central hires consultant to advise/study move to PacMed**

Seattle Central has hired a consultant, Lincoln Ferris, to assist in the planning of a possible move to the Pacific Tower property. Ferris has served on the foundation boards of South Seattle Community College and the District, and is currently president of a consulting agency. The project, if approved, will create what will be called the "Seattle Central Health Education Center @ Pacific Tower."

#### **Apparel Design students earn recognition**

Central's School of Apparel Design received excellent press in Seattle Magazine's 6<sup>th</sup> Annual Seamless in Seattle Competition. Amy Eshelman, Class of 2013, won the "Best Student Designer." Her classmates Kaira Roos, Renee Bennett, Clint Hughes and Emilee Westphal were also featured in the article as finalists. The same issue highlights a local design company called Prairie Underground, and six of the seven designers are graduates of the program.

#### **Central students collaborate with UW/SU students on startup projects**

Seattle 2025: Student Startup Connector is a project that matches University of Washington or Seattle University Business Majors with student developers at Seattle Central Community College for collaborations on actual startup ventures. Supported by Microsoft and T-Mobile, the ventures are largely based on ideas for web and mobile applications. Christian Roehr, a Central IT student, is working on one of the Seattle 2025 projects; he has a patented design for pitch recognition that is being used in a voice recognition app (a spinoff will be an app that teaches users how to sing).

#### **Employee News**

Two Central employees were recently honored with Lifelong Learning Awards by the Board of Trustees:

Rebecca Jansson is a Certified Rehabilitation Counselor and Employment Specialist with Mainstay, an employment program that helps individuals with disabilities. In her 16 years, she has assisted hundreds of clients with multiple barriers to employment.

Larry Fenton is a Computer Services Manager in IT Services at Central. His innovative and human approaches to design and implementation have served Central and the District well, from the first implementation of networks in 1986 through to the present.

Chis Sullivan was named interim dean of the Business, IT and Creative Arts (BITCA) Division. He began teaching at Central in 1998 as a part-time instructor in the Creative Academy, while also working as general manager of a graphic communications company. He then took a full-time position in 2003 in Central's Graphic Design program. Sullivan earned a bachelor's degree in Graphic Communications from Central Washington University.



Dr. Jawed Zouari, a tenured political science instructor and recognized expert on the Middle East, has been awarded his second Fulbright fellowship. He will be on leave during the 2013-14 academic year to study the Tunisian Revolution and teach at Qatar University.

#### **Night Administrator program continues this quarter**

The highly successful night administrator program that began in spring quarter will continue this fall. An administrator will stay on campus until approximately 9 p.m. whenever evening classes are held and provide support to faculty and staff and respond to urgent issues.

#### **Culinary students place high in competition**

The Seattle Culinary Academy took three student teams and a chef instructor to Newport, Ore. to compete in the Albacore Tuna Culinary competition. Students Aaron Slaughter and Payton Snook took third place and Chef Sarah Wong took second in the professional division.

#### **Central creates "Annual Course Planning Guide"**

To make it easier for students to plan, Central created an Annual Course Planning Guide. This spreadsheet, posted on the website, shows what classes will be offered each quarter throughout the academic year, so students can more easily build an effective academic plan. Visit <http://classes.seattlecentral.edu> to view the guide.

#### **New website about to launch**

In mid-October, Central is set to launch a redesign of its website, [seattlecentral.edu](http://seattlecentral.edu). The new site incorporates "responsive design," which will allow it to be easily viewable and navigable on a variety of devices, including smart phones and tablets. It will also have a cleaner, more modern look, and several new features – including dedicated buttons for "plan" and "enroll" located directly on the homepage, as well as a pop-up menu for Student Online Services.

#### **"Back to the Future" theme sets tone on President's Day**

Central held its annual President's Day in September with a "Back to the Future"-themed event. The theme was chosen to symbolize the college's return to an emphasis on planning for the future. Dr. David Yeager, a professor at the University of Texas, gave a fascinating presentation about his research regarding "Productive Persistence." With a grant from the Carnegie Foundation, Central is working with Dr. Yeager to apply his research to developmental math classes in order to improve student outcomes.

#### **Central hosts another successful "Stand Down"**

For the third year, Central hosted the Seattle Stand Down on Sept. 11. This event brought together local businesses, non-profits, educational institutions and government agencies to provide resources and support services for military veterans. Nearly 300 vets and their families received medical screenings, eye exams, dental services, legal aid, employment opportunities, housing assistance, haircuts, personal hygiene items, hot meals, and much more. This Stand Down is modeled on similar events around the country, but is unique in that it had a separate area designated for services for female veterans. About 40 women received services at the Stand Down.

#### **Course for prisoners in early stages of development**

Central is exploring ways to bring distance education to inmates incarcerated in selected Washington state prisons. Led by Stephanie Delaney, associate dean for Distance and eLearning, committees have been formed to explore what courses to offer and how to deliver them, as well as ways to support inmates so they can learn independently and move successfully from prison to campus.

**MOOCs gaining in popularity**

In the summer quarter, Central offered two MOOCs (Massive Open Online Courses) in U.S. History. Nearly 2,000 people from all over the country, and even other parts of the world, enrolled, with about half indicating English was not their first language. For the first time, completion criteria was added to these courses in order to grant awards of completion to those who finish. Although the majority of individuals who sign up for the class have no intention of completing, faculty are working to implement a credit by exam, so students who complete courses can earn credit from Seattle Central. Central began offering MOOCs this past January. Canvas, the learning management software used to teach the courses, does all of the advertising, and many students find Central's MOOCs through internet searches.

**Record number of students taking online classes this fall**

This fall quarter, just over 10,000 students are signed up in 535 online courses which is close to double the number of students from this time last year. Stephanie Delaney, associate dean for Distance and eLearning, credits the increasing popularity of online courses, as well as the switch to a new learning management software, Canvas, which is much easier for students to use.

**Wood Technology Center students construct church buildings for class project**

In September, President Killpatrick attended a ceremony to dedicate several buildings at Unity of Whidbey, a church on Whidbey Island. Central's Wood Technology students built a bell tower, assembly hall and an administration building using materials purchased by the church. Construction took over six years and involved the work of over 100 students. Other projects students are currently working on include picnic shelters and tables for an Issaquah city park and a wall at Kubota Garden in Seattle.

**Tutors now can achieve certification through new program**

Tutors who work with Seattle Central's Learning Support Network will now be able to obtain certification by the College Reading and Learning Association (CRLA) International Tutor Training Program. Although not required, Central is encouraging all of its 200 part-time hourly and volunteer tutors to achieve this certification. The process includes an online learning component, in-class training, and a set number of hours working as a tutor, and will not cost the college or the tutors any money. Central would like to acknowledge the hard work of employees Jamal Ahmed, Maryann Firpo, Erin Gibbons and Caroline Moir for implementing this certification program.

**SVI****Nickelsville**

Seattle Vocational Institute held a meeting on September 23, 2013 to discuss the impact of the arrival of Nickelsville at 2020 South Jackson. Nickelsville is a community for homeless people where residents live in tents and small wooden shelters on privately owned land. With the encampment in such close proximity to SVI, Al Griswold, Associate Vice President arranged a meeting to understand more about Nickelsville and to explore possibilities for working together.

Campus protocol and safety were part of the discussion led by Al Griswold. Tent City rules do not allow drug or alcohol use, evict anyone caught stealing or committing other crimes within the camp and residents share responsibility for site security and maintenance. The rest of the meeting focused on how the camp, community and SVI can work together for the benefit of the people currently residing in Nickelsville. SVI discussed the possibility of providing assessment for vocational training that will lead to livable wage jobs for residents.

MEMORANDUM

TO: Board of Trustees

FROM: Gary Oertli, President

DATE: October 10, 2013

SUBJECT: PRESIDENT'S REPORT – INFORMATION ONLY

13<sup>th</sup>-Year

On September 12, the incoming class of 13<sup>th</sup>-Year Scholars got a jumpstart on the transition from high school to college by attending a mandatory summer boot-camp. A record 94-participants graduated from the three-day intensive program that covered everything from placement tests, to financial aid.

Seattle Times

On September 4, over 200,000 Seattle Times subscribers (who receive the South and the Metro zone editions) received a "Power Note" advertisement from South Seattle Community College. The Power Note is an advertising spot that is reserved for the front page of the paper, above the fold, and appears across the top of the paper on the right-hand corner. Typically, this ad is about the size of a post-it note or sticker; incorporating South's "Post-It Note" campaign was a natural fit. This post-it note told subscribers that school starts on September 23 and encouraged them to enroll.

South Awarded Military Friendly School Designation

On September 13, South Seattle Community College announced that it had been designated as a Military Friendly School by G.I. Jobs magazine for the 2013-2014 academic year. This is the fourth consecutive year that South has received this designation.

The Military Friendly list honors the top-20 percent of colleges, universities and trade schools in the country that are doing the most to embrace those who have served their country. Criteria for making the list included efforts to recruit and retain military and veteran students, results in recruiting military and veteran students, and academic accreditations.

The recognition honors the country's colleges and universities for their work in welcoming military veterans and enhancing their student experience.

#### 911 Call Center Visit

Members of the district-wide EPAC (Emergency Preparedness Advisory Committee) toured the Seattle Police Department's 911 Communications Center. The tour, which was organized by Betty Lunceford, was given September 12. During their visit, members of the committee were given a behind-the-scenes tour of the Communications Center in an on-going effort to better prepare each campus during a potential crisis event.

#### South's Dela-Cruz honored with Lifelong Learning Award

South English instructor, Bob Dela-Cruz was honored with the Trustees Lifelong Learning Award by the Seattle Community Colleges Board of Trustees. This annual-award is given in recognition and support of the continued intellectual and professional growth for employees of the Seattle Community Colleges.

Bob will receive a \$1,500 award, intended to be used for costs associated with attendance and professional association meeting, conferences, and similar activities which would enhance the recipient's individual, intellectual, or professional development. Bob was recognized by the trustees at the District Convocation hosted at South on September 18.

#### President's Day/Salute to South

On September 19, South held its annual event known as President's Day that celebrates the upcoming school year under the theme "Only at South." The event celebrated the success of the past year, new employees, and was sprinkled with a humorous skit that poked fun at the school. The program closed with a sing-along adaptation of the Village People's "Y.M.C.A" with special South lyrics.

After the President's Day celebration ended, the festivities continued at the new home for the NorthWest Wine Academy. In addition to South faculty and staff, members of the community were invited for this event that celebrated the upcoming academic year with refreshments and food.

#### Five South Emeritus Recognized

On May 9, the Board of Trustees unanimously approved emeritus status to five members of South's faculty: Arlene Atchison (Academic), Allan French (Basic and Transitional Studies), John Nordling (Academic), Tom Pierce (Academic), and Rodger Squirrell (Welding). Each of these faculty members were recognized at President's Day on September 19 for their significant contributions and valuable years of service to South.

### Goodsearch

In a continuing effort to raise South Seattle Community College's profile, the school is now registered on "Goodsearch." Goodsearch.com is a search engine that allows users to support any non-profit organization of their choice. Each time the user uses "Good Search" about a penny goes to the cause that they have selected.

To learn more information about how you can support South Seattle Community College visit [www.goodsearch.com](http://www.goodsearch.com) and register your support for South.

### Faculty & Staff Art Gallery show

A diverse range of artistic work produced by South's very own faculty and staff will be on display through October 24. The show, which started on September 18, is free and open to the public. The Art Gallery is located inside the Brockey Center next to the bookstore and opens Monday-Thursday at 10 AM.

### Duwamish Cleanup

For the past three years, the Georgetown Campus has participated in the Duwamish River Festival held in South Park. This year, the event took place on August 17.

The Festival is a celebration of the ongoing cleanup of the Duwamish River and the diverse communities that live along the water, and is put on by the Duwamish River Clean-up Coalition. There was dancing, live music, activities for children and more. The Georgetown volunteers donated 12 backpacks filled with back-to-school supplies that were raffled off at the festival. The volunteers enjoy participating in this community event that the Georgetown Campus serves.