



**SEATTLE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**  
**December 5, 2013**

Seattle  
**CENTRAL**  
 Community  
 College

**STUDY SESSION**  
 North Seattle Community College  
 9600 College Way North  
 Seattle, WA 98103

2:00 p.m.

North Star Dining Room

**NORTH**  
 Seattle  
 Community  
 College

**SOUTH**  
 Seattle  
 Community  
 College

**REGULAR SESSION**  
 North Seattle Community College  
 9600 College Way North  
 Seattle, WA 98103

3:00 p.m.

North Star Dining Room

**SVI** Seattle  
 Vocational  
 Institute

■ ■ ■

**REVISED STUDY SESSION AGENDA**

Georgetown  
 Campus

NewHolly  
 Learning  
 Center

**2:00 p.m.**

**DEMOGRAPHICS AND EMPLOYMENT TRENDS**

*Presenter: David Prince, Policy Research Director, State Board*

Seattle  
 Maritime  
 Academy

Wood  
 Construction  
 Center

**2:30 p.m.**

**WAC CHANGES | 132F-142 & 132F-136-030**

**Tab 4**

**QUARTERLY FINANCIAL SUMMARY**

**Tab 7**

Washington District VI

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

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

**REVISED REGULAR SESSION AGENDA**

- 3:00 p.m. CALL TO ORDER**
- 3:00 p.m. ROLL CALL**
- 3:05 p.m. INTRODUCTION OF VISITORS – REMIND VISITORS TO SIGN IN**
- 3:10 p.m. APPROVAL OF AGENDA | ACTION Tab 1**
- 3:10 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.
- 3:25 p.m. PRESENTATION**  
*“North Blend” – Hybrid Evening Associate Degree*  
Presenter: Tom Braziunas, Associate Dean for eLearning
- 3:45 p.m. RECOMMENDED BOARD ACTIONS**
- A. Approval of October 10, 2013 Meeting Minutes Tab 2
  - B. Nominations of 2013-2014 Board of Trustees Officers Tab 3
  - C. WAC Changes | 132F-142 & 132F-136-030 – Second Reading & Final Action Tab 4
  - D. Policies Review – Second Reading and Final Action Tab 5
  - E. Pacific Tower Sublease
- 4:05 p.m. INFORMATIONAL ITEMS**
- A. Chancellor’s Report
    - 1. Board Priorities Update
    - 2. Strategic Plan Progress Report Tab 6
    - 3. NSCC President Search Update
  - B. Quarterly Financial Summary Tab 7
  - C. Policy Review – First Reading Tab 8
  - D. Washington State Auditor Report Tab 9

**4:20 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. Ty Pethe, 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

**4:30 p.m. CALL EXECUTIVE SESSION**

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

**5:00 p.m. ADJOURNMENT**

*The next meeting of the Board of Trustees will be held on Thursday, January 16, 2014 at Seattle Community College District Office, 1500 Harvard Avenue, Seattle, WA 98122. There will be a Study Session at 2:00 p.m., and the Regular Meeting will follow at 3:00 p.m.*



**MINUTES OF THE SEATTLE COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES MEETING** held Thursday, October 10, 2013 at  
Seattle Community College District Office Boardroom, 1500 Harvard Avenue,  
Seattle, WA 98122

Seattle  
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Community  
College

**NORTH**  
Seattle  
Community  
College

**SOUTH**  
Seattle  
Community  
College

**SVI** Seattle  
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■ ■ ■

Georgetown  
Campus

NewHolly  
Learning  
Center

Seattle  
Maritime  
Academy

Wood  
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Center

Washington District VI

1500 Harvard Avenue  
Seattle, WA 98122  
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**PRESENT FOR REGULAR SESSION HELD AT 3:30 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, SSSC
Vice Chancellors	Dr. Carin Weiss Dr. Kurt Buttleman Mr. Charles Sims
Advisory Representatives	Mr. Al Griswold, SVI Mr. Derek Edwards, AAG Ms. Kimberly McRae, AFT 1789 Ms. Tracy Lai, AFT 1789  Ms. Ksenia Ivantsova, NSCC Student Ms. Leah Remsen, SCCC Student Mr. Ariel Garcia, SSSC Student
Secretary	Ms. Harrietta Hanson

**ABSENT**

Mr. Rodolfo Franco, WFSE

**CALL TO ORDER**

Board Chair, Mr. Jorge Carrasco, called the meeting to order at 3:30 p.m.

**ROLL CALL**

The secretary, Harrietta Hanson, called the roll.

### INTRODUCTION OF VISITORS

Mr. Carrasco welcomed the visitors. Visitors introduced themselves. They included: Marrio Mathews, Khanh Vu, Giang Du, Thien Nguyen, Reina Kawakita, Max Shuman, Ruth Gordon, Nancy Harris, Lincoln Ferris, Faiza Diriye, Surita Spigner, David Gourd, Heather Emlund, Greg Lonergan, Judy Kitzman, Anh Mai, Taleah Mitchell, Dung Pham, Pedro Marquez, Patricia Paquette, Larry Reid, Carrie Sasynuik, Michael Pham, Ona Canfield.

### APPROVAL OF October 10, 2013 AGENDA

Mr. Carrasco asked for a motion to approve the Oct. 10, 2013 Agenda. **Ms. Gregoire moved, and Mr. Hill seconded the motion. Motion passed unanimously (5-0).**

### PUBLIC COMMENTS

Ms. Taleah Mitchell, student of SCCC, spoke about the positive impact the college has on her.

Mr. Carrasco thanked Ms. Mitchell for her feedback and taking the time to address the Board.

### PRESENTATION

*"South Seattle Community College Year Three Accreditation Visit"*

Mr. Oertli introduced Ms. Miller-Parker and Dr. Reid who are instrumental in the college's preparation of the upcoming accreditation visit.

Dr. Reid explained the importance of the accreditation process and the benefits of being accredited. In addition, he explained the difference in the new accreditation process in relations to the previous one prior to 2010. The Board's meeting with the accreditation team is scheduled on Tuesday, October 22, 8:30 am at SCCC's Alhadeff Grill. To prepare the Board for the meeting, Dr. Reid went over the focal points that the accreditation team might discuss with the Board, especially Section 2A, on Governance.

Mr. Carrasco thanked Dr. Reid for the presentation and expressed that he look forward to the visit.

### APPROVAL OF MEETING MINUTES

Mr. Carrasco asked for a motion to approve the minutes of the August 8 and September 16 meeting minutes. **Mr. Shen so moved and Ms. Gregoire seconded the motion. Motion was passed unanimously (5-0).**

### RECOMMENDED APPROVAL OF TENURE

Having given reasonable consideration to the recommendations of the individual tenure review committee, as well as the recommendations of the College Vice

Presidents for Instruction, Presidents and Chancellor, it was recommended that the Board of Trustees grant tenure to the following faculty:

*SEATTLE CENTRAL:* Joslin Harris-Gane, Culinary Arts

Mr. Carrasco asked for a motion to grant tenure to the faculty member. **Mr. Shen so moved and Ms. Gregoire seconded the motion. Motion was passed unanimously (5-0).**

#### APPROVAL OF 2014 BOARD MEETING SCHEDULE

**Ms. Gregoire moved to approve the 2014 Board meeting schedule with the provision to change the January 9 meeting date. Ms. Gayton seconded the motion. Motion was passed unanimously (5-0).**

#### POLICIES REVIEW – SECOND READING AND APPROVAL

Mr. Carrasco asked for a motion to approve the following policies:

- 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 240 – Seattle Community College District Services Guide
- Policy 241 – District Mailing 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 622 – SCCD Equipment
- Policy 625 – District Surplus Property
- Policy 631 – Reimbursement of Employee Travel Expenses from a Non-State Entity
- Policy 632 – Meals and Light Refreshments
- Policy 680 – Internal Control

**Mr. Hill moved and Ms. Gayton seconded the motion. Motion was passed unanimously (5-0).**

#### TRANSFER OF LOCAL FUNDING TO CAPITAL ACCOUNTS - SSCC

It is recommended that the Board approve the transfer of \$650,00 of local funds to a capital fund account for the International Student Programs Center project. **Ms. Gregoire moved and Mr. Shen seconded the motion. Motion was passed unanimously (5-0).**

#### SHARED FUNDING OF EDUCATIONAL SERVICES FOR INTERNATIONAL STUDENTS

It is recommended that the Board authorize the District to count its international students as contracts students. **Ms. Gregoire moved and Mr. Hill seconded the motion. Motion was passed unanimously (5-0).**

INFORMATIONAL ITEMS

## A. Chancellor's Report

## 1. Business Plan for Healthcare Facilities

Dr. Wakefield introduced Lincoln Ferris who has been retained as a consultant for the Pacific Tower project. Mr. Ferris went over the details of the business plan prepared for the Board, explaining the positive impacts of SCCC's healthcare facilities moving to the Pacific Tower. As the Department of Commerce will have to sign the master lease on Nov 8, Commerce asked the District to confirm its continued interests in the project. **Mr. Hill moved to send a letter of interest to the Department of Commerce, and Ms. Gayton seconded. Motion was passed unanimously (5-0).**

Based on the timeline presented, the Board will have to make a decision in December to approve or reject the project. In the meantime, Mr. Carrasco asked the Board to send their concerns and questions to Dr. Wakefield for further information. The Board expressed their appreciation for the well-developed business plan and the tremendous opportunity available to the District.

## 2. Chancellor's Goals

Based on the Board's Retreat in January and further discussion with the Board, Dr. Wakefield shared her revised goals for 2013-2014. The goals clearly define what the District wants to accomplish for the coming year. In addition, for the first time, the vice chancellors' goals are also included. Dr. Wakefield indicated that she will check in with the Board in six months to review the progress.

## B. Enrollment Report

Dr. Weiss reported on the fall quarter 2013 state-funded FTEs. She also shared the data of Seattle and Washington public schools graduate enrollment in post-secondary education.

## C. 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 601 – SCCD Allocation and Management of Resources

Policy 602 – Financial Records

Policy 606 – Tuition Waiver Policy

Policy 640 – Records Identification, Retention and Disposition Management Program

Policy 681 – Identity Theft Prevention

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

Policy 205 – Information Technology Security

Policy 215 – Equipment and Supplies at Remote Locations

Policy 603 – Cash Controls

Policy 604 – Accounts Receivable

Policy 605 – Student Fees and Distributions

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

E. Legislative Update

Ms. Lamoureux provided an update on NSCC's pedestrian overpass, and emerging partnership with Filson Outdoor Wear.

**ORAL REPORTS**

A. Associated Student Body Presidents

Ms. Leah Remsen, of SCCC's Associated Student Council (ASC), reported: 1) with the beginning of the quarter, many committees and clubs are being formed; 2) the quarterly Student Involvement Fair is scheduled in October; 3) about 20 students attended the ACCT Leadership Congress and were able to be there for Mr. Bill Gates' remarks.

Ms. Ksenia Ivantsova, of NSCC's Student Administrative Council (SAC), reported: 1) the barbeque the SAC hosted to welcome new students was a huge success; 2) today is their Club Fair, so far 12 clubs have been formed and 35 student leaders have been hired; 3) the SAC is working to reach out to students who attend evening classes, to help them attend day-time events.

Mr. Ariel Garcia, of SSSC's United Student Association (USA), reported: 1) several student representatives will be attending the student conference in Wenatchee; 2) orientation and training sessions were held in September for the income student leadership; 3) a visit will be made to observe University of Washington's student governance system.

Mr. Carrasco welcomed the student presidents, and thanked them for their reports.

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

Co-presidents, Tracy Lai and Kimberly McRae, introduced themselves, and reported on the recent activities of AFT Seattle including: 1) AFT Seattle has scheduled multiple contract agreement information sessions at the colleges; 2) they look forward to negotiate the budget allocation from the Washington State legislature for faculty's salary increases; 3) in November, Ms. McRae will

be attending a leadership conference in Washington DC; Ms. Lai has also just returned from a national AFT conference in Los Angeles.

- C. Washington Federation of State Employees (WFSE)  
No report.
- D. Chancellor, College Presidents and Vice Chancellors  
Mr. Oertli reported a meeting with Rainier Beach High School was held recently. An announcement will be made soon regarding Rainier Beach High School joining the 13<sup>th</sup> Year Scholarship program.
- E. Board of Trustees  
No report.

#### EXECUTIVE SESSION

An Executive Session was called at 3:00 pm to discuss the performance of public employees. The Board reconvened to open session at 3:30 pm.

#### ADJOURNMENT

The meeting was adjourned at 5:10 p.m.

*The next meeting of the Board of Trustees will be held on Thursday, December 5, 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



**MEMORANDUM**

Seattle  
**CENTRAL**  
Community  
College

**TO:** Board of Trustees

**NORTH**  
Seattle  
Community  
College

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

**DATE:** December 5, 2013

**SOUTH**  
Seattle  
Community  
College

**SUBJECT:** **Nominations of 2013-2014 Board of Trustees Officers**

**SVI** Seattle  
Vocational  
Institute

**Background**

The Seattle Community College District Policies and Procedures, Policy 125, "Powers and Duties of Officers of the Board," item number one, "Elections," specifies that the Board will elect officers from its membership to serve for the ensuing fiscal year.

Georgetown  
Campus

In the past, the nominations and elections of Board of Trustees Officers were conducted in May and June respectively, with the newly elected Chair's and Vice Chair's term starts in September. However, the 2013-2014 process was postponed due to conflicting priorities.

NewHolly  
Learning  
Center

**Recommended Action**

It is that the recommendation of the administration that the SCCD Board of Trustees, at the December meeting, nominate and elect a Chair and a Vice Chair to serve for the 2013-2014 year, from January 2014 to August 2014.

Seattle  
Maritime  
Academy

Wood  
Construction  
Center

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

Jill Wakefield, Ed.D.  
Chancellor

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



**MEMORANDUM**

**TO:** Board of Trustees

**FROM:** Jill Wakefield  
Chancellor

**DATE:** December 5, 2013

**SUBJECT:** Changes to Washington Administrative Code (WAC) – Second Reading  
of WAC 132F-142 & WAC 132F-136-030

Seattle  
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**Background**

The attached revisions to WAC 132F-136-030 and the addition of WAC 132F-142 are the culmination of more than three years of debate and discussion. In spring 2012, the District proposed changes to the Washington Administrative Code (WAC) regarding First Amendment activities on campus. A small change eliminating overnight camping was adopted in June 2012.

Regarding the proposed WAC revision, we received a number of questions and concerns from the internal and external community about some of the sections proposed, primarily the use of facilities for college and non-campus groups related to first amendment activities. As a result, I withdrew our proposed WAC change and formed a task force to further study the issues and to revise the WAC to ensure that we are upholding First Amendment rights while respecting the educational process and all Seattle Community Colleges constituents. The task force was made up of the following representatives from student government, faculty and staff unions, and the community:

- |                     |  |
|---------------------|--|
| Dr. Jill Wakefield  | Chair                                  |
| Alan Sugiyama       | Community Representative               |
| Cathy Hillenbrand   | Community Representative               |
| Joan Weiss          | Community Representative               |
| Rodolfo Franco      | Staff Union Representative             |
| Kelly Grayson       | Staff Union Representative             |
| Gregory Morphey     | Staff Union Representative             |
| Cessa Heard-Johnson | SCCD Administration – South            |
| Orestes Monterey    | SCCD Administration – North            |
| Kenneth Lawson      | SCCD Administration – Central          |
| Ian Elliot          | Seattle Central Student Representative |
| Hillery Jorgensen   | North Seattle Student Representative   |
| Tysen Hillquist     | South Seattle Student Representative   |
| Larry Hopt          | Faculty Union Representative           |
| Kimberly McRae      | Faculty Union Representative           |
| Don Bissonnette     | Faculty Union Representative           |
| Kurt Buttleman      | Staff support for task force           |

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This task force began meeting in May, 2012 and over a series of four meetings it reviewed the existing WAC / Procedure regarding facilities use and regulations regarding outside groups' using the campuses as First Amendment forums. This task force came to consensus on language in the proposal which was filed with the Code Revisers Office and was the subject of the public hearing process (a rulemaking summary prepared by Assistant Attorney General Derek Edwards is attached).

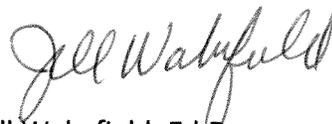
As a result of the public hearing process, one minor change has been made to the proposed language in WAC 132F-142 which has the effect of treating college and non-college groups similarly in that both are "encouraged" to report their presence on campus to the security office.

Today, the proposed WAC is being presented to the Board of Trustees for Second Reading. Following Board of Trustees approval, a CR103 form will be filed with the Code Revisers office and will be posted for 31 days. After the 31 day waiting period the rule will become law and will be posted on the District website.

**Recommendation**

It is recommended that the Board adopt the revisions to WAC 132F-136-030 and the addition of WAC 132F-142. .

Submitted by,

A handwritten signature in cursive script that reads "Jill Wakefield".

Jill Wakefield, Ed.D.  
Chancellor

## Chapter 132F-142 WAC

### USE OF FACILITIES FOR FIRST AMENDMENT ACTIVITIES

#### NEW SECTION

**WAC 132F-142-010 Statement of purpose.** The Seattle Community Colleges are educational institutions provided and maintained by the people of the state of Washington. College facilities are reserved primarily for educational use including, but not limited to, instruction, research, public assembly of college groups, student activities and other activities directly related to the educational mission of the colleges. The public character of the colleges does not grant to individuals the right to substantially interfere with, or otherwise disrupt the normal activities for and to which the colleges' facilities and grounds are dedicated. Accordingly, the colleges are designated public forums opened for the purposes recited herein and further subject to the time, place, and manner provisions set forth in these rules.

The purpose of the time, place and manner regulations set forth in this policy is to establish procedures and reasonable controls for the use of college facilities for both college and noncollege groups. It is intended to balance the colleges'

responsibility to fulfill their mission as state educational institutions of Washington with the interests of college groups and noncollege groups who are interested in using the campus for purposes of constitutionally protected speech, assembly or expression. The colleges recognize that college groups should be accorded the opportunity to utilize the facilities and grounds of the colleges to the fullest extent possible. The college intends to open its campus to noncollege groups to the extent that the usage does not conflict with the rights of college groups or substantially disrupt the educational process.

[]

NEW SECTION

**WAC 132F-142-020 Definitions.** (1) "College facilities" or "campus" includes all buildings, structures, grounds, office space, and parking lots.

(2) "College group" means individuals who are currently enrolled students or current employees of the Seattle Community Colleges or individuals who are sponsored by faculty, a recognized student organization or a recognized employee group of the college.

(3) "Noncollege group" means individuals or groups who are not currently enrolled students or current employees of the

Seattle Community Colleges.

(4) "Public forum areas" means those areas of each campus that the college has chosen to be open as places for expressive activities protected by the first amendment, subject to reasonable time, place or manner provisions.

(5) "Sponsor" means that when a college group invites a noncollege group onto campus, the college group will be responsible for the activity and will designate an individual to be present at all times during the activity. The sponsor will ensure that those participating in the sponsored activity are aware of the college's rules and policies governing the activity. This definition does not apply to noncollege groups that rent college facilities.

[]

NEW SECTION

**WAC 132F-142-030 Use of facilities.** (1) There shall be no camping on college facilities or grounds between the hours of 10:00 p.m. and 6:00 a.m. Camping is defined to include sleeping, cooking activities, or storing personal belongings, for personal habitation, or the erection of tents or other shelters or structures used for purposes of personal habitation.

(2) Any sound amplification device may only be used at a

volume which does not disrupt or disturb the normal use of classrooms, offices or laboratories, or any previously scheduled college activity.

(3) College groups are encouraged to notify the campus public safety department no later than twenty-four hours in advance of an activity. However, unscheduled activities are permitted so long as the activity does not displace any other activities occurring at the college.

(4) All sites used for first amendment activities should be cleaned up and left in their original condition and may be subject to inspection by a representative of the college after the activity. Reasonable charges may be assessed against the sponsoring organization for the costs of extraordinary cleanup or for the repair of damaged property.

(5) All college and noncollege groups must comply with fire, safety, sanitation or special regulations specified for the activity.

(6) The activity must not be conducted in such a manner as to obstruct vehicular, bicycle, pedestrian, or other traffic or otherwise interfere with ingress or egress to the college, college buildings or facilities, or college activities. The activity must not create safety hazards or pose safety risks to others.

(7) The activity must not substantially interfere with educational activities inside or outside any college building or otherwise prevent the college from fulfilling its mission and achieving its primary purpose of providing an education to its

students. The activity must not substantially infringe on the rights and privileges of college students, employees or invitees to the college.

(8) College facilities may not be used for commercial sales, solicitations, advertising or promotional activities, unless:

(a) Such activities serve educational purposes of the college; and

(b) Such activities are under the sponsorship of a college department, office, or officially chartered student club.

(9) The activity must also be conducted in accordance with any other applicable college policies and rules, local ordinances, state, and federal laws.

[]

#### NEW SECTION

**WAC 132F-142-040 Additional requirements for noncollege groups.** (1) College facilities may be rented by noncollege groups in accordance with the college's facilities use policy. Noncollege groups may otherwise use college facilities in accordance with the Seattle Community Colleges' rules.

(2) The college designates its grounds and outdoor spaces as the public forum area(s) for use by noncollege groups for

first amendment activities on campus. Nothing in these rules prohibits noncollege groups from engaging in first amendment activities at open public meetings, subject to the requirements of RCW 42.30.050.

(3) Noncollege groups at North Seattle Community College and South Seattle Community College may use the public forum areas for first amendment activities between the hours of 6:00 a.m. and 10:00 p.m. and those colleges and their campuses are not open to the general public except during these times. Due to Seattle Central Community College's urban setting, there are no temporal restrictions on first amendment activities at that college except as otherwise provided in these rules.

(4) Before engaging in first amendment activities, ~~upon request by the college,~~ all noncollege groups are encouraged ~~must report to campus security~~ to sign in and notify the college of the noncollege group's presence on campus and to acknowledge receipt of these rules and to ensure that there are no scheduling conflicts. This notice does not involve any application or approval process, and therefore, the ability to use designated areas will not be denied unless they are already reserved for use by another group. This notice is intended to provide the college with knowledge of the noncollege group's presence on campus so that the college can notify the appropriate members of its staff whose services might be needed or impacted by the use of the designated area. When signing in, the individual or group are encouraged to ~~must~~ provide the following information:

(a) The name, address, and telephone number of the individual, group, entity, or organization sponsoring the activity (hereinafter "the sponsoring organization"); and

(b) The name, address, and telephone number of a contact person for the sponsoring organization; and

(c) The date, time, and requested location of the activity; and

(d) The type of sound amplification devices to be used in connection with the activity, if any; and

(e) The estimated number of people expected to participate in the activity.

[ ]

NEW SECTION

**WAC 132F-142-050 Distribution of materials.** Information may be distributed as long as it is not obscene or does not promote the imminent prospect of actual violence or harm. The distributor is encouraged, but not required, to include its name and address on the distributed information. College groups may post information on bulletin boards, kiosks and other display areas designated for that purpose, and may distribute materials throughout the open areas of campus. Noncollege groups may distribute materials only on the grounds and outside spaces of the campuses.

[ ]

AMENDATORY SECTION (Amending WSR 12-12-010, filed 5/24/12, effective 6/24/12)

**WAC 132F-136-030 Limitation of use.** (1) Primary consideration shall be given at all times to activities specifically related to the college's mission, and no arrangements shall be made that may interfere with, or operate to the detriment of, the college's own teaching, research, or public service programs.

(2) ~~((In general, the))~~ College facilities ~~((of the college shall not))~~ may be rented to ~~((, or used by,))~~ private or commercial organizations or associations ~~((, nor))~~ but shall ~~((the facilities))~~ not be rented to persons or organizations conducting programs for private gain.

(3) ~~((College facilities may not be used for commercial sales, advertising, or promotional activities except when such activities clearly serve educational objectives (as in display of books of interest to the academic community or in the display or demonstration of technical or research equipment) and when they are conducted under the sponsorship or at the request of a college department, administrative office or student organization.~~

(4) ~~College facilities may not be used for purposes of political campaigning by or for candidates who have filed for public office except for student-sponsored activities.~~

(5) ~~Activities of commercial or political nature will not be approved if they involve the use of promotional signs or posters on buildings, trees, walls, or bulletin boards, or the distribution of samples outside rooms or facilities to which access has been granted.~~

(6) ~~))~~ College facilities are available to recognized student groups, subject to these general policies and to the rules and regulations of the college governing student affairs.

~~((7) Handbills, leaflets, and similar materials except those which are commercial, obscene, or unlawful in character may be distributed only in designated areas on the campus where, and at times when, such distribution shall not interfere with the orderly administration of the college affairs or the free flow of traffic. Any distribution of materials as authorized by the designated administrative officer and regulated by established guidelines shall not be construed as support or approval of the content by the college community or the board of trustees.~~

(8) ~~Use of audio amplifying equipment is permitted only in locations and at times that will not interfere with the normal conduct of college affairs as determined by the appropriate administrative officer.~~

(9) ~~))~~ (4) No person or group may use or enter onto college facilities having in their possession firearms, even if licensed to do so, except commissioned police officers as prescribed by law.

~~((10) The right of peaceful dissent within the college community shall be preserved. The college retains the right to insure the safety of individuals, the continuity of the educational process, and the protection of property. While peaceful dissent is acceptable, violence or disruptive behavior is an illegitimate means of dissent. Should any person, group or organization attempt to resolve differences by means of violence, the college and its officials need not negotiate while such methods are employed.~~

~~(11) Orderly picketing and other forms of peaceful dissent are protected activities on and about the college premises. However, interference with free passage through areas where members of the college community have a right to be, interference with ingress and egress to college facilities, interruption of classes, injury to persons, or damage to property exceeds permissible limits.~~

~~(12) Peaceful picketing and other orderly demonstrations are permitted in public areas and other places set aside for public meetings in college buildings. Where college space is used for an authorized function, such as a class or a public or private meeting under approved sponsorship, administrative functions or service related activities, groups must obey or comply with directions of the designated administrative officer or individual in charge of the meeting.~~

~~(13) If a college facility abuts a public area or street, and if student activity, although on public property, unreasonably interferes with ingress and egress to college buildings, the college may choose to impose its own sanctions although remedies might be available through local law enforcement agencies.~~

~~(14) College and noncollege groups may use the campus for first amendment activities between the hours of 6:00 a.m. and 10:00 p.m. and the colleges and their campuses are not open to the public except during these times.~~

~~(15) There shall be no overnight camping on college facilities or grounds. Camping is defined to include sleeping, carrying on cooking activities, or storing personal belongings, for personal habitation, or the erection of tents or other shelters or structures used for purposes of personal habitation.)~~

AMENDATORY SECTION (Amending WSR 12-12-010, filed 5/24/12, effective 6/24/12)

**WAC 132F-136-050 Trespass.** (1) Individuals who are not students or members of the faculty or staff and who violate the district's rules, or whose conduct threatens the safety or security of its students, staff, or faculty will be advised of the specific nature of the violation, and if they persist in the violation, they will be requested by the campus president, or his or her designee, to leave the college property. Such a request will be deemed to prohibit the entry of, withdraw the license or privilege to enter onto or remain upon any portion of the college property by the

person or group of persons requested to leave, and subject such individuals to arrest under the provisions of chapter 9A.52 RCW or Seattle Municipal Code 12A.08.040.

(2) Members of the college community (students, faculty, and staff) who do not comply with these regulations will be reported to the appropriate college office or agency for action in accord with established college policies.

(3) When the college revokes the license or privilege of any person to be on college property, temporarily or for a stated period of time, that person may file a request for review of the decision with the (~~manager of campus security~~) vice-president of administration or designee within ten days of receipt of the trespass notice. The request must contain the reasons why the individual disagrees with the trespass notice. The trespass notice will remain in effect during the pendency of any review period. The decision of the (~~manager of campus security~~) vice-president of administration or designee will be the final decision of the college and should be issued within five work days.

## **Summary of Rulemaking Process**

**Date: November 14, 2013**

**Proposed Rules Under Consideration:** WAC 132F-136-030 (use of facilities); WAC 132F-136-050; and WAC Chapter 132F-142 (First Amendment Activities)

**Authority:** RCW 34.05.325 requires state agencies and institutions to provide for oral and written comments in response to proposed rules and to provide a summary of those comments to the Board of Trustees.

The District conducted a rulemaking hearing on October 22, 2013, and received one oral comment and two written comment.

**Summary:** The purpose of this rulemaking hearing was to solicit comment on changes relating to First Amendment activities and trespass. The proposed revisions would:

- (1) Allow for some commercial activity on campus through rental of District facilities;
- (2) Revise the trespass rule to allow the Vice President of Administration or designee to review all appeals from trespass notices issued by campus security;
- (3) Provide greater freedom for college and non-college groups on campus;
- (4) Restrict unsponsored, non-student groups from engaging in First Amendment activities inside of buildings or during hours when the campus is closed to the public
- (5) Allow non-student groups to engage in First Amendment activities on College grounds and open space with limited restrictions.

### **General Comment:**

We received one comment from a faculty member who said that rules are fair and protect First Amendment rights. The rules only prohibit camping and major disruptions. The proposed rules allow people to be loud, speak, and assemble. He recommended that the proposed rules be adopted.

### **Proposed Repeal of Rules:**

WAC 132F-136-030(3), (5), (7)

**Comment:** We received one comment from a student who objected to the repealing the prohibition against using college facilities for commercial sales, advertising, or promotional activities, except when such activities clearly serve educational objectives and when conducted under the sponsorship or at the request of a college department, administrative office or student organization. The student also objected to repealing the activities of commercial or political nature if they involve the use of buildings, trees, walls, or bulletin boards, or the distribution of samples outside rooms or facilities to which access has been granted. The student further objected to repealing prohibitions against handbills, leaflets, and similar materials that are commercial, obscene, or unlawful in character.

The District moved some of these sections to WAC 132F-142-030(8), which provides that “College facilities may not be used for commercial sales, solicitations, advertising or promotional activities, unless: (a) Such activities serve educational purposes of the college; and (b) Such activities are under the sponsorship of a college department, office, or officially chartered student club.” Handbills and leafleting have been moved WAC 132F-142-050 which provides that noncollege groups may only distribute materials on campus grounds and open spaces. The First Amendment limits restrictions on leafleting to obscene materials or materials that promote the imminent prospect of actual violence or harm. WAC 132F-142-030(8) restricts commercial leafleting.

**Recommended Action:** No change.

**Proposed Repeal of Rule:**

WAC 132F-136-030(4)

**Comment:** We received one comment from a student who objected to repealing the prohibition against using college facilities for purposes of political campaigning by or for candidates who have filed for public office except for student-sponsored activities. The student is concerned that political campaigning on campus would interfere with her studies.

Political speech, like religious speech, is protected pure speech under the First Amendment. The College cannot engage in subject-matter discrimination when it opens its campus to non-students.

**Recommended Action:** No Change

**Proposed Repeal of Rule:**

WAC 132F-136-030(8)

We received one comment from a student who objected to repealing the prohibition against using audio equipment that interferes with the normal conduct of the college affairs.

This section was moved to WAC 132F-142-030(2), which provides: “Any sound amplification device may only be used at a volume which does not disrupt or disturb the normal use of classrooms, offices or laboratories, or any previously scheduled college activity.”

**Recommended Action:** No Change

**Proposed Repeal of Rules:**

WAC 132F-136-030(10) – (15)

We received one comment from a student who objected to repealing requirements restricting dissent to peaceful dissent, orderly picketing, orderly demonstrations, interference with passages, hours of operation and camping.

We have serious concerns about the constitutionality of requiring that dissent be peaceful and orderly. Speech is protected so long as it does not promote or incite the imminent prospect actual

violence or harm. The remaining sections on camping, hours of operation, and blocking ingress and egress have been moved to WAC 132F-142-030(1), WAC 132F-142-040(3), and WAC 132F-142-030(7), respectively.

**Recommended Action:** No Change

We received one written comment from the ACLU that objected to requiring noncollege groups to report to campus security to provide information about the size of the event and amplification devices prior to engaging in the event. The ACLU also objected to administration exercising its discretion to request this information.

While we disagree that this requirement constitutes a classic prior restraint or unbridled discretion on allowing events, we also recognize that this provision would be difficult to enforce.

**Recommended Action:** No Change to WAC 132F-142-030(3), Amend WAC 132F-142-030(4) to read as follows:

“(4) Before engaging in first amendment activities, ~~upon request by the college,~~ all noncollege groups are encouraged ~~must report to campus security~~ to sign in and notify the college of the noncollege group's presence on campus and to acknowledge receipt of these rules and to ensure that there are no scheduling conflicts. This notice does not involve any application or approval process, and therefore, the ability to use designated areas will not be denied unless they are already reserved for use by another group. This notice is intended to provide the college with knowledge of the noncollege group's presence on campus so that the college can notify the appropriate members of its staff whose services might be needed or impacted by the use of the designated area. When signing in, the individual or group ~~must~~ are encouraged to provide the following information:

- (a) The name, address, and telephone number of the individual, group, entity, or organization sponsoring the activity (hereinafter ‘the sponsoring organization’); and
- (b) The name, address, and telephone number of a contact person for the sponsoring organization; and
- (c) The date, time, and requested location of the activity; and
- (d) The type of sound amplification devices to be used in connection with the activity, if any; and
- (e) The estimated number of people expected to participate in the activity.”



MEMORANDUM

Seattle  
CENTRAL  
Community  
College

TO: Board of Trustees

NORTH  
Seattle  
Community  
College

FROM: Kurt R. Buttleman

DATE: December 5, 2013

SOUTH  
Seattle  
Community  
College

SUBJECT: Policy 601, 602, 606, 640, & 681 - Second Reading

**Background**

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

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 policies as presented.

Georgetown  
Campus

Submitted by:

Dr. Kurt Buttleman  
Vice Chancellor for Finance & Technology

NewHolly  
Learning  
Center

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 Second Reading December 12, 2013

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

**SEATTLE COMMUNITY COLLEGE DISTRICT POLICY**

---

**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**

---

**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**

**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*



MEMORANDUM

Seattle  
CENTRAL  
Community  
College

TO: Board of Trustees

NORTH  
Seattle  
Community  
College

FROM: Kurt R. Buttleman

DATE: December 5, 2013

SOUTH  
Seattle  
Community  
College

SUBJECT: Policy 205 - Second 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.

SVI Seattle  
Vocational  
Institute

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

Georgetown  
Campus

Recommendation

It is the recommended that the Board adopt these revisions too Policy 205.

NewHolly  
Learning  
Center

Submitted by:

Dr. Kurt Buttleman  
Vice Chancellor of 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 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 ~~CIS~~ SBCTC-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

TO: Board of Trustees
FROM: Kurt R. Buttleman
DATE: December 5, 2013
SUBJECT: Policy 215 - Second 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.

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 215.

Submitted by:

[Handwritten signature of Kurt Buttleman]

Dr. Kurt Buttleman
Vice Chancellor of Finance & Technology

Transmitted to the Board with a favorable recommendation.

[Handwritten signature of Jill Wakefield]

Dr. Jill Wakefield
Chancellor

Seattle CENTRAL Community College

NORTH Seattle Community College

SOUTH Seattle Community College

SVI Seattle Vocational Institute

Georgetown Campus

NewHolly Learning Center

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SEATTLE COMMUNITY COLLEGE DISTRICT POLICY

---

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

TO: Board of Trustees
FROM: Kurt R. Buttleman
DATE: December 5, 2013
SUBJECT: Policy 603 - Second Reading

Background

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

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 603.

Submitted by:

[Handwritten signature of Kurt Buttleman]

Dr. Kurt Buttleman
Vice Chancellor of Finance & Technology

Transmitted to the Board with a favorable recommendation.

[Handwritten signature of Jill Wakefield]

Dr. Jill Wakefield
Chancellor

Seattle CENTRAL Community College

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SOUTH Seattle Community College

SVI Seattle Vocational Institute

Georgetown Campus

NewHolly Learning Center

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SEATTLE COMMUNITY COLLEGE DISTRICT POLICY

---

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

DATE: December 5, 2013

SOUTH  
Seattle  
Community  
College

SUBJECT: Policy 604 - Second Reading

Background

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

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 604.

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

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SEATTLE COMMUNITY COLLEGE DISTRICT POLICY

---

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

Seattle  
CENTRAL  
Community  
College

TO: Board of Trustees

NORTH  
Seattle  
Community  
College

FROM: Kurt R. Buttleman

DATE: December 5, 2013

SOUTH  
Seattle  
Community  
College

SUBJECT: Policy 605 - Second 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.

SVI Seattle  
Vocational  
Institute

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

Georgetown  
Campus

Recommendation

It is recommended that the Board adopt these revisions to Policy 605.

NewHolly  
Learning  
Center

Submitted by:

Seattle  
Maritime  
Academy

Dr. Kurt Buttleman  
Vice Chancellor of Finance & Technology

Wood  
Construction  
Center

Transmitted to the Board with a favorable recommendation.

Dr. Jill Wakefield  
Chancellor

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SEATTLE COMMUNITY COLLEGE DISTRICT POLICY

---

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  
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Seattle  
Community  
College

**SOUTH**  
Seattle  
Community  
College

**SVI** Seattle  
Vocational  
Institute

Duwamish  
Apprenticeship  
& Education  
Center

NewHolly  
Learning  
Center

Sand Point  
Education  
Center

Seattle  
Maritime  
Academy

Wood  
Construction  
Center

**TO:** Board of Trustees

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

**DATE:** December 5, 2013

**SUBJECT:** Update on Selected Strategic Plan Performance Targets

## Background

This report provides an update on several Seattle Community Colleges Strategic Plan performance targets. Most of the updates are for the 2012-13 academic year. Data from previous years are provided for comparison purposes.

## Recommendation

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

Submitted by:

Dr. Carin Weiss  
Vice Chancellor

Transmitted to the Board for their information.

Dr. Jill Wakefield  
Chancellor

### Washington District VI

1500 Harvard Avenue  
Seattle, WA 98122  
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Voice Relay 800.833.6388

## **Enrollment Report: 2010 – 2015 Strategic Plan**

### **Update on Selected Strategic Plan Performance Measures**

#### **Background**

This enrollment report provides an update on several Seattle Community Colleges Strategic Plan performance targets. Most of the updates are for the 2012-13 academic year.

In 2013, the Board approved changes to the 2010-2015 Strategic Plan for the Seattle Community Colleges that modified several performance targets. This report provides the latest available data for those measures which can be updated, and compares the latest data to data from previous years.

#### **Findings**

##### **Goal 1: *STUDENT SUCCESS* – Increase student learning and achievement**

###### **OBJECTIVE 1: MEET ANNUAL STATE-FUNDED ENROLLMENT ALLOCATION**

###### **Measure: State-funded enrollment**

Goal: 100% of allocation and 2-year rolling average achieved and maintained.

Annualized FTES enrollment of state-supported students was down in 2012-13 from the previous year. As a result, annual enrollment as a percent of the annual FTES goal fell from 98% in 2011-12 to 94% in 2012-13. The two-year rolling average fell from 99% of the two-year goal in 2011-12 to 96% in 2012-13.

Meeting enrollment targets continues to be a high priority for all of the colleges. The colleges are offering more options for students to accommodate their busy schedules and boosting support services to increase persistence and retention. Targeted marketing is also among the many strategies being pursued to improve enrollment outcomes.

###### **OBJECTIVE 3: IMPROVE STUDENT ACHIEVEMENT IN PRE-COLLEGE MATH**

###### **Measure: Developmental math progression**

Goal: Increase the percentage of students that start and complete the developmental math sequence within one academic year.

Early results from implementation of accelerated math courses and other student supports through the *Pathways to Completion* project show promising improvements in student progression through the developmental math course sequence. The table below compares the percentage of students who start developmental math in the summer or fall quarters who complete the developmental math sequence by the end of the academic year.

Percentage of Students Completing Developmental Math Sequence by the End of the Academic Year by Placement Level		
	BASELINE (Avg. of 2007-08, 08-09, & 09-10 cohorts)	2012-13
All Developmental math students starting math in Summer or Fall Quarters.	35.0%	41.0%
Starting 4 levels below college level	5.6%	10.0%
Starting 3 levels below college level	30.6%	35.0%
Starting 2 levels below college level	46.6%	56.3%
Starting 1 level below college level	75.0%	81.0%

**Goal 2: PARTNERSHIPS – Build community, business & educational partnerships**

**OBJECTIVE 2: INCREASE PROFESSIONAL-TECHNICAL PROGRAM GRADUATES TO RESPOND TO LOCAL INDUSTRY WORKFORCE NEEDS**

**Measure: B.A.S. degrees**

Goal: 3 additional degrees developed and offered by 2015.

Two new B.A.S degrees have been approved and offered, including *Professional-Technical Teacher Education* at South and *International Business* at North. Both these programs began in Fall 2013. A new *Building Science* program at South was approved for enrollment by the SBCTC and anticipates a Fall 2014 start. Three other B.A.S. programs are under development—*Allied Health and Nursing* at Central and *Applications Development* at North.

**Measure: New certificates and Associate degrees in high demand areas**

Goal: 3 new programs in high-demand areas.

**Goal Achieved.** Since the start of 2012-13, the Seattle Community Colleges have instituted 31 new short-term workforce education certificate programs (less than 20 credits) in order to create a more learner-focused, modularized instructional model. In addition, two new Associate Degree programs were initiated in IT for Healthcare at North and Transfer Allied Health at Central.

Also, the following new certificate and degree programs were developed and began enrolling students:

- Aviation Electronics (North)
- HVAC Core Certificate and Technician and Project Management Certificate (North)
- Office Professional (South)
- Retail Management (North)
- Mobile Product Development Specialist (Central)
- Aircraft Mechanic Airframe Apprenticeship (South- Georgetown)

### OBJECTIVE 3: INCREASE PRIVATE, FOUNDATION AND LOCAL FUNDING

#### Measure: Financial reserves

Goal: Maintain between 5% and 10% financial reserves.

**Goal Achieved.** As of June 30, 2013, the District had 6.8% in financial reserves. This is down from the 2012 level of 8.4% but still well within the goal range.

### Goal 3: *INNOVATION* – Increase innovation and improve organizational effectiveness

#### OBJECTIVE 1: INCREASE INNOVATIVE INSTRUCTIONAL OPTIONS FOR STUDENTS

#### Measure: eLearning enrollment

Goal: Increase annualized FTES enrollment in online and hybrid courses.

**Goal Achieved.** Enrollment in eLearning courses reached an all-time high in 2012-13 of 2,034 FTES, up 34 FTES from the previous year.

#### Measure: Developmental math curriculum

Goal: develop new approaches to increase acceleration through developmental math.

The colleges now have four models for students to accelerate their completion of developmental math:

- Statway - Developmental Algebra + Statistics (4 quarters into 3, college level statistics)
- Math Emporium Model/ALEKS/My Foundations (1-4 quarters into 1)
- Compressed Algebra Cohort (3 quarters into 2)
- Express Courses (2 quarters in 1)

#### First Year Results

The first year results for *Statway* show a 52% completion rate for developmental math **and the college-level math requirement** versus 39% completion for **only the developmental math sequence** in the traditional model.

Fifty-seven percent of students taking the *Compressed Courses* completed developmental math sequence in one year compared to 39% of students in traditional sequence. Students in the 10 hour/week *Express Courses* show a 71% success rate for completing the developmental math sequence versus 39% in the traditional sequence.

#### OBJECTIVE 2: IMPROVE EFFECTIVENESS, EFFICIENCY AND RESPONSIVENESS OF COLLEGE OPERATIONS

#### Measure: Administrative systems efficiency

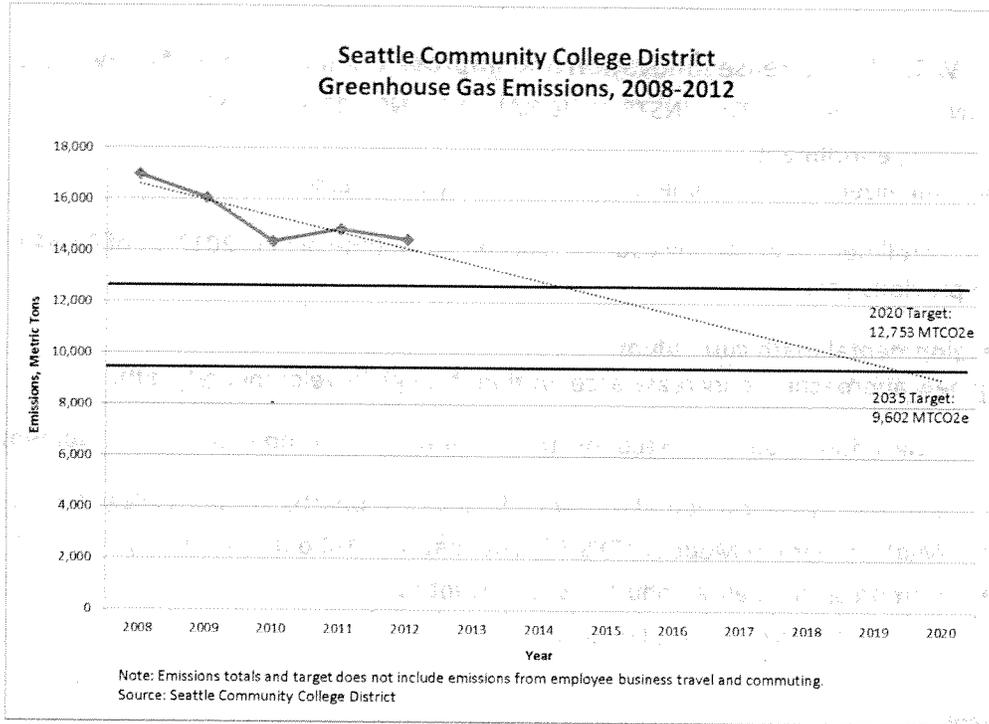
Goal: Completion of 10 “Innovations Projects” including automation of administrative processes, by 2015.

**Goal Achieved.** Twenty-one Innovations Projects were completed as of fall 2013. There are an additional 14 projects underway. Projects range from large student-facing projects, to online curriculum development for our facility and deans, to smaller administrative improvements to increase efficiency for our staff across the District.

**Measure: Carbon footprint**

**Goal:** Stay on-pace to achieve our 2020 State Agency Climate Leadership Act target for the Seattle Community College District, of 12,753 MTCO<sub>2e</sub>.

**Goal Achieved.** Emissions have fallen to 14,440 MTCO<sub>2e</sub> in 2012 putting us on pace to achieve our 2020 target early, in 2015.





**MEMORANDUM**

**TO:** Board of Trustees  
**FROM:** Kurt R. Buttleman  
**DATE:** December 5, 2013  
**SUBJECT:** Quarterly Financial Summary for Period Ending September 30, 2013

Seattle  
**CENTRAL**  
Community  
College

**NORTH**  
Seattle  
Community  
College

**SOUTH**  
Seattle  
Community  
College

**SVI** Seattle  
Vocational  
Institute

Georgetown  
Campus

NewHolly  
Learning  
Center

Seattle  
Maritime  
Academy

Wood  
Construction  
Center

**Background**

Seattle Community College District budgets and accounts for its funds in accordance with policies and procedures of the State of Washington Office of Financial Management (OFM) and the State Board for Community and Technical Colleges (SBCTC).

The attached Quarterly Financial Summary provides summary data for all of the campuses and the District Office for the period ending September 30, 2013.

You will notice that this is a new format for the quarterly financial report. This is in response to the Board's request for a more "industry-standard" reporting format. This reporting format should be viewed as preliminary. I look forward to any feedback you have.

**Recommendation**

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

Submitted by:

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

Transmitted to the Board with a favorable recommendation.

Dr. Jill Wakefield  
Chancellor

**Washington District VI**  
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Seattle, WA 98122  
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# Quarterly Financial Report

## Period Ending September 30, 2013

### District Summary

#### **Executive Overview**

The first quarterly report for the Seattle Community Colleges includes financial information from July 1 – September 30, 2013. This report is part of the “100 Days to Innovation” project and is now an automated, programmed report that is available on-demand via our reporting software.

Overall, the colleges demonstrate a healthy financial position and have no unexpected results. Some key components include:

- Operating expenses are being managed within budgets
- Tuition revenue is at \$12.6M which is 34.6% of the target and compares to \$12.9M and 37% for the same period in 2012
- There are no significant financial concerns in other funds at this time.

#### **Financial Sustainability**

Seattle Community Colleges is well positioned in several categories that demonstrate financial sustainability:

- As of September 30, 2013, the colleges had spent 19% of the operating budget compared to 18.8% last at the same time.
- Total reserves of \$13.8 million are 6.5% of our total budget and within the 5-10% policy requirement
- Local Funding sources remain a diversified source of revenue
  - International Programs revenue continues to be strong at \$10.1M Intensive English revenue exceeds both budgeted revenue and last year’s performance with revenues about \$4.3M above revenue target and an increase of \$3.3M over last year
- Cash balances in Running Start, International Students and Grants & Contracts remain stable and healthy
- Self-support programs continue to run positive cash balances
- Retail and other fund balances remain in positive cash positions

#### **Operating Budget (State Funding, Tuition, and Indirect Cost Recoveries)**

- The total Year to Date operating expenditures of \$20M through 09/30/13 are at 19% of the operating budget compared to 18.8% last year. Total year end expenditures are approximately \$900K below the same period last year, demonstrating continued conservative operational spending.
- Labor (salary and benefit) costs are at 20% of the annual budget and remain fairly consistent with last year. Expenses of \$19M compared to last year at \$18M is an increase of about 4.8%. The 3% classified salary reinstatement contributed to this increase.

## SCCC District Financial Summary for Quarter Ending September 30, 2013

- Expenditures in Goods & Services (aka Non-Labor expenses) are also in close alignment with last year. The expenditures total of \$2.2M this quarter compares to \$2.8 last year. Spending of 10.6% this year actual to budget compared to 12.5% of budget last year.

### **Grants & Contracts**

- International Student program revenue totaled \$10.1M through this reporting period. The revenue is \$1.5M more than last year at this time.
- Grants continue to be a strong funding opportunity for the SCC with an active balance of close to \$64.7M at year-end. This is the multi-year grant total of all active grants. See the Active Grants report for more detail.

### **Fund Reporting**

The updated reporting formats now show the non-operating budget in a balance sheet and income statement format.

- Fund 522, Associated Students revenue remains consistent with last year at \$1.5M which aligns with consistent enrollment numbers from last year's Fall Quarter. The cash balance is up by 6% at \$5.7M this year, compared to \$5.3M last year.
- Fund 570, Auxiliary Enterprise revenue increases by 16% compared to the previous year. The revenue of \$5M is greater than the year-to-date expenses of \$2.6M and contributes to the bottom line. The cash balance is up by 47% at \$15M this year, compared to \$10M last year.

### **Reserves**

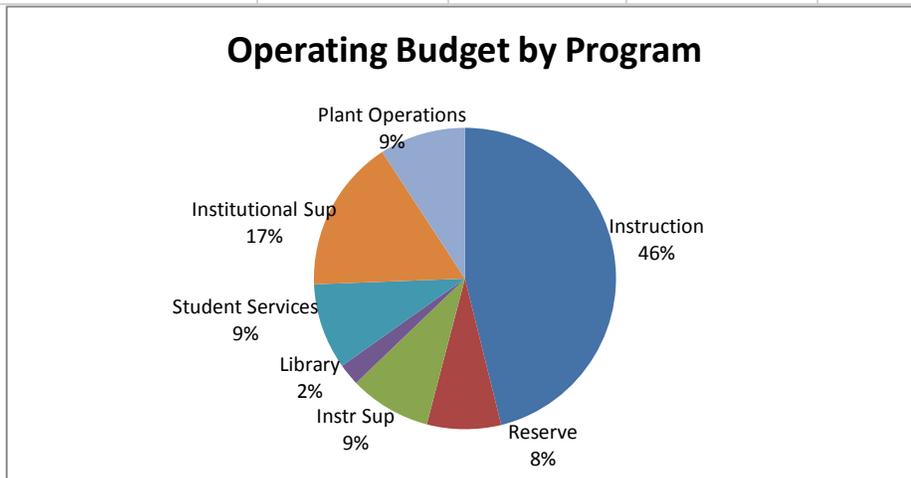
- Per SCCD Policy 608, the Colleges and the District Office continue to maintain accounts as required. Total reserve for the District is at approximately 6.5% of the aggregate total of annual expenditure budget.

**Seattle Colleges Quarterly Financial Summary**  
**District Summary, as of 09/30/2013**

**Operating Budget Analysis**

**Operating Budget by Program**

Program	FY Budget	% of Budget	YTD Expense	Balance	% of Spend
Instruction	\$48,304,638	46.1%	\$9,200,661	\$39,103,977	19.0%
Reserve	\$8,334,111	8.0%		\$8,334,111	0.0%
Instructional Support	\$9,188,859	8.8%	\$2,154,075	\$7,034,784	23.4%
Library	\$2,447,542	2.3%	\$387,055	\$2,060,487	15.8%
Student Services	\$9,656,456	9.2%	\$1,977,146	\$7,679,310	20.5%
Institutional Support	\$17,148,418	16.4%	\$3,700,047	\$13,448,371	21.6%
Plant Operations	\$9,670,224	9.2%	\$2,603,465	\$7,066,759	26.9%
<b>Total</b>	<b>\$104,750,248</b>	<b>100.0%</b>	<b>\$20,022,449</b>	<b>\$84,727,799</b>	<b>19.1%</b>



**Operating Budget by Sub-Object**

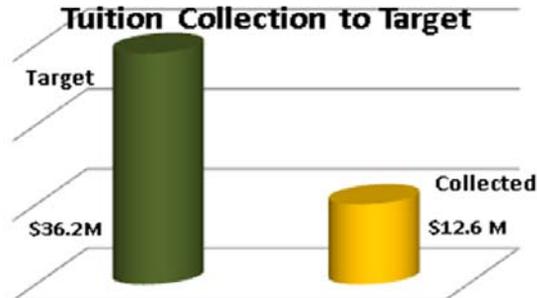
Sub-Object	FY Budget	YTD Expense	Balance	% of Spend
Classified	\$15,169,901	\$3,505,415	\$11,664,486	23.1%
Exempt	\$14,455,343	\$3,485,578	\$10,969,765	24.1%
Faculty Stipends	\$1,145,432	\$181,067	\$964,365	15.8%
Full-Time Faculty	\$18,238,474	\$875,080	\$17,363,394	4.8%
Hourly, Students & Others	\$2,134,621	\$561,622	\$1,572,999	26.3%
Overtime	\$30,550	\$22,979	\$7,571	75.2%
Part-Time / Pro Rata Faculty	\$20,779,020	\$5,376,578	\$15,402,442	25.9%
Benefits	\$23,704,517	\$4,994,579	\$18,709,938	21.1%
<b>Sub Total Labor Costs</b>	<b>\$95,657,858</b>	<b>\$19,002,898</b>	<b>\$76,654,960</b>	<b>19.9%</b>
Equipment	\$1,152,244	\$125,574	\$1,026,670	10.9%
Goods & Services	\$18,759,194	\$1,948,118	\$16,811,076	10.4%
Personal Services	\$408,233	\$103,218	\$305,015	25.3%
Travel	\$384,160	\$20,949	\$363,211	5.5%
<b>Sub Total Non-Labor Expenses</b>	<b>\$20,703,831</b>	<b>\$2,197,859</b>	<b>\$18,505,972</b>	<b>10.6%</b>
<b>Total</b>	<b>\$116,361,689</b>	<b>\$21,200,757</b>	<b>\$95,160,932</b>	<b>18.2%</b>
Reduction to Budget Calculations in System (Indirect Recovery, Off-sets, Transfers, etc)	(\$11,611,411)	(\$1,178,308)	(\$10,433,133)	10.1%
<b>Total Budget in Financial Management System</b>	<b>\$104,750,278</b>	<b>\$20,022,449</b>	<b>\$84,727,799</b>	<b>19.1%</b>

**Seattle Colleges Quarterly Financial Summary  
District Summary, as of 09/30/2013**

**Tuition Overview**

**Tuition Revenue Collection Analysis**

Campus	Target	Collected	% of Annual Target	Prior Year
District	\$36,264,495	\$12,560,985	3260%	\$ 12,939,699



**Other Key Revenue Information**

Revenue Source	FY Target	Collected	Prior Year Collected
International Students	\$16,452,546	\$10,176,708	\$8,650,433
Running Start	\$2,626,524	\$7	\$889
Instensive English	\$2,005,018	\$4,317,329	\$1,068,435
<b>Total</b>	<b>\$21,084,088</b>	<b>\$12,560,985</b>	<b>\$9,719,757</b>

**Indirect & Program Cost Recovery Analysis**

Revenue Source	FY Target	Collected	Prior Year
Indirect (All Programs)	\$1,097,528	\$216,246	\$177,204
Program Cost Recovery	\$9,208,606	\$698,853	\$574,460
<b>Total</b>	<b>\$10,306,134</b>	<b>\$915,099</b>	<b>\$751,664</b>

**Reserve Status**

***Reserves***

Title	Fund	Cash Balance	% of Total
Grants and Contracts	145	\$3,904,619	
Local Reserve	148	\$460,418	
Operating Reserve	149	\$5,750,000	
Associated Students	522	\$40,000	
Bookstore Spendable Reserve	524	\$1,573,451	
Parking	528	\$460,000	
Auxiliary Operations	570	\$814,818	
<b>Total</b>		<b>\$13,003,306</b>	<b>6.1 %</b>

***Bookstore Inventory Reserves***

Title	Fund	Cash Balance	% of Total
Bookstore Restricted Inventory	524	\$835,889	
<b>Total</b>		<b>\$835,889</b>	<b>0.4 %</b>

***Total Reserves***

Title	Fund	Cash Balance	% of Total
<b>Total</b>	<b>All</b>	<b>\$13,839,195</b>	<b>6.5 %</b>

**Seattle Colleges Quarterly Financial Summary**  
**District Summary, as of 09/30/2013**

**Financial Statements by Fund**

**Grants & Contracts - Fund 145**

Balance Sheet	YTD	Prior Year
<b>Assets</b>		
Cash	\$ 28,218,897	\$ 24,112,750
Accounts Receivable	\$ 410,015	\$ 178,298
Accum. Depreciation	\$ 0	\$ 0
<b>Total Assets</b>	<b>\$ 28,628,912</b>	<b>\$ 24,291,048</b>
<b>Liabilities &amp; Equity</b>		
Accounts Payable	\$ 483,250	\$ 409,901
Long-Term Liabilities	\$ 0	\$ 0
<b>Total Liabilities</b>	<b>\$ 483,250</b>	<b>\$ 409,901</b>
<b>Equity</b>		
Fund Equity	\$ 21,939,667	\$ 25,150,956
Current Profit/Loss	\$ 6,205,995	(\$ 1,269,809)
<b>Total Equity</b>	<b>\$ 28,145,662</b>	<b>\$ 23,881,147</b>
<b>Total Liabilities &amp; Equity</b>	<b>\$ 28,628,912</b>	<b>\$ 24,291,048</b>

Income Statement	YTD	Prior Year
Revenue	\$ 12,018,563	\$ 7,348,052
<b>Expenses</b>		
Labor & Benefits	\$ 3,259,204	\$ 5,565,249
Goods & Services	\$ 533,181	\$ 1,137,337
Other Expenses	\$ 2,020,183	\$ 1,915,275
<b>Total Expenses</b>	<b>\$ 5,812,568</b>	<b>\$ 8,617,861</b>
<b>Current Profit/Loss</b>	<b>\$ 6,205,995</b>	<b>(\$ 1,269,809)</b>

**Seattle Colleges Quarterly Financial Summary  
District Summary, as of 09/30/2013**

**Local Funds - Fund 148 (Student Fees, Retail Revenue, Other Operations such as Phone, etc)**

Balance Sheet	YTD	Prior Year
<b>Assets</b>		
Cash	\$ 12,192,932	\$ 11,970,821
Accounts Receivable	\$ 73,257	\$ 63,721
Inventory	\$ 94,980	\$ 108,033
Accum. Depreciation	\$ 0	\$ 0
<b>Total Assets</b>	<b>\$ 12,361,169</b>	<b>\$ 12,142,575</b>
<b>Liabilities &amp; Equity</b>		
Accounts Payable	\$ 588,619	\$ 640,260
Long-Term Liabilities	\$ 0	\$ 0
<b>Total Liabilities</b>	<b>\$ 588,619</b>	<b>\$ 640,260</b>
<b>Equity</b>		
Fund Equity	\$ 10,658,653	\$ 10,581,395
Current Profit/Loss	\$ 1,113,897	\$ 920,920
<b>Total Equity</b>	<b>\$ 11,772,550</b>	<b>\$ 11,502,315</b>
<b>Total Liabilities &amp; Equity</b>	<b>\$ 12,361,169</b>	<b>\$ 12,142,575</b>

Income Statement	YTD	Prior Year
Revenue	\$ 3,084,961	\$ 2,717,855
<b>Expenses</b>		
Labor & Benefits	\$ 1,147,475	\$ 1,199,760
Goods & Services	\$ 444,436	\$ 289,864
Other Expenses	\$ 379,153	\$ 307,311
<b>Total Expenses</b>	<b>\$ 1,971,064</b>	<b>\$ 1,796,935</b>
<b>Current Profit/Loss</b>	<b>\$ 1,113,897</b>	<b>\$ 920,920</b>

**Seattle Colleges Quarterly Financial Summary**  
**District Summary, as of 09/30/2013**

**Printing/Motor Pool - Fund 448**

Balance Sheet	YTD	Prior Year
<b>Assets</b>		
Cash	\$ 178,872	\$ 98,732
Accounts Receivable	\$ 0	\$ 0
Fixed Assets	\$ 210,950	\$ 210,950
Accum. Depreciation	\$ 211,129	\$ 207,063
<b>Total Assets</b>	<b>\$ 178,693</b>	<b>\$ 102,619</b>
<b>Liabilities &amp; Equity</b>		
Accounts Payable	\$ 5,293	\$ 5,280
Long-Term Liabilities	\$ 15,288	\$ 13,632
<b>Total Liabilities</b>	<b>\$ 20,581</b>	<b>\$ 18,912</b>
<b>Equity</b>		
Fund Equity	\$ 147,023	\$ 80,492
Current Profit/Loss	\$ 11,089	\$ 3,215
<b>Total Equity</b>	<b>\$ 158,112</b>	<b>\$ 83,707</b>
<b>Total Liabilities &amp; Equity</b>	<b>\$ 178,693</b>	<b>\$ 102,619</b>

Income Statement	YTD	Prior Year
Revenue	\$ 60,201	\$ 46,947
<b>Expenses</b>		
Labor & Benefits	\$ 35,057	\$ 32,411
Goods & Services	\$ 14,055	\$ 11,321
Other Expenses	\$ 0	\$ 0
<b>Total Expenses</b>	<b>\$ 49,112</b>	<b>\$ 43,732</b>
<b>Current Profit/Loss</b>	<b>\$ 11,089</b>	<b>\$ 3,215</b>

**Seattle Colleges Quarterly Financial Summary  
District Summary, as of 09/30/2013**

**Financial Statements by Fund**

**Associated Students - Fund 522**

Balance Sheet	YTD	Prior Year
<b>Assets</b>		
Cash	\$ 5,717,363	\$ 5,388,647
Accounts Receivable	\$ 910	\$ 538
Fixed Assets	\$ 302,443	\$ 220,113
Accum. Depreciation	\$ 115,009	\$ 104,232
<b>Total Assets</b>	<b>\$ 5,903,887</b>	<b>\$ 5,503,990</b>
Accounts Payable	\$ 229,582	\$ 234,743
Long-Term Liabilities	\$ 111,940	\$ 118,332
<b>Total Liabilities</b>	<b>\$ 341,522</b>	<b>\$ 353,075</b>
<b>Equity</b>		
Fund Equity	\$ 4,695,637	\$ 4,151,190
Current Profit/Loss	\$ 866,728	\$ 999,725
<b>Total Equity</b>	<b>\$ 5,562,365</b>	<b>\$ 5,150,915</b>
<b>Total Liabilities &amp; Equity</b>	<b>\$ 5,903,887</b>	<b>\$ 5,503,990</b>

Income Statement	YTD	Prior Year
Revenue	\$ 1,502,695	\$ 1,543,793
<b>Expenses</b>		
Labor & Benefits	\$ 482,181	\$ 480,364
Goods & Services	\$ 49,967	\$ 40,408
Other Expenses	\$ 103,819	\$ 23,296
<b>Total Expenses</b>	<b>\$ 635,967</b>	<b>\$ 544,068</b>
<b>Current Profit/Loss</b>	<b>\$ 866,728</b>	<b>\$ 999,725</b>

**Seattle Colleges Quarterly Financial Summary**  
**District Summary, as of 09/30/2013**

**Bookstore - Fund 524**

Balance Sheet	YTD	Prior Year
<b>Assets</b>		
Cash	\$ 3,611,755	\$ 3,278,177
Accounts Receivable	\$ 77,605	\$ 84,242
Accum. Depreciation	\$ 0	\$ 0
<b>Total Assets</b>	<b>\$ 3,689,360</b>	<b>\$ 3,362,419</b>
<b>Liabilities &amp; Equity</b>		
Accounts Payable	\$ 113,775	\$ 113,775
Long-Term Liabilities	\$ 0	\$ 0
<b>Total Liabilities</b>	<b>\$ 113,775</b>	<b>\$ 113,775</b>
<b>Equity</b>		
Fund Equity	\$ 3,464,329	\$ 3,153,098
Current Profit/Loss	\$ 111,256	\$ 95,544
<b>Total Equity</b>	<b>\$ 3,575,585</b>	<b>\$ 3,248,644</b>
<b>Total Liabilities &amp; Equity</b>	<b>\$ 3,689,360</b>	<b>\$ 3,362,419</b>

Income Statement	YTD	Prior Year
Revenue	\$ 253,981	\$ 242,952
<b>Expenses</b>		
Labor & Benefits	\$ 0	\$ 0
Goods & Services	\$ 137,185	\$ 138,611
Other Expenses	\$ 5,540	\$ 8,795
<b>Total Expenses</b>	<b>\$ 142,725</b>	<b>\$ 147,406</b>
<b>Current Profit/Loss</b>	<b>\$ 111,256</b>	<b>\$ 95,546</b>

**Seattle Colleges Quarterly Financial Summary  
District Summary, as of 09/30/2013**

**Financial Statements by Fund**

**Parking - Fund 528**

<b>Balance Sheet</b>	<b>YTD</b>	<b>Prior Year</b>
<b>Assets</b>		
Cash	\$ 2,056,141	\$ 1,983,677
Accounts Receivable	\$ 24,665	\$ 20,637
Fixed Assets	\$ 4,034,470	\$ 3,914,242
Accum. Depreciation	\$ 3,908,615	\$ 3,903,003
<b>Total Assets</b>	<b>\$ 2,206,661</b>	<b>\$ 2,015,553</b>
Accounts Payable	\$ 21,466	\$ 21,335
Long-Term Liabilities	\$ 36,736	\$ 37,299
<b>Total Liabilities</b>	<b>\$ 58,202</b>	<b>\$ 58,634</b>
<b>Equity</b>		
Fund Equity	\$ 2,098,322	\$ 1,981,934
Current Profit/Loss	\$ 50,137	\$ 25,015
<b>Total Equity</b>	<b>\$ 2,148,459</b>	<b>\$ 1,956,919</b>
<b>Total Liabilities &amp; Equity</b>	<b>\$ 2,206,661</b>	<b>\$ 2,015,553</b>

<b>Income Statement</b>	<b>YTD</b>	<b>Prior Year</b>
Revenue	\$ 822,373	\$ 692,383
<b>Expenses</b>		
Labor & Benefits	\$ 156,898	\$ 141,959
Goods & Services	\$ 616,172	\$ 563,144
Other Expenses	(\$ 834)	\$ 12,295
<b>Total Expenses</b>	<b>\$ 772,236</b>	<b>\$ 717,398</b>
<b>Current Profit/Loss</b>	<b>\$ 50,137</b>	<b>\$ 25,015</b>

**Seattle Colleges Quarterly Financial Summary**  
**District Summary, as of 09/30/2013**

**Food Service - Fund 569**

Balance Sheet	YTD	Prior Year
<b>Assets</b>		
Cash	(\$ 369,593)	(\$ 275,106)
Accounts Receivable	\$ 11,780	\$ 6,453
Inventory	\$ 12,238	\$ 12,336
Accum. Depreciation	\$ 0	\$ 0
<b>Total Assets</b>	<b>(\$ 345,575)</b>	<b>(\$ 256,317)</b>
<b>Liabilities &amp; Equity</b>		
Accounts Payable	\$ 34,422	\$ 13,276
Long-Term Liabilities	\$ 5,327	\$ 20,404
<b>Total Liabilities</b>	<b>\$ 39,749</b>	<b>\$ 33,680</b>
<b>Equity</b>		
Fund Equity	(\$ 320,679)	(\$ 258,816)
Current Profit/Loss	(\$ 64,645)	(\$ 31,181)
<b>Total Equity</b>	<b>(\$ 385,324)</b>	<b>(\$ 289,997)</b>
<b>Total Liabilities &amp; Equity</b>	<b>(\$ 345,575)</b>	<b>(\$ 256,317)</b>

Income Statement	YTD	Prior Year
Revenue	\$ 173,016	\$ 119,941
<b>Expenses</b>		
Labor & Benefits	\$ 165,787	\$ 93,261
Goods & Services	\$ 71,852	\$ 57,385
Other Expenses	\$ 22	\$ 476
<b>Total Expenses</b>	<b>\$ 237,661</b>	<b>\$ 151,122</b>
<b>Current Profit/Loss</b>	<b>(\$ 64,645)</b>	<b>(\$ 31,181)</b>

**Seattle Colleges Quarterly Financial Summary  
District Summary, as of 09/30/2013**

**Financial Statements by Fund**

**Auxilliary Enterprises - Fund 570**

Balance Sheet	YTD	Prior Year
<b>Assets</b>		
Cash	\$ 15,062,842	\$ 10,245,698
Accounts Receivable	\$ 882,238	\$ 474,052
Inventory	\$ 14,842	\$ 14,622
Fixed Assets	\$ 1,145,933	\$ 1,036,871
Accum. Depreciation	(\$ 562,087)	(\$ 487,985)
<b>Total Assets</b>	<b>\$ 16,543,768</b>	<b>\$ 11,283,258</b>
<b>Liabilities &amp; Equity</b>		
Accounts Payable	\$ 479,675	\$ 449,732
Long-Term Liabilities	\$ 889,776	\$ 765,210
<b>Total Liabilities</b>	<b>\$ 1,369,451</b>	<b>\$ 1,214,942</b>
<b>Equity</b>		
Fund Equity	\$ 12,728,871	\$ 7,700,874
Current Profit/Loss	\$ 2,445,446	\$ 2,367,442
<b>Total Equity</b>	<b>\$ 15,174,317</b>	<b>\$ 10,068,316</b>
<b>Total Liabilities &amp; Equity</b>	<b>\$ 16,543,768</b>	<b>\$ 11,283,258</b>

Income Statement	YTD	Prior Year
Revenue	\$ 5,126,720	\$ 4,403,795
<b>Expenses</b>		
Labor & Benefits	\$ 1,724,470	\$ 1,481,075
Goods & Services	\$ 714,455	\$ 188,481
Other Expenses	\$ 242,349	\$ 366,797
<b>Total Expenses</b>	<b>\$ 2,681,274</b>	<b>\$ 2,036,353</b>
<b>Current Profit/Loss</b>	<b>\$ 2,445,446</b>	<b>\$ 2,367,442</b>

**Seattle Colleges Quarterly Financial Summary  
District Summary, as of 09/30/2013**

**Student Housing - Fund 573**

<b>Balance Sheet</b>	<b>YTD</b>	<b>Prior Year</b>
<b>Assets</b>		
Cash	\$ 649,512	\$ 627,419
Accounts Receivable	\$ 0	\$ 0
Accum. Depreciation	\$ 0	\$ 0
<b>Total Assets</b>	<b>\$ 649,512</b>	<b>\$ 627,419</b>
<b>Liabilities &amp; Equity</b>		
Accounts Payable	\$ 61,162	\$ 51,280
Long-Term Liabilities	\$ 0	\$ 0
<b>Total Liabilities</b>	<b>\$ 61,162</b>	<b>\$ 51,280</b>
<b>Equity</b>		
Fund Equity	\$ 275,836	\$ 370,498
Current Profit/Loss	\$ 312,514	\$ 203,641
<b>Total Equity</b>	<b>\$ 588,350</b>	<b>\$ 574,139</b>
<b>Total Liabilities &amp; Equity</b>	<b>\$ 649,512</b>	<b>\$ 625,419</b>

<b>Income Statement</b>	<b>YTD</b>	<b>Prior Year</b>
Revenue	\$ 465,061	\$ 423,148
<b>Expenses</b>		
Labor & Benefits	\$ 0	\$ 0
Goods & Services	\$ 151,381	\$ 219,318
Other Expenses	\$ 1,166	\$ 189
<b>Total Expenses</b>	<b>\$ 152,547</b>	<b>\$ 219,507</b>
<b>Current Profit/Loss</b>	<b>\$ 312,514</b>	<b>\$ 203,641</b>

**Seattle Colleges Quarterly Financial Summary  
District Summary, as of 09/30/2013**

**Financial Statements by Fund**

**Agency - Fund 840**

Balance Sheet	YTD	Prior Year
<b>Assets</b>		
Cash	\$ 4,492,030	\$ 3,264,675
Accounts Receivable	\$ 760,619	\$ 1,784,752
Accum. Depreciation	\$ 0	\$ 0
<b>Total Assets</b>	<b>\$ 5,252,649</b>	<b>\$ 5,049,427</b>
<b>Liabilities &amp; Equity</b>		
Accounts Payable	\$ 2,797,916	\$ 2,787,048
Long-Term Liabilities	\$ 0	\$ 0
<b>Total Liabilities</b>	<b>\$ 2,797,916</b>	<b>\$ 2,787,048</b>
<b>Equity</b>		
Fund Equity	\$ 2,127,851	\$ 2,033,024
Current Profit/Loss	\$ 326,882	\$ 229,355
<b>Total Equity</b>	<b>\$ 2,454,733</b>	<b>\$ 2,262,379</b>
<b>Total Liabilities &amp; Equity</b>	<b>\$ 5,252,649</b>	<b>\$ 5,049,427</b>

Income Statement	YTD	Prior Year
Revenue	\$ 571,531	\$ 313,150
Expenses		
Labor & Benefits	\$ 0	\$ 0
Goods & Services	\$ 42,197	\$ 72,050
Other Expenses	\$ 202,452	\$ 11,745
<b>Total Expenses</b>	<b>\$ 244,649</b>	<b>\$ 83,795</b>
<b>Current Profit/Loss</b>	<b>\$ 326,882</b>	<b>\$ 229,355</b>

# Seattle Community Colleges

## Active Grants Report

Campus: DISTRICT,CENTRAL,NORTH,SOUTH,SVI

Date Range: As of September 30, 2013

Method: Multi-year Total for All Active Grants

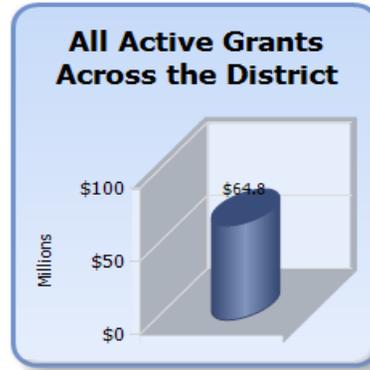
### SUMMARY

The Seattle Community Colleges have supplemented the decreased funding from the State by applying for and receiving grants from several types of funders.

These grants total over \$33M in active grants and come with rules, reporting, and other resource investments.

Currently the NSF and Gates Student Success Grants are among the largest funders.

Most State Board Grants were awarded in the last quarter, in conjunction with the start of the fiscal year



Campus	Grantor	PRG	ORG	Grant Title	Start Date	End Date	Award Budget	% of Indirect	Fed Cat Num	Grant Description
DISTRICT	TOTAL - DISTRICT						\$2,859,121.00			
CENTRAL	TOTAL - CENTRAL						\$13,081,401.00			
NORTH	TOTAL - NORTH						\$5,551,689.00			
SOUTH	TOTAL - SOUTH						\$42,693,380.00			
SVI	TOTAL - SVI						\$566,217.00			
	<b>TOTAL - All Active Grants</b>						<b>\$64,751,808.00</b>			

## Seattle Community Colleges Active Grants Report

Date Range: 7/1/2013 - 6/30/2014  
College Detail

Campus	Grantor	PRG	ORG	Grant Title	Start Date	End Date	Award Budget	% of Indirect	Fed Cat Num	Grant Description
DISTRICT	PORT OF SEATTLE	111	1MA2	MARITIME POS	5/20/2013	12/31/2013	\$20,000.00	0		GRANT TO HIRE FED WRITER IN ORDER TO OBTAIN FED FUNDS FOR MARITIME.
	WALMART/LEAGUE FOR INNOVATION	161	1WAL	WALMART BF 2.0	9/1/2013	6/30/2015	\$233,333.00	0		THE COLLEGES RECEIVED A FIRST ROUND OF FUNDING FOR WALMART 1.0 IN 2009, WHICH PROVIDED SCHOLARSHIPS FOR LOW-INCOME STUDENTS, AND ENABLED THE LAUNCH OF START NEXT QUARTER. THE WALMART BRIGHTER FUTURES 2.0 PROJECT WILL BUILD UPON THESE SUCCESSES BY FOCUSING ON TWO HIGH-DEMAND INDUSTRIES WITH CLEAR PATHWAYS FOR CAREER ADVANCEMENT: MANUFACTURING AND ALLIED HEALTH. SELECTED PROGRAMS IN THESE AREAS WILL BE ENHANCED THROUGH I-BEST, AN EXPANDED ROLE FOR PROGRAM NAVIGATORS, BOLSTERED EMPLOYER ENGAGEMENT AND EXPANSION OF START NEXT QUARTER THROUGH THE DEVELOPMENT OF FOUR LANGUAGE MODULES. THESE INITIATIVES WILL HELP STUDENTS PERSIST, COMPLETE AND FIND EMPLOYMENT IN HIGH-DEMAND JOBS.
	CITY OF SEATTLE	111	1BIT	SCCD P2C BIZ INFO TC	1/1/2012	6/30/2014	\$700,000.00	5		FUNDING FOR ALIGNMENT AND DEVELOPMENT OF BUSINESS IT STACKABLE CERTIFICATE PROGRAM CURRICULUM FOR IMPLEMENTATION AT ALL THREE COLLEGES.
	BILL & MELINDA GATES FNDTN	111	1BMG	PATH2COMPLETN-SCCD	1/1/2012	12/31/2014	\$503,144.00	0		A THREE PHASE DISTRICT-WIDE COLLECTIVE. STUDENT FOCUSED AND SYSTEM FOCUSED TO INCREASE STUDENT RETENTION AND COMPLETION.
	BILL & MELINDA GATES FNDTN	161	1BMG	PATH2COMPLETN-SCCD	1/1/2012	12/31/2014	\$503,144.00	0		A THREE PHASE DISTRICT-WIDE COLLECTIVE. STUDENT FOCUSED AND SYSTEM FOCUSED TO INCREASE STUDENT RETENTION AND COMPLETION.
	SEATTLE OFFICE ECONOMIC DEVL	111	1P2C	SEA PATH2CAREERS	12/1/2011	12/30/2013	\$621,000.00	0		A COLLECTIVE PARTNERSHIP TO ALIGN INTERESTS AND RESOURCES TOWARD IMPROVING SEATTLE'S ECONOMY THROUGH EDUCATIONAL ATTAINMENT FUNDED BY SEATTLE'S OFFICE OF ECONOMIC DEVELOPMENT.
	SEA-CITY ECO DEV	111	1HEA	P2C-HEALTHCARE	9/1/2011	12/31/2013	\$34,500.00	0		
	SEA-CITY ECO DEV	111	1ISM	P2C-IND SKIL&MANUFAC	9/1/2011	12/31/2013	\$149,500.00	0		
	SEA-CITY ECO DEV	111	1LOG	P2C-INTL TRADE&LOGIS	1/1/2012	12/31/2013	\$94,500.00	0		
	<b>TOTAL - DISTRICT</b>							<b>\$2,859,121.00</b>		
CENTRAL	CSCC FOUNDATION	161	2C50	DISABILITY SUPPT SVC	4/1/2011	12/31/2015	\$0.00	0		
	CSCC FOUNDATION	163	2C50	DISABILITY SUPPT SVC	4/1/2011	12/31/2015	\$0.00	0		
	131-PRK-14	111	2T35	14SB PRK-NON-TRADL	7/1/2013	6/30/2014	\$4,600.00	5		
	DOE# P042A100749	111	2C42	10-14 TRIO SSS	9/1/2010	8/31/2014	\$442,227.00	8	84.042A	
	DOE# P042A100749	161	2C42	10-14 TRIO SSS	9/1/2010	8/31/2014	\$442,227.00	8	84.042A	
	131-PRK-14	111	2T32	14SB PRK/ADMIN	7/1/2013	6/30/2014	\$8,514.00	5		
	CSCC FOUNDATION	111	2M03	OPTICIANRY PROGRAM	7/1/2011	12/30/2015	\$0.00	10		CONTRACT CLASSES FOR OPTICIANRY FUNDED BY CENTRAL FOUNDATION.
	GA# 2009-101G	111	2C47	ENERGY CONSERVATION	10/27/2010	6/30/2014	\$2,058,200.00	0	11.300	ENERGY CONSERVATION PROJECT MGMT SERVICES TO BE PROVIDED BY AMERESCO QUANTUM INC.
	GA# 2009-101G	191	2C47	ENERGY CONSERVATION	10/27/2010	6/30/2014	\$2,058,200.00	0	11.300	ENERGY CONSERVATION PROJECT MGMT SERVICES TO BE PROVIDED BY AMERESCO QUANTUM INC.
	SBCTC	111	2K04	14 ABE LDRSHP BLOCK	7/1/2013	6/30/2014	\$5,948.00	0		
	CENTRAL FOUNDATION	111	2C59	WRITING CENTER	6/11/2011	12/31/2015	\$1,000.00	0		CENTRAL FOUNDATION AWARDED A GRANT TO SUPPORT THE ESTABLISHMENT OF THE WRITING CENTER.
	CENTRAL FOUNDATION	161	2C59	WRITING CENTER	6/11/2011	12/31/2015	\$1,000.00	0		CENTRAL FOUNDATION AWARDED A GRANT TO SUPPORT THE ESTABLISHMENT OF THE WRITING CENTER.
	SEATTLE OFFC OF ECONOMIC DEV	111	2BIT	P2C-BUS INFO TECHNOL	9/1/2011	12/31/2013	\$109,500.00	0		FUNDING OF BUSINESS IT COHORT AT CENTRAL AND TO ALIGN/DEVELOP CURRICULUM FOR IMPLEMENTATION ACCROSS THREE CAMPUSES.

Campus	Grantor	PRG	ORG	Grant Title	Start Date	End Date	Award Budget	% of Indirect	Fed Cat Num	Grant Description
	NSF#0969603	111	2RST	NSF READY-SET-TRANSF	8/1/2010	7/31/2015	\$689,494.00	20	47.076	\$2.0 MIL OVER 5-YEARS TO INCREASE STEM STUDENTS INTO SUCCESSFULLY TRANSFERRING TO BACCALAUREATE INSTITUTIONS BY RECRUITMENT; SUPPORT READY STUDENTS, HELP STUDENTS PERSIST AND ACHIEVE ACADEMIC EXCELLENCE IN THEIR STEM MAJOR CLASSES, AND HELP STUDENTS TRANSFER TO 4-YEAR INSTITUTIONS.
	SCCC FOUNDATION	111	2C45	BAS PGM CONTR-FNDTN	11/10/2010	11/10/2015	\$2,000.00	0		SCCC FOUNDATION CONBTRIBUTION FOR BAS PROGRAM MINI GRANT.
	SCCC FOUNDATION	162	2C45	BAS PGM CONTR-FNDTN	11/10/2010	11/10/2015	\$2,000.00	0		SCCC FOUNDATION CONBTRIBUTION FOR BAS PROGRAM MINI GRANT.
	SBCTC #131-IBAW-13	111	2N82	13 I-BEST 131-IBAW	4/19/2013	9/30/2013	\$11,666.00	0		
	SBCTC #131-IBAW-13	161	2N82	13 I-BEST 131-IBAW	4/19/2013	9/30/2013	\$11,666.00	0		
	131-PRK-14	161	2T34	14SB PRK-SPEC POP	7/1/2013	6/30/2014	\$64,629.00	5		
	131-PRK-14	111	2T31	14SB PRK-PROF & TECH	7/1/2013	6/30/2014	\$34,015.00	5		
	KING COUNTY DEVL P DISABILITY	111	2N04	MAINSTAY	1/1/2013	12/31/2013	\$480,000.00	5		TO PROVIDE PERSONS WITH DEVELOPMENTAL DISABILITIES THE OPPORTUNITY FOR COMMUNITY-BASED EMPLOYMENT.
	KING COUNTY DEVL P DISABILITY	162	2N04	MAINSTAY	1/1/2013	12/31/2013	\$480,000.00	5		TO PROVIDE PERSONS WITH DEVELOPMENTAL DISABILITIES THE OPPORTUNITY FOR COMMUNITY-BASED EMPLOYMENT.
	FOUNTAIN & OTHERS	161	2CMP	DW COMPASS PREP INIT	8/1/2011	12/31/2015	\$33,000.00	0		DW INITIATIVE TO PREPARE STUDENTS FOR THE COMPASS EXAM TEST.
	WORKFORCE DEVELOPMENT	111	2K02	13 WFDC YOUTH NURS A	5/1/2013	9/29/2013	\$74,087.00	40	93.093	YOUTH CERTIFIED NURSING ASSISTANT COHORT TRAINING CONTRACT.
	WORKFORCE DEVELOPMENT	112	2K02	13 WFDC YOUTH NURS A	5/1/2013	9/29/2013	\$74,087.00	40	93.093	YOUTH CERTIFIED NURSING ASSISTANT COHORT TRAINING CONTRACT.
	KING CO DEPT OF ADULT/JUV DET	111	2K01	14 KING CO DEPT/DET	7/1/2013	6/30/2014	\$67,082.00	0		SCCC TO PROVIDE INSTRUCTORS A MINIMUM 20 HOURS A WEEK OF ADULT EDUCATION INSTRUCTION DURING FY2014 TO DAJD INMATES.
	KING CO DEPT OF ADULT/JUV DET	118	2K01	14 KING CO DEPT/DET	7/1/2013	6/30/2014	\$67,082.00	0		SCCC TO PROVIDE INSTRUCTORS A MINIMUM 20 HOURS A WEEK OF ADULT EDUCATION INSTRUCTION DURING FY2014 TO DAJD INMATES.
	STATE BOARD FOR COMM & TECH CO	111	2M31	14SB BFET	10/1/2013	9/30/2014	\$4,817,882.00	0		SUPPORT STUDENT LITERACY CORPS AND STUDENT MENTORING CORPS.
	EDMONDS COMMUNITY COLLEGE	111	2N80	SAGE CONTRACT 2013	8/15/2012	7/31/2013	\$13,705.00	4		CONTRACT WITH UNIVERSITY OF WA AND EDMONDS COMMUNITY COLLEGE.
	131-PRK-14	111	2T33	14SB PRK-ADVISING	7/1/2013	6/30/2014	\$116,371.00	0		
	ROD PIERSON & MADONNA LANDON	111	2C44	MAINSTAY PRIVATE PAY	12/10/2011	12/30/2015	\$14,000.00	0		MAINSTAY CONTRACT FOR BRIAN PIERSON AND AUSTIN LANDON. ASSESSMENT, JOB DEVELOPMENT, JOB COACHING, AND JOB RETENTION.
	ROD PIERSON & MADONNA LANDON	162	2C44	MAINSTAY PRIVATE PAY	12/10/2011	12/30/2015	\$14,000.00	0		MAINSTAY CONTRACT FOR BRIAN PIERSON AND AUSTIN LANDON. ASSESSMENT, JOB DEVELOPMENT, JOB COACHING, AND JOB RETENTION.
	SCCC FNDTN & STUDENT LDRSHIP	161	2C03	COLLEGEWIDE TUTORING	7/1/2008	6/30/2014	\$115,000.00	0		COLLEGE-WIDE TUTORING FUNDED BY CENTRAL FOUNDATION(\$45K) AND STUDENT LEADERSHIP(\$70K).
	SCCC FNDTN & STUDENT LDRSHIP	162	2C03	COLLEGEWIDE TUTORING	7/1/2008	6/30/2014	\$115,000.00	0		COLLEGE-WIDE TUTORING FUNDED BY CENTRAL FOUNDATION(\$45K) AND STUDENT LEADERSHIP(\$70K).
	NSF#0966307	111	2OSP	NSF ONSIGHT SCHOLARS	8/1/2010	7/31/2015	\$487,000.00	0	47.076	\$1.2 MIL OVER 5-YRS FOR STUDENT SUPPORT STRUCTURE, PROJECT MGMT, AND SCHOLARSHIPS TO APPROX 170 TALENTED LOW-INCOME STUDENTS PURSUING OR TRANSFER ASSOCIATE DEGREES IN SCIENCES.
	BILL & MELINDA GATES FNDTNN	111	2BMG	PATH2COMPLETN-CSCC	1/1/2012	12/31/2014	\$0.00	0		A THREE PHASE DISTRICT-WIDE COLLECTIVE. STUDENT FOCUSED AND SYSTEM FOCUSED TO INCREASE STUDENT RETENTION AND COMPLETION.
	VARIOUS	111	2M02	CONTRACT CLASSES/CE	7/1/2002	6/30/2015	\$0.00	0		
	SBCTC 131-IDEA-13	111	2N69	13 SBCTC 131-IDEA-13	1/1/2013	3/31/2016	\$154,635.00	0		
	SBCTC 131-WFDA-14	161	2W58	14SB WORKFIRST-LIFE	7/1/2013	6/30/2014	\$1,584.00	0		
	CENTRAL FOUNDATION	111	2M30	MAINSTAY FOUNDATION	5/1/2012	12/30/2015	\$0.00	0		
	CENTRAL FOUNDATION	162	2M30	MAINSTAY FOUNDATION	5/1/2012	12/30/2015	\$0.00	0		
	SBCTC	111	2M35	2013 BFET	10/1/2012	9/30/2013	\$0.00	15	10.561	
	131-FLCE-13BS	111	2N66	13SB FLC-DIZAZZO	11/7/2012	7/15/2013	\$5,000.00	0		
	131-FLCE-13BS	163	2N66	13SB FLC-DIZAZZO	11/7/2012	7/15/2013	\$5,000.00	0		
	<b>TOTAL - CENTRAL</b>						<b>\$13,081,401.00</b>			

Campus	Grantor	PRG	ORG	Grant Title	Start Date	End Date	Award Budget	% of Indirect	Fed Cat Num	Grant Description
<b>NORTH</b>	<b>TOTAL - NORTH</b>						<b>\$5,551,689.00</b>			
<b>SOUTH</b>	DOE#P047A120693	111	4M94	1217 UPWR BND2-1/5	9/1/2012	8/31/2017	\$1,250,000.00	8	84.047A	
	KING COUNTY EMPLOY & EDUC	111	4C90	HOMELESS EP	7/1/2012	6/30/2014	\$29,520.00	20		\$14,760 A YEAR FOR INFRASTRUCTURE OF 1.0 HOMELESS PGM KING COUNTY FUNDED STAFF BASED AT THE WORKSOURCE AFFILIATE OFFICE IN SSCC.
	THE JOHN FETZER INSTITUTE,INC.	111	4K17	THE EMERGENCE OF WRK	4/1/2013	5/31/2014	\$141,378.00	9.6		"THE EMERGENCE OF WORKERS' VOICES AND LEADERSHIP" PROJECT WILL ENGAGE THE SERVICES OF CONSULTANT TO ASSIST THE INSTITUTE IN PLANNING, DEVELOPING, AND IMPLEMENTING THE INSTITUTE'S PROGRAMS
	THE JOHN FETZER INSTITUTE,INC.	163	4K17	THE EMERGENCE OF WRK	4/1/2013	5/31/2014	\$141,378.00	9.6		"THE EMERGENCE OF WORKERS' VOICES AND LEADERSHIP" PROJECT WILL ENGAGE THE SERVICES OF CONSULTANT TO ASSIST THE INSTITUTE IN PLANNING, DEVELOPING, AND IMPLEMENTING THE INSTITUTE'S PROGRAMS
	SBCTC	111	4M16	2013 BFET	10/1/2012	9/30/2013	\$1,727,114.00	10	10.561	ARBORETUM GARDEN
	DOE# P042A100880	161	4L44	TRIO SSS 3 OF 5	9/1/2010	8/31/2015	\$1,514,705.00	8	84.042	
	DOE#P382B110009	111	4Z50	FAANAPISI	1/11/2011	9/30/2015	\$1,998,790.00	0	84.382B	GRANT AND RELATED ASSISTANCE TO ASIAN AMERICANS AND NATIVE AMERICAN PACIFIC ISLANDER TO ENABLE THE INSTITUTION TO IMPROVE AND EXPAND THEIR CAPACITY TO SERVE AANAPI AND LOW-INCOME INDIVIDUALS
	DOE#P382B110009	161	4Z50	FAANAPISI	1/11/2011	9/30/2015	\$1,998,790.00	0	84.382B	GRANT AND RELATED ASSISTANCE TO ASIAN AMERICANS AND NATIVE AMERICAN PACIFIC ISLANDER TO ENABLE THE INSTITUTION TO IMPROVE AND EXPAND THEIR CAPACITY TO SERVE AANAPI AND LOW-INCOME INDIVIDUALS
	WDC OF SEATTLE KING COUNTY	111	4K20	WDC-HHS-HEALTH	9/30/2013	9/29/2014	\$256,640.00	5	93.093	SSCC WILL PROVIDE COHORT-BASED TRNG FOR HEALTH CARE ENROLLED STUDENTS.
	WDC OF SEATTLE KING COUNTY	161	4K20	WDC-HHS-HEALTH	9/30/2013	9/29/2014	\$256,640.00	5	93.093	SSCC WILL PROVIDE COHORT-BASED TRNG FOR HEALTH CARE ENROLLED STUDENTS.
	SPOKANE CC-DIST#17	111	4T04	AIR WA	10/1/2011	9/30/2014	\$1,458,808.00	9		AIR WA GRANT AGREEMENT WITH US DEPT OF LABOR EMPLOYMENT AND TRAINING ALONG WITH CONSORTIUM MEMBERS.
	METRO DEVLPMNT COUNCIL	111	4C85	1/5 CACG-TRIO TALENT	10/14/2010	8/31/2015	\$92,000.00	0		SOUTH AND METROPOLITAN DEVELOPMENT COUNCIL (FISCAL AGENT AND RESPONSIBLE FOR REPORTING TO THE HECB (FUNDING) WILL COLLABORATIVELY IMPLEMENT THE COLLEGE ACCESS CHALLENGE GRANT. FOR THE PURPOSE TO INCREASE ACADEMIC PERFORMANCE AND PREPARATION (TARGETED HS STUDENTS) AND INCREASE THEIR GRADUATION/POST SECONDARY ENROLLMENT RATES.
	METRO DEVLPMNT COUNCIL	161	4C85	1/5 CACG-TRIO TALENT	10/14/2010	8/31/2015	\$92,000.00	0		SOUTH AND METROPOLITAN DEVELOPMENT COUNCIL (FISCAL AGENT AND RESPONSIBLE FOR REPORTING TO THE HECB (FUNDING) WILL COLLABORATIVELY IMPLEMENT THE COLLEGE ACCESS CHALLENGE GRANT. FOR THE PURPOSE TO INCREASE ACADEMIC PERFORMANCE AND PREPARATION (TARGETED HS STUDENTS) AND INCREASE THEIR GRADUATION/POST SECONDARY ENROLLMENT RATES.
	NSF#0966315	111	4OSP	NSF ONSIGHT SCHOLARS	8/1/2010	7/31/2015	\$353,000.00	0	47.076	\$1.2MIL OVER 5-YEARS FOR STUDENT SUPPORT, INFRASTRUCTURE, PROJECT MGMT AND SCHOLARSHIPS TO APPROX 170 TALENTED LOW-INCOME STUDENTS PURSUING (OR TRANSFER) ASSOCIATE DEGREES IN SCIENCES
	BOSTON EDUCATIONAL SVCS	111	4C07	ITEP-TESTING	5/1/2011	12/30/2015	\$9,999,999.00	20		SOUTH TO ADMINISTER THE BOSTON EDUCATION SVCS (BES) ITEP 4 INTL TEST OF ENGLISH PROFICIENCY.
BOSTON EDUCATIONAL SVCS	161	4C07	ITEP-TESTING	5/1/2011	12/30/2015	\$9,999,999.00	20		SOUTH TO ADMINISTER THE BOSTON EDUCATION SVCS (BES) ITEP 4 INTL TEST OF ENGLISH PROFICIENCY.	
WDC	111	4L68	1214 ONE-STOP	7/1/2013	6/30/2014	\$52,800.00	20		SIMPLE CO-LOCATION WITH COORDINATED DELIVERY OF SVCS BY PARTNERS (CAREER DEV SVCS,TRAC ASSOC, NEIGHBORHOOD HOUSE, PACIFIC ASSOC, DISLOCATED WORKER, ASIAN COUNSELING REFERRAL SVC). BY SHARING SPACE AT THE PARTNERSHIP FACILITY, THIS IS A WORKSOUCE CONTRACT AMONG PARTNERS.	
PUGET SND INDUSTRIAL EXCELLENC	111	4L62	CDL-KENWORTH TRUCK	1/1/2012	12/31/2015	\$89,400.00	20		TWO 160-HOURS OF COMMERCIAL DRIVER LICENSE TRAINING COURSES FOR 9 STUDENTS TO BE HELD AT KENWORTH TRUCK COMPANY STARTING JAN 1. 2012.	

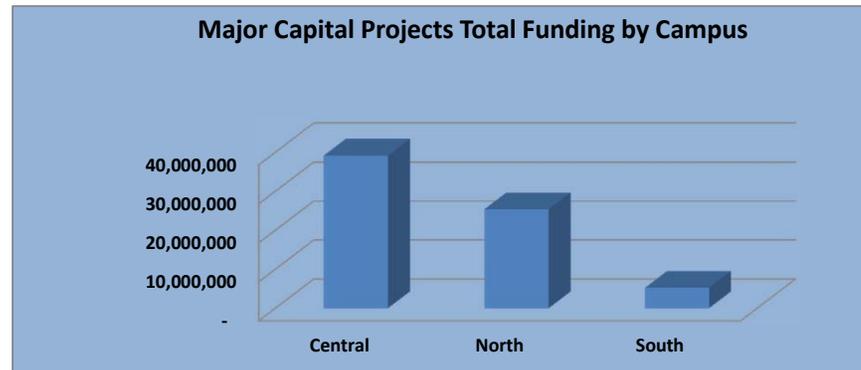
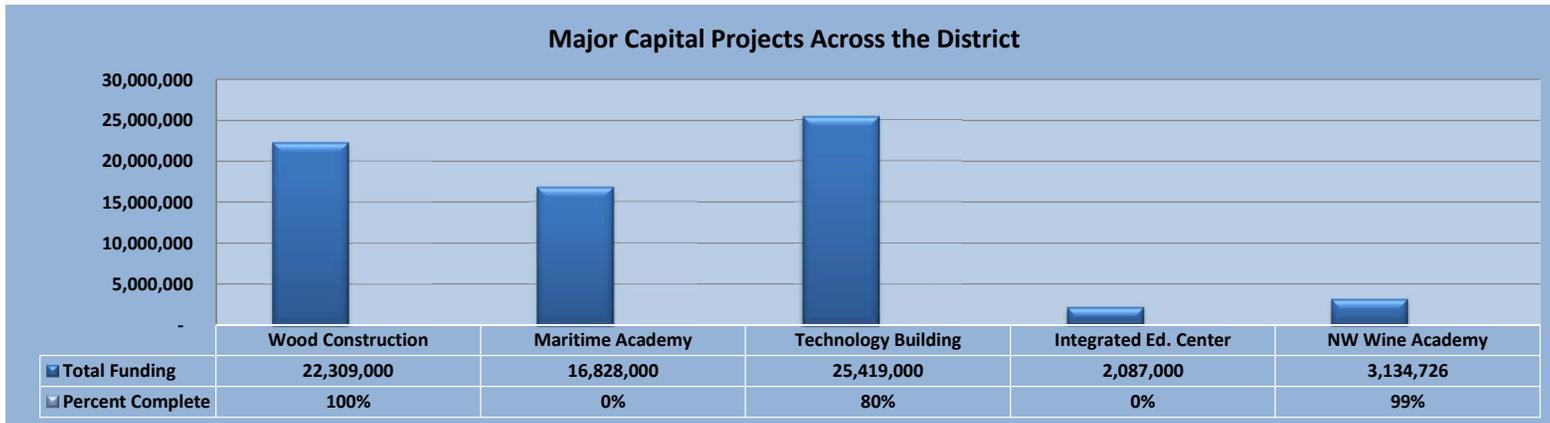
Campus	Grantor	PRG	ORG	Grant Title	Start Date	End Date	Award Budget	% of Indirect	Fed Cat Num	Grant Description
	WA STATE DEPT OF CORRECTIONS	111	4N34	DOC-LSW	1/13/2013	6/30/2014	\$214,052.00	5		TO PROVIDE CLASSES IN LIFE SKILLS TO WORK AND GED FOR \$65,000 CONTRACT WAS EXTENDED FROM JULY 1 TO JUNE 30, 2014 FOR \$149,052.
	SEATTLE FOUNDATION SKILLUP	111	4N46	SEATTLE FDN SKILLUP	1/1/2013	12/31/2013	\$34,000.00	0		A BLOCK GRANT TO CREATE A MINORITY BUSINESS DEVELOPMENT CENTER.
	WDC-SONOHOMISH COUNTY	111	4M56	WDC-SNH-SKLUP/JFF	4/1/2012	6/30/2014	\$70,685.00	0	17.279	WIA TITLE 1-B-GREEN JOBS INNOVATION FUND FOR PROFESSIONAL CERTIFICATION PATHWAYS FOR ARCHITECTS, CONSULTANTS AND CONSTRUCTION CONTRACTOR WHO WANTS AND NEEDS TO UNDERSTAND HOW TO BUILD A SUSTAINABLE BUILDING.
	WEST SEATTLE HS	111	4N61	WEST SEATTLE HS	9/1/2012	9/30/2013	\$46,380.00	20		SOUTH TO DELIVER THE REDINESS ACADEMY PGM TO COLLEGE BOUND STUDENTS AT WEST SEATTLE HS.
	DOE#P047A120679	111	4M90	1217 UPWR BND1-1/5	9/1/2012	8/31/2017	\$1,501,500.00	8	84.047A	
	NSF#0969609	111	4RST	NSF READY-SET-TRANSF	8/1/2010	7/31/2015	\$527,028.00	20	47.076	\$2.0MIL OVER 5-YEARS TO INCREASE STEM STUDENTS INTO SUCCESSFULLY TRANSFERING TO 4-YEARS BY RECRUITMENT AND SUPPORT READY STUDENTS. HELP T SET STUDENTS PERSIST AND ACHIEVE ACADEMIC EXCELLENCE FOR IN THEIR STEM MAJOR CLASSES. HELP STUDENTS TO TRANSFER TO 4-YEAR INSTITUTIONS.
	DOEDUC# P031A100048	111	4T60	2IP TITLE3 10F5	10/1/2010	9/30/2015	\$1,998,802.00	0	84.031	STRENGTHENING INSTITUTIONS PROG HELPS HIGHER EDUCATION TO BECOME SELF-SUFFICIENT AND EXPAND THEIR CAPACITY TO SERVE LOW-INCOME STUDENTS BY PROVIDING FUNDS TO IMPROVE/STRENGTHEN THEIR ACADEMIC QUALITY, INSTS MGMT, AND FISCAL STABILITY
	HIGHLINE SCHOL DIT# 401	111	4K64	11-15 CAREER LINK	9/1/2011	8/31/2015	\$0.00	5		CAREER LINK PGM TO PROVIDE EDUC OPPTY TO INDIVIDUALS WHO ARE AT LEAST AGE 16 AND UNDER 21 BY SEPT 1 WHO HAVE NOT MET HIGH SCHOOL GRADUATION REQUIREMENTS AND HAVE BEEN WITHDRAWN FROM SCHOOL FOR 30 CALENDAR DAYS.
	SEA PUB SCH DISTR SVC LEARNNG	111	4N17	SPSD SERVICE LEARNNG	10/1/2010	9/30/2013	\$25,000.00	0		SSCC TO HIRE A 0.5 FTE SERVICE LEARNING COORD TO PARTNER WITH SYEZ PROJECT WHO WILL FOCUS ON SERVICE LEARNING PROJECTS AT THE COLLEGE LEVEL TO ADDRESS THE NEEDS OF THE SYEZ GRANT IN PARTNFRSHIP WITH SPS
	SEA PUB SCH DISTR SVC LEARNNG	191	4N17	SPSD SERVICE LEARNNG	10/1/2010	9/30/2013	\$25,000.00	0		SSCC TO HIRE A 0.5 FTE SERVICE LEARNING COORD TO PARTNER WITH SYEZ PROJECT WHO WILL FOCUS ON SERVICE LEARNING PROJECTS AT THE COLLEGE LEVEL TO ADDRESS THE NEEDS OF THE SYEZ GRANT IN PARTNFRSHIP WITH SPS
	PUGET SND REGIONAL SEATTLE PUBLIC SCHOOL	111	4C10	WA CLEAN ENERGY PART	5/30/2012	9/30/2013	\$79,699.00	15		CURRICULUM DEV, INTERNSHIP, MENTORING, AND REPORTING.
		111	4M08	1314 AUTO COLLISION	9/1/2013	6/30/2014	\$53,006.00	5		TO PROVIDE A CAREER AND TECHNICAL EDUCATION CLASS FOR SPS STUDENTS ENROLLED IN AUTOMOTIVE COLLISION REPAIR PROGRAM.
	SEATTLE HOUSING AUTHPRITY	111	4M19	13 SEA HOUSING AUTH	6/26/2013	8/15/2013	\$1,000.00	20		SUMMER YOUTH EMPLOYMENT PROGRAM IN NEW HOLLY PARK FOR ONE YOUTH DURING SUMMER (JUNE 26 THRU AUGUST 15).
	SEATTLE PUBLIC SCHOOL	111	4K46	14 WESTSEA HS	9/1/2013	6/30/2014	\$19,200.00	20		TO DELIVER THE READINESS ACADEMY PROGRAM TO COLLEGE BOUND STUDENTS AT WEST SEATTLE HIGH SCHOOL.
	SEATTLE PUBLIC SCHOOL	161	4K46	14 WESTSEA HS	9/1/2013	6/30/2014	\$19,200.00	20		TO DELIVER THE READINESS ACADEMY PROGRAM TO COLLEGE BOUND STUDENTS AT WEST SEATTLE HIGH SCHOOL.
	DSHS-RIA	111	4L08	14DSHS-RIA	7/1/2013	6/30/2014	\$338,063.00	20		CLASSES FOR BOEING AIRCRAFT CORP.
	KVICHAK MARINE INDUSTRIES, INC	111	4N31	KVICHAK	10/1/2013	2/28/2014	\$55,000.00	20		FIVE CUSTOMIZED INDUSTRIAL MARINE MANUFACTURING TRAINING COURSES, THIRTY THREE SESSIONS, FOR UP TO TWENTY STUDENTS PER COURSE.
	WDC-12/674-HHS LABOR CENTER	111	4N87	WDC-HCA	2/18/2013	9/29/2013	\$214,551.00	40	93.093	TO COVER TUITION, FEES AND TEXTBOOKS.
		111	4N21	LABOR CTR FNDTN REIM	1/1/2012	12/31/2014	\$211,000.00	3		HAZARDOUS MATERIALS TRAINING WORKSHOP.
	LABOR CENTER	185	4N21	LABOR CTR FNDTN REIM	1/1/2012	12/31/2014	\$211,000.00	3		HAZARDOUS MATERIALS TRAINING WORKSHOP.
	DSHS	111	4L23	INTENSIVE ESL-DSHS	4/1/2013	9/30/2013	\$16,050.00	20		TO OFFER 20HRS A WEEK OF LOWER-LEVEL ESL INSTRUCTION FOR SPRING QTR.
	FOUNDATION & OTHERS	161	4CMP	DW COMPASS PREP INIT	8/1/2011	12/31/2015	\$0.00	0		DW INITIATIVE TO PREPARE STUDENTS FOR THE COMPASS EXAM TEST.
	UNION POWER CONTRACTS	111	4T11	LABOR CTR/CONTRACTS	11/8/2010	12/30/2015	\$0.00	20		THE LABOR CENTER ESTABLISHES A CONTRACT ACCT FOR CONTRACTED REVENUES AND EXPENSES FROM ANY CONTRACT ACCEPTED BY THE LABOR CENTER.

Campus	Grantor	PRG	ORG	Grant Title	Start Date	End Date	Award Budget	% of Indirect	Fed Cat Num	Grant Description
	UNION POWER CONTRACTS	163	4T11	LABOR CTR/CONTRACTS	11/8/2010	12/30/2015	\$0.00	20		THE LABOR CENTER ESTABLISHES A CONTRACT ACCT FOR CONTRACTED REVENUES AND EXPENSES FROM ANY CONTRACT ACCEPTED BY THE LABOR CENTER.
	WDC-KING COUNTY	111	4N80	WDC-WELDING/VIGOR	7/1/2013	6/30/2014	\$93,646.00	10		WELDING COHORT/VIGOR
	WDC-KING COUNTY	161	4N80	WDC-WELDING/VIGOR	7/1/2013	6/30/2014	\$93,646.00	10		WELDING COHORT/VIGOR
	US DEPT OF EDUC	111	4C88	1 OF 5 TALENT SEARCH	9/1/2011	8/31/2016	\$1,288,845.00	8	84.044A	TALENT SEARCH IDENTIFIES AND ASSISTS INDIVIDUALS FROM DISADVANTAGED BACKGROUNDS TO SUCCEED IN HIGHER EDUCATION. IT PROVIDES ACADEMIC, CAREER, AND FINANCIAL COUNSELING TO PARTICIPANTS AND ENCOURAGES THEM TO GRADUATE FROM HIGH SCHOOL AND CONTINUE ON TO COMPLETE THEIR POST SECONDARY EDUCATION. PROGRAM TO PUBLICIZE THE AVAILABILITY OF FIN AID AND ASSIST WITH APPLICATION PROCESS. GOAL IS TO INCREASE NUMBER OF DISADVANTAGED YOUTH WHO COMPLETE HIGH SCHOOL, ENROLL IN AND COMPLETE THEIR POSTSECONDARY EDUCATION.
	US DEPT OF EDUC	161	4C88	1 OF 5 TALENT SEARCH	9/1/2011	8/31/2016	\$1,288,845.00	8	84.044A	TALENT SEARCH IDENTIFIES AND ASSISTS INDIVIDUALS FROM DISADVANTAGED BACKGROUNDS TO SUCCEED IN HIGHER EDUCATION. IT PROVIDES ACADEMIC, CAREER, AND FINANCIAL COUNSELING TO PARTICIPANTS AND ENCOURAGES THEM TO GRADUATE FROM HIGH SCHOOL AND CONTINUE ON TO COMPLETE THEIR POST SECONDARY EDUCATION. PROGRAM TO PUBLICIZE THE AVAILABILITY OF FIN AID AND ASSIST WITH APPLICATION PROCESS. GOAL IS TO INCREASE NUMBER OF DISADVANTAGED YOUTH WHO COMPLETE HIGH SCHOOL, ENROLL IN AND COMPLETE THEIR POSTSECONDARY EDUCATION.
	EVERGREEN COLLEGE & CAREER CEN	111	4N90	EVERGREEN CC	1/1/2012	12/30/2014	\$1,000.00	0		MOU BETWEEN SSCC AND EVERGREEN COLLEGE AND CAREER CENTER TO PAY FOR COMPASS TEST FEES.
	BILL & MELINDA GATES FNDTN	111	4BMG	PATH2COMPLETN-SSCC	1/1/2012	12/31/2014	\$0.00	0		A THREE PHASE DISTRICT-WIDE COLLECTIVE. STUDENT FOCUSED AND SYSTEM FOCUSED TO INCREASE STUDENT RETENTION AND COMPLETION.
	SBCTC	161	4W55	14SB WORKFIRST	7/1/2013	6/30/2014	\$279,312.00	5		
	SBCTC	161	4M31	14SB BFET	10/1/2013	9/30/2014	\$1,331,280.00	0		
	SBCTC FED VOC	111	4T69	14SB-PERKINS	7/1/2013	6/30/2014	\$198,418.00	0	84.048	
	SBCTC	111	4L11	14SB ABE LEAD	7/1/2013	6/30/2014	\$5,211.00	0	84.002A	
	DEPT OF LABOR	111	4T31	STEM TEACHER BOOTCAP	10/1/2011	9/30/2013	\$1,000,000.00	7.9		
	<b>TOTAL - SOUTH</b>						<b>\$42,693,380.00</b>			
<b>SVI</b>	SBCTC	161	5T31	PERKINS FY 13-14	7/1/2013	6/30/2014	\$65,351.00	5	84.048	
	SBCTC WF-	111	5T63	SB WF-PERFORMANCE	7/1/2011	6/30/2014	\$0.00	0		
	SBCTC	111	5W55	WORKFIRST FY 13-14	7/1/2013	6/30/2014	\$250,433.00	5	93.558	
	SBCTC	161	5W55	WORKFIRST FY 13-14	7/1/2013	6/30/2014	\$250,433.00	5	93.558	
	SBCTC	111	5M16	2013 BFET	10/1/2012	9/30/2013	\$0.00	5	10.561	
	<b>TOTAL - SVI</b>						<b>\$566,217.00</b>			
	<b>TOTAL - All Active Grants</b>						<b>\$64,751,808.00</b>			

**SEATTLE COMMUNITY COLLEGES**  
**MAJOR CAPITAL PROJECT REPORT**  
**FUNDING REPORT AS OF SEPTEMBER 30, 2013**

Project	Prior Allocation	2013-15 APPR/ReAPPR Changes	Total Project Funding	Status
<b>CENTRAL CAMPUS</b>				
WOOD CONSTRUCTION REPLACEMENT	\$ 22,309,000	\$ -	\$ 22,309,000	Replace five inadequate, obsolete buildings with a beautiful state-of-the-art Wood Technology education center. Construction is complete and students are enjoying exceptional labs and classrooms that provide the space, tools and equipment to learn the craft of woodworking including construction of buildings, boats, and furniture. Contractual close-out and warranty close-out is underway.
MARITIME ACADEMY REPLACEMENT	\$ 1,337,000	\$ 15,491,000	\$ 16,828,000	The new Maritime Academy building project is replacing completely delapidated portables with a structure designed around the challenging geographical position of Salmon Bay. Design is 90% complete and final geotechnical evaluations are underway to support the required Right-of-Way and Sitework. Construction is expected to begin at the end of the wet Season, March 31st. Construction funds allocated July 2013 in the amount of \$15,491,000.
	<b>\$ 23,646,000</b>	<b>\$ 15,491,000</b>	<b>\$ 39,137,000</b>	
<b>NORTH CAMPUS</b>				
TECHNOLOGY BUILDING RENEWAL	\$ 25,419,000		\$ 25,419,000	The Allied Health and Tech Building Renewal project will provide space for labs and classrooms for College's health, medical and science programs, creating a Human Biology and Science Center, including a Cadaver Lab, a Learning Center to centralize and consolidate all the College's tutoring programs and promote student success, and spaces for student gathering. The College cafeteria will be relocated to the ground floor of the new facility.  The project is now 80 percent complete. Substantial completion target date is February of 2014. Project momentum is excellent. There are no issues or delays. We anticipate a gold LEED designation. To date the project has generated 477 new trade jobs and has exceeded the target goal of 300.
	<b>\$ 25,419,000</b>	<b>\$ -</b>	<b>\$ 25,419,000</b>	
<b>SOUTH CAMPUS</b>				
INTEGRATED EDUCATION CENTER	\$ -	\$ 2,087,000	\$ 2,087,000	Replace the old Cascade Court building with a new Integrated Education Center building. This project is in detailed design phase which started Summer 2013; funding is for design phase only with construction funding expected to be allocated from the state in the 2015-17 biennium.
MACHINE SHOP RENOVATION FOR INSTRUCTIONAL WINE PROGRAM	\$ 2,734,726	\$ 400,000	\$ 3,134,726	Renovate old Machine Shop to house Northwest Wine Academy Instructional Program. Project includes reconfiguring existing ventilation system to accommodate safe wine production a patio for events. Both building and patio are open for use and the project is 99% complete with only minor final punchlist items for the contractor to complete.
	<b>\$ 2,734,726</b>	<b>\$ 2,487,000</b>	<b>\$ 5,221,726</b>	
<b>DISTRICT BALANCES</b>	<b>\$ 51,799,726</b>	<b>\$ 17,978,000</b>	<b>\$ 69,777,726</b>	

**SEATTLE COMMUNITY COLLEGES**  
 MAJOR CAPITAL PROJECT REPORT  
 FUNDING REPORT AS OF SEPTEMBER 30, 2013





MEMORANDUM

Seattle  
CENTRAL  
Community  
College

TO: Board of Trustees

NORTH  
Seattle  
Community  
College

FROM: Kurt R. Buttleman

SOUTH  
Seattle  
Community  
College

DATE: December 5, 2013

SUBJECT: Policy 621 - First Reading

SVI Seattle  
Vocational  
Institute

Background

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

Recommendation

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

Georgetown  
Campus

Submitted by:

NewHolly  
Learning  
Center

Dr. Kurt Buttleman  
Vice Chancellor of Finance & Technology

Seattle  
Maritime  
Academy

Transmitted to the Board with a favorable recommendation.

Wood  
Construction  
Center

Dr. Jill Wakefield  
Chancellor

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

www.seattlecolleges.edu

SEATTLE COMMUNITY COLLEGE DISTRICT POLICY

NUMBER: 621

TITLE: SCCD PURCHASING

~~The Seattle Community College District shall adhere to Office of General Administration rules and regulations regarding the acquisition of supplies, equipment, purchased services and minor public works.~~ The Seattle Community College District (SCCD), 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. The SCCD Purchasing and contracting policies and procedures shall be consistent with RCW 28B.10.029, RCW 39.26, and the policies of the Department of Enterprise Services.

*Submitted to the Board for Approval: 5/5/98*

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



Seattle  
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SOUTH  
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SVI Seattle  
Vocational  
Institute

Georgetown  
Campus

NewHolly  
Learning  
Center

Seattle  
Maritime  
Academy

Wood  
Construction  
Center

MEMORANDUM

TO: Board of Trustees  
FROM: Kurt R. Buttleman  
DATE: December 5, 2013  
SUBJECT: Policy 668 – First Reading

Background

The attached SCCD Purchasing policy revision is suggested to better comply with the U.S. Office of Management and Budget (OMB), who oversee these rules and regulations.

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

SEATTLE COMMUNITY COLLEGE DISTRICT POLICY

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NUMBER: 668

TITLE: TIME AND EFFORT REPORTING FOR FEDERAL GRANTS

SCCD shall maintain a time and effort reporting system that is in compliance with the U.S. Office of Management and Budget (OMB) Circular A-21, ~~Section 8, Compensation for personal services for all known federally funded programs.~~

*Approved by the Board: 12/10/02*

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



Seattle  
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Voice Relay 800.833.6388

www.seattlecolleges.edu

# MEMORANDUM

**TO:** Board of Trustees  
**FROM:** Kurt R. Buttleman  
**DATE:** December 5, 2013  
**SUBJECT:** Policy 669, & 670 - First Reading

## Background

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

## Recommendation

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

Submitted by:

Dr. Kurt Buttleman  
Vice Chancellor for Finance & Technology

Transmitted to the Board with a favorable recommendation.

Dr. Jill Wakefield  
Chancellor

Seattle Community College District  
Reviewed Policies, No Recommended Changes  
Board of Trustees First Reading December 5, 2013

Policies: 669, & 670

**SEATTLE COMMUNITY COLLEGE DISTRICT POLICY**

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**NUMBER: 669**

**TITLE: MATCH REPORTING FOR GRANTS AND CONTRACTS**

SCCD shall maintain a match reporting system in support of grants and contracts where required.

*Approved by the Board: 12/10/02*

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

**SEATTLE COMMUNITY COLLEGE DISTRICT POLICY**

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**NUMBER: 670**

**TITLE: SCCD GRANTS AND CONTRACTS**

It shall be the policy of Seattle Community College District that all grant and contract proposals shall meet the following criteria:

1. The project itself must help meet the overall mission of the department, the college and the District, including conformity with District policies, legal and financial considerations and college and District service capabilities.
2. All grants and contracts, prior to implementation, must be approved by the appropriate signing authority as indicated in District procedures.

*Adopted: 12/1/75*

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

*Authority: RCW 42.16.010*

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



MEMORANDUM

TO: Board of Trustees
FROM: Kurt R. Buttleman
DATE: December 5, 2013
SUBJECT: Washington State Auditor Report - Info. Only

Background

In 1996, Seattle Central Community College stopped offering the Federal Perkins Loan Program. Since that time, Seattle Central staff members have been engaged in verifying loan documentation and preparing verifications to transfer the responsibility for individual loans to the Department of Education. The College recently completed its work and, per the guidelines in the U.S. Department of Education's (DOE) Federal Perkins Loan Liquidation Procedures, we then engaged the Washington State Auditor's Office to perform the procedures specified in the Coverage section of the Initiate Independent Perkins Program Liquidation Audit step in order to fully close out the program.

The report from the State Auditor is attached. The report indicates that we have accurately reported the data required to close out this program.

DOE's Grants and Campus-Based Division will now reconcile and verify the information submitted by Seattle Central and will communicate any additional steps required. (we do not anticipate any). Once the liquidation requirements are satisfied, a letter of approval will be sent to the school from DOE's Grants and Campus Based Division. The school must receive this letter which will confirm completion of the liquidation process.

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

Submitted by:

[Handwritten signature of Kurt Buttleman]

Dr. Kurt Buttleman
Vice Chancellor of Finance & Technology

Transmitted to the Board with a favorable recommendation.

[Handwritten signature of Jill Wakefield]

Dr. Jill Wakefield
Chancellor

Seattle CENTRAL Community College

NORTH Seattle Community College

SOUTH Seattle Community College

SVI Seattle Vocational Institute

Georgetown Campus

NewHolly Learning Center

Seattle Maritime Academy

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Voice Relay 800.833.6388



**Washington State Auditor  
Troy Kelley**

**INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED UPON PROCEDURES**

To the Board of Trustees and Management of Seattle Community College:

We have performed the procedures specified in the Coverage section of the Initiate Independent Perkins Program Liquidation Audit step of the U.S. Department of Education's Federal Perkins Loan Liquidation Procedures manual and enumerated below, which were agreed to and specified by the U.S. Department of Education and were agreed to by the management of Seattle Community College. Such procedures were applied solely to assist the specified parties in evaluating the College's compliance with Federal Perkins Loan Liquidation requirements and in determining whether the College administered the Title IV program in accordance with selected requirements of the Higher Education Act (HEA) of 1965, as amended, for the period July 1, 2011 through June 30, 2013, in order to close out the College's Federal Perkins Loan program. The College's management is responsible for compliance with these requirements. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants, and *Government Auditing Standards* issued by the Comptroller General of the United States. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

**Agreed Upon Procedures**

In relation to the College's Federal Perkins Loans Program:

1. Verify all loans for the total number of borrowers that make up the portfolio have been accounted for, including:
  - a. Retired loans, including loans purchased; and
  - b. Loans assigned to the

**Results of Procedures**

1. All loans for the total of 4,102 borrowers in the portfolio have been accounted for:
  - a. There were 1,961 borrowers whose loans were fully retired, including 3 loans purchased by the School. The School reimbursed its revolving Fund in the amount of \$758 for the entire portion of the outstanding balance plus accrued interest on the 3 loans the School could not assign to the Department;
  - b. There were 2,141 borrowers



Department, including validation of the computed interest charged on the loans;

whose loans were assigned and accepted by the Department and we have validated the computed accumulated interest charged on these loans was accurately calculated.

2. Verify service cancellation data on Section A and all of the data on Section C of Part III of the College's latest submitted FISAP (June 30, 2013);

2. The service cancellation data on Section A was accurately reported upon our review of the School's records;

The data in Section C did not accurately reflect the total number of borrowers whose loans were fully retired or assigned to the Department. The School entered into the liquidation process after the submission of the latest FISAP and, therefore, the assignment process of the remaining loans was not complete at the time of the submission of the FISAP.

3. Verify the Federal capital contribution (FCC)
4. Verify the institutional capital contribution (ICC); and
5. Verify overall cash on hand or excess cash amounts.

3. The FCC was accurately reported under our review of the School's records.
4. The ICC was accurately reported upon our review of the School's records.
5. The reported Cash on Hand was verified against the School's bank statement and ledger for the Fund.

After the School completed the assignment process for the purpose of liquidation, there were loans deemed un-assignable to the Department. The amount for purchase of these loans was added to the depository on August 15, 2013 making total Cash on Hand \$98,503.

#### Determining Share Distributions

The U.S. Department of Education's Federal share of a School's revolving Fund was calculated using the following formula:

$$\frac{(\text{Net FCC})}{(\text{Net FCC} + \text{Net ICC})} \times \text{Cash on Hand} = \text{Final Capital Distribution}$$

### Definitions and Numerical Explanation

FCC: Federal Capital Contribution added to the Fund by U. S. Department of Education over period of time. For the year ended June 30, 2013, FCC was \$2,069,418.

Repayments of Fund Capital to Federal Government: For the year ended June 30, 2013, repayments of Fund capital to federal government was \$815,586.

Net FCC: FCC minus repayments of Fund capital to federal government. For the year ended June 30, 2013, net FCC was \$1,253,832.

ICC: School Capital Contribution added by school over period of time was \$254,866 for the year ended June 30, 2013.

Repayments of Fund Capital to School: For the year ended June 30, 2013, repayments of Fund capital to school was \$83,341.

Net ICC: ICC minus repayments of Fund capital to school. For the year ended June 30, 20XX, net ICC was \$171,525.

Cash on Hand: This amount is the cash the School still has on hand or in depository for the Federal Perkins Loan Program, including any funds returned to the Fund for the purpose of purchasing un-assignable loans. At June 30, 2013, this amount was \$97,745. After assignment and for the purpose of completing liquidation, Funds totally the amount of loans purchased of \$758 was added to the Fund making total Cash on Hand \$98,503.

### Results of Share Calculation Amount Returned to the Department

$$\frac{\$1,253,832}{\$1,425,357} = .88 \times \$98,503 = \$86,683 \text{ Final Capital Distribution}$$

The final capital distribution from Seattle Central Community College's Federal Perkins Loan revolving Fund was made in accordance with Title IV, Part C, Section 466(c) of the Higher Education Act of 1965, as amended (HEA). We've verified that the federal share of the School's Federal Perkins Loan revolving Fund was \$86,683 and the amount owed the Department.

We were not engaged to and did not conduct an examination, the objective of which would be the expression of an opinion on the College's compliance with Federal Perkins Loan Liquidation requirements and on whether the College administered the Title IV program in accordance with selected requirements of the Higher Education Act (HEA) of 1965, as amended. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

### **Restriction on Use**

This report is intended solely for the information and use of the Board of Trustees and Management of the Seattle Community College, and the U.S. Department of Education, and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a matter of public record and its distribution is not limited.

Sincerely,

A handwritten signature in black ink that reads "Tammy Bigelow". The signature is written in a cursive style with a large, prominent initial "T".

Tammy Bigelow, Audit Manager  
Washington State Auditor's Office

October 31, 2013

North Seattle Community College  
Student Administrative Council

MEMORANDUM

TO: Board of Trustees  
Seattle Community College District

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

DATE: December, 2013

SUBJECT: STUDENT ADMINISTRATIVE COUNCIL BOARD REPORT – Information Only

**Student Administrative Council (SAC)**

Briefly, to help you understand our structure, the Student Administrative Council is made up of nine members who oversee the other five branches of student leadership that includes: Communications Board, Arts, Lectures and Activity Board, Student Fee Board, Student Cabinet, and the Research and Advocacy Board.

Throughout October, our team of forty-one student leaders encouraged student involvement by promoting and participating in an array of campus activities that were put on by our Arts, Lectures and Activities Board and other campus groups. These events included things like:

- Michael Hingson – a blind survivor of 911 who shared an inspiring message of courage and overcoming disabilities
- Student Meet and Greet – a collaborative event between Student Leadership, Advising and other student support services
- Pride Prom – an evening event that attracted more than one hundred students from North and other campus for an evening of fun alliance building
- North Seattle Community College Campus Wetlands Walk
- Mohammed Bilal - 12 Steps to Appreciating Diversity

Recently, in an effort to connect with more students, SAC piloted a program called project “Hangout.” Once a week, SAC hosts an informal drop-in video and board gaming event which creates an opportunity for SAC and other student leaders to interact with the student body in a relaxed, fun environment. We use this time to informally let student know who we are and the work we are doing to represent and advocate for their interests. To promote our community values and lots of participation we choose non-violent games that have a short 7 minute playtime and board games with a broad appeal. Students have responded favorably to the Hangout and SAC is now seeking to add additional drop-in days and other expansions.

**Communications Board (CAB)**

To increase communication with the student body, this year we established a Communications Board. This team of six students manages our Student Leadership website and Facebook account, produces a monthly newsletter, manages our Student Leadership information bulletin board, writes articles for our various publications, creates event and information flyers and oversees our student leadership mascot –

SACsquach! Based on the amount of student and staff feedback we've received, we believe our Communication Teams' efforts are increasing student awareness of our presence on campus.

### **Arts, Lectures and Activity Board**

- The Arts, Lectures and Activity Board first event of the year was our traditional Welcome BBQ and Student Success Fair. Several hundred students participated in this fun day of activities that included a live band, club and student services information tables and a \$3 lunch that provided a freshly grilled brat for meat eaters or a veggie burger for vegetarians.
- On October 11, National Coming Out Day, North held its first ever Pride Prom! This event attracted more than a hundred students from across our district to gather for an evening of fun and celebration. The event included light appetizers provided by our food services, rainbow cupcakes, a photo booth, an incredible display of light and festive decorations and a live DJ who kept the crowd dancing all night. Our advisors tell us that this is one of the most successful events we've ever hosted. Based on this success, the Pride Prom is likely to become an annual tradition.
- To help reduce midterm stress, we hosted a Comedy Showcase that featured three local comedians bringing bursts of laughter and relief to students and staff alike.
- This fall, we improved and expanded our annual Dia De Los Muertos celebration. We created decorated an authentic altar and invited members of our college community to share memories of those who passed away by contributing photos, mementos and notes to our community altar. In its beauty it brought a deeper perspective and gave a touchy feeling for the holyday. This provided a respectful and reflective place for people to share and honor their loved ones. Another related activity we provided was decorating sugar skull cookies. Students enjoyed decorating and then eating their creations. But before they were eaten, we took a picture to post to our Facebook page to encourage other students to stop by and join in the festivities.

### **Student Fee Board (SFB)**

This fall, the seven member Student Fee Board has been meeting with the eighteen program managers they fund to learn about their programs and how the services they provide benefit students. The Fee Board has spent time studying department budgets and the goals they have set for this year. They have been learning the WAC's, RCW's and college guidelines for how the Service and Activity Fees and Universal Technology Fees are to be allocated. In addition, the Student Fee Board members have been modeling teamwork by generously volunteering to help the other branches of student leadership in their work and goals.

### **Student Cabinet (CAB)**

The twelve member Student Cabinet serve on fourteen college-wide committees where they represent the student interest. The Cabinet meets once a week to share information about what their committees are discussion and to provide ongoing support and encouragement to each other for doing the work of representing student voices – which can be intimidating when you're the only student on a committee. Following are a few examples of Cabinet discussions:

Smoke-free campus: Cabinet members feel that the campus should not be smoke-free because people have the right to smoke. However, they recognize that a lot of people smoke in a non-designated area and believe smoking in designated areas should be enforced.

Merging of the three tutoring centers: Next year, our three stand-alone Tutoring Centers will move into a newly build single, integrated tutoring center. There is a suggestion to have one head director to oversee the integrated tutoring center who will facilitate setting the standards for selecting tutors and the administrative work of hiring and training tutors. However, there are a variety of opinions on how to make this transition and how an integrated Tutoring Center will be managed. Cabinet members are engaged in contributing a student perspective to this decision.

### **Research and Advocacy Board (RAB)**

The six member Research and Advocacy Board serves identify student concerns and to advocate on their behalf.

Voter Registration: This past October RAB partnered with the League of Women Voter and Washington Bus to hold a successful Voter Registration Campaign aimed at increasing student civic engagement. At our annual Welcome BBQ and Success Fair they surveyed students which resulted in their identifying the high cost of textbooks as a major student concern.

Reducing the burden of high cost textbooks and e-learning resources: For the past several weeks, RAB has met with faculty and administrators to gather information to better understand the issues driving the cost of textbooks and e-learning resources. RAB has developed a survey which they plan to administer winter quarter which will help clarify and quantify the impact that costly textbooks have on students. The survey results will be used to guide RAB's efforts to improve and reduce the burden of high cost textbooks. RAB has discussed their plan with South and Central student leaders and have invited them to join their efforts by collaborating to help finalize the survey and then administer it across the district.

Early November, RAB participated in the two day Legislative Academy that was held in Olympia. About two hundred student from around the state attended this event to discuss and develop action plans for student white paper which had been developed last spring at the Voice Academy. During the Academy, the newly formed Washington Community and Technical College Student Association (WACTCSA) met to discuss and address ongoing business.

On November 12, RAB members Surita Spigner and Karyelba Ortiz-Rangel attended the 46th Legislative Town Hall meeting where they met and spoke with Rep. Gerry Pollet and Rep. Jessyn Farrell. RAB aims to maintain ongoing communications with our district representatives to help foster a strong collaborative partnership.

**MEMORANDUM**

**TO:** Board of Trustees

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

**DATE:** December 5, 2013

**SUBJECT:** ASC Board Report

**Student Government Meeting at South**

On November 1st, members of the student governments of Seattle Central, North Seattle, and South Seattle Community Colleges met on the South campus to introduce themselves to one another and identify issues all three campuses are facing this year. District representatives Dawn Vinberg, Executive Director of Financial Services, and LaVerne Lamoureux, Director of Government Relations, discussed issues surrounding Orca Cards and ways in which students can lobby King County, respectively. Dawn and LaVerne's input was greatly appreciated and well-received by all of the students in attendance.

**Sustainability**

Sustainability is this year's theme in Central's Student Leadership department. The Sustainability Committee, composed of representatives from the Student Leadership boards, has been discussing issues surrounding waste management, smoking, transportation, and bottled water on campus.

**Halloween Party**

On October 31st Central's College Activities Board, in collaboration with the Global Engagement Team (GET), Coordinated Studies Program (CSP), and various student clubs, organized a very successful Halloween party. Over 250 domestic and international students enjoyed a costume contest, refreshments, and dancing.

**Student Clubs**

43 student clubs have been formed at Central to date, representing a broad range of interests, activities, and issues important to students.

MEMORANDUM

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

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

**DATE:** December 5, 2013

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

**Newly Selected USA Members**

After a one month search process, we have selected two new members of the United Student Association who are committed and excited to work with our student body and administration:

**Vice-President:** Shane Brookman, Civil Engineering major

**Social Activities Officer:** Su Zhenzhen, Chemical Engineering major

They have started orientation and training with me and advisor, Monica Lundberg.

**Women's Suffrage and Voter Registration Event**

The United Student Association co-sponsored this event with the Women's Center. We learned how women gained the right to vote and issues that the League of Women Voters are advocating for, including a mail-in ballot with no postage required.

**Faculty Tenure Training Session with Vice President Donna Miller-Parker**

On October 9<sup>th</sup>, all members of the USA (who have been appointed to Tenure Review Committees) attended a tenure training session with VP of Instruction Donna Miller Parker. During this session we learned the importance of serving on these committees and the responsibilities of committee members. USA members are currently serving on tenure committees to provide constructive comments and suggestions to the new faculty members to improve their teaching. This is something positive for the new faculty because he/she can hear comments and suggestions from the student lens.

**James Lewis, Director of Security and Safety**

James Lewis spoke at our weekly USA meeting on October 22<sup>nd</sup>. He provided us with information about security and safety concerns on campus. We reviewed the campus crime

data that is in compliance with the Clery Act and the Higher Education Opportunity Act. James also announced the new parking permit policies that will be applied to our campus beginning winter quarter. However, more information is needed to inform South students how this new policy will affect them directly or indirectly. We also discussed the Orca card and the youth discounts. More promotion is needed in this area, especially for Running Start and International students.

#### **Step-Up Workshop, Academic Success & Leadership - October 10**

During this workshop, we met with three South instructors (Tish Lopez, Barry Robinson and Kim Llewlyn) who shared helpful suggestions on academic success and leadership. They encouraged students to build relationships with their instructors; getting to know our instructors has many benefits to academic success -- we gain a better understanding and subsequently much better grades than those who do not. The instructors also shared who inspired them (i.e. relative, college professor) and what they did to get through college and be successful. USA members also announced resources available for students on campus.

#### **Student Life/Diversity and Retention Progressive Open House (The Bite of SLDR) - October 15**

The Student Open House was a complete success. More than 200 students came to our office to enjoy our food, and ask questions about our student government, such as our goals, upcoming events, issues we are currently working on, and just to have a good time hanging around the USA office.

#### **United Student Association Goals 2013-14**

##### **Goal 1: To continue advocating for students with basic needs through:**

- Orca Cards and Bus Advocacy to avoid cuts
- Parking and Security
- Food Programs
- Basic Needs Already Provided

##### **Goal 2: To improve SSCC's climate through:**

- Student Involvement
- School Spirit
- Identifying specific South Student Populations
- SSCC's Welcome Signs

##### **Goal 3: To improve existing resources on campus with:**

- Library Improvements
- Suggestion and Comment Boxes
- Monitors
- Class Outreach
- College Council



MEMORANDUM

TO: Board of Trustees
FROM: Jill A. Wakefield, Chancellor
DATE: December 5, 2013
SUBJECT: Chancellor's Report - Information Only

Seattle CENTRAL Community College

NORTH Seattle Community College

SOUTH Seattle Community College

SVI Seattle Vocational Institute

■■■

Georgetown Campus

NewHolly Learning Center

Seattle Maritime Academy

Wood Construction Center

Washington District VI

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

www.seattlecolleges.edu

Trustee Hill on ACCT Committee. I'm pleased to share news that Trustee Steve Hill has been appointed to serve for the coming year on the Governance & Bylaws Committee for the national Association of Community Colleges Trustees. Both Seattle and ACCT will benefit from this appointment.

North Seattle President Search. We are moving toward our goal of having a new president in place in the spring at North Seattle. Jack Bautsch, director of Institutional Effectiveness, is leading a Permanent President Search Committee whose diverse membership represents the interests of both the campus constituents and the broader community. The search goes national this month, with advertising in the Chronicle of Higher Education and other venues, and web pages on the District and North websites with information for prospective candidates.

Pathways Out of Poverty CEO Roundtable. On October 24 & 25, I took part in a roundtable of select colleges from across the country organized for an open exchange of ideas and held in Milwaukee. Discussions at this year's RC/Renewal and Change 2020 Meeting and Roundtable revolved around pathways out of poverty, including readying under-prepared students for jobs in green industries; the role colleges can play in revitalizing urban neighborhoods; and transforming curricula to encourage an entrepreneurial mindset.

National League of Cities 2013 Congress. Our Pathways to Careers program continues to attract national attention. In October, it was featured in a session during the Association of Community College Trustees (ACCT) Annual Congress. In November, it was one of 15 programs recognized during the National League of Cities 2013 Congress held in Seattle.

Mayoral aides and city staffers from across the country learned about the Industrial Manufacturing Academy and Composites Lab at the South Seattle Community College Georgetown campus and the Harbor Island training facility, a partnership with Vigor Marine.

We received great feedback from participants and our partners at the City of Seattle, including Seattle City Council president Sally Clark. As the emcee, she gained a deeper

understanding of how Pathways to Careers is helping low-skilled students prepare for jobs in key growth sectors.

**American Association of Community Colleges and US Conference of Mayors Workforce Development Council.** This joint meeting held on Nov 6 in Washington, D.C., addressed ways the two organizations could better align their respective goals and processes to achieve greater collaboration on behalf of their constituents.

The selected audience of 27 represented “the most innovative workforce development and community college leaders in the country.” The Seattle District was one of only 15 community colleges or districts invited to attend. Our region was also represented by Marléna Sessions of the Workforce Development Council of Seattle King County. While in Washington, I met briefly with Mark Mitsui, former president at North Seattle Community College, and Gayatri Agnew, a former trustee.

**Associate Vice Chancellor for Advancement selected.** Bruce Genung, a senior executive with experience at several California colleges, will join the Seattle Colleges as Associate Vice Chancellor for Advancement. Bruce has an extensive background in advancement, serving most recently as Associate Vice President for Development and Campaign Director at California State University San Marcos. He also has served as Associate Vice President of Philanthropy for The Scripps Research Institute and worked at Caltech for 10 years as Senior Development Officer in Principal and Major Gifts. Bruce will be working closely with college development directors to build on successes from previous campaigns to develop a major capital campaign to celebrate our district’s first 50 years.

**SCCtv reaches students at South and in the South.** After months of work, SCCtv launched its multi-media online student orientation for South on Nov. 12. The project was designed to create an interactive online orientation tool to match the in-person orientation experience. Because college success rates improve with a student orientation experience, the goal is that a quality online orientation will maintain that positive impact for those students who have difficulty in getting to campus for an in-person orientation.

A previous production with South was the 15-part College Success video series created with the college AANAPISI grant. For the past year, the series has been airing on the Middle Tennessee State University television station, where it is being praised by instructors and has attracted the attention of a large distributor interested in including the series in its video library, offering exposure of the series to more than 800 colleges and universities.

**Martin Luther King Jr. Community Celebration.** We are looking ahead to our 40th year of honoring the life of Dr. King on Friday, January 17, 2014, from noon to 1:30 pm., at Mt. Zion Baptist Church.

Michele Norris, host and special correspondent for National Public Radio, is our keynote speaker. She leads The Race Card Project, an initiative to foster a wider conversation about race in America. In addition to our own students, we are exploring ways to involve

younger grades in a local version of this conversation, using traditional and social media to engage participants. An award-winning gospel choir, Greater Works Chorale, led by DaNell Daymon, will perform throughout this special edition of our annual program.

A district-wide task force of representatives from the colleges and District Office is developing the program, which has become one of the signature events for the colleges and larger community.

**Legislative Town Hall on Campus.** 46th District legislators held a Town Hall meeting at North. Sen. David Frockt and Reps. Gerry Pollet and Jessyn Farrell met with close to 100 community members in the audience, including student leadership and interim President Mary Ellen O’Keeffe. At the time of the meeting, the topic of most interest, the Transportation Package affecting King County Metro funding and reduced routes, was still undecided.

**Metro Service to Campus.** The transportation package and funding of Metro services will affect all of our colleges, and all of the campuses are taking active roles in contacting legislators in their service areas. If the transportation budget fails, the impact of reduced services by Metro to faculty, staff and students could seriously impact enrollments and access across the district.

**Health Care Act information to Campus.** In support of the King County Leadership Circle on accessing health care, we sent information about the Affordable Care Act to students at each college through the broadcast email system. Although the message was sent individually to colleges, the message was universal for the District, and encouraged students to link to the King County HealthPlan Finder website to learn about their insurance options. The state’s Washington Healthplan finder Enrollment Tour is now contacting campuses across the state to arrange an information table and staff available to everyone on campuses for one or two days to further explain and enroll participants.

**BAS Degrees.** South’s Sustainable Building Science BAS degree has been approved by the State Board. The program will start in Fall 2014, pending a review by the Northwest Commission on Colleges and Universities. This program and our other bachelor’s degrees programs are being marketed by individual colleges and the district, which has developed a resource webpage on the District site.

# MEMORANDUM

**TO:** Board of Trustees

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

**DATE:** December 5, 2013

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

## **Sustainability Tracking, Assessment and Rating System (STARS)**

The colleges have each received their scores for the Sustainability Tracking, Assessment and Rating System (STARS). North, where the assessment has been done previously, moved up from a bronze level score to silver. Central and South underwent the assessment for the first time and scored at the bronze level. Feedback from the assessment will inform our sustainability efforts at each of the colleges and at the district level going forward.

## ***Pathway to Completion* Retreat**

Leadership from across the District came together at Georgetown to review progress on the *Pathway to Completion* initiative and discuss scaling promising practices. *Pathway to Completion* leads at each campus presented on components of the initiative, including mandatory orientation, proactive advising, and accelerated developmental math. The group then discussed which interventions should be scaled, the target populations, and addition data needed to move forward successfully.

## **College Readiness and Assessment Workshop**

Math faculty and teachers from Seattle Community Colleges and Seattle Public Schools met at Georgetown to discuss ways to ensure that students are college-ready and accurately placed in math courses. Two workgroups were formed as a partnership between SCCD and SPS; one focused on the development of a fourth year math course for students not ready for college-level math, and one focused on aligning algebra courses between high school and college and pursuing alternative math placement options.

## **College Retreats**

I facilitated two strategic planning retreats for groups at Seattle Central – Global Education and Mainstay Services. Global Education worked on developing plans for the future. Mainstay came together to review their many successes connecting people with disabilities to employment opportunities, and to develop new goals and objectives for 2014-2017.

### **Management Team Meeting**

Exempt staff from across the District came together at South for the Fall 2013 Management Team Meeting. The theme was *Best Practices in Student Success, Partnerships and Innovation*. Presentations included *Pathway to Completion*, International Programs, and Enhancing Student Success with Data (Student Success), the Maritime initiative and Manufacturing Academy (Partnerships), and Automated Course Approval and Start Next Quarter (Innovation). The meeting provided the opportunity for colleagues to share additional best practices at each of the colleges.

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

Four administrators from Wayne County Community College District in Detroit, Michigan, visited our colleges for two days to discuss best practices with SCCD administrators and program coordinators. The group met with representatives from several SCCD administrative offices, including Human Resources, Communications and Finance, and travelled to South and Georgetown to meet with representatives from our Welding, Manufacturing, Nursing and Auto Body programs. The trip was a great experience for both College Districts to share best practices and learn from one another.



**MEMORANDUM**

**TO:** Board of Trustees

**FROM:** Kurt R. Buttleman *[Signature]*

**DATE:** December 5, 2013

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

**STATE WIDE FINANCIAL STATEMENTS AUDIT**

As part of the changing requirements with the NW Accreditation Commission, the Seattle Colleges are part of a pilot group of 8 other districts preparing financial statements for fiscal year 12-13 to be audited by the State Auditor’s Office early in the new year. Joann Wiszmann, SBCTC Director of Accounting is taking the lead on this statewide project. Although this is a large amount of work, we look forward to the opportunity to create these new statements and to annually presenting an audited statement for your review.

**STUDENT PARKING PERMITS**

As of the first week in December, students will be able to purchase parking permits online - for the first time. Instead of waiting in line at the cashier's window, students that are registered for Winter Quarter 2014 can use the new Seattle Colleges Parking Permit Online Website to buy their permits as early as 30 days in advance of the quarter start date. Administrative Services and the District Wide Transportation Management Committee have implemented a full communications plan and the launch is targeted for December 12th.

Seattle  
CENTRAL  
Community  
College

NORTH  
Seattle  
Community  
College

SOUTH  
Seattle  
Community  
College

SVI Seattle  
Vocational  
Institute

Georgetown  
Campus

NewHolly  
Learning  
Center

Seattle  
Maritime  
Academy

Wood  
Construction  
Center

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



**TO:** Board of Trustees  
**FROM:** Mary Ellen O’Keeffe, Interim President  
**DATE:** December 5, 2013  
**SUBJECT:** President’s Report – **Information Only**

***Update: Presidential Search***

The Presidential Search Committee has now been selected and includes:

Jack Bautsch (Chair)	Institutional Effectiveness	Exempt
Anita Brunner	Admissions, Registration, Records, Credentials	Classified
Betsy Campbell	Business, Engineering and Information Technology	Faculty
Kim Chapman	Basic and Transitional Studies	Exempt
Katherine Cheng	Expedia	Community
Frank Deering	Math and Science	Classified
Rodolfo Franco	Facilities	Classified
Tracy Furutani	Math and Science	Faculty
Lynne Hull	Arts, Humanities and Social Sciences	Faculty
Abby Muro	Advising	Exempt
Robert Nellams	Seattle Center	Community
Ryan Packard	International Student Programs	Exempt
Brianne Sanchez	Financial Aid	Exempt
Morwenna Thompson	Student	Student
Vladimir Vilkevich	Arts, Humanities and Social Sciences	Classified
Latif White	Student	Student
Betty Williams	Health and Human Services	Faculty
David Bittenbender	Human Resources	Exempt (non-voting)

On November 8, the committee participated in a workshop aimed at ensuring that the search process is open, inclusive, and welcoming to all qualified applicants. Anne Gillies from Oregon State University’s Office of Equity and inclusion guided the group through (1) learning to recognize and avoid unconscious, unintentional biases in the search process, and (2) learning strategies for creating a position announcement and conducting an effective search and selection process that embodies and furthers the college’s commitment to diversity and inclusiveness.

Through face-to-face and on-line forums, the search committee continues to gather ideas to help it develop the position description, qualifications, and application process. Link to the on-line forum: <https://searchforpresident.northseattle.edu/forums/nscc-presidential-search-forum>.

In early November, an ad appeared in *The Chronicle of Higher Education* announcing that the college will initiate a presidential search in December, and advising interested individuals that the position will be posted at [www.SeattleColleges.edu/NorthPresidentSearch](http://www.SeattleColleges.edu/NorthPresidentSearch). Some basic information is now available at that website. The position announcement itself will be posted on December 6, the same day a second ad appears in *The Chronicle*.

## **ADVANCING STUDENT SUCCESS**

### ***Community Policing Course Offered Winter Quarter***

North is partnering with the Seattle Police Department winter quarter to offer a new, free five-credit course, Introduction to Community Policing, and taught by SPD Sergeant Adrian Diaz. The class is open to anyone in the community with an interest in law enforcement. Participants will study the criminal justice process, police ethics, use of force and arrest procedures. Information presented prepares students for the police academy entrance exam – a first step to becoming a police officer.

## **EXCELLING IN TEACHING AND LEARNING**

### ***Faculty member Michaelann Allen selected as Phi Theta Kappa 2014 Faculty Scholar***

Michaelann Allen, Medical Assisting program instructor and Phi Theta Kappa faculty advisor, is one of twenty-six community college instructors selected from among nearly 3,000 chapter advisors to serve as Phi Theta Kappa's 2014 Faculty Scholars. She is the only recipient representing the Pacific Northwest region. The scholars were selected through a rigorous application process based on knowledge of the 2014-2015 Honors Study Topic, "Frontiers and the Spirit of Exploration," and demonstrated excellence in teaching or administration. The group will participate in the annual Faculty Scholar Conference in the British Virgin Islands, January 29-February 2, 2014. During the Conference, the Scholars will prepare to serve as facilitators during Phi Theta Kappa's Honors Institute, to be held June 16-21, 2014, at Washington University in St. Louis.

### ***College Council Members Selected***

In September, North's Executive Team appointed new and returning members to the College Council, representing classified and exempt employees, faculty, and students. Employee members include: Star Conrad, Carol Howe, Jayne Strom-Strebe, Joy McEldery, Mark Weber, Scott Rausch, Eric Gresseth, Shireen Deboo, Ralph Jenne, Jason Francois, Gary Gorland, Peggy Sharp, Brianne Sanchez, and Jeanette U. Student representatives include: Ealish Matrisian, Andrea Chen, Andrew Cheng, Marlon Do Couto, Janice Bae. Jack Bausch represents the Executive Team.

### ***New Hires/Transitions – October and November***

In October, North welcomed **Lucas A. Reber** as its new Director of Information Technology and Media Services. During the last 12 years Lucas worked in various IT capacities at the University of Washington. During the last 5 years, he worked at UW Bothell as an Information Assurance Architect/Network Manager and recently as Director of Infrastructure. Lucas also has a broad interest and experience in cyber security. **Marcos Cu** joined the College as the new Secretary Senior for the President's Office. He comes to us from the District office where he did field placement work with the Employees Services Division. Marcos is currently in his senior year in the BAS degree at Central.

In November, North welcomed **Jim Armstrong** to a newly created position, Student Development Services Evening Manager. He has been a staff member since September 1010, working in Disability Support Services, Advising, and Testing. Jim is an army veteran and has 19 years of service in the active army and army reserves.

## **BUILDING COMMUNITY**

### ***Faculty Member Helps Chronicle the History of North as College Approaches its 50<sup>th</sup> Anniversary***

John Figge, Math and Science Division faculty member, has taken the initiative to gather a group of faculty, administrators and staff who would be willing to work toward chronicling the history of the school, of the surrounding neighborhood, and the land which they occupy. The group's short-term goals would be to create a greater awareness of this story (e.g., interpretive signs detailing Native American history, the story of the Kumasaka Family Farm, displays highlighting campus construction, etc.), while its long-term goals would be to create an historical record of the institutional, community and natural history of this locale.

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

North and District are developing partnership programs with Filson and Neighborhood House (two separate programs) that could have a very positive impact on state-supported enrollment over the next three to eighteen months.

Filson would like to develop a Craftsmen's Academy with the District. This program would have stackable certificates, one twenty-credit certificate each quarter that would lead to a one-year certificate of 60 credits. LaVerne Lamoureux and Representative Eric Pettigrew were instrumental in pulling all the players together and the partnership has grown to include Filson and the District along with SkillUp Washington, DePaul Industries (Portland, OR), and TC Squared, a textile educational training company headquartered in North Carolina. North is gathering data to submit a Job Skills Program (JSP) grant for just over \$200,000 to the State Board for Community and Technical Colleges. A preliminary telephone conversation with the State Board indicates that they will be supportive of this endeavor. The idea is that DePaul would recruit up to 30 new employees for Filson who would become employee students, attending class for half the day and working the remaining half. SkillUp will assist with funding to offset the first month's employment costs. At the conclusion of each certificate student/employees will have learned new skill sets in sewing, patterns, pattern making, leather making and computerized set-ups. Upon completion of the program students will be encouraged to continue on and complete degrees in sales/marketing, supervision/management, and International Business.

Neighborhood House provides funding for up to 300 people a year to transition from homelessness, immigration, or low wage jobs into high skilled/high wage positions. North is in the developmental stages of examining having cohorts of people enter programs represented by every college in the District. These programs are all health-related, medical assisting, Nursing Assistant Certified (NAC), Dental Hygiene, and Surgical Technician training. We are targeting the fall of 2014 to enter cohorts of 25-30 students into each program.

### ***North Hosts Classified Development Advisory Committee Retreat – November 11***

North's CDAC Retreat was held on campus on Veterans Day, Nov 11<sup>th</sup>, 2013. There were 45 participants who gathered in the College Center Building for several workshops focusing on building community, health, stress reduction, and wellness. CDAC will continue to host Professional Development workshops, and providing mini-grants that aid in classified staff attending seminars and conferences that take place off campus, as well as having one more retreat to plan in spring 2014.

### ***Money Management Workshop – November 13***

North hosted its second workshop in the Financial Literacy Program "ROADMAP" on November 13, which provided information about apps that can help students save money, set a course for saving to reach financial goals and ensure one's credit score is moving in the right direction. The workshop was open to potential students, registered students and alumni. Upcoming workshops will include:

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

### ***Let's Talk About Pregnancy! Event – November 18***

On November 18, the Women's Center hosted two licensed midwives, Emi Yamasaki McLaughlin and Caitlin Wheaton, to speak on pregnancy topics including common pregnancy discomforts, natural remedies and nutrition. The free event was open to all North faculty, staff, and students as well as the surrounding community.

## MEMORANDUM

TO: Board of Trustees

FROM: Paul T. Killpatrick  
President

DATE: December 5, 2013

SUBJECT: President's Report

### **Seattle Central:**

#### **Central seeks approval for new Allied Health bachelor's degree**

Allied Health Dean David Gourd and Executive Vice President of Instruction and Student Services Warren Brown will present the proposed Bachelor of Applied Science in Allied Health degree to the State Board for Community and Technical Colleges for final approval on Dec. 5. After a review committee recommended approval to the SBCTC in November, Central anticipates that the degree will be authorized and that we will be able to start recruiting students for the program this academic year.

The BAS in Allied Health will prepare students for careers as educators, administrators, research associates, advanced clinical practitioners and supervisors in the allied health sciences. Additionally, it provides a streamlined pathway for graduates in applied health sciences – who have earned certificates and associate degrees – to earn bachelor's degrees and is working with the University of Washington to ensure that graduates from the program have opportunities to earn master's degrees.

#### **Nursing program receives positive feedback during accreditation visit**

Representatives from the Accreditation Commission for Education in Nursing (ACEN) visited Seattle Central recently to evaluate the Associate Degree Nursing (ADN) program for continuing accreditation. The evaluators reviewed the program's self-study report and supporting documents; interviewed students, faculty, staff and administrators; toured the nursing labs; observed classes; and visited clinical sites. We are pleased with the feedback from the evaluators, who told us they will recommend the ADN program's reaccreditation to the ACEN Board of Commissioners. This recommendation includes conditions on standards four (curriculum) and six (outcomes), with a follow-up report to be submitted in two years.

#### **Classified Employee of the Year announced**

Luanda Chan was named the 2013 Classified Employee of the Year. Luanda has worked in the Basic and Transitional Studies (BTS) Division since 1979 and in her role as a Fiscal Specialist, she consistently demonstrates competence by ensuring fiscal accountability, accuracy and timeliness. When challenges arise, she is proactive about finding solutions and works respectfully and collaboratively with colleagues to complete projects. Her trilingual abilities (speaking English, Cantonese, and Mandarin) enable the office to effectively serve students with limited English proficiency. She was nominated by the Dean of Basic & Transitional Studies, Laura DiZazzo.

#### **Ty Pethe to attend Board of Trustees meetings**

Ty Pethe, a program assistant with Student Leadership and Classified Development Advisory Committee (CDAC) Chair, was recently elected as President of WFSE Local 304 and will serve in that role for the next two years. He will join Board of Trustees meetings to represent all classified employees.

#### **Central named a "2013 Fulbright Top Producing Institution"**

Seattle Central was recently highlighted in The Chronicle of Higher Education as a top producer for the Fulbright program. The U.S. Department of State's Bureau of Educational and Cultural Affairs and the

Institute of International Education have acknowledged the efforts of faculty member Jawed Zouari and Executive Dean of International Education Andrea Insley, and Carey Schroyer, the District faculty development coordinator, for their fantastic work to ensure the program's success at Central.

### **Federal Direct Loans popular**

Demand has been very high among students for Federal Direct Loans, which Central started offering over the summer for the first time in close to two decades. To date, over 350 students have applied for the loans, with over \$1.6 million distributed so far, including over \$700,000 for fall quarter alone.

### **New safety committee formed**

In October, Seattle Central convened a new Safety Committee. About 15 employees representing faculty, classified staff, exempt staff, and various units on campus attended, and David Sandler, Director of Communications, is serving as chair. The committee plans to make recommendations to the administration on a wide array of issues to ensure the campus is as safe and secure as possible.

### **Central launches new mobile-friendly website**

In early November, Seattle Central's Public Information Office and the Web Team launched a new mobile-friendly website that provides a greatly improved user experience for visitors who use smart phones and tablet computers. It automatically adapts to fit any size screen, making it easier to scan and navigate on a mobile device. Other changes include a new, modern design, dedicated buttons on the home page for "plan" and "enroll" and a new, easy to use pop-up menu for Student Online Services.

### **Annual Scholarship Awards Ceremony a huge success**

The Seattle Central Foundation held its annual Scholarship Awards Ceremony in early November at the Broadway Performance Hall. Scores of family, friends, donors and staff filled the theater to capacity to celebrate 165 students who received over \$450,000 in scholarships. The recipients included the first 14 students to receive the inaugural Seattle Promise Scholarship, the Foundation's initiative to eliminate financial need as a barrier to attending Seattle Central.

### **Famous hip hop artists visit Central to talk music history**

In November, the Broadway Performance Hall hosted an event about hip-hop in Seattle. Titled "From Emerald Street to Pike Street: A History of Seattle Hip Hop," the event featured Grammy Award-winner Sir Mix-A-Lot; KEXP deejay and The Stranger columnist Larry Mizell, Jr.; local activist and archivist Julie C of 206 Zulu; and Fever 1, a member of the celebrated Rock Steady Crew. Moderated by Central instructor Dr. Daudi Abe, who published a book recently about west coast hop-hop music, the panel spoke about the cultural influence of Seattle-area hip-hop artists and music.

### **Mural commissioned for Central's stairwell**

The Lower Duwamish River Mural Project was created to raise awareness about the need to protect and preserve natural areas. Funded by the college administration, the project was conceptualized and created by students in instructor Donald Barrie's fine arts class. The mural consists of several panels that depict the river as it was in the past, and as it is now. It also contains QR codes that allow viewers to access a variety of information about the river. From start to finish, the project took about eight weeks to paint and is now on display in a stairwell in the Broadway Edison building.

### **Wood Technology to build podium for Governor**

Faculty members at the Wood Technology Center are constructing a new podium for Gov. Jay Inslee. The current podium is old and is not tall enough to accommodate the height of the Governor. His staff inquired about the possibility of the Wood Technology Center completing such a project and the goal is to deliver the podium to the governor by mid-January.

### **CDAC offers training for emergency response**

Seattle Central's Classified Development Advisory Committee (CDAC) is working to facilitate on-campus CERT training – short for Community Emergency Response Team. It is part of CDAC's mission to provide professional development opportunities for its members while also making the campus a safer place. The five week training program, which will be conducted by the City of Seattle, will be open to all employees and will take place in the spring. Class content includes: Emergency Preparedness, Fire Suppression and Utility Control, Incident Command System, Light Search and Rescue, Disaster Medical Response, Disaster Psychology, and Terrorism Awareness. The city will also store emergency supplies on campus, which Central can use in case of emergency.

### **Seattle Times visits campus for listening tour**

In early October, several reporters and editors visited Seattle Central's campus to engage in a "listening tour" in advance of a year-long project that will focus on solutions in education. The Times contingent heard directly from Central faculty and staff about innovative initiatives taking place at the college to improve student success rates. Participating were Warren Brown, executive vice president of instruction and student services; Al Griswold, associate vice president of Workforce; Dan Loos, basic studies faculty; Bradley Lane, dean of Humanities and Social Sciences; and several students, including Casey Jaywork, Caitlin Sussman, and Marrio Mathews. The Times plans to follow up with Central in the coming months as it seeks to write about higher education issues.

### **SVI:**

#### **PACT Dinner & Silent Auction**

In early October, Seattle Vocational Institute's (SVI) Pre-Apprenticeship Construction Training (PACT) program held its 13th Annual Dinner and Silent Auction. The PACT program leads Washington in apprentice resources and places students in ironwork, carpentry, as laborers, electricians and more. Emerald Cities Collaborative (ECC) President, Denise Fairchild gave the keynote speech at the dinner, which honored 37 graduates from the PACT program. ECC is a national non-profit network of organizations working together to advance a sustainable environment while creating greater economic opportunities for all.

After the event, an article was published in the ECC's web-based national newsletter highlighting the PACT program and the dinner's student speaker, Randy Litch. Prior to coming to SVI, Mr. Litch spent was involved in the underground drug and crime scene, spending time in and out of prison until age 36 when he decided to make a real change. Through the PACT program he was given an opportunity to become successful and productive. After finishing a number of certificates at SVI, Litch has found employment with an employer who had previously rejected him due to his criminal background.

#### **SVI Staff Retreat**

Seattle Vocational Institute held an all-staff retreat in October. The retreat featured information on strengthening and preparing SVI for the 2013-2014 school year. Classified employees, exempt staff and faculty leads were invited to attend. The working day included presentations on Enrollment, Student Success, Customer Service, Outreach and Marketing, Strategic Planning, Accreditation, and Effective Team Building.

Kim Smith from Key Solutions is a Life Coach who offered an interactive presentation that highlighted the mission, vision and core values of SVI and how each team member is intricately woven into the common goal of developing strategic ways to align personal and professional goals in creating effective teams. The activities built skills in leadership, communication and organizational management.

MEMORANDUM

TO: Board of Trustees

FROM: Gary Oertli, President

DATE: December 5, 2013

SUBJECT: PRESIDENT'S REPORT – INFORMATION ONLY

South's Accreditation

On October 21-23, South hosted five-peer evaluators who conducted a Year Three accreditation site visit on behalf of the Northwest Commission on Colleges and Universities. Chancellor Jill Wakefield, joined Board Members Jorge Carrasco Albert Shen, and Carmen Gayton to host the group for a breakfast.

At the end of the visit, South received four recommendations and five commendations. The recommendations were as follows:

- 1) The Committee recommended that the College continue to refine and align a definition of Mission Fulfillment in measurable terms.
- 2) The Committee recommended that the College continue to refine its success indicators for improved alignment with the core theme and objectives.
- 3) The committee recommended that the College conduct a regular review of human resources policies and procedures.
- 4) The Committee recommended an annual external financial audit for the Board of Trustees.

The commendations were as follows:

- 1) The Committee commended the College on the condition of its physical facilities located on its Georgetown campus. Furthermore, the campus as a whole was commended for creating a secure, healthful learning and working environment that support the institution's mission, programs and services.
- 2) The Committee commended the College for the collaborative and systematic integration of library instruction into the curriculum.
- 3) The Committee commended the school for its culture that fosters collaborative work and noted a spirit of "teamwork" and a connection among faculty and staff across all levels.
- 4) The Committee commended the College for creating sustainable support services for students that include appropriate enrollment, advising and orientation materials with diverse delivery methods.
- 5) The Committee commended the College for its commitment to embracing cultural diversity on-campus and within the community and expanding cultural competency of faculty and staff.

### State Board Approves new Bachelor's Degree at South

The State Board for Community and Technical Colleges recently approved a new baccalaureate of applied science (BAS) degree in Sustainable Science Technology that will be offered at South Seattle Community College in the fall of 2014.

In addition to the new Sustainable Science Technology degree, South also offers bachelor's degrees in Hospitality Management and Professional Teacher Education.

### 13<sup>th</sup> Year Scholarship Expands to Rainier Beach

On November 20, South held a surprise assembly to announce the expansion of the 13<sup>th</sup> Year Scholarship program to Rainier Beach High School. The program, funded by South's Foundation, guarantees one-year of free tuition to all graduating seniors from Rainier Beach High School. In addition to providing financial assistance, the scholarship also provides academic assistance in the transition from high school to college.

In addition to being offered at Rainier Beach High School, the 13<sup>th</sup> Year Scholarship is available at Chief Sealth International High School and Cleveland High School.

### Governor Inslee visits South's Harbor Island Training Center

On October 11, Washington State Governor Jay Inslee visited South's Harbor Island Training Center. The Harbor Island Training Center is a prime example of how public-private partnerships can be effective, even during tough economic times. The six-month program is a partnership formed with South Seattle Community College's Welding Program and Vigor Industrial. South's welding department provides instruction, while Vigor provides the classroom on its shipyard property.

A tour of the Harbor Island Training Center was part of Inslee's afternoon that was dedicated to Seattle's maritime industry. Seattle Community College Chancellor Jill Wakefield, South Seattle Community College President Gary Oertli, Seattle Community College Trustee Albert Chen and Instructor Ken Johnson, who conducted the tour, welcomed the Governor.

### Georgetown hosted National League of Cities

The National League of Cities (NLC) is dedicated to helping city leaders build better communities. South's Georgetown-campus hosted the group comprised of city leaders from across the country to learn more about the College's innovative partnerships. Specifically, the group examined South's relationship with the Industrial Manufacturing Academy and the Harbor Island Training Center.

### Dean Bowers recognized

The National Council recently presented South's Dean of Basic and Transitional training, John Bowers with an award for Workforce Education. Dean Bowers earned recognition for his research and dissertation on stackable credentials.

#### South's work continued to be recognized

On October 12, the Seattle Jobs Initiative recognized two members of South's family. South's Workforce Education Coordinator Kathleen Weiss received SJI's Partnership Award and South Welding Graduate Michael Fisher was recognized.

#### NWWA Fall Release

On November 21, South's Northwest Wine Academy (NWWA) released its latest collection of fall wines. The new wines include: 2012 Chardonnay, French Oak 2012 Chardonnay, American Oak 2012 White Merlot, 2011 Mourvedre, 2011 Lemberger, 2011 La Scuola (a red blend of Italian varietals: Sangiovese, Barbered and Nebbiolo) and 2010 Petit Verdot.

To celebrate the release, NWWA hosted three tastings on November 21-23 from 2-7 PM each day. On November 22, NWWA alums poured wines of their own that they have made since graduating from the program. All of these events were free and open to the public, for ages 21 and over.

#### UW/South Alumni Event

On October 30, South Seattle Community College and the University of Washington hosted an event for alums. Many students at South continue their studies at the University of Washington and so the partnership was a natural fit. President Gary Oertli said he was "inspired" here where all of South students have gone. Some have gone on to receive their masters, while others have traveled the globe but all had a special place in the hearts for South. Start Here Go Anywhere!

#### Veteran's Week

During the week of November 11, South hosted a week full of activities to honor veterans. In observance of the holiday, classes were not held on Monday. The rest of the week, South's Veterans Center hosted a flag ceremony on Tuesday, and held an open house on Thursday in the Veterans Center that welcomed members of the campus to learn more about the services they offer.

#### "How We Remember our Veterans"

South's Art Gallery featured an exhibit created to celebrate the sacrifices of our Veterans. The exhibit opened on November 5 and closed December 4. The gallery also held a reception during the South's Veterans Week after the flag ceremony.



A Union of Professionals

# AFT Seattle

Community Colleges  
Local 1789, AFL-CIO

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Local 1789, AFL-CIO

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November 20, 2013

Dear Board of Trustees Members:

This fall has been busy for AFT Seattle. On the campus level, faculty senates have been meeting, orienting members to the new Agreement, choosing representatives to serve on District Committees such as Professional Leave and the AA Review Committee and discussing issues as they arise. In addition our leadership participates on the AFT Washington Contingent Faculty Taskforce, the College Council and executive board, as well as sending delegates to the Martin Luther King Central Labor Council.

We are thrilled that our own member, Kshama Sawant, was successfully elected to the City Council and we are confident that her knowledge of higher education and labor issues will bring important perspectives to that body.

Some of our members and many of our students have family and loved ones in the Philippines and have been closely monitoring the disaster relief efforts in the Philippines as a result of Typhoon Haiyan, and we expect that the reconstruction effort will be long term. Our national union and constituency groups like the Asian Pacific American Labor Alliance have already contributed tens of thousands of dollars and are collecting additional resources.

Closer to home, we have been meeting with the District Administration in both salary negotiations and Agreement Management sessions. Progress in both arenas contributes to improved morale and more professional work conditions.

Nationally, AFT has launched a campaign to Reclaim the Promise of Public Education:

### **Will You Reclaim the Promise?**

Our public schools represent our nation's commitment to helping all children dream their dreams and achieve them. A high-quality public education for all children is an economic necessity, an anchor of democracy, a moral imperative and a fundamental civil right, without which none of our other rights can be fully realized.

The community colleges are an essential part of public education, and Seattle Community Colleges has a long way to go in order to recover from the defunding by the state legislature over the past years. AFT WA will be pursuing increment funding and local bargaining for funds, and we urge you to support these efforts.

We look to the Board to give leadership to rebuilding our colleges so that this Promise of Public Education can be fulfilled.

Respectfully,  
Tracy Lai and Kimberly McRae  
AFT Seattle Co-Presidents

An affiliate of  
AFT Washington,  
American Federation  
of Teachers, AFL-CIO

WFSE Local 304  
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### Board of Trustees Report (Dec. 2013)

The Classified Development Advisory Committee (CDAC) of Seattle Central, SVI, & Siegal held their annual staff retreat on Monday, November 11<sup>th</sup>, 2013. The event was held at the Swedish Cultural Center and over 100 staff attended. President Killpatrick addressed the staff during the opening session and announced this year's Employee of the Year, Luanda Chan. There were three different workshop sessions, and a total of nine different workshop topics. The workshop topics ranged from Employee Benefits to Getting to the Heart of a Meaningful Life.

North Seattle Community College's CDAC Retreat was held on North's campus on Veterans Day, Nov 11<sup>th</sup>, 2013. There were 45 participants who gathered at the North Campus, College Center Building, CC1161 for several workshops focusing on building community, health, stress reduction, and wellness. CDAC will continue to host Professional Development workshops, and providing mini-grants that aid in classified staff attending seminars and conferences that take place off campus, as well as having one more retreat to plan in Spring 2014.

NSCC STARS Committee is seeking to provide relief and support to the victims of the tragic typhoon in the Philippines. Together, STARS Committee will be holding a baked goods and gift sale in the Cafeteria on Dec 5<sup>th</sup> 2013, from 9AM – 6 PM. All fund generated from the sale will be donated to Red Cross. In order to make this event happen, STARS is asking the campus community to donate baked goods/gift to the fundraising on Dec 5<sup>th</sup>.

SSCC has an outstanding CDAC committee that has provided excellent opportunities for classified staff at the Veteran's Day Event on November 11<sup>th</sup>. A survey was taken at the event to find out how CDAC can more relevant to our staff and boost participation in the Committee. Ideas that have already surfaced included participation and partnerships with Classified Staff across the district, and with EDAC. There was also considerable discussion about the District in general looking at some specific recognition and honoring of Veterans for Veterans Day in the future.

Many of our classified staff have been busy working on large projects across the district. This includes our ongoing capital projects and the campus wide updates of the student & staff computer networks at the Seattle Central campus.

In addition, many of our staff are attending classes at various colleges & universities to further their education goals.

Finally, WFSE celebrated their 70<sup>th</sup> Anniversary on Monday, November 18<sup>th</sup>. To celebrate, many of our members turned out in support at the rally for the Boeing Machinists Union held at Westlake that evening.