



SEATTLE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

January 16, 2014

Seattle  
CENTRAL  
Community  
College

**STUDY SESSION** 1:30 p.m.  
Seattle Community College District Office  
1500 Harvard Avenue  
Seattle, WA98122

NORTH  
Seattle  
Community  
College

SOUTH  
Seattle  
Community  
College

**REGULAR SESSION** 3:00 p.m.  
Seattle Community College District Office  
1500 Harvard Avenue  
Seattle, WA 98122

Boardroom

SVI Seattle  
Vocational  
Institute

■ ■ ■

STUDY SESSION AGENDA

Georgetown  
Campus

NewHolly  
Learning  
Center

1:30 p.m. **BOARD GROUP PHOTO SESSION** Chancellor's Office

Seattle  
Maritime  
Academy

Wood  
Construction  
Center

2:00 p.m. **ACADEMIC PLAN – ENVIRONMENTAL SCAN & PLAN CONTENTS**  
*Kyra Kester, Ph.D.*  
*Social & Economic Sciences Research Center*  
*Washington State University*

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)

Board Priorities for 2013 – 2014

1. Build Relationship with the Seattle Public Schools
2. Support the Next Wave of Education Leading the District into a Bold Future in Workforce Education and Technology
3. Explore Alternative Funding

**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**
- Pathway to Completion*
- Presenters: Carin Weiss, Vice Chancellor  
Rosie Rimando, SSCC, Vice President, Student Services  
Peter Lortz, NSCC, Interim Vice President for Instruction  
Wendy Rockhill, SCCC, Dean, Science & Math  
Lawrence Morales, SCCC, Instructor, Science & Math
- 3:45 p.m. RECOMMENDED BOARD ACTIONS**
- A. Consent Calendar
1. Approval of December 5, 2013 Meeting Minutes **Tab 2**
2. Tender of Gifts **Tab 3**
- B. Pacific Tower Project **Tab 4**
- C. Second Reading and Final Action - Policies #668, 669 & 670 **Tab 5**
- 3:50 p.m. INFORMATIONAL ITEMS**
- A. Chancellor's Report
1. Naming of Jim Christiansen Conference Room **Tab 6**
2. Update Business Plan for Healthcare Facilities

- 3. NSCC Presidential Search
- 4. Updates on Child Care (SCCC), Higher One & Federal Loan Program
- B. Enrollment Report Tab 7
- C. Report from State Auditor Tab 8
- D. First Reading - Policy 620 Tab 9

4:15 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. Albert Shen, Chair
  - 2. Ms. Courtney Gregoire, Vice Chair
  - 3. Mr. Jorge Carrasco
  - 4. Ms. Carmen Gayton
  - 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, February 13, 2014 at North Seattle Community College, 9600 College Way North, Seattle, WA 98103. There will be a Study Session at 2:00 p.m., and the Regular Meeting will follow at 3:00 p.m.*



**MINUTES OF THE SEATTLE COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES MEETING** held Thursday, December 5, 2013 at  
North Seattle Community College, North Star Dining Room, 9600 College Way North,  
Seattle, WA 98103

Seattle  
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Center

Seattle  
Maritime  
Academy

Wood  
Construction  
Center

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

Trustees	Mr. Jorge Carrasco Ms. Carmen Gayton Ms. Courtney Gregoire Mr. Steve Hill Mr. Albert Shen
Chancellor	Dr. Jill Wakefield
Presidents/Vice Chancellors	Dr. Mary Ellen O’Keeffe, NSCC Dr. Paul Killpatrick, SCCC Mr. Gary Oertli, SCCC
Vice Chancellors	Dr. Carin Weiss Dr. Kurt Buttleman Mr. Charles Sims
Advisory Representatives	Mr. Al Griswold, SVI Mr. Derek Edwards, AAG Ms. Kimberly McRae, AFT 1789 Ms. Tracy Lai, AFT 1789 Mr. Ty Pethe, WFSE  Ms. Ksenia Ivantsova, NSCC Student Ms. Leah Remsen, SCCC Student Mr. Ariel Garcia, SCCC Student
Secretary	Ms. Harrietta Hanson

**CALL TO ORDER**

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

**ROLL CALL**

The secretary, Harrietta Hanson, called the roll.

Washington District VI

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### INTRODUCTION OF VISITORS

Mr. Carrasco welcomed the visitors. Visitors introduced themselves. They included: Peter Lortz, Warren Brown, Shela Usadi, Faiza Diriye, Erin Wilson, Karina Sternin, Rod Palmquist, Larry Hopt, Giang Du, Khanh Vu, Thien Nguyen, Dung Pham, Abdul Gseaa, Pedro Marquez, Heather Emlund, Bruce Genung, Carol Howe, Tom Brazionas, Casey Jaywork, Steve Hoffman, Christian Rusby, Taleah Mitchell, Reina Kawakita, Janet Hoppe-Leonard, Taleah Mitchell, Deborah Higdon, Karina Sternin, Marla Lockhart.

### APPROVAL OF DECEMBER 5, 2013 AGENDA

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

### PUBLIC COMMENTS

Taleah Mitchell, Pedro Marquez, Shela Usadi, Steve Hoffman, Casey Jaywork, Deborah Higdon and Karina Sternin addressed the Board regarding potential name change of the colleges.

Rod Palmquist addressed the Board regarding Pacific Tower's sublease and custodial services.

### PRESENTATION

#### *"North Blend" – Hybrid Evening Associate Degree*

NSCC has started a new hybrid evening Associate Degree program in fall 2013. It is an unique blend of flipped on-campus and online classes that allow working students to complete an Associate Degree in two years. eLearning Associate Dean Tom Brazionas, together with faculty members Marla Lockhart and Larry Hopt, shared the characteristics of the program and its benefits. They also talked about the additional student support services put in place to ensure student success. The completion and passing rates of both traditional and hybrid programs were compared and discussed. NSCC is hoping that this pilot program could be scaled up in the very near future.

### APPROVAL OF MEETING MINUTES

Mr. Carrasco asked for a motion to approve the minutes of the October 10 meeting, with an amendment to Page 3 – Recommended Approval of Tenure: Joslin Harris-Gane is a faculty member of South Seattle, not Seattle Central. **Ms. Gregoire so moved and Ms. Gayton seconded the motion. Motion was passed unanimously (5-0).**

### NOMINATIONS OF 2013-2014 BOARD OF TRUSTEES OFFICERS

Mr. Carrasco moved to nominate Albert Shen as Chair, and Courtney Gregoire as Vice Chair, to serve the remaining 2013-2014 term, from January 1 to August 31, 2014. **Ms. Gayton seconded the motion. Motion was passed unanimously (5-0).**

WAC CHANGES | 132F-142 & 132F-136-030 – SECOND READING & FINAL ACTION

Mr. Carrasco asked for a motion to approve WAC 132F-142 and 132F-136-030, including 132F-136-050 which was also presented in the First Reading. **Ms. Gayton so moved, and Mr. Shen seconded the motion. Motion was passed unanimously (5-0).**

POLICIES REVIEW – SECOND READING AND APPROVAL

Ms. Gregoire moved to approve the following policies:

- Policy 205 – Information Technology Security
- Policy 215 – Equipment and Supplies at Remote Locations
- Policy 601 – SCCD Allocation and Management of Resources
- Policy 602 – Financial Records
- Policy 603 – Cash Controls
- Policy 604 – Accounts Receivable
- Policy 605 – Student Fees and Distributions
- Policy 606 – Tuition Waiver Policy
- Policy 640 – Records Identification, Retention and Disposition Management Program
- Policy 681 – Identity Theft Prevention

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

PACIFIC TOWER SUBLEASE

Negotiation is ongoing with the Department of Commerce. Mr. Hill has agreed to serve as the Board's representative to continue ironing out the details. No action was taken.

INFORMATIONAL ITEMS

## A. Chancellor's Report

## 1. Strategic Plan Progress Report

In early 2013, the Board approved changes to the 2010-2015 Strategic Plan, with several performance targets modified. Dr. Wakefield provided an update of the performance targets. Also reported is the formation of an allocation committee by the Washington Association of Community and Technical Colleges (WACTC). The goal is to review the existing funding model based on FTEs. In addition, Dr. Wakefield updated the Board on the status of the development of a District Academic Master Plan.

## 2. NSCC President Search Update

The launch of NSCC President Search goes live this week; information has been posted on the district website, the Chronicle and various publications. Dr. Jack Bautsch of NSCC is heading up the search effort.

**B. Quarterly Financial Summary**

The Quarterly Financial Reports and Summary were presented during the Study Session by Dr. Buttleman.

Mr. Carrasco commended Dr. Buttleman on the new financial report format.

**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 669 – Matching Reporting for Grants and Contracts

Policy 670 – SCCD Grants and Contracts

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

Policy 621 – SCCD Purchasing

Policy 668 – Time and Effort Reporting for Federal Grants

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

**D. Washington State Auditor Report**

Dr. Buttleman shared the Auditor Report on SCCC's Perkins Loan Liquidation.

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

Ms. Leah Remsen, of SCCC's Associated Student Council (ASC), reported: 1) ASC has passed a resolution opposing the potential name change – taking out "community" from the college's name; 2) the student leadership is focusing its efforts on a number of issues, including metro's budget and route cuts; 3) she is looking forward to a productive 2014.

Ms. Ksenia Ivantsova, of NSCC's Student Administrative Council (SAC), reported: 1) the student leadership is engaging students to discuss the pros and cons of the potential name change; 2) students are worried about tuition costs in relation to the name change; 3) thanked the Board that students are involved in the name change project.

Mr. Ariel Garcia, of SSCC's United Student Association (USA), reported: 1) USA has hired two new members to fill vacant positions; 2) students are concerned about the metro route cuts since SSCC's students will be affected most; 3) USA's goals for 2013-2014 are: to continue to advocate for students, including ORCA cards and security; to improve campus climate through student involvement, and adding welcome signs on campus; to improve existing

resources on campus, such as library improvements, class outreach; 4) he welcomed the idea of a student representative serving on the Board.

- B. American Federation of Teachers (AFT) Seattle Community Colleges, Local 1789  
Co-presidents, Tracy Lai and Kimberly McRae, reported that: 1) AFT Seattle is working with student leadership to co-sponsor activities and share resources, including the Reclaim the Promise event; 2) AFT Seattle supports the students' resolution against name change.
- C. Washington Federation of State Employees (WFSE)  
Mr. Ty Pethe introduced himself as the new president of Local 304. Mr. Pethe reported that: 1) he attended the Racial Equity Summit held on Dec 3; 2) Local 304 held their general meeting on Nov 21; 3) they support the students' resolution on name change.
- D. Chancellor, College Presidents and Vice Chancellors  
Mr. Oertli reported that the event at Rainier Beach High School was a success; Rainier Beach High School will be joining the 13<sup>th</sup> Year Scholarship program. In addition, SSCC recently received an anonymous donation of \$0.5million.
- E. Board of Trustees  
Mr. Shen commended on the great event at Rainier Beach High School.

At the next meeting, Mr. Shen would like to receive update information regarding child care and Higher One.

#### EXECUTIVE SESSION

An Executive Session was called at 5:00 pm to discuss negotiations, and Attorney Client privileged matters. The Executive Session ended at 6:05 pm. No action has been taken.

#### ADJOURNMENT

The meeting was adjourned at 6:05 p.m.

*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 p.m., and the Regular Meeting will follow at 3:00 p.m.*

APPROVED BY:

\_\_\_\_\_  
Albert Shen, Chair

\_\_\_\_\_  
Date



MEMORANDUM

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TO: Board of Trustees

FROM: Dr. Jill Wakefield  
Chancellor

DATE: January 16, 2014

SUBJECT: TENDER OF GIFTS TO SEATTLE COMMUNITY COLLEGE DISTRICT

Background

Periodically gifts are contributed to Seattle Community College District to assist the District in achieving its educational goals and objectives. There are two major categories: (1) Cash Gifts and (2) In-Kind Gifts, such as equipment, supplies and materials.

On the attached pages are summaries of the gifts received during the period of September 30, 2012 - December 30, 2013.

Recommendation

In accordance with established Board Policy No. 152, it is recommended that the Board of Trustees accept the gifts tendered to SCCD as shown on the attached schedules.

Submitted by:

Dr. Kurt Buttleman  
Vice Chancellor of Finance & Technology

Transmitted to the Board with a favorable recommendation.

Dr. Jill Wakefield  
Chancellor

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TENDER OF GIFTS TO SEATTLE COMMUNITY COLLEGE DISTRICT

AS OF DECEMBER 30, 2013

CASH

DONOR	GIFT AND PURPOSE	CENTRAL	NORTH	SOUTH	SIEGAL CENTER	DISTRICT-WIDE	SVI
SCCC Foundation	Cont' Ed	\$1,420.00					
	Mainstay	\$17,800.00					
	Intl Students Study Abroad	\$24,150.00					
	Intl Students Campus Work	\$24,150.00					
	Tutoring	\$15,000.00					
	President's Discretionary	\$4,528.23					
	SVI PACT	\$62,028.50					
	Intl Students - Staff Abroad Support	\$20,000.00					
	CWE Program Support	\$5,870.00					
	Student Scholarships	\$2,668.00					
	Student Scholarships	\$59,553.00					
	Student Scholarships	\$50,412.00					
	Student Scholarships	\$15,750.00					
	Childcare Assitance	\$1,266.00					
	Faculty Development Support	\$53,458.00					
	Emergency Scholarships	\$1,978.00					
	Emergency Scholarships	\$1,550.00					
	Student Scholarships	\$665.00					
	Student Scholarships	\$15.00					
	Program Services - Culinary Arts program	\$298.78					
	Program Services - Disability Support Services	\$1,900.00					
	Program Services - Info Tech	\$619.00					
	Program Services - Interpreter Training	\$86.00					
	Program Services - Library	\$238.00					
	Program Services - Mainstay	\$570.00					
	Program Services - Math Science	\$30.00					
	Program Services - SVI Bright Futures	\$380.00					
	Program Services - SVI Executive Dir. Fund	\$54.00					
	Program Support - Cont Ed Discretionary	\$1,260.00					
	Program Support - Culicary Arts program	\$1,225.00					
	Program Support - Intl Students Abroad	\$20,000.00					
	Program Support - Intl Students CWE	\$33,660.00					
	Program Support - SVI PACT	\$9,432.00					
	Program Support - Wood Construction	\$2,945.00					
	Student Scholarships	\$380.00					
	Scholarship Support	\$934.00					
	Women's program - WISE Book Fund	\$1,900.00					
	Wood Construction - Student Scholarships	\$2,850.00					
	Emergency Scholarships	\$8,060.55					
	Program Support - President's Fund	\$5,000.00					
	Program Support - Tutoring Program	\$15,000.00					
	Student Scholarships	\$2,425.00					
	Student Scholarships	\$55,510.00					

TENDER OF GIFTS TO SEATTLE COMMUNITY COLLEGE DISTRICT  
AS OF DECEMBER 30, 2013

CASH

Student Scholarships	\$49,604.00
Student Scholarships	\$1,000.00
Student Scholarships	\$12,750.00
Culinary Emergency Funds and Pastry	\$1,188.00
SVI Bright Futures	\$367.00
SVI ED Discretionary	\$637.00
Program Support - President's Fund	\$5,000.00
Program Support - Tutoring Program	\$15,000.00
Program Support - WISE fund	\$184.19
Culinary Scholarships	\$2,613.00
Student Scholarships	\$2,422.00
Student Scholarships	\$45,778.00
Student Scholarships	\$42,023.00
Student Scholarships	\$1,000.00
Student Scholarships	\$1,000.00
Student Scholarships	\$2,000.00
Student Scholarships	\$11,166.00
Program Support - Dean Discretionary	\$903.00
Program Support-Admin Discretionary(Pham)	\$903.00
Program Support - Mainstay	\$903.00
Program Support - Culinary	\$6,323.60
Program Support - Culinary	\$13,591.06
Program Support - Culinary	\$552.34
Program Support - Library	\$902.00
Program Support - Photography	\$2,334.00
Program Support - Graphic Design	\$1,025.00
Program Support - Apparel Design	\$86.00
Program Support - Fine Arts	\$491.00
Program Support - Wood Construction	\$485.00
Program Support - Maritime Academy	\$1,520.00
Foundation Construction - Tsutakawa Fountain	\$11,104.00
Program Support - SVI PACT	\$300.00
Program Support - Basic Studies	\$25.00
Program Support - Interpreter Training	\$2,850.00
Program Support - Mainstay	\$950.00
Program Support - Photography	\$238.00
Program Support - SVI Bright Futures	\$25.00
Program Support - SVI Executive Discretionary	\$552.00
Foundation Construction - Tsutakawa Fountain	\$310.00
Program Support - SVI Bright Futures	\$855.00
Stand Down Support - President's Discretionary	\$446.50
Program Support - Cont Ed Discretionary	\$3,635.00
Program Support - Parent Child Scholarships	\$1,381.00
Program Support - Student Faculty Abroad	\$20,000.00
Program Support - Campus Work Intl Students	\$35,790.00
TESOL Scholarships	\$1,800.00



TENDER OF GIFTS TO SEATTLE COMMUNITY COLLEGE DISTRICT  
AS OF DECEMBER 30, 2013  
IN-KIND

DONOR	GIFT AND PURPOSE	CENTRAL	NORTH	SOUTH	SIEGAL CENTER	DISTRICT-WIDE	SVI
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<b>CAMPUS TOTALS</b>							<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
TOTAL IN-KIND GIFTS TO SEATTLE COMMUNITY COLLEGE DISTRICT												
							<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>



**MEMORANDUM**

TO: Board of Trustees

FROM: Jill Wakefield  
Chancellor

DATE: January 16, 2014

SUBJECT: **Approval to Enter into a Long-term Lease**

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**Background**

Pursuant to District Policy 108, the Board of Trustees has reserved authority “[t]o authorize every sale or purchase of real property, and every lease of real property which is for a term of three years or more and requires payment by the district of \$50,000 or more in any fiscal year.”

Over the past decade, Seattle Central Community College has faced a critical capacity issue with Allied Health Programs. The College is at 30,000 square feet over capacity and is in the process of seeking approval for a Bachelor’s of Nursing which would create a total space deficit in the range of 80,000 square feet. In 2009, the College developed a proposal for a regional community health education center to house these programs. While there was support for the project, funding was not available for the \$120 million facility.

In the fall of 2012, the Pacific Hospital Preservation and Development Authority announced that 200,000 square feet of space was available at their Pacific Tower building atop Beacon Hill overlooking the city. The ground floor of the building is already occupied by the Pacific Medical Center Beacon Hill Clinic which serves a large and diverse mix of patients.

Area legislators and several community members approached Seattle Community Colleges and asked if we would be interested in becoming the “anchor tenant” in the Pacific Tower that would house other community health care clinics and organizations as well. Subsequently, the Legislature authorized the Washington Dept. of Commerce to enter into a 30 year lease for the Pacific Tower with the purpose of creating a community healthcare, education and innovation center. The 2014 Capital Budget provided \$20 million for renovation and re-purposing the Pacific

Washington District VI Tower for the community healthcare and career instructional mission.

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Seattle Central retained architects to conduct a 'test to fit' of the Pacific Tower for the allied health instructional programs. They returned with an affirmative recommendation of the Tower's suitability and proposed a plan for the occupancy of 85,000 square feet of the building. That plan includes housing of the College's Dental Hygiene, Dental Assistant, Bachelor of Nursing, Associate Nursing Degree, Respiratory, Surgical Technology and Optician programs.

On November 12<sup>th</sup> of 2013, the Washington Dept. of Commerce entered into a master lease with the Pacific Hospital Preservation and Development Authority. Commerce has asked the District to enter into a sublease for 85,000 square feet for a satellite allied health instructional campus of Seattle Central Community College at the Pacific Tower.

Current Tower tenant Pacific Medical Center has indicated that they would be open to working with the colleges to offer clinical training opportunities at their on-site clinic. There may also be opportunities to offer clinical training at their eight other clinics which serve more than 300,000 patients. Clinic sites are a key component of health care education programs.

Seattle Central has formed a Healthcare Workforce/Pacific Tower Advisory Council with the region's leading hospitals, clinics, research institutions and public health authorities. Members have affirmed the need for expanded workforce training capacity and indicated their willingness to partner with Seattle Central and the District on new and existing programs.

Staff of the District and Seattle Central have negotiated through the Washington State Dept. of Enterprise Services on the terms of a 30 year sublease to be the anchor tenant, with two optional ten year extensions. In addition, staff and leadership of the District have met with the Speaker of the House on the capital budget requirements for the satellite instructional campus. The Speaker has provided written commitments of his intention to solicit both private funds and additional state capital budget appropriations to fully fund the renovation, tenant improvements, instructional equipment and furnishings of Seattle Central's 85,000 square feet at the Pacific Tower.

### **Recommendation**

It is recommended that the Board of Trustees authorize the Chancellor to enter into:

- 1) A lease with the Washington Dept. of Commerce for a 30-year lease for approximately 85,000 rentable square feet with access to at least forty one percent (41%) of all available parking stalls with rent at \$12.00 per square foot with an annual 3 percent escalator clause. The Seattle Community Colleges are responsible

for its pro-rata share of property management services, estimated to be \$10.70 per rentable square foot triple net (insurance and maintenance operating expenses) and for tenant improvements.

2) A memorandum of understanding with the Washington State Department of Commerce regarding payment of the lease's financial obligations from legislative appropriations, satellite campus operating budget subsidies from legislative appropriations, and priority on use of the capital budget appropriations for the Seattle Central Community College tenant improvements.

Transmitted with a favorable recommendation.

Submitted by:

A handwritten signature in black ink that reads "Jill Wakefield". The signature is written in a cursive, flowing style.

Jill Wakefield, Ed.D.  
Chancellor



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## MEMORANDUM

**TO:** Board of Trustees  
**FROM:** Kurt R. Buttleman  
**DATE:** January 16, 2014  
**SUBJECT:** Policy 668 - Second Reading

### Background

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

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 668.

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*



MEMORANDUM

Seattle  
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TO: Board of Trustees

NORTH  
Seattle  
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FROM: Kurt R. Buttleman

SOUTH  
Seattle  
Community  
College

DATE: January 16, 2014

SVI Seattle  
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SUBJECT: Policy 669 & 670 - 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

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Transmitted to the Board with a favorable recommendation.

Dr. Jill Wakefield  
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Seattle Community College District  
Reviewed Policies, No Recommended Changes  
Board of Trustees Second Reading January 16, 2014

**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**

---

**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**

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

**TO:** Board of Trustees

**FROM:** Jill Wakefield  
Chancellor

**DATE:** January 16, 2014

**SUBJECT:** Naming of Jim Christiansen Conference Room

**Background**

Jim Christiansen, one of the founders of the Seattle Community College District, passed away December 24, 2013. Mr. Christian served the District from 1967 to 1994, when he retired as Vice Chancellor, Business & Finance. Following his retirement, a conference room was named in recognition of his service.

Six years ago, the conference room was converted to an office.

To honor Mr. Christiansen's leadership and contribution to the district and the state community college system, the Chancellor's Cabinet has recommended that the District rename the Elwha Conference Room to Jim Christiansen Conference Room.

Transmitted to the Board for their information.

  
Jill Wakefield, Ed.D.  
Chancellor



## MEMORANDUM

**TO:** Board of Trustees

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

**DATE:** September 16, 2013

**SUBJECT:** Enrollment Report: 2013 Fall Quarter FTES

Seattle  
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Community  
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**SOUTH**  
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**SVI** Seattle  
Vocational  
Institute

### Background

This report provides data on state-funded and Worker Retraining FTES for fall quarter, 2013 and combined fall and summer quarters. An annual state-funded projection is also included.

### Recommendation

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

Georgetown  
Campus

NewHolly  
Learning  
Center

Seattle  
Maritime  
Academy

Wood  
Construction  
Center

Submitted by:

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  
206.934.4100  
Fax 206.934.3883  
Voice Relay 800.833.6388



## **ENROLLMENT REPORT: 2013 Fall Quarter Final Enrollment**

*Prepared by Carin Weiss, Vice Chancellor*

*This report includes the 2013 fall quarter final enrollment report, combined enrollment for 2013 summer and fall quarters, and the annual projection.*

### **FALL QUARTER PERFORMANCE**

The district generated 12,124 quarterly FTES. This represents 90% of goal and comes in 1,295 FTES short of target. No college reached goal for the quarter and all were below last year's finals. The district generated 379 fewer FTES than last year; a reduction of 3%.

#### Worker Retraining

Worker Retraining for the district was 203 FTES above goal (128%) generating 918 FTES. However, this is 7% (69 FTES) fewer than last year. Only SVI generated more FTES than last year; a 26% increase.

#### **Fall 2013 State-funded Quarterly FTES**

<b>Total</b>	<b>2013 FTES</b>	<b>2013 Goal</b>	<b>2013 % of Goal</b>	<b>2012 FTES</b>	<b>13/12 FTES Difference</b>	<b>13/12 % Difference</b>
District	12,124	13,419	90%	12,502	-379	-3%
North	3,407	3,741	91%	3,519	-112	-3%
Central	4,625	5,127	90%	4,742	-117	-2%
South	3,732	4,056	92%	3,763	-31	-1%
SVI	360	495	73%	478	-118	-25%

Worker Retraining	2013 FTES	2013 Goal	2013 % of Goal	2012 FTES	13/12 FTES Difference	13/12 % Difference
District	918	715	128%	987	-69	-7%
North	260	198	132%	279	-19	-7%
Central	230	177	130%	287	-57	-20%
South	269	230	117%	295	-25	-9%
SVI	158	110	144%	126	32	26%

### SUMMER/FALL COMBINED PERFORMANCE

The district is slightly closer to goal when summer and fall quarters are combined. The district is at 93% of goal, but 2% (123 FTES) behind last year's combined total. No college is at or above target. North is at 93%; Central at 92%; South at 94%; and SVI is at 84%.

#### Worker Retraining

Worker Retraining is ahead of goal as a district by 23% (95 FTES), and all colleges are exceeding the two-quarter goal. North is above by 5%; Central by 37%; South by 19%; and SVI by 46%.

### Summer / Fall 2013 State-funded Annualized FTES

Total	2013 FTES	2013 Goal	2013 % of Goal	2012 FTES	13/12 FTES Difference	13/12 % Difference
District	5,822	6,280	93%	5,944	-123	-2%
North	1,647	1,767	93%	1,689	-42	-2%
Central	2,082	2,266	92%	2,097	-14	-1%
South	1,863	1,976	94%	1,862	1	0%
SVI	229	272	84%	296	-67	-23%

Worker Retraining	2013 FTES	2013 Goal	2013 % of Goal	2012 FTES	13/12 FTES Difference	13/12 % Difference
District	510	415	123%	538	-28	-5%
North	133	127	105%	149	-17	-11%
Central	126	92	137%	139	-14	-10%
South	157	132	119%	168	-12	-7%
SVI	95	65	146%	81	13	16%

**ANNUAL STATE-FUNDED PROJECTION**

Based on the summer and final enrollment, compared to the two-quarter goal, the district is projected to earn 13,838 FTES (for a 2-year rolling average of 93%). This is 93% of our target of 14,929 FTES; nearly 1,100 FTES short of goal. The two-year rolling average of 93% is based on an average of 2012-13 and 2013-14 projected FTES as a percent of the two-year allocation.

**Annual Projection\***

Total	2013-2014 Projected	2013-2014 Goal	% of Goal	Over/Under Goal	2012-13 FTES Earned	2-Year Rolling Average
District	13,838	14,929	93%	-1,091	14,071	93%
North	3,839	4,117	93%	-278	3,934	94%
Central	5,042	5,486	92%	-444	5,195	93%
South	4,404	4,673	94%	-269	4,398	94%
SVI	550	653	84%	-103	544	83%

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



MEMORANDUM

Seattle  
CENTRAL  
Community  
College

TO: Board of Trustees

NORTH  
Seattle  
Community  
College

FROM: Kurt R. Buttleman

DATE: January 16, 2014

SOUTH  
Seattle  
Community  
College

SUBJECT: Washington State Auditor Report - Info. Only

Background

Please find the attached summary of the Washington State Auditor report.

SVI Seattle  
Vocational  
Institute

Recommendation

It is the 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

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**Washington State Auditor  
Troy Kelley**

December 19, 2013

Jill Wakefield, Chancellor  
Seattle Community Colleges  
1500 Harvard Ave.  
Seattle, WA 98122

Dear Chancellor Wakefield:

The purpose of this letter is to provide you information regarding the audit of the basic financial statements of the state of Washington as of and for the fiscal year ended June 30, 2013. We issued an unmodified audit opinion on the financial statements of the state of Washington on November 8, 2013. An unmodified opinion means the financial statements were presented fairly, in all material respects.

Based on our planning, we performed testing of internal controls and financial activity at your agency for the following account balances shown on the State's financial statements:

- Cash and cash equivalents
- Charges for services
- Higher education expenditures

We are pleased to report there were no audit recommendations for your agency.

We would like to thank officials and employees from your agency for their helpfulness and timely response to our audit requests. If you have any questions, feel free to contact me at (360) 725-5351 or by e-mail at [steve.wendling@sao.wa.gov](mailto:steve.wendling@sao.wa.gov). You may also contact Phillip Parks at (360) 725-5595 or by e-mail at [phillip.parks@sao.wa.gov](mailto:phillip.parks@sao.wa.gov) or Kendra Thomas at (360) 725-5405 or by e-mail at [kendra.thomas@sao.wa.gov](mailto:kendra.thomas@sao.wa.gov).

Sincerely,

A handwritten signature in cursive script that reads "Steve Wendling".

Steve Wendling, CPA  
Audit Manager



MEMORANDUM

Seattle  
CENTRAL  
Community  
College

TO: Board of Trustees

NORTH  
Seattle  
Community  
College

FROM: Kurt R. Buttleman

SOUTH  
Seattle  
Community  
College

DATE: January 16, 2014

SUBJECT: Policy 620 - First Reading

Background

The attached SCCD policy revision is suggested for grammatical purposes.

Recommendation

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

SVI Seattle  
Vocational  
Institute

Georgetown  
Campus

Submitted by:

Dr. Kurt Buttleman  
Vice Chancellor of Finance & Technology

NewHolly  
Learning  
Center

Seattle  
Maritime  
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Transmitted to the Board with a favorable recommendation.

Wood  
Construction  
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Dr. Jill Wakefield  
Chancellor

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SEATTLE COMMUNITY COLLEGE DISTRICT POLICY

NUMBER: 620

TITLE: DISTRICT VEHICLE USE POLICY

The Seattle Community College District ~~policy concerning~~ vehicle use and automotive travel procedures shall conform to the regulations of the Office of Financial Management.

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

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

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: January 2014

SUBJECT: STUDENT ADMINISTRATIVE COUNCIL BOARD REPORT – Information Only

### Student Administrative Council (SAC)

- Fee Board hosted an end of Fall quarter potluck for student leaders, with the purpose of bringing different boards of Student Leadership together. Our students were able to reflect on how the quarter went and share their experiences with their fellow leaders. This gathering also gave them the opportunity to express any improvement they would like to see in Student Leadership. Mary Ellen O'Keeffe made a special guest appearance and joined us for lunch and our round table discussion.
- SAC's initiative to create a safe space for students to spend time with each other in between classes has been picking up momentum. The Fee Board approved several new purchases for the Hangout.
- The SAC team has discussed the potential North Seattle Community College name change. No stance has been decided. SAC feels that if the E-team can provide more concrete evidence (for example how has the name change helped Bellevue College) on the benefit of a name change on stakeholders, we can better formulate an opinion.

### Student Leadership

- The **Communication Board** focused on ways to improve the visibility of Student Administration Council primary because the beginning of winter quarter is approaching and as student leaders, we want to ensure that the campus knows that our program is a great resource for all students. The Communication Board came up with a three-part strategy: ensure faculty have the material and information to pass on to students, update the SAC bulletin board and order promotional merchandise, and increase presence during the first week of the quarter by tabling.
- The **Arts, Lectures, and Activities Board** invited Lamarr Womble, the founder of Passion for Leadership, for a well-attended event on December 4<sup>th</sup>. Lamarr Womble encourages students to pursue the dreams and ambitions that are in their heart to achieve the results they want. Which SAC feels aligns well with NSCC's core theme of advancing student success by inspiring our students to pursue their passions.

**MEMORANDUM**

**TO:** Board of Trustees

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

**DATE:** January 16, 2013

**SUBJECT:** ASC Board Report

**Metro Public Forum**

On January 16th Seattle Central will host a public forum focused on the budget and route cuts currently faced by King County Metro. The event will take place in the Broadway Performance Hall and there will be two sessions, at noon and 4pm. The educational forum, a collaboration between Student Leadership's Sustainability Committee and the Transit Riders Union, will explain the history and impact of these cuts.

**Removing "Community"**

The Associated Student Council will use its scheduled tabling time to encourage students to respond to the survey on the possible removal of the word "community" from our district's name in January and to share their honest opinions with the administration.

A resolution opposing the name change, passed unanimously by the ASC on November 14th, is attached. The Council's position on this topic is based on information learned from Central's College Council.

**Lunar New Year**

The College Activities Board is organizing a Lunar New Year event for January 31st in collaboration with Central's Vietnamese Student Association, Japanese Community Club, Chinese Club and Indonesian Club. The festivities will include food, games, a fashion show, and a lecture celebrating the holiday.

**End of the Quarter Celebration**

Central's Student Leadership department wrapped up the fall quarter with a holiday celebration among all of the student boards: the Associated Student Council, College Activities Board, Student Organizations Resource Council, College Outreach and Recruitment Team, Global Engagement Team, Information Central, Student Website and Publications Team, and Tournaments and Games Team. Student leaders enjoyed refreshments and games while marking the end of a busy and productive quarter.

MEMORANDUM

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

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

**DATE:** January 16, 2014

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

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

**United Student Association Constitution Updates**

Shane Brookman, Vice President and Legislative Liaison, has provided a timeline for voting on our updated Constitution that last year's United Student Association team approved. Student voting will take place on January 21, 22, and 23. We plan to present to the Board of Trustees shortly after that.

**Joint Meeting with NSCC and SCCC - November 1**

On November 1<sup>st</sup>, we hosted a joint meeting with North Seattle and Seattle Central student governments with the purpose of networking and to strategize similar issues that are affecting all students in the Seattle College District. Collaborating on key issues such as the Metro Orca Card, student voting member on the Board of Trustees, state-wide WACTCSA issues, new parking communications, and how to solve those problems. We plan to meet again in January 2014.

**Mid-Quarter Break - November 4**

On November 4<sup>th</sup>, we had our mid-quarter break. We took a break from work responsibilities because we know that our education is important. This break allowed us to do much better in our classes and to analyze how we are serving our student population.

### **Legislative Academy, Olympia - November 8**

Shane Brookman, Jaqueline Zhang, Advisor Monica Lundberg, and myself attended the annual legislative academy. We made helpful connections with over 200 community college student representatives from the entire state. Marty Brown, Executive Director of the State Board of Community and Technical Colleges, shared information about our legislators and the legislative process. The themes discussed were really important and helpful for us as student advocates. One of the most important topics we discussed was the Washington State Dream Act. We learned the pros and cons of this controversial issue. As student advocates, we support this initiative that will allow undocumented students in the state of Washington to receive the state need grant and access to the same college education that a domestic student has.

### **Step Up Student Leadership Workshop - Race Matters - November 14**

During this workshop, we learned the importance of our diverse society and how the term race has shaped us throughout time. We talked about that even though our constitution says that "All men are created equal" that term has not been applied in the history of the United States. This workshop had a massive attendance of students and showed me how important the term race has become; and we as students and as future society of this nation have the power to make this country a better place for everybody, accepting each other as brothers in blood and colleagues of our society.

### **Student Body Presidents Orientation - November 18**

At this orientation, we learned the important role we play as student body presidents. Also at the orientation we gained more knowledge of what we can do to support our student populations and how to represent our colleges in the best possible way. We learned the expectations that the current Trustees have of us. Such as, advocating for students, fighting for student rights and helping to make the Board of Trustees a much better tool to help students in any possible way.

### **Meet your College President - President Oertli Visited USA Meeting - November 19**

On November 19th, President Oertli accepted and attended our weekly meeting. During this meeting we discussed the majority of issues that South students are concerned with. One of the major topics was the up-coming bus cuts that Metro has proposed, that will directly affect our campus. The second major topic was the possible college name change. A survey will be provided to students, with recommendations to the Board of Trustees in spring 2014.

### **Blood Drive - November 25**

Our Blood drive in partnership with the Puget Sound Blood Center was totally a success again. Thirty-eight people donated blood during our quarterly blood drive on campus. We are going to continue working with Puget Sound Blood Center because South's student population is aware of the importance of donating blood. They know that doing this they will save hundreds of lives.



## MEMORANDUM

TO: Board of Trustees

FROM: Jill A. Wakefield  
Chancellor

DATE: January 16, 2014

SUBJECT: Chancellor's Report - Information Only

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**40<sup>th</sup> Annual Martin Luther King Jr. Community Celebration.** This year's milestone celebration will feature Michele Norris, host and special correspondent for NPR, and The Race Card Project. Three years ago, Michele started this national conversation in which participants share their thoughts, experiences and observations about race and diversity in one sentence with only six words. The program will also include the award-winning Greater Works Chorale led by DaNell Daymon. Tonya Mosley, a KUOW journalist who recently produced their *Black in Seattle* series, will serve as the emcee.

Thanks to the community members, students, and, especially, trustees who took part in the conversation by submitting and sharing their race cards and attending the event. We hope the project will continue online beyond the event and be a resource for respectful dialogue that fosters Dr. King's dream of understanding, social justice and peace.

**Presidential Search.** The national search has been launched and the goal remains to have the new president at North Seattle in place by July 1. The website is live and recruitment materials have been distributed.

**PacMed Update.** Following your authorization, we are working to finalize a long-term lease and Memorandum of Understanding with the state Department of Commerce. Thank you to the Trustees for your diligence and commitment to understanding all issues related to this exciting opportunity for our District.

**Seattle Public Schools.** Leadership teams from the colleges and Seattle Public Schools met to discuss opportunities for collaboration on recruitment and enrollment efforts. Both parties are anxious to work together, and I look forward to sharing our progress as we continue the conversation.

**OSV Bold.** Thanks to Albert Shen for arranging Steve Sewell, the new maritime sector director for the state Department of Commerce, to tour the *OSV Bold* and learn more about the Seattle Maritime Academy. The Director of Maritime is a new position within the department and is designed to help drive policies important to the continued growth of the industry.

Washington District VI

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Seattle, WA 98122  
206.934-4100  
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**Reminders on Their Phones Help Students Complete Programs.** Seattle Colleges have partnered with Grad Guru, an “app” that allows staff and faculty to effectively communicate important dates and events with their students; helps advisors to offer timely guidance on student progress; and provides evidence-based tips on what behaviors lead to faster completion. Students earn badges for specific actions, such as meeting with an advisor, that can be redeemed for rewards when milestones are reached.

**Student Parking.** A new district-wide *100 Days to Innovation* project addresses a more efficient process for student parking. Students can now purchase their permits online, with the exception of carpool and special needs permits (which still require purchase at the campus Cashier’s Office). Thanks to the district-wide Transportation Management Committee and District Web Services for their work on researching and implementing this initiative.

**Congratulations to Board Members.** Carmen Gayton, for being reappointed to serve on our Board; Courtney Gregoire, for being elected to serve on the Seattle Port Commission; and Steve Hill, for being selected to serve on the Board for The Seattle Foundation.

**Communications Director Change.** After 25 years with our District, Patricia Paquette, Director of Communications, is moving to the East Coast to begin a new phase in her life. Patty is leaving a legacy of outstanding communications and marketing programs and solid relationships in our community. Susan Kostick has been appointed as interim director. Susan runs a strategic communications consulting company and has served as Vice President for College Relations and Advancement at Edmonds Community College, Director of College Advancement for South Puget Sound Community College, and Assistant Director of University Relations at The University of Iowa.

**New Leadership in Advancement.** Bruce Genung, new Associate Vice Chancellor for Advancement and Executive Director of the District Foundation, met Board members briefly after the last Trustees meeting and logged two weeks at work in 2013 at the district offices, meeting with staff, college Foundation Directors, Foundation Board members and others. He helped interview finalists for North’s Executive Director position and is working with The Collins Group to assess the District's readiness for its next major fundraising campaign. Evelyn Yenson, who had served as interim in advancement, has been named Executive Director of Special Projects.

**New Mayor Inauguration.** I attended both the Inaugural ceremony and celebration of Mayor Ed Murray, new city councilmembers and the city attorney. I also attended the Oath of Office for Trustee Gregoire at the Port of Seattle. We have enjoyed close and solid ties with city government and will continue to further enhance those relationships with the new administration.

**District's Own Newsmen on the News.** On Thursday, January 9, John Sharify, general manager of SCCTv and a reporter for KING-5 TV, was a panelist on an NBC program called "Poverty in America: Reporting the Story." The event at the Newseum in Washington, DC was hosted by Brian Williams from "NBC Nightly News." The event was planned to coincide with the one-year anniversary of the NBC News "In Plain Sight: Poverty in America" reporting initiative and with the 50th anniversary of President Lyndon Johnson's declaration of the "war on poverty." Earlier in the day, Sharify was one of 10 journalists who heard pitches from social service providers about stories of poverty that need to be told.

**Collins Group Will Help With Campaign Prep.** The Collins Group has been retained to help Seattle Community Colleges prepare for a capital campaign. The consulting group will work with Bruce Genung, vice chancellor of advancement, college and district leadership and the foundations to:

- Define and prioritize campaign initiatives Working with Bruce Genung, vice chancellor of advancement,
- Develop key messages and the case statement for giving
- Assess the Advancement's readiness for the upcoming campaign and make recommendations to enhance preparedness
- Identify characteristics needed for successful campaign leaders and develop and implement strategies to identify, engage, and recruit leaders

Their work will include reviewing the strategic plan, collecting data and meeting with District, College, Foundation, and community leaders. The work is expected to wrap up in May with a final retreat.

**SCCTv Now Broadcasts a Spokane Station.** On December 4, SCCTv began providing the broadcasting and streaming services for the Community Colleges of Spokane's educational television station, CCStv. CCStv was at risk of losing its ability to receive technology support for continuing its station. SCCTv was able to engineer a solution using its existing equipment in order to help CCStv save its channel and serve its community's educational programming needs.

**Moving to HD.** SCCTv is currently upgrading its portable live video production switching and camera system to be fully HD. Staff will be able to take the system to meetings and special events and produce a multi-camera live stream with HD quality by using robotic cameras and special software.



## MEMORANDUM

**TO:** Board of Trustees

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

**DATE:** January 16, 2014

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

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### Mobile Technology Initiative

We are launching an initiative to explore innovative instructional uses of mobile technology to increase student confidence and engagement, provide access to instructional resources and increase persistence and completion. One pilot will be developed at each college, and will include faculty development and purchase of mobile devices.

### Pathway to Completion

A work plan and spending plan have been completed for the final year of the Pathway to Completion three-year grant. Major initiatives include: mandatory orientation for all degree and certificate seekers, an advisor dashboard, educational plans for all new developmental math students, online COMPASS Prep, increased accelerated math offerings and Productive Persistence, an instructional method to increase academic confidence and performance. The plan also includes joint workgroups with Seattle Community Colleges and Seattle Public Schools to align math curricula, and develop a fourth-year transition course for students not ready for college-level math.

### Academic Plan

An external environmental scan has been completed for the district, which includes primary growth industries and occupations for the region, and promising target markets. The environmental scan will inform the development of the district-wide academic plan. Also included in the Academic Plan will be a gap analysis to identify opportunities for enhanced or new program development, recommended program mix and delivery modes, employer engagement and partnership strategies and initiatives for recruitment, persistence and completion.

### Online Course Grants

Grants were awarded to individual faculty and faculty teams to develop online courses using the Canvas Learning Management system. Examples of courses funded include: Environmental Science, Business Communication, and SharePoint. Additional online courses are pending approval. Courses will be completed by May 2, 2014.

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



**MEMORANDUM**

**TO:** Board of Trustees

**FROM:** Kurt R. Buttleman 

**DATE:** January 16, 2014

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

**PURCHASING DEPARTMENT - NEW CPPB**

It gives me great pleasure to announce that Lisa Gacer has successfully completed the CPPB (Certified Professional Public Buyer) exam.

Quote from the Universal Public Procurement Certification Council: "This Certification is the process by which the public purchaser demonstrates a standard of competency for the benefit of the public. Certification reflects established standards and competencies for those engaged in governmental purchasing, and attest to the purchaser's ability to obtain maximum value for the taxpayer's dollar."

Lisa has been working long and hard on this certification and her efforts have paid off for her (and for us!). She joins Craig Bush who passed this exam in July 2013.

**NEW LIBRARY TECHNICAL SERVICES MANAGER**

Please welcome Kirsti Thomas to Seattle Community Colleges who has accepted the position as our new Library Technical Services Manager.

During her undergraduate years, Ms. Thomas participated as an exchange student and has developed a vast network of connections all over the world. She provides the same hospitality by hosting international students and offered library instruction and support for students in the ESL program at Saint Martin's University. This has only enhanced her communication skills with many individuals with diverse educational, ethnic and cultural backgrounds.

Ms. Thomas has 20 years of experience as a professional librarian and 26 years of experience working in Library Technical Services units between Saint Martin's University, Sunhawk Corporation, Seattle Pacific University and various other Universities. Her career path has allowed her to pursue interests in computer technologies and their applications for automating library work and developing more efficient processes. Ms. Thomas has extensive experience working with OCLC bibliographic services, in-depth knowledge of the Library of Congress Classification system and Subject Headings.

This combination of skill sets and experience will be a great benefit to SCCD.

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Voice Relay 800.833.6388



**TO:** Board of Trustees  
**FROM:** Mary Ellen O’Keeffe, Interim President  
**DATE:** January 16, 2014  
**SUBJECT:** President’s Report – **Information Only**

***Update: Presidential Search***

North’s presidential search website went live on December 6, 2013. First consideration will be given to applications received by February 2. Postcards announcing the position have been mailed to all community colleges in the country. Electronic versions of the card have been distributed to the councils and commissions within the Washington State Board for Community and Technical Colleges system. All together, the position is being advertised in over 30 venues. Working through the American Association of Community Colleges, specific efforts have been made to reach out to minority communities to inform them of this opportunity. After a review of applications, semi-finalists will be identified by early February and invited for interviews in mid-February.

**ADVANCING STUDENT SUCCESS**

***High School Principals Visit North***

On Friday, December 13, I hosted four high school principals from our catchment area to meet at North for breakfast. The principals all offered great insights as to how North can better serve and attract their graduating seniors to North and our sister District colleges.

***North to host College Goal Washington Events – January 18 and 23***

North is hosting two College Goal Washington events at the Opportunity Center for Employment and Education, January 18 and 23. College Goal Washington is a free, on-site program that helps students and families complete and submit the Free Application for Federal Student Aid (FAFSA), the form that is required to apply for federal financial assistance for higher education. The annual College Goal Washington events take place throughout January and February at numerous locations across Washington. At North’s events, interpreters of Mandarin, Cantonese, Amharic, Russian and Spanish will be available.

**EXCELLING IN TEACHING AND LEARNING**

***Update on BAS in Application Development***

Interim President Mary Ellen O’Keeffe, Vice President for Instruction Peter Lortz and Executive Dean for Career/Workforce Education Bill McMeekin presented the Need Statement (Part A & B) for the Application Development BAS to the SBCTC Board Members on December 4 at Pierce College-Puyallup. The need statement was endorsed at that meeting. Subsequently, Bill McMeekin and Computer Science faculty member Dan Jinguji went to the State Board to answer questions about the Curriculum, Budget, and Student Services Statement (Part C & D) from the Peer Review team consisting of executive officers from Centralia, Olympic, and Lake Washington Institute of Technology. Part C & D were approved with some minor revisions. The final review will take place at the State Board on February 6.

### ***Faculty Kudos***

**Maureen Nutting**, faculty member in Arts, Humanities and Social Sciences, gave three separate presentations at the Annual Meeting of the American Historical Association, which met January 2-5 in Washington, DC. She also contributed a chapter to *Fostering the Liberal Arts in the 21st Century* Community College, the newest book in the Wiley Series, *New Directions for Community Colleges*, no. 163, which was published in December 2013.

### ***New Hires in January***

In **January**, North welcomed **John Lederer**, Ed.D, as executive dean for professional/technical programs and workforce education. Dr. Lederer has most recently worked as the director for research and strategic planning for the Seattle Community Colleges. Previously, he was associate director for policy, planning and research at the Higher Education Coordinating Board (HECB) in Olympia. For eight years, Dr. Lederer worked at Shoreline Community College as executive director for government relations and grants. From 1990-1995, he was senior policy analyst for employment and training at the National Governors' Association (NGA) Center for Best Practices in Washington, DC. Dr. Lederer holds a Doctorate in Educational Leadership and Policy Studies from the University of Washington, a Masters in City Planning from the University of California/Berkeley, and a Bachelor of Arts in Economics from Tufts University.

**Dr. Kimberly Robitaille** also joined North in January as interim nursing director. Dr. Robitaille comes to North from Hopkinsville Community and Technical College where she served as an associate professor of nursing. She has also taught online courses for the University of Tennessee for Ph.D. and Certified Registered Nurse Anesthetists (CRNA) students. She brings to North a wealth of experience in nursing education and has several years of practical experience in various healthcare settings. Dr. Robitaille is a graduate of Palomar Community College where she earned an ADN degree, and has gone on to earn BSN, MSN and Ph.D. degrees in the nursing field. Recently, Dr. Robitaille was listed as a co-author on an article entitled, "Exploring family communication about sickle cell disease in adolescence" in the *Journal of Pediatric Oncology Nursing*.

## **BUILDING COMMUNITY**

### ***Winter Ad Campaign on Bus, Billboards and Radio***

North's winter quarter advertising campaign, ***SMART CHOICE for a BRIGHT FUTURE***, was displayed on Metro bus ads and billboards in North's catchment area, and heard in radio spots on KUBE FM, KUOW FM and KNHC FM in December 2013 through early January, 2014. The campaign was supported on North's website with a new top banner, lead stories, revolving slides and highlights along with a variety of supporting messages on North's Facebook page.

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

- North is in partnership with Neighborhood House to provide cohort training to 20-25 people in Medical Assisting, Surgical Technician, Dental Assisting, NAC, and ABE/ESL. This program would begin fall 2014 and would generate a minimum of 128.34 annualized FTE.
- North is partnering with Swedish Hospital, DM&A and Invista to provide a \$250,000 malnutrition documentation program.
- We are working with Representative Eric Pettigrew to develop a Craftsmen's Academy for Filson, outerwear manufacturer in Seattle since 1897 (program would produce 27.33 annualized FTE).
- City of Seattle's financial empowerment class has 21 students generating 1.87 annualized FTE.
- DSHS is partnering with North to provide Adult Family Home Administrator orientation classes.
- Training discussions are taking place with Seattle Municipal Courts and Vaupell.

### ***Licton Springs P-Patch Continues to Grow***

Community work party volunteers have been busy, rain or shine, over the fall continuing to develop the new Licton Springs P-Patch on North's campus. To date, work has included: building planting beds, filling beds with compost, constructing a shed and fence, and creating paths, among other projects. The Licton Springs P-Patch started as a student-driven initiative at North. The approval process took several years and has largely been driven by the facilitation of North's Sustainability Committee. The project is transitioning from college development to its final community-based form.

### ***Students from Toyo Medical College learn hip hop moves***

Health and Human Services faculty member Bernie Kay has been hosting students from Japan's Toyo Medical College annually for many years, and in December their request for a hip hop class was delivered to them, taught by fellow Health and Human Services faculty member Laura Peterson, in coordination with Wellness Center Director Caryana Napoli.

### ***Concert Choir presents Fall Concert – December 5***

North's Concert Choir, under the director of Adam Burdick, presented their fall concert in the Library's Concert Hall on December 5. Sixty-nine students performed Christmas music from Renaissance Spain, Nigeria, Austria, and Revolutionary-period America, plus an American gospel tune and more.

### ***Opportunity Council Breakfast – December 6***

On Friday, December 6, I invited members of North's Opportunity Council to join me for breakfast in the college's North Star Dining Room. I enjoyed continuing the conversations with Council members on how to build strong relationships between North and our local communities and organizations.

### ***Annual Holiday Party – December 9***

Students, staff and faculty gathered in the North Star Dining Room on December 9 to enjoy North's annual Holiday Party, featuring entertainment by our International Students, plus video clips of faculty, staff and students from around the country and world. Holiday refreshments were provided by our Food Services crew.

### ***Faculty, Staff and Students tour RACE exhibit at Pacific Science Center – December 13***

A group of North faculty, staff and students visited *RACE: Are We So Different*, an exhibit at Pacific Science Center (PSC) on December 13. The group of 26 also participated in pre- and post-exhibit discussions, facilitated by two trained volunteers from PSC. The visit and discussions were an initiative of North's Inclusion Change Committee. *RACE*, a nationally-touring exhibit is a project of American Anthropological Association and is funded by Ford Foundation and National Science Foundation.

### ***North hosts Blood Drive – November 18 and December 18***

North hosted two successful blood drives on November 18 and December 2, 2013. Additional drives are scheduled for 2014 in January, April, June, July, September and November.

### ***US Congresswoman Susan DelBene visits OCE&E – January 2***

On Thursday, January 2, Rep. Suzan DelBene, D-Wash., hosted a forum at North's Opportunity Center for Employment and Education to discuss the recent reduction of unemployment benefits. She met with WorkSource clients and others to learn how EUC funding cuts impacts them and their families. Local print and broadcast media covered the event, including the Seattle Times. Read the story here: [http://seattletimes.com/html/localnews/2022586484\\_unemploymentinsurancexml.html](http://seattletimes.com/html/localnews/2022586484_unemploymentinsurancexml.html)

### ***Total Experience Gospel Choir Sings in Celebration of Martin Luther King, Jr. Birthday – January 15***

Total Experience Gospel Choir, under the direction of Rev. Patrinell Wright, brought their celebratory musical message to North in a performance on January 15, part of the Cafeteria Concert Series.

## MEMORANDUM

TO: Board of Trustees

FROM: Paul T. Killpatrick  
President

DATE: January 16, 2013

SUBJECT: President's Report

### Central

#### **State Board approves Central's second bachelor's degree, in Allied Health**

In December, Seattle Central received unanimous approval from the State Board for Community and Technical Colleges (SBCTC) to offer a new applied bachelor's degree, in Allied Health. The last step in the approval process is for the Northwest Commission on Colleges and Universities, Seattle Central's accrediting body, to review the degree and approve its offering.

The new Bachelor of Applied Science will prepare students for careers as advanced clinical practitioners and supervisors in the field of Allied Health. In the first phase of the degree program, students can pursue one of two specialized "tracks" in either Respiratory Care or Dental Hygiene. Students will be admitted in early 2014, take coursework to complete their associate degrees, and then begin the formal bachelor's degree program in January of 2015. The second phase of the degree will grow to include two additional tracks: in Healthcare Services Management and in Community Health and Education. Approximately 85 students will be enrolled across all four tracks each year.

#### **Mandela's visit to Seattle remembered**

As the world mourns and honors former South African President Nelson Mandela, members of the Seattle Central community recall his visit to Seattle in 1999. Seattle Central students and staff were privileged to hear him speak at Seattle University during a student convocation. The event was jointly sponsored by Seattle Central, the University of Washington and Seattle University on Dec. 9, 1999 and Seattle Central President Charles H. Mitchell presented an honorary Associate of Arts degree to Mandela and his wife, Cape Town University Chancellor Graca Machel. At that event, Dr. Mitchell also announced the creation of a scholarship for African ancestry students that continues today as part of the Seattle Central Foundation and is known as the Eleanor Nazarenus/Nelson Mandela Endowment Scholarship.

#### **Update on the Child Care Assistance Program**

The Child Care Assistance Program (CCAP) is a Student Leadership-sponsored effort to help students with child care needs. Paid for with S/A funds, the program works with community partners such as the YWCA, Solid Ground, HeadStart and the Seattle Milk Fund to offer financial assistance, workshops, one-on-one consultations, and referral resources to students. Over the past year, the program has assisted 142 students, with the number served increasing each quarter. The amount of financial assistance a student can receive ranges from \$300 to \$1,500 per academic year; the average award is \$600. Those who have received awards have maintained a minimum of a 2.0 GPA.

The program is publicized by placing applications in high-traffic areas and through a Facebook page. Going forward, the program would like to increase the diversity of applicants and provide four to six workshops and events throughout the academic year.

### **Central moves to discontinue printing of quarterly class schedule**

Central is moving forward with plans to discontinue the printing and mailing of its quarterly class schedule after the summer 2014 quarter. Starting with fall quarter, students and prospective students will use Central's website to access all course listings. To ease the transition, the Public Information Office will produce a 20-page PDF document for at least two quarters that will be posted online, in case individuals need to print the course listings.

The printed class schedule is costly and time-intensive to produce, and doesn't work well as a marketing tool. Now that all course information is posted online, there is less of a need to print this information each quarter. Going forward, instead of blanketing 80,000 households with this publication, Central will look to engage in more targeted and cost-effective marketing.

### **Culinary students compete on national TV, win international competition**

For the second time in two years, a Seattle Culinary Academy student has placed in the International Tapas Competition in Valladolid, Spain. Geneva Melby placed second for her tapa called "Valley and Vineyards, Rabbit with Bread of the Forest."

Meanwhile, Carrie Mashaney, a graduate of the academy, is one of five remaining contestants competing on the Top Chef TV show, broadcast on the Bravo network. In real life, Carrie, who earned a certificate in Specialty Desserts and Bread, is the Chef de Cuisine at Aragona, a new regional Spanish cuisine restaurant in Seattle. She previously worked at Spinasse.

### **Foundation News**

The Foundation continues to have great success. Staff have started to plan for the annual fundraising dinner, which will be held on April 23. The deadline for winter scholarship applications was on Dec. 13, and reviews have already started, with many excellent applications. And a year-end solicitation has been distributed to potential donors.

### **Central leads in international student enrollment**

Seattle Central enrolled more international students than any other community college in the state in 2012, according to a national educational and cultural exchange organization. Central ranks number six among the approximately 1,200 community colleges in the United States. Most of the students are from China, Korea, Japan, Vietnam and Hong Kong.

According to fall 2012 data, the college enrolled 1,718 international students. Green River Community College was next with 1,559. Seattle Central sends more international students to the University of Washington than any other community college in the state and the college also has transfer agreements with other four-year institutions like the John Hopkins Carey Business School, Indiana University, Purdue University and several colleges in California.

### **Wood Technology students build community**

Following a long-standing tradition, Wood Technology students continue to work with non-profit groups as part of their community service mission. Last year, several teams of students, working closely with faculty, completed four ambitious projects. In each, the community group that received the project paid for all materials and hardware. Students and faculty provided the expertise and labor.

- *Fire Station # 6* - A false fire alarm at the Wood Technology Center provided an opportunity for collaboration on the creation of a large dining table for a new fire station. After the table was installed, the Wood Technology team was invited to a barbeque at the station, where the

firefighters presented them with a plaque and official Seattle firefighter t-shirts. Since then, another fire station requested a similar model, which is now in production.

- *Issaquah Parks Department* - Working with engineering and architectural drawings, students built massive trusses for a picnic structure. Ten spruce picnic tables, four black walnut picnic benches and two pine/spruce wall benches were also constructed.
- *St. Mary's Catholic Church* - The community-focused church on 20th Avenue South served over 90,000 people through its food bank last year. The Wood Technology students have built several cupboards and cabinets in the church and food bank offices.
- *Northwest African American Museum* – The museum asked students to design and build a custom display for its Youth Curator Program. The finished display has sides made of African mahogany and American Walnut to reflect the culture the museum celebrates.

### **Atrium gets upgrade over break**

A recent renovation of the Atrium cafeteria has improved both the food offerings and design of the space. A new made-to-order salad station has been added, replacing the salad bar. There are also more pre-packaged items for sale, and a revamped menu with more options. The cooking area has all new equipment, including a four-burner, gas cooktop range, two convection ovens and larger fryers. By moving an office and reconfiguring space, employees also will have a better prep area and a three-compartment sink. All of the changes should make for a quicker and better dining experience for students, employees and visitors to campus.

### **Cuts to Metro could impact Central's transit riders**

King County Metro has proposed a 17 percent reduction in service. The cuts, which would take effect in June, are in response to a large budget shortfall. Just about every route that Metro operates will be affected, and some routes may be eliminated altogether. Central's administration is concerned, given how many students and employees rely on transit to travel to and from campus. It may keep some students from enrolling, while others will experience more crowded and lengthy commutes.

About 400 employees, or half of the college's workforce, participate in the ORCA card program, and approximately 6,000 students also purchase ORCA cards through the program. The best solution is for the Washington State Legislature to pass a transportation bill that would adequately fund Metro. The administration and the Associated Student Council is reaching out to legislators. ASC will hold an open forum on Jan. 16 in the Broadway Performance Hall, with representatives from Metro, government, social service organizations and the college.

### **SVI**

#### **Bright Future Program**

The Bright Future Program (Running Start at SVI) has served 423 students from 40 different high schools as well as nine different school districts. Students have attended vocational programs at Seattle Vocational Institute and 291 have graduated from SVI vocational programs. The high school completion rate for these students is 85%. The majority of students have enrolled in Allied Health programs (66%) with the remainder completing Business Computer programs, Cosmetology and Pre-Apprenticeship Construction Trades.

Reza Khastou, Director of Basic and Transitional Studies has been the Director of the program since its inception. In reflecting on the success of the program, Khastou emphasizes the importance of creating industry specific pipelines to the educational system. This program reflects the need for short-term career training and the growing list of successful graduates demonstrates the positive outcomes of students being able to attend school and prepare for the future.

SOUTH SEATTLE COMMUNITY COLLEGE

Office of the President

MEMORANDUM

TO: Board of Trustees

FROM: Gary Oertli, President

DATE: January 16, 2014

SUBJECT: PRESIDENT'S REPORT – INFORMATION ONLY

South appears on King 5's New Day Northwest

South Seattle Community College made an appearance on King 5's New Day Northwest on December 5. During the show's "shout-out" segment, host Margaret Larson recognized the recent expansion of the 13<sup>th</sup> Year Promise Scholarship to Rainier Beach High School. In addition to members of South Seattle Community College's Foundation, current 13<sup>th</sup> Year scholars also attended. This coverage capped off a whirlwind of coverage that included the Seattle Times, KING 5, Q13, Northwest Cable News, KOMO-4 and several media outlets across the country.

King County/Seattle Workforce Development CEO Sessions honored

On November 14, South Seattle Community College recognized Marlina Sessions with the school's first annual Workforce Champion Award. In her role as the CEO of the King County/Seattle Workforce Development Council, Sessions works closely on a number of South initiatives, including cohort training in nursing, energy management, commercial building auditing, welding composites and more. She has also collaborated with South in bringing customized training to the health care field through the Health Care for All project and developing navigation services for the Air Washington Initiative.

Harbor Island Training Center inaugural class graduates

On December 18, the inaugural class of the Harbor Island Training Center celebrated their graduation. The six-month program provides its students with marketable skills that are labor-ready to enter booming maritime industry.

The program is a collaborative effort with South Seattle Community College's Welding program, and Vigor Industrial Shipyards.

South launches Winter Quarter Ad Campaign

Throughout the month of December, South Seattle Community College launched its Winter Quarter Advertising Campaign. In addition to advertising with the West Seattle Blog and the West Seattle Herald, South placed a bi-lingual advertisement in La Raza's special education edition of the popular paper.

These ads complemented a strong Facebook advertising presence that focused on increasing enrollment numbers.

President Oertli attends UW Latino Scholarship Fundraiser

On November 26, I attended the University of Washington Minority Affairs Scholarship event. The event helped raise scholarship dollars for Latino/Latina students. College staff and South Alums joined Oertli.

South hosts Community Partner Breakfast

South Seattle Community College's Workforce staff hosted an appreciation breakfast for its community partners on November 14. The Brockey Center filled up with well over 100 guests in attendance.

President Oertli attended Japan American Society of Washington dinner

Last month, on December 3, I attended the Japan American Society of the State of Washington dinner. As a guest of the Japanese Consulate General, this event was truly enjoyable.

Holiday Party

South Seattle Community College held its annual Holiday Party for all faculty and staff on December 4. Vice President of Instruction Donna Miller-Parker and Vice President of Student Services Rosie Rimando-Chareunsap served as the hosts for the event. In addition to a paper snowman contest, those in attendance decorated holiday cookies, played games and enjoyed the sweet sounds of holiday music performed by South Seattle Community College Community Choir.

President Oertli attends UW Awards Dinner

It was my pleasure to attend the University of Washington Foster School Of Business Minority Awards Dinner as a guest of Scott Robertson, on December 5. Robertson currently serves as a Board Member of the South Seattle Community College Foundation.