

SEATTLE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES
February 13, 2014



Seattle
CENTRAL
Community
College

STUDY SESSION
North Seattle Community College
9600 College Way North
Seattle, WA98103

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, WA98103

2:30 p.m.

North Star Dining Room

SVI Seattle
Vocational
Institute

■ ■ ■

STUDY SESSION AGENDA

Georgetown
Campus

NewHolly
Learning
Center

2:00 p.m.

CALL EXECUTIVE SESSION

To plan or adopt the strategy or position to be taken during collective bargaining

Seattle
Maritime
Academy

Wood
Construction
Center

2:15 p.m.

CAPITAL BUDGET PROCESS OVERVIEW

Kurt Buttleman
Vice Chancellor for Finance & Technology

Washington District VI

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

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

- 2:30 p.m. CALL TO ORDER**
- 2:30 p.m. ROLL CALL**
- 2:35 p.m. INTRODUCTION OF VISITORS – REMIND VISITORS TO SIGN IN**
- 2:40 p.m. APPROVAL OF AGENDA | ACTION** **Tab 1**
- 2:40 p.m. ACCOLADE – TRANSFORMING LIVES AWARDS**
Alise Hegle – Seattle Central Community College
Dan Johnson – North Seattle Community College
David Morales – South Seattle Community College
- 2:50 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.
- 3:05 p.m. PRESENTATION**
The Mural Project
Presenters: Kelda Martensen, Faculty, Arts
Lynne Hull, Faculty, Arts
- 3:25 p.m. RECOMMENDED BOARD ACTIONS**
- A. Approval of January 16, 2014 Meeting Minutes **Tab 2**
 - B. Tender of Gifts **Tab 3**
 - C. 2014 Board of Trustees Meeting Schedule Change **Tab 4**
 - D. Second Reading and Final Action – Policies 620 & 621 **Tab 5**
 - E. Approval for Expenditure over \$250K – NSCC **Tab 6**

3:30 p.m. INFORMATIONAL ITEMS

- A. Chancellor's Report
 - 1. Tenure Reception
 - 2. Business Plan for Healthcare Facilities
 - 3. NSCC Presidential Search
 - 4. Branding Update/Name Change
- B. Enrollment Report Tab 7
- C. Policy Review First Reading – Policies 607, 608 & 650 Tab 8

3:40 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

4:00 p.m. ADJOURNMENT

The next meeting of the Board of Trustees will be held on Thursday, March 13, 2014 at South Seattle Community College, 6000 16th Avenue SW, Seattle, WA 98106. 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, January 16, 2014 at
Seattle Community College District Office, 1500 Harvard Avenue, Seattle, WA 98122

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Georgetown
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NewHolly
Learning
Center

Seattle
Maritime
Academy

Wood
Construction
Center

PRESENT FOR REGULAR MEETING HELD AT 3:00 P.M.

Trustees

Mr. Albert Shen, Chair
Ms. Carmen Gayton
Ms. Courtney Gregoire
Mr. Steve Hill

Chancellor

Dr. Jill Wakefield

Presidents/Vice Chancellors

Dr. Mary Ellen O’Keeffe, NSCC
Dr. Paul Killpatrick, SCCC
Mr. Gary Oertli, SSCC

Vice Chancellors

Dr. Carin Weiss
Dr. Kurt Buttleman
Mr. Charles Sims

Advisory Representatives

Mr. Derek Edwards, AAG
Mr. Brooks Salazar for Ty Pethe, WFSE

Ms. Ksenia Ivantsova, NSCC Student
Ms. Leah Remsen, SCCC Student
Mr. Ariel Garcia, SSCC Student

Secretary

Ms. Harrietta Hanson

ABSENT

Mr. Jorge Carrasco
Mr. Al Griswold
Ms. Kimberly McRae
Ms. Tracy Lai

CALL TO ORDER

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

ROLL CALL

The secretary, Harrietta Hanson, called the roll.

Washington District VI

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

INTRODUCTION OF VISITORS

Mr. Shen welcomed the visitors. Visitors introduced themselves. They included: David Sandler, Peter Lortz, Chad Hickox, Heather Emlund, Wendy Rockhill, Cheryl Stuart, Kim Manderbach, Bruce Genung, Lawrence Morales, Alice Melling, Rosie Rimando-Chareunsap, Pedro Marquez, Lincoln Ferris, Kyra Kester.

APPROVAL OF JANUARY 16, 2014 AGENDA

Mr. Shen asked for a motion to approve the January 16, 2014 Agenda. **Ms. Gregoire moved, and Mr. Hill seconded the motion. Motion passed unanimously (4-0).**

PUBLIC COMMENTS

Pedro Marquez addressed the Board regarding potential name change of Seattle Central Community College.

PRESENTATION

Pathway to Completion

Dr. Weiss and co-presenters, Rosie Rimando-Chareunsap, Wendy Rockhill, Lawrence Morales and Peter Lortz, reported on the first year results of the Pathway to Completion initiative. The initiative was supported by a three-year grant from the Gates Foundation. The goals of the initiative are to increase student completion rates on their developmental math sequence and their first 15 credits within one year, and to complete their first 30 credits and their first required college level math course within two years. Focus is on three major areas: 1) Strong Start which includes Orientation, Educational Plan and Proactive Advising; 2) Developmental Math Acceleration which includes COMPASS Prep, Accelerated Models, Common Core, and lastly 3) Tracking and Student Support – Advisor Dashboard, Early Alert, and Productive Persistence.

Some of the results presented are: 1) mandatory orientation – increased from 18% in Fall 2012 to 52% in Spring 2013; 2) advising sections required for developmental math students increased from 3 to 34. Three models of accelerated developmental math are used across the District. Their results are equally impressive: Statway – 64% success rate in developmental and college level math vs 32% in traditional sequence; Math Emporium Model/Aleks – 36% of student complete two or more classes in one quarter, and 20% complete sequence in one quarter; compressed cohort – 57% of cohort completed developmental math sequence in one year compared to 39% in traditional sequence. The partnership with Carnegie Foundation on Productive Persistence was also discussed. Faculty development initiative, a part of the Productive Persistence program, has now expanded to 25 faculty members from the initial 10. Other projects, under the Productive Persistence program, included getting collaborate group work to function well, helping students set and reach reasonable goals, promoting growth mindset in classrooms, and encouraging

students to use feedback well. Lastly Peter Lortz reported on partnership with Seattle Public Schools to improve college readiness for high school students. Ms. Gregoire commended the partnership with Seattle Public Schools (SPS), as it is one of the outcomes at the last Board Retreat to work closer with the SPS. Dr. Wakefield added that one of the requirements of the Gates Foundation grant is for the District to publish the results of the Pathway to Completion initiative publicly, to serve as a national model.

Mr. Shen thanked the presenters for the report.

APPROVAL OF MEETING MINUTES

Mr. Shen asked for a motion to approve the December 5 meeting minutes. **Ms. Gregoire so moved and Mr. Hill seconded the motion. Motion was passed unanimously (4-0).**

TENDER OF GIFTS

Mr. Shen asked for a motion to approve the Tender of Gifts. **Ms. Gregoire so moved and Mr. Hill seconded the motion. Motion was passed unanimously (4-0).**

PACIFIC TOWER PROJECT

Due to a computer glitch and clerical error, advance notice of the January 6 Special Board meeting was not provided to the public, the meeting held on January 6 was invalidated. The information and materials presented at the January 6 meeting were distributed again for review and approval.

Mr. Shen asked for a motion to authorize the Chancellor to enter into: 1) a lease with the Washington Department of Commerce; and 2) a memorandum of understanding with the Washington State Department of Commerce, for the Pacific Tower. Mr. Hill so moved and Ms. Gregoire seconded the motion. Motion was passed unanimously (4-0).

Mr. Shen commended Dr. Wakefield, Mr. Ferris, Dr. Killpatrick and other administrators for their hard work to make this project possible. He also thanked Speaker Chopp and other legislators for their support.

POLICIES REVIEW – SECOND READING AND APPROVAL

Ms. Gregoire moved to approve the following policies:

- Policy 668 – Time and Effort Reporting for Federal Grants
- Policy 669 – Matching Reporting for Grants and Contracts
- Policy 670 – SCCD Grants and Contracts

Mr. Hill seconded the motion. Motion was passed unanimously (4-0).

INFORMATIONAL ITEMS**A. Chancellor's Report****1. Naming of Jim Christiansen Conference Room**

Jim Christiansen, one of the founders of the Seattle Community College District, passed away December 24, 2013.

Mr. Christiansen served the District from 1967 to 1994. Upon his retirement, a conference room was named in recognition of his service. However, that room was converted to an office six years ago. To honor his leadership and contribution to the district, and based on the Chancellor Cabinet's recommendations, the District will rename the Elwha Conference Room to Jim Christiansen Conference Room.

2. Update Business Plan for Healthcare Facilities

The business plan for healthcare facilities, presented to the Board at the October 10 meeting, was revised based on what had transpired over the last few months. Mr. Ferris highlighted some of the changes and provided additional information to the Board.

3. NSCC President Search Update

Postcards for the NSCC President Search have been widely distributed around the country. The job posting will close by first week of February. The target is to have the president on board by July 2014.

4. Update on Child Care, Higher One & Federal Loan Program

Dr. Killpatrick reported that after the child care facility was closed two years ago at SCCC, the Child Care Assistance Program (CCAP) was formed to offer student parents with funding, information, and referral resources. During the 2012-2013 academic year, over \$48,000 was awarded to 94 students. The awards range from \$300 - \$1,500 an academic year. Students can also stop by the CCAP for child care and parenting resources. In addition, Parent Resource Fair was held in November and April, over 200 students stopped by for support.

Dr. Buttleman gave a report on the Higher One program. As compared to same time last year, the program is running much smoother and has received few concerns from students. Two ATM machines were installed at SCCC and NSCC to provide greater accessibility. Aside from providing more support to students and addressing their concerns, Higher One also works together with the colleges to improve students' financial literacy.

Dr. Rimando-Chareunsap reported on the Federal Loan program. Since its implementation summer 2013, SCCC has awarded a total of 472 students, and NSCC has awarded 114 since fall 2013. SCCC will begin disbursement

in fall 2014. Aside from providing loans and assistance to students, the colleges are advancing financial literacy efforts to educate students about loan debt implications.

- B. Enrollment Report
Dr. Weiss gave a report on the 2013 fall quarter final enrollment, including the annual projection.
- C. Report from State Auditor
Dr. Buttleman shared the State Auditor report on account balances shown on the State's financial statements, including cash and cash equivalents, charges for services and higher education expenditures. There were no audit recommendations.
- D. Policies Review – First Reading
Dr. Buttleman presented Policy 620 – District Vehicle Use for First Reading.

It will be presented to the Board for Second Reading and Final Action at the next meeting.

ORAL REPORTS

A. **Associated Student Body Presidents**

Ms. Leah Remsen, of SCCC's Associated Student Council (ASC), reported: 1) a public forum is being held today to discuss King County Metro's budget and route cuts; 2) the College Activities Board, together with other student clubs, are organizing a Lunar New Year celebration on January 31; 3) on January 31, ASC will be hosting a joint meeting with NSCC and SSCC student leadership to discuss issues that impact students, e.g. textbook costs, metro cuts, smoking.

Ms. Ksenia Ivantsova, of NSCC's Student Administrative Council (SAC), reported: 1) thanked the administration for addressing the Higher One issues; 2) she thanked the BAS program coordinator helping SAC to reach out to new BAS program students; 3) student leadership is looking for a new location for Hang Out where students can meet outside of the classroom. Currently students met in the conference room, but a dedicated space would better serve and support students.

Mr. Ariel Garcia, of SSCC's United Student Association (USA), reported: 1) on Nov 1, student leadership attended a joint meeting with NSCC and SCCC to discuss and strategize issues that affect all the students across the District; 2) student representatives took part in the Legislative Academy on Nov 8. Over 200 students from across the state attended. Among the topics discussed was the Washington State Dream Act; 3) he attended the Nov 18 Student Body Presidents Orientation.

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

- C. Washington Federation of State Employees (WFSE)
Mr. Brooks Salazar reported on behalf of Mr. Pethe that: 1) a training session of shop stewards was held last Saturday; 2) Local 304 are focusing their attention on the upcoming contract negotiations; 3) they are also working on a demand to bargain on the potential custodial services at Pacific Tower.

- D. Chancellor, College Presidents and Vice Chancellors
Dr. Wakefield talked about the Martin Luther King Celebration on Jan 17 at Mt. Zion's Church.

Dr. O'Keeffe reported that NSCC hybrid classes are all filled, they are planning to add four more.

Dr. Killpatrick said that SCCC is providing affordable, accessible education for all the students.

Mr. Oertli said that the SSCC Foundation recently held their annual meeting. He reported that \$723,000 in scholarships has been awarded to over 300 students. Over \$2.2 million in philanthropic support was raised (\$1 million plus in cash and \$1 million in kind). In addition, Mr. Oertli reported that 100% of their foundation members gave to the Foundation, and an additional seven new members joined their foundation board.

- E. Board of Trustees
Mr. Shen thanked Ms. Gregoire for agreeing to chair the February 13 Board meeting on his behalf, as he will out of town.

EXECUTIVE SESSION

An Executive Session was called at 4:45 pm to discuss 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. The Executive Session ended at 5:00 pm. No action has been taken.

ADJOURNMENT

The meeting was adjourned at 5:00 p.m.

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

APPROVED BY:

Courtney Gregoire, Vice Chair

Date



Office of the President
9600 College Way North
Seattle, WA 98103-3599
(206) 934-3601 • Fax: (206) 934-3606

MEMORANDUM

To: Board of Trustees
From: Dr. Mary Ellen O'Keeffe
Date: January 30, 2014
Subject: Furniture, Fixture and Equipment for the Technology Building Renewal Project

Background

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

The construction of the Technology Building Renewal project at North Seattle Community College is nearing completion and furniture, fixtures and equipment for the facility have been identified and are being ordered. The total budget amount for furniture, fixture and equipment is \$2,095,652. The profile of required spending is approximately distributed in these categories: Nursing equipment \$637,942; Science labs equipment \$547,554; Food Services equipment \$396,404 and Furniture \$513,752.

North's project management team anticipates that numerous orders for furniture, fixtures and equipment will exceed the \$250,000 threshold and require compliance with District Policy 108. This requested authorization avoids piecemeal requests to the Board under Policy 108 for this project.

Recommendation

It is recommended that the Board of Trustees authorizes the Chancellor and her designee to enter into the purchase of related furniture, fixtures and equipment for the Technology Building Renewal project in the amount of \$2,095,652.

Submitted by:

A handwritten signature in black ink that reads "Mary Ellen O'Keeffe".

Dr. Mary Ellen O'Keeffe
Interim President
North Seattle Community College

Transmitted to the Board with a favorable recommendation:

A handwritten signature in blue ink that reads "Jill Wakefield".

Dr. Jill Wakefield
Chancellor



MEMORANDUM

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TO: Board of Trustees

FROM: Dr. Jill Wakefield
Chancellor

DATE: February 13, 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 December 31, 2013 - January 31, 2014.

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

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

www.seattlecolleges.edu

TENDER OF GIFTS TO SEATTLE COMMUNITY COLLEGE DISTRICT
AS OF JANUARY 31, 2014
CASH

DONOR	GIFT AND PURPOSE	CENTRAL	NORTH	SOUTH	SIEGAL CENTER	DISTRICT-WIDE	SVI
SCCC Foundation	Tsutakawa Fountain - Fountain Construction	\$186.00					
	Mainstay - Program Support	\$6,006.00					
	Cont' Ed Discretionary - Program Support	\$1,255.00					
	SVI PACT program	\$1,180.00					
	Apparel Design program	\$1,319.00					
	Culinary Arts program	\$1,454.00					
	Culinary Arts - Banquet program fund	\$2,375.00					
	Wood Construction program	\$1,045.00					
	Creative Academy - Photography program	\$771.00					
CAMPUS TOTALS		\$15,591.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL CASH GIFTS TO						\$15,591.00	

SEATTLE COMMUNITY COLLEGES

TENDER OF GIFTS TO SEATTLE COMMUNITY COLLEGE DISTRICT
AS OF JANUARY 31, 2014
IN-KIND

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



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MEMORANDUM

TO: Board of Trustees

FROM: Dr. Jill Wakefield
Chancellor

DATE: February 13, 2014

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

Background

The attached document shows the proposed revised Board of Trustees meeting schedule for the 2014 calendar year (location changes).

Recommended Action

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

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


Dr. Jill Wakefield
Chancellor

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

BOARD OF TRUSTEES 2014 MEETING SCHEDULE

Approved by the Board of Trustees October 10, 2013 February 13, 2014

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

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

BOARD OF TRUSTEES 2014 MEETING SCHEDULE

Approved by the Board of Trustees February 13, 2014

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



MEMORANDUM

Seattle
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TO: Board of Trustees

NORTH
Seattle
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FROM: Kurt R. Buttleman

SOUTH
Seattle
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College

DATE: February 13, 2014

SUBJECT: Policy 620 - Second Reading

Background

The attached SCCD policy revision is suggested for grammatical purposes.

SVI Seattle
Vocational
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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

Georgetown
Campus

It is the recommended that the Board adopt these revisions to Policy 620.

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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f. 206.934.3883
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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



MEMORANDUM

TO: Board of Trustees
FROM: Kurt R. Buttleman
DATE: February 13, 2014
SUBJECT: Policy 621 – Second Reading

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.

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 621.

Submitted by:

Dr. Kurt Buttleman
Vice Chancellor of Finance & Technology

Transmitted to the Board with a favorable recommendation.

Dr. Jill Wakefield
Chancellor

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SEATTLE COMMUNITY COLLEGE DISTRICT POLICY

NUMBER: 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 SCC 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



MEMORANDUM

TO: Board of Trustees

FROM: Dr. Jill Wakefield, Chancellor

DATE: February 13, 2014

SUBJECT: Enrollment Report: *Online and Hybrid Courses*

Background

This report compares enrollment in online and hybrid courses between Summer/Fall 2012 and Summer/Fall 2013. Enrollment data are given for Academic Transfer and Professional-Technical courses, including the disciplines that have seen the greatest increase in online or hybrid course enrollment.

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

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ENROLLMENT REPORT: *Online and Hybrid Courses*

Prepared by Carin Weiss, Vice Chancellor

This report presents a comparison of online and hybrid course enrollment between Summer/Fall 2012 and Summer/Fall 2013. Fully online courses do not require a campus visit. Hybrid classes usually have at least one on-campus meeting per week and they usually require some form of weekly participation in a "virtual classroom". Approximately 200 fully online courses and 100 hybrid courses are offered across the district each quarter. Increasing online program and course offerings is a focus of the Educational Master Plan.

- A review of Summer and Fall eLearning enrollment compared to the previous year shows an increase of 149 FTES (8%) in online courses and an increase of 80 FTES (18%) in hybrid courses – a total increase of 10%.

ONLINE COURSES

Online enrollment increased in both academic transfer (9%) and professional-technical programs (1%).

Online FTES	Summer/Fall 2012	Summer/Fall 2013	FTES Difference	% Difference
Academic Transfer	1,606	1,753	147	9%
Professional/Technical	197	199	2	1%
TOTAL State-funded FTES	1,803	1,952	149	8%

Academic Transfer

Online enrollment in academic transfer courses increased across all disciplines. The most noticeable increases were in the Social Sciences: Anthropology (167%), Psychology (15%), Environmental Science (73%), Economics (15%), and Sociology (12%). Math courses increased by 15%, Chemistry by 31%, and Computer Science courses had a 7% increase.

Online FTES	Summer/Fall 2012	Summer/Fall 2013	FTES Difference	% Difference
Anthropology	14	37	23	167%
Psychology	165	190	25	15%
Environmental Science	22	39	16	73%
Economics	63	73	10	15%
Sociology	39	43	5	12%
Math	263	304	41	15%
Chemistry	27	35	8	31%
Computer Science	45	48	3	7%

Professional-Technical

Professional-Technical increases were mainly in the Information Technology sector, a 34% increase over the prior year. Enrollment in Real Estate classes also increased, with an 81% jump.

Online FTES	Summer/Fall 2012	Summer/Fall 2013	FTES Difference	% Difference
Information Technology	46	62	16	34%
Real Estate	16	29	13	81%

HYBRID COURSES

Enrollment in hybrid courses also expanded over the prior year, with a 35% increase in professional-technical and a 14% increase in academic transfer courses.

Hybrid FTES	Summer/Fall 2012	Summer/Fall 2013	FTES Difference	% Difference
Academic Transfer	381	436	55	14%
Professional-Technical	72	97	25	35%
TOTAL State-funded FTES	453	533	80	18%

Business and Accounting courses increased by more than 300%; followed by increases in English (65%), Biology (16%), and Physics courses (20%). Professional Technical increases were seen in the Electronics Engineering, Drafting and Information Technology areas (71%).

Hybrid FTES	Summer/Fall 2012	Summer/Fall 2013	FTES Difference	% Difference
Accounting/Business	9	36	27	312%
English	35	58	23	65%
Biology	68	79	11	16%
Physics	24	28	5	20%
Electronic Eng. Tech/Info Tech/Drafting	40	68	28	71%



MEMORANDUM

TO: Board of Trustees
FROM: Kurt R. Buttleman
DATE: February 13, 2014
SUBJECT: Policy 607, 608, & 650 - First Reading

Background

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

Recommendation

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

Submitted by:

[Handwritten signature of Kurt Buttleman]

Dr. Kurt Buttleman
Vice Chancellor for Finance & Technology

Transmitted to the Board with a favorable recommendation.

[Handwritten signature of Jill Wakefield]

Dr. Jill Wakefield
Chancellor

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f. 206.934.3883
Voice Relay 800.833.6388
www.seattlecolleges.edu

**Seattle Community College District
Reviewed Policies, No Recommended Changes
Board of Trustees Review February 13, 2014**

Policies: 607, 608 & 650

SEATTLE COMMUNITY COLLEGE DISTRICT POLICY

NUMBER: 607

TITLE: TAXABLE FRINGE BENEFIT

The Seattle Community College District will maintain procedures to ensure adherence to Office of Financial Management and Internal Revenue Service rules and regulations regarding taxable fringe benefits.

Adopted: 4/4/00

Reviewed by Board of Trustees: September 10, 2009

SEATTLE COMMUNITY COLLEGE DISTRICT POLICY

NUMBER: 608

TITLE: DISTRICT RESERVE

Seattle Community Colleges will establish and maintain a reserve of 5-10% of the aggregate total of each fund's annual expenditure budget. Excluded are trust and capital funds. The reserve will be established from existing balances or by creating surpluses by generating more revenue than expenditures in a fiscal year. Non-operating budgets with deficits at the end of any fiscal year must be zeroed out by the end of the next fiscal year. Deficit balances may not be carried forward beyond one fiscal year without specific approval of the Chancellor.

The creation of a District operating reserve will ensure sufficient funds available for working capital, be available to deal with fluctuations in revenue or expenditures, and provide opportunities to fund non-recurring expenses, such as program start-up costs or equipment purchases. The status of the District reserve will be reported to the Board of Trustees on a quarterly basis as a part of its financial statements.

Approved by the Board: 6/19/01

Authority: RCW 28B.50.140

Amended: September 10, 2009

SEATTLE COMMUNITY COLLEGE DISTRICT POLICY

NUMBER: 650

TITLE: DISTRICT INVESTMENT POLICY

It shall be the policy of Seattle Community College District to maximize institutional resources through the prudent and timely investment of all operating and capital funds which are temporarily in excess of current disbursement requirements.

The disposition of temporary excess funds shall be restricted to investment media as permitted by Washington state law.

Adopted: 9/15/75

Amended: 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: February 13, 2014

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 include: Communications Board, Arts, Lectures and Activity Board, Student Fee Board, Student Cabinet, and the Research and Advocacy Board.

- SAC met with Jesse Cooley, the manager of the new 4-year International Business degree at North, to learn more about this new program and to discuss possible ways of collaborating, such as visiting classrooms to introduce Student Leadership to our new BA students and to advertise our spring hiring campaign. SAC recognizes new opportunities that Student Leadership can explore by hiring students who will be on campus for 4 years.
- SAC started working on their annual spring hiring campaign. We are reviewing last year's applications and making the necessary edits to them before we open hiring by the end of winter quarter. One of the priorities for us this year is to hire new student leaders before we leave so that we can share more experience and train them on site!
- The All Student Leaders meeting happened during the first week of the quarter. Student Leaders from different boards shared their fall quarter experiences, discussed present issues on campus and socialized. Main feedback was to get together more often because it helps us to be a more connected team!
- We have been continuing our project called "The Hangout" where we create an area for student entertainment and socializing. 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 students 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 (seven minute) playtime and board games with a broad appeal. This project has been a great success amongst students and also helps take video gaming from tutoring centers and computer labs into a more appropriate environment. Students have requested video game and chess tournaments, so the project has a lot of potential to expand and contribute to community building on campus.

Communications Board (CAB)

- The swag bag has arrived! The new merchandise for Student Leadership was carefully picked by Communication Board with consideration of cost, marketing efficiency and student needs. That is

why the new swag is both practical and looks up to highest design standards! The swag is going to be given out by SACsquatch at the New Student Orientations on campus and various events.

Arts, Lectures and Activity Board

- Martin Luther King week was full of different activities. We collected RACE cards from anybody who wanted to participate where you had to describe race with six words. As a part of the Martin Luther King celebration at Mt. Zion Baptist Church, sponsored by the Seattle Community Colleges, our Fee Board member, Mara Willaford and SLMP staff member, Erin Wilson read the "Race Cards". Mara was poised, polished and gracious! We also showed recordings of Martin Luther King's speeches all day in our College Center as a part of a celebration and were entertained one day by the Total Experience Gospel Choir.
- Diversity speaker and comedian Samuel Comroe had a very high attendance at his event. Samuel has Tourette syndrome and in his presentation, he explores the topic of overcoming disabilities through sharing his own story blended into a stand-up comedy set. We received a lot of great feedback about that event.
- Stephan Elaimy, Middle Eastern OUD musician is opening this year's Espresso Lounge series. The concept of these concerts is to bring experiences from and share musical diversity of the world.

Student Fee Board (SFB)

The Student Fee Board is currently holding hearings for requests from the Universal Technology Fund (UTF). Kim Heeren, the Fee Board Coordinator, succeeds greatly in creating the environment on the board where all opinions are heard and the professional attitudes are maintained.

Student Cabinet (CAB)

Student Cabinet members are routinely working on campus committees and communicating with SAC issues that can affect students. Sophie Suhariono, the Student Cabinet Coordinator, is also working closely with our SAC bylaws to fix imperfections.

Research and Advocacy Board (RAB)

- RAB had send out the survey to students about the price of textbooks. Next step is to analyze the results and proceed with actions!
- RAB attended the statewide community college student rally in Olympia on 2/7/14. There were many students in attendance and this was a great learning opportunity for the board. On the agenda is a speech by one of the board members and everyone is looking forward to advocating for students on a legislative level!

MEMORANDUM

TO: Board of Trustees

FROM: Leah Remsen
2013-2014 ASC Executive of Administration

DATE: February 13, 2014

SUBJECT: ASC Board Report

Central Alumni Receive Four Grammys

Two Seattle Central alumni received awards at this year's Grammys ceremony on January 26th. Rapper Macklemore, also known as Ben Haggerty, won four Grammys, including Best New Artist, for his album "The Heist". Haggerty attended Seattle Central from 1999 to 2002. Owuor Arunga, a trumpet player, also earned Grammys for his work on Macklemore's album. Arunga attended Central from 2000 to 2001.

College Activities Board celebrates Black History Month

Central's College Activities Board is planning a Black Cinema Film Series in celebration of Black History Month in February. The films *Brother Insider*, *Sugar*, and *Fruitvale Station* will be shown throughout the month.

Student Organization Resource Council guides 50 Clubs on Campus

The seven-member Student Organization Resource Council (SORC), which advises and supports student clubs, has been very productive this year. Fifty clubs have been formed at Central to date, ranging in focus from social justice efforts to athletics to arts and culture.

ASC Committees Hard at Work

The ASC's Book Committee, chaired by Associate Dung Pham, recently purchased eighteen textbooks for the quarter, to be placed on reserve in Central's library for student use.

The Services and Activities Budget Subcommittee, led by Executive of Finance Shela Usadi, finished allocating their one-time grants for the fall quarter. This quarter the committee will hear presentations from last year's S&A budget recipients. The committee will also begin calling for funding proposals.

The Issues and Concerns Committee, chaired by Executive of Issues and Concerns Taleah Mitchell, continues to constructively address a variety of student complaints and concerns.

MEMORANDUM

TO: Board of Trustees
Seattle Community College District

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

DATE: February 13, 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.

January 3rd, 4th, & 5th - USA Retreat

During the first week of January, we had our mid-year retreat at Island Wood, a beautiful place on Bainbridge Island. Eight USA members and advisor Monica Lundberg attended. The purpose of the retreat was to review our goals, and to strategize and organize the outreach and events that we are going to have during the next two quarters. We also reflected on what went well and what we can improve from our first quarter as official student advocates.

January 9th, Step Up Workshop - Managing Your Time Using Technology

At this workshop we learned the importance of using all the technological tools in order to use our time wisely as students and as student advocates as well.

January 14th Welcome Back - Ice Cream Social

This event was possible thanks to the hard work of all the USA members, especially our Social Activities Officer, Su Zheng. During this event, over 250 students played ice breaker and board games, socialized and of course enjoyed the friendly environment, which is something very characteristic of South Seattle Community College.

January 16th – Health Fair

USA officers volunteered at the annual Women’s Center Health Fair, which included partners from all around the West Seattle area. As a student government we supported it due to the positive impact that it brings to our student population.

January 20th – MLK Day

On Martin Luther King Day, the student government promoted a community service event at South’s Chinese garden. We know how important it is to give back to our community and also how important and delicate our environment is.

USA’s Communications Officer

Unfortunately one of our officers had to decline her responsibilities due to personal circumstances winter quarter. Due to this, we are in the process of hiring a new Communications Officer, and we hope to hire that student by the end of this month.

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 21-31. We plan to present to the Board of Trustees shortly after that.

Student Survey

Issues and Concerns Officer Jaden Phan has been leading the survey collection of our student body. We are asking questions regarding transportation, cafeteria food options, smoking, safety and more.

Metro Bus Cuts

The potential bus reductions of route 125 and 128 would impact many of our students. USA attended an informative forum at Seattle Central on January 16. USA plans to distribute a petition to send to legislators and the King County Council, and organize a rally this month.



MEMORANDUM

TO: Board of Trustees

FROM: Jill A. Wakefield
Chancellor 

DATE: February 13, 2014

SUBJECT: Chancellor's Report - Information Only

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Our Sad Losses. This has been a rough month for our college communities. We lost two incredible friends. Vera Ing passed away on January 18. She was a great community leader and founding board member of the North Seattle Community College Foundation. On January 26, April Jensen passed away. April served in many faculty and administrative positions in her career, including in our district. Most recently, she directed the \$3 million Pathway to Completion grant we received from the Bill & Melinda Gates Foundation. These two women are irreplaceable and we miss them terribly.

■ ■ ■

Congratulations to Board Member Steve Hill. Trustee Hill had his trustee appointment confirmation hearing before the State Senate on January 21. Our students and colleges are fortunate to benefit from Trustee Hill's expertise, experience and leadership.

Georgetown
Campus

NewHolly
Learning
Center

Seattle
Maritime
Academy

Wood
Construction
Center

Puget Sound Business Journal's 2014 CFO of the Year Awards

Congratulations to our Vice Chancellor for Finance and Technology Kurt Buttleman! He has been selected as one of the winners of Puget Sound Business Journal's 2014 CFO of the Year Awards. The award program is designed to honor the financial super-strategists of Washington companies and organizations.

Conversation with Mark Mitsui. We are honored that Mark Mitsui, Deputy Assistant Secretary for Community Colleges, Office of Vocational and Adult Education, US Dept of Education, while he was visiting Washington, was able to spend an hour with our management exempt employees to talk about the status of US Adult Foundational Skill Levels. He also gave an update on higher education initiatives at the Federal level.

You can find more information on DAS Mitsui's discussion at <http://www.timetoreskill.org/>

Presidential Search. The posting for North's new president closed February 2. The search committee is selecting semi-finalists and scheduling interviews with them in mid-February. Semi-finalists' identities will be kept confidential; only the names of finalists will be made public. Finalists will be invited for a second round of interviews and campus visits during the week of March 10-14.

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1500 Harvard Avenue
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206.934.4155/TT
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Down Under. I accompanied our Executive Dean for International Education Andrea Insley to New Zealand the last week of January. We met with and signed agreements with seven institutions, including Manukau Institute of Technology, Wellington Institute of Technology (WelTac), Whitireia, Lincoln University and Christchurch Polytech Institute of Technology. We

also met with officials of the New Zealand Government Higher Education Office. The purpose is to develop agreements for faculty, staff and student exchanges. These opportunities will help our faculty and staff learn from other countries as well as their education systems.

A Day to Remember: 40th Annual Martin Luther King Jr. Community Celebration. It was wonderful! This year's forward-looking emphasis and the focus on the Race Card project, a national conversation about race, set a new benchmark of excellence and relevance. The theme was evident throughout the program, in the music by the Greater Works Chorale, and in the words of emcee Tonya Mosley, and keynoter speaker Michele Norris, host and special correspondent and founder of The Race Project.

More than 900 people attended the event. Several shared their "six words" on race, including our college students and students from the John Stanford Elementary School. Our new Mayor Ed Murray, US Representative Adam Smith and many other civic and business leaders were there. The annual Rev. Samuel McKinney Scholarship was awarded to Tyrome Lee, a 34-year-old single father who has earned his AA degree and is working on his BAS in Applied Behavioral Science at Central.

This was a true *community* celebration. Thank you, Trustees Albert Shen, Courtney Gregoire and Carmen Gayton for representing our Seattle Colleges and sharing your "six words."

SCCtv was on hand to document the events. It will be on the air at 7 p.m. every Sunday evening in February on Comcast Channel 28/ Wave Broadband Channel 19 and it is available for play on demand at SCCtv.net.

The Legislature Is in Session. The 2014 Regular Session began on January 13 and is scheduled to end on March 13. Although, Seattle Community Colleges have no major items before the Legislature or the Governor this session, we follow and support the State Board's Legislative Agenda for Community & Technical Colleges.

Our Government Relations staff is working closely with the Board Chair and Executive Director of MESA (Mathematics, Engineering, Science Achievement) with outreach to legislators on both sides of the aisle. Funding is in the Governor's budget, but not yet in the House or Senate. In our District, Central has a MESA program, and North is hoping to implement one when MESA expands to another six campuses.

Working very closely with Rep. Eric Pettigrew (37th legislative district) and the State Board on the Customized Training and Partnership Development, NSCC Executive Dean Steve Miller has landed a customized training program at Filson Clothing. Funding is through the Job Skills Program. Filson employs nearly 300 workers in the SODO plant, many with limited English language skills. The program will incorporate I-BEST and ESL.

In Seattle, Washington, and the other Washington. Presidents and Seattle City Council members are meeting on a variety of campus-related topics, as they start to prepare for "City Districts." Similar to our state legislators, city council members will now represent specific college catchment areas. And good news at the Federal level! Under Sen. Patty Murray's leadership, 96 percent of the sequestration dollars have been restored to fund the TRIO grant programs.

Advancement News. At the January SCC Foundation Board meeting, the Collins Group talked about the goals for successful campaign “meta-messages”:

- It must be transformational and raise Seattle Colleges’ profile while increasing philanthropic capacity. “Big visions beget big gifts.”
- It must be based on replicable research.
- It cannot be only about access, but must ensure student success. This success needs to be defined.

On May 28, the Collins Group will lead a major retreat.

District Advancement staff activities and plans include:

- Support district-wide implementation of Raisers Edge (confidential donor records) software;
- Identify volunteer candidates for campaign planning and Foundation Board in collaboration with district and college leadership, and the Collins Group;
- Focus on philanthropy, clarify and prioritize advancement-related activities;
- Enhance reporting to District Foundation Board on “big picture” items;
- Optimize office business practices; and
- Strengthen District-wide collaboration and activity on gift solicitation.

The Branding Project. The District’s Interim Director of Communications Susan Kostick and the communications directors from the colleges are working together with the consultants to establish guidelines and look for opportunities to boost the visibility of all of the District’s activities. The current timeline calls for the guidelines and a workshop for communications staff to be completed in March.

SCCtv continues its video-production partnership with the Port of Seattle. SCCtv is putting the finishing touches on the latest Portfolio, a video news magazine focused on Port initiatives, and also producing new videos for the Port on topics like Foreign Trade Zones and Transloading. SCCtv is currently creating videos for the Port and Alaska Airlines on a program called *Wings for Autism*. This program allows families with autistic children to “practice” the steps involved with air travel, such as boarding a plane and taxi-ing around the tarmac.

Moving Ahead on the Pacific Tower. With the action taken at the January Board of Trustees meeting, we are moving ahead to finalize the Memorandum of Understanding and the lease. Some milestones coming up that will move us closer to our goal of offering great health programs in the tower are

- Early March – our faculty and the architects will sign off on the programmatic design. This means we will have allocated space to each program, roughly estimated the maximum student capacity by program, and have ideas about how we intend to deliver training (simulation rooms, distance learning component, co-located clinics, etc.)
- March 21 – Next meeting of the Healthcare Workforce Advisory Committee for Seattle Central and the Pacific Tower Project.
- Mid-Late March – with the Department of Commerce, we will select a General Contractor/Construction Manager.
- July– building permit applications submitted to city of Seattle.
- September– construction begins



MEMORANDUM

TO: Board of Trustees

FROM: Carin Weiss, Vice Chancellor *Carin Weiss*

DATE: February 13, 2014

SUBJECT: Vice Chancellor's Report - Information Only

Seattle Community Colleges and Seattle Public Schools Joint Workgroups

Three joint workgroups of Seattle Public Schools math teachers and Seattle Community Colleges math faculty are developing initiatives to improve the transition of students to community college math, and to ensure students are accurately placed in mathematics courses at our colleges. The workgroup initiatives include: creating math course placement options based on high school transcripts as an alternative to the COMPASS test, designing a 4th year transition math course for students not ready for college math, and aligning intermediate algebra at our colleges with Algebra 2 at Seattle Public Schools.

College Sustainability Assessments

Each of our colleges has completed a *STARS Sustainability Assessment*, the gold standard for college sustainability, used at over 300 colleges across the country. South and Central were awarded a Bronze STAR while North received a Silver STAR. Seattle Community Colleges is the first higher education District in the country to achieve sustainability rankings at all of its colleges; a clear indication of our commitment to sustainability. The assessments will be used to guide future sustainability efforts across our entire District.

Workforce Education Retreat

I recently facilitated a two-day retreat of the district-wide Workforce Education team. Participants developed a mission and vision for workforce education at the Seattle Community Colleges, identified possible new programs to meet community and industry needs, developed a plan to offer workforce programs in online and hybrid formats, and discussed program improvements such as competency-based learning and prior learning assessments to better meet the needs of workforce education students.

A.A. Degree Review

A joint committee of faculty and administrators from across the District met to continue a review of the Colleges' A.A. Degree. Specific review topics included the relevance and measurability of degree learning outcomes, the utility for students of the Special Requirements degree credits, and the rationale for restricting students to a limited scope of elective credit choices. The A.A. Degree was last reviewed in 2004.

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Fax 206.934.3883
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MEMORANDUM

TO: Board of Trustees
FROM: Kurt R. Buttleman
DATE: February 13, 2014
SUBJECT: Vice Chancellor for Finance & Technology Report - Info. 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

ACCOUNTING SERVICES DEPARTMENT UPDATES

The Accounting Services Department has been busy these past few months preparing for the new Accreditation requirement for Audited Financial Statements. They will be preparing the first ever GAAP-based financial statements as of June 30, 2013. These statements will include a full, detailed view of the Seattle Districts' financial position as of year-end and will be audited by the State Auditor's Office. Seattle District is one of the pilot colleges for this new requirement and with direction from SBCTC, we will be creating the procedures and template to be able to do this on an on-going basis. Needless to say, this will take a substantial amount of staff resources. In other news, the Accounting Department is now fully staffed with the addition of two new Accountants. The team continues to evolve with the announcement that the Director of Accounting Services, Michael Shaw, will be retiring as of April 4, 2014. Michael has been with the District and NSCC for over 12 years. Recruitment is under way for Michael's successor.

100 DAYS TO INNOVATION - SELECT PROJECT UPDATES

Student Parking Permit Application

As of Winter Quarter 2013, Students at all three colleges were able to buy their quarterly parking permits online - through an application developed by the SCCD Web Services team. This application allows students to buy their permit 30 days in advance of the first day of the quarter and avoids waiting in the cashiering line for a permit. The application was well-received during this pilot quarter with just about 1,000 permits being sold at Central, North and South combined. There are some updates to be made before Spring Quarter as about 8% of those passes sold had some issues. The Web Team is presently prioritizing the updates.

On-boarding Update

The District has been progressing on our first official LEAN process improvement. Last fall, Employee Services held process improvement workshop with staff from across the Seattle Community Colleges dedicated to improving our hiring & onboarding process. During the workshop we applied Lean principles to ensure that each step in the new process added value to either our new employees or to our hiring managers. We created a new workflow,

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presented it to leaders from across our district, and received the go-ahead to begin implementing the new process.

Beginning in February we will transition to a faster and more streamlined hiring process for all new employees.

The new hiring process involves these major changes:

- Automated workflow for paperless hiring process
- Seattle Community Colleges will begin conducting criminal background checks on temporary hourly and student workers, in addition to our current practice of performing these checks on newly hired faculty and staff. Seattle Community Colleges remains committed to ensuring that when hiring decisions are made based on background check information, they are made intentionally and with an eye toward the requirements and risks of each position.
- Consolidation of the hiring paperwork of some departments so that the hiring tasks are done more efficiently.



TO: Board of Trustees
FROM: Mary Ellen O’Keeffe, Interim President
DATE: February 13, 2014
SUBJECT: President’s Report – Information Only

Update: Presidential Search

North’s presidential search process passed another milestone on February 2 when the posting closed. Search committee members reviewed applications through February 6 and met the following day to select semi-finalists for interviews which are scheduled for mid-February. At the same time they reviewed applications, the committee finalized the questions it will ask during the semi-finalist interviews. Semi-finalists’ identities will be kept confidential. Only the names of finalists will be made public. Finalists will be invited for a second round of interviews and campus visits during the week of March 10-14.

ADVANCING STUDENT SUCCESS

Concepts in Nanotechnology MOOC creates new opportunity for students

North’s “Concepts in Nanotechnology” MOOC (massive open online course) currently has over 740 enrolled students. This non-credit six-week introduction to nanotechnology course was developed and is being taught by instructor Peter Kazarinoff, Ph.D. who is also managing director of SHINE, Seattle’s Hub for Industry Driven Nanotechnology Education, a National Science Foundation (NSF) Advanced Technical Education (ATE) Regional Center on campus. This free introductory course, designed at a pre-college level, is an opportunity for students to delve into the nano-world and to learn about the applications and commercial products that use nanotechnology. Students who wish to pursue credit can then enroll in North’s credit-bearing nanotechnology program.

EXCELLING IN TEACHING AND LEARNING

Update on BAS in Application Development

The Application Development Bachelor of Applied Science (BAS) degree is reaching the final stage of completion. Interim Vice President for Instruction Peter Lortz and Executive Dean for Career/Workforce Education Bill McMeekin will be going to the State Board for Community and Technical Colleges (SBCTC) on February 6 for the “Final Consideration” of the degree. The college received word from the Northwest Commission on Colleges and Universities (NWCCU) that the Substance Change Document (all 115 pages) outlining the rationale, curriculum, student support, library support, etc., will be approved pending final State Board approval on Feb. 6.

Health Sciences and Student Resources Building nears completion

Great progress is being made on the new Health Sciences and Student Resources Building. The project is 95 percent complete and will be substantially completed by mid-February. The renovated facility will house three cutting edge science labs and a superb nursing skills area. There are two anatomy/physiology labs and a general science lab, a cadaver lab/storage area and an up-to-date integrated lab-prep area. The facility includes four quality classrooms ranging in capacities from 38 to 60

seats. The building program includes a centralized Learning Center that consolidates all the College's tutoring programs in the facility. This function is focused to promote student success. A new food services venue, super-espresso, replaces the current cafeteria. Student gathering spaces have been provided throughout the facility. A new plaza and outdoor eating area have been included in the project. Full outfitting, furniture and equipment, and final preparation of the building interior is expected to be complete by mid-March. The College anticipates a gold LEED (Leadership in Energy and Environmental Design) designation, in keeping with the campus commitment to sustainability. To date the project has generated 490 new trade jobs, exceeding the original goal of 300.

Library presents The Loving Story – February 10

North's library is among 473 organizations awarded a \$1,200 grant and films from the National Endowment for the Humanities and the Gilder Lehrman Institute of American History to present *Created Equal: America's Civil Rights Struggle*, a program about changing meanings of freedom and equality in U.S. history. North Librarian and Student Media Center Coordinator Zola Mumford obtained the grant and will organize this free public program series through 2016. Previously, North received the NEH *Muslim Journeys* grant. *The Loving Story*, the first film in the series, was screened on February 10.

Medical Assisting Student nominated for Transforming Lives Awards

This year, North nominated **Daniel S. Johnson** for the Trustees Association of Community and Technical Colleges (TACTC) "Transforming Lives" award, one of 34 nominated from each of the state's community and technical colleges. The five top awardees received a \$500 award at a special ceremony on Sunday, Jan. 19 in Olympia. Formerly homeless and living on the streets of Seattle, Daniel S. Johnson enrolled in North's Medical Assisting program at the age of 48. He only had a high school diploma but desperately wanted a college education and a career. Since entering the program he has maintained a GPA of 3.5 or higher and also became a member of the Phi Theta Kappa (PTK) honor society. In the spring of 2013, Daniel was inducted as an officer in PTK and now holds the position of project manager. "When I came to NSCC, I honestly thought that it was a pipe dream to actually get an education," he said. "However, now I will graduate in June 2014 with a certificate of achievement in medical assisting and an associate of applied science degree in medical assisting. The day I graduate from North will be, without a doubt, one of the proudest moments in my life. NSCC has inspired a new life in me. This school has shown me that the opportunities for my education are endless. I am now 51 and I am not done. After I leave community college, I plan to further my education and get a bachelor's degree in social and health and human services."

New Hires in January

In January, North welcomed **Julianne Kirgis** (formerly Julie McNalley) as the new Associate Dean of Teaching and Learning. Julie has been a part time faculty at North teaching sociology since 2011. She has also taught locally at Edmonds Community College, University of Washington, Antioch and Pacific Lutheran University. Most recently Julie has been serving as director of curriculum at the University of Washington, School of Medicine. We also welcomed **Jennie Dulas** as our new Executive Director of the Education Fund and Office of Advancement. In addition to being the Director of Grants for North Seattle, since September she has been interim Executive Director of the Education Fund. Jennie brings ten years of experience in fundraising and program management skills in agencies with budgets ranging from \$500,000 to \$100,000,000. At United Way of King County, she specialized in annual giving and corporate/foundation relations. As a first generation college graduate, Jennie is passionate about higher education and serving underrepresented students. As a recipient of a full scholarship at the University of Southern California, Jennie knows, first-hand, the difference that a scholarship makes in a student's life. And, **Jose Elizalda** joined North as a Student Success Specialist in the Advising office. Jose brings a wealth of experience, more than 20 years, at Bellevue College. The past eleven years he spent advising international students at BC. Jose holds a Bachelor of Arts in International Relations from UC Berkeley.

BUILDING COMMUNITY

News from Office of Customized Training and Partnership Development

Three new major initiatives are underway:

- **Neighborhood House** – Educational partnership planning to begin in the fall of 2014 will bring over 40 annualized FTE to the Seattle Colleges. North is looking to provide cohort training in ABE/ESL and Nursing Assistant Certified the first year, Medical Assisting the second year, and adding Surgical Technician and Dental Hygiene Technician the third year. After the third year the intent is to continue these offerings on an annual basis.
- **SEATAC/Port Jobs** – North is meeting to discuss developing an educational pipeline from the Port Jobs Initiative for International Trade and Transportation Logistics (ITTL) to North's BAS in International Trade. This program has the potential to generate over 40 annualized FTE per year.
- **Filson** – We expect to have approval granted on Jan. 31, 2014 for a \$195,000 Job Skills Program (JSP) to provide Phase One training in LEAN manufacturing principles and implementation. TC Squared from North Carolina will provide this training. Phase Two, next fiscal year, will see a JSP in the amount of \$165,000 to implement the Filson/North Seattle Community College Craftsmen's Academy which will incorporate three 20-credit stackable certificates leading to wage progression and career advancement. We will provide the instruction and anticipate generating over 30 annualized FTE.

Diversity Speaker Series presents Samuel Comroe – January 22

Comedian Samuel Comroe presented his one-man show, *99 problems but a Twitch Ain't One*, in the Baxter Events Center on January 22. Samuel shared his trials and tribulations about living with Tourette Syndrome and turned them into an unforgettable, funny, and vibrant performance.

Espresso Lounge Concert Series features Middle Eastern Oud Performer – January 29

Oud performer Stephen Elaimy took listeners on a musical journey through the Middle East in a special presentation at the Baxter Center's Espresso Lounge on January 29. Stephen has been performing on the Oud for over eleven years and has presented numerous concerts, classes and workshops.

World Hijab Day – February 3

On February 3, North hosted its first World Hijab Day, featuring the film *Under One Sky* with a post-film conversation, hijab wearing demonstration, and discussion. The event also featured a performance by local slam poet and spoken work artist Hamda Yusuf.

Women's Center Open House – February 11

On February 11, student employees and volunteers of North's Women's Center hosted an Open House to inform the campus of the unique student services the Center offers to the campus, increase student engagement, and raise awareness of different forms of structural gender inequity. The Center reached out and invited speakers from the North Seattle area who shared their stories of the history of women's centers in the U.S. and that of the North's Women's Center. This event is supported by an Education Fund Mini-grant.

SAVE THE DATE: Education Fund's 12th Annual Scholarship Benefit – May 17

Please join us for, *Building Dreams*, North's annual event to raise funds for scholarships and other college programs that ensure our students have the support they need to attend – and thrive – in college. Additional details to come.

MEMORANDUM

TO: Board of Trustees

FROM: Paul T. Killpatrick
President

DATE: February 13, 2014

SUBJECT: President's Report

Seattle Central

McKinney scholarship winner

This year's Rev. Samuel McKinney Scholarship winner is a student from Seattle Central, Tyrome Lee, Jr. He was presented with the award at the District's 40th Annual MLK Celebration in January. Tyrome is a 34-year-old single father who was born and raised in Seattle's Central area. A former gang member and recovering alcoholic, he has been clean and sober and free of gangs and violence for nearly 10 years. Tyrome is committed to building a prosperous life for himself through education, and has already earned an associate degree in Social and Human Services, a Chemical Dependency Specialist certificate, and is now working toward a bachelor's degree in Applied Behavioral Science with a 3.5 GPA. Currently a case manager at the Matt Talbot Center, Tyrome aspires to work with youth.

Transit Forum draws community

In January, Seattle Central hosted a transit forum in response to King County Metro Transit's proposal to cut service by 17 percent. Sponsored by Student Leadership, the event featured representatives from the Transit Riders Union, King County Metro, Capitol Hill Housing and several other organizations, and was moderated by Dominic Holden, news editor of The Stranger. The event drew many concerned students, employees and citizens in the community, with approximately 100 people attending each of the two sessions. Given the urban location of its campus and lack of parking, Seattle Central is particularly dependent on reliable transit service. Each year, the college distributes ORCA cards to approximately 6,000 students and 400 employees (representing about half of its workforce). Letters encouraging the passage of a transportation package to adequately fund Metro have been sent by the Office of the President to legislators.

Student veterans organize chapter of national organization

Seattle Central's Student Veterans Association is the newest chapter of the national organization Student Veterans of America (SVA). Founded in 2008 and based in Washington, D.C., SVA provides programs, resources and support to the network of local student veteran organizations. There are currently 950 chapter affiliates on college campuses across the country.

By becoming a chapter, Seattle Central's student vets can apply for funding from the VetCenter Initiative, which provides grants to renovate/refurbish campus vet centers. Each Friday at Seattle Central's veterans space in the North Plaza, an event is held called "Drop Zone Fridays," where student vets can drop in for fellowship and food donated by Panera Bread. Over 200 veterans are currently enrolled at Seattle Central using educational benefits from the G.I. Bill and other government programs. Of those, about 150 are active in the Student Veterans Association.

Strategic Planning Day

The college kicked off its strategic planning for the 2014-15 academic year with a new approach. In order to involve all employees in the process, the college used what was traditionally the winter quarter engagement day as a campus-wide Strategic Planning Day. During an afternoon planning session, all faculty, exempt and classified staff convened in their work groups to plan for the coming year, with three strategic priorities in mind, identified by the President's Cabinet:

- Increase domestic enrollment, retention and completion while promoting a culturally diverse campus and maintaining excellence in International education
- Plan, develop and implement facilities improvements and expansion to meet current and future needs
- Increase operational efficiencies and effectiveness

The outcomes of this process will be reported in a future edition of this report.

Faculty and staff to present at national AACC conference

Seattle Central has been invited to give two presentations at the 94th Annual American Association of Community Colleges (AACC) Convention. Held in Washington, D.C., in April, the annual convention is the largest and most dynamic gathering of educational leaders in the United States, attracting over 2,000 community college presidents and senior administrators, as well as international educators, representatives of business/industry, and federal agencies. One team of Seattle Central faculty and staff is presenting on the college's efforts to improve college readiness of students at an institutional level. Another team will present on the advances being made in allied health education programs, including Bachelor of Applied Science degrees offered at Central and the Pacific Tower community partnership. Presentations and panels are accepted through a competitive process. That both proposals were accepted testifies to Seattle Central's national reputation as a leader among community colleges.

Innovative summer program helps students graduate faster

Seattle Central is set to launch an innovative take on the summer quarter. For certain classes, the eight-week quarter will be split into two four-week sessions in a program called "Intensive Summer Sessions." This enables students to complete certain "sequences" of courses – in subjects such as accounting, computer science, math, English, biology and more -- in just one quarter. By doing this, students will be able to complete their associate transfer degrees faster, earning up to 20 college credits in high-demand courses. Each class will meet for three hours and 25 minutes Monday through Thursday, with science labs scheduled on Fridays or Saturdays. Students will take two courses per four-week session. Intensive Summer Sessions will be open to both domestic and international students.

New campus alert system launches in January

Seattle Central, along with North, South and SVI, launched a new campus alert system spearheaded by the District. Called "RAVE Alerts," the new system promises to provide a better interface to distribute messages instantaneously to a number of different platforms, including mobile phones (via text message), personal email accounts, the college homepage, and social media (including the college's Facebook and Twitter accounts) with just the press of a button. All student email addresses on file with the college have been automatically loaded into the system. Users, including students and employees, can opt to register their personal cell phones and additional email accounts.

Instructor featured on MSNBC

Daudi Abe, Ph.D., a Humanities instructor at Seattle Central, appeared on MSNBC to discuss school discipline. The Obama Administration recently went on record as saying school discipline is often too harsh, especially for African-American students, and Dr. Abe provided expert commentary on the issue.

You can watch the clip here:

<http://www.msnbc.com/newsnation/watch/new-guidelines-for-school-discipline-122544707628>

History instructor wins national award

Nate Weston, Ph.D., a part-time history instructor, has received a John & Suanne Roueche Excellence Award from the League for Innovation in the Community College. Stephanie Delaney, Ph.D., associate dean for distance and eLearning and Distance Education, nominated Dr. Weston for his spirit of innovation in developing Seattle Central's first MOOCs, or Massive Open Online Courses. These non-credit courses are offered free-of-charge to anyone around the world who wishes to take them. Dr. Weston has been very enthusiastic about the project from the beginning. His approach to the courses – where he incorporates many diverse voices to present a balanced view of historical events – has drawn rave reviews from the students who have taken the MOOCs.

College fair on campus draws interested African-American students

For the second straight year, the United Negro College Fund organized a college fair on Central's campus in January, drawing 35 schools, including 10 Historically Black Colleges and Universities (HBCUs). Also in attendance were several African-American fraternities and sororities. Nearly 20 percent of Central's students are African-American, and this event is able to introduce them to HBCUs, since none are located in the Pacific Northwest.

SVI

GED® testing

The GED® changed to a new format in January, 2014. Students who had not passed all five of the GED® tests by the end of December 2013 must start over with the new series. GED® 2014 (the new series) test is taken on the computer and consists of four tests: Science, Social Studies, Mathematical Reasoning, and Reasoning through Language Arts.

Because of the new format, Seattle Vocational Institute added a digital literacy course to the curriculum to better prepare students for the computerized tests. The Advanced Computer-Assisted GED Preparation Level 6 (Keyboarding Skills and Basic Applications Skills-GED 064) course will continue to provide learners with the opportunity to improve their general reading, writing, math and test-taking skills for the GED tests through the use of micro-computers and relevant basic skills software.

Dr. Myrtle Mitchell assisting in development of revitalization plan

Seattle Vocational Institute has engaged the assistance of Dr. Myrtle Mitchell to assist in developing a plan for the revitalization of Seattle Vocational Institute. During preliminary briefings with leadership, Dr. Mitchell has been apprised of the current situation at SVI. The primary goals will center around SVI's mission with the focus on programming, student enrollment, and revamping the institution as needed. Upcoming meetings will outline goals and prepare expected outcomes. Emphasis will be placed on the modification of the strategic plan.

Dr. Mitchell is the former Executive Dean of Workforce Education at Seattle Central Community College. Dr. Mitchell specializes in programming, curriculum design, effective teaching and learning strategies and technical support. She is an excellent mentor and has the proven ability to interface business, industry and employment with education. Her leadership and expertise will be invaluable to the process of maximizing the potential of Seattle Vocational Institute.

MEMORANDUM

TO: Board of Trustees

FROM: Gary Oertli, President

DATE: February 13, 2014

SUBJECT: PRESIDENT'S REPORT – INFORMATION ONLY

South hosts GIFTS FROM THE EARTH

On January 25, South Seattle Community College held the annual fundraising event, "Gifts from the Earth." The event, hosted by the South Seattle Community College Foundation, highlights three of our outstanding programs: Hospitality Management, the Northwest Wine Academy and our Culinary Arts Program. Those in attendance dined on a multi-course meal prepared by an all-star lineup of 15 Chefs with the assistance of South culinary students. The sold-out event packed the Brockey Center with over 300 people in attendance. Thank you to all who attended.

South puts Emergency Fund donation to good use

Midway through Fall Quarter of 2013, the Foundation at South Seattle Community College received a \$25,000 gift to help fund the 2013 Emergency Fund, which supports student success, retention and completion by removing financial barriers.

Vice President of Student Services Rosie Rimando-Chareunsap and the Emergency Fund Committee decided to use the donation for two purposes: (1) to help current Fall 2013 students who were struggling to afford books and public transportation, and (2) to offer a "Completers Scholarship" to students who left South only 15-20 credits short of completing their degree or program. The scholarship would allow those students to come back to South for Winter Quarter and finish those outstanding credits.

When the dust settled, the \$25,000 gift had been turned into significant aid for 27 students (on top of 39 student already aided by the Emergency Fund in 2013). Nine students received textbook and transportation assistance, which resulted in a 79 percent credit complete rate for the quarter with an average GPA of 2.68 (taking out of consideration one student who completed no credits, the credit completion rate was 89 percent and the GPA was 3.07.)

Regarding the second effort, termed a "Completers Scholarship," South reached out to over 700 past students who were near completion of their degrees or programs before quitting due to financial hardship. Eighteen of those students responded and received scholarships to come back for Winter Quarter, where they are now working towards achieving their academic goals.

NISOD Winners

It is with pleasure that I announce SSCC's 2013-2014 National Institute for Staff and Organizational Development (NISOD) Award Winners:

Jill McDonough, ESL Instructor, Basic and Transitional Studies, International Programs
Liz Strongman, First Step and Aerospace Composite Instructor, Professional Technical Education

These outstanding faculty represent excellence and a commitment to students. The winners were selected based on the following criteria:

- Demonstrated commitment to professional development in both teaching and content area.
- Demonstrated commitment to South, both in length and quality of service to the institution.
- Record of exemplary, non-contractual activities in support of the institution's Mission and Goals.

I would like to express my appreciation to the awards committee, composed of former NISOD award winners, for their assistance with this year's awards: Don Bissonnette, Van Bobbitt, Sarah Skamsner, Paul Safstrom, Annette Stofer, Jane Harness, and Allen Stowers.

Gates Foundation Presentation comes to South

On January 22, the Community Center for Education Results (CCER) brought Rob Johnstone from the Gates Foundation to campus for his presentation on "An Exploration of How a Culture of Inquiry Can be a Critical Lever to Student Success." In front of a standing-room only crowd, Johnstone outlined the importance of using data analysis as a basis for making decisions that will aid in your student's success.

South hosts the WAPPA Custodial Workshop

Over 70 custodial professionals convened at South Seattle Community College's Jerry M. Brockey Student Center on December 11, 2013 for a full day WAPPA (Washington State's Chapter of the Association of Higher Education Facilities Officers) Custodial Workshop. The workshop focused on efficient deployment of custodial teams and sustainable waste diversion strategies. Steve Morgan, South's Director of Facilities and Plant Operations, and Robert Sullivan, South's Director of Auxiliary Services, hosted the event. The workshop was an opportunity for higher education custodial professionals to learn from each other, network and improve best practices.

WFSE Local 304

Ty Pethe

President

Cell: 206.351.1103

Email: Ty.Pethe@gmail.com

Board of Trustees Report (Feb. 2014)

The classified staff of the Seattle Community Colleges District have been working hard over the last couple of months. For many of us, the beginning of the quarter brings a huge increase in our workload and influx of students. Many of our professional office staff working at peak performance during this exciting time.

Our staff in Registration, Advising, Cashiering, Financial Aid, and other related departments have been very busy with helping students enroll in the right classes, pay tuition, and deal with unexpected changes. Student Services (such as Student Leadership, Career Services, College Transfer Center, etc.) have been busy helping students take advantage of the opportunities available to them so they can focus on their classes.

In addition, our IT Programs departments have been very busy in making the upgrades necessary to shift to Windows 7 from XP before it becomes defunct. This has involved upgrading every computer across our campuses and answering questions from faculty and staff who use their home computer.

Finally, our Facilities staff have been busy keeping our campuses running while dealing with new upgrades and capitol projects.

Our union has made a point to be just as active. The last couple months have been spent organizing, training, and planning. Our focus has been to make the local into a useful tool for the employees and representing their needs. We have also raised our voices in public for issues we are concerned about.

Over that last couple months, we have:

Held multiple Lunch & Learns to learn about issues on campus, provide resources, and share news.

Collected clothes for our Winter Clothing Drive, benefitting Nicklesville & WHEEL.

Helped our District's Classified Development Advisory Committees organize professional development opportunities, including bringing the CERT (Community Emergency Response Team) training to Seattle Central starting in April.

Held our Steward's Retreat that took place on January 11th.

Participation in Seattle Central's Forum on Metro Transit Cuts on January 16th.

Attended the Union – Management Communications Committee meeting on January 21st.

In conclusion, this has been a very exciting time for us and our dedication to assisting students and keeping our District running is as strong as ever. We look forward to the future as we continue this trend.

Sincerely & With Much Thanks,

Ty Pethe

President of WFSE Local 304

Office: 206.934.6935

Cell: 206.351.1103

Email: Ty.Pethe@SeattleColleges.edu

Ty.Pethe@gmail.com