

SEATTLE COLLEGE DISTRICT BOARD OF TRUSTEES
December 11, 2014

STUDY SESSION

2:00 p.m.

Building C Room 110/111

South Seattle College
Georgetown Campus
6737 Corson Avenue South
Seattle, WA 98108

REGULAR SESSION

3:00 p.m.

Building C Room 110/111

South Seattle College
Georgetown Campus
6737 Corson Avenue South
Seattle, WA 98108

STUDY SESSION AGENDA

2:00 p.m. CALL EXECUTIVE SESSION

A. To Discuss the Performance of Public Employees

2:10 p.m. REVIEW OF 2010-2015 DISTRICT-WIDE STRATEGIC PLAN

REVISED REGULAR SESSION AGENDA

3:00 p.m. CALL TO ORDER

3:00 p.m. ROLL CALL

3:00 p.m. INTRODUCTION OF VISITORS – REMIND VISITORS TO SIGN IN

3:05 p.m. APPROVAL OF AGENDA | ACTION **Tab 1**

3:05 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.

3:20 p.m. PRESENTATION

Worksource and Career Services @ South

Start Here for all your Employment Needs

Presenters: Gary Oertli, President

Donna Miller-Parker, Vice President of Instruction

Kelly DeForrest, Director of Worksource and Career Services

3:40 p.m. RECOMMENDED BOARD ACTIONS | ACTION

- | | | |
|----|--|--------------|
| A. | Approval of November 13, 2014 Meeting Minutes | Tab 2 |
| B. | Approval of October 9, 2014 Meeting Minutes | Tab 3 |
| C. | Recommended Tenure | Tab 4 |
| D. | Tender of Gifts | Tab 5 |
| E. | 2014-15 Board of Trustees Meeting Schedule Change | Tab 6 |
| F. | Delegation of Authority to the Chancellor to Amend the Pacific Tower Lease | |
| G. | Recommendation on Building Naming at North Seattle College | Tab 7 |

4:00 p.m. INFORMATIONAL ITEMS

- | | | |
|----|---|--------------|
| A. | Chancellor's Report | |
| | 1. "College Opportunity Day of Action" Summit | |
| | 2. Pacific Tower Project Update | |
| B. | \$15 Per Hour Impact | Tab 8 |

- C. First Reading – Policy & Procedure 419
- D. Legislative Update

Tab 9

4:20 p.m.

ORAL REPORTS

- A. Associated Student Body Presidents
 - 1. Mr. Brian Pak Wing Leung, Seattle Central College
 - 2. Ms. Sarah Baker, North Seattle College
 - 3. Mr. Shane Brookman, South Seattle 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. Ms. Carmen Gayton, Chair
 - 2. Mr. Steve Hill, Vice Chair
 - 3. Ms. Teresita Batayola
 - 4. Mr. Jorge Carrasco
 - 5. Ms. Courtney Gregoire

4:30 p.m.

ADJOURNMENT

The next meeting of the Board of Trustees will be held on Thursday, January 8, 2015 at Seattle Colleges District Office Boardroom, 1500 Harvard Avenue, Seattle, WA 98122. There will be a Study Session at 2:00 p.m., and the Regular Meeting will follow at 3:00 p.m.

MINUTES OF THE SEATTLE COLLEGE DISTRICT

BOARD OF TRUSTEES MEETING held Thursday, November 13, 2014 at
North Seattle College, 9600 College Way North, Seattle, WA 98103

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

Trustees	Ms. Carmen Gayton, Chair Ms. Teresita Batayola Mr. Jorge Carrasco
Chancellor	Dr. Jill Wakefield
Presidents/Vice Chancellors	Dr. Warren Brown, NSC Dr. Paul Killpatrick, SCC Mr. Gary Oertli, SSC
Vice Chancellors	Dr. Carin Weiss Dr. Kurt Buttleman
Advisory Representatives	Mr. Derek Edwards, AAG Ms. Tracy Lai, AFT Seattle Ms. Kimberly McRae, AFT Seattle Mr. Ty Pethe, WFSE
Secretary	Ms. Harrietta Hanson

ABSENT

Ms. Courtney Gregoire, Trustee
Mr. Steve Hill, Trustee
Mr. Charles Sims, Chief HR Officer
Mr. Al Griswold, SVI

CALL TO ORDER

Board Chair, Ms. Carmen Gayton, called the meeting to order at 3:00 p.m.

ROLL CALL

The secretary, Harrietta Hanson, called the roll.

Ms. Gayton introduced Trustee Teresita Batayola who was appointed by the Governor to replace Albert Shen. Ms. Batayola's term is effective October 20, 2014.

INTRODUCTION OF VISITORS

Ms. Gayton welcomed the visitors. Visitors introduced themselves. They included: Star Conrad, Ralph Jenne, Janet Sekijima, Heather Emlund, Michaelann Allen, Amber Hackney, Melissa Grinley, Wade Parrott, Javier Rodriguez, Mary Ellen O'Keeffe, Bruce Genung, Ginny Watkins, Ian Siadak, Deanna Li, Melissa Mixon, Adriana Mejia, Anthony Valterra, Christian Rusby, Marci Myer, Josh Kelety, Victor Kuo, David Sandler, Cheryl Stuart, Anna Baldwin, Dawn Vinberg, Orestes Monterey, Lincoln Ferris, LaVerne Lamoureux, Rodolfo Franco, Terry Cox, Peter Lortz, Anya Gepfrich, Peter Kazarinoff, Tracy Furutani, Christina Purdy.

Secretary's Note: This is not a complete listing of all visitors present. It includes only those who signed in on the guest sheets.

APPROVAL OF NOVEMBER 11, 2014 AGENDA

Ms. Gayton asked for a motion to approve the November 11, 2014 Agenda. **Mr. Carrasco moved, and Ms. Batayola seconded the motion. Motion passed unanimously (3-0).**

PUBLIC COMMENTS

A total of eight people addressed the Board regarding naming a building at North Seattle College in Lynda Wilkinson's name. They were: Terry Cox, Davene Eyres, Vince Offenback, Maureen Nutting, Aryana Bates, Christina Purdy, Alissa Agnello and Javier Rodriguez. In addition, Aryana Bates also made comments on bargaining of local funds, and district policy and procedure 252.

PRESENTATION

"The NSF Regional Center for Nanotechnology Education at North"

Faculty members Peter Kazarinoff and Alissa Agnello provided background information and history of the development of the Nanotechnology program at North Seattle College. The inception of the program began with an invitation from Penn State University. It was followed by an award of \$100,000 Washington State Workforce grant in 2005, and the program started in 2007. Over the years, the program has received several grants from the National Science Foundation (NSF). In addition, North Seattle College has now become one of the two NSF Regional Centers in the nation, and the premiere place to get a nanotechnician degree in the west.

Dr. Kazarinoff and Ms. Agnello continued to explain what nanotechnology is and the range of products that can be produced using the technology. North currently offer four NANO specialty courses which include one-year certificate and two-year degree. The program plans to expand its outreach efforts in and out of state, and to increase diversity, enrollment and completion.

APPROVAL OF MEETING MINUTES

Ms. Gayton asked for a motion to approve the October 9 meeting minutes. There were two votes in favor of approval and one abstention. The motion failed and was tabled for the next Board meeting.

SECOND READING AND FINAL ACTION – POLICIES 505, 508, 515, 520, 522, 530 & 265

Ms. Gayton asked for a motion to approve the following policies:

- 505 – SCD Instructional Programs
- 508 – District Personnel Standards (with no recommended changes)
- 515 – SCD College Awarded Credit
- 520 – SCD Grading System
- 522 – Credit Hour Policy (with no recommended changes)
- 530 – Use of Human Subjects (with no recommended changes)
- 265 – Cellular Telephone Use

Mr. Carrasco moved, and Ms. Batayola seconded the motion on the premise that under Policy 530, the human subjects' rights and privacy are fully protected under Institutional Review Board's (IRB) guidelines. Motion was passed unanimously (3-0).

The current procedure 530 will be sent to Ms. Batayola for her information. In addition, Mr. Oertli reported that the procedure is under review by a committee which includes vice presidents of instruction.

INFORMATIONAL ITEMS

A. Chancellor's Report

Dr. Wakefield congratulated the Board for being recognized for their commitment to diversity and student success. At the October Association of Community College Trustees (ACCT) Conference, Seattle Colleges was presented with the ACCT 2014 National Equity Award. Dr. Wakefield continued to report the following:

1. Pacific Tower Project Update
A written update on the Pacific Tower Project was shared with the Board. Discussion was held regarding window replacements and tax credit financing.
2. Update on Building Naming Process
Dr. Wakefield reported that the revision of Policy 252 - Naming College District Facilities is still under development. Dr. Buttleman added that the proposed revised policy had been sent to the unions for their information, and Mr. Pethe's input will

be taken into consideration for further review. Dr. Wakefield indicated that the revision of Policy 252 will not impact the recommendation to the Board on the naming of a building at North Seattle College.

She continued to say that last year North lost five employees, including faculty members, a former president and classified staff. She talked about the contribution by faculty such as Val Donato and Cesily Crowser; in addition to members from South and Central, such as Stan Chu, Laura Parkins, Serena Lee and Bruce McKenna. The challenge is finding the line between naming a building and some other recognition. She said that the decision made should be clear and understandable, and not driven by emotion.

Mr. Carrasco requested that the administration identify several naming alternatives for the Board to consider.

Mr. Pethe commented on the proposed changes to the policy. He said that the community's involvement in the decision-making process should be maintained.

3. Update on Parent/Child Center

Dr. Killpatrick reported that a meeting has been held with the parents to discuss their needs for the future site at Seattle Vocational Institute; the Parent/Child Center is expected to open by spring 2015.

B. Strategic Plan Update

Dr. Weiss presented the strategic plan 2013-14 year-end status report. The 2010-2015 District-wide Strategic Plan was approved by the Board in September 2010. In March 2013, after careful review and discussion, the Board updated the Plan to include new objectives and performance measures. The performance targets for many of the measures were changed to compare the performance of our colleges to the state system average.

The Board was asked to consider whether to adopt a new strategic plan, or to update the existing one since new objectives and measures were revised and added in 2013. Mr. Carrasco said this important decision should involve the full Board. Ms. Batayola added that discussion needed to be held to see whether the focus is on the right issues and if the benchmarks are appropriate for the current climate.

It was decided that the Board will devote the next meeting's study session for a detailed discussion. In the meantime, separate meeting will be scheduled with Mr. Hill and Ms. Gregoire to brief them on what had been presented today.

Dr. Wakefield asked, in the interim, if the Board has any questions or suggested modifications to send them to Ms. Hanson.

Ms. McRae asked if the administration can provide actual numbers of the “37% of employees of color” and broken down by categories. Dr. Wakefield indicated that Mr. Sims will be able to provide her the information.

C. Quarterly Financial Summary

Dr. Buttleman provided the last quarter’s financial summary, for the period ending September 30, 2014.

D. \$15 Per Hour Impacts
Tabled.

ORAL REPORTS

A. Associated Student Body Presidents

Mr. Brian Pak Wing Leung, of SCC’s Associated Student Council (ASC), reported: 1) the student government currently has formed 7 committees with over 100 students serving in leadership role; 2) ASC will be conducting a survey on smoking, smoking zone, etc. as they have received complaints regarding this issue; 3) there are concerns regarding scams and safety issues of international students renting houses.

Ms. Sarah Baker, of NSC’s Student Administrative Council (SAC), reported: 1) the student leadership held its first quarterly meeting of all their boards; 37 members attended. Discussions covered a wide variety of topics including smoking cessation on campus and security; 2) the Legislative Academy will be held in Olympia next week. Students are planning to discuss and decide on their top priorities for the coming session and how they can support district-wide issues; 3) student leadership is working with peers from Central and South colleges to plan the next district-wide student leadership meeting.

Mr. Shane Brookman, of SSC’s United Student Association (USA), reported: 1) a CPR training session was held early that day and 15 students were certified; 2) Over 200 students attended the annual talent show. The talent show has now become an expected traditional at South; 3) the student leadership also plans to attend the Legislative Academy held in Olympia next week.

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

Ms. McRae indicated that she attended the Faculty and Staff of Color Conference early November. In addition, she is serving on the Diversity Equity Hiring Professional Development Committee, looking at ways to address statewide equity issues.

Ms. Lai talked about the changing landscape of the colleges, with increasing number of international students, their interaction with local students, and the impact on classes. Ms. Lai also commented on the district’s competency based programs. She hopes that faculty will be involved in the planning.

C. Washington Federation of State Employees (WFSE)

Mr. Ty Pethe reported on the new club leadership internship program formed with student leadership, where underrepresented communities can receive special training and one-on-one mentoring. This would help underrepresented students, if they are actively involved on campus, to improve their graduation rate. Mr. Pethe also reported that over 100 staff members attended the November 11 staff retreat.

D. Chancellor, College Presidents and Vice Chancellors

The presidents provided update activities at their colleges.

Dr. Brown reported on North's efforts to increase enrollment and their outreach activities. North also celebrated the release of Kenneth Bae who is the brother of a full-time English instructor.

Dr. Killpatrick reported that Seattle Central's enrollment number is increasing due to the concerted efforts of faculty and staff. He indicated that their Foundation has received a large gift of over \$315,000, \$90,000 of which will be dedicated to Seattle Promise.

Mr. Oertli informed the Board that South has enrolled 9,000 new students this Fall. Staff and advisors are on hand to provide help and encouragement so that students can obtain all the resources they need to continue. South's Foundation has set a goal of \$8.1m for the 13th Year Scholarship program, so far \$6m has been raised.

E. Board of Trustees

No report.

ADJOURNMENT

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

The next meeting of the Board of Trustees will be held on Thursday, December 11, 2014 at South Seattle College Georgetown Campus, 6737 Corson Avenue South, Seattle, WA 98108. There will be a Study Session at 2 p.m. and the Regular Meeting will follow at 3:00 p.m.

APPROVED BY:

Carmen Gayton, Chair

Date

MINUTES OF THE SEATTLE COLLEGE DISTRICT

BOARD OF TRUSTEES MEETING held Thursday, October 9, 2014 at
Seattle Colleges District Office, 1500 Harvard Avenue, Seattle, WA 98122

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

Trustees	Ms. Carmen Gayton, Chair Mr. Steve Hill, Vice Chair Mr. Jorge Carrasco
Chancellor	Dr. Jill Wakefield
Presidents/Vice Chancellors	Dr. Warren Brown, NSC Dr. Paul Killpatrick, SCC Mr. Gary Oertli, SSC
Vice Chancellors	Dr. Victor Kuo for Carin Weiss Dr. Kurt Buttleman Mr. Charles Sims
Advisory Representatives	Mr. Al Griswold, SVI Mr. Derek Edwards, AAG Ms. Tracy Lai, AFT Seattle Mr. Ty Pethe, WFSE
Secretary	Ms. Harrietta Hanson
<u>ABSENT</u>	Ms. Courtney Gregoire, Trustee Dr. Carin Weiss, Vice Chancellor Ms. Kimberly McRae, AFT Seattle

Board of Trustees Meeting Minutes

October 9, 2014

Page Two

CALL TO ORDER

Board Chair, Ms. Carmen Gayton, called the meeting to order at 3:05 p.m. Ms. Gayton asked for a moment of silence to remember Bruce McKenna, faculty member of Seattle Central College, who passed away the day before.

ROLL CALL

The secretary, Harrietta Hanson, called the roll.

INTRODUCTION OF VISITORS

Ms. Gayton welcomed the visitors. Visitors introduced themselves. They included: Lincoln Ferris, Cheryl Stuart, Larry Silverman, Wai-Fong Lee, Ed Messerly, Kankanit Wiriyasajja, Ying Zhou, Hao Mai, Dai Nguyen, Chris Granlund, Heather Emlund, John Martinez, LaVerne Lamoureux, Michael Bowers, Pedro Marquez, Max Shuman, Colleen Comidy, Martin Logan, Sylvester Cann, Stephen Starling, David Ernevad, Fran Kato, Adam Hicks, Nhu Cao, Quan Le, Chuck Davis, Jeb Wyman, Akbota Assan, Kuan Sicheng Cai, Maureen Nutting, Shireen Deboo, Debra Higdon, Arnold Hammie.

Secretary's Note: This is not a complete listing of all visitors present. It includes only those who signed in on the guest sheets.

APPROVAL OF OCTOBER 9, 2014 AGENDA

Ms. Gayton asked for a motion to approve the October 9, 2014 Agenda. **Mr. Hill moved, and Mr. Carrasco seconded the motion. Motion passed unanimously (3-0).**

PUBLIC COMMENTS

A total of six people addressed the Board on various topics. They were: Maureen Nutting – cost of living adjustment (COLA) for faculty, and naming of a building at North Seattle College in Lynda Wilkinson's name; Ed Messerly – IT programs' needs including wages for IT personnel; Shireen Deboo – faculty salary and contract negotiations; Debra Higdon – COLA, naming a building in Lynda Wilkinson's name; Pedro Marquez – salary increase/COLA for faculty and staff; Arnold Hammie – salary/COLA.

The Board responded to the comments, particularly regarding COLA and salary increases – they recognized the issues facing faculty and staff, and the competitions for talent in the Seattle job market. However, since the colleges is an extension of the State, there are constraints regarding compensation and COLA, which are dictated by the Legislature. The Board is very supportive of a better pay structure and will advocate on the faculty's and staff's behalf.

Dr. Wakefield added that the State Board of Community and Technical Colleges (State Board), working with the colleges, has submitted its 2015-17 Operating Budget Request to the Governor's Office. Among the \$182 million request, \$29.1 million is dedicated to faculty's and staff's compensation and COLA.

Dr. Wakefield also clarified that the Board is not compensated serving as trustees of our colleges; they are volunteers appointed by the Governor.

PRESENTATION

"2014-2015 Budget Proposal"

Dr. Buttleman presented the 2014-2015 budget for the Board's review and approval. Dr. Buttleman indicated that the colleges' budgets were planned according to the approved strategic plan, aiming for student success and completion. Because of the McCleary's Supreme Court decision, the district's budget is expected to be flat with no increases. Furthermore because State resources have decreased considerably since 2008, the colleges have become increasingly reliant on tuition.

APPROVAL OF MEETING MINUTES

Ms. Gayton asked for a motion to approve two amendments to the September 11 meeting minutes: 1) an amendment to the spelling of Mr. Tracy Furutani's name under Introduction of Visitors. Tracy should be spelled without an "e"; 2) add a sentence to the Chancellor's report regarding naming of a building - adding: The request will be considered under the existing policies and procedures - to clarify the intent. **Mr. Carrasco moved to approve the amendments, and Mr. Hill seconded the motion. Motion was passed unanimously (3-0).**

Ms. Gayton asked for a motion to approve the September 11 meeting minutes. **Mr. Hill moved, and Mr. Carrasco seconded the motion. Motion was passed unanimously (3-0).**

TENDER OF GIFTS

Mr. Carrasco moved to accept the gifts tendered to Seattle Colleges, Mr. Hill seconded the motion. Motion was passed unanimously (3-0).

SECOND READING AND FINAL ACTION – POLICIES 280, 404

Ms. Gayton asked for a motion to approve Policy 280 – Fair Use of Copyrighted Works for Education and Research, and Policy 404 – Workforce Diversity. **Mr. Carrasco moved and Mr. Hill seconded the motion. Motion was passed unanimously (3-0).**

RECOMMENDED 2014-2015 BUDGET

Mr. Hill moved to approve the 2014-2015 Fiscal Year Budget. Mr. Carrasco seconded the motion. Motion was passed unanimously (3-0).

LOCAL FUNDING AUTHORIZATION – SEATTLE MARITIME ACADEMY

Ms. Gayton asked for a motion to approve Seattle Central proceed with transfer of local funds of \$2.2M for the Seattle Maritime Academy Replacement Project. **Mr. Hill moved, and Mr. Carrasco seconded the motion. Motion was passed unanimously (3-0).**

PUGET SOUND COALITION COLLEGE COMPACT – RESOLUTION 04-01

Ms. Gayton asked for a motion to approve Resolution 04-01 in support of the Puget Sound Coalition College Compact. Details of the Puget Sound Coalition and its College Compact were shared with the Board at the last meeting. **Mr. Carrasco moved, and Mr. Hill seconded the motion. Motion was passed unanimously (3-0).**

SHARED FUNDING OF EDUCATIONAL SERVICES FOR INTERNATIONAL STUDENTS

Ms. Gayton asked for a motion to adopt Resolution 14-02 authorizing the District to count its international students as contract students. **Mr. Hill moved and Mr. Carrasco seconded the motion. Motion was passed unanimously (3-0).**

INFORMATIONAL ITEMS

A. Chancellor's Report

1. Pacific Tower Project Update

A written update on the Pacific Tower Project was shared with the Board. Discussion was held regarding the cost increases of the total expenditure estimate and new revenue sources. Both are overseen and coordinated by the Department of Commerce. Currently there is no indication that the construction would be impacted by the above mentioned factors, and is slanted to start on Nov 26.

B. Enrollment Report

Dr. Wakefield presented 2014 Summer Quarter enrollment report.

C. First Reading – Policies 505, 508, 515, 520, 522, 530 & 265

The following policies were presented to the Board for First Reading:

505 – SCD Instructional Programs

508 – District Personnel Standards (with no recommended changes)

515 – SCD College Awarded Credit

520 – SCD Grading System

522 – Credit Hour Policy (with no recommended changes)

530 – Use of Human Subjects (with no recommended changes)

265 – Cellular Telephone Use

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

D. Seattle Vocational Institute Revitalization Proposal & Status Update

During the Study Session, Dr. Killpatrick presented the current status information regarding Seattle Vocational Institute, and the proposed recommendations to revitalize the institute.

ORAL REPORTS

A. Associated Student Body Presidents

Ms. Gayton welcomed the new study body presidents, and each was introduced by his/her college president.

Ms. Sarah Baker, of NSC's Student Administrative Council (SAC), reported: 1) the student leadership is working on different ways to reach out to students as one of their strategies to help keep more students on campus and to increase enrollment; 2) another project SAC is undertaking is to create a survey to find out what students' needs are; 3) the student leadership is training and encouraging students to serve on tenure committees.

Mr. Brian Pak Wing Leung, of SCC's Associated Student Council (ASC), reported: 1) a student leadership orientation was held on September 8-12. Student leaders learned new skills through workshops and group activities; 2) student leadership will be reaching out to students to introduce themselves and to find out what their needs are, and how ASC can help; 3) the Activities Board is organizing several events for Halloween.

Mr. Shane Brookman, of SSC's United Student Association (USA), reported: 1) the student leadership team attended the annual state-wide leadership conference held in Wenatchee; 2) USA is working on its goals for the year. One of its goals is to provide a more affordable ORCA card to students; 3) the college has a very successful blood drive recently, about 35 students and staff participated.

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

Ms. Lai thanked Ms. Gayton for the moment of silence to remember Bruce McKenna. Ms. Lai reported that while colleges are facing decline enrollment, some students were told that they are not eligible for financial aid because of missing paperwork. However, they don't seem to be getting the help or correct information that they need to rectify the situation. In addition, Ms. Lai asked for the support of the trustees and TACTC (Trustees Association of Community and Technical Colleges) to push for local bargaining to fund faculty's step increases, since currently increases are only provided through the legislature.

C. Washington Federation of State Employees (WFSE)

Mr. Ty Pethe reported that the new contract was rectified, and staff will be receiving a small increase in salary. He pointed out that classified staff has had no increases over the last eight years. Ms. Pethe talked about the serious issues facing higher education funding and the regressive state tax system. He urged the Board to voice their concerns regarding higher education funding.

- D. Chancellor, College Presidents and Vice Chancellors
No report.
- E. Board of Trustees
No report.

EXECUTIVE SESSION

An Executive Session was called at 2:05 pm to: 1) *discuss the performance of public employees;* 2) *plan or adopt the strategy or position to be taken during collective bargaining.* The Board returned to Open Session at 2:25 pm. No action was taken.

ADJOURNMENT

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

The next meeting of the Board of Trustees will be held on Thursday, November 13, 2014 at North Seattle 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:

Carmen Gayton, Chair

Date



**SEATTLE
COLLEGES**

Central • North • South • SVI

District VI | 206.934.3872 | Fax 206.934.3894 | Voice Relay 800.833.6388
1500 Harvard Avenue, Seattle WA 98122-3803 | www.seattlecolleges.edu

MEMORANDUM

TO: Board of Trustees

FROM: Jill Wakefield, Ed.D.
Chancellor

DATE: December 11, 2014

SUBJECT: Recommended Approval of Tenure

Background

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

Seattle Central College

Doug Tompson

Basic and Transitional Studies

Recommended Action

It is recommended that the Board of Trustees, having given reasonable consideration to the recommendation of the tenure review committee, as well as the vice president's and president's recommendations, grant tenure to the faculty member in his discipline as specifically indicated above.

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

Jill A. Wakefield, Ed.D.
Chancellor



**SEATTLE
COLLEGES**

Central · North · South · SVI

District VI | 206.934.3872 | Fax 206.934.3894 | Voice Relay 800.833.6388
1500 Harvard Avenue, Seattle WA 98122-3803 | www.seattlecolleges.edu

MEMORANDUM

TO: Board of Trustees

FROM: Dr. Jill Wakefield
Chancellor

DATE: December 11, 2014

SUBJECT: TENDER OF GIFTS TO SEATTLE COLLEGES

Background

Periodically gifts are contributed to Seattle Colleges 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 October 1, 2014 – December 1, 2014.

Recommendation

In accordance with established Board Policy No. 152, it is recommended that the Board of Trustees accept the gifts tendered to the Seattle Colleges 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

CASH

SEATTLE COLLEGES

MEMORANDUM

TO: Board of Trustees

FROM: Jill Wakefield, Ed.D.
Chancellor

DATE: December 11, 2014

SUBJECT: Proposed Revised Board of Trustees 2014-15 Meeting Schedule

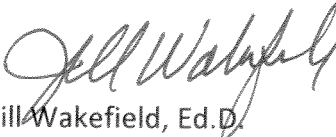
Background

The attached document shows the proposed revised Board of Trustees meeting schedule for the 2014-15 calendar year.

Recommended Action

It is the recommendation of the administration that the Seattle Colleges Board of Trustees approve this revised meeting schedule for the 2014-15 calendar year.

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


Jill Wakefield, Ed.D.
Chancellor

**BOARD OF TRUSTEES 2014-2015 MEETING SCHEDULE**

Draft December 11, 2014

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 February and May (with no meeting in August).**

DATE	LOCATION
SEPTEMBER 11	SEATTLE CENTRAL COLLEGE (SCC) 1701 Broadway Seattle, WA 98122
OCTOBER 9	SEATTLE COLLEGES (SIEGAL CENTER) 1500 Harvard Avenue Seattle, WA 98122
NOVEMBER 13	NORTH SEATTLE COLLEGE (NSC) 9600 College Way North Seattle, WA 98103
DECEMBER 11	SOUTH SEATTLE COLLEGE (SSC) Georgetown Campus 6737 Corson Avenue South Seattle, WA 98108
JANUARY 8	SEATTLE COLLEGE DISTRICT (SIEGAL CENTER) 1500 Harvard Avenue Seattle, WA 98122
FEBRUARY 19	SEATTLE VOCATIONAL INSTITUTE (SVI) 2120 South Jackson Street Seattle, WA 98144
MARCH 12	NORTH SEATTLE COLLEGE (NSC) 9600 College Way North Seattle, WA 98103
APRIL 9	SOUTH SEATTLE COLLEGE (SSC) 6000 16 th Avenue SW Seattle, WA 98106
MAY 7 14	SEATTLE COLLEGE DISTRICT (SIEGAL CENTER) 1500 Harvard Avenue Seattle, WA 98122
JUNE 11	SEATTLE CENTRAL COLLEGE (SCC) 1701 Broadway Seattle, WA 98122
JULY 9	NORTH SEATTLE COLLEGE (NSC) 9600 College Way North Seattle, WA 98103

December 3, 2014

Dear Chancellor Wakefield,

Thank you for your sincere and thoughtful remarks during the November 13th Board of Trustees meeting when the possibility of renaming North Seattle College's Health Sciences and Student Resources (HSSR) Building after Lynda Wilkinson was discussed.

Because of the side-by-side, collaborative nature of our work, we as educators are fortunate to see one another more as family than as colleagues. That's a positive and unique attribute of our work. But it also means that when we lose a colleague, it's like losing family. For many on our campus, that is the feeling around the loss of Lynda Wilkinson, as well as others who passed in 2014: Cesily Crowser, Val Donato, and President Ron Lafayette.

Our campus recognizes that the decision before the Board is complex. How do you honor one faculty member over another, after all? And what is the most appropriate way to honor not just Lynda, but all faculty who have significantly contributed to student success?

During the November 13th meeting, the Board directed you to provide alternatives for their consideration. Thereafter, at your request, North's Executive Team was instructed to provide alternatives to the Chancellor's Office.

North's Executive Team discussed the original proposal at length and weighed several factors, including the District's policy on building naming and an employee survey conducted at your request (during which 53% of respondents voted to name the building after Lynda). Ultimately, and based on the recommendation of the several hundred that signed the petition, we as an executive leadership team feel comfortable recommending to the Board that the building be named Lynda Wilkinson Hall.

However, given the Board's direction to receive alternatives to the current proposal, North's Executive Team has discussed possible alternatives, which are listed below in no order:

- Rename the HSSR building Wilkinson-Donato Hall in honor of Lynda and Val
- Dedicate the HSSR building to Lynda and recognize this honor with a plaque inside the building
- Name the Electronics Lab after Lynda

We hope these alternatives will help the Board as it weighs the proposal at hand. Regardless of the Board's decision, North's Executive Team will also work with the campus community to develop a way for recognizing the contributions of our senior faculty.

Sincerely,



Warren J. Brown, Ed.D.
President, North Seattle College

MEMORANDUM

TO: Board of Trustees

FROM: Kurt Buttleman & Charles Sims

DATE: November 13, 2014

SUBJECT: \$15 per hour Impacts – Info. Only

This memo is intended as informational only and describes the potential impact to the Seattle Colleges of the \$15 / hour mandate by the City of Seattle.

The following table outlines the projected increase in costs during the phase-in period of the \$15 / hour law for the Seattle Colleges.

Location	Current spend (does not include work- study)	Dates 4/15 – 3/16	Dates 4/16 – 3/17	Dates 4/17 – 3/18	Total Increase over current spend (if change to \$15 / hr. was implemented in one year)
		\$11 / hr.	\$13 / hr.	\$15 / hr.	
District Office					
Students	\$ 22,863	\$ 151	\$ 4,047	\$ 4,047	\$ 8,245
Non-students	\$ 10,722	\$ -	\$ 1,081	\$ 1,758	\$ 2,839
OASI costs	\$ 2,569	\$ 12	\$ 392	\$ 444	\$ 848
Total	\$ 36,154	\$ 163	\$ 5,520	\$ 6,249	\$ 11,932
Central					
Students	\$ 1,139,337	\$ 109,488	\$ 218,351	\$ 223,850	\$ 551,689
Non-students	\$ 580,640	\$ 34,553	\$ 93,936	\$ 106,997	\$ 235,486
OASI costs	\$ 131,578	\$ 11,019	\$ 23,890	\$ 25,310	\$ 60,219
Total	\$ 1,851,555	\$ 155,060	\$ 336,177	\$ 356,157	\$ 847,394
North					
Students	\$ 803,190	\$ 47,611	\$ 143,202	\$ 150,472	\$ 341,285
Non-students	\$ 530,342	\$ 6,399	\$ 63,989	\$ 88,335	\$ 158,723

OASI costs	\$ 102,015	\$ 4,132	\$ 15,850	\$ 18,269	\$ 38,251
Total	\$ 1,435,547	\$ 58,142	\$ 223,041	\$ 257,075	\$ 538,259
South					
Students	\$ 623,196	\$ 39,588	\$ 111,725	\$ 118,385	\$ 269,698
Non-students	\$ 473,041	\$ 15,854	\$ 65,801	\$ 81,907	\$ 163,562
OASI costs	\$ 83,862	\$ 4,241	\$ 13,581	\$ 15,322	\$ 33,144
Total	\$ 1,180,100	\$ 59,682	\$ 191,108	\$ 215,614	\$ 466,404
SVI					
Students	\$ 9,836	\$ 888	\$ 1,918	\$ 1,918	\$ 4,723
Non-students	\$ 27,323	\$ 871	\$ 4,876	\$ 4,876	\$ 10,623
OASI costs	\$ 2,843	\$ 135	\$ 520	\$ 520	\$ 1,174
Total	\$ 40,001	\$ 1,893	\$ 7,313	\$ 7,313	\$ 16,520
District Totals	\$ 4,543,358	\$ 274,940	\$ 763,159	\$ 842,409	\$ 1,880,508

Potential impacts of additional costs:

- Reduction in services being provided.
- Increase in workload for non-hourly staff, faculty and administrators.
- Increase in fees / prices for services being provided (food services, fitness centers, catering, science lab fees, bookstore, etc.)
- Elimination of some services since they may no longer be financially viable (i.e., food services, fitness centers, student programs, catering services)
- Student retention impacts. Students who work for the colleges presumably are retained and progress at a greater rate than those who are not as connected.
- Staff morale issues. Staff with wages near the \$15 / hour amount may feel as if they are not being equitably compensated.
- Compression issues. Current staff with wages near the \$15 / hour amount may request / require increases.
- Hiring pool. More than 50% of the classified staff hired within the District have been hourly employees at some point. Having less hourly employees to choose from would limit hiring choices.
- Financial Aid impacts. Work-study hours would be reduced due to a higher hourly rate being required. Also, less students would be working, therefore their need for Financial Aid would be higher.
- Enrollment impacts. Less students making a wage from the colleges could result in declines in enrollment.
- Outsourcing of services may be a more attractive option as costs for performing specific functions in house increase

Potential Program Impacts:

- The colleges have a small number of programs which produce graduates who enter into jobs with median wages less than \$15 / hour.

CIP Code	Program*	Regional Completions (2012)	Regional Openings (2014)	Median Hourly Earnings	Regional Jobs (2014)	Regional Jobs (2019)	Growth in Jobs (2014-2019)
51.0808	Veterinary/Animal Health Technology/Technician and Veterinary Assistant	154	29	\$14.80	548	625	14%
51.3902**	Nursing Assistant/Aide and Patient Care Assistant/Aide	228	193	\$14.76	4,429	4,824	9%
01.0605**	Landscaping and Grounds keeping	4	162	\$14.01	3,919	4,205	7%
12.0503**	Culinary Arts/Chef Training	139	294	\$13.86	7,568	8,115	7%
12.0501**	Baking and Pastry Arts/Baker/Pastry Chef	92	40	\$13.75	920	971	6%
12.0401**	Cosmetology/Cosmetologist, General	367	296	\$13.60	4,536	5,295	17%
12.0413	Cosmetology, Barber/Styling, and Nail Instructor	9	261	\$13.57	3,703	4,328	17%
50.0702	Fine/Studio Arts, General	54	38	\$13.49	907	952	5%
50.0799	Fine Arts and Art Studies, Other	3	38	\$13.49	907	952	5%
19.0501	Foods, Nutrition, and Wellness Studies, General	17	437	\$13.18	8,251	9,539	16%
50.0406**	Commercial Photography	31	203	\$13.00	5,759	6,198	8%
50.0605	Photography	12	203	\$13.00	5,759	6,198	8%
19.0901	Apparel and Textiles, General	22	56	\$12.95	2,443	2,351	(4%)
50.0701	Art/Art Studies, General	14	263	\$12.58	7,136	7,639	7%
50.0101	Visual and Performing Arts, General	8	272	\$12.55	7,372	7,886	7%
Notes: * Programs listed include those offered by any post-secondary institution in Seattle; programs are classified according to Integrated Postsecondary Education Data System (IPEDS) Classification of Instructional Programs (CIP) code. Educational programs may lead to a range of jobs and job titles. ** Highlighted programs are offered by Seattle Colleges.							

- Enrollment impacts. Depending on the demand for higher skilled employees from employers, the change to \$15 / hour minimum wage could positively or negatively impact enrollment at the colleges. SVI would probably be impacted the most.

External Environment / Political Concerns:

- There is a concerted effort from some of the minority owned small business community to make changes to the law. We serve a very diverse population of students, many of whom are a part of that community.
- We are a part of the WFSE consortium and have 30-40 employees currently on the state-wide salary schedule making less than \$15 / hour. As a point of information, unlike the District, some other Community Colleges in the State of Washington start their hourly employees at Step A of the relevant classified staff salary schedule.

Potential Strategies to consider:

- Comprehensive assessment of “current state” utilization across the district, including patterns of hourly staff utilization; operational rationale; service priorities; % of grant-funded, vs. state funded, other funding sources;
- With the above data to help inform: identify areas/opportunities to convert hourly to full-time, based on cost savings-operational efficiency-and priority of service need.
- Eliminate or reduce non-essential services/programs currently being fully supported by, or significantly supplemented by hourly staff.
- Monitor select program areas or courses for increases or decreases in course enrollment and job placement.
- Identify increases in unfunded need among financial aid recipients, especially those in the lower income brackets. Identify financial aid sources to ensure students are able to maintain enrollment.
- Place hourly employees at Step A of the WFSE salary schedule for the appropriate job responsibilities in lieu of moving all hourly employees to \$15 / hour (may not be an option if we are required to comply).

Committee members involved in the development of this memo were:

Charles Sims, Kurt Buttleman, LaVerne Lamoureux, Victor Kuo, Kathryn Woodley, David Bowman, Frank Ashby, Orestes Monterey, Michael Pham, Greg Lonergan, Wendy Price, Al Griswold, John Lederer, Kathy Vedvick, & Susan Engel

Recommendation

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

Submitted by:

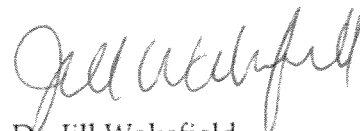


Dr. Kurt Buttleman
Vice Chancellor of Finance & Technology



Charles Sims
Chief Human Resources Officer

Transmitted to the Board with a favorable recommendation.



Dr. Jill Wakefield
Chancellor

MEMORANDUM

To: Board of Trustees

From: Dr. Jill Wakefield
Chancellor

Date: December 11, 2014

SUBJECT: First Reading – Policy & Procedure 419 Discrimination and Harassment

Background:

- The K-12 and Higher Ed Communities nationally are revising policies, procedures, and practices that reflect all of the mandated components required for Title IX and VAWA compliance for eradicating sexual violence and all forms of discrimination from our campuses.
- This Policy/Procedure reflects the content and formatting as recommended by our AAG experts, and is a model that is being adopted by the majority of the state's 34 CTCs.
- It is comprehensive enough to replace existing, stand-alone District policies on Workplace Violence and Sexual Harassment, and provides a universal complaint and investigative process for students, faculty, and staff to access if they believe they have been the victim of any form or harassment, violence, or discrimination within the District.
- Both the Policy and Procedure will go through the WAC process, and therefore, both require Board approval for that purpose.

Recommended Action:

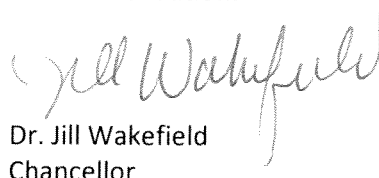
It is the recommendation that this item be received as first reading for information only.

Submitted by:



Charles Sims
Chief Human Resources Officer

Submitted and transmitted to the Board with a favorable recommendation.



Dr. Jill Wakefield
Chancellor

Seattle College District Policy

NUMBER: 419

TITLE: DISCRIMINATION AND HARASSMENT

ADOPTED DATE: 10/5/1993 LAST REVISED: 11/3/2014

The Seattle College District recognizes its responsibility for investigation, resolution, implementation of corrective measures, and monitoring the educational environment and workplace to stop, remediate, and prevent discrimination on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal, as required by Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and ADA Amendment Act, the Age Discrimination Act of 1975, the Violence Against Women Reauthorization Act and Washington State's Law Against Discrimination, Chapter 49.60 RCW and their implementing regulations. To this end, the Seattle College District has enacted policies prohibiting discrimination against and/or harassment of any student, employee, visitor or any member of a legally protected class. Any individual found to be in violation of these policies will be subject to disciplinary action up to and including dismissal from the College or from employment.

Any employee, student, applicant, or visitor who believes that he or she has been the subject of discrimination or harassment should report the incident or incidents to the College's, or District's Title IX / EEO Coordinator identified in the corresponding procedures. If the complaint is against that Coordinator, the complainant should report the matter to the college president's or Chancellor's office for referral to an alternate designee.

PROCEDURE 419

SEATTLE COLLEGE DISTRICT DISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURE:

A. INTRODUCTION

The Seattle College District recognizes its responsibility, described in Policy 419, for investigation, resolution, implementation of corrective measures, and monitoring the educational environment and workplace to stop, remediate, and prevent all manners of discrimination. To this end, the Seattle College District has enacted policies prohibiting discrimination against and/or harassment of any employee, student, applicant or visitor, and legally defined members of a protected class. Any individual found to be in violation of these policies will be subject to disciplinary action up to and including dismissal from the College or from employment.

Any employee, student, applicant, or visitor who believes that he or she has been the subject of discrimination or harassment should report the incident or incidents to the College's, or District's Title IX / EEO Coordinator identified below. If the complaint is against that Coordinator, the complainant should report the matter to the president's, or Chancellor's office for referral to an alternate designee.

Seattle College District Office:
Chief Human Resources Officer
Title IX / EEO Coordinator
Contact info: (206) 934-4136;
1500 Harvard Avenue, Seattle, WA 98122;

Seattle Central College/Seattle Vocational Institute:
Human Resources Director
Title IX / EEO Coordinator
Contact info: (206) 934-2028
1701 Broadway, Seattle, WA 98122

South Seattle College:
Human Resources Director
Title IX / EEO Coordinator
Contact info: (206) 934-6415
6000 16th Avenue S.W., Seattle, WA 98106

North Seattle College:
Human Resources Director
Title IX / EEO Coordinator
Contact info: (206) 934-7792
9600 College Way North, Seattle, WA 98103

The Title IX / EEO Coordinator or designee:

- Will accept all complaints and referrals from College or District employees, applicants, students, and visitors.
- Will make determinations regarding how to handle requests by complainants for confidentiality.
- Will keep accurate records of all complaints and referrals for the required time period.

- May conduct investigations or delegate and oversee investigations conducted by a designee.
- May impose interim remedial measures to protect parties during investigations of discrimination or harassment.
- Will issue written findings and recommendations upon completion of an investigation.
- May recommend specific corrective measures to stop, remediate, and prevent the recurrence of inappropriate conduct.

The Seattle College District encourages the timely reporting of any incidents of discrimination or harassment. Complaints may be submitted in writing or orally. For complainants who wish to submit a written complaint, a formal complaint form is available online at <http://seattlecolleges.edu/HR/complaint>. Hardcopies of the complaint form are available at the following locations on campus or the District office:

Seattle College District Office
1500 Harvard Avenue, Seattle, WA 98122;
2nd Floor Reception Desk

Seattle Central College
1701 Broadway, Seattle, WA 98122
Student Services Office: Room BE4180
HR Office: BE4180

South Seattle College
6000 16th Avenue S.W., Seattle, WA 98106
Student Services Office: Room 4RS058
HR Office: 4RS200

North Seattle College
9600 College Way North, Seattle, WA 98103
Student Services Office: 3NC2449A
HR Office: 3NC2261G

Seattle Vocational Institute
Administration Office - 206

Georgetown Apprenticeship and Education Center
Main Office: 4GT100

B. DEFINITIONS

1. **Complainant:** employee(s), applicant(s), student(s), or visitors(s) of the Seattle College District who alleges that she or he has been subjected to discrimination or harassment.
2. **Complaint:** a description of facts that allege violation of the District's policy against discrimination or harassment.
3. **Consent:** knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Each party has the responsibility to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be at the

time of the act of sexual intercourse or sexual contact actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact.

A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has engaged in nonconsensual conduct.

Intoxication is not a defense against allegations that an individual has engaged in nonconsensual sexual conduct.

4. **Discrimination:** unfavorable treatment of a person based on that person's membership or perceived membership in a protected class. Harassment is a form of discrimination.
5. **Harassment:** a form of discrimination consisting of physical or verbal conduct that denigrates or shows hostility toward an individual because of their membership in a protected class or their perceived membership in a protected class. Harassment occurs when the conduct is sufficiently severe and/or pervasive and so objectively offensive that it has the effect of altering the terms or conditions of employment or substantially limiting the ability of a student to participate in or benefit from the College's educational and/or social programs. Petty slights, annoyances, offensive utterances, and isolated incidents (unless extremely serious) typically do not qualify as harassment. Examples of conduct that could rise to the level of discriminatory harassment include but are not limited to the following:
 - Epithets, "jokes," ridicule, mockery or other offensive or derogatory conduct focused upon an individual's membership in a protected class.
 - Verbal or physical threats of violence or physical contact directed towards an individual based upon their membership in a protected class.
 - Making, posting, emailing, texting, or otherwise circulating demeaning or offensive pictures, cartoons, graffiti, notes or other materials that relate to race, ethnic origin, gender or any other protected class.
6. **Protected Class:** persons who are protected under state or federal civil rights laws, including laws that prohibit discrimination on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal.
7. **Resolution:** the means by which the complaint is finally addressed. This may be accomplished through informal or formal processes, including counseling, mediation, or the formal imposition of discipline sanction.
8. **Respondent:** person or persons who are members of the campus community who allegedly discriminated against or harassed another person or persons.
9. **Sexual Harassment:** a form of discrimination consisting of unwelcome, gender-based verbal, written, electronic and/or physical conduct. Sexual harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's gender. There are two types of sexual harassment.

- a. **Hostile Environment Sexual Harassment** occurs when the conduct is sufficiently severe and/or pervasive and so objectively offensive that it has the effect of altering the terms or conditions of employment or substantially limiting the ability of a student to participate in or benefit from the College's educational and/or social programs [and/or student housing].
 - b. **Quid Pro Quo Sexual Harassment** occurs when an individual in a position of real or perceived authority, conditions the receipt of a benefit upon granting of sexual favors.
Examples of conduct that may qualify as sexual harassment include:
 - Persistent comments or questions of a sexual nature.
 - A supervisor who gives an employee a raise in exchange for submitting to sexual advances.
 - An instructor who promises a student a better grade in exchange for sexual favors.
 - Sexually explicit statements, questions, jokes, or anecdotes.
 - Unwelcome touching, patting, hugging, kissing, or brushing against an individual's body.
 - Remarks of a sexual nature about an individual's clothing, body, or speculations about previous sexual experiences.
 - Persistent, unwanted attempts to change a professional relationship to an amorous relationship.
 - Direct or indirect propositions for sexual activity.
 - Unwelcome letters, emails, texts, telephone calls, or other communications referring to or depicting sexual activities.
10. **Sexual Violence:** is a type of sexual discrimination and harassment. Nonconsensual sexual intercourse, nonconsensual sexual contact, domestic violence, dating violence, and stalking are all types of sexual violence.
- a. **Nonconsensual sexual intercourse** is any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a person upon another person, that is without consent and/or by force. Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.
 - b. **Nonconsensual sexual contact** is any intentional sexual touching, however slight, with any object, by a person upon another person that is without consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.
 - c. **Domestic violence** includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.
 - d. **Dating violence** means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

- e. **Stalking** means intentional and repeated harassment or following of another person, which places that person in reasonable fear that the perpetrator intends to injure, intimidate, or harass that person. Stalking also includes instances where the perpetrator knows or reasonably should know that the person is frightened, intimidated, or harassed, even if the perpetrator lacks such intent.

C. **WHO MAY FILE A COMPLAINT**

Any employee, applicant, student or visitor of the Seattle College District may file a complaint. Complaints may be submitted in writing or verbally. The Seattle College District encourages the timely reporting of any incidents of discrimination or harassment. For complainants who wish to submit a written complaint, a formal complaint form is available online at <http://seattlecolleges.edu/HR/complaint>. Hardcopies of the complaint form are available at the locations listed above in Section A. Any person submitting a discrimination complaint shall be provided with a written copy of the College's anti-discrimination policies and procedures.

D. **CONFIDENTIALITY AND RIGHT TO PRIVACY**

The Seattle College District will seek to protect the privacy of the complainant to the full extent possible, consistent with the legal obligation to investigate, take appropriate remedial and/or disciplinary action, and comply with the federal and state law, as well as District policies and procedures. Although Seattle College District will attempt to honor complainants' requests for confidentiality, it cannot guarantee complete confidentiality. Determinations regarding how to handle requests for confidentiality will be made by the Title IX / EEO Coordinator.

Confidentiality Requests and Sexual Violence Complaints. The Title IX / EEO Coordinator will inform and obtain consent from the complainant before commencing an investigation into a sexual violence complaint. If a sexual violence complainant asks that his or her name not be revealed to the respondent or that the College/District not investigate the allegation, the Title IX / EEO Coordinator will inform the complainant that maintaining confidentiality may limit the District's or college's ability to fully respond to the allegations and that retaliation by the respondent and/or others is prohibited. If the complainant still insists that his or her name not be disclosed or that the College/District not investigate, the Title IX / EEO Coordinator will determine whether the College/District can honor the request and at the same time maintain a safe and non-discriminatory environment for all members of the District's community, including the complainant. Factors to be weighed during this determination may include, but are not limited to:

- the seriousness of the alleged sexual violence;
- the age of the complainant;
- whether the sexual violence was perpetrated with a weapon;
- whether the respondent has a history of committing acts of sexual violence or violence or has been the subject of other sexual violence complaints;
- whether the respondent threatened to commit additional acts of sexual violence against the complainant or others; and
- whether relevant evidence can be obtained through other means (e.g., security cameras, other witnesses, physical evidence).

If the College/District is unable to honor a complainant's request for confidentiality, the Title IX / EEO Coordinator will notify the complainant of the decision and ensure that complainant's identity is disclosed only to the extent reasonably necessary to effectively conduct and complete the investigation.

If the College/District decides not to conduct an investigation or take disciplinary action because of a request for confidentiality, the Title IX / EEO Coordinator will evaluate whether other measures are available to limit the effects of the harassment and prevent its recurrence and implement such measures if reasonably feasible.

E. INVESTIGATION PROCEDURE

Upon receiving a discrimination complaint, the College/District shall commence an impartial investigation. The Title IX / EEO Coordinator shall be responsible for overseeing all investigations. Investigations may be conducted by the Title IX / EEO Coordinator or his or her designee. If the investigation is assigned to someone other than the Title IX / EEO Coordinator, the Title IX / EEO Coordinator shall inform the complainant and respondent(s) of the appointment of an investigator.

Interim Measures. The Title IX / EEO Coordinator may impose interim measures to protect the complainant and/or respondent pending the conclusion of the investigation. Interim measures may include, but are not limited to, imposition of no contact orders, rescheduling classes, temporary work reassignments, referrals for counseling or medical assistance, and imposition of summary discipline on the respondent consistent with the District's/College's student conduct code or the District's/College's employment policies and collective bargaining agreements.

Investigation. Complaints shall be thoroughly and impartially investigated. The investigation shall include, but is not limited to, interviewing the complainant and the respondent, relevant witnesses, and reviewing relevant documents. The investigation shall be concluded within a reasonable time, normally sixty days barring exigent circumstances. At the conclusion of the investigation the investigator shall set forth his or her findings and recommendations in writing. If the investigator is a designee, the investigator shall send a copy of the findings and recommendations to the Title IX / EEO Coordinator. The Title IX / EEO Coordinator shall consider the findings and recommendations and determine, based on a preponderance of the evidence, whether a violation of the discrimination and harassment policy occurred, and if so, what steps will be taken to resolve the complaint, remedy the effects on any victim(s), and prevent its recurrence. Possible remedial steps may include, but are not limited to, referral for voluntary training/counseling, development of a remediation plan, limited contact orders, and referral and recommendation for formal disciplinary action. Referrals for disciplinary action will be consistent with the student conduct code or college employment policies and collective bargaining agreements.

Written Notice of Decision. The Title IX / EEO Coordinator will provide each party and the appropriate student services administrator or appointing authority with written notice of the investigative findings and of actions taken or recommended to resolve the complaint, subject to the following limitations. The complainant shall be informed in writing of the findings and of actions taken or recommended to resolve the complaint, if any, only to the extent that such findings, actions or recommendations directly relate to the complainant, such as a finding that the

complaint is or is not meritorious or a recommendation that the accused not contact the complainant. The complainant may be notified generally that the matter has been referred for disciplinary action. The respondent shall be informed in writing of the findings and of actions taken or recommended to resolve the complaint and shall be notified of referrals for disciplinary action. Both the complainant and the respondent are entitled to review any final findings, conclusions, and recommendations, subject to any FERPA confidentiality requirements.

Informal Dispute Resolution. Informal dispute resolution processes, like mediation, may be used to resolve complaints, when appropriate. Informal dispute resolution shall not be used to resolve sexual discrimination complaints without written permission from both the complainant and the respondent. If the parties elect to mediate a dispute, either party shall be free to discontinue mediation at any time. In no event shall mediation be used to resolve complaints involving allegations of sexual violence.

Final Decision/Reconsideration. Either the complainant or the respondent may seek reconsideration of the decision by the Title IX / EEO Coordinator. Requests for reconsideration shall be submitted in writing to the Title IX / EEO Coordinator within seven days of receiving the decision. Requests must specify which portion of the decision should be reconsidered and the basis for reconsideration. If no request for reconsideration is received within seven days, the decision becomes final. If a request for reconsideration is received, the Title IX / EEO Coordinator shall respond within ten (10) business days. The Title IX / EEO Coordinator shall either deny the request or, if the Title IX / EEO Coordinator determines that the request for reconsideration has merit, issue an amended decision. Any amended decision is final and no further reconsideration is available.

F. PUBLICATION OF ANTI-DISCRIMINATION POLICIES AND PROCEDURES

The policies and procedures regarding complaints of discrimination and harassment shall be published and distributed as determined by the Chancellor/president or designee. Any person who believes he or she has been subjected to discrimination in violation of District/College policy will be provided a copy of these policies and procedures.

G. LIMITS TO AUTHORITY

Nothing in this procedure shall prevent the District Chancellor or College President or designee from taking immediate disciplinary action in accordance with Seattle College District policies and procedures, and federal, state, and municipal rules and regulations.

H. NON-RETALIATION, INTIMIDATION AND COERCION

Retaliation by, for or against any participant (including complainant, respondent, witness, Title IX / EEO Coordinator, or investigator) is expressly prohibited. Retaliatory action of any kind taken against individuals as a result of seeking redress under the applicable procedures or serving as a witness in a subsequent investigation or any resulting disciplinary proceedings is prohibited and is conduct subject to discipline. Any person who thinks he/she has been the victim of retaliation should contact the Title IX / EEO Coordinator immediately.

I. CRIMINAL COMPLAINTS

Discriminatory or harassing conduct may also be, or occur in conjunction with, criminal conduct. Criminal complaints may be filed with the appropriate law enforcement authorities.

The College will proceed with an investigation of harassment and discrimination complaints regardless of whether the underlying conduct is subject to civil or criminal prosecution.

J. OTHER DISCRIMINATION COMPLAINT OPTIONS

Discrimination complaints may also be filed with the following federal and state agencies:

Washington State Human Rights Commission, <http://www.hum.wa.gov/index.html>

US Dept of Education Office for Civil Rights, <http://www2.ed.gov/about/offices/list/ocr/index.html>

Equal Employment Opportunity Commission, <http://www.eeoc.gov/>

**Discrimination/Harassment
Complaint Form**

This form is designed to assist you with filing a discrimination and/or harassment complaint. Please write clearly and focus on the alleged discriminatory and/or harassing conduct. The complaint should include as much information regarding the incident giving rise to the complaint as possible, including the location, date and time of the alleged incident(s); the name of the individual or group whom the complaint is against, if known; a description of the incident(s); and the remedy sought.

Name filing the complaint: _____ Date: _____

Signature: _____ Date: _____

You may use the back side of this sheet if needed. Please return this form to the Title IX / EEO Coordinator.

MEMORANDUM

TO: Board of Trustees
Seattle Community College District

FROM: Sarah E. Baker
Student Administrative Council Chair
North Seattle College

DATE: December 11, 2014

SUBJECT: STUDENT ADMINISTRATIVE COUNCIL BOARD REPORT -Information Only

- **Student Administrative Council** - SAC had its quarterly all Student Leadership meeting with 37 in attendance and 4 absences. While we meet weekly within our individual boards, this gave everyone a chance to get together as a large group to discuss important issues and build a sense of community. Some of the items brought up for discussion were smoking cessation on campus, security and procedure in the case of emergency, and the district-wide Student Leadership meeting that will be hosted next quarter. Based on what we have learned during the Legislative Academy in Olympia we will make a decision on what issues we can support as a district such as smoking cessation, ORCA cards, and higher-ed funding.
- **Arts and Lectures and Activities Board** - ALA has been having both single and recurring events. On Halloween they hosted A Trail of Monsters, a scavenger hunt style day-long event that encouraged students to explore the campus and get to know about the different services that are offered. Each student received a map and were given directions to collect stickers from different departments with prizes at the end of the hunt. Approximately 20 students participated. Additionally ALA has instituted the Monday afternoon Game n'

Grub. Hosted next to the Student Leadership office, it gives students a chance to hang out and play board or video games during their lunch time.

- **Clubs** - On October 9th the first Club Fair was hosted with approximately 70 students in attendance. Individual clubs had a table where they were able to promote themselves and gain student interest. The event was very successful and we will have to have a larger venue for next quarter.

MEMORANDUM

TO: Board of Trustees, Seattle Colleges
FROM: Pak wing Leung (Executive of Administration, Seattle Central ASC)
DATE: December 11, 2014
SUBJECT: Seattle Central ASC Board Report

Olympia Legislative Tour Report

The Student Advocacy Committee received an orientation to the state legislature in Olympia, led by Laverne Lamoureux, Director of Governmental Relations for the Seattle Colleges. Committee members toured the buildings on the legislative campus and learned about the structure and history of the state legislature. The students were also able to meet legislative aides and have short conversations with them regarding the nature of state law. The Student Advocacy Committee plans to return to Olympia during the legislative session with a larger number of students, to focus on the impact of state budget cuts on students.

Feel The Music Event

For Fall Quarter, Phi Theta Kappa organized a “Feel the Music” event on November 25, an educational entertainment event created to demonstrate how deaf people enjoy music through vibration, and to raise awareness around people with disabilities. This show provided an opportunity for the student body to get involved by performing or attending. Moreover, the Feel the Music event created a sense of belonging to the school for students with disabilities.

Poetry Night

This event gave the opportunity for students, faculty, and staff, as well as our community to showcase and express themselves through poetry. As part of their program, the Creative Art Series had a special performance by Native American poet, Gyasi Ross, a Seattle Central alumni, lawyer, activist and author of Don't Know Much about Indians.

Task Force For A Smoke Free Campus

The Issues and Concerns committee initiated the idea of a survey for students regarding smoking on campus. President Kilpatrick suggested that we explore a district-wide survey on smoking, so

the Interim Dean of Student Development is now working with the Student Leadership Divisions at North and South to move that idea forward.

Additionally, the Director of the Mitchell Activities Center is working with the King County Smoking Cessation Program on a tobacco education initiative; a member of the Issues and Concerns Committee is representing students on that task force.

Accessibility Committee

The Accessibility Sub-Committee is working on the issue of easier accessibility to the Atrium for disabled students. They are creating a temporary solution to the ramp issue by having posters made that give directions to the existing accessible route. The ASC allocated \$8,000 to the Accessibility Committee to contract with an architectural firm to develop preliminary plans and an estimate of probable cost for incorporating Universal Access into The Atrium.

MEMORANDUM

TO: Board of Trustees
Seattle Colleges

FROM: Shane Brookman
President, United Student Association
South Seattle College

DATE: December 11, 2014

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

November 20, Student Talent Show

The United Student Association sponsored talent show has become an anticipated tradition at South. It is a great opportunity to gather over 200 students for campus community building and engagement while providing a platform to speak about current issues affecting students.

November 21, 22, Legislative Academy in Olympia, WA

On November 21, and 22, members of the USA attended the annual Legislative Academy in Olympia. Student leaders from nearly all community and technical colleges in Washington State participated. It is an excellent opportunity for us to network with our statewide counterparts and learn from legislators and representatives from the Washington State Board on how to more effectively advocate for students at a legislative level, and gain a better understanding of how the Legislature and State Board operate.

USA Winter Quarter Retreat

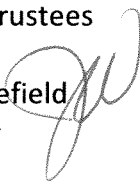
This year's retreat will take place on January 2, 3, and 4, at Islandwood Lodge on Bainbridge Island. The purpose of the retreat is to reflect on the previous quarter's successes and identify areas we can improve our efforts and teambuilding. We will review our goals and strategies to be well-prepared for a successful winter and spring quarter. This is also the time our budget, bylaws, and election committees will convene to strategize the best path forward for these important tasks.

Seattle Colleges District-Wide Student Orca Cards

In light of recent election results, specifically Seattle's Proposition 1, it is the belief of the USA that the time is right to restart the conversation on a more affordable transit option for our students. A lack of funding and the threat of service cuts had been Metro's previous reasoning for their inability to offer our district more reasonable pricing on Orca cards. Now, with the voter approved addition of approximately forty-five million dollars per fiscal year, which is to be dedicated to service within Seattle city limits, the time is right for Metro to offer the Seattle Colleges a more affordable Orca card price for our students.

MEMORANDUM

TO: Board of Trustees

FROM: Jill A. Wakefield
Chancellor 

DATE: December 11, 2014

SUBJECT: Chancellor's Report - Information Only

GOOD NEWS!!

College Opportunity Day of Action

I attended a daylong summit hosted by the President and the First Lady at the White House in recognition of our district's commitment to support college opportunity for students. The summit held on December 4 featured panel discussions and breakout sessions focused on efforts to expand access to low-income and disadvantaged students.

Constance W. Rice Partner of the Year Award Presentation

Vigor Industrial was presented with 2014 Constance W. Rice Partner of the Year Award at South Seattle College Wednesday, December 10, from 7:30 to 8:45 a.m. at The Brockey Conference Center. As part of the program, Marléna Sessions, CEO of the King County/Seattle Workforce Development Council, presented "workforce needs in our region and how Seattle Colleges and its partners address them."

Sustainability Conference

Students and staff from Seattle Central and North Seattle colleges represented the district at the annual conference of the Association for the Advancement of Sustainability in Higher Education in Portland, Oregon, October 26. According to North student Zoe Euster, "Getting to meet the students from Central was one of the best parts. I hope we can keep working together beyond this conference."

Students engaged in a critical examination of how to improve sustainability at their colleges. Areas of focus included campus operations, curriculum development, integrating social justice into environmental campaigns, and preparing for green jobs. After conference, the students will continue to work with the sustainability committees at their colleges to implement new ideas and advance the cause across the district.

Arthur Siegal Passes

Arthur Siegal, one of the first board trustees for our district, passed away November 12. He served from 1967 to 1991. When he retired from the board, Mr. Siegal continued to support students and programs at the colleges.

Mr. Siegal's leadership provided important continuity during the district's first two decades as the campuses were constructed and programs were developed to serve thousands of students throughout Seattle. He helped extend our community to countries throughout the world because he saw education as a means of promoting peace. A champion of student success, he was proud that he fostered the idea of student attendance and reports at board meetings. In 1988, in recognition of his long-standing commitment to education, the Arthur Siegal Education and Service Center was dedicated in his name.

SCCtv

SCCtv staff made a presentation to the Citizens Technology and Telecommunications Advisory Board, a group of community and professionals advising the city of Seattle on tech-related issues. The group had requested a presentation on the city's public access station. The presentation included basics of the operation, how producers upload and schedule their programs from home, and aspects of the online streaming offerings.

SCCtv has a contract with the city of Seattle to operate its public access station. In total, SCCtv operates two television stations: SCCTV and SCM. They are seen on Comcast Channels 28 and 77.

Legislative Summary

We are preparing for the 2015 legislative session. We have had some form of communication to all of the state representatives in our catchment area who were re-elected in District 6. The open seat in District 37, vacated by retiring Senator Adam Kline, was filled by Senator-elect Parmila Jayapal.

This year, we will once again participate in conference calls with the College Promise Coalition, a lobbying group representing primarily four-year institutions. They, however, include Seattle Colleges in their monthly strategy plans and higher-education issues.

We are "hearing" that the governor plans to present only a Book I Budget this year and that the projected cuts will be directed primarily at higher education. I will be asking our trustees and members of my Advisory Committee to call their state legislative representatives to advocate for community and technical college funding. It's imperative that we call legislators before the January 12 opening session. LaVerne Lamoureux will provide contact information and talking points.

On the federal level, we continue to monitor the budget impacts that changes in Congress may have on higher education for 2015 and 2016. Board Chair Carmen Gayton, Trustee Teresita Batayola and I will attend the Community College National Legislative Summit 2015 in the District of Columbia. We plan to meet Democrats and Republicans representing the state of Washington.

MEMORANDUM

TO: Board of Trustees

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

DATE: December 11, 2014

SUBJECT: Vice Chancellor's Report – Information Only

Management Team Meeting

A quarterly Management Team Meeting was held on November 5, with exempt employees from across the district. The theme of the meeting was "Transforming the Student Experience". A presentation outlined current strengths and successes, and the presidents each spoke about the future of the student experience at their colleges, followed by table discussions. The meeting was an opportunity for colleagues to coordinate across the district and develop a vision for student success going forward.

Partnership with the City of Seattle Office of Economic Development

The Vice Chancellor's office is working with the City of Seattle Office of Economic Development to explore an approach to locally finance scholarships for Seattle students. Under the initiative, any Seattle student working toward a degree or credential would be eligible for scholarship funding at any college or university in Washington State. Considerations moving forward include the amount of funding per student, and the duration of funding. The Chancellor, Vice Chancellor's office and Office of Advancement will continue to participate in the Office of Economic Development working group in 2015.

Faculty Development Update: Faculty Development Day

Faculty Development hosted the first Faculty Development Day on October 10th and it was a wonderful success. The district-wide event focused on increasing student success in the classroom and highlighted the tremendous expertise of the Seattle College's faculty and staff. The event was well attended by faculty from all three campuses. The schedule of workshops and presentations have been archived to the Faculty Development workshop page.



**SEATTLE
COLLEGES**

Central • North • South • SVI

District VI | 206.934.3872 | Fax 206.934.3894 | Voice Relay 800.833.6388
1500 Harvard Avenue, Seattle WA 98122-3803 | www.seattlecolleges.edu

MEMORANDUM

TO: Board of Trustees

FROM: Kurt R. Buttleman 

DATE: December 11, 2014

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

STAFF CHANGES

The Accounting Services Department

Our Accounting department is saying good-bye to John Bray. While only with the Seattle Colleges for a short time, John made some wonderful strides and connections as his role as Accounting Director.

After 13 years of dedication, Accountant Maria Tiamzon has launched her career over to Highline Community College. Maria started her career at Seattle Central and then joined the District Accounting department for the remainder of those years making sure our best practices were applied and improved.

Congratulations Robert Mains! Robert came to the Seattle Colleges last year as a new District Office Accountant. He is now our Accounts Receivable Supervisor and fortunate he accepted this new role.

Welcome to our Purchasing Director, Craig Bush.

Our new Purchasing Director, Craig Bush, has already served Seattle Colleges for many years as a Senior Buyer. His years of experience and vision for improvement are an asset we could not be without.

North Seattle College

Excelling in Teaching and Learning ▪ Advancing Student Success ▪ Building Community

Office of the President

TO: Board of Trustees
FROM: Dr. Warren Brown, President
DATE: November 21, 2014
SUBJECT: President's Report – Information Only

ADVANCING STUDENT SUCCESS

Education Fund Scholarship Reception

The North Seattle College Education Fund hosted its 28th Annual Scholarship Reception on Nov. 4 and welcomed donors, board members and employees to meet with student scholarship recipients. The fund has awarded more than \$400,000 in scholarships and emergency assistance in the 2014-15 academic year to North students. The event included remarks from President Warren Brown, Board Chair Marilyn Smith and student speaker and scholarship recipient Shaina Huntley.

Marketing and Enrollment Outreach Update

The college's marketing department launched communications in November, which will continue through the lead up to the first day of Winter Quarter. In early November, the department sent marketing brochures to more than 50,000 residents in the college's catchment area as well as 5,000 brochures to students who have applied but are not currently enrolled at the college. On Tuesday, Nov. 25, the department will also send a promotional geo-targeted e-mail to 150,000 e-mail addresses for people in age groups ranging from 18-24 and 25-34. The department is coordinating the e-mail campaign through King 5, and will also feature three advertisements on the site, as well as radio ads on C-89.5 and KEXP 90.3, and Spanish language advertisements and stories in the La Raza newspaper.

Bus Safety Forums

The college is teaming up with the King County Sheriff's Office to host bus safety forums on Nov. 25 to educate North students on how to increase their safety while riding transit. The forums, scheduled for noon to 1 p.m. and 5-6 p.m., will include discussion by Captain Lance Dauber of the King County Sheriff's Office as well as examples of safety scenarios and how to respond appropriately. The forums were initiated after the college received reports of Asian International students being assaulted and/or mugged at the Northgate Transit Center. In addition to hosting the forums, the college sent an e-mail reminder to students and employees on how to exercise caution when out in the community.

Student Performers Take the Stage in NorthShorts

The college debuted six world premiere short plays written and performed by North students on Nov. 20 during NorthShorts. NorthShorts is funded by the Student Advisory Council and is a co-production of the 14/48 Projects, which provides teaching artists and logistical support for the program. The student performances run through Saturday, Nov. 22, at 7 p.m. at The Grove. Some of the plays are funny, some are intense and disturbing, and all are the result of weeks of hard work by North students. NorthShorts is directed by North English instructor and theater professional Jim Jewell.

Sustainability and Justice Event

Students, employees and community members were invited to attend a Nov. 12 event on the North Seattle College campus that examined sustainability and disability justice issues. The event, "Sustainability at the Intersections: a Disability Justice Perspective," was cosponsored by North's

Disability Services and the Sustainability Office. During the event, attendees explored questions such as, how historically oppressed individuals navigate sustainability and how the disability justice movement thinks about sustainability.

North Celebrates International Night

Students and cultures from around the world came together Friday, Nov. 14, to celebrate International Night on the North campus. The event, held in The Grove in the new Health Sciences and Student Resources Building, included student performances and food samples from around the globe.

EXCELLING IN TEACHING AND LEARNING

Successful Launch of the Inaugural Leadership Meetings

President Warren Brown hosted the inaugural launch of college-wide Leadership Team Meetings, starting with the first meeting on Nov. 13. The Leadership Team Meetings were created to provide additional training, support and professional development opportunities for all faculty, administration, and staff members. Following November's inaugural meeting, the Leadership Meetings will be held twice a quarter and will include guest speakers and leadership presentations from college peers. Employees will also have opportunities to network, collaborate and share ideas. Former NASA Astronaut and educator Dottie Metcalf-Lindenburger spoke at the inaugural meeting. North employees who completed the Leadership Development Institute Training also shared their experience and takeaways with colleagues. The institute is a high caliber, six-month training designed to provide leadership strategies, guidance and support to staff and faculty from across the North campus. Interest in this training has and continues to remain strong as the college approaches its third and final year.

BUILDING COMMUNITY

President's Community Reception

President Warren Brown shared his vision with the community and presented a virtual tour of the North Seattle College campus on Nov. 15 during a community reception. The breakfast was attended by Seattle Colleges Chancellor Jill Wakefield, North and district colleagues, legislators—including House Speaker Frank Chopp—and members of the community.

Roy Flores Wellness Center Dedication

On Nov. 15, North Seattle College paid tribute to a champion of education and students, and a beloved colleague and campus leader: Roy Flores. Flores, who passed away in 2013, was the longest-serving community college vice president for student development services in Seattle Colleges District history. As a fitting tribute to Flores, an avid sports lover, the college's Wellness Center was named in his honor and a plaque recognizing Flores and his contributions was unveiled during the Roy Flores Wellness Center dedication. Family, friends and former colleagues attended and spoke at the event, and more than 30 alumni came together for a basketball game in Flores' honor.

North Celebrates Veterans

North Seattle College is proud to be a Military Friendly College and honored its veterans with a BBQ Nov. 10. North's Office of Veterans Services helps veterans receive their GI bill and other educational benefits. The college has 450-500 veterans on campus this fall, 200 of whom are using GI Bill benefits or military tuition assistance. Veterans Services can help vets take advantage of the 50 percent tuition waiver available to some Washington state veterans and the 100 percent tuition waiver for dependents of disabled vets. North has been named a top "Military Friendly School" every year since 2009. Victory Media placed North on its list of the top 20 percent of higher education institutions that do the most to ensure the success of veterans and their families.

College-wide Survey Discussion

In an effort to better build community on the North campus and be transparent with employees on ways to move forward, President Warren Brown and Institutional Effectiveness Director Jack Bautsch hosted two college-wide meetings in November to discuss the results of student and employee surveys conducted over the Spring and Summer Quarters. The meetings on Nov. 13 and Nov. 17 were the first of four meetings on the surveys and provided employees an opportunity to learn more about the results and to share input on potential next steps. The next meetings are scheduled for Dec. 2 from 11 a.m. to noon and Dec. 4 from 2-3 p.m. in the North Star Dining Room.

Silent Art Auction

The North Seattle College Art Group is hosting its 16th Annual Silent Auction on Dec. 2. The event brings artists from around the community together to sell their arts and crafts. A deadline to sign up for the event is Nov. 24. The auction is scheduled for Dec. 2 from 10 a.m. to 7 p.m. in the Green Room of the College Center Building.

North Graduate Featured in Seattle Times

Marcellina DesChamps, a former student who completed her GED and studied at North Seattle College, was featured in a Nov. 16 [Seattle Times](#) article following her speech during a storytelling event, "How I got into College," presented by the Times' Education Lab and the University of Washington Dream Project. Now 32, DesChamps studies political science and law, societies and justice at the University of Washington. She will graduate from UW with a degree in law, societies and justice and political science. DesChamps was one of five local college students who shared their stories at the event. "I'm still scared to death, but I have growing confidence in my success," DesChamps said. "I will remind myself that what once seemed impossible is now within reach."

Scientific Eye: Art and Science Exhibit

The North Seattle College Art Gallery invites the public to *The Scientific Eye: Art & Science*, the second art gallery exhibition of the quarter, through Dec. 5. The show focuses on artists who use science as their inspiration. Along with the artwork, attendees will have a chance to see references in the form of books, photographs and specimen. The showing will also feature Scanning Electron Microscope and Confocal Microscope images from the North Seattle College Nanotechnology department. As part of the exhibit, North Art History Instructor Jen Garcia will discuss the best ways to experience art in a gallery during an event on Thursday, Nov. 20. She will cover what to look for when visiting a gallery and how to interact with and understand art on display.

MEMORANDUM

TO: Board of Trustees

FROM: Paul T. Killpatrick, Ph.D.
President

DATE: December 11, 2014

SUBJECT: President's Report

Central

Foundation receives large gift

The Seattle Central Foundation recently received a large gift of \$315,412 from the mother of a former faculty member who reached out after hearing about the Seattle Promise, a scholarship launched by the Foundation last year that pays full tuition for high-achieving students with financial need. Of the total donation, \$90,000 will be restricted for the Seattle Promise, with the remainder used to create a scholarship in the family's name. The donor, now 91 years old, was a homemaker and part of an investment club through which she invested a small amount of money each month.

Desmond Jackson Memorial Scholarship

A dinner was held in mid-November to raise funds for the Desmond Jackson Memorial Scholarship, honoring the former Seattle Central student who was murdered in 2012 outside a nightclub in Seattle's SODO district. This year, four deserving students received the scholarship. This year's reception raised more than \$7,500, which will help organizers cover more scholarships next year.

E-newsletter seeks to engage community

In November, the Public Information Office created and distributed the first edition of a quarterly e-newsletter, designed to keep members of the community informed about the great things that are happening at Seattle Central. Community leaders, prospective students, elected officials, Technical Advisory Committee members and others will receive the e-newsletter, titled "Out of the Blue."

New dean selected for Maritime Academy

Matthew von Ruden, a maritime professional with 28 years of experience in the government and private sectors, has been selected as the new dean of the Seattle Maritime Academy. Von Ruden served 23 years in the Coast Guard, including six assignments at sea, and retired at the rank of Captain. In the commercial sector, he worked in the chemical and shipbuilding industries in California, Washington and British Columbia. His education includes a bachelor's degree in Marine Engineering and Naval Architecture from the U.S. Coast Guard Academy and three master's degrees: in Marine Engineering and Naval Architecture and in Mechanical Engineering, both from the Massachusetts Institute of Technology; and in National Security and Strategic Studies from the U.S. Naval War College.

Opticianry students donate time to provide vision care to community

Hundreds of people with little or no access to health care can see a little more clearly now thanks to the efforts of Seattle Central's Opticianry program. Nine students, under the guidance of faculty, stepped out of the classroom for a day to volunteer their time and expertise, providing much-needed vision care at no cost during a four-day clinic held at the Seattle Center.

Using a mobile lab, student volunteers conducted vision tests and made 1,000 pairs of glasses, and an additional 200 pairs will be distributed by the college's Campus Optical shop. The clinic provided a perfect opportunity to put into practice the skills they studied in the classroom. In the process, the students also learned about treating patients with compassion, professionalism and understanding.

Veteran's Day Celebration held on campus

The Student Veteran's Association hosted a Veteran's Day celebration on Monday, November 10 to give the campus an opportunity to thank and connect with students and employees who are veterans. Lunch was served, and a variety of information about services both on campus and in the community were available for vets. The new VetCorps representative, Glen Mulkey, was present to offer resources to help veterans navigate the process to return to school, as well as other aspects of civilian life.

Humanities instructor issues report on history of African Americans in King County.

Humanities instructor Daudi Abe, Ph.D., recently partnered with Quintard Taylor, Ph.D., from the University of Washington to explore the history of African Americans in King County. They published an article called "From Memphis and Mogadishu: The History of African Americans in Martin Luther King County, Washington, 1858-2014," posted on the website BlackPast.org. They analyze forces that encouraged people of African ancestry to settle in King County and discuss the rapid political, social, and economic changes that its black residents have faced since the first arrival, Manuel Lopes, in 1858.

Classified employee of the year named

Susan Tsoglin, a program manager in the Science and Math (SAM) Division, was voted Seattle Central's Classified Employee of the Year by employees. She was nominated for her professionalism, dedication, open-mindedness and her student-centered approach. She strives to make student learning possible though her work on the SAM schedule, supporting faculty, answering student questions and a myriad of other tasks to help students daily. Susan reaches out to employees in other divisions to help when needed and works to foster a positive workplace culture.

Collaborative Learning students present on food and hunger

Students in English, Geography, ESL, Environmental Science and Sociology courses have been working this quarter to develop projects around the issue of food and hunger. They presented their work in late November. These projects were produced as a part of Seattle Central's Integrative Learning program that encourages students from different disciplines to collaborate to address complex problems.

Faculty from different disciplines collaborated to identify several frames from which students could analyze issues of food and hunger. Students from each discipline tackled a project related to the topic and were asked to analyze it from either a health, educational, economic, political or an environmental frame. The topics for each project varied depending on the students' interest and discipline. Some examples included a mock proposal for a food bank, an exploration of the impacts of deforestation, addressing the politics of farm bills and creating a lesson plan for elementary school students.

Productive Persistence workshops help faculty improve student performance

Productive persistence workshops were held during Fall Quarter to provide faculty and staff with methods to help students overcome psychological barriers to learning. Productive persistence focuses on emotional aspects of learning such as changing student beliefs. A major tenant of this approach calls for encouraging students to adopt a "growth mindset" to believe their hard work will lead to success.

This is the second year productive persistence training is being offered to faculty. Math faculty, Lawrence Morales and Director of Pathways to Completion at Seattle Central, Jane Muhich have each worked with leading social psychologists at the Carnegie Foundation for the Advancement of Teaching. Last year they shared their training with colleagues across the District to help students develop effective strategies to succeed in math courses. This year, Jane and Lawrence are working with Judy Blair in the Teaching and Learning Center to bring these strategies to faculty in all disciplines.

Digital sign replaces aging readerboard

Seattle Central is about to replace its readerboard, which currently anchors the corner of Broadway and Pine, with a new sign that has a three-sided digital display and the new name of the college. This will improve the college's presence in this highly-visible, well-trafficked area. Because the new readerboard will be digital, updates will be quick and easy, and several messages can be displayed in a cycle.

College hosts Tunisian students as part of State Department program

Seattle Central International Education Programs is hosting two Tunisian students this year as part of a U.S. Department of State Bureau of Educational and Cultural Affairs Scholarship Program to pursue computer science certificates at U.S. community colleges. Seattle Central is one of only 13 schools in the United States selected to participate in this program. This is the second year the college was chosen as a host school for these students.

Emphasis on registering current students

In an effort to encourage current students to register for Winter Quarter, college employees have been wearing blue and white "Register Now" buttons. It's a visible way to get students thinking about next quarter. The college also sent email messages reminding current students to register as close as possible to their scheduled time to help ensure they get the classes they need to complete their programs of study.

SVI

High School 1418

In partnership with Interagency's Open Doors Program, this concept program will provide high school re-engagement for out of school youth. SVI will be working with the Seattle Colleges District and the Seattle School District to develop and design a comprehensive service and academic model that will initially serve 150-200 youth. The program will complement the existing education provided by Interagency and will add a contextualized learning environment. Students will benefit from this program by re-engaging in their education; completing their high school diploma and having an opportunity to obtain short-term training at SVI.

Student Leadership activities

Fall 2014 marks the strongest involvement of student leadership since SVI began actively involving students in planning events and student programming. Dieny Aras, Student Services Advisor, is leading the Student Leadership Team and they are in the process of developing a constitution and by-laws. They held a Halloween event that included a costume contest, pumpkin decorating and a photo booth. The event was well attended by students, staff and faculty. They also participated in the Clothesline project to raise awareness for and prevent domestic violence and invited students to engage with speakers from Seattle Central Women's Programs, the Seattle Police Department and a self-defense expert. Students who attended the sessions asked several thought-provoking questions and requested additional programming on the topic. The Associated Student Leadership of SVI will hold their first Multi-Cultural Luncheon on December 2, 2014.

MEMORANDUM

TO: Board of Trustees

FROM: Gary Oertli, President

DATE: December 11, 2014

SUBJECT: PRESIDENT'S REPORT – INFORMATION ONLY

Vigor Industrial Honored with Constance W. Rice Partner of the Year Award

Seattle Colleges selected Vigor Industrial as the recipient of the 2014 Constance W. Rice Partner of the Year Award, given annually to business or community leaders who work in partnership with Seattle Colleges and our students to achieve mutual success. Leaders from Vigor were presented with the award on December 10 at the Brockey Center, in recognition of their partnership with South Seattle College in collaboratively creating and operating the Harbor Island Training Center, where students are learning welding and fabrication skills needed to enter the booming manufacturing and maritime industries.

Northwest Wine Academy Celebrates 10 Years

The Northwest Wine Academy (NWWA) at South celebrated their 10-year anniversary with the annual “Fall Release” event from November 20-22. Over those three days, students released five new varieties of wine they’ve created, NWWA alumni (now successfully working in the industry) shared their creations, and hundreds of community members came to enjoy complimentary tastings paired with food from our culinary students. It was a fine opportunity to thank our local community and the Washington wine industry for their support over the past decade, and celebrate the accomplishments of our students in that time.

Honoring Our Veterans

South took an important break from routine on November 10, as over 30 students, teachers and staff gathered at the flagpole for a Veterans Day ceremony. After sharing our collective thanks for the sacrifice of our veterans, both past and present, we raised American and POW-MIA flags while reciting the Pledge of Allegiance, followed by a round of applause heard across campus. Afterwards, everyone migrated to the Brockey Center to enjoy light refreshments and sign posters and thank you notes for our veterans. Additionally, TV monitors throughout campus displayed a slideshow with the names and pictures of veterans with a connection to South, as

compiled by English Instructor Bob Dela-Cruz. Recognition of our veterans is a treasured tradition at South, with so many of our students and staff having either served themselves, or supported loved ones who have.

All-Campus Meeting on Student Success Stirs Momentum

As a continuation of our President's Day presentation from Dr. Rob Johnstone on improving student success and completion, South held an all-campus meeting on December 2 to explore where we have done well in this arena, where we need to improve, and to envision what the student experience will look in 2017. A cross-section of faculty and staff provided valuable input that will play a critical role in the future of our college. Dr. Johnstone, the founder and president of the National Center for Inquiry & Improvement, is providing his expertise through funding provided by the Bill & Melinda Gates Foundation.

Classified Staff Professional Development Focuses on Managing Change

Classified staff at South attended a professional development workshop on November 11, thanks to the hard work and organization of our Classified Development Advisory Committee. The morning started with breakfast and updates from union representatives and myself, followed by a benefit open enrollment Q&A. Afterwards, Laureen Rogers presented the keynote workshop entitled, "Envision Change: Vision Boards for Managing Change in Work and Life." In the afternoon, employees attended additional workshops on personal safety, financial empowerment and achieving peak performance. Our classified employees play a vital role in carrying out South's mission, and supporting them through professional development opportunities is equally important.

Vice President of Instruction Search in Full Swing

Vice President of Instruction Donna Miller-Parker is set to retire at the end of 2014, and a search committee comprised of faculty and staff has, after an exhaustive national search, narrowed her replacement down to three finalists after reviewing over 40 applications and interviewing nine candidates. To ensure the final decision is made with campus-wide input, we held open forums with the finalists over three days in November so that everyone had a chance to meet with and ask questions of the candidates. I commend the work of our search committee members, who devoted considerable time and energy into selecting well-qualified, exceptional candidates.

South Hosts Southeast Asian Education Summit

In partnership with the Southeast Asian American Access in Education Coalition, South Seattle College held the "UNITE: Our Community, Our Voices" summit on November 22. Free and open to the public, the well-attended event was an opportunity for educators, policy makers, parents, students and community members to learn about and discuss current trends in, and resources to support Southeast Asian student success. The full day of workshops covered a

myriad of topics, and inspiration was provided by keynote speaker Tou Ger Xiong, a successful Hmong American storyteller, comedian and musician. The summit provided South with an opportunity to share some of our best practices, while exploring additional ideas to help forge a brighter path forward for student achievement in the Southeast Asian community.

Exploring an Educational Connection with China

South hosted two educators from China's Baocheng Education Group (BEG) on November 18, and I had the honor of welcoming them to our campus. The purpose of their visit was to explore whether Chinese students completing three-year vocational degrees overseas can finalize their education by integrating into South's Hospitality Management Bachelor of Applied Science program. After my welcome, Georgetown Executive Dean Holly Moore gave our visitors a tour of the Georgetown campus and hosted a meeting with Hospitality Management faculty. I am optimistic the visit will lead to a strong collaboration between BEG and South, creating an excellent educational opportunity for Chinese students in the hospitality field.

Presenting on the Importance of Transitions at AESA's 29th Annual Conference

As co-chair of the Puget Sound Coalition for College and Career Readiness, I joined fellow co-chair John Welch, superintendent of the Puget Sound Educational Service District, and Hilary Loeb, coalition director, in presenting to the Association of Educational Service Agencies in San Diego, CA on December 4. The 29th annual conference, titled "Navigating the Opportunities of Collaboration" ran from December 3-6, and our presentation addressing the importance of transitions in fostering postsecondary readiness and success was well received.

STEM Faculty Explore Using Big Data to Solve Real-World Problems in Class

On November 7, seven members of South's science and math faculty - Carey Schroyer, Elizabeth Schoene, Jake Ashcraft, Janet Kapp, Ravi Gandham, Rick Downs, and Ruben Murcia - attended a day-long Systems Biology Curriculum Enhancement Workshop on our Georgetown campus. The workshop was organized and hosted by the Washington State Board for Community and Technical Colleges and the Institute for Systems Biology (ISB). Our faculty members networked with STEM (science, technology, engineering and math) faculty from other community colleges and mentors from ISB, and discussed how big data is utilized to solve systems level problems in fields of health and environment, and best ways to integrate big data to solve real-world problems in STEM courses provided to our students.