



**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

SEATTLE COLLEGE DISTRICT BOARD OF TRUSTEES

September 10, 2015

STUDY SESSION

2:00 p.m.

North Seattle College
9600 College Way North
Seattle, WA 98103

REGULAR SESSION

3:00 p.m.

North Seattle College
9600 College Way North
Seattle, WA 98103

STUDY SESSION AGENDA

2:00p.m.

REGULAR MEETING AND CALL TO EXECUTIVE SESSION

- A. To Discuss the Performance of Public Employees

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 <i>North Seattle College Solar Project, President Warren Brown</i>	
3:40 p.m.	RECOMMENDED BOARD ACTIONS ACTION	
	A. Approval of July 9 and August 18, 2015 Meeting Minutes	Tab 2
	B. Tender of Gifts	Tab 3
	C. AFT-SPS Contract	Tab 4
	E. AACC Guided Pathways Grant Opportunity	Tab 5
	F. Out of State Tuition Waiver	Tab 6
	G. Policy 272– Second and Final Reading	Tab 7
	H. Policy 603 – Second and Final Reading	Tab 8
	I. Policy 640 – Second and Final Reading	Tab 9
4:25 p.m.	INFORMATIONAL ITEMS	
	A. Proposed Chancellor Selection Process	Tab 10
	B. Annual Financial Summary for 2014-15	Tab 11
	C. Summer Enrollment Report	Tab 12
	D. Policy 249 – First Reading	Tab 13
	E. Policies 300, 305, 311, 315, 332, 345, 355, 360, 365– First Reading	Tab 14

F. Policy 420 – First Reading

Tab 15

5:10 p.m.

ORAL REPORTS

A. Chancellor's Report

- i. Goals for 2015-16
- ii. Update from Retreat with Presidents
- iii. Convocation

B. AFT Seattle Community Colleges

Annette Stofer, President

B. Washington Federation of State Employees

Mr. Ty Pethe, President

C. College Presidents and Vice Chancellors

1. Interim President, Sheila Edwards Lange, Seattle Central College
2. President Warren Brown, North Seattle College
3. President Gary Oertli, South Seattle College

D. Board of Trustees

1. Mr. Steve Hill, Chair
2. Ms. Teresita Batayola
3. Ms. Carmen Gayton
4. Mr. Jorge Carrasco
5. Ms. Louise Chernin

5:30 p.m.

ADJOURNMENT

The next meeting of the Board of Trustees will be held on Thursday, October 8 at Seattle Vocational Institute, 2120 South Jackson Street, Seattle WA 98144.

EXECUTIVE SESSION(S)

An executive session may be held for one or more of the following purposes: (1) To receive and evaluate complaints against a public officer or employee; (2) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee; (3) To discuss with legal counsel litigation or potential litigation to which the college is, or is like to become, a party, when public knowledge of the discussion would likely result in adverse consequence to the district; (4) To consider, as a quasi-judicial body, a quasi-judicial matter between named parties; (5) To consider matters governed by the administrative procedure act, chapter 34.05 RCW; and/or (6) To plan or adopt the strategy or position to be taken during collective bargaining, professional negotiations, or grievance or mediation proceedings, or to review proposals made in on-going negotiations or proceedings.

MINUTES OF THE SEATTLE COLLEGE DISTRICT

BOARD OF TRUSTEES MEETING held Thursday, July 9, 2015 at Pacific Tower, 1200 12th Avenue South, Seattle, WA 98144.

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

Trustees

Ms. Carmen Gayton, Chair
Ms. Teresita Batayola
Mr. Jorge Carrasco
Ms. Courtney Gregoire
Mr. Steve Hill

Chancellor

Dr. Jill Wakefield

Presidents/Vice Chancellors

Dr. Warren Brown, NSC
Chuck Davis, representing SCC
Mr. Gary Oertli, SSC

Vice Chancellors

Dr. Mary Ellen O'Keeffe
Mr. Charles Sims

Advisory Representatives

Mr. Derek Edwards, AAG
Ms. Kimberly McRae, AFT Seattle
Mr. Ty Pethe, WFSE

Secretary

Ms. Rebecca Hansen

ABSENT

Dr. Kurt Buttleman, Vice Chancellor and
Acting President of SCC
Ms. Tracy Lai, AFT Seattle

CALL TO ORDER

Board Chair, Ms. Carmen Gayton, called the meeting to order at 3:05 p.m.

ROLL CALL

The secretary, Rebecca Hansen, called the roll.

INTRODUCTION OF VISITORS

Board of Trustees Meeting Minutes

June 11, 2015

Page | 2

Trustee Gayton welcomed the visitors. Visitors introduced themselves. They included: Elizabeth Pluhta, Cheryl Stuart, Bill Grinstein, Victor Kuo, Lincoln Ferris, Lauren Guzauskas, Mitch Teufel, Jeff Natter, Ross Whitehead, David Gourd, Ash Amad, David Loud, Stan Price, Leda Goncharoff, Emily Rankin, Orlando Cano, David Sandler, Emily Thurston, AJ Cari, Kristin Ryan, Kris Beason, Heidi deLaubenfels, Heather Emlund, John Okamoto, Maria Bustria-Glickman, Bruce Genung

APPROVAL OF AGENDA

Trustee Gayton asked for a motion to approve the agenda. **Trustee Gregoire made a motion to approve the agenda. Trustee Hill Seconded. The motion passed 5-0.**

PUBLIC COMMENTS

Visitors were invited to address the board. There were no public comments.

RECOGNITION OF OUTGOING AND INCOMING TRUSTEES

Chair Gayton and Chancellor Wakefield thanked Trustee Gregoire for her service on the Board and welcomed Louise Chernin, who will join the Board in September.

PRESENTATION

Attendees took a tour of the 5th and 6th floors of the Pacific Tower and saw the instructional space that Seattle Central College will occupy beginning in January 2016.

Chancellor Wakefield recognized a number of partners who were integral to the project and presented them with recognitions. She also thanked the Board for their support and guidance. Speaker Chopp gave remarks on the challenges that have led to this stage in the project and the opportunities ahead.

APPROVAL OF MEETING MINUTES

Trustee Gayton asked for a motion to approve the June 11, 2015 meeting minutes. **Trustee Hill moved to approve the minutes and Trustee Gregoire seconded the motion. The motion passed unanimously, 5-0.**

POLICY 366 AND 480 – SECOND AND FINAL READINGS

Trustees reviewed the new policies related to student and employee absences for reasons of faith and conscience. **Trustee Carrasco made a motion to approve and Trustee Batayola seconded. The motion carried 5-0.**

LIFELONG LEARNING AWARD WINNERS

The Board considered approval of Analea Braugurger, Vanessa Colonzo, Lyn Hull and Greg McBrady to receive the Trustees' Lifelong Learning Awards for 2015-16. **Trustee Carrasco made a motion to approve and Trustee Batayola seconded. The motion carried 5-0.**

TENDER OF GIFTS

Trustees reviewed gifts to the Seattle Colleges. **Trustee Carrasco made a motion to accept and Trustee Gregoire seconded. The motion carried 5-0.**

NAMING OF ADVISING CENTER AT SOUTH SEATTLE COLLEGE

Gary Oertli provided background information on the newly remodeled advising center and the important role WSECU played as a partner in the project. This request is consistent with other naming of internal spaces at South Seattle College. The Board was asked to consider approval of the name "WSECU Advising Center." **Trustee Carrasco made a motion to approve and Trustee Hill seconded. The motion carried 5-0.**

INFORMATIONAL ITEMS

A. Evaluation of Chancellor and Board Self-Evaluation

The annual evaluation of the Chancellor is complete and the Board issued a favorable evaluation. The Board did a self-evaluation in fall of 2014 and is scheduled to undergo another self-evaluation in fall of 2016.

B. State Budget Update

Chancellor Wakefield and LaVerne Lamoureux outlined the main points of the state budget and policy changes from the legislative session.

C. Enrollment Report

Mary Ellen O'Keeffe presented the 2014-15 enrollment report and FTEs from each college. She reported a two year rolling average for the district of 94%. Preliminary Summer Quarter enrollment figures show that the district met 90% of its target (1,658 FTES actual compared to 1,850 FTES goal).

D. Policy 272 – First Reading

Charles Sims introduced the proposed changes to the policy related to animals on campus. The Board reviewed the proposed changes to policy. A Second Reading and vote will be held at the September meeting.

E. Policy 603 – First Reading

The Board reviewed the proposed updates to the cash controls policy. A Second Reading and vote will be held at the September meeting.

F. Policy 640 – First Reading

The Board reviewed the proposed updated to the policy on records, identification, retention and disposition. A Second Reading and vote will be held at the September meeting.

G. Chancellor's Report

Data on the implementation of the Pathway to Completion grant indicates that the district is meeting its goals. Mary Ellen O'Keeffe distributed data from 2012-14 that showed that the infrastructure and curriculum are in place and there have been successes in pre-college math, advising, creation of guided pathways and other measures aimed at increasing completion.

ORAL REPORTS

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

Kimberly McRae announced that Annette Stofer will take over as AFT President on September 1. The Board thanked Kimberly for her service.

B. Washington Federation of State Employees (WFSE)

Ty Pethe reported that it has been a busy month for WFSE members as summer is busy for Facilities, IT and the Business Office. He noted that he was proud of the visibility and community building that had been accomplished through participation in the Pride parade, a solidarity march for the murders in Charleston, participation in CDAC committees, and the advocacy for funding in the state budget including the unity break that occurred on all three campuses. Ty was pleased to announce that the contract was funded by the legislature on June 30. Ty further noted that he would work with the district to review Policy 480.

C. College Presidents and Vice Chancellors

Warren Brown thanked Trustee Gayton for attending North's commencement. Shaunta Hyde, President of SBCTC, was awarded an Honorary BAS degree. North Seattle College is the first college in the state to present such a degree.

Gary Oertli thanked Louise Chernin for attending South's commencement and reported that fundraising for 13th Year is well underway. They recently achieved a milestone of raising \$6.3 of the 8 million dollars for the campaign.

Chuck Davis recognized Dr. Paul Killpatrick for his service at Central and offered a warm welcome to Dr. Sheila Edwards Lange as Interim President. He thanked Chancellor Wakefield for appointing Kurt Buttleman as Acting President. Chancellor Wakefield thanked Mr. Davis for his excellent work on Pacific Tower.

Charles Sims announced that the decertification vote for the professional union affiliated with AFT failed and that negotiations will continue.

E. Board of Trustees

Trustee Gregoire thanked the other trustees for their dedication to the colleges and pledged to be a lifelong advocate and supporter of Seattle Colleges.

Carmen Gayton noted that this is her last meeting as Chair and thanked the other Board members.

ADJOURNMENT

The meeting was adjourned at 4:49pm.

The next meeting of the Board of Trustees will be held on Thursday, September 10, 2015 at North Seattle College, 9600 College Way North, Seattle, WA 98103.

APPROVED BY:

Board of Trustees Meeting Minutes

June 11, 2015

Page | 5

Carmen Gayton, Chair

Date

MINUTES OF THE SEATTLE COLLEGE DISTRICT

BOARD OF TRUSTEES MEETING held Thursday, August 18, 2015 at Seattle Colleges District Office, Christiansen Conference Room, 1500 Harvard, Seattle, WA 98144.

PRESENT FOR SPECIAL MEETING HELD AT 9:30 A.M.

Trustees

Mr. Steve Hill, Chair
Ms. Teresita Batayola
Ms. Louise Chernin

Chancellor

Dr. Jill Wakefield

Vice Chancellors

Dr. Mary Ellen O'Keeffe
Mr. Charles Sims

Advisory Representatives

Mr. Derek Edwards, AAG

Secretary

Ms. Rebecca Hansen

ABSENT

Ms. Carmen Gayton, Chair
Mr. Jorge Carrasco, Trustee
Dr. Warren Brown, NSC
Dr. Sheila Edwards Lange, SCC
Mr. Gary Oertli, SSC
Dr. Kurt Buttleman, Vice Chancellor
Ms. Kimberly McRae, AFT Seattle
Ms. Tracy Lai, AFT Seattle
Mr. Ty Pethe, WFSE

CALL TO ORDER

Chair Hill called the meeting to order at 9:40 a.m.

INTRODUCTION OF VISITORS

Chair Hill welcomed John Bray.

Board of Trustees Meeting Minutes

June 11, 2015

Page | 2

PUBLIC COMMENTS

There were no public comments.

INFORMATIONAL ITEMS

A. New Trustee Orientation

Trustees heard presentations from Mr. Derek Edwards, Mr. John Bray, Mr. Charles Sims, Ms. Mary Ellen O’Keeffe and Chancellor Jill Wakefield. They engaged in discussions about board governance, the district budget, labor relations, the tenure process, the District Strategic Plan and Education Master Plan.

No action was taken by the Board at this Special meeting.

ADJOURNMENT

The meeting was adjourned at 1:34 p.m.

The next meeting of the Board of Trustees will be held on Thursday, September 10, 2015 at North Seattle College, 9600 College Way North, Seattle, WA 98103.

APPROVED BY:

Steve Hill, Chair

Date

MEMORANDUM

TO: Board of Trustees

FROM: Dr. Jill Wakefield
Chancellor

DATE: September 10, 2015

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 July 1, 2015 – August 31, 2015.

Recommendation

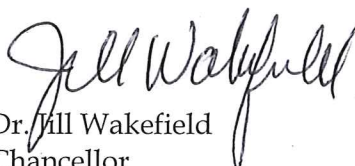
In accordance with established Board Policy No. 152, it is recommended that the Board of Trustees accept the gifts tendered to the Seattle Colleges as shown on the attached schedules.

Submitted by:



Dr. Kurt Buttleman
Vice Chancellor of Finance & Technology

Transmitted to the Board with a favorable recommendation.



Dr. Jill Wakefield
Chancellor

TENDER OF GIFTS TO SEATTLE COLLEGE DISTRICT
AS OF AUGUST 31, 2015
CASH

DONOR	GIFT AND PURPOSE	CENTRAL	NORTH	SOUTH	SIEGAL CENTER	DISTRICT-WIDE	SVI
SCCC Foundation	TEACH Scholarships	\$ 2,500.00					
NSC Education Fund	Watch Tech - Program Support		\$ 50,000.00				
	Int'l Program - Kogakuin Project		\$ 15,399.00				
	Watch Tech - Program Support		\$50,000.00				
	ESL books lending library		\$277.31				
	BEIT Division - Program support for HVAC Conf.		\$1,488.09				
	College Spark - Program Support		\$180.00				
	Parent Ed - program Support		\$137.97				
CAMPUS TOTALS		\$2,500.00	\$117,462.37	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL CASH GIFTS TO						\$119,962.37	
SEATTLE COLLEGES							

TENDER OF GIFTS TO SEATTLE COLLEGE DISTRICT
AS OF AUGUST 31, 2015
IN-KIND

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



**SEATTLE
COLLEGES**

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OFFICE OF THE CHANCELLOR

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: Seattle Colleges Board of Trustees
FROM: Chancellor's Office
DATE: September 10, 2015
SUBJECT: Collective Bargaining Agreement with AFT-SPS Local 6550

Background

The Seattle College District and the AFT Seattle Professional Staff union reached a tentative agreement on July 23, 2015. On August 26, 2015, the union members voted to ratify the new collective bargaining agreement. This is the first employment contract for the district with the AFT-SPS Local 6550, which was formed in March 2014.

Recommended Action

It is recommended that the Seattle College District Board of Trustees vote to ratify the new, first-time collective bargaining agreement with the AFT Seattle professional Staff Union Local 6550.

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

Jill A. Wakefield, Ed.D
Chancellor

TABLE OF CONTENTS

PREAMBLE	1
ARTICLE 1 – RECOGNITION OF BARGAINING UNIT	1
SECTION 1.1 RECOGNITION.....	1
ARTICLE 2 – UNION RIGHTS	1
SECTION 2.1 AGENCY SHOP	1
SECTION 2.2 MONTHLY MEMBERSHIP ROSTER.....	1
SECTION 2.3 REQUESTS FOR INFORMATION1	1
SECTION 2.4 UNION REPRESENTATIVES AND STEWARDS	2
SECTION 2.5 USE OF BULLETIN BOARDS AND FACILITIES	2
SECTION 2.6 USE OF DISTRICT MAILBOX	2
SECTION 2.7 USE OF DISTRICT COMPUTER & EMAIL SYSTEMS.....	2
SECTION 2.8 AFT-SPS MEETINGS.....	2
SECTION 2.9 BOARD OF TRUSTEES REPRESENTATION.....	2
ARTICLE 3 – District/AFT-SPS Relations	2
SECTION 3.1 AGREEMENT MANAGEMENT COMMITTEE	2
SECTION 3.2 AMC MEETINGS.....	2
SECTION 3.3 NOTICE OF CHANGE	3
ARTICLE 4 – MANAGEMENT RIGHTS	3
SECTION 4.1 	3
ARTICLE 5 – GRIEVANCE PROCEDURE	3
SECTION 5.1 DEFINITION OF GRIEVANCE.....	3
SECTION 5.2 GRIEVANCE CONSOLIDATION.....	3
SECTION 5.3 INFORMAL SETTLEMENT OF DIFFERENCES	3
SECTION 5.4 TIMELINES	3
SECTION 5.4.1 	3
SECTION 5.4.2 	3
SECTION 5.4.3 	4
SECTION 5.5 FORMAL GRIEVANCE STEPS	4
SECTION 5.6 ALTERNATE ARBITRATION PROCEDURE	5
SECTION 5.7 HEARINGS.....	6
SECTION 5.8 PROTECTION OF PARTICIPANTS IN PROCEDURE.....	6
SECTION 5.9 RETROACTIVITY	6
ARTICLE 6 – CLOSURES AND SUSPENDED OPERATIONS	6
SECTION 6.1 NOTICE	6
SECTION 6.2 PARTIAL-DAY EMERGENCY OR DESIGNATED CLOSURE.....	6
SECTION 6.3 SUSPENDED OPERATIONS	6
SECTION 6.3.1 ESSENTIAL EMPLOYEES	6
ARTICLE 7 – HOLIDAYS	6
SECTION 7.1 RECOGNIZED HOLIDAYS	6
SECTION 7.2 HOLIDAY PAY ELIGIBILITY	7
ARTICLE 8 – VACATION LEAVE	7
SECTION 8.1 ACCRUAL	7

SECTION 8.1.1	HIRED BEFORE MID-MONTH.....	7
SECTION 8.1.2	HIRED AFTER MID-MONTH	7
SECTION 8.2	ACCRUAL DURING LEAVE WITHOUT PAY	7
SECTION 8.3	SCHEDULING OF VACATION	7
SECTION 8.3.1	LEAVE BALANCE REPORTING	7
SECTION 8.4	PART-TIME EMPLOYEES	7
SECTION 8.5	TEMPORARY EMPLOYEES	7
ARTICLE 9 – SICK LEAVE/LEAVES OF ABSENCE		8
SECTION 9.1	ACCRUAL	8
SECTION 9.1.1	PART-TIME EMPLOYEES	8
SECTION 9.1.2	DURING LEAVE WITHOUT PAY	8
SECTION 9.2	SICK LEAVE USAGE	8
SECTION 9.3	SICK LEAVE REPORTING	8
SECTION 9.4	SICK LEAVE WHILE ON VACATION	8
SECTION 9.5	PARENTAL LEAVE.....	8
SECTION 9.5.1	MONTHS OF PARENTAL LEAVE ALLOWED	8
SECTION 9.5.2	LEAVE COMBINATION	8
SECTION 9.6	ATTENDANCE INCENTIVE PROGRAM.....	8
SECTION 9.6.1	ANNUAL SICK LEAVE BUYOUT OPTION.....	8
SECTION 9.6.2	SICK LEAVE BUYOUT AT RETIREMENT OR DEATH.....	9
SECTION 9.6.3	SICK LEAVE REIMBURSEMENT INTO VEBA.....	9
SECTION 9.7	FAMILY MEDICAL LEAVE ACT (FMLA).....	9
SECTION 9.7.1	ELIGIBILITY.....	9
SECTION 9.7.2	OTHER PROVISIONS.....	9
ARTICLE 10 – MISCELLANEOUS LEAVES		10
SECTION 10.1	MILITARY LEAVE	10
SECTION 10.2	CIVIC DUTY LEAVE	10
SECTION 10.3	BEREAVEMENT LEAVE	10
SECTION 10.4	SHARED LEAVE	10
SECTION 10.5	LEAVE WITHOUT PAY (LWOP)	10
SECTION 10.5.1	REASONS FOR LWOP.....	10
SECTION 10.5.2	REQUESTS IN WRITING	11
SECTION 10.5.3	NON-ACCRUAL DURING LWOP	11
SECTION 10.5.4	DURATION OF LWOP.....	11
SECTION 10.5.5	RETURN TO WORK	11
SECTION 10.6	VICTIMS OF DOMESTIC VIOLENCE LEAVE	11
SECTION 10.7	EXCLUSION FROM ARBITRATION	11
ARTICLE 11 – WORKLOAD/COMPENSATION.....		11
SECTION 11.1	REASONABLE WORKLOAD	11
SECTION 11.2	STIPEND PAY.....	12
SECTION 11.3	PERMANENT CHANGE/INCREASE IN WORKLOAD	12
SECTION 11.4	REEVALUATION	12
SECTION 11.4.1	POSITION REEVALUATION RESPONSE.....	12
ARTICLE 12 – PROFESSIONAL DEVELOPMENT.....		12
SECTION 12.1	PURPOSE	12
SECTION 12.2	SCD TUITION WAIVER.....	13
SECTION 12.3	WORKSHOPS	13
SECTION 12.4	PROFESSIONAL LEAVE	13
SECTION 12.5	COPYRIGHTS & PATENTS.....	14

ARTICLE 13 – CONDITIONS OF EMPLOYMENT	14
SECTION 13.1 REGULAR EMPLOYMENT	14
SECTION 13.2 TEMPORARY ASSIGNMENT	15
SECTION 13.3 INTERIM ASSIGNMENT.....	15
SECTION 13.4 DISPLACEMENT/REASSIGNMENT OF REGULAR EMPLOYEES	15
SECTION 13.5 SUFFICIENT CAUSE	15
ARTICLE 14 – REDUCTION IN FORCE (RIF)	16
SECTION 14.1 DECLARED FINANCIAL EMERGENCIES	16
SECTION 14.2 TRANSFER WITHIN THE DISTRICT.....	16
ARTICLE 15 – POSITION DESCRIPTIONS.....	16
SECTION 15.1 POSITION DESCRIPTIONS.....	16
SECTION 15.2 HIRING NEW POSITIONS.....	16
SECTION 15.3 SEARCH COMMITTEES.....	16
SECTION 15.4 NOTICE OF VACANCIES	16
SECTION 15.5 UNIT WORK	16
ARTICLE 16 – PERSONNEL FILE.....	17
SECTION 16.1 GENERAL	17
SECTION 16.2 PLACEMENT OF MATERIAL IN THE FILE	17
SECTION 16.3 REMOVAL OF ADVERSE MATERIAL	17
SECTION 16.3.1 TIMELINESS.....	17
SECTION 16.4 RIGHT TO REVIEW & MAKE COPIES	17
SECTION 16.5 OPERATIONAL FILES.....	17
ARTICLE 17 – PERFORMANCE EVALUATIONS.....	17
SECTION 17.1 GENERAL	17
SECTION 17.2 PURPOSE OF EVALUATIONS.....	17
SECTION 17.3 WORKLOAD REVIEW	18
SECTION 17.4 PLAN FOR IMPROVEMENT	18
SECTION 17.5 DISCIPLINARY ACTION	18
SECTION 17.6 RETENTION.....	18
SECTION 17.7 EMPLOYEE COPY	18
ARTICLE 18 – INSURANCE & PENSION BENEFITS	18
SECTION 18.1 MEDICAL INSURANCE BENEFIT	18
SECTION 18.2 RETIREMENT BENEFIT	18
ARTICLE 19 – HEALTH/SAFETY	18
SECTION 19.1 SAFETY COMMITTEE.....	18
SECTION 19.2 DISTRICT’S ROLE	18
SECTION 19.3 EMPLOYEES’ ROLE	19
SECTION 19.3.1 REPORTING HAZARDOUS CONDITIONS	19
SECTION 19.3.2 REPORTING SAFETY ISSUES.....	19
SECTION 19.4 WORKPLACE VIOLENCE/HOSTILE WORK ENVIRONMENT.....	19
SECTION 19.5 NON-DISCRIMINATION	19
SECTION 19.5.1 WORKFORCE DIVERSITY.....	19
ARTICLE 20 – TRAVEL/PARKING	19
SECTION 20.1 TRAVEL	19
SECTION 20.2 PARKING	19
SECTION 20.2.1 PARKING FEE INCREASES	20

ARTICLE 21 – SAVINGS CLAUSE	20
SECTION 21.1 PARTIAL INVALIDITY	20
SECTION 21.2 RELEASE TIME FOR NEGOTIATIONS	20
SECTION 21.3 DISTRIBUTION OF AGREEMENT	20
SECTION 21.3.1 NEW HIRES.....	20
SECTION 21.4 TERM OF AGREEMENT	20
SECTION 21.5 SUCCESSOR AGREEMENT	20
SECTION 21.6 WAGE REOPENER.....	20

PREAMBLE

This AGREEMENT is by and between the BOARD OF TRUSTEES OF SEATTLE COLLEGE DISTRICT VI and AFT-SPS - SEATTLE PROFESSIONAL STAFF, Local 6550, AFT/AFT WA/AFL-CIO. The term "District" used herein after shall mean the Board of Trustees or its lawfully delegated representative. The term "AFT-SPS" shall mean American Federation of Teachers - Seattle Professional Staff Union.

ARTICLE 1 – RECOGNITION OF BARGAINING AGENT

Section 1.1 – Recognition: The District recognizes AFT-SPS as the sole and exclusive bargaining agent for professional staff employees of Seattle Colleges District VI as referenced by RCW 41.56.021.

ARTICLE 2 – UNION RIGHTS

Section 2.1 – Agency Shop: All professional staff, full-time and part-time, shall, as a condition of continued employment, on or after the thirtieth (30th) day after the beginning of said employment, become members of the AFT-SPS or pay a representation fee equal to the periodic dues uniformly required as a condition of acquiring or retaining membership in the AFT-SPS. This fee shall be to reimburse the AFT-SPS for the expense of representing members of the bargaining unit. The District shall provide payroll deduction of such fees or dues and, upon written authorization as allowed by current law, contributions to political action committees. Such deductions shall be remitted to the authorized AFT-SPS representative within seven (7) calendar days of the issuance of payroll checks.

If a professional staff member asserts a right of non-association based on bona fide religious tenets or teachings of a church or religious body of which he or she is a member, that professional staff member shall pay to an agreed upon non-religious charity or other charitable organization an amount of money equivalent to the periodic dues uniformly required as a condition of acquiring or retaining membership in the AFT-SPS, in accordance with statute.

Section 2.2 – Monthly Member Roster: The District shall furnish the AFT-SPS President with a monthly roster of the names, supervisor, available updated home addresses, phone numbers, dates of hire, and titles of all professional staff employees.

Section 2.3 – Requests for Information: The District shall furnish to AFT-SPS, upon request any and all information relevant to the representation of professional staff employees. Requests shall normally be acknowledged within ten (10) calendar days and the information provided as soon as practical thereafter, consistent with the nature of the material requested. The acknowledgement will either include the expected date on which the information will be provided or reasons why the District cannot comply with the AFT-SPS's request. Such information will be provided at no cost to the other party. Where a party believes an information request involves unusual cost or is unduly burdensome, the AFT-SPS and the District will promptly meet to discuss the request, and may enter into agreements to modify the request or share the costs in producing the information.

The District shall furnish to the AFT-SPS a copy of the proposed District budget upon request. The AFT-SPS President or designee shall be given the opportunity to comment on the District budget.

Section 2.4 – Union Representatives and Stewards: The AFT-SPS will notify the District of the names of the AFT-SPS representatives and stewards (no more than three per college and one per satellite campus). Stewards are authorized to assist employees in addressing contractual issues without loss of pay during the workday so long as it does not interfere with the steward's or member's regular work responsibilities.

Section 2.5 – Use of Bulletin Boards and Facilities: The AFT-SPS shall have the right to use reasonable bulletin board space at each of the campuses which will be designated by the college or campus. The AFT-SPS shall have the right to use District facilities including rooms for AFT-SPS meeting purposes provided that such usage does not interfere with the regular activities of the District. Any increased costs associated with the use of District facilities will be borne by the AFT-SPS. Such costs will be estimated prior to the use of facilities.

Section 2.6 – Use of District Mailbox: The District shall furnish an AFT-SPS designated mailbox at each college.

Section 2.7 – Use of District Computer & E-Mail Systems: The AFT-SPS and its members will be permitted reasonable use of District computer equipment and email for purposes of meeting announcements and/or contract related issues. Communications using state equipment should not be considered confidential. With notice to AFT-SPS, the District may refuse to continue this practice due to substantiated violation of ethical practices.

Section 2.8 – AFT-SPS Meetings: Employees shall be released to attend AFT-SPS meetings so long as such meetings do not interfere with the employees' ability to perform assigned duties. Employees from across the District shall be allowed to participate in person or via distance learning technologies if available at no additional cost to the District.

Section 2.9 – Board of Trustees Representation: An AFT-SPS representative shall be recognized by the Board at all open Board meetings and may request items to be entered into the agenda. The AFT-SPS representative shall be furnished agendas, minutes, and study materials mailed to the public.

ARTICLE 3 – DISTRICT / AFT-SPS RELATIONS

Section 3.1 – Agreement Management Committee: An Agreement Management Committee (AMC) shall be formed for the purposes of reviewing the administration of this Agreement and/or of Board policies affecting the AFT-SPS employees' working conditions and attempting to resolve problems that may arise.

The AMC will meet quarterly on mutually agreeable dates provided agenda items are proposed. Additional meetings will be scheduled on an as-needed basis. These meetings are not intended to bypass the grievance procedure and shall not constitute an invitation to renegotiate the provisions of this Agreement.

Section 3.2 – AMC Meetings: The participation by AFT-SPS employees on the AMC shall not interfere with the individual's work responsibilities.

Section 3.3 — Notice of Change: Prior to any significant change in working conditions or other terms of employment, the AFT-SPS will be provided thirty (30) calendar days' advance notice. Less than thirty (30) calendar days, but as many as practical, may be given in emergency situations. A "significant change" is one that rises to the level of being subject to a demand to bargain either for content or impact.

ARTICLE 4 — MANAGEMENT RIGHTS

Section 4.1 - At its sole discretion, subject to the terms and conditions of this agreement, the District retains all rights and duties of management which will include, but not be limited to, the right to hire, assign work and job responsibilities, evaluate, correct and/or discipline work performance of all its employees; to evaluate the performance of its programs and operations, and to determine when and where facilities and operational resources will be located and maintained in part or in whole—including the size and structure of its workforce and all operations in support of its mission.

ARTICLE 5 – GRIEVANCE PROCEDURE

Section 5.1 — Definition of Grievance: A grievance is a complaint concerning any condition, action, or lack of action on the part of the District that the AFT-SPS believes to be a violation, misinterpretation, or misapplication of this Agreement or statute. All grievances shall be raised at the lowest level where settlement of the issue(s) can be made and shall be processed in a timely manner.

Section 5.2 — Grievance Consolidation: When two or more grievances involving the same alleged violation have been submitted, the District and the AFT-SPS may agree to consolidate them for processing.

Section 5.3 — Informal Settlement of Differences: Any employee or employee(s) who believe(s) a violation of this contract has occurred, or the AFT-SPS on behalf of an employee or a group of employees regarding a common concern, shall attempt to informally resolve all differences and questions relative to this Agreement. If agreement cannot be reached, a grievance may be filed by the AFT-SPS. Informal adjustments shall be consistent with the terms and conditions of this Agreement. The District shall give the AFT-SPS representative the opportunity to be present at such adjustment to make the views of the AFT-SPS known.

Section 5.4 — Time Lines: To be timely, a grievance must be filed in writing not more than thirty (30) calendar days after the employee's or AFT-SPS's cognizance of the facts upon which the grievance is based. All grievance meetings shall be held during the employee's working hours. Following the initial filing of a grievance, the timelines herein may be extended in writing by mutual agreement.

Section 5.4.1 - In the event AFT-SPS fails to move a grievance to the next step, the grievance shall be deemed settled and closed on the basis of the District's last answer unless both parties mutually agree to extend time limits.

Section 5.4.2 - In the event the District fails to respond within the timelines, the grievance shall automatically move to the next step, excluding mediation or arbitration.

Section 5.4.3 - Steps of this procedure may be bypassed with mutual consent of the District and AFT-SPS. A copy of the written grievance will be supplied to the HR Director and the immediate supervisor.

Section 5.5 — Formal Grievance Steps:

Step 1 – Supervising Administrator or Designee:

The grievance shall be committed to writing, dated, and signed by the grievant(s) and the AFT-SPS representative. The written grievance shall state the facts upon which it is based, the applicable provision(s) of this Agreement, and the remedy sought. The administrator shall acknowledge receipt of the grievance. The administrator shall discuss the matter with the employee and the AFT-SPS representative. Within twenty (20) calendar days of the receipt of the written grievance, the administrator shall respond in writing to the employee and the AFT-SPS representative. The AFT-SPS representative shall acknowledge service of the response. If the response does not grant the remedy requested, the administrator shall include an explanation.

Step 2 - Vice President or Designee's Review:

The AFT-SPS, in its sole discretion, may forward the grievance to the Vice President or designee of the supervising administrator within fifteen (15) calendar days if not satisfied with the Step 1 response. Within fifteen (15) calendar days, the Vice President shall meet with the AFT-SPS representative and the grievant(s) and respond. In the event the supervising administrator is a Vice President, the matter may be submitted directly to the President or designee.

Step 3 – President's Review:

If the AFT-SPS is not satisfied with the response of the Vice President or designee, the AFT-SPS may elect to present the matter in writing within fifteen (15) calendar days to the President (or designee). All evidence, arguments or reasons pertaining to the employee's grievance must be presented during the grievance process in order to be included as part of any subsequent hearing. The President (or designee) shall meet with the employee and the AFT-SPS representative within fifteen (15) calendar days of the request. The President shall have fifteen (15) calendar days from the time of the meeting to issue a written response.

Step 4 — Mediation (Optional):

Prior to moving to arbitration (Step 5), the parties may jointly request mediation by the Public Employment Relations Commission (PERC) within fifteen (15) calendar days from the date of the President's response. Any grievance not resolved in mediation may be submitted by AFT-SPS to arbitration within fifteen (15) calendar days from the date the mediator declares an impasse. In the event mediation fails to reach agreement on the issue before the parties, any offers of settlement made during the mediation process shall be considered null and void.

Step 5 - Arbitration:

The AFT-SPS may, within fifteen (15) calendar days following the written response of the President (or President's designee) or mediator's declaration of impasse, notify the District of its intent to arbitrate the grievance. AFT-SPS shall request a list of at least seven (7) arbitrators, in the Northwest, to be provided by PERC to the parties. The parties shall attempt to designate a mutually agreeable arbitrator.

If unable to do so, within fifteen (15) calendar days of receipt of that list, the parties shall flip a standard issue US quarter to determine who shall strike the first name; thereafter each will alternate striking one of the names until one name remains. The person whose name remains shall be selected as the arbitrator.

The arbitrator shall not have any power to modify, add to, subtract from, or disregard any of the terms and conditions of this Agreement. In addition, the jurisdiction of the arbitrator shall be subject to the following provisions:

- a) The arbitrator shall adjudicate only issues that arise under the express terms and conditions of this Agreement.
- b) The arbitrator shall not have authority to extend interpretations to matters other than those applicable to the particular issue(s) in the grievance.
- c) The arbitrator's decision and award shall not grant relief extending beyond a make-whole remedy.
- d) The arbitrator's decision and award shall include a statement of the issue(s), the remedy (if any), and the reasoning and grounds upon which the decision is based, and shall be rendered within thirty (30) days of the arbitration or the date written briefs are received or as agreed between the arbitrator and the parties.
- e) The arbitrator's decision and award shall be based on the evidence and matters presented to the arbitrator during the hearing, and written briefs, if submitted.
- f) The arbitrator will retain jurisdiction until such time as the award is completed.
- g) The arbitrator shall not have the authority to remand an issue back to the parties for negotiations.
- h) The arbitrator may require/subpoena any person to attend as a witness and to bring with him or her any book, record, document, or other evidence. The fees for such attendance shall be paid by the party requesting issuance of the subpoena and shall be the same as the fees of witnesses in the superior court. Arbitrators may administer oaths. Subpoenas shall be issued and signed by the arbitrator and shall be served in the same manner as subpoenas to testify before a court of record in this state.
- i) The arbitrator may, at the request of a party for good cause shown, order examination by deposition of witness (es) where such discovery is relevant and appropriate. Fees and/or expenses for depositions shall be paid by the party making such request.
- j) The fees and expenses of the arbitrator shall be borne equally by the parties.

Section 5.6 — Alternate Arbitration Procedure: Should the parties mutually agree to an alternative arbitration procedure, the matter will be referred to a PERC Labor Relations Adjudicator/Mediator appointed by the Executive Director pursuant to RCW 41.56.125 who shall serve as arbitrator. A copy of the contract the grievance was filed under and any documentation that is part of the grievance history shall be provided to the arbitrator along with the written statements of the parties' positions in advance of the hearing. The parties will meet as expeditiously as possible.

Present at the hearing will be an AFT-SPS representative and the grievant(s), and up to two administrators appointed by the President or designee. Each party may present a limited number of witnesses. The parties will present oral arguments and will be allowed brief rebuttals. The arbitrator is encouraged to question any participant at the hearing or call for additional information, as he/she deems necessary. Following such hearing, the arbitrator will render an immediate oral decision, followed by a written summary judgment. The decision of the arbitrator will be final and binding on all parties. There will be no recordings, transcription or other records kept of such hearings.

Section 5.7 — Hearings: All hearings shall be conducted during normal working hours at a time and place which will afford a fair and reasonable opportunity for all persons entitled to be present to attend. Employees directly participating in such hearings shall be granted released time. Each party shall bear the expenses of presenting their case.

Section 5.8 - Protection of Participants in Procedure: Individuals involved in the grievance procedure shall not suffer any restraint, interference, discrimination, coercion, or reprisal as a result of any legal participation in the grievance procedure. Any grievance pending arbitration shall in no way be prejudiced by the termination of the grievant(s).

Section 5.9 - Retroactivity: Any adjustment, judgment, or settlement awarded as a result of a grievance, where applicable, may be retroactive to the date of the violation.

ARTICLE 6 – CLOSURES AND SUSPENDED OPERATIONS

Section 6.1 — Notice: When the District determines that operations of all or part of the institution shall be suspended, the following shall be applicable to employees:

- a) Suspension occurring prior to the start of the workday will be broadcast to employees by media serving the community, and by District and campus internal channels.
- b) For suspensions occurring during the workday, employees will be notified via the campus alert systems.

Section 6.2 — Partial-Day Emergency or Designated Closure: In the event of a partial-day closure, employees may be required to return to work.

Section 6.3 — Suspended Operations: Employees relieved from their regular work assignment due to suspended operations will not be required to make up time missed as a result of closures in those instances where classes are cancelled.

Section 6.3.1 — Essential Employees: The District may designate essential employees who may be required to work during a period of suspended operation. Other employees may be notified of their need to work during suspended operations, dependent on operational needs.

ARTICLE 7 — HOLIDAYS

Section 7.1 — Recognized Holidays: The Seattle College District shall observe the following paid holidays:

New Year's Day
Martin Luther King Day
Presidents' Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Native American Heritage Day
Christmas Eve
Christmas Day

Section 7.2 — Holiday Pay Eligibility: An employee will receive pay equivalent to the employee's work shift on the holiday. When a holiday falls on an employee's regularly scheduled day off, he/she shall receive a day in lieu of the holiday.

ARTICLE 8 — VACATION LEAVE

Section 8.1 — Accrual: Employees are entitled to annual leave that accrues at a rate of two (2) — eight (8) hour days per calendar month of completed service. As of December 31st of any year, exempt employees' leave balances should be at or below 352 hours. Hours above 352 as of December 31st will be extinguished.

Section 8.1.1 — Hired Before Mid-Month: New employees hired before the 16th of a month receive credit for the entire month.

Section 8.1.2 — Hired After Mid-Month: If hired on the 16th or later, the employee's leave accrual will start on the first of the following month.

Section 8.2 — Accrual During Leave Without Pay: Employees on Leave Without Pay (LWOP) more than ten (10) workdays in any calendar month shall not accrue vacation for that month.

Section 8.3 — Scheduling of Vacation: The employing unit supervisor shall schedule vacation leave at a time most convenient to the work of the unit. Leave will be scheduled in accordance with the wishes of the employee in any amount up to the total of the earned leave credits when possible. Before leave is taken, the employee shall obtain written approval from his or her supervisor.

Section 8.3.1 — Leave Balance Reporting: Employees' leave balances will be available online via the employer's Time Leave Reporting (TLR) tool.

Section 8.4 — Part-time Employees: Employees working less than full-time but at least 50% of full-time schedules for more than six (6) months shall accrue vacation leave credit on the same pro-rata basis that their position bears to a full-time employee.

Section 8.5 — Temporary Employees — Upon hire, employees who are working at a minimum 50% for more than six (6) consecutive months shall accrue vacation of a proportional basis to a full time schedule.

ARTICLE 9 — SICK LEAVE / LEAVES OF ABSENCE

Section 9.1 — Accrual: A full-time employee shall accrue one (1) - eight (8) hour day of sick leave credit for each month of completed professional service.

Section 9.1.1 — Part-time Employees: Part-time employees shall accrue sick leave on the same pro-rata basis that their appointment bears to a full-time schedule.

Section 9.1.2 — During Leave Without Pay: Sick leave credits shall not accrue during leave without pay when it exceeds ten (10) workdays in any calendar month.

Section 9.2 — Sick Leave Usage: Employees shall be allowed to access sick leave because of illness, disability, or injury of the employee or to care for a member of their immediate family. Sick leave may also be granted for condolence or bereavement where the employee has exhausted paid bereavement leave. Immediate family is defined as the employee's parent, spouse, (or domestic partner), or child.

Section 9.3 — Sick Leave Reporting: Employees should report illness or disability to their immediate supervisor at the beginning of any period of sick leave and daily thereafter unless prearranged.

Sick leave will be reported on the approved form.

Section 9.4 — Sick Leave While on Vacation: An employee shall have the appropriate time of vacation leave restored to his/her credit if he/she becomes eligible for sick leave while on vacation leave. The employee shall submit a request for change in leave status to his or her supervisor within two days upon returning to work.

Section 9.5 — Parental Leave: Parental leave shall be granted because of the birth of a child to the employee and in order to provide care or because of the placement of a child with the employee for adoption or foster care. Notice of such leave should be given to the supervisor as much in advance as possible.

Section 9.5.1 — Months of Parental Leave Allowed: Parental leave shall not total more than six (6) consecutive calendar months, including any portion covered by Family Medical Leave (FMLA), unless additional time is granted by the District.

Section 9.5.2 — Leave Combination: Parental leave may be a combination of accrued paid leave and/or leave without pay. The combination and use of paid and unpaid leave shall be the choice of the employee.

Section 9.6 — Attendance Incentive Program: Attendance incentives or sick leave buy-out programs will be in accordance with provisions found in RCW 41.04.340.

Section 9.6.1 — Annual Sick Leave Buyout Option: In January of the year following a year in which a minimum of sixty (60) days of sick leave is accrued, and each following January, an eligible employee may exercise an option to receive remuneration for unused sick leave accumulated in the previous year at a rate of 25% or equal to one day's monetary compensation of the employee for each four full days of accrued sick leave in excess of sixty (60) days. Sick leave for which compensation has been received shall

be deducted from accrued sick leave at the rate of four (4) days for every one day of monetary compensation.

Section 9.6.2 — Sick Leave Buyout at Retirement or Death: At the time of separation from employment with the college district due to retirement or death, an eligible employee or the employee's estate will receive remuneration at a rate equal to one (1) day of current monetary compensation of the employee for each four (4) full days of accrued sick leave.

Section 9.6.3 — Sick Leave Reimbursement into VEBA: Contingent on a vote by the AFT-SPS to authorize continuation of the VEBA program, employees shall have all funds generated by sick leave buyout at retirement contributed to a Voluntary Employee's Beneficiary Association (VEBA). AFT-SPS may give notice to the District at any time that they wish to cancel participation in the VEBA program for the next plan year consistent with the program's guidelines and IRS rules.

Section 9.7 - Family Medical Leave Act (FMLA): Pursuant to the Federal Family Medical Leave Act of 1993 (FMLA), eligible employees shall be entitled to a total of twelve (12) workweeks of absence during a twelve (12) month period for one or more of the events cited below:

- a) the birth of a child and to care for the newborn child within one year of birth;
- b) the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- c) to care for the employee's spouse, child, or parent who has a serious health condition;
- d) serious health condition that makes the employee unable to perform the essential functions of his or her job;
- e) any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or
- f) Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

Section 9.7.1 — Eligibility: An eligible employee is one who has worked for the District for at least twelve (12) months and for at least 1,250 hours during the previous twelve (12) month period.

Section 9.7.2 — Other Provisions: When it is determined that an employee's leave meets the eligibility requirements under FMLA, the District shall notify the employee that part or all of the requested leave falls under FMLA requirements. An eligible employee can take up to twelve (12) weeks of leave during a twelve (12) month period. The District will measure the twelve (12) month period forward from the date the requesting employee's first FMLA leave begins. The employee's next FMLA leave year would begin the first time FMLA leave is taken after completion of the previous twelve (12) month period.

The District may require medical certification for leave under FMLA. Employees may use any combination of paid or unpaid leave to which they are entitled toward the FMLA entitlement. Employee absences shall be granted on an intermittent or reduced schedule at the employee's request when medically documented. Employees granted FMLA leave will be required to give timely notice of intent to return. Upon returning to work after the employee's own FMLA qualifying illness, the employee will be

required to provide a fitness for duty certificate from a health care provider. The District will maintain its portion of paid medical benefits during the FMLA period, even if the leave is unpaid. The employee has the right to return to the same or equivalent job upon return from approved FMLA leave.

ARTICLE 10 — MISCELLANEOUS LEAVES

Section 10.1 — Military Leave – The District will comply with all current laws relative to military leave.

Section 10.2 — Civic Duty Leave: Paid leave of absence for jury duty, or to respond to a subpoena for a legal proceeding must be granted to employees. If the employee is a plaintiff or a defendant in a case not related to his or her employment, there shall be no compensation.

Section 10.3 — Bereavement Leave: Paid leave in addition to sick and vacation leave shall be granted for bereavement. Up to four (4) days of bereavement leave shall be granted for each death of a family member or household member. "Family members" is defined as mother, father, sister, brother, mother-in-law, father-in-law, husband, wife, domestic partner, grandparent, grandchild, son, daughter, stepchild, or a child in the custody of and residing in the home of the employee. Up to four (4) additional days may be granted for out of state travel.

Section 10.4 — Shared Leave: The purpose of the Washington Shared Leave program (RCW 41.04.665) is to permit Seattle District employees to come to the aid of another Seattle District employee who is suffering from, or has a relative or household member suffering from, an extraordinary or severe illness, injury, impairment, physical or mental condition which has caused or is likely to cause the employee to take leave without pay or terminate their employment, and the employee has depleted or will likely deplete his/her leave reserves.

The employee in need of leave shall submit to the District HR or its designee, prior to approval or disapproval, a medical certificate from a licensed physician or health care practitioner verifying the employee's required absence, and the expected date of return to work. The District shall determine the amount of leave, if any, which an employee may receive under these rules, not to exceed five hundred and twenty-two (522) days.

The District agrees to consider other methods of accommodating the employee's needs, such as modified duties, modified hours, flextime, or special assignments in lieu of shared leave usage.

Section 10.5 — Leave Without Pay (LWOP)

Section 10.5.1 — Reasons for LWOP: Leave without pay may be allowed for reasons such as:

- a) Conditions applicable for leave with pay
- b) Disability
- c) Educational pursuit
- d) Leave for government service in the public interest
- e) Parental leave

- f) Family or household care emergencies
- g) To accommodate annual work schedules of employees occupying cyclic year positions
- h) Serious health condition of an eligible employee's child, spouse, or parent
- i) To mitigate the consequences of victims of domestic violence, sexual assault or stalking

Section 10.5.2 — Requests in Writing: Requests for planned leave without pay must be submitted in writing and approved by the appropriate supervisor.

Section 10.5.3 — Non-Accrual During LWOP: Vacation leave and sick leave credits will not accrue during leave without pay which exceeds ten (10) work days in any calendar month.

Section 10.5.4 — Duration of LWOP: Leave without pay extends from the time an employee's leave commences until he/she is scheduled to return to continuous service, unless at the employee's request the appropriate administrator agrees to an earlier date. Leave without pay shall not exceed twelve (12) months except for educational leave which may be allowed for the duration of actual attendance. Leave without pay may be extended for up to an additional twelve months upon signed request of the employee and signed approval of the appropriate administrator.

Section 10.5.5 — Return to Work: At the conclusion of the approved leave, the District agrees to continue such employees in the same or comparable position and geographical area, and at a salary no less than the one received when departing on leave.

Section 10.6 — Victims of Domestic Violence Leave: In accordance with RCW 7.69.030, employees who are victims of domestic violence, sexual assault, or stalking as defined by state law may take reasonable vacation or sick leave, intermittent leave with or without pay, or work on a reduced schedule. The College may request leave requested under this section be supported by verification in accordance with WAC 357-31-730.

Section 10.7 — Exclusion from Arbitration: Decisions regarding permissive extension of leave benefit(s) as specified in this Article are the exclusive right of the District. Should an employee disagree with the decision, they may request reconsideration by the President within seven (7) calendar days of the decision, but any decision by the President is final and binding without right of recourse.

ARTICLE 11: WORKLOAD/COMPENSATION

Section 11.1 — Reasonable Workload:

Exempt employees are expected to work as many hours as necessary to fulfill their responsibilities and provide the public services which they have been assigned; and the salary paid is full compensation for work performed.

Any additional compensation for additional duties requires recommendation by the College President and approval by the District Compensation Committee, and must include clear documentation of the circumstances warranting additional compensation.

Employees' assignments will be consistent with current job descriptions and reasonable workloads. Individual schedules may change from time to time as approved by the supervisor to accommodate workload or employee requests for flexibility.

Section 11.2 – Stipend Pay: Eligible “stipend work” for Exempt employees is defined as any substantial but temporary assignment not otherwise covered by the employee’s current professional responsibilities as defined by the essential functions of her/his current job description. Stipend assignments must be defined in writing and approved by the Compensation Committee using the Request for Exempt Change Form.

“Temporary” means an assignment which has a definable start and finish or assignment to a recurring responsibility, such as managing a specific grant for a designated period of time. “Substantial” means an assignment not reasonably covered by the duty statement “performs other duties as assigned.” Eligible stipend work must be recommended in advance by the immediate supervisor and the College President, and approved by the Compensation Committee prior to the assignment start date.

Section 11.3 – Permanent Change/Increase in Workload: In the event additional permanent duties or assignments are included in the employee’s workload such that the overall scope of responsibilities and essential functions are increased, the employee or supervisor may request a review by the Compensation Committee using the Request for Exempt Change Form to determine if additional pay is appropriate.

Section 11.4 – Reevaluation: Reevaluation is the process in which an existing job is evaluated for placement in the proper salary grade. All reevaluations require the approval of the District Compensation Committee and may be submitted to the DCC by the employee and/or the employee’s supervisor.

Reevaluations are initiated using the Request for Exempt Change Form. This form initiates the review of a position by the District Compensation Committee. An updated job description is required.

Reevaluation of a position may or may not result in a change of annual salary.

Section 11.4.1 - Position Reevaluation Response: Within sixty (60) days the Compensation Committee will determine action to be taken on a Position Reevaluation and notify the parties.

In the event a Position Reevaluation Request is denied, the employee and the supervisor shall be given the rationale for the denial in writing. AFT-SPS shall receive notification of the disposition of Professional Staff position reevaluation requests.

ARTICLE 12 — PROFESSIONAL DEVELOPMENT

Section 12.1 — Purpose: The District recognizes the value of having its employees participate in education and skill development training and shall consider requests for such opportunities. The District will encourage and support employees in their development and pursuit of professional development mutually agreed upon between the employee and supervisor.

Section 12.2 — SCD Tuition Waiver: Employees may take Seattle Colleges District (SCD) classes during work time with no loss of pay in accordance with the SCD Tuition Waiver Policy, if approved by the

supervisor, and does not interfere with the completion of employee work assignments. Consideration for release time to take classes during work time will be limited to trainings or courses directly related to the employee's current position as determined by the supervisor. The District shall waive tuition and fees for all employees who wish to take SCD classes per RCW 28B.15.558.

Section 12.3 — Workshops: The District agrees to conduct workshops to promote employee productivity and efficiency, communication skills, etc. Employees must first request and receive supervisor approval to attend such workshops on paid time. These workshops may include all staff or may be sponsored by sub-units, i.e., Instruction, Administration, Student Services, etc. Attendance will be considered as time worked for employees on all shifts.

Section 12.4 — Professional Leave:

- a) Guidelines for Professional Leave -- Professional leave for employees is for the purpose of demonstrably improving professional capabilities and knowledge and thus enhancing the potential for contribution to the institution and its goals.
- b) Eligibility -- To be eligible for professional leave, an employee must have completed FTE of three (3) or more years of full-time employment with SCD.
- c) Decision of the Appointing Authority -- The final decision to grant a professional leave to an employee rests with the District Chancellor. The decision must take into consideration all cost factors involved with the leave and for filling the vacated position. Professional leave requests funded with individual college funds will be reviewed and approved by the President of the college or the Chancellor for the district office. Two or more slots for professional development leave may be granted each year subject to the leave approval process defined above.
- d) Other Factors in Granting Leave -- Major factors in evaluating the request for professional leave will include cost considerations, the employee's professional leave application, demonstrated resources and feasibility of the proposal.
- e) Length of Professional Leave -- An employee may be granted professional leave for a minimum of two weeks to a maximum of one quarter.
- f) Leave Extensions -- The recipient of professional leave may request additional leave without pay beyond the approved professional leave period. Approval for any additional leave period must be obtained from the College President and District Chancellor prior to a leave extension. The College President and District Chancellor will stipulate the conditions and terms upon which additional leave will be granted.
- g) Compensation -- An employee who is granted professional leave will receive 100 percent of salary during the length of the leave.
- h) Committed Service Upon Return From Leave -- Recipients of professional leave must agree in writing to return to the SCD immediately upon completion of leave for a period equal to the length of the leave granted. If the recipient does not return to SCD employment from professional leave as specified, or following the termination of an extension of the leave without pay, the recipient will refund all pay received during the leave period.
- i) Employment by the District -- An employee who is awarded professional leave may not be employed by the SCD, with the exception that the employee may teach up to a 33% workload during the hours outside of their pre-leave approved work schedule.

- j) Status Upon Return from Leave -- At the conclusion of the approved leave the District agrees to continue such employees in the same position or comparable position, and at a salary no less than the one received when departing on leave.
- k) Written Report -- Recipients of professional leave will submit three copies of a written report concerning their professional leave activities within sixty (60) days after returning from professional leave. One copy of this report will be forwarded to the appropriate supervisor. Two copies will be forwarded to the Chief Human Resources Officer (1DO100).
- l) Fringe Benefit Status -- Employees will continue to accrue all fringe benefits during the period of any paid professional leave. Insurance and retirement contributions will continue to be made through regular payroll deductions. Employees on leave without compensation may make separate arrangements with the District payroll office to continue their benefit programs through an approved reimbursement process.
- m) Applications for Professional Leave -- Employees who wish to apply for professional leave must submit their application for employee professional leave by March 1 of each year to their appropriate supervisor who will submit the application to the College President.

Section 12.5 — Copyrights & Patents: The ownership of any materials, processes or inventions developed solely by an employee's individual effort, research and expense, conducted on his or her own time, shall vest in the employee and be copyrighted or patented, if at all, in his or her name.

The ownership of materials, processes or inventions produced solely for the District and at District expense shall vest in the District and be copyrighted or patented, if at all, in its name.

In those instances where materials, processes or inventions are produced by an employee with District support by way of use of significant personnel, time, facilities or other District resources, the ownership of the materials, processes or inventions shall vest in and be copyrighted or patented by, if at all, the person designated as the owner by written agreement between the parties, prior to the production. In the event there is no such prior written agreement, the ownership shall vest in the District.

ARTICLE 13 - CONDITIONS OF EMPLOYMENT

Section 13.1 — Regular Employment: A regular position is an employment position which:

- a) the District expects to have funding for the foreseeable future, without any currently known or currently anticipated termination;
- b) the Employee is scheduled to work for at least an ongoing average of twenty hours per week, although that weekly schedule may periodically be modified; and
- c) is ordinarily filled through a competitive recruitment under the District's established hiring procedure.

An employee hired or placed into a position designated as regular full or part-time and has acceptable performance of his or her respective job responsibilities, adheres to District policies, and demonstrates acceptable professional/personal behavior, during the year, will maintain the reasonable expectation of continued employment with the District with the following exceptions:

1. The District may choose to non-renew the employment contract without cause, with the following severance requirements:

- a) All non-renewal decisions must be vetted and approved by the respective college President and district Chief Human Resources Officer.
- b) The affected employee will have the opportunity to present reasons why the employment contract should be continued.
- c) If "time in service" is less than two years, the affected employee would receive severance equal to one month's pay at the employee's regular salary.
- d) If "time in service" is two years or more, the affected employee would receive severance equal to six month's pay at the employee's regular salary.

The District may choose to discipline or dismiss an employee for cause, including, but not limited to, poor performance, violation of District Policies, or unacceptable professional behavior.

An employee whose employment contract is discontinued for cause would have access to the grievance procedure but would not be eligible for any severance options defined above.

Section 13.2 — Temporary Assignment: A time-limited position with a specific start and end date.

Example: The grant provided funding for a one-year position. A temporary employee has no right or expectation of regular or continuing employment.

Section 13.3 - Interim Assignment: Temporarily filling a vacant position for up to twelve months unless otherwise agreed. Example: After the current Assistant Registrar retired, an employee was appointed as the Interim Assistant Registrar while the recruiting process occurred.

Section 13.4 — Displacement/Reassignment of Regular Employees: With the exception of grant funded positions, in the event that the District reorganizes, terminates programs, changes professional staff assignments, or otherwise needs to displace regular employees, advance notice shall be given to AFT-SPS. If changes will result in termination of professional staff employees, the District shall notify the AFT-SPS at least thirty (30) calendar days prior to the change and the following shall apply:

- a) The District shall reassign an affected employee to a comparable vacant position, if available.
- b) If a regular employee who has been employed with the District less than two (2) years cannot be reassigned, the employee shall receive one (1) month full compensation upon employment termination.
- c) If a regular employee who has been employed with the District two (2) years or more cannot be reassigned, the employee shall receive six (6) months full compensation upon employment termination.

Section 13.5 – Sufficient cause: Sufficient cause for termination shall include, but not be limited to:

- a) Conviction of work-related crime;
- b) Conviction of a crime which prohibits successful performance of the job;
- c) Gross misconduct and/or insubordination;
- d) Willful and egregious violation of District rules, policies, procedures, or directives;
- e) Documented incompetence in the performance of professional duties;
- f) Neglect of duty or abandonment of position;

- g) Sexual harassment;
- h) acts of moral turpitude;
- i) Workplace violence;
- j) Knowing and willful breach of ethics;
- k) Conviction for aiding and abetting or participating in:
 - 1) Any unlawful act of violence;
 - 2) Any unlawful act resulting in destruction of Seattle College property; or
 - 3) Any unlawful interference with the orderly conduct of the education process.

ARTICLE 14 — REDUCTION IN FORCE (RIF)

Section 14.1 – Declared Financial Emergencies: If the Board of Trustees declares a financial emergency, or if the State Board for Community and Technical Colleges declares a financial emergency, Reduction in Force (RIF) procedures may be applied to professional staff positions. In such instances, professional staff employees whose positions are being reduced or eliminated will be given ninety (90) calendar days' notice with a copy to the AFT-SPS.

Section 14.2 – Transfer within the District: In the case of a RIF, the District reserves the right to laterally transfer candidates who meet the minimum qualifications for any vacant position within the bargaining unit to avoid layoff, with salary set at the rate for the position the employee has been performing.

ARTICLE 15 — POSITION DESCRIPTIONS / HIRING / VACANCIES / TRANSFER /UNIT WORK

Section 15.1 — Position Descriptions: All regular and part-time professional staff positions shall have a current position description. The position description will detail the position's scope, primary responsibilities, essential functions, and the assigned supervisor. A final copy must be approved by the supervisor and local HR Director.

Section 15.2 — Hiring New Positions: When a new position is created, the District will provide AFT-SPS with the proposed job description. If the AFT-SPS feels a position should be included in the bargaining unit, the AFT-SPS will request a meeting with the District to discuss their concerns.

Section 15.3 — Search Committees: At least one regular professional staff employee shall be considered for inclusion on relevant search committees.

Section 15.4 — Notice of Vacancies: The District will post regular positions for a minimum of seven (7) calendar days, including e-mail notice to all professional staff employees.

Section 15.5 - Unit Work: The District will notify the AFT-SPS in the event that an AFT-SPS position/work is being considered for removal from the bargaining unit.

ARTICLE 16 — PERSONNEL FILE

Section 16.1 — General: The District shall retain one official personnel file for each employee. This file shall reside in the District Human Resources Office. No other official personnel file shall be maintained by any officer or administrator of the District. This provision shall not preclude the maintenance of all lawful payroll records by the business office or maintenance of other essential records by appropriate personnel for the operation of the District. An electronic facsimile of personnel file documents such as leave slips, notices of assignment, and performance evaluations in lieu of actual documents may be kept.

Section 16.2 — Placement of Material in the File: Material concerning any employee may be placed in the personnel file after the employee has been notified and has been given an opportunity to read, append or answer any charges, complaints, or statements, and sign and date the material. Such signing signifies acknowledgement, but does not imply agreement.

Section 16.3 — Removal of Adverse Material: After two (2) years from the date of placement of adverse material in the personnel file, if there has been no action/complaint of the same nature, the adverse material shall be removed upon request of the employee. The College President or designee shall consider a written request for the early removal of adverse material and advise the requesting party in writing of the action taken. The decision of the College President will not be subject to the grievance procedure.

Section 16.3.1 —Timeliness: Adverse material more than two (2) years old shall not be used for disciplinary purposes unless there have been complaints of the same nature during those two (2) years.

Section 16.4 — Right to Review & Make Copies: Each employee shall have the right to review the entire contents of his or her personnel file, except for confidential materials. Upon the employee's request, an AFT-SPS representative or another representative chosen by the employee may accompany him or her to review the personnel file. The contents of the personnel file, except for confidential materials, shall be available for photocopying in the presence of the person in charge of the file, the Professional Staff employee, and his/her representative.

Section 16.5 —Operational Files: Administrators may keep operational files on individual employees. Additional employee files may include supervisory, attendance, and payroll information. Employees have the right to review operational files as provided for in Section 16.4.

ARTICLE 17 — PERFORMANCE EVALUATIONS

Section 17.1 — General: The District will conduct an employee's annual performance evaluation.

Section 17.2 - Purpose of Evaluations: The performance evaluation process will be a participative and collaborative process for:

- a) reviewing the employee's past performance
- b) establishing future performance expectations
- c) recommending training/development needs

- d) identifying other organizational support that the employee may need

Section 17.3 — Workload Review: The current job description and the employee's workload will be reviewed during the annual performance evaluation.

Section 17.4 — Plan for Improvement: In the event an evaluation shows areas in need of further development, the employee and supervisor may proceed with the development of a plan for improvement designed to strengthen the areas identified. The plan for improvement will be developed jointly and may include desired outcomes, a timeline for evaluating progress and the resources available.

Section 17.5 — Disciplinary Action: Performance evaluations shall not be used to initiate disciplinary action.

Section 17.6 — Retention: Performance evaluations will be retained in an employee's personnel file.

Section 17.7 — Employee Copy: An employee will receive a copy of the completed performance evaluation.

ARTICLE 18 — INSURANCE & PENSION BENEFITS

Section 18.1 — Medical Insurance Benefit: The District will contribute an amount as determined by the Public Employees Benefits Board (PEBB) annually for benefits in calendar year 2014 and thereafter. The District shall deduct any employee contributions necessary to fully fund PEBB coverage. As determined by the PEBB, this insurance may include dental, life and long-term disability insurance coverage.

Section 18.2 — Retirement Benefit: The Teacher's Insurance Annuity Association and College Retirement Equity Fund (TIAA/CREF) and the Washington Public Employees Retirement System (WPERS) are available to employees; however, if an employee has been a member of the Washington State Teachers Retirement System (WSTRS) the employee may choose to remain on that prior plan. The specific standards for eligibility have been established and the Employee Services Department is responsible for making the information available to employees.

ARTICLE 19 — HEALTH / SAFETY

Section 19.1 — Safety Committee: Washington Industrial and Safety Health Act (WISHA) standards and procedures shall be conspicuously posted and adhered to at each college campus and district office. The Professional Staff representative(s), recommended by the AFT-SPS President, will serve as a representative of the AFT-SPS on the College Safety Committee.

Section 19.2 — District's Role: In partnering with AFT-SPS to provide a safe environment, the District will take appropriate steps to mitigate the danger and provide a threatened employee with information regarding what response(s) are planned or have been taken.

Section 19.3 — Employees' Role: In partnering with the District, employees shall endeavor to avoid unsafe work practices and agree to aid the District wherever possible in promoting a healthy and safe environment in the workplace.

Section 19.3.1 — Reporting Hazardous Conditions: Hazardous or unsafe work conditions shall be reported to a supervisor or another administrator. The affected employee shall not be required to resume work in the area or perform the hazardous task until the hazard or condition is corrected. A request to leave or move to a temporary alternate worksite may be granted by the employee's immediate supervisor.

Sections 19.3.2 — Reporting Safety Issues: Employees are encouraged to report to Campus Security circumstances and/or individuals which may present a threat anywhere on campus. Campus Security personnel will investigate and report the incidents as needed. Employees should additionally report the threat to their supervisor. If the supervisor is the threatening party, the employee should report the event to Security and the Director of Human Resources.

Section 19.4 — Workplace Violence / Hostile Work Environment: The District is committed to its employee's safety and health. As such, workplace violence or a hostile work environment will not be tolerated.

The institution defines workplace violence to include verbal threats, threatening behavior or physical assaults occurring in the workplace by a stranger, customer, client or co-worker.

The District will make reasonable efforts to see that all employees adhere to practices that are designed to make the workplace safe and secure.

Employees are encouraged to come forward with their concerns or complaints about workplace violence or a hostile work environment. Immediate and appropriate action, as described in the complaint procedure, will be taken to resolve complaints. Retaliation against any individual for making a complaint or cooperating in an investigation will not be tolerated.

Section 19.5 — Non-Discrimination: Neither the District nor the AFT-SPS shall discriminate against any employee on the basis of race, creed, color, national origin, sex, sexual orientation, sexual identity, disabling condition, marital status, age, religious or civil affiliation, or presence of any physical, sensory, or mental handicap, or veteran status.

Section 19.5.1 — Workforce Diversity: The District and AFT-SPS recognize and reaffirm their support and commitment to the concept of Workforce Diversity.

ARTICLE 20 — TRAVEL / PARKING

Section 20.1 — Travel: Employees required to travel in order to perform their duties will be reimbursed within thirty (30) days for any authorized travel expenses after receipt of the properly completed Travel Expense Voucher (e.g., mileage and/or per diem), in accordance with the regulations established by the Office of Financial Management and the District policies.

Section 20.2 — Parking: The District provides on-campus parking for employees in accordance with the Commute Trip Reduction Program. Employees who are employed at more than 50% of full time for more than 6 months shall have the opportunity to purchase parking permits through payroll deduction. Appropriate parking permits shall be issued to all employees of the District who purchase parking.

Section 20.2.1 — Parking Fee Increases: The impact of changes to parking fees shall be bargained with AFT-SPS prior to implementation.

ARTICLE 21 — Savings Clause

Section 21.1 — Partial Invalidity: If any provisions of this agreement shall be found in violation of the law or invalid by any court or administrative agency of competent jurisdiction, such provision(s) shall be deemed invalid. The remainder of the Agreement will remain in full force and effect. AFT-SPS and the District will meet for the purpose of re-negotiation of any Article or portion of this Agreement found to be in violation of the law or invalid. Such request by either party shall be in writing within sixty (60) calendar days of an article or section being found in violation of the law.

Section 21.2 — Release Time For Negotiations: Employee(s) on the AFT-SPS bargaining team shall be given reasonable time during work hours to participate in negotiations, without loss of pay or other benefits, provided this release time does not interfere with the day-to-day operations of the institution.

Section 21.3 — Distribution of Agreement: An electronic copy of the Agreement shall be posted to the District web site.

Section 21.3.1 — New Hires: Newly hired employees shall be provided with the link to this Agreement.

Section 21.4 — Term of Agreement: The term of this Agreement shall be from July 1, 2015 through June 30, 2018.

Section 21.5 — Successor Agreement: Either party may request negotiations of a Successor Agreement by notifying the other party in writing prior to expiration. In the event that such notice is given, negotiations will begin at a time agreed upon by the parties.

Section 21.6 — Wage Reopener: In the event the legislature authorizes or allocates funding for salary increases for exempt employees, this Agreement shall be reopened for the limited purposes of bargaining the distribution of such funds.



SEATTLE
COLLEGES

MEMORANDUM

Seattle
CENTRAL
College

NORTH
Seattle
College

SOUTH
Seattle
College

SVI Seattle
Vocational
Institute

Georgetown
Campus

NewHolly
Learning
Center

Seattle
Maritime
Academy

Wood
Technology
Center

TO: Board of Trustees

FROM: Dr. Jill Wakefield, Chancellor

DATE: September 10, 2015

SUBJECT: American Association of Community Colleges (AACC) Pathways Project Proposal

Background

Seattle Colleges has been invited by the American Association of Community Colleges (AACC) to submit a proposal to participate in the Pathways Project, a national project focused on building capacity for community colleges to design and implement structured academic and career pathways for all students. National partners include Achieving the Dream, Inc., Aspen Institute, the Center for Community College Student Engagement, the Community College Research Center, Jobs for the Future, the National Center for Inquiry and Improvement, and Public Agenda. A select group of 30 colleges from 10 states, including Washington state, will participate in six institutes from 2016-2018 in facilitated discussion with experts and other college teams. Funding of \$5.2 million for the project has been provided by the Bill & Melinda Gates Foundation.

The proposal materials ask for an indication of the governing board's support of participation in the project. Applicant's governing boards are asked to consider their agreement with the following:

The governing board [Seattle Colleges Board of Trustees] is committed to supporting leadership through a long-term reform process that will involve substantial and sometimes difficult change...

and to spending regular time in work sessions, retreat, and/or regular meetings in discussion and review of data on student progress and completion and the work of pathways design and implementation.

The attached report provides a brief description of the Pathways Project. The deadline for proposal submission is September 21, and if accepted, Seattle Colleges would begin participating in February of 2016 until the project's conclusion in late 2018. This request is for the Board of Trustees to express support for our application.

Recommendation

It is recommended that the Seattle Colleges Board of Trustees approve the statement in support of the colleges proposal to the AACC Pathways Project.

Submitted by:


Dr. Jill Wakefield
Chancellor

Washington District VI
1500 Harvard Avenue
Seattle, WA 98122
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www.seattlecolleges.edu



PROJECT DESCRIPTION

Building Capacity For Reform at Scale In The Community College Field

A decade of intensive focus on improving student success in community colleges has produced notable effects: a dramatic increase in awareness of the challenges and in commitment to college completion as a critical goal; a sea change in the use of data to assess and monitor student success and institutional performance; a growing body of evidence regarding effective educational practice in community colleges; and increasing numbers of institutions that are putting that knowledge into practice and demonstrating encouraging results. These promising developments can be attributed to the unprecedented efforts of a collection of philanthropies, national organizations, state systems, and institutions that have worked both collectively and individually to investigate practice, implement change, and produce results.

Now, there is a striking convergence of research and lessons of experience, as these people and their organizations have come to the shared understanding that progress, while evident in some places, is too slow; that the favored solutions of the past decade, while often necessary components of change, do not adequately address the magnitude of the challenges community colleges and their students face; and that typically, the changes thus far achieved have not been fundamental enough—and certainly not scaled enough—to achieve the improvements in completion of college credentials with strong labor market value, especially among low-income students and students of color, that are necessary to *reclaim the American Dream*.

Recognizing these realities—and affirming the critical role of America's community colleges, the American Association of Community Colleges (AACC) has undertaken, with generous funding from the Bill & Melinda Gates Foundation, a national project focused on building capacity for community colleges to design and implement *structured academic and career pathways* for all of their students.

Building on emerging research and experience in the field, the project reflects AACC's commitment to follow through strategically on recommendations set forth in the 2012 report of the 21st-Century Commission on the Future of Community Colleges, *Reclaiming the American Dream*, and the 2014 implementation guide, *Empowering Community Colleges to Build the Nation's Future*.

National Partners

Key national partners in the project are Achieving the Dream, Inc., Aspen Institute, the Center for Community College Student Engagement, the Community College Research Center, Jobs for the Future, the National Center for Inquiry and Improvement, and Public Agenda.



MEMORANDUM

TO: Board of Trustees

FROM: Jill Wakefield
Chancellor

DATE: September 10, 2015

SUBJECT: Recommendation regarding in-state tuition policy

Background

The Seattle Colleges administration has been reviewing policies to meet our enrollment and tuition goals.

One strategy that we have been exploring for several months is to eliminate our practice of charging newcomers to Washington out-of-state tuition for one year. In-state tuition is currently \$1,282 per quarter (15 credits) and out-of-state tuition is \$3,083 per quarter (15 credits). We believe that many newcomers don't consider enrolling until they meet the one year threshold. We estimate that this new strategy has the potential to add more than 250 new full-time equivalent students to our enrollment.

Several local colleges have changed their policies to charge in-state tuition for those who have moved to Washington from another state. Because of the large number of individuals and families moving to Seattle, we believe that charging in-state tuition to these potential students would encourage them to enroll sooner.

Recommendation

It is recommended that the Board approves of the Seattle Colleges charging in-state tuition for all students (excluding international students) beginning Winter Quarter 2016.

Submitted with a favorable recommendation by:

Jill Wakefield, Ed.D.
Chancellor

Out-of-State Tuition Waiver Analysis

June 19, 2015

Background

Seattle Colleges is expected to fall short of its enrollment allocations in 2014-15 by about 11 percent (excluding conversions). The District is also expected to fall short of the 14,929 FTES allocation projected in 2016-17. Some current strategies, such as converting international students to be counted as state-funded FTES, are being reconsidered. The allowance of converting international students has now been capped at 2 percent. Out-of-state students may be another source to meet enrollment shortages; they constituted 270 FTES or about 2 percent of total state-supported FTES at Seattle Colleges in 2013-14. The District is exploring all options to recruit new, additional students, including those from out-of-state. The purpose of this memo is to summarize enrollment and financial implications of waiving tuition and fees for out-of-state students.

Important facts about waiver programs and residency classifications:¹

- SBCTC colleges have discretion in whether to participate in optional waiver programs and how much to waive.
- Optional waiver programs offered by a college must be offered equally to students meeting the eligibility criteria as established by the waiver. This requirement does not limit a college's ability when adopting optional waivers to limit the total number of enrollments in a particular waiver. Colleges may also establish preferential enrollment status to distinct classes of students within these waivers.
- Upper division enrollments: Tuition waivers applicable for lower-division students are also applicable to upper-division (applied bachelors) students at community and technical colleges. For example, colleges that waive the out-of-state tuition differential for lower-division students must also waive the differential for upper-division students.
- Residency classifications are not discretionary.

Enrollment Considerations

Estimates of the potential pool of out-of-state students that could possibly enroll at Seattle Colleges can be made based on admissions, state trends, and other select community colleges.

1. Admissions data from 2011-12 suggest that about 3,000 students (headcount) were admitted from out-of-state to Seattle Colleges but did not enroll.² A rough estimation suggests that potentially up to 1,000 (3,000 x 0.3) FTES could be added. Currently, Seattle Colleges enrolls between 250 and 275 FTES designated as out-of-state.
2. Statewide data from 2010-13 indicate that a system-wide total of about 4,500 FTES were granted out-of-state waivers for enrollees in distance learning.³
 - Among the Seattle Colleges between 50 to 67 FTES were granted out-of-state waivers for enrolling in distance learning.
 - Spokane District claimed the most waivers, 663 FTES in FY 2012-13, for out-of-state distance learners. Bellevue claimed 80 FTES, and Shoreline claimed 170 FTES.

¹ SBCTC tuition waivers and residency classifications. http://www.sbctc.ctc.edu/college/f_tuitionwaivers.aspx

² Office of the Vice Chancellor's analysis May 22, 2015.

³ SBCTC FY2010-13 College Waivers by Category analysis, prepared by the SBCTC Operating Budget. (Waiver code 029.) http://sbctc.edu/college/f_tuitionwaiverreports.aspx

3. Rough estimates suggest that Seattle Colleges could multiply the number of out-of-state students enrolling at Seattle Colleges, optimistically by a factor of between 2 to 4 times, or an increase of an additional 250 to 500 new FTES.

To close the expected 1000 FTES projected enrollment gap in the 2016-17 year, Seattle Colleges will still need to devise other strategies. Targeted marketing, in-demand program offerings, flexible scheduling, and retention should all be employed.⁴ Most out-of-state students at Seattle Colleges match a profile of students seeking to transfer to four-year institutions (under 30 years, no children, and not working); recruitment and marketing should take into consideration these students' goals.

Anecdotally, Seattle Colleges student services staff agree that waiving tuition and fees does impact student enrollment. To develop a model of enrollment increases at Seattle Colleges, a survey of other Washington state CTC institutions would be required. It is likely that "border" colleges, such as Clark, Bellingham, and Whatcom would experience higher proportions of students enrolling than the Seattle Colleges.

Financial Considerations

1. The financial cost of granting tuition waivers is determined by considering the number of FTES receiving the waiver and the dollar revenue generated by each FTES. The difference between the revenue generated at the waived tuition rate compared to the regular tuition rate is the financial cost (in this case, a loss of revenue).
2. We estimated that the tuition difference, or loss, to be about \$1,600,000 dollars annually across the district (Table 1). This estimate may be slightly high (by about 10%) as it includes some categories of students that are not tuition generating (ABE, ESL, EMT, Parent ED, IBEST).
3. Financial losses could be recaptured if enough additional out-of-state FTES enroll within the Seattle Colleges whereby offsetting the loss in revenue due to waived tuition.
 - We estimated that an increase of 31% in total credits taken by students, new and current, would significantly minimize financial costs of granting the tuition waiver (Table 2). Larger percent increase would realize a financial gain.
 - In FTES, an additional 392 FTES would need to enroll to break even. This total could be achieved by a combination of new enrollments and retained current students taking on more credits (e.g. 308 new enrollments and 84 current students equals 392).

Other Considerations

1. Enrolling more out-of-state students may contribute to perceptions that the colleges are serving local students less or that local students are being pushed out
2. Estimates of the educational, social, and financial benefits to the colleges that out-of-state students contribute may aid understanding of policies intended to recruit more out-of-state students
3. Out-of-state students should understand what types of financial aid for which they are still eligible or ineligible for, given their residency status
4. Communications to all students, especially international students, of why out-of-state students are eligible for waivers, could help reduce feelings of inequity
5. Continued monitoring of out-of-state students' experiences and performance should focus on drop-out and stress as well as student persistence and completion

⁴ See Educational Master Plan 2015-2020.

TABLE 1: Estimates of financial costs of offering tuition waivers to out-of-state students

College	Year	Headcount Admitted - Not Enrolled*	Headcount Enrolled+	Annualized FTES	Credits Enrolled	Avg Annual Credits Enrolled	Out of State Tuition Rate @ \$237 per Credit	Out of State Tuition Waiver Rate @ \$102 per Credit	Tuition Difference
Central	2011-12	1850	339	137	6185	18.2	\$ 1,465,916	\$ 630,901	\$ 835,016
	2012-13	1663	293	126	5652	19.3	\$ 1,339,524	\$ 576,504	\$ 763,020
	2013-14	1729	363	150	6755	18.6	\$ 1,600,888	\$ 688,990	\$ 911,898
North	2011-12	1226	371	116	5216	14.1	\$ 1,236,239	\$ 532,052	\$ 704,187
	2012-13	1245	350	107	4813	13.8	\$ 1,140,705	\$ 490,936	\$ 649,769
	2013-14	1120	348	96	4306	12.4	\$ 1,020,593	\$ 439,243	\$ 581,351
South	2011-12	513	72	21	956	13.3	\$ 226,572	\$ 97,512	\$ 129,060
	2012-13	900	66	20	895	13.6	\$ 212,115	\$ 91,290	\$ 120,825
	2013-14	971	97	25	1139	11.7	\$ 269,825	\$ 116,127	\$ 153,698
District	2011-12	2956	782	275	12358	15.8	\$ 2,928,728	\$ 1,260,465	\$ 1,668,263
	2012-13	3003	709	252	11360	16.0	\$ 2,692,344	\$ 1,158,730	\$ 1,533,614
	2013-14	2949	808	271	12200	15.1	\$ 2,891,305	\$ 1,244,359	\$ 1,646,946
*District Headcount - Not Enrolled is Unduplicated. Many students are admitted at all three colleges.									
+ Res Stat = 2 (Non-Resident)									
Fee-Pay-Stat = 02									
Fund Source = 1 (State-funded)									
Citz Stat = Y (U.S. Citizen)									

Table 2a: Estimates of increases in revenue generated by additional credits taken needed to offset tuition waiver.

		Enter % Increase Value:		31.2%					
		Current Enr Additional Tuition @\$102	Additional Admits Tuition @\$102	Additional FTES from Current @ \$2971	Additional FTES from New Admits @ \$2971	Total Revenue	Difference		
2011-12	\$	393,265	\$ 94,072	\$ 254,542	\$ 962,217	\$ 1,704,095	\$ 35,833		
2012-13	\$	361,524	\$ 95,567	\$ 234,012	\$ 991,142	\$ 1,682,246	\$ 148,632		
2013-14	\$	388,240	\$ 93,849	\$ 251,295	\$ 917,178	\$ 1,650,562	\$ 3,616		
% Increase value assumes same increase in admission of new students and continuation of current students.									
e.g. 31.2% increase from admissions and 31.2% in students retained is just above the breakeven point for 2013-14.									

MEMORANDUM

TO: Board of Trustees

FROM: Kurt Buttleman

DATE: September 10, 2015

SUBJECT: Policy 272 – Second Reading & final Action

Background

The attached Animals on Campus revision is suggested to update this policy.

This item is being sent to the Board for second reading and final action. Once the Board approves the policy, it becomes effective immediately.

Recommendation

It is recommended that the Board adopt these revisions to Policy 272.

Submitted by:



Dr. Kurt R. Buttleman
Vice Chancellor for Finance & Technology

Transmitted to the Board of Trustees with favorable recommendation.



Dr. Jill Wakefield
Chancellor

SEATTLE COLLEGE DISTRICT POLICY

NUMBER: 272

TITLE: Animals on Campus

Adopted Date: 4/14/2011

Last Revised: 4/14/2011

Pets on the grounds of the Seattle Colleges shall be in the physical control of their owner in accordance with Seattle Municipal Code 18.12.080 (Animals running at large prohibited) at all times.

Animals, except for service animals, are prohibited from entering buildings operated by the Seattle Colleges.

These provisions do not apply to guide dogs and service animals as provided in RCW 70.84 or medically prescribed as an accommodation for a disability.

MEMORANDUM

TO: Board of Trustees

FROM: Kurt Buttleman

DATE: September 10, 2015

SUBJECT: Policy 603 – Second Reading & Final Action

Background

The attached Cash Controls revision is suggested to update this policy.

This item is being sent to the Board for second reading and final action. Once the Board approves the policy, it becomes effective immediately.

Recommendation

It is recommended that the Board adopt these revisions to Policy 603.

Submitted by:



Dr. Kurt R. Buttleman
Vice Chancellor for Finance & Technology

Transmitted to the Board of Trustees with favorable recommendation.



Dr. Jill Wakefield
Chancellor

SEATTLE COLLEGE DISTRICT POLICY

NUMBER: 603

TITLE: Cash Controls

Adopted Date: 7/11/2000 Last Revised: 12/5/2013

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

Board of Trustees - Revision & Adoption History

Adopted: 7/11/2000

Revised: 9/10/2009

Revised: 12/5/2013

MEMORANDUM

TO: Board of Trustees
FROM: Kurt Buttleman
DATE: September 10, 2015
SUBJECT: Policy 640 – Second Reading & Final Action

Background

The attached Records, Identification, Retention and Disposition revision is suggested to update this policy with current practices.

This item is being sent to the Board for second reading and final action. Once the Board approves the policy, it becomes effective immediately.

Recommendation

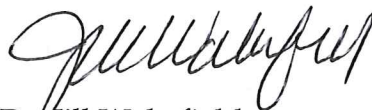
It is recommended that the Board adopt these revisions to Policy 640.

Submitted by:



Dr. Kurt R. Buttleman
Vice Chancellor for Finance & Technology

Transmitted to the Board of Trustees with favorable recommendation.



Dr. Jill Wakefield
Chancellor

Seattle College District Policy

NUMBER: 640

TITLE: Records Identification, Retention, and Disposition
Management Program

Adopted Date: 2/11/1975 Last Revised: 12/5/2013.

It shall be the policy of the Seattle College District to establish a Records Management program for the systematic identification, retention, and disposition of all SCD records, including state and federal grants. This policy will comply with RCW 40.14 and the Office of the Secretary of State WA Archives retention schedule title CT07: Grants Management.

Seattle Colleges
Chancellor Selection and Transition

Givens:

- Chancellor Wakefield will retire in June 2016.
 - No need for an interim
 - Should have new Chancellor selected and ready to assume responsibilities by June 2016
- District has a comprehensive strategic plan

Process:

September	<ul style="list-style-type: none"> • Chancellor Wakefield briefs board on internal and state-wide candidates • Board requests that Staff prepare and disseminate an RFP for a Search Consultant
October	<ul style="list-style-type: none"> • Board Appoints a Search Advisory Committee <ul style="list-style-type: none"> ○ 2 members of Board, 3-4 others ○ Role <ul style="list-style-type: none"> ▪ Work with Search Consultant to develop position specification and present to Board for approval ▪ Work with Search consultant to recruit and then narrow list of candidates. ▪ Interview 5-7 finalists ▪ Recommend 2-3 candidates to full board for interviews and final selection by Board • Board Selects Search Consultant

Below is a tentative process and schedule. After the Search Consultant is selected it will be finalized based on their recommendations.

November	<ul style="list-style-type: none"> • Search Advisory Committee and Search Consultant engage stakeholders and community in a process to develop a position specification.
December	<ul style="list-style-type: none"> • Board Approves position specification
February	<ul style="list-style-type: none"> • Search Advisory Committee, with help from Search Consultant, narrows list to a set of 5-7 people for interviews
March	<ul style="list-style-type: none"> • Search Advisory Committee selects 2-3 candidates to present to Board. • Interviews by Search Advisory Committee, recommend 2-3 Candidates to Board.
April	<ul style="list-style-type: none"> • Board interviews finalists • Selection of Chancellor
June	<ul style="list-style-type: none"> • Transition and orientation of new 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: Kurt R. Buttleman

DATE: September 10, 2015

SUBJECT: Annual Financial Report - Information only

Background

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

The attached Annual Financial Report provides summary data for all of the campuses and the District Office.

Recommendation

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

Submitted by:

Dr. Kurt Buttleman
Vice Chancellor of Finance & Technology

Transmitted to the Board with a favorable recommendation.

Dr. Jill Wakefield
Chancellor

Seattle Colleges

Annual Financial Report

Period Ending June 30, 2015

District Summary



Overview

The Year End Financial Report for the Seattle Colleges demonstrates a healthy financial position and has no unexpected results based on prior quarter financial reviews. Some key components include:

- Operating expenses were lower than the budgeted amount for the year.
- Tuition Revenue for the year exceeded the adjusted target amount by \$848,707 with BAS Tuition Revenue also exceeding the tuition target for the year.
- The College is operating in a challenging cost environment with overall expenses rising \$4.8M year over prior year. However as noted, total operating expenses were still below the amounts budgeted for FY 1415.
- Local Funds are stable with consistent cash balances.

Financial Sustainability

With structural uncertainties caused by the enrollment decline and the State of Washington's budget situation, the Seattle Colleges continues to manage its budget conservatively and effectively:

- Operating expenses of \$119.5 million were less than budgeted expenses of \$127.4 million.
- Tuition revenue - while below last year's total – came in at 102.5% of the revised target for 1415.
- Total reserves of \$12.2 million are within our 5-10% policy requirement.
- Local funding sources remain a diversified source of revenue, however the colleges are increasingly reliant on these sources as tuition revenue declines (i.e., International Student Tuition).
- Cash balances are strong in large revenue budgets such as International Students and Grants & Contracts.
- Self-support programs continue to run positive cash balances.
- Retail and other fund balances remain in positive cash positions. Food service continues to be an area of financial concern particularly at North Seattle College.

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

- The total of all operating expenditures of \$119.5M through the end of FY 1314 is at 94% of the operating budget of \$127.4M.
- Labor (salary and benefit) costs are at 82% of the total annual expenditures and remain fairly consistent with 80% last year.
- Expenditures in Goods & Services (aka Non-Labor expenses) rose \$1.9M year over year. The expenditures total of \$21.6M this year compares to \$19.7M last year. However, the \$21.6M was below the budgeted amount of \$25.9M for FY 1415.

Grants & Contracts

- International Student program revenue totaled \$25.4M for FY 1415. This is a significant increase over the \$16.3M reported in FY 1314. Although international student enrollment was slightly up for 1415, the majority of this change is due to the fact that the Colleges did not convert international student FTES in FY 1415. In FY 1314, more than \$8 million in tuition revenue was transferred from the International Student fund to the general tuition fund as a result of the conversion. In fiscal year 1415, no conversions were made.
- Grants continue to be a strong funding opportunity for the SCC with an active balance of \$42.4M at the current time. This total is a multi-year grant total of all active grants. See the Active Grants report for more detail.

Fund Reporting

Non-operating funds are displayed in a balance sheet and income statement format.

- Fund 522, Associated Students revenue is \$3.9M which is down from \$4.3M and reflects our lower enrollment this year.
- Fund 569, Food Service loss is (\$139K) on revenues of \$2.3M. Last year there was a gain of \$94K on revenues of \$2.5M. The cash working capital balance in this fund is currently (\$467K).
- Fund 570, Auxiliary Enterprise revenue increased by \$1.4M compared to the previous year. The revenue of \$13.1M is greater than the year-to-date expenses of \$10.8M and contributes to the bottom line. The cash balance is also up at \$15.9M this year, compared to \$15.0M last year due to an increase in the net gain in FY 1415. This fund is comprised of Intensive English Program Revenue, Rental income and other Auxiliary revenues.

Reserves

- Per Seattle Colleges Policy 608, the Colleges and the District Office continue to maintain accounts as required. Total reserve for the District is \$12.2M and 5.9% of the aggregate total of the annual budget.

Seattle Colleges Quarterly Financial Summary

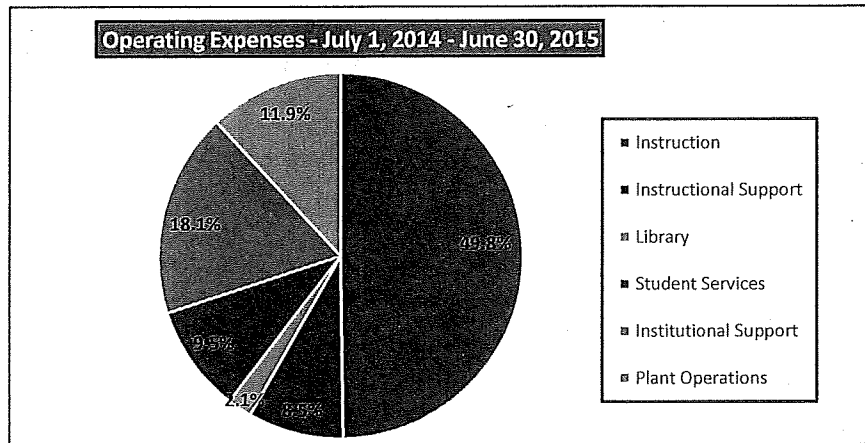


All Campuses Seattle College as of 6/30/2015

Operating Budget Analysis

Operating Budget Program Roll-up

Program	FY Budget	% of Budget	YTD Expense	Balance	% of Spend
Instruction	\$60,830,324	47.8 %	\$59,532,403	\$1,297,921	97.9 %
Reserve	\$4,662,696	3.7 %		\$4,662,696	0.0 %
Instructional Support	\$10,556,231	8.3 %	\$10,145,270	\$410,961	96.1 %
Library	\$2,565,721	2.0 %	\$2,565,143	\$578	100.0 %
Student Services	\$11,575,129	9.1 %	\$11,397,651	\$177,478	98.5 %
Institutional Support	\$23,497,235	18.4 %	\$21,667,026	\$1,830,209	92.2 %
Plant Operations	\$13,685,623	10.7 %	\$14,246,807	(\$561,184)	104.1 %
Total	\$127,372,959	100.0 %	\$119,554,300	\$7,818,659	93.9 %



Operating Budget Analysis by Category

Category	FY Budget	YTD Expense	Balance	% of Spend
Full-Time Faculty	\$18,346,528	\$17,503,957	\$842,571	95.4 %
Faculty Stipends	\$1,301,876	\$1,321,049	(\$19,173)	101.5 %
Part-Time / Pro Rata Faculty	\$22,698,769	\$22,963,657	(\$264,888)	101.2 %
Classified	\$16,803,434	\$15,342,575	\$1,460,859	91.3 %
Exempt	\$16,163,595	\$15,042,947	\$1,120,648	93.1 %
Overtime	\$36,074	\$134,440	(\$98,366)	372.7 %
Hourly, Students & Others	\$2,172,625	\$3,160,107	(\$987,482)	145.5 %
Benefits	\$23,964,785	\$22,506,744	\$1,458,041	93.9 %
Sub Total Labor Costs	\$101,487,686	\$97,975,474	\$3,512,212	96.5 %
Goods & Services	\$18,177,027	\$13,657,512	\$4,519,515	75.1 %
Travel	\$368,422	\$407,547	(\$39,125)	110.6 %
Equipment	\$1,775,006	\$2,260,196	(\$485,190)	127.3 %
Client Services	\$5,170,796	\$4,915,848	\$254,948	95.1 %
Personal Services	\$394,022	\$337,724	\$56,298	85.7 %
Sub Total Non-Labor Expenses	\$25,885,273	\$21,578,826	\$4,306,447	83.4 %
Total	\$127,372,959	\$119,554,300	\$7,818,659	93.9 %
Offsets such as indirect cost, program recoveries and	(\$16,306,650)	(\$17,863,193)	\$1,556,543	109.5 %
Total (Net)	\$111,066,309	\$101,691,108	\$9,375,201	91.6 %

Prior Year Expense Analysis

Sub-Object	Current YTD	Prior YTD	Difference	% Change
Labor	\$97,975,474	\$95,033,065	\$2,942,409	3.1%
Non-Labor	\$21,578,826	\$19,713,457	\$1,865,369	9.5%
Total Operating Expenses	\$119,554,300	\$114,746,522	\$4,807,778	4.2%

Seattle Colleges Quarterly Financial Summary

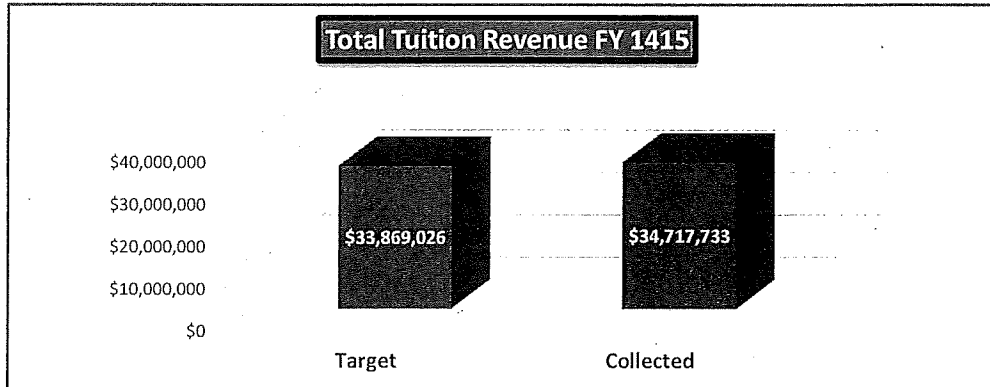


All Campuses Seattle College as of 6/30/2015

Revenue

Tuition Revenue Collection

Campus	Target	Collected	% of Annual Target	PY End Actual Revenue
District	\$33,869,026	\$34,717,733	102.5 %	\$41,175,982



Indirect & Program Cost Recovery (not including transfers)

Revenue Source	FY Target	Collected	% of Target	Prior Year
Indirect (All Programs)	\$1,197,528	\$1,091,878	91.2%	\$1,015,652
Program Cost Recovery	\$12,587,096	\$14,219,170	113.0%	\$11,425,972
Total	\$13,784,624	\$15,311,048	111.1%	\$12,441,624

Other Revenue

Revenue Source	FY Target	Collected	% of Target	Prior Year
Intensive English	\$7,263,056	\$12,354,653	1.701026813	\$10,007,567
International Program	\$17,986,932	\$25,437,844	141.4%	\$16,258,433
Running Start	\$2,480,000	\$3,291,922	132.7%	\$1,792,948
Total	\$27,729,988	\$41,084,419	148.2%	\$28,058,948

Reserve Status

Unrestricted Reserves

Title	Fund	Cash Balance	% of Total
Grants and Contracts	145	\$4,474,619	
Local Reserve	148	\$484,000	
Operating Reserve	149	\$5,750,000	
Associated Students Reserve	522	\$40,000	
Parking Reserve	528	\$500,000	
Fund 570 Reserve	570	\$965,079	
Total		\$12,213,697	5.9 %
Total District Budget		\$205,981,017	

Bookstore Inventory Reserves

Title	Fund	Cash Balance	% of Total
Total - All Campuses		\$1,670,907	1.2 %

Seattle Colleges Quarterly Financial Summary



SEATTLE COLLEGES
Central • North • South • SVI

All Campuses Seattle College as of 6/30/2015

Financial Statements by Fund

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

Balance Sheet	YTD	Prior Year-End
Assets		
Cash	\$ 14,187,384	\$ 13,148,075
Accounts Receivable	\$ 140,233	\$ 253,303
Inventory	\$ 55,952	\$ 38,982
Total Assets	\$ 14,383,569	\$ 13,440,360
Liabilities & Equity		
Accounts Payable	\$ 1,637,746	\$ 1,492,420
Total Liabilities	\$ 1,637,746	\$ 1,492,420
Equity		
Accumulated Earnings	\$ 11,945,285	\$ 10,679,411
Gain/Loss	\$ 800,537	\$ 1,268,529
Total Equity	\$ 12,745,822	\$ 11,947,940
Total Liabilities & Equity	\$ 14,383,568	\$ 13,440,360

Income Statement	YTD	Prior Year-End
Revenue	\$ 10,063,113	\$ 10,238,275
Expenses		
Labor & Benefits	\$ 4,768,448	\$ 4,771,416
Goods & Services	\$ 2,665,037	\$ 2,568,706
Other Expenses	\$ 1,829,091	\$ 1,629,623
Total Expenses	\$ 9,262,576	\$ 8,969,746
Gain/Loss	\$ 800,537	\$ 1,268,529

Associated Students - Fund 522

Balance Sheet	YTD	Prior Year-End
Assets		
Cash	\$ 6,165,587	\$ 5,894,531
Accounts Receivable	\$ 1,066	\$ 1,439
Fixed Assets	\$ 321,977	\$ 263,584
Accum. Depreciation	(\$ 139,470)	(\$ 116,909)
Total Assets	\$ 6,349,159	\$ 6,042,645
Liabilities & Equity		
Accounts Payable	\$ 239,994	\$ 269,680
Long-Term Liabilities	\$ 108,018	\$ 114,393
Total Liabilities	\$ 348,012	\$ 384,073
Equity		
Accumulated Earnings	\$ 5,650,958	\$ 4,697,289
Gain/Loss	\$ 350,189	\$ 961,282
Total Equity	\$ 6,001,147	\$ 5,658,571
Total Liabilities & Equity	\$ 6,349,159	\$ 6,042,644

Income Statement	YTD	Prior Year-End
Revenue	\$ 3,962,427	\$ 4,357,201
Expenses		
Labor & Benefits	\$ 2,595,195	\$ 2,424,680
Goods & Services	\$ 350,528	\$ 328,145
Other Expenses	\$ 666,515	\$ 643,094
Total Expenses	\$ 3,612,238	\$ 3,395,919
Gain/Loss	\$ 350,189	\$ 961,282

Seattle Colleges Quarterly Financial Summary



All Campuses Seattle College as of 6/30/2015

Financial Statements by Fund

Food Service - Fund 569

Balance Sheet	YTD	Prior Year-End
Assets		
Cash	\$ 93,772	\$ 51,855
Accounts Receivable	\$ 31,387	\$ 35,055
Inventory	\$ 13,163	\$ 15,294
Fixed Assets	\$ 249,538	\$ 237,603
Accum. Depreciation	(\$ 124,856)	(\$ 107,165)
Total Assets	\$ 263,004	\$ 232,642
Liabilities & Equity		
Accounts Payable	\$ 561,503	\$ 390,840
Long-Term Liabilities	\$ 79,466	\$ 68,034
Total Liabilities	\$ 640,969	\$ 458,874
Equity		
Accumulated Earnings	(\$ 239,120)	(\$ 320,679)
Gain/Loss	(\$ 138,845)	\$ 94,447
Total Equity	(\$ 377,965)	(\$ 226,232)
Total Liabilities & Equity	\$ 263,004	\$ 232,642

Income Statement	YTD	Prior Year-End
Revenue	\$ 2,300,342	\$ 2,514,795
Expenses		
Labor & Benefits	\$ 1,245,549	\$ 1,259,966
Goods & Services	\$ 68,754	\$ 1,141,347
Other Expenses	\$ 1,124,883	\$ 19,035
Total Expenses	\$ 2,439,187	\$ 2,420,348
Gain/Loss	(\$ 138,845)	\$ 94,447

Auxilliary Enterprises - Fund 570

Balance Sheet	YTD	Prior Year-End
Assets		
Cash	\$ 15,939,861	\$ 14,978,731
Accounts Receivable	\$ 2,847,696	\$ 1,789,793
Fixed Assets	\$ 888,656	\$ 815,437
Accum. Depreciation	(\$ 533,410)	(\$ 464,974)
Total Assets	\$ 19,142,803	\$ 17,118,987
Liabilities & Equity		
Accounts Payable	\$ 1,831,510	\$ 2,104,930
Long-Term Liabilities	\$ 495,668	\$ 494,585
Total Liabilities	\$ 2,327,178	\$ 2,599,515
Equity		
Accumulated Earnings	\$ 14,499,297	\$ 12,738,026
Gain/Loss	\$ 2,316,328	\$ 1,781,445
Total Equity	\$ 16,815,625	\$ 14,519,471
Total Liabilities & Equity	\$ 19,142,803	\$ 17,118,986

Income Statement	YTD	Prior Year-End
Revenue	\$ 13,105,598	\$ 11,700,093
Expenses		
Labor & Benefits	\$ 8,523,649	\$ 7,182,686
Goods & Services	\$ 1,027,044	\$ 1,582,071
Other Expenses	\$ 1,238,577	\$ 1,153,891
Total Expenses	\$ 10,789,270	\$ 9,918,648
Gain/Loss	\$ 2,316,328	\$ 1,781,445

Seattle Colleges Quarterly Financial Summary



All Campuses Seattle College as of 6/30/2015

Financial Statements by Fund

Student Housing - Fund 573

Balance Sheet	YTD	Prior Year-End
Assets		
Cash	\$ 373,481	\$ 395,285
Total Assets	\$ 373,481	\$ 395,285
Liabilities & Equity		
Accounts Payable	\$ 227,230	\$ 89,459
Total Liabilities	\$ 227,230	\$ 89,459
Equity		
Accumulated Earnings	\$ 305,826	\$ 275,836
Gain/Loss	(\$ 159,575)	\$ 29,991
Total Equity	\$ 146,251	\$ 305,827
Total Liabilities & Equity	\$ 373,481	\$ 395,286

Income Statement	YTD	Prior Year-End
Revenue	\$ 563,885	\$ 693,523
Expenses		
Labor & Benefits	\$ 0	\$ 0
Goods & Services	\$ 723,460	\$ 662,367
Other Expenses	\$ 0	\$ 1,166
Total Expenses	\$ 723,460	\$ 663,532
Gain/Loss	(\$ 159,575)	\$ 29,991

Agency - Fund 840

Balance Sheet	YTD	Prior Year-End
Assets		
Cash	\$ 5,261,947	\$ 5,200,581
Accounts Receivable	\$ 3,976,563	\$ 4,143,609
Total Assets	\$ 9,238,510	\$ 9,344,190
Liabilities & Equity		
Accounts Payable	\$ 6,925,460	\$ 7,111,256
Total Liabilities	\$ 6,925,460	\$ 7,111,256
Equity		
Accumulated Earnings	\$ 2,169,090	\$ 2,087,050
Gain/Loss	\$ 143,960	\$ 145,883
Total Equity	\$ 2,313,050	\$ 2,232,933
Total Liabilities & Equity	\$ 9,238,510	\$ 9,344,189

Income Statement	YTD	Prior Year-End
Revenue	\$ 566,888	\$ 714,885
Expenses		
Labor & Benefits	\$ 0	\$ 0
Goods & Services	\$ 165,033	\$ 219,841
Other Expenses	\$ 257,895	\$ 349,161
Total Expenses	\$ 422,928	\$ 569,002
Gain/Loss	\$ 143,960	\$ 145,883

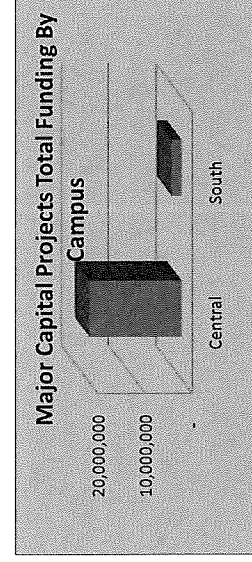
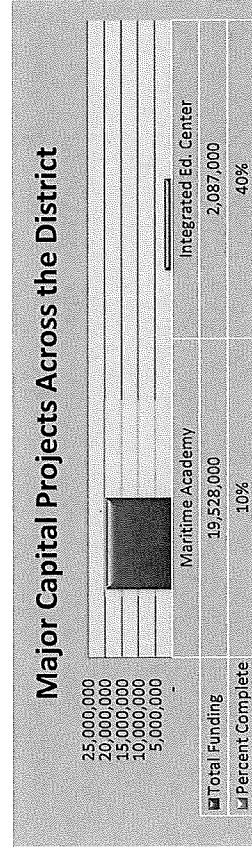
Printing/Motor Pool - Fund 448

Balance Sheet	YTD	Prior Year-End
Assets		
Cash	\$ 302,779	\$ 238,141
Fixed Assets	\$ 209,859	\$ 204,334
Accum. Depreciation	(\$ 204,334)	(\$ 204,513)
Total Assets	\$ 308,305	\$ 237,962
Liabilities & Equity		
Accounts Payable	\$ 12,446	\$ 15,861
Long-Term Liabilities	\$ 10,689	\$ 17,579
Total Liabilities	\$ 23,135	\$ 33,440
Equity		
Accumulated Earnings	\$ 204,530	\$ 147,021
Gain/Loss	\$ 80,640	\$ 57,502
Total Equity	\$ 285,170	\$ 204,523
Total Liabilities & Equity	\$ 308,305	\$ 237,963

Income Statement	YTD	Prior Year-End
Revenue	\$ 308,829	\$ 319,999
Expenses		
Labor & Benefits	\$ 149,583	\$ 151,989
Goods & Services	\$ 76,982	\$ 110,508
Other Expenses	\$ 1,624	\$ 0
Total Expenses	\$ 228,189	\$ 262,497
Gain/Loss	\$ 80,640	\$ 57,502

SEATTLE COLLEGES
MAJOR CAPITAL PROJECT REPORT
FUNDING REPORT AS OF June 30, 2015

Project	2013-15 APPR/ReAPPR Changes	Prior Allocation	Total Project Funding	Status
CENTRAL CAMPUS				
MARITIME ACADEMY REPLACEMENT	\$ 1,337,000	\$ 18,191,000	\$ 19,528,000	Site Package construction was completed within budget and is being closed out. The Building Package has been permitted, bid, and awarded to Allied Construction Associates. Bid value was within budget expectations at \$10.7M. A NTP was issued mid-july with the contractor quickly mobilizing and starting summittal process. Allied broke ground the first week of August with sewer tie-in and are currently excavating for footings. As with the Site Package pile installation, highest risk item is contaminated media and fortunately all waste spoils have been within profile and ground water levels are remaining low. Construction schedule delineates substantial completion and delivery for July 2016 with highest risk to this ambitious timeline being steel procurement.
SOUTH CAMPUS				
INTEGRATED EDUCATION CENTER	\$ -	\$ 2,087,000	\$ 2,087,000	Replace the old Cascade Court building with a new Integrated Education Center building. The detailed design phase was just completed in this summer. The preparation of bid construction drawings, specifications, and documents phase has begun. The overall project is on schedule and on budget. Funding is for design phase only with construction funding expected to be allocated from the state in the 2015-17 biennium. The project is expected to go out to bid late 2015/early 2016.
DISTRICT BALANCES	\$ 1,337,000	\$ 20,278,000	\$ 21,615,000	



Seattle Colleges

Active Grants Report as of June 30, 2015

Campus: DISTRICT,CENTRAL,NORTH,SOUTH,SVI

7/1/2014 - 6/30/2015

Date

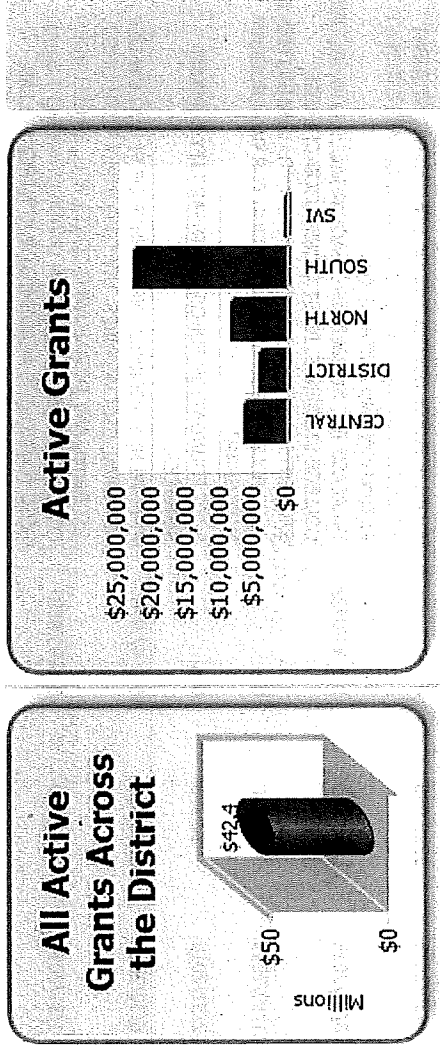
SUMMARY

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

These grants total over \$42M in active grants and come with rules, reporting, and other resource investments.

Currently the National Science Foundation, Department of Education, and Gates Student Success Grants are among the largest funders.

Most State Board Grants are awarded in the first quarter, in conjunction with the start of the fiscal year.



Campus	Grantor	ORG	Grant Title	Start Date	End Date	Award Budget	% of Indirect	Fed Cat Num	Grant Description
	WA STATE COMM. & TECH. COLLEGE	1A70	START NEXT QUARTER	7/1/2014	6/30/2019	\$41,000	7%		A WORKFORCE STUDENT FUNDING IDENTIFICATION ONLINE TOOL DEVELOPED BY SEATTLE COLLEGE DISTRICT AND PARTNERED WITH OTHER COMMUNITY AND
	BILL & MELINDA GATES FNDTN	1BMG	PATH2COMPLETN-SCCD	1/1/2012	6/30/2015	\$2,999,207	0%		A THREE PHASE DISTRICT-WIDE COLLECTIVE STUDENT FOCUSED AND SYSTEM FOCUSED TO INCREASE STUDENT RETENTION AND COMPLETION.
	VARIOUS STATE AGENCIES	1CCT	CUSTOMIZED CONTR TRN	7/1/2014	6/30/2019	\$180,000	0%		CUSTOMIZED TRAINING THROUGH PARTNERSHIPS WITH STATE AGENCIES.
	SBCTC #132-JSP-14BP	1JS2	14SB JOB SKILLS BP	8/29/2013	6/30/2015	\$0	0%		JOB SKILLS PROGRAM (JSP) IS TO PROVIDE TRAINING AND EMPLOYMENT TO THOSE THOSE AT RISK OF LOSING THEIR JOBS DUE TO TECHNOLOGICAL OR ECONOMIC CHANGES.
	SBCTC #132-JSP-14FS	1JS3	14SB JOB SKILLS FS	1/15/2014	6/30/2015	\$0	0%		THIS GRANT IS TO PROVIDE FILSON, A MANUFACTURER OF OUTERWEAR AND ACCESSORIES WITH LEAN PRINCIPLES AND IMPLEMENTATION. THE TRAINING WILL BE PROVIDED LEAN TRAINING FOR PART WORKS.
	SBCTC #106-JSP-15TPW	1JS4	15SB JOB SKILLS	12/23/2014	6/30/2015	\$38,880	0%		

Campus	Grantor	ORG	Grant Title	Start Date	End Date	Award Budget	% of Indirect	Fed Cat Num	Grant Description
	SB GRANT #132-JSP-15QM	1JSP	15SB JSP-15QM	8/5/2014	6/30/2015	\$57,523	0%		TO IMPLEMENT THE FINAL PHASE INTEGRATING A 4-WEEK KAIZEN TRAINING FROM IMPACT WASHINGTON WITH BUSINESS COMPUTER SKILLS TRAINING. NO INDIRECT CONTINUING DEVELOPMENT & IMPLEMENTATION OF PATHWAYS TO CAREERS STRATEGIES. NO INDIRECT COSTS.
	OFFICE OF ECONOMIC DEVELOPMENT	1OED	15OED PATHWAY/CAREER	6/1/2014	6/1/2015	\$50,000	0%		TO HOST AN REU (RESEARCH EXPERIENCES FOR UNDERGRADUATES) SITE FOR MARI NE SCIENCE RESEARCH IN PUGET SOUND FOR COMMUNITY COLLEGE STEM TO DEVELOP & DELIVER A SERIES OF INNOVATIVE, CREDIT-BEARING ORIENTATIONS FOR SEATTLE HOUSING AUTHORITY RESIDENTS AS PART OF AN ECONOMIC SELF- THE COLLEGES RECEIVED A FIRST ROUND OF FUNDING FOR WALMART 1.0 IN 2009, WHICH PROVIDED SCHOLARSHIPS FOR LOW-INCOME STUDENTS, AND ENABLED THE LAUNCH TO PROVIDE CAREER NAVIGATION TO OPPORTUNITY WEEK PARTICIPANTS AS PART OF SCD'S WORKFORCE OPPORTUNITY SYSTEM INITIATIVE. INDIRECT COSTS OF
	NSF AWARD #OCE-1358835	1REU	NSF MARINE RES/STEM	4/1/2014	7/31/2017	\$288,717	30%	47.050	
	SEATTLE COLLEGE FNDTN (CHASE)	1SHA	SEATTLE HOUSING AUTH	9/8/2014	9/7/2015	\$275,000	0%		
	WALMART/LEAGUE FOR 1WAL INNOVATION	1WAL	WALMART BF 2.0	9/1/2013	12/31/2015	\$233,333	0%		
	WORKFORCE SNOHOMISH	1WOS	WF OPPORTUNITY SYST.	1/1/2015	12/31/2015	\$114,000	0%		
	TOTAL - DISTRICT					\$4,277,660			
	HECB	201P	HECB PASSPRT INCENTV	11/8/2008	6/30/2016	\$15,000	0%		TO COVER FOR ADMIN COST RELATING TO THE HECB PASSPORT TO COLLEGE PROMO ISE PROGRAM.
	BILL & MELINDA GATES FNDTNN	2BMG	PATH2COMPLETN-CSCC	1/1/2012	6/30/2015	\$329,098	0%		A THREE PHASE DISTRICT-WIDE COLLECTIVE. STUDENT FOCUSED AND SYSTEM FOCUSED TO INCREASE STUDENT RETENTION AND COMPLETION.
	DOE# P042A100749	2C42	10-14 TRIO SSS	9/1/2010	8/31/2015	\$2,323,683	8%	84.042A	INCREASE THE NUMBER OF DISADVANTAGED LOW-INCOME COLLEGE STUDENTS, FIRST GENERATION COLLEGE STUDENTS AND COLLEGE STUDENTS WITH DISABILITIES IN SCCC FOUNDATION CONTRIBUTION FOR BAS PROGRAM MINI GRANT.
	SCCC FOUNDATION	2C45	BAS PGM CONTR-FNDTN	11/10/2010	11/10/2015	\$2,000	0%		SCCC FOUNDATION FUNDS FOR DISABILITY SUPPORT SERVICES.
	SCCC FOUNDATION	2C50	DISABILITY SUPPT SVC	4/1/2011	12/31/2015	\$2,375	0%		
	UW#677551	2C55	UW MESA STEM	7/1/2009	6/30/2016	\$300,622	15%	47.076	PI IS WENDY ROCKHILL. NO CHANGE OF PI W/O UW-OSP APPROVAL.CSCC ASSURES UW TO COMPLY WITH OMB A-133 & ANY DISALLOWED COSTS WILL BE REFUNDED COLLABORATIVE PROJ BETWEEN UW-BIOENG DEPT & SCCC TO PROVIDE ACADEMIC OP PTY(LECTURE,LAB EXP,EDUC COUNSEL) & MENTORED RESCH EXP. CENTRAL FOUNDATION AWARDED A GRANT TO SUPPORT THE ESTABLISHMENT OF THE WRITING CENTER.
	UW#681978	2C58	SUBCONTRACT - B3	2/10/2010	1/31/2016	\$265,459	8%	93.859	
	CENTRAL FOUNDATION	2C59	WRITING CENTER	6/11/2011	12/31/2015	\$1,000	0%		
	FOUNDATION & OTHERS	2CMP	DW COMPASS PREP INIT	8/1/2011	12/31/2015	\$33,000	0%		DW INITIATIVE TO PREPARE STUDENTS FOR THE COMPASS EXAM TEST.
	SBCTC #131-EAOG-15	2EA2	15SB EARLY ACH OPROR	7/1/2014	6/30/2015	\$29,500	5%	93.575	THE EARLY ACHIEVERS OPPORTUNITY GRANT PROVIDES EARLY LEARNING PROFESSIONALS WHO WORK AT A CHILD CARE FACILITY THAT PARTICIPATES IN EARLY ACHIEVERS, SCCC TO PROVIDE INSTRUCTORS A MINIMUM 20 HOURS A WEEK OF ADULT EDUCATION INSTRUCTION DURING FY2014 TO DAJD INMATES.
	KING CO DEPT OF ADULT/JUV DET	2K01	14 KING CO DEPT/DET	7/1/2013	6/30/2015	\$97,479	0%		

Campus	Grantor	ORG	Grant Title	Start Date	End Date	Award Budget	% of Indirect	Fed Cat Num	Grant Description
	WORKFORCE DEV COUNCIL/SEATTLE	2K05	14 WDC CERT NURSING	4/1/2014	9/29/2015	\$129,920	40%	93.093	WILL PROVIDE COHORT-BASED TRAINING AND COLLEGE-BASED NAVIGATION SUPPORT FOR WIA YOUTH.
	SBCTC AWARD 131-FLCA-15	2K06	15SB FACULTY LRN COM	7/1/2014	6/30/2015	\$4,961	0%		TO PROVIDE FACULTY WITH PROFESSIONAL DEVELOPMENT OPPORTUNITIES BY COORDINATING ON-SITE FACULTY LEARNING COMMUNITIES. THE LEARNING COMMUNITIES DIGITAL LITERACY AS A METALITERACY: ENGAGING COLLEGE FACULTY TO INCLUDE IN THEIR CURRICULA DIGITAL LITERACY - A COMPLEX SET OF SKILLS THAT PERKINS FUNDS ARE INTENDED TO SUPPLEMENT STATE FUNDING IN SUPPORT OF ELIGIBLE STUDENTS AND QUALIFYING CAREER AND TECHNICAL PROGRAMS. BIT, IT TO COVER FOR SALARIES, BENEFITS AND TRAVEL RELATING TO KING-COUNTY MUL TI-CAMPUS NETWORK.
	WA STATE LIBRARY G-4804	2L37	DIGITAL LITERACY	7/14/2014	8/14/2015	\$7,450	0%	45.310	GOAL OF GRANT IS TO EXPAND COLLEGE AND CAREER WORKFIRST IS WASHINGTON STATE'S WELFARE REFORM PROGRAM THAT HELPS PEOPLE IN LOW-INCOME FAMILIES FIND JOBS, KEEP THEIR JOBS, FIND BETTER JOBS AND
	SBCTC #131-PLB-15	2L38	15SB PERKINS BLOCK	11/5/2014	6/30/2015	\$16,000	0%	84.048	WORKFIRST IS WASHINGTON STATE'S WELFARE REFORM PROGRAM THAT HELPS PEOPLE IN LOW-INCOME FAMILIES FIND JOBS, KEEP THEIR JOBS, FIND BETTER JOBS AND
	UNIVERSITY OF WASHINGTON	2L91	STUART GRANT	1/1/2014	12/31/2015	\$30,877	0%		SELF-SUPPORT BUDGET WITHIN CONTINUING EDUCATION DIRECTLY CONNECTED TO BUSINESS AND PROFESSIONAL COURSES AS WELL AS CONTRACT TRAINING.
	SBCTC #131-WFDA-15	2L95	15SB WF-ADMIN	7/1/2014	6/30/2015	\$23,153	5%	93.558	THE GOAL OF MAINSTAY IS TO MATCH INDIVIDUALS WITH VARYING CAPABILITIES AND BACKGROUNDS TO EMPLOYERS' NEEDS AND TO ASSIST AND SUPPORT PEOPLE
	SBCTC #131-WFDA-15	2L96	15SB WF-BASIC & GED	7/1/2014	6/30/2015	\$4,000	5%	93.558	BASIC FOOD EMPLOYMENT AND TRAINING INDIRECT RATE 5% ON SALARIES ONLY - MAX IS \$6,625.62 THE BASIC FOOD, EMPLOYMENT AND TRAINING PROGRAM (BFET)
	VARIOUS	2M02	CONTRACT CLASSES/CE	7/1/2002	6/30/2015	\$0	0%		TO PROVIDE CERTAIN FUNDING FOR A PROJECT OR PROGRAM DESIGNED TO ENHANCE ACCESS TO POSTSECONDARY EDUCATION AND/OR ENCOURAGE TO SUPPORT LOCAL INSTITUTIONAL EXPENDITURES INCLUDING SALARIES
	CENTRAL FOUNDATION	2M30	MAINSTAY FOUNDATION	5/1/2012	12/30/2015	\$0	0%		TO COVER SALARY EXPENDITURES FOR FACULTY TO DEVELOP ESL CURRICULUM STIPEND FOR ONE PT FAULTCY TO SUPPORT CONTEXTUALIZED INSTRUCTION
	STATE BOARD FOR COMM & TECH CO	2M31	14SB BFET	10/1/2014	9/30/2015	\$451,460	1%	10.561	THE CONSORTIUM TO PROMOTE REFLECTION IN ENGINEERING EDUCATION (CPREE) WILL ADDRESS THE NEED FOR A BROADER UNDERSTANDING AND USE OF INTEGRATED DIGITAL ENGLISH ACCELERATION (I-DEA) GRANT.
	COLLEGE SPARK	2M39	14 COLLEGE SPARK/FND	7/1/2013	12/31/2017	\$26,723	0%		CONTRACT WITH UNIVERSITY OF WA AND EDMONDS COMMUNITY COLLEGE. PROJECT PERIOD IS 08/15/12 THROUGH 07/31/15. NO-COST EXTENSION IS PENDING \$1.2 MIL OVER 5-YRS FOR STUDENT SUPPORT STRUCTURE, PROJECT MGMT, AND SCHOLARSHIPS TO APPROX 170 TALENTED LOW-INCOME STUDENTS PURSUING OR
	SEATTLE CENTRAL COLLEGE	2N14	IEP INSTL SUPPORT	7/1/2014	6/30/2016	\$0	0%		
	SBCT #131-ALB-15	2N58	15 ABE LDRSHP BLOCK	7/1/2014	6/30/2015	\$4,155	0%	84.002A	
	UNIVERSITY OF WASHINGTON	2N59	SUBCONTRACT - CPREE	8/1/2014	7/31/2016	\$70,000	10%		
	SBCTC 131-IDEA-13	2N69	13 SBCTC 131-IDEA-13	1/1/2013	6/30/2016	\$149,635	0%		
	EDMONDS COMMUNITY COLLEGE	2N80	SUBCONTRACT - SAGE	8/15/2012	7/31/2016	\$87,061	40%	47.076	
	NSF#0966307	2OSP	NSF ONSIGHT SCHOLARS	8/1/2010	7/31/2015	\$487,000	0%	47.076	

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	NSF#0969603	2RST	NSF READY-SET-TRANSF	8/1/2010	7/31/2015	\$689,494	20%	47.076	\$2.0 MIL OVER 5-YEARS TO INCREASE STEM STUDENTS INTO SUCCESSFULLY TRANSFERRING TO BACCALAUREATE INSTITUTIONS BY RECRUITMENT; SUPPORT READY TO DEVELOP & DELIVER A SERIES OF INNOVATIVE, CREDIT-BEARING ORIENTATIONS FOR SEATTLE HOUSING AUTHORITY RESIDENTS AS PART OF AN ECONOMIC SELF-PROVIDE GRANT FUNDS THROUGH THE BILL & MELINDA GATES FOUNDATION TO FUND CURRICULUM DEVELOPMENT FOR CLASSES TO BE HELD AT THE PACIFIC THE AIM IS TO INCREASE THE NUMBER OF UNDERREPRESENTED COMMUNITY COLLEGE STUDENTS WHO SUCCESSFULLY TRANSFER TO FOUR YEAR PERKINS FUNDS ARE INTENDED TO SUPPLEMENT STATE FUNDING IN SUPPORT OF ELIGIBLE STUDENTS AND QUALIFYING CAREER AND TECHNICAL PROGRAMS.
	SEATTLE COLLEGE FNDTN (CHASE)	2SHA	SEATTLE HOUSING AUTH	9/8/2014	9/7/2015	\$0	0%		TO DEVELOP & DELIVER A SERIES OF INNOVATIVE, CREDIT-BEARING ORIENTATIONS FOR SEATTLE HOUSING AUTHORITY RESIDENTS AS PART OF AN ECONOMIC SELF-PROVIDE GRANT FUNDS THROUGH THE BILL & MELINDA GATES FOUNDATION TO FUND CURRICULUM DEVELOPMENT FOR CLASSES TO BE HELD AT THE PACIFIC THE AIM IS TO INCREASE THE NUMBER OF UNDERREPRESENTED COMMUNITY COLLEGE STUDENTS WHO SUCCESSFULLY TRANSFER TO FOUR YEAR PERKINS FUNDS ARE INTENDED TO SUPPLEMENT STATE FUNDING IN SUPPORT OF ELIGIBLE STUDENTS AND QUALIFYING CAREER AND TECHNICAL PROGRAMS.
	DEPARTMENT OF COMMERCE	2T87	PACIFIC TOWER GRANT	2/11/2015	9/30/2016	\$380,000	0%		THE AIM IS TO INCREASE THE NUMBER OF UNDERREPRESENTED COMMUNITY COLLEGE STUDENTS WHO SUCCESSFULLY TRANSFER TO FOUR YEAR PERKINS FUNDS ARE INTENDED TO SUPPLEMENT STATE FUNDING IN SUPPORT OF ELIGIBLE STUDENTS AND QUALIFYING CAREER AND TECHNICAL PROGRAMS.
	UNIVERSITY OF WASHINGTON	2T89	SUBCONTRACT - LSAMP	9/1/2014	8/31/2016	\$20,000	0%	47.076	THE AIM IS TO INCREASE THE NUMBER OF UNDERREPRESENTED COMMUNITY COLLEGE STUDENTS WHO SUCCESSFULLY TRANSFER TO FOUR YEAR PERKINS FUNDS ARE INTENDED TO SUPPLEMENT STATE FUNDING IN SUPPORT OF ELIGIBLE STUDENTS AND QUALIFYING CAREER AND TECHNICAL PROGRAMS.
	SBCTC #131-PRK-15	2V51	15SB PRK-PROF & TECH	7/1/2014	6/30/2015	\$21,003	5%	84.048	PERKINS FUNDS ARE INTENDED TO SUPPLEMENT STATE FUNDING IN SUPPORT OF ELIGIBLE STUDENTS AND QUALIFYING CAREER AND TECHNICAL PROGRAMS.
	SBCTC #131-PRK-15	2V52	15SB PRK-STAFF & ADM	7/1/2014	6/30/2015	\$10,854	5%	84.048	PERKINS FUNDS ARE INTENDED TO SUPPLEMENT STATE FUNDING IN SUPPORT OF ELIGIBLE STUDENTS AND QUALIFYING CAREER AND TECHNICAL PROGRAMS.
	SBCTC #131-PRK-15	2V53	15SB PRK-ADVISING	7/1/2014	6/30/2015	\$126,245	5%	84.048	PERKINS FUNDS ARE INTENDED TO SUPPLEMENT STATE FUNDING IN SUPPORT OF ELIGIBLE STUDENTS AND QUALIFYING CAREER AND TECHNICAL PROGRAMS.
	SBCTC #131-PRK-15	2V54	15SB PRK-SPEC POP	7/1/2014	6/30/2015	\$51,076	5%	84.048	PERKINS FUNDS ARE INTENDED TO SUPPLEMENT STATE FUNDING IN SUPPORT OF ELIGIBLE STUDENTS AND QUALIFYING CAREER AND TECHNICAL PROGRAMS.
	SBCTC #131-PRK-15	2V55	15SB PRK-NON TRADL	7/1/2014	6/30/2015	\$5,645	5%	84.048	PERKINS FUNDS ARE INTENDED TO SUPPLEMENT STATE FUNDING IN SUPPORT OF ELIGIBLE STUDENTS AND QUALIFYING CAREER AND TECHNICAL PROGRAMS.
	SBCTC #131-PRK-15	2V56	15SB PRK-ONE STOP	7/1/2014	6/30/2015	\$3,709	5%	84.048	PERKINS FUNDS ARE INTENDED TO SUPPLEMENT STATE FUNDING IN SUPPORT OF ELIGIBLE STUDENTS AND QUALIFYING CAREER AND TECHNICAL PROGRAMS.
	SBCTC	2WBL	WFBL-WORKSTUDY	7/1/2001	6/30/2016	\$24,351	5%	93.558	PERKINS FUNDS ARE INTENDED TO SUPPLEMENT STATE FUNDING IN SUPPORT OF ELIGIBLE STUDENTS AND QUALIFYING CAREER AND TECHNICAL PROGRAMS.
	SBCTC	2WFT	WFFA-TUIT/BOOKS/FEES	7/1/2001	6/30/2016	\$142,666	5%	93.558	PERKINS FUNDS ARE INTENDED TO SUPPLEMENT STATE FUNDING IN SUPPORT OF ELIGIBLE STUDENTS AND QUALIFYING CAREER AND TECHNICAL PROGRAMS.
	SEATTLE PUBLIC SCHOOLS	2WYR	14 YOUTH REENGAGEMENT	12/9/2014	8/31/2015	\$40,000	0%		PERKINS FUNDS ARE INTENDED TO SUPPLEMENT STATE FUNDING IN SUPPORT OF ELIGIBLE STUDENTS AND QUALIFYING CAREER AND TECHNICAL PROGRAMS.
	TOTAL - CENTRAL					\$6,406,654			PERKINS FUNDS ARE INTENDED TO SUPPLEMENT STATE FUNDING IN SUPPORT OF ELIGIBLE STUDENTS AND QUALIFYING CAREER AND TECHNICAL PROGRAMS.
	DEPARTMENT OF LABOR	3AIR	14DOL AIR WA 1121422	10/1/2011	9/30/2015	\$1,180,585	9%	17.282	PERKINS FUNDS ARE INTENDED TO SUPPLEMENT STATE FUNDING IN SUPPORT OF ELIGIBLE STUDENTS AND QUALIFYING CAREER AND TECHNICAL PROGRAMS.
	SBCTC	3AL2	15SB ABE LDRSHIP BLK	7/1/2014	6/30/2015	\$4,155	0%		PERKINS FUNDS ARE INTENDED TO SUPPLEMENT STATE FUNDING IN SUPPORT OF ELIGIBLE STUDENTS AND QUALIFYING CAREER AND TECHNICAL PROGRAMS.
	SBCTC	3ASP	14SB ABE SPRC PROJ	5/15/2014	8/31/2014	\$11,000	0%		PERKINS FUNDS ARE INTENDED TO SUPPLEMENT STATE FUNDING IN SUPPORT OF ELIGIBLE STUDENTS AND QUALIFYING CAREER AND TECHNICAL PROGRAMS.

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	BONNEVILLE ENVIRONMENTAL FDN	3BEF	15 BONNEVILLE SOLAR	2/14/2014	6/30/2015	\$35,000	0%		WE INCURRED \$70,830.74 IS ASSOCIATED EXPENSES FOR THE INSTALLATION OF SOLAR PANELS ON THE HSSR BUILDING. THE BONNEVILLE ENVIRONMENTAL FOUNDATION A THREE PHASE DISTRICT-WIDE COLLECTIVE. STUDENT FOCUSED AND SYSTEM FOCUSED TO INCREASE STUDENT RETENTION AND COMPLETION.
	BILL & MEL GATES FNDTN	3BMG	PATH2COMPLETN-NSCC	12/1/2011	6/30/2015	\$0	0%		SHINE ACTS AS A REGIONAL HUB TO PROMOTE AWARENESS OF THE PRINCIPLES OF NANOSCIENCE, WHILE EXPANDING DIVERSITY. TRAIN NANO TECHNICIANS TO 2011-2013 ED FOUNDATION MINI GRANT.
	NATIONAL SCIENCE FOUNDATION	3C23	NSF1204279 NANO2 ICR	9/1/2012	8/31/2016	\$2,299,509	40%	47.076	
	NORTH FOUNDATION	3CM3	EDFUND MINIGRNT 1113	7/1/2011	12/30/2015	\$20,000	0%		
	NSCC EDUCATION FUND	3CM5	EDFUND MINIGRTS 1315	7/1/2013	6/30/2015	\$20,000	0%		NSCC EDUCATION FUND SUPPORTED MINI GRANTS FOR BIENNIIUM 2013-15.
	SBCTC	3DEA	16SB I-DEA GRANT	1/1/2013	3/31/2016	\$154,635	0%		INTEGRATED DIGITAL ENGLISH ACCELERATION GRANT TO INCREASE DIGITAL, CAR ERR, AND COLLEGE-READINESS SKILLS OF ADULT ENGLISH LEARNERS.
	SBCTC	3DRV	15SB I-DEA MISC GRNT	6/16/2015	9/30/2015	\$111,700	0%		THIS IS A SUBGRANT PROVIDED FROM A GRANT THAT SBCTC RECEIVED FROM THE BILL & MELINA GRATES FOUNDATION. IT IS TO PROVIDE ASSISTANCE TO THE SBCTC THE EARLY ACHIEVERS OPPORTUNITY GRANT PROVIDES EARLY LEARNING PROFESSIONALS WHO WORK AT A CHILD CARE FACILITY THAT PARTICIPATES IN EARLY ACHIEVERS, JOB SKILLS PROGRAM (JSP) IS TO PROVIDE TRAINING AND EMPLOYMENT TO THOSE AT RISK OF LOSING THEIR JOBS DUE TO TECHNOLOGICAL OR ECONOMIC CHANGES. ON
	SBCTC	3EA2	15SB EARLY ACH OPPOR	7/1/2014	6/30/2015	\$64,700	0%		THIS GRANT IS TO PROVIDE FILSON, A MANUFACTURER OF OUTERWEAR AND ACCESSORIES WITH LEAN PRINCIPLES AND IMPLEMENTATION. THE TRAINING WILL BE PROVIDED LIMITED ENGLISH PROFICIENCY PATHWAY PROVIDES SPECIALIZED SERVICES TO REFUGEES AND OTHER WORKFIRST PARTNERS WITH LIMITED ENGLISH
	SBCTC	3JS2	14SB JOBSKILLSPROGBP	8/29/2013	6/30/2015	\$75,814	0%		THIS CONTRACT ENABLES NSCC TO PROVIDE COHORT-BASED TRAINING FOR HEALTH CAREERS FOR ALL PROGRAM, FUNDED UNDER THE U.S. HEALTH AND HUMAN
	SBCTC	3JS3	14SB JOBSKILLS FSN	1/15/2014	6/30/2015	\$195,000	0%		
	DSHS	3L45	15DSHS LEP PATHWAY	7/1/2014	6/30/2015	\$24,592	0%		
	WORKFORCE DEVELOPMENT COUNCIL	3M12	14WDC 13/685-HHS	9/30/2013	9/29/2014	\$405,509	10%		
	WORKFORCE DEVELOPMENT COUNCIL	3M14	15WDC 14/604-HHS	9/30/2014	9/29/2015	\$438,862	10%	93.093	
	SBCTC	3M17	14SB BFET	10/1/2013	9/30/2014	\$701,398	5%	10.561	THE BASIC FOOD, EMPLOYMENT AND TRAINING PROGRAM(BFET)PROVIDES ACCESS AND SERVICES TO FOOD STAMP RECIPIENTS IN WASHINGTON STATE.
	SBCTC	3M18	15SB BFET	10/1/2014	9/30/2015	\$488,223	5%	10.561	THE BASIC FOOD, EMPLOYMENT AND TRAINING PROGRAM (BFET) PROVIDES ACCESS AND SERVICES TO FOOD STAMP RECIPIENTS IN WASHINGTON STATE. SERVICES INCLUDES THIS GRANT IS FOR PARTICIPATION IN THE CREATED EQUAL: AMERICA'S CIVIL RIGHTS STRUGGLE PROJECT.
	GILDER LEHRMAN INSTITUTE	3NEH	16NEH CREATEDEQUA	9/1/2013	8/31/2016	\$1,200	0%		RANT CONTACT SUSAN SAIDENBERG, PROJECT DIRECTOR,
	INGRAM HIGH SCHOOL/SPARK GRNT	3NGH	INGRHM HS COLL BOUND	9/25/2014	6/30/2015	\$41,802	0%		

Campus	Grantor	ORG	Grant Title	Start Date	End Date	Award Budget	% of Indirect	Fed Cat Num	Grant Description
	NATIONAL SCIENCE FOUNDATION	3OSP	NSF ONSIGHT SCHOLARS	8/1/2010	7/31/2015	\$360,000	0%	47.076	\$1.2MIL OVER 5-YEARS FOR STUDENT SUPPORT INFRASTRUCTURE, PROJECT MGMT AND SCHOLARSHIPS TO APPROX 170 TALENTED LOW-INCOME STUDENTS PURSUING RISE IS A COLLABORATIVE PROJECT BETWEEN NORTH SEATTLE COLLEGE AND CENTRAL WASHINGTON UNIVERSITY WITH THE GOAL TO CREATE A MODEL FOR \$2.0MIL OVER 5-YEARS TO INCREASE STEM STUDENTS INTO SUCCESSFULLY TRANSFERING TO 4-YEARS BY RECRUIT AND SUPPORT READY STUDENTS, HELP SET TO DEVELOP & DELIVER A SERIES OF INNOVATIVE, CREDIT-BEARING ORIENTATIONS FOR SEATTLE HOUSING AUTHORITY RESIDENTS AS PART OF AN ECONOMIC SELF-5% INDIRECT RATE APPLIES TO THE BUDGETS SALARIES. SBCTC GRANT #:132-PRK -15. ON 8/11/2014, THE AWARDED AMOUNT IS INCREASED BY \$13,129.
	NATIONAL SCIENCE FOUNDATION	3RSE	NSF1432018 RISE	8/15/2014	7/31/2017	\$594,774	40%	47.076	
	NATIONAL SCIENCE FOUNDATION	3RST	NSF READY-SET-TRANSF	8/1/2010	7/31/2015	\$783,478	20%	47.076	
	SEATTLE COLLEGE FNDTN (CHASE)	3SHA	SEATTLE HOUSING AUTH	9/8/2014	9/7/2015	\$0	0%		
	SBCTC	3U31	15SB PERKINS PLAN	7/1/2014	6/30/2015	\$171,431	5%	84.048	
	SBCTC	3WFA	15SB WFDA GRANT	7/1/2014	6/30/2015	\$247,006	5%	93.558	WORKFIRST IS WASHINGTON STATES WELFARE REFORM PROGRAM THAT HELPS PEOPLE IN LOW-INCOME FAMILIES FIND JOBS, KEEP THEIR JOBS, FIND BETTER JOBS, AND SEATTLE HS OPEN DOORS INITIATIVE SEEKS TO REENGAGE YOUTH IN DANGER OF NOT COMPLETING OR AGING-OUT OF THE K-12 SYSTEM WITHOUT A HIGH SCHOOL DIPLOMA.
	INTERAGENCY ACADEMY	3WYR	14 YOUTH REENGAGEMENT	12/9/2014	8/31/2015	\$40,000	0%		
	TOTAL - NORTH					\$8,370,373			
	BILL & MELINDA GATES FNDTN	4BMG	PATH2COMPLETN-SSCC	1/1/2012	6/30/2015	\$0	0%		A THREE PHASE DISTRICT-WIDE COLLECTIVE. STUDENT FOCUSED AND SYSTEM FOCUSED TO INCREASE STUDENT RETENTION AND COMPLETION.
	BOSTON EDUCATIONAL SVCS	4C07	ITEP-TESTING	5/1/2011	12/30/2015	\$0	20%		SOUTH TO ADMINISTER THE BOSTON EDUCATION SVCS (BES) STEP 4 INTL TEST OF ENGLISH PROFICIENCY.
	PUGET SND REGIONAL COUNCIL	4C10	WA CLEAN ENERGY PART	10/1/2011	5/31/2015	\$79,699	15%	11.307	CURRICULUM DEV, INTERNSHIP, MENTORING, AND REPORTING.
	GREEN RIVER COMMUNITY COLLEGE	4C18	GT-HEXCEL	1/1/2014	12/31/2014	\$110,400	15%		TO DEVELOP TRAINING CURRICULUM, CONDUCT TRAINING SESSIONS.
	PSSED/BILL&MELINDA FND	4C27	PROJECT FINISH LINE	1/2/2015	6/30/2017	\$364,252	0%		TO PROVIDE COMPLETION COACHING SERVICES & RELATED SUPPORTS FOR THE PROJECT FINISH LINE GRANT
	METRO DEVLPMNT COUNCIL	4C85	1/5 CACG-TRIO TALENT	10/14/2010	8/31/2015	\$92,000	0%		SOUTH AND METROPOLITAN DEVELOPMENT COUNCIL (FISCAL AGENT AND RESPONSIBLE FOR REPORTING TO THE HECB (FUNDING) WILL COLLABORATIVELY IMPLEMENT THE TALENT SEARCH IDENTITIES AND ASSISTS INDIVIDUALS FROM DISADVANTAGED BACKGROUNDS TO SUCCEED IN HIGHER EDUCATION DUE TO SEQUESTRATION AWARD AMT \$14,760perYEAR FOR INFRASTRUCTURE OF 1.0 HOMELESS PGM KING COUNTY FUNDED STAFF BASED AT THE WORKSOURCE AFFILIATE OFFICE IN SSCC. ICR=20%
	US DEPT OF EDUC	4C88	1 OF 5 TALENT SEARCH	9/1/2011	8/31/2016	\$1,275,364	8%	84.044A	DW INITIATIVE TO PREPARE STUDENTS PREPARE FOR THE COMPASS EXAM TEST.
	KING COUNTY EMPLOY & EDUC	4C90	HOMELESS EP	7/1/2012	6/30/2015	\$44,280	20%		
	FOUNDATION & OTHERS	4CMP	DW COMPASS PREP INIT	8/1/2011	12/31/2015	\$0	0%		

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	WDC OF SEATTLE KING COUNTY	4K20	WDC-HHS-HEALTH	9/30/2013	9/29/2015	\$147,473	10%	93.093	SSCC WILL PROVIDE COHORT-BASED TRNG FOR HEALTH CARE ENROLLED STUDENTS. **\$^*10% FROM TOTAL EXP.
	GOOGLE	4K31	GOOGLE CS	1/12/2015	6/30/2015	\$5,000	0%		ENHANCE STUDENT SUPPORT SERVICES
	SEATTLE PUBLIC SCHOOL	4K46	14 WESTSEA HS	9/1/2013	6/30/2015	\$38,400	20%		TO DELIVER THE READINESS ACADEMY PROGRAM TO COLLEGE BOUND STUDENTS AT WEST SEATTLE HIGH SCHOOL.\$19200 PER YEAR
	HIGHLINE SCHOL DIT# 401	4K64	11-15 CAREER LINK	9/1/2011	8/31/2015	\$652,516	5%		CAREER LINK PGM TO PROVIDE EDUC OPPTY TO INDIVIDUALS WHO ARE AT LEAST AGE 16 AND UNDER 21 BY SEPT 1 WHO HAVE NOT MET HIGH SCHOOL
	PORT JOBS	4K68	PORT JOBS	2/1/2015	6/30/2015	\$20,000	15%		
	CENTRALIA COLLEGE	4K71	1 OF 4 DOL WISE	10/1/2014	9/30/2018	\$687,664	9%	17.282	9.3%indirect cost charged from Salaries, Benefits, Supplies & Travel.
	DOE#P042A1000880	4L02	2010-15DOE TRIO-SSS	9/1/2010	8/31/2015	\$0	0%	84.042A	FIN-AID COMPONENT OF BUDGET# 161-4L44. This budget is for scholarship to fund 271-4511 while 161-4L44 is the OPNS.
	DEPT.OF ENVIRONMENTAL&OCC UPAT.	4L13	LERC SHIP	12/1/2014	5/30/2016	\$15,000	0%		TO SUPPORT THE PROPOSAL ENTITLED,ADDRESSING THE HEALTH&SAFETY 4 WOMEN
	DSHS - LEP PATHWSY	4L33	1415DSHS-RIA	7/1/2014	6/30/2015	\$236,367	20%		CFDA 17.279 MINI-GRANT SS7201
	DOE# P042A1000880	4L44	TRIO SSS 5 OF 5	9/1/2010	8/31/2015	\$1,470,907	8%	84.042	
	MOTIVE POWER MARINE.	4L97	TESTING	12/9/2014	6/30/2015	\$2,000	0%		\$500 PER INDIVIDUAL WELDER TO BE TESTED
	SEATTLE HOUSING AUTHPRITY	4M19	SHA/SEA HOUSING AUTH	6/26/2013	8/15/2015	\$1,000	20%		SUMMER YOUTH EMPLOYMENT PROGRAM IN NEW HOLLY PARK FOR ONE YOUTH DURING SUMMER (JUNE 26 THRU AUGUST 15).
	SBCTC	4M28	14SB JSP	3/31/2014	6/30/2015	\$48,983	0%		JSP PROJECT DEVELOPMENT
	SBCTC	4M30	1415SB BFET	1/10/2014	9/30/2015	\$1,434,702	0%	10.561	
	SBCTC	4M31	1314SB BFET	10/1/2013	9/30/2014	\$1,699,322	7%	10.561	Indirect from Salaries @ 7%
	SBCTC - WFDA-15	4M42	1415SB WORKFIRST	7/1/2014	6/30/2015	\$238,902	5%	93.558	TEACH 20 STUDENTS TECHNICAL MATH FOR WASH STATE DEPT OF TRANSPORT
	NSF	4M62	1 OF 4 NSF	7/1/2014	7/31/2017	\$862,080	10%	47.076	CONTINUATION OF SMALL BUSINESS DEVELOPMENT GRANTS FROM WSU
	DCHS KING COUNTY	4M64	BRIDGE TO PROSPERITY	3/1/2015	12/31/2016	\$160,000	8%	17.270	
	CITY OF SEATTLE/FLEETS	4M66	SEA FLEETS APPRENT	10/1/2013	6/30/2019	\$44,000	20%		
	WA ASSN OF SHERIFFS & POLICE	4M70	WA ASSN OF SHERIFFS	10/1/2013	9/30/2015	\$90,000	20%	16.609	INDIRECT COST RATE OF20% from total expenses

Campus	Grantor	ORG	Grant Title	Start Date	End Date	Award Budget	% of Indirect	Fed Cat Num	Grant Description
	SEATTLE PUBLIC LIBRARY	4M77	SP LIBRARY WORKSHOP	7/1/2009	12/31/2014	\$7,000	15%		AGREEMENT RESULTS IN RESUME & INTERVIEW SKILLS WORKSHOPS OFFERED AT SP LIBRARY AT A RATE OF \$100/WORKSHOP NOT TO EXCEED 70 WORKSHOPS. IC DUE TO SEQUESTRATION AWARD WAS REDUCED BY 5.23%
	DOE#P047A120679	4M90	1217 UPWR BND1-1/5	9/1/2012	8/31/2017	\$1,485,810	8%	84.047A	
	SEATTLE JOBS INITIATIVE	4M93	CAREER PW FOR ELL	7/1/2014	6/30/2015	\$100,000	20%		TO CREATE AND OFFER AN ELL-SPECIFIC VERSION OF ITS EXISTING WORK DISCOVERIES CLASS
	DOE#P047A120693	4M94	1217 UPWR BND2-1/5	9/1/2012	8/31/2017	\$1,236,925	8%	84.047A	DUE TO SEQUESTRATION AWARD WAS REDUCED BY 5.23%
	WDC -STATE GRANT/DEPT/COMMERCE	4M96	WDC-JOR	7/1/2014	6/30/2015	\$100,000	8%		SUPERVISOR CLASSES FOR METRO
	KING COUNTY CONTRACT #D37486D	4N06	THE LEARNING CENTER	1/1/2009	12/31/2014	\$1,119,294	7%		CONTRACT RENEWED ON 1/1/2013 FOR \$192,528 FOR JAN 1- DEC 31, 2014. ICR IS 7%OF OBJECTS A & B.
	WDC-KING COUNTY	4N07	WDC-IWA/INDUSTRIAL	3/6/2015	9/30/2015	\$43,555	10%	17.277	TO COVER TUITION, FEES, BOOKS/SUPPLIES FOR SPRING,2015 \$18620 and SUMMER,2015 @ \$24,935.02 FOR UP TO 11 STUDENTS
	WSC-KING COUNTY	4N09	WDC-MARITIME/MANUFAC	3/6/2015	11/15/2015	\$49,812	10%	17.277	FOR TUITION, FEES, BOOKS/SUPPLIES & INSTR.SUPPORT FOR SPR&SUMMER
	LABOR CENTER FOUNDATION	4N21	LABOR CTR FNDTN REIM	1/1/2012	12/31/2014	\$211,000	3%		HAZARDOUS MATERIALS TRAINING WORKSHOP.
	WA STATE DEPT OF CORRECTIONS	4N34	DOC-LSW	1/13/2013	6/30/2015	\$214,052	5%		TO PROVIDE CLASSES IN LIFE SKILLS TO WORK AND GED FOR \$65,000 CONTRACT WAS EXTENDED FROM JULY 1 TO JUNE 30, 2014 FOR \$149,052.
	SEATTLE FOUNDATION SKILLUP	4N46	SEATTLE FDN SKILLUP	1/1/2013	12/31/2014	\$63,869	0%		A BLOCK GRANT TO CREATE A MINORITY BUSINESS DEVELOPMENT CENTER. RENEWED TILL 12/31/14 FOR ADDITIONAL \$34K
	CONTRACT WITH VIETNAM	4N79	MGMT & LEADRSHP TRNG	12/4/2010	6/30/2015	\$55,000	20%		TO IMPROVE MGMT & LEADERSHIP SKILL FOR VIETNAM MINISTRY OF PUBLIC SECUR RITY (MPS).
	EVERGREEN COLLEGE & CAREER CEN	4N90	EVERGREEN CC	1/1/2012	12/30/2014	\$1,000	0%		MOU BETWEEN SSCC AND EVERGREEN COLLEGE AND CAREER CENTER TO PAY FOR COMPASS TEST FEES.
	NSF#0966315	4OSP	NSF ONSIGHT SCHOLARS	8/1/2010	7/31/2015	\$353,000	0%	47.076	\$1.2MIL OVER 5-YEARS FOR STUDENT SUPPORT, INFRASTRUCTURE, PROJECT MGMT AND SCHOLARSHIPS TO APPROX 170 TALENTED LOW-INCOME STUDENTS PURSUING \$2.0MIL OVER 5-YEARS TO INCREASE STEM STUDENTS INTO SUCCESSFULLY TRANSFERING TO 4-YEARS BY RECRUITMENT AND SUPPORT READY STUDENTS. HELP SET TO DEVELOP & DELIVER A SERIES OF INNOVATIVE, CREDIT-BEARING ORIENTATIONS FOR SEATTLE HOUSING AUTHORITY RESIDENTS AS PART OF AN ECONOMIC SELF-AIR WA GRANT AGREEMENT WITH US DEPT OF LABOR EMPLOYMENT AND TRAINING ALONG WITH CONSORTIUM MEMBERS.
	NSF#0969609	4RST	NSF READY-SET-TRANSF	8/1/2010	7/31/2015	\$527,028	20%	47.076	
	SEATTLE COLLEGE FNDTN (CHASE)	4SHA	SEATTLE HOUSING AUTH	9/8/2014	9/7/2015	\$0	0%		
	SPOKANE CC-DIST#17	4T04	AIR WA	10/1/2011	9/30/2015	\$1,928,675	9%	17.282	
	UNION POWER CONTRACTS	4T11	LABOR CTR/CONTRACTS	11/8/2010	12/30/2015	\$66,876	20%		THE LABOR CENTER ESTABLISHES A CONTRACT ACCT FOR CONTRACTED REVENUES AND EXPENSES FROM ANY CONTRACT ACCEPTED BY THE LABOR CENTER.

Campus	Grantor	ORG	Grant Title	Start Date	End Date	Award Budget	% of Indirect	Fed Cat Num	Grant Description
	DEPT OF LABOR	4T31	STEM TEACHER BOOTCAP	10/1/2011	9/30/2015	\$1,040,800	8%	17.282	
	DOEDUC# P031A100048	4T60	SIP TITLE3 5 OF 5	10/1/2010	9/30/2015	\$1,998,802	0%	84.031	STRENGTHENING INSTITUTIONS PROG HELPS HIGHER EDUCATION TO BECOME SELF-SUFFICIENT AND EXPAND THEIR CAPACITY TO SERVE LOW-INCOME STUDENTS BY
	SBCTC- 133PRK-15	4V10	1415SB PERKINS	7/1/2014	6/30/2015	\$200,487	5%	84.048	
	INTERAGENCY ACADEMY	4WYR	YOUTH REENGAGEMENT	12/9/2014	8/31/2015	\$0	0%		
	DOE#P382B110009	4Z50	FAANAPISI	1/1/2011	9/30/2016	\$2,071,174	0%	84.382B	GRANT AND RELATED ASSISTANCE TO ASIAN AMERICANS AND NATIVE AMERICAN PACIFIC ISLANDER TO ENABLE THE INSTITUTION TO IMPROVE AND EXPAND THEIR CAPACITY
	TOTAL - SOUTH					\$22,694,470			
	SBCTC #134-ALB-15	5ALB	15SB ABE LDRSHP BLK	7/1/2014	6/30/2015	\$4,155	0%		To support implementation of the WA State Adult Education 5-yr Plan & implementation of comprehensive college & career pathways & increase system capacity for TO PROVIDE SERVICES & RESOURCES FOR INDIVIDUALS INTERESTED IN A CAREER IN THE BLDG & CONSTRUCTION TRADES & RELATED TRANSIT
	SOUND TRANSIT	5L11	RAPID PACT	1/1/2014	12/31/2016	\$125,000	5%		
	SBCTC	5M16	2013 BFET	10/1/2012	9/30/2015	\$226,011	5%	10.561	
	SBCTC	5M31	BFET FY 13-14	10/1/2013	9/30/2014	\$194,522	5%		
	SBCTC	5V31	15SB PERKINS	7/1/2012	6/30/2015	\$0	5%	84.048	INDIRECT COSTS - 5% OF SALARIES & WAGES
	GRANT #134-PRK-15-2014-15 PERK	5V51	PERKINS FY 14-15	7/1/2014	6/30/2015	\$70,511	5%	84.048	INDIRECT COSTS 5% OF SALARIES.
	SBCTC	5WBL	WRK-BASE LRNG TUIT	7/1/2000	6/30/2015	\$61,753	0%	93.558	INCREASE TUITION ASSISTANCE FOR WORKING, PART-TIME STUDENTS WHO ARE INELIGIBLE FOR OTHER TUITION ASSISTANCE
	SBCTC	5WFT	WORKFIRST WORKSTUDY	7/1/2001	6/30/2015	\$5,000	5%	93.558	INDIRECT RATE NOT APPLIED TO AP WORK-STUDY PROGRAM FOR WORKFIRST STUDENTS TO ENABLE THEM TO FULFILL THE DSHS WORK REQUIREMENT
	INTERAGENCY ACADEMY	5WYR	YOUTH REENGAGEMENT	12/9/2014	8/31/2015	\$0	0%		
	TOTAL - SVI					\$686,952			
	TOTAL - All Active Grants					\$42,436,109			

BOARD OF TRUSTEES

September 10, 2015

ENROLLMENT REPORT: 2015 Summer Quarter Preliminary

State-Funded FTES: The District generated 4,973 state-funded full-time equivalent students (FTES) for Summer Quarter 2015, representing 90% (-578 FTES) of the allocation target of 5,551. This is less than 1% (24 FTES) below our enrollment numbers compared to last year's summer final.

- North is down by 99 FTES (-4%)
- Central is behind by 7 FTES (-4%)
- South is up by 123 FTES (-13%)
- SVI is off by 42 FTES (-13%)

State-Funded Headcount: The district headcount is down 363 students for this same time last year. A decrease of 3%.

FTES	2015 FTES	2014 FTES	15/14 FTES Difference	15/14 % Difference	Head-count	2015 Headcount	2014 Headcount	Difference	% Difference
District	4,973	4,997	-24	- <1%	District	11,187	11,550	-363	-3%
North	1,453	1,552	-99	-6%	North	2,879	3,087	-208	-7%
Central	1,545	1,552	-7	- <1%	Central	4,778	4,998	-220	-4%
South	1,732	1,609	123	8%	South	3,302	3,118	184	6%
SVI	242	284	-42	-15%	SVI	228	347	-119	-34%

International Student FTES: The District generated 1,997 International FTES for summer 2015, a 3% decrease over summer 2014. North and South FTES increased by 1% and 41% respectively, while Central International FTES fell by 18%.

International Student Headcount: The District International student headcount decreased 3% over the same time last year. North increased a modest 1% while South increased by 36%. Central decreased by 15% over the prior year.

FTES	2015 FTES	2014 FTES	15/14 FTES Difference	15/14 % Difference	Head-count	2015 Headcount	2014 Headcount	Difference	% Difference
District	1,997	2,054	-57	-3%	District	2,143	2,204	-61	-3%
North	565	559	6	1%	North	611	602	9	1%
Central	952	1,155	-203	-18%	Central	1,082	1,272	-190	-15%
South	480	340	140	41%	South	450	330	120	36%
SVI	N/A	N/A	N/A	N/A	SVI	N/A	N/A	N/A	N/A

**Includes Intensive English Enrollments*



MEMORANDUM

TO: Board of Trustees

FROM: Chancellor's Office

DATE: September 10, 2015

SUBJECT: Policy #249, Drug Free Environment – First Reading

Background

The attached Seattle College District revision is suggested to update this policy.

The proposed revision to Policy 249, "Drug Free Environment", updates language to ensure compliance with state and federal requirements, including language on the use of marijuana on SCD property. Some components have also been deleted and added to the corresponding Procedure.

Recommended Action

It is recommended that the Seattle Colleges Board of Trustees approve the proposed revisions to Policy 249.

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

Jill A. Wakefield, Ed.D.
Chancellor

POLICY NUMBER: 249

TITLE: DRUG FREE ENVIRONMENT

Adopted Date: 9/4/1990

Last Revised: 7/11/2005

Seattle College District VI recognizes that illicit drugs and alcohol abuse are major social problems which affect the health, safety, and security of individuals and organizations.

Federal regulations require the establishment of a drug-free awareness program. As part of providing a healthful, safe and secure work and learning environment, each employee and student of Seattle College District VI is expected to be in appropriate mental and physical condition to perform assigned duties and fully participate in the learning process.

It is the policy of Seattle College District to prohibit the unlawful manufacturing, distributing, possession, or use of any controlled substances, including marijuana or the psychoactive compounds found in marijuana and intended for human consumption, regardless of form, and the abuse of alcohol. This policy applies to all employees and students of Seattle College District VI, while in or on any owned and/or controlled property of Seattle College District VI, or while conducting college business regardless of location.

Violation of this policy by an employee will result in discipline up to and including termination of employment depending upon the seriousness of the violation. Disciplinary action will be processed in accordance with Federal and State regulations as well as union agreements. In addition to discipline, an employee who has violated this policy may be required to undergo rehabilitation for drug/alcohol abuse.

Employees who need assistance in dealing with drug/alcohol abuse problems are encouraged to use the Washington State Employees Assistance Program and health insurance plans, as appropriate. Additionally, the District will establish a drug-free awareness program for employees.

Students who violate this policy will be disciplined up to and including expulsion from the District depending upon the seriousness of the violation. Disciplinary action will be processed by the office of the Vice President of Student Services. Students may also lose federal funding and/or grants for their education. Students who need assistance in dealing with drug/alcohol abuse problems are encouraged to seek help through Student Services. Each campus will establish a drug-free awareness program for students.

Nothing stated herein shall preclude Seattle College District VI from referring violators of this policy for prosecution as required by law.

Board of Trustees – Revision & Adoption History

Adopted: 9/4/1990

Revised: 7/11/2005



MEMORANDUM

TO: Board of Trustees

FROM: Jill Wakefield, Ed.D.
Chancellor

DATE: September 10, 2015

SUBJECT: Policies 300, 305, 311, 315, 332, 345, 355, 360, 365 – First Reading

Background

Policies 300, 305, 311, 315, 345, 355, 360, 365 have been reviewed. No changes were recommended. It is recommended that policy 332 be removed because the colleges do not offer short-term loans to students.

Recommendation

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

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


Dr. Jill Wakefield, Ed.D.
Chancellor

POLICY NUMBER: 300

TITLE: STUDENT SERVICES

Adopted Date: 1/9/1984

Last Revised: 11/12/2009

Student Services is one of three major organizational units of the District and refers to a wide range of services offered to students which promote educational development and student success. It also refers to the personnel who provide services to students.

Board of Trustees – Revision & Adoption History

Adopted: 1/9/1984

Revised: 5/7/1996

Revised: 11/12/2009

POLICY NUMBER: 305

TITLE: ADMISSIONS POLICY

Adopted Date: 1/9/1984

Last Revised: 3/10/2011

Seattle College District operates on an open door admission policy. Consistent with available space and resources, each campus admits those persons who:

- are competent to profit from the curriculum offerings of the District; and
- would not, by their presence or conduct, create a disruptive atmosphere within the College District inconsistent with its purposes; and
- are eighteen years of age or older; or
- are high school graduates; or
- have applied for admission under the provisions and qualifications of student enrollment options programs such as Running Start or a successor program; or through other local student enrollment option programs. However, an applicant transferring from another institution of higher education who meets the above criteria, but who is not in good standing at the time of his or her transfer, may be conditionally admitted on a probationary status as determined by the chief administrative officer or his or her designee; or
- are students age 16 and over who meet the provisions of "A Title III - Adult Education Program" may then enroll in certain adult basic education classes. Individuals admitted into such classes will be allowed to continue as long as they are able to demonstrate, through measurable academic progress, an ability to benefit from the curriculum offerings.
- If not qualified under subsections (1) through (6) of these sections, has filed an appropriate written release from the public, private or home school he or she is attending or last attended and has attained at least high school junior standing. The District may require copies of any annually administered standardized achievement tests and annual

assessment of the student's academic progress to determine whether the student has the level of maturity and skill to profit from participating in an adult learning environment.

- **Admissions Exception:**

The College does not desire to replace or duplicate the functions of the local public schools; however, persons may request special admission on a course-by-course basis, provided they have attained least high school junior standing. Criteria for granting admission are: competency at an appropriate academic, artistic, and/or technical talent level and the maturity to participate in an adult learning environment.

Specific admissions procedures are available in the registrar's office at each campus.

Board of Trustees – Revision & Adoption History

Adopted: 1/9/1984

Revised: 11/12/2009

Revised: 3/10/2011

POLICY NUMBER: 306

TITLE: PLACEMENT

Adopted Date: 5/7/1996

Last Revised: 11/12/2009

Seattle College District may require its students to take a placement test, supply test results from another testing/assessment center, or provide other documentation, to determine appropriate class placement prior to registration.

Specific procedures for various services provided to the college district and its larger community are available in the Assessment/Testing Office at each campus.

Board of Trustees – Revision & Adoption History

Adopted: 5/7/1996

Revised: 11/12/2009

POLICY NUMBER: 310

TITLE: OFFICIAL ENROLLMENT

Adopted Date: 1/9/1984

Last Revised: 11/12/2009

Seattle College District requires official enrollment before a student may enter any class. Official enrollment is the process of registering in classes and payment of tuition and fees.

Specific registration procedures are available in the registrar's office at each campus.

Board of Trustees – Revision & Adoption History

Adopted: 1/9/1984

Revised: 11/12/2009

POLICY NUMBER: 311

TITLE: STUDENT PROGRESS

Adopted Date: 5/7/2007

Last Revised: 11/12/2009

- **Philosophy**
Students are expected to make satisfactory academic progress while enrolled at the Seattle Colleges. Academic progress is defined in terms of a student's grade point average (GPA) and how much time a student takes to complete a degree or certificate program. Time is a function of credits attempted and earned. Students who do not demonstrate satisfactory academic progress may be subject to corrective actions.
- **Minimum Grade Point Average**
Students must maintain a grade point average (GPA) of 2.0. Students who do not meet this standard may be subject to corrective actions.
- **Credits Earned/Credits Attempted**
Students enrolled in degree or certificate programs must, on a quarterly basis, successfully complete at least 75 percent of the credits or clock hours attempted when they reach a minimum of 30 attempted credits or clock hours. Students who do not achieve this completion rate may be subject to corrective actions.
- **Degree/Certificate Completion**
Students who are enrolled in degree or certificate programs must complete their programs in at least 125 percent of the credit or clock hour program requirements. Students who do not meet this standard may be subject to corrective actions.

Board of Trustees – Revision & Adoption History

Adopted: 5/7/2007

Revised: 11/12/2009

POLICY NUMBER: 315

TITLE: ADVISING

Adopted Date: 5/10/1996

Last Revised: 11/12/2009

Seattle College District provides educational advising to new and enrolled students. Advising may include helping students to understand the requirements of a program and to develop an educational plan directed at completion of the students' educational goals.

Board of Trustees – Revision & Adoption History

Adopted: 5/10/1996

Revised: 11/12/2009

POLICY NUMBER: 345

TITLE: SERVICES AND ACTIVITIES FEES

Adopted Date: 1/9/1984

Last Revised: 11/12/2009

Seattle College District requires that student services and activities fees be collected by the District to achieve objectives for a comprehensive educational experience for all enrolled students. It is by means of services and activities fees that the campus operates student programs and activities in accordance with the RCW 28B.15.041-.045.

The services and activities fees budget development sub-committee will propose budget recommendations to campus administration and to the Board of Trustees for final approval. The program determination and budget development process requires that students be involved in such developmental processes from inception to adoption.

The process developed at each campus for preparation of student budgetary recommendations shall provide the recognized student government organization reasonable opportunity to influence program and budget decisions made by the Board of Trustees and shall adhere to the provisions of RCW 28B.15.041-.045.

Board of Trustees – Revision & Adoption History

Adopted: 1/9/1984

Revised: 5/7/1996

Revised: 11/12/2009

POLICY NUMBER: 355

TITLE: STUDENT GOVERNMENT

Adopted Date: 1/9/1984

Last Revised: 11/12/2009

The Seattle Colleges allow students at each campus to be represented by a recognized student government organization whose constitution has been approved by the Board of Trustees.

Board of Trustees – Revision & Adoption History

Adopted: 1/9/1984

Revised: 5/7/1996

Revised: 11/12/2009

POLICY NUMBER: 360

TITLE: STUDENT LEADERSHIP PROGRAMS AND ACTIVITIES

Adopted Date: 1/9/1984

Last Revised: 11/12/2009

The Seattle Colleges provide student programs and activities which enhance personal growth through educational, cultural, recreational, social, athletic, spiritual and leadership experiences.

Student programs and activities shall facilitate a sharing of responsibilities, leadership and decision making among the officially recognized student government organizations and campus administrators.

Board of Trustees – Revision & Adoption History

Adopted: 1/9/1984

Revised: 5/7/1996

Revised: 11/12/2009

POLICY NUMBER: 365

TITLE: STUDENT RIGHTS, FREEDOMS & RESPONSIBILITIES

Adopted Date: 1/9/1984

Last Revised: 11/12/2009

The Seattle Colleges exist for the transmission of knowledge, the development of students, and the general well-being of society. Free inquiry, free expression, protection against improper academic evaluation, and protection against improper disclosure are indispensable to the attainment of these goals.

Faculty at the Seattle Colleges encourage free discussion, inquiry, and expression, both in and out of the classroom setting.

The district policies regarding student rights, freedoms and responsibilities are generally set forth in Chapter 132F-121 of the Washington Administrative Code (WAC). Copies of chapter 132F-121 WAC may be obtained from the college vice president for student services office or accessed on the Web at www.seattlecolleges.edu/studentrules.aspx.

Board of Trustees – Revision & Adoption History

Adopted: 1/9/1984

Revised: 3/11/2004

Revised: 11/12/2009

Text of policy recommended for deletion.

POLICY NUMBER: 332

TITLE: STUDENT SHORT-TERM LOANS

Adopted Date: 1/9/1984 ————— Last Revised: 5/7/2009

~~Seattle Community College District may make available short-term loans to its students.~~

~~*Board of Trustees — Revision & Adoption History*~~

~~*Adopted: 1/9/1984*~~

~~*Revised: 5/7/1996*~~

~~*Revised: 5/7/2009*~~



**SEATTLE
COLLEGES**

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OFFICE OF THE CHANCELLOR

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1500 Harvard Avenue, Seattle WA 98122-3803 | www.seattlecolleges.edu

MEMORANDUM

TO: Seattle Colleges Board of Trustees

FROM: Chancellor's Office

DATE: September 10, 2015

SUBJECT: NEW Policy & Procedure #420, Domestic Violence Leave – First Reading

Background

The proposed policy, Domestic Violence Leave, addresses compliance with RCW 49.76, Leave for Victims of Domestic Violence, Sexual Assault, and Stalking. Its intent is to allow SCD employees to take leave if they or their family/household member are involved in acts of domestic violence.

Recommended Action

It is recommended that the Seattle Colleges Board of Trustees approve the adoption of this proposed policy.

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

Jill A. Wakefield, Ed.D.
Chancellor

SEATTLE COLLEGE DISTRICT POLICY

NUMBER:

TITLE: DOMESTIC VIOLENCE LEAVE

PURPOSE: To comply with RCW 49.76, Leave for Victims of Domestic Violence, Sexual Assault, and Stalking.

PROPOSED POLICY:

Seattle College District VI recognizes the impact of domestic violence in the workplace. Domestic violence is abusive or harassing behavior that is physical, sexual, psychological or economical, and is intended to establish and maintain control by a family or household member over another current or former family or household member.

“Family or household member” means spouses, former spouses, persons who have a child in common regardless of whether they have been married or have lived together at any time, adult persons related by blood or marriage, adults persons who are presently residing together or who have resided together in the past, persons sixteen years of age or older who are presently residing together or who have resided together in the past and who have or have had a dating relationship, persons sixteen years of age or older with whom a person sixteen years of age or older has or has had a dating relationship, and persons who have a biological or legal parent-child relationship, including stepparents, stepchildren, grandparents, and grandchildren.

Seattle College District VI is committed to making assistance available to employees involved in domestic violence. This may include: confidential means for coming forward for help, resource and referral information, special considerations at the workplace for employee safety, work schedule adjustments, and workplace relocation if available. In responding to domestic violence, Seattle College District VI will maintain appropriate confidentiality.

Seattle College District VI will comply with all provisions set forth in RCW 49.76. An employee may take reasonable leave, intermittent leave, or leave on a reduced leave schedule from work to:

- a. seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or employee’s family and/or household members;
- b. seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking, or to attend to health care treatment for a family and/or household member;
- c. obtain, or assist a family and/or household member in obtaining, services from a domestic violence shelter, rape crisis center, or other social services program for relief from domestic violence, sexual assault, or stalking;


d. obtain, or assist a family and/or household member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault, or stalking, in which the employee or the employee's family member was a victim of domestic violence, sexual assault, or stalking; or

e. participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family and/ or household members from future domestic violence, sexual assault, or stalking.

All employees and/or their family members are encouraged to use the Washington State Employees Assistance Program (EAP) to receive assistance and referrals.

Nothing in this policy prevents an employee from seeking civil action if he or she is injured by any act in violation of the Domestic Violence Leave Law.

TO: Board of Trustees

FROM: Jill Wakefield, Chancellor 

DATE: September 10, 2015

SUBJECT: September Report to the Board of Trustees

Pacific Tower update

After nearly two years of work, the \$16 million in tax credit financing for the Pacific Tower closed on August 14. This is in addition to the \$6 million for construction costs included in the 2015–17 legislative capital budget and the contingency financing from the Washington State Department of Commerce needed for the \$56 million project.

I want to thank the Board for your wisdom, perseverance, patience and commitment to this vision. I am excited about our potential to change the lives of thousands through this initiative.

Retirement announcement

After 40 years with Seattle Colleges, I announced my retirement on August 12. It was a bittersweet day. I informed my Executive Cabinet midmorning and sent an email to employees around noon. I then spent the day working, sending personal notes, and fielding calls from well-wishers. My focus now is ensuring that we:

- Meet our enrollment targets and workforce training needs in high-demand areas.
- Continue offering high-quality and in-demand transfer programs with clear pathways to universities.
- Get more students to the finish line.

Global Impact groups in Peru and Vietnam

Our Global Impact volunteers recently returned from Vietnam and Peru. Participants in the Vietnam Village Trek joined Vietnamese health care professionals and volunteers in the Mai Chau Highlands located in northern Vietnam. The team delivered health care services at village clinics and engaged in community-development projects. Peru participants provided health care education and services in schools and village clinics at The Sacred Valley of the Incas (which lies between Cusco, Peru, and world-renowned Machu Picchu).

The Global Impact program allows us to make a real difference in the lives of people in developing countries. By serving as volunteers, our students and staff are enriched by the simple act of serving others and by learning to see the world from a different perspective. It's really a life-changing experience.

Convocation • September 23, 8 a.m. to 1 p.m. • Seattle Central College

I want to invite all of you to attend Convocation. It is the one time of year when we gather as a district—faculty, staff, administration, and board—and it is an energizing way to begin our new academic year. I will give a State of the District, and participating trustees will introduce recipients of the Lifelong Learning Awards. The Partner of the Year Award, named for former trustee Constance W. Rice, has been awarded to Mark Secord and his team at Neighborcare Health. Mr. Secord will attend Convocation to receive the award.

Keynote speaker Manuel Pastor, economist, author, and researcher, will present “Just Economics: Equity, Prosperity, and the Future of Seattle.” Pastor will look at the demographic changes rippling throughout the nation and consider how they play out in Seattle. He will focus not only on past trends and future projections but also on why it is that embracing inclusion is the key to securing sustainable economic growth. He will highlight the positive role of community colleges to both develop and link neighborhoods across the region to craft a new American future.

Breakout sessions include “Conversations for Just Economics in Seattle,” “Mindfulness Practices and Stress Reduction,” and “Universal Design Strategies in Teaching and Communication.” In addition, the League for Innovation is presenting Faculty Voices, a project engaging community college faculty in the national conversation about student success and completion.

SCCtv

SCCtv has been working with several state agencies responsible for promoting our region to the world. (The state of Washington does not allocate any funds for tourism, so there are a number of agencies fulfilling this role.)

One of the projects is creating videos for Visit Seattle—an area agency tasked with promoting the greater Seattle area. The video features a number of Visit Seattle’s partners on a mission to China. The partners include Delta Airlines, Argosy Cruises, the Port of Seattle, Chateau St. Michelle, and several hotels, including Sheraton, Mayflower Park, Crowne Plaza, Hyatt Regency, and Hotel Monaco. The video will be shown in several cities in China this fall.

SCCtv is also working with the Port of Seattle to create a series of videos to promote a Seattle stopover to cruise passengers. They interviewed people boarding a cruise ship to see what they had to say about their visit here.

Legislative update

Committee meetings and work sessions are beginning (and will continue through December) in preparation for the next legislative session, which starts January 2016. The colleges are already working with local legislators on items impacting (or potentially impacting) their organizations:

- South Seattle College is working to restore the \$3 million cut from its capital project: Integrated Education Center (aka Cascadia Court).

- North Seattle College is focusing its efforts on the I-5 pedestrian bicycle overpass footprint on the campus. It is working with both the city of Seattle and the state Department of Transportation.
- Seattle Central College is meeting with legislators, prioritizing and reviewing all issues related to the campus and its satellites (SVI, SMA, and the Wood Technology Center).

We are closely watching all of the Seattle City Council positions. The new structure and district elections may result in significant changes for the council. Each campus will likely need to build new relationships with council members in their catchment areas.

At the federal level, we have been engaged with the national effort for the president's America's College Promise initiative. We have participated in several webinars and phone conferences. The SBCTC is having discussions on the subject at the local level and organizing a statewide group of advocates.

Our government relations director and the college presidents also participated in a conference for the "Campaign for Free College Tuition" held at the WAC. This is a national effort to continue the discussion regarding college affordability. We are gearing up for a national grassroots kickoff on September 9.

North Seattle College

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

Office of the President

TO: Board of Trustees
FROM: Warren Brown, President
DATE: Sept. 10, 2015
SUBJECT: President's Report – **Information Only**

ADVANCING STUDENT SUCCESS

Enrollment Update for Fall Quarter

Figures for Fall Quarter showed enrollment as of Aug. 26 at 68.2 percent of North's goal. The college is in the midst of a fall marketing and outreach campaign that includes targeted emails to students who have applied but not enrolled, billboard and bus advertisements, direct mail, digital, radio and social media ads as well as advertisements and table tents in the Northgate Mall.

Pinning Ceremony for Nursing Graduates Supported through WDC Grant

On Aug. 21, North celebrated the graduation of almost 30 students who successfully completed the Associate of Nursing degree program. The program, funded through a \$1.3 million grant from the U.S. Department of Health and Human Services through the Workforce Development Council (WDC) of Seattle-King County, provides non-traditional students who face barriers to entering and succeeding in nursing programs with free tuition, fees and books. The grant also connects students with extensive support services. The program was recently lauded for its use of best practice approaches to academic navigation in the book, "Educating a Diverse Nation: Lessons from Minority-Serving Institutions."

New and Expanded Evening Services

Sept. 8 North launched "Total Tuesday," an initiative in which high priority student services offices—such as advising, financial aid, admissions, testing and the cashier's office—stay open until 6:30 p.m. every Tuesday (except for holidays) to assist students. The initiative has been led by campus Registrar Kathy Rhodes with the support of Vice President for Student Development Services Marci Myer.

High School 21+ Program

North joined other colleges around the state this fall with the official launch of the High School 21+ Program. The statewide initiative provides adults 21 and over with a competency-based high school diploma program. An alternative to the GED, High School 21+ adds rigorous high school-level education and training to basic skills classes so students can upgrade their skills while working toward a high school credential. North is promoting the program widely.

Boeing Partnership

North Seattle College has entered into a partnership with Boeing, created out of Boeing's need for a stable workforce, given that a significant number of its employees will be retirement-eligible in the next five years. North's electronics program already meets Boeing identified skill sets for several job codes, and no change in curriculum will be necessary to meet the company's needs. Partnership benefits include skill forecast information, advisory board support, subject matter experts for curriculum development, instructor development opportunities, feedback on graduate success in employment, curriculum recommendations, targeted recruitment of NSC graduates, on-campus interviews, and scholarship support when available.

Grant to Improve Undergraduate STEM Education

North faculty Kalyn Owens, Ann Murkowski and Heather Price were recently awarded a competitive "Improving Undergraduate STEM Education" grant from the National Science Foundation. The three-year award builds on the rich history of a long-running coordinated studies program at North, Atoms to Ecosystems. Faculty are working with Central Washington University to develop a series of interdisciplinary classroom and laboratory modules for students completing their first-year chemistry and biology series. These modules allow students to directly apply core content to engaging topics, as well as complete authentic research using a new, grant-funded Ion Chromatography system. The team has completed four modules to date and presented the initial results at several national meetings, including the American Chemical Society and the Two Year College Chemistry Consortium.

Financial Aid Expands Eligibility Criteria

Financial Aid has expanded its eligibility criteria to allow students who co-enroll in both college-level courses and ABE/ESL courses to receive aid for college-level courses. Previously this was only allowed for students enrolled in one of the college's I-BEST programs.

EXCELLING IN TEACHING AND LEARNING

Appointment of New Dean of Math and Science

Alissa Agnello, a tenured faculty member who has taught chemistry, materials science and nanotechnology at North since 2007, was appointed dean of Math and Science following a competitive search this summer. Agnello holds a master's in chemistry from the University of Washington and a bachelor's in chemistry from Wellesley College. Agnello coordinates the Seattle Hub for Industry-driven Nanotechnology Education (SHINE), a project funded by the National Science Foundation, and was instrumental in bringing the Nanotechnology Technology grant to North. She also served as chair for the district-wide Curriculum Development Grants Committee.

Appointment of Interim Dean for BEIT Division

Judy Learn, a faculty member at North who has taught anatomy and physiology, nutrition, and health and human sexuality, was appointed interim dean of the Business, Engineering and Information Technology Division. Learn replaces former Dean Terry Cox, who left North to serve as vice president for Workforce Development and Training at Edmonds Community College. Learn previously served as North's interim dean for Math and Science, a role in which she provided strong leadership.

Appointment of Interim Vice President of Administrative Services

Alan Ward, a long-time leader in the Seattle Colleges, was appointed interim vice president for Administrative Services (VPA) in July, following the retirement of North's previous VPA Orestes "Monty" Monterey. Ward previously held the permanent VPA position and served as interim president for North as well as vice chancellor of the Seattle Colleges for several years. Vice President of Instruction Kristen Jones is leading the search process for the permanent VPA.

Appointment of Advising Director

North has appointed Abby Muro as the new director of Advising. Muro has served as a student success specialist/advisor for the past three years, working with STEM students. Prior to working at North, Muro served as a director of TRIO, Educational Talent Search Program at Walla Walla Community College from 2008-2011. Muro has a master's in education, leadership and policy from the University of Washington and a BA in sociology from Washington State University.

Appointment of Interim Executive Director for the Office of Advancement

Laura Pentz has been appointed to serve as interim executive director for the Office of Advancement. Pentz brings to the position more than five years of experience with the United Way in all areas of relations development, annual campaign and fundraising. She holds a BA in sociology from UC-Davis. A search committee has been formed to identify a candidate for the permanent position.

Pharmacy Tech Receives Successful Accreditation

North's Pharmacy Technician Program recently earned a successful accreditation from the Pharmacy Technician Accreditation Commission. The governing body voted to extend accreditation for two years, at which time a progress report will be supplied by the campus to determine the program's continued accreditation. Continued accreditation is granted subject to the provisions set forth in the ASHP/ACPE Regulations on Accreditation of Pharmacy Technician Training Programs.

E-Team Retreat

North's Executive Team held a successful two-day retreat in August to review and discuss a number of projects and campus initiatives as well as to begin planning for North's next strategic plan. The current strategic plan goes through 2016. Among the discussion items were North's upcoming accreditation visit and report scheduled for spring 2016, review of campus survey results, discussion on capital projects, and review and confirmation of North's core themes.

BUILDING COMMUNITY

President's Day and Workshop on Multicultural Education

Employees at North will kick off the 2015-2016 academic year September 24 and 25 with two community building events on campus: President's Day and the President's Leadership Meeting. This year's theme for President's Day is "Bridging Our Communities" and will feature remarks from President Brown, student speakers, entertainment and food. The following day, employees are invited to the President's Leadership Meeting. The meeting will feature a presentation and workshop with Dr. James Banks, professor and founder of the Center for Multicultural Education at the University of Washington and an internationally renowned pioneer of the study of multicultural education.

North Participates in Salmon Fest Community Event

Students and employees from North had a strong presence at a critical community building event in North's service area. The college hosted a table and served as a sponsor for the Salmon Festival, an annual event hosted by the North Seattle Chamber of Commerce. In addition to building community, the event provided an opportunity to do outreach and recruitment of prospective students.

Learning Loss Prevention Program Hosted at North

North partnered with the YMCA on a summer "melt" program hosted at the campus. First and second grade students attended classes at North for the six-week program. The students were from Olympic Hills Elementary School, in North's service area. The majority were students of color from underrepresented student populations. In addition to providing students a fun space to learn over the summer, the program exposed the students and their families to opportunities at the campus.

Providing Leadership in ADA

Maud Steyaert, North's director of disability services, was invited by the Seattle City Council and the city's Commission for People with Disabilities to serve as a keynote speaker for the 25th anniversary of the Americans with Disabilities Act on July 23. The event included speakers, a Q&A and personal stories.

MEMORANDUM

TO: Board of Trustees

FROM: Gary Oertli, President

DATE: September 10, 2015

SUBJECT: PRESIDENT'S REPORT – INFORMATION ONLY

National Conference of State Legislatures Tours South's Apprenticeship Programs

The National Conference of State Legislatures held their 2015 Legislative Summit in Seattle this August, and several elected officials from across the nation came to South's Georgetown campus on August 7 to learn about our apprenticeship and pre-apprenticeship programs, and educational pathways for apprentices to earn associate and bachelor's degrees at South. The tour idea was launched by a conversation between Georgetown Campus Executive Dean Holly Moore and 37th Legislative District Rep. Sharon Tomiko Santos, who chairs the House Education Committee in Olympia. Rep. Santos was so impressed with our apprenticeship programs (the largest in the Northwest) that she intends to bring the full House Education Committee back this autumn for another tour.

Unite! Student, Family and Community Event a Success with Latino Community

In collaboration with Movimiento Estudiantil Chicano de Aztlán, a national Latino student organization that promotes higher education, South's Office of Diversity and Student Retention held our first *Unite! Student, Family and Community* event on July 9 to bring the surrounding Latino community to the college. In addition to food and entertainment, our guests were provided with program information (from ESL programs to bachelor's degrees), workshops on advocacy for Latinos, scholarship and financial aid information and networking opportunities. The event was well attended, and improved the college's visibility with our Latino community while connecting them with vital information to pursue further education.

Seattle City Council District 1 Forum Sponsored by South and WS Chamber of Commerce

South co-sponsored a District 1 Seattle City Council Forum with the West Seattle Chamber of Commerce on July 15, providing voters from West Seattle and South Park with the opportunity to hear from a large field of candidates prior to the August 4 primary election. Inspired by the college setting, several candidates gave overviews on their plans to fund and support education in South's service area.

Blue Angels Technicians Visit with AMT Students, Community

South Seattle College hosted two U.S. Navy Blue Angels technicians during SeaFair on July 31 for a discussion on the behind-the-scenes work that goes into ensuring the safety of pilots and their planes during awe-inspiring aerial shows. Students from South's Aviation Maintenance Technology and Aerospace Composites Technician programs, alongside several community members, asked our guests detailed questions on how they came to work with the Blue Angels, and what that work consists of. Their visit was coordinated by South's Association for Women in Aviation Maintenance Club.

Strengthening Our Bond with College of NakaNippon Aviation

I met with President Koji Ando and Professor Shigenobu Taguchi from the College of NakaNippon Aviation on August 24 to discuss our ongoing partnership in hosting students from their college in our *English in Aviation* program. It is a two-week training that offers students English for Aviation instruction, and classes on aviation maintenance technology for airframes, the use of composite materials and turbine engines. The experience is rounded out with field trips to the Museum of Flight, Future of Flight Museum and Boeing's Everett Plant. The partnership, in existence since 2007, provides these international students from Japan with incredible training and experiences.

"Father of AANAPISI" Shares His Experience

Dr. Robert Underwood, current president of the University of Guam and former U.S. congressional delegate from Guam, met with South's AANAPISI (Asian American Native American Pacific Islander-Serving Institutions) team members and students on August 5 to discuss his impressive history as a forceful advocate for the extension of educational and social opportunities for Pacific Islander and Asian Americans. As a congressional delegate from 1993-2003, Dr. Underwood was instrumental in developing the AANAPISI designation at the national level, and the legacy of that work is felt first hand by many of South's students today through culturally-relevant mentoring, tutoring and additional support. He now carries the nickname "Father of AANAPISI" thanks to his contributions.

Strategic Planning Committees Making Progress

Since kicking off our Strategic Planning process in May of 2015, significant progress has been made by task forces charged with focusing on five main strategic directions. Each task force is meeting at least once a month to collaboratively develop goals to realize those directions. Reports from the meetings indicate staff and faculty turnout and engagement has been high, with strong ideas being developed by those who help us realize and implement our mission on a daily basis.

Campus-wide Conversations Held in Aftermath of Charleston Tragedy

The shooting of nine prayer group members at an African American church in Charleston, South Carolina this June shook our nation and affected us all at South. Immediately after the incident our Director of Diversity & Retention Ricardo Leyva-Puebla organized impromptu discussions open to everyone on campus to talk about how this affected our school, our community, and our nation. We held another discussion on July 22 for those who could not make the first two. Our work as educators strives to address the root causes of violence and oppression, and we all can acknowledge that there is so much more to do. As an institution of learning it is critical for us to acknowledge and discuss these events with each other and with our students, as well as understand the historical context of racism. This is the kind of community we want to create at South: one that, when tragedy strikes across the country, we acknowledge how we might be connected to it, and what it means for our campus community.

Memorial Held for Beloved South Employee

Our campus came together at 4 p.m. on August 17 to honor the life, friendship and professional contributions of Angie Hayden, a 33-year employee of South who passed away on July 6, 2015. During her three-decade career, Angie worked in our automotive and aviation programs, the library, and was the first employee of our outstanding Upward Bound program, where she worked from 1995 until her retirement in 2012. Angie's family and friends beyond South joined us in the Brockey Center, allowing us to extend our sincerest sympathies during their time of personal loss.

Foundation Board BBQ Celebrates a Successful Past and Promising Future

The South Seattle College Foundation held their *Annual Full Board BBQ* at the Northwest Wine Academy (NWWA) on July 16. I took the opportunity to thank the Foundation Board for their philanthropic support of our college and students, and their above-and-beyond efforts to expand our giving community. Our Foundation is in a strong position thanks to the work of the board and our dedicated staff, and its future health is in good hands. To cap the uplifting event, NWWA Program Coordinator and Faculty Member Regina Daigneault explained the wine program to the board alongside a student who shared her success story in coming to South to pursue her passion for winemaking.

Staff and Faculty Potluck BBQ Brings the Campus Together

I joined faculty and staff to reconnect with a shared meal in a lighthearted atmosphere at our *Annual Staff and Faculty Potluck BBQ* on August 19. It's a great event where we share picnic favorites, swap summertime adventure stories and take a collective deep breath before focusing in on the upcoming Fall Quarter and beyond.

MEMORANDUM

TO: Board of Trustees

FROM: Sheila Edwards Lange, Ph.D.
Interim President

DATE: September 10, 2015

SUBJECT: President's Report

Seattle Central College

Foundation awards record-breaking amount of scholarships dollars

The Seattle Central Foundation surpassed previous fundraising record by raising \$1.5 million in support for the college and its programs in the 2014-15 academic year. The Foundation also awarded a record-breaking \$505,000 in scholarships to 195 students for 2015-2016. It received a 37 percent increase in scholarship applications over last year.

Federally funded TRiO grant renewed for another five years

In July, the U.S. Department of Education announced the renewal of the five-year grant that funds TRiO, a student support program on campus that aims to help primarily first generation and low-income students complete associate degrees and transfer to four-year colleges..

Project Finish Line provides completion coaches to support student success

As part of a program called Project Finish Line, the Bill and Melinda Gates Foundation will fund two new completion coaches for the next two years, the first of which started in July. These new coaches will offer additional support to students who are close to finishing a degree, with the goal of helping them successfully reach graduation. Nationally, only 23 percent of first-time, full-time community college students earn degrees within three years. The impact of these low completion rates disproportionately affects low-income and underrepresented minority students.

Pacific Tower/ Allied Health update

Construction continues on the fifth and sixth floors of the Pacific Tower, with progress still on track for the Respiratory Care, Surgical Technology and Nursing programs to begin moving in December and open in January 2016.

College staff are working to raise funds that will supplement state funds to ensure the facility is equipped with the latest medical devices. Delta Dental has donated funds to help construct a 20-chair patient clinic and a new simulation training lab for the NeighborCare dental clinic.

Allied Health continues to accept applications for the Community Health and Education, and the Healthcare Services Management bachelor's degree tracks that will launch in the fall. These hybrid/online, flexible, non-cohort tracks will admit students each quarter on a rolling basis.

Marketing and enrollment update

The Public Information Office (PIO) is implementing marketing campaign to boost enrollment and retention. PIO developed messages for key audiences, including: community members, working

professionals, high school graduates and those seeking career training. These targeted messages have been distributed through social media, bus and theater advertisements, community posters and email campaigns. PIO has placed emphasis on retention by creating an email campaign to encourage previously enrolled students to re-enroll.

These initiatives appear to be helping enrollment. More students enrolled for this past summer quarter than in 2014, and registration for fall has been ahead of last year's pace.

New hybrid course offerings to provide flexible pathway to degree completion

Starting Fall Quarter, students may complete associate degrees through new hybrid courses, which combine Saturday classes that meet in-person and online coursework. The program creates a flexible option for working professionals to complete a transfer degree, a key step on the path to a bachelor's degree. The hybrid courses are a non-cohort model, so any student beginning or continuing an associate degree may register for these classes at any point.

International Education Programs hosts Latin American/Caribbean students

This fall, International Education Programs (IEP) will again welcome six students to campus for one year of English immersion in its Intensive ESL program. The students are leaders in the NPH International Leadership Institute, organized by Nuestros Pequeños Hermanos (NPH is Spanish for "Our Little Brothers and Sisters"). Its mission is to transform the lives of orphaned, abandoned and disadvantaged children in Latin America and the Caribbean.

In addition to attending Seattle Central College full-time, the students are paired with mentors, participate in service projects, attend leadership seminars and retreats, and live with host families. IEP is providing these students with \$1,000 scholarships as part of its "Diversity with Excellence" initiative. The students are from Haiti, Mexico, Guatemala, Nicaragua, El Salvador and Honduras.

Maritime to offer Marine Deck program

In response to growing industry demand, the Seattle Maritime Academy will once again offer its U.S. Coast Guard-approved Marine Deck Technology program beginning this fall. Students will learn the theory, design and operation to satisfy exam requirements for the merchant mariner credential endorsements of Able Seaman, Lifeboatman, Survival Craft and Rating Forming Part of a Navigational Watch.

Construction on the new Marine Technology Center is progressing on schedule. Construction began this summer and will continue for approximately 12 months. The facility will enable the academy to expand its existing programs, as well as develop new courses and programs to support the maritime industry and recreational boating communities.

New MESA Director

The MESA program, which provides support to first generation, low-income, underrepresented, and educationally disadvantaged students studying Science, Technology, Engineering, or Math (STEM) and seek to transfer to bachelor's degree programs, has a new director. Marilyn Saavedra-Leyva has more than 13 years of experience working with nonprofits that help bridge the gap of inequality for underrepresented students. Her background includes creating HIV prevention programs and advocating for people with disabilities. For the past five years, Marilyn has been an integral part of the creation of the Student Center for Science Engagement at Northeastern Illinois University (NEIU), empowering minority students to become leaders in STEM fields through professional development programs.

Seattle Culinary Academy featured for Seattle Eater's "Cheap Eats Week"

Seattle Central College's Seattle Culinary Academy restaurants landed on Seattle Eater's top 16 list of eateries for 2015 "Cheap Eats Week" in July. During summer quarter, the variety of plates that students create "of international street food, farm salads, sandwiches, ice creams and more are worth a special trip," wrote Eater. Summer quarter dining featured a rotating menu of freshly prepared offerings with student-harvested produce from Skagit Valley Farm.

Veteran's art featured in summer gallery exhibition

Over the summer, the campus art gallery hosted an exhibition with paintings and sculptures that reflected on the lasting impact of war at home. In "Veteran: Works by Steven Markussen," the artist, a Cornish College of the Arts alumnus, drew from personal experience to create works using recycled and natural materials that draw attention to the treatment of veterans after they return home from war. The exhibition was made possible in part by a grant from 4Culture, a King County agency that funds arts, heritage and historic preservation projects.

Seattle Vocational Institute

New Interim Executive Director

Maureen Shadair will assume the role starting September 2, 2015. Maureen served 15 years at South Seattle College where she most recently served as Project Director, Title III. Prior to that, she served as Dean for Enrollment and Student Services and also as Director, TRIO Student Success Services. Maureen brings a passion and energy for students and is motivated by their successes. Maureen met with representatives of the staff and faculty in August and is very excited to be a part of SVI's future.

PACT Program

The Pre-Apprenticeship Construction Trades staff, faculty and students attended the *Washington State Apprenticeship & Training Council (WASATC) in June.*

Council heard two students' experience with the PACT program. One student expressed how much the program meant to him and described how it has changed his life. Another student gave an impassioned plea for continued certification and emphasized the growth and opportunity this program has provided for him and his fellow students.

Council voted in favor of maintaining the certification and recognition of the PACT program by the WASATC. This program has had a positive impact on women, people of color, youth, ex-offenders and others who are seeking to transform their lives. Since the meeting five Union Apprenticeship affiliations have been signed, students will be able to enter the Finishing Trades, Glazers, Dry Wall, Painters and Plasterers Unions. The Port of Seattle has employed five students for the Sea Wall Project. Future partnerships with Seattle Housing Authority, the City of Seattle and others are in the works.

Sound Transit has agreed to continue the \$125,000 grant that was in place. After a visit to Seattle Vocational Institute, Leslie Jones, Director of Sound Transit Diversity Programs provided an additional \$100,000. The Ladders of Opportunity Grant was awarded on August 26, 2015.

The renewed interest in the PACT program has resulted in positive campus visits from Washington State Senator, Pramila Jayapal and King County Prosecutor, Dan Satterberg.

Submitted for Seattle Colleges Board of Trustees meeting, September 10, 2015

For AFT Seattle Local 1789

Annette Stofer, In-coming President

On behalf of AFT Seattle, I would like to report that elections in our local were held in the spring, and a new board is beginning its term this fall. A number of new faces join some of us who have been involved with our faculty union for a while. On a personal level, I feel great enthusiasm about stepping into the presidency. For 25 years, I have taught English Language Learners at South campus. My involvement with the faculty union began more than 20 years ago. I have experience on bargaining teams, which I mention since we will start preparations for bargaining soon. We have COLA's that we hope to negotiate promptly this fall, and then a full opener of our Collective Bargaining Agreement coming up in 2016.

From around the district, I can report a couple of campaigns being led by faculty that will benefit many people. South has had a group working on a Paycheck Transparency and Literacy project in which there has been a great deal of information gathering that can help faculty check whether salary and stipend pay are correct. This campaign will continue district wide this fall. We are working to make sure that all needed documents are received by faculty so that they can track pay. We have also been learning about the District's system for generating pay, including coding and changes that are on the way. At Central, faculty are beginning to address concerns about their authority to have a strong voice in the curriculum approval process and Central's curriculum committee. There will be more to learn about their efforts when we get back to work.

Lastly, I would like to mention that the work group related to the MOU on Diversity in Hiring Committees has begun, and we are very pleased to watch that group come together. Building awareness and cultural competency in those who serve on hiring committees should help us to move forward on improving the numbers of faculty of color, thereby representing our diverse student population more closely.

Thank you.

MEMORANDUM

TO: Board of Trustees
Seattle Community College District

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

DATE: September 10, 2015

SUBJECT: STUDENT ADMINISTRATIVE COUNCIL BOARD REPORT -Information Only

- **Student Leadership and Multicultural Programs** – We are happy to announce that we have successfully hired 32 incoming Student Leaders, including 7 who will be returning from last year's team. Thus far we have gone through a weeks-worth of training on a variety of topics. These include but are not limited to: diversity and inclusion, identity and cultural competency, information on both our school as well as the district in terms of the demographics that we serve and retention, and how to work effectively as a team to best serve the Student Body. Activities included interactive workshops and games to help get the students oriented to the college and learning more about each other.
- **Arts Lectures and Activities Board (ALA)** – ALA has been hard at work this summer seeking to find activities that will both draw in students as well as provide an educational experience. Meetings on campus have included the Director of Diversity and Inclusion, members of the Diversity Advisory Council, the Director of Disability Services, the Director of Student Leadership, the Manager of the International Business BAS program, and others. The hope is that by including many voices from the campus community, Student Leadership will be able to create effective and fun programming for the year.

- **Smoking Cessation** – Student leaders have been actively participating in the smoking-cessation implementation team that has formed on campus in an effort to get North tobacco-free by Fall Quarter. Student Leadership will be helping by finding ways to engage students on how they can do their part to help the campus be tobacco-free. Examples include tabling at greeter tables at the beginning of the quarter, creating artist promotional materials, and talking to their fellow students in the classroom.