



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

## **SEATTLE COLLEGE DISTRICT BOARD OF TRUSTEES**

**October 8, 2015**

### **STUDY SESSION**

Seattle Central College  
1701 Broadway  
Seattle, WA 98122

2:00 p.m.

Broadway Performance Hall  
Boardroom – BA306

### **REGULAR SESSION**

Seattle Central College  
1701 Broadway  
Seattle, WA 98122

3:00 p.m.

Broadway Performance Hall  
Boardroom – BA306

### **STUDY SESSION AGENDA**

2:00p.m.

#### **STUDY SESSION**

##### **A. CALL EXECUTIVE SESSION**

To Discuss the Performance of Public Employees

##### **B. OPEN SESSION**

Chancellor Search Firm Interviews

Tuition Assistance Program

Tab 9

4:35 p.m.

**INFORMATIONAL ITEMS**

A. Workforce Diversity Annual Report

Tab 10

B. External Community Survey

Tab 11

5:00 p.m.

**ORAL REPORTS**

A. Chancellor's Report

B. Associated Student Body Presidents

1. Ms. Sarah Baker, North Seattle College
2. Mr. Nickey Mitchell, Seattle Central College
3. Mr. Robert Ribaudo, South Seattle College

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

5:00 p.m.

**ADJOURNMENT**

The next meeting of the Board of Trustees will be held on Thursday, November 12 at South Seattle College, 6000 16<sup>th</sup> Avenue SW, Seattle 98106.

**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*



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## **MINUTES OF THE SEATTLE COLLEGE DISTRICT**

**BOARD OF TRUSTEES MEETING** held Thursday, September 10, 2015 at North Seattle College,  
9600 College Way North, Seattle 98103.

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

Trustees	Mr. Steve Hill, Chair Mr. Jorge Carrasco Ms. Louise Chernin Ms. Carmen Gayton
Chancellor	Dr. Jill Wakefield
Presidents/Vice Chancellors	Dr. Warren Brown, NSC Sheila Edwards Lange, SCC Mr. Gary Oertli, SSC
Vice Chancellors	Dr. Kurt Buttleman Dr. Mary Ellen O'Keeffe Mr. Charles Sims
Advisory Representatives	Mr. Derek Edwards, AAG Ms. Annette Stofer Mr. Ty Pethe, WFSE
Secretary	Ms. Rebecca Hansen

### **ABSENT**

Ms. Teresita Batayola

### **CALL TO ORDER**

Board Chair, Mr. Steve Hill, called the meeting to order at 3:02 p.m.

### **ROLL CALL**

The secretary, Rebecca Hansen, called the roll.

### **INTRODUCTION OF VISITORS**

Trustee Hill welcomed the visitors. Visitors introduced themselves. They included: Mark Weber, Kristen Jones, Melissa Mixon, Martin Logan, Diane Coleman, Victor Kuo and Heather Emlund.

#### APPROVAL OF AGENDA

Trustee Hill asked for a motion to approve the agenda. **Trustee Carrasco made a motion to approve the agenda. Trustee Gayton Seconded. The motion passed 4-0.**

#### PUBLIC COMMENTS

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

#### PRESENTATION

Warren Brown welcomed everyone to North Seattle College and praised the district for being one of the only multi-college districts that has been recognized with AASHE certifications. Dr. Brown then introduced Mark Weber, adjunct faculty in the Business, Engineering and Information Technology department. Mark Weber gave presentation on how the solar panel project at North has paired with Instructional programs on the campus.

Mr. Weber's presentation focused on the energy challenges of the future. He outlined the process of building and installing the solar panels on top of the Education Building at North Seattle College and the overlap with instruction and how programs like mechanical drafting, HVAC and others are expanding to teach clean energy and open new mechanical engineering opportunities for students. Mr. Weber emphasized that North Seattle College is looking for education and industry partners to collaborate with to continue expanding opportunities for students.

#### APPROVAL OF MEETING MINUTES

Trustee Hill announced edits to the minutes and asked for a motion to approve the July 9 and August 18, 2015 meeting minutes with those revisions. **Trustee Carrasco moved to approve the minutes and Trustee Gayton seconded the motion. The motion passed unanimously, 4-0.**

#### TENDER OF GIFTS

Trustees reviewed gifts to Seattle Colleges. **Trustee Carrasco moved to approve and Trustee Gayton seconded the motion. The motion passed unanimously, 4-0.**

#### AFT-SPS CONTRACT

Trustees reviewed the first employment contract between Seattle Colleges and AFT Seattle Professional Staff Union Local 6550. **Trustee Carrasco made a motion to ratify the contract and Trustee Gayton seconded the motion. The motion passed unanimously, 4-0.**

#### AACC GUIDED PATHWAYS INITIATIVE

Trustees considered making a statement of support for a proposal to participate in the Pathways Project with the American Association of Community Colleges. **Trustee Carrasco made a motion to support the proposal and Trustee Chernin seconded the motion. The motion passed unanimously, 4-0.**

#### OUT OF STATE TUITION WAIVER



Trustees reviewed data and discussed eliminating out of state tuition for non-international students. **Trustee Chernin made a motion to begin charging in-state tuition for all students, except international students, beginning Winter Quarter 2016. Trustee Gayton seconded the motion. The motion passed unanimously, 4-0.**

#### POLICY 272

The Board reviewed the proposed changes to the policy related to animals on campus. **Trustee Gayton made a motion to approve the revised policy. Trustee Carrasco seconded. The motion passed unanimously, 4-0.**

#### POLICY 603

The Board reviewed the proposed updates to the cash controls policy. **Trustee Carrasco made a motion to approve the revised policy. Trustee Gayton seconded. The motion passed unanimously, 4-0.**

#### POLICY 640

The Board reviewed the proposed updated to the policy on records, identification, retention and disposition. **Trustee Chernin made a motion to approve the revised policy. Trustee Gayton seconded. The motion passed unanimously, 4-0.**

#### INFORMATIONAL ITEMS

##### A. Proposed Chancellor Selection Process

Board Chair Steve Hill, invited discussion on a timeline and process for selecting the next Chancellor.

Trustee Carrasco stated that he would like the search consultant to give guidance on the composition of the search committee or committees and their roles, as well as the qualifications of potential candidates. Ty Pethe expressed that he wants to ensure that faculty, staff and students are considered as stakeholders in the selection process.

Chair Hill will work with Charles Sims to request proposals from potential search consultants. A decision on which to hire will be made in October.

##### B. Annual Financial Summary

Kurt Buttleman outlined the annual financial summary and discussed some of the potential impacts of the proposed SBCTTC Allocation Model on future budgets.

##### C. Summer Enrollment Report

The Board reviewed preliminary enrollment numbers for Summer Quarter. Chancellor Wakefield commended the colleges on the multiple recruitment and enrollment initiatives that are underway.

##### D. Policy 249 – First Reading

Trustees reviewed the proposed updates to the “Drug Free Environment” policy. A Second Reading and vote will be held at the October meeting.

E. Policy 300, 305, 311, 315, 332, 345, 355, 360, 365 – First Reading

The Board reviewed the proposed updates to the student services policies. A Second Reading and vote will be held at the October meeting.

F. Policy 420 – First Reading

Trustees reviewed the proposed new policy to allow employees to take leave and seek assistance if they or their family/household member are involved in acts of domestic violence. A Second Reading and vote will be held at the October meeting.

G. Chancellor's Report

Chancellor Wakefield introduced her goals for the year which include increasing enrollment, working on fundraising, involving the Board in significant changes at the colleges and assisting with a smooth transition to the next Chancellor.

Chancellor Wakefield also reported on a successful retreat with the presidents and thanked Trustee Hill and the Vice Chancellors for joining for part of the day. The presidents will take on new Vice Chancellor responsibilities and will be serving in the following roles this year:

Warren Brown, Vice Chancellor for Instruction and Corporate Contract Training  
Sheila Edwards Lange, Vice Chancellor for Student Services  
Gary Oertli, Vice Chancellor for Community Relations (including UW)

**ORAL REPORTS**

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

Annette Stofer introduced herself and reported that she is enjoying learning about and adjusting to her new role.

B. Washington Federation of State Employees (WFSE)

Ty Pethe reported that the summer has been a busy time for WFSE members both on the job and in organizing. Mr. Pethe spoke about frustration among Seattle employees and the need for geographic funding for salary increases. He also said that he will be working with administration to fix structural problems and inequities in the classification system. Mr. Pethe thanked Jill Wakefield for her leadership and said he looks forward to participating in the selection process and transition to new leadership.

C. College Presidents and Vice Chancellors

Sheila Edwards Lange shared her goals for the year which include: 1. Building a strong team that is focused on student success; 2. Supporting innovative teaching and learning; 3. Exploring public and private partnerships to improve facilities; 4. Working with district leadership, faculty, staff and students on enrollment and meeting the demands of our changing city; 5. Becoming a part of the Seattle Colleges community and be a part of the special, vibrant history of Seattle Central College.

Board of Trustees Meeting Minutes

September 10, 2015

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Warren Brown gave information about an upcoming workshop on September 25 with Dr. James Banks, a pioneer in multiculturalism education. Dr. Brown also announced the implementation of a smoke free policy at North Seattle College beginning this fall.

Gary Oertli reported on recent public attention praising apprenticeship programs at South and a recent grant to support underrepresented students in high-demand training programs in maritime and manufacturing. He also announced that over 100 students were graduating from the 13<sup>th</sup> Year Scholar Readiness Academy.

E. Board of Trustees

Trustee Carrasco stated that he was impressed by examples of innovation and partnerships that are happening across the district, including the grant to increase training for underrepresented students in maritime and manufacturing at South and the presentation on interdisciplinary studies in the future of energy at North.

ADJOURNMENT

The meeting was adjourned at 4:55pm.

*The next meeting of the Board of Trustees will be held on Thursday, October 8, 2015 at Seattle Vocational Institute, 2120 South Jackson Street, Seattle WA 98144.*

APPROVED BY:

\_\_\_\_\_  
Steve Hill, Chair

\_\_\_\_\_  
Date



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## MEMORANDUM

TO: Board of Trustees

FROM: Dr. Jill Wakefield  
Chancellor

DATE: October 8, 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 September 1, 2015 – September 30, 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 SEPTEMBER 30, 2015  
CASH

DONOR	GIFT AND PURPOSE	CENTRAL	NORTH	SOUTH	SIEGAL CENTER	DISTRICT-WIDE	SVI
SCCC Foundation	TEACH Scholarships	\$ 2,445.00					
CAMPUS TOTALS		\$2,445.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL CASH GIFTS TO						\$2,445.00	
SEATTLE COLLEGES							



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**MEMORANDUM**

**TO:** Board of Trustees  
**FROM:** Kurt R. Buttleman  
**DATE:** October 8, 2015  
**SUBJECT:** Fiscal Year Budget Approval for 2015-16

Please find attached the proposed fiscal year budget for 2015-16. A district-wide hearing was held on June 9, 2015 to inform the college community of the projected fiscal year budget as well as to provide financial information updates. Enrollment and looming changes to the SBCTC allocation remain significant concerns. Seattle Colleges has cautiously budgeted for our operations with these concerns in mind.

Seattle College District hereby submits the 2015-16 Fiscal Year Budget totaling \$208,373,803 including approximately \$128.8M in general operations, to the Board of Trustees for approval. If additional funding changes during the year, we will update the approval amounts accordingly.

The individual budget requests for each college and the district office is as follows:

Seattle Central	\$ 76,767,890
North Seattle	\$ 52,018,123
South Seattle	\$ 55,685,025
SVI	\$ 5,764,317
District Office	\$ 6,850,120
District-wide	\$ 11,288,328

**Recommendation**

It is the recommendation of the administration for the Board of Trustees to approve the proposed 2015-16 Fiscal Year Budget as attached.

Submitted by:

Dr. Kurt Buttleman  
Vice Chancellor of Finance & Technology

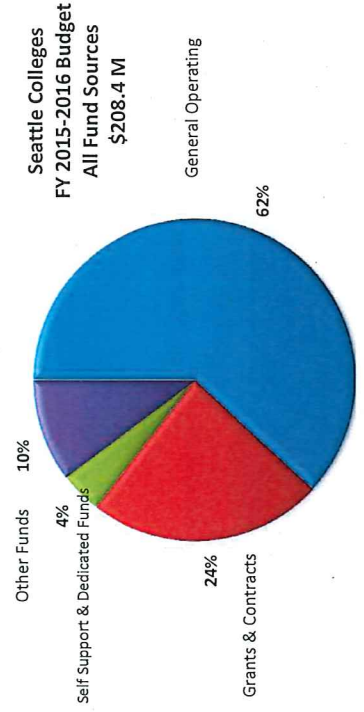
Transmitted to the Board with a favorable recommendation.

Dr. Jill Wakefield  
Chancellor



## PROPOSED FISCAL YEAR BUDGET - ALL FUND SOURCES

	FY2011-2012	Funding %	FY2012-2013	Funding %	FY2013-2014	Funding %	FY2014-2015	Funding %	FY2015-2016	% Change	Funding %
	Budget		Budget		Budget		Budget		Budget		
<b>OPERATING</b>											
State Fund	\$ 59,699,408	56.2%	\$ 56,440,979	54.1%	\$ 59,287,504	54.6%	\$ 60,899,742	54.4%	\$ 65,221,878	6.6%	54.5%
Tuition	\$ 34,999,021	33.0%	\$ 34,999,021	33.6%	\$ 35,510,000	32.7%	\$ 35,965,000	32.2%	\$ 36,084,540	0.3%	30.1%
Cost Recoveries & Indirects	\$ 11,459,624	10.8%	\$ 12,792,965	12.3%	\$ 13,837,476	12.7%	\$ 14,996,363	13.4%	\$ 18,447,638	18.7%	15.4%
Subtotal General Operations	\$ 106,158,053	100.0%	\$ 104,232,965	100.0%	\$ 108,634,980	100.0%	\$ 111,861,105	100.0%	\$ 119,754,056	6.6%	100.0%
Carry-forward Balance	\$ 6,485,345		\$ 7,190,928		\$ 8,181,781		\$ 9,308,803		\$ 9,104,747	-2.2%	
Transferred to / (from) Reserves	\$ 950,000		\$ -		\$ -		\$ -		\$ -		
<b>GENERAL OPERATING</b>	<b>\$ 113,593,398</b>	<b>59.9%</b>	<b>\$ 111,423,893</b>	<b>60.1%</b>	<b>\$ 116,816,761</b>	<b>58.1%</b>	<b>\$ 121,169,908</b>	<b>58.8%</b>	<b>\$ 128,858,803</b>	<b>6.0%</b>	<b>61.8%</b>
<b>GRANTS AND CONTRACTS</b>											
Running Start	\$ 2,507,963		\$ 2,657,719		\$ 2,305,000		\$ 2,510,000		\$ 2,660,000	5.6%	
International Students	\$ 16,055,745		\$ 15,085,598		\$ 17,810,464		\$ 20,310,464		\$ 18,259,900	-11.2%	
Other Grants & Contracts	\$ 29,708,837		\$ 31,712,556		\$ 33,298,184		\$ 28,418,823		\$ 28,418,823	0.0%	
<b>GRANTS &amp; CONTRACTS</b>	<b>\$ 48,272,545</b>	<b>25.5%</b>	<b>\$ 49,455,873</b>	<b>26.7%</b>	<b>\$ 53,413,648</b>	<b>26.6%</b>	<b>\$ 51,239,287</b>	<b>24.9%</b>	<b>\$ 49,338,723</b>	<b>-3.9%</b>	<b>23.7%</b>
<b>DEDICATED AND SELF-SUPPORT</b>											
Instructional Program Fees	\$ 4,975,020		\$ 4,095,115		\$ 5,667,710		\$ 5,632,020		\$ 4,807,669	-17.1%	
Student Services and Community Fees	This is a new category beginning FY1314				\$ 1,966,099		\$ 1,928,980		\$ 1,668,844	-15.6%	
Instructional Retail Activities	\$ 2,095,777		\$ 1,636,500		\$ 799,050		\$ 818,550		\$ 806,503	-1.5%	
Continuing Education	\$ 1,446,401		\$ 1,773,774		\$ 1,829,640		\$ 1,486,200		\$ 1,483,205	-0.2%	
<b>DEDICATED &amp; SUPPORT</b>	<b>\$ 8,517,199</b>	<b>4.5%</b>	<b>\$ 7,505,389</b>	<b>4.1%</b>	<b>\$ 10,262,499</b>	<b>5.1%</b>	<b>\$ 9,865,750</b>	<b>4.8%</b>	<b>\$ 8,766,221</b>	<b>-12.5%</b>	<b>4.2%</b>
<b>OTHER FUNDS</b>											
Associated Students 522	\$ 3,982,235		\$ 3,891,548		\$ 3,924,462		\$ 4,038,833		\$ 4,041,449	0.1%	
Bookstore 524	\$ 1,303,817		\$ 1,143,562		\$ 1,087,072		\$ 1,032,548		\$ 375,000	-175.3%	
Parking & TMP 528	\$ 2,273,475		\$ 2,562,791		\$ 2,566,500		\$ 2,504,199		\$ 2,737,500	8.5%	
Food Service 569	This is a new category beginning FY1314				\$ 2,048,935		\$ 2,125,635		\$ 2,195,847	3.2%	
Auxiliary Enterprises 570	\$ 9,882,541		\$ 7,697,533		\$ 9,226,352		\$ 11,132,226		\$ 9,487,219	-17.3%	
Agency Funds 840	This category was not budgeted prior to FY1415						\$ 722,000		\$ 722,000	0.0%	
Financial Aid 860 3% Tuition	\$ 1,437,735		\$ 1,505,000		\$ 1,500,000		\$ 1,864,431		\$ 1,583,641	-17.7%	
Motor Pool 460 & Printing 448	\$ 312,184		\$ 65,000		\$ 267,400		\$ 286,200		\$ 267,400	-7.0%	
<b>OTHER FUNDS</b>	<b>\$ 19,191,986</b>	<b>10.1%</b>	<b>\$ 16,865,434</b>	<b>9.1%</b>	<b>\$ 20,620,721</b>	<b>10.3%</b>	<b>\$ 23,706,072</b>	<b>11.5%</b>	<b>\$ 21,410,056</b>	<b>-10.7%</b>	<b>10.3%</b>
<b>FISCAL YEAR BUDGET</b>	<b>\$ 189,575,129</b>	<b>100.0%</b>	<b>\$ 185,250,589</b>	<b>100.0%</b>	<b>\$ 201,113,629</b>	<b>100.0%</b>	<b>\$ 205,981,017</b>	<b>100.0%</b>	<b>\$ 208,373,803</b>	<b>1.1%</b>	<b>100.0%</b>



# Seattle Colleges

## PROPOSED FISCAL YEAR 2015-2016 BUDGET - ALL FUND SOURCES

	CENTRAL	NORTH	SOUTH	SVI	SIEGAL CENTER	DISTRICT WIDE	TOTAL
<b>GENERAL OPERATING</b>							
State Fund	\$ 23,413,760	\$ 15,534,483	\$ 18,797,187	\$ 3,522,961	\$ 3,508,855	\$ 444,632	\$ 65,221,878
Tuition	\$ 11,357,721	\$ 9,416,272	\$ 9,986,638	\$ 849,613	\$ 1,523,269	\$ 2,951,027	\$ 36,084,540
Cost Recoveries & Indirects	\$ 9,594,718	\$ 4,530,141	\$ 3,139,875	\$ 62,119	\$ 1,120,785		\$ 18,447,638
Carry-forward Balance	\$ 2,624,255	\$ 2,629,895	\$ 2,498,932	\$ 530,823	\$ 697,211	\$ 123,631	\$ 9,104,747
<b>TOTAL GENERAL OPERATIONS</b>	<b>\$ 46,990,454</b>	<b>\$ 32,110,791</b>	<b>\$ 34,422,632</b>	<b>\$ 4,965,516</b>	<b>\$ 6,850,120</b>	<b>\$ 3,519,290</b>	<b>\$ 128,858,803</b>

### GRANTS AND CONTRACTS

Running Start	\$ 940,000	\$ 900,000	\$ 820,000		\$ -	\$ -	\$ 2,660,000
International Students	\$ 9,000,000	\$ 6,309,900	\$ 2,950,000	\$ -	\$ -	\$ -	\$ 18,259,900
Other Grants & Contracts	\$ 8,965,654	\$ 3,227,000	\$ 10,841,169	\$ 385,000	\$ -	\$ 5,000,000	\$ 28,418,823
<b>TOTAL GRANTS &amp; CONTRACTS</b>	<b>\$ 18,905,654</b>	<b>\$ 10,436,900</b>	<b>\$ 14,611,169</b>	<b>\$ 385,000</b>	<b>\$ -</b>	<b>\$ 5,000,000</b>	<b>\$ 49,338,723</b>

### DEDICATED AND SELF-SUPPORT

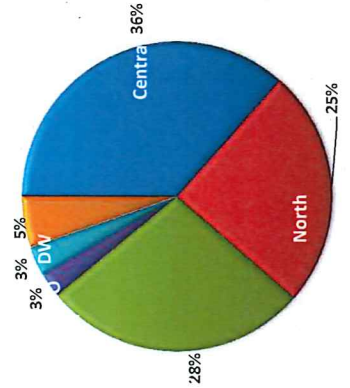
Instructional Program Fees	\$ 2,084,935	\$ 1,745,589	\$ 827,145	\$ 150,000	\$ -	\$ -	\$ 4,807,669
Student Services and Community Fees	\$ 852,053	\$ 498,591	\$ 316,700	\$ 1,500	\$ -	\$ -	\$ 1,668,844
Instructional Retail Activities	\$ 216,253	\$ 19,500	\$ 520,750	\$ 50,000			\$ 806,503
Continuing Education	\$ 354,805	\$ 715,200	\$ 413,200	\$ -	\$ -	\$ -	\$ 1,483,205
<b>TOTAL DEDICATED &amp; SUPPORT</b>	<b>\$ 3,508,046</b>	<b>\$ 2,978,880</b>	<b>\$ 2,077,795</b>	<b>\$ 201,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,766,221</b>

### OTHER FUNDS

Associated Students 522	\$ 1,485,731	\$ 1,355,347	\$ 1,100,371	\$ 100,000	\$ -	\$ -	\$ 4,041,449
Bookstore 524	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ 225,000	\$ 375,000
Parking & TMP 528	\$ 230,000	\$ 450,000	\$ 205,000	\$ 2,500	\$ -	\$ 1,850,000	\$ 2,737,500
Food Service 569	\$ 780,000	\$ 1,105,847	\$ 310,000	\$ -	\$ -	\$ -	\$ 2,195,847
Auxiliary Enterprises 570	\$ 3,788,722	\$ 2,777,959	\$ 2,156,500	\$ 70,000	\$ -	\$ 694,038	\$ 9,487,219
Agency Funds 840	\$ 250,000	\$ 247,000	\$ 225,000	\$ -	\$ -	\$ -	\$ 722,000
Financial Aid 860 3% Tuition	\$ 611,883	\$ 505,399	\$ 426,558	\$ 39,801	\$ -	\$ -	\$ 1,583,641
Motor Pool 460 & Printing 448	\$ 167,400	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 267,400
<b>TOTAL OTHER FUNDS</b>	<b>\$ 7,363,736</b>	<b>\$ 6,491,552</b>	<b>\$ 4,573,429</b>	<b>\$ 212,301</b>	<b>\$ -</b>	<b>\$ 2,769,038</b>	<b>\$ 21,410,056</b>

<b>TOTAL FISCAL YEAR BUDGET</b>	<b>\$ 76,767,890</b>	<b>\$ 52,018,123</b>	<b>\$ 55,685,025</b>	<b>\$ 5,764,317</b>	<b>\$ 6,850,120</b>	<b>\$ 11,288,328</b>	<b>\$ 208,373,803</b>
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Seattle Colleges  
FY 2015-2016  
BUDGET All Funds  
by Campus





# Seattle Colleges Operating Budget



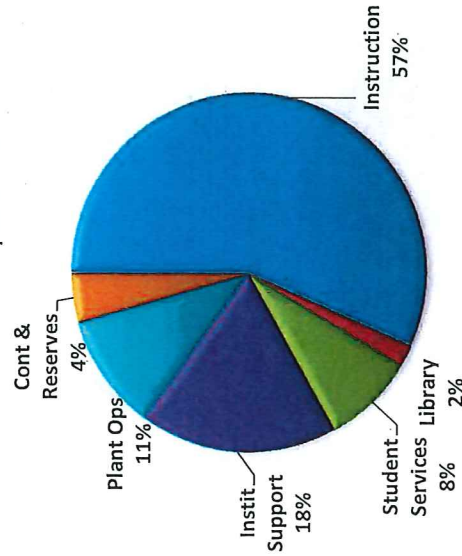
## SEATTLE COLLEGES Central • North • South • SVI

### PROPOSED FISCAL YEAR 2015-2016 OPERATING BUDGET

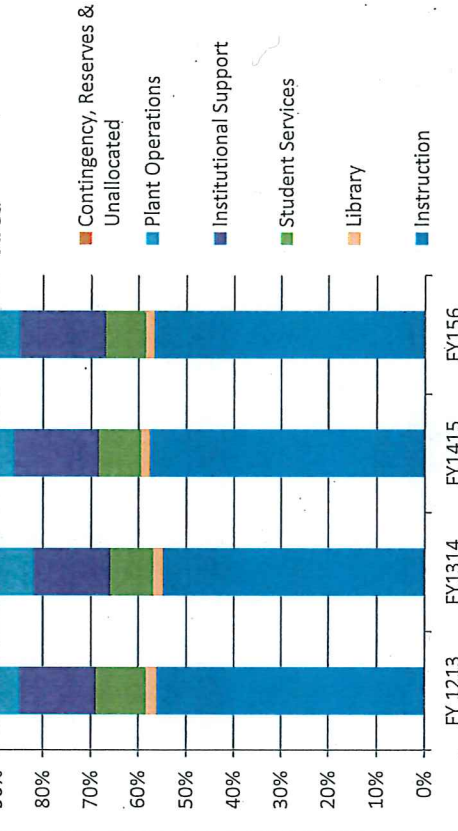
Proposed Budget Yearly Trend

	FY 2012 - 2013	FY 2013 - 2014	FY 2014-2015	FY 2015-2016
<b>TOTAL Operating Budget</b>	<b>\$ 110,494,983</b>	<b>\$ 116,816,762</b>	<b>\$ 121,169,908</b>	<b>\$ 128,858,803</b>
			5.7%	3.7%
				6.3%

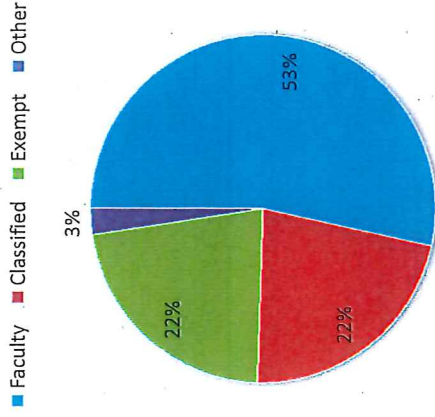
**FY Budget 2015-2016  
\$128.8 M**



**Budget by Program Area**



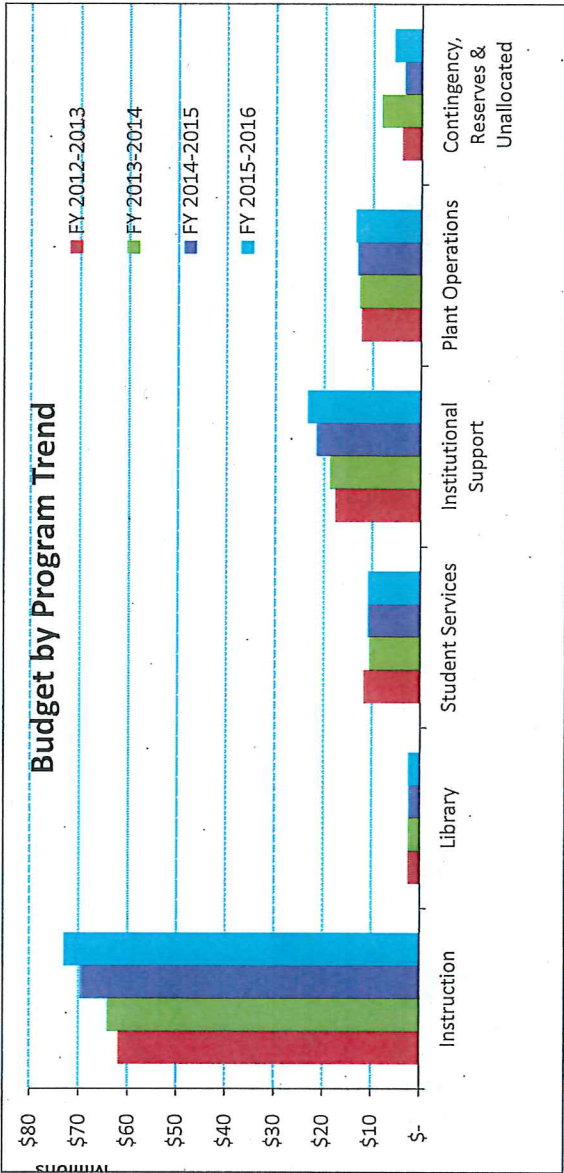
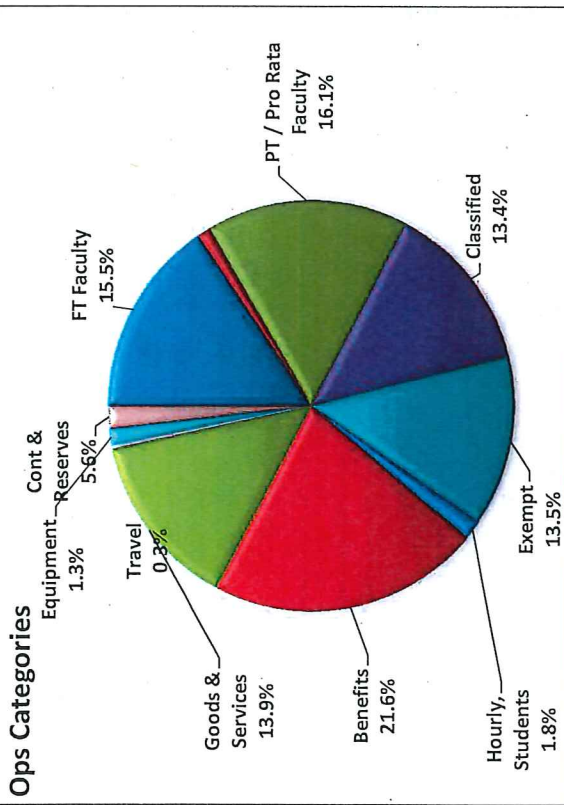
**Staffing Expenditures**



OPERATING	Programs	FY 2012-2013	%	FY 2013-2014	%	FY 2014-2015	%	FY 2015-2016	%
Instruction	011 & 04x	\$ 61,995,316	56%	64,058,505	55%	\$ 69,704,283	58%	\$ 72,955,836	57%
Library	05x	\$ 2,481,862	2%	2,436,120	2%	\$ 2,373,646	2%	\$ 2,422,681	2%
Student Services	06x	\$ 11,769,672	11%	10,518,052	9%	\$ 10,811,512	9%	\$ 10,803,749	8%
Institutional Support	08x	\$ 17,704,659	16%	18,810,094	16%	\$ 21,506,204	18%	\$ 23,422,580	18%
Plant Operations	09x	\$ 12,408,292	11%	12,755,791	11%	\$ 13,182,461	11%	\$ 13,572,172	11%
Contingency, Reserves & Unallocated	02x	\$ 4,135,183	4%	8,238,200	7%	\$ 3,591,802	3%	\$ 5,681,785	4%
<b>TOTAL</b>		<b>\$ 110,494,983</b>	<b>100%</b>	<b>\$ 116,816,762</b>	<b>100%</b>	<b>\$ 121,169,908</b>	<b>100%</b>	<b>\$ 128,858,803</b>	<b>100%</b>

# Seattle Colleges

## PROPOSED FISCAL YEAR 2015-2016 OPERATING BUDGET



OPERATING CATEGORIES	Programs	FY 2012-2013	%	FY 2013-2014	%	FY 2014-2015	%	FY 2015-2016	%
FT Faculty	AE	\$ 16,749,489	15.2%	\$ 18,458,784	15.8%	\$ 17,449,131	15.2%	\$ 20,003,943	15.5%
Faculty Stipend	AF	\$ 813,350	0.7%	\$ 961,862	0.8%	\$ 1,037,829	0.9%	\$ 1,303,054	1.0%
PT / Pro Rata Faculty	AG & AH	\$ 20,471,813	18.5%	\$ 20,704,061	17.7%	\$ 21,906,338	19.1%	\$ 20,711,807	16.1%
Classified	AK	\$ 13,823,729	12.5%	\$ 14,770,450	12.6%	\$ 14,603,927	12.7%	\$ 17,286,637	13.4%
Exempt	AA, AB, AC, AZ	\$ 12,983,823	11.8%	\$ 13,872,379	11.9%	\$ 14,206,837	12.4%	\$ 17,397,381	13.5%
Overtime	AU	\$ 221,772	0.2%	\$ 70,096	0.1%	\$ 120,216	0.1%	\$ 28,742	0.0%
Hourly, Students & Other	All other	\$ 2,514,043	2.3%	\$ 2,101,146	1.8%	\$ 2,606,752	2.3%	\$ 1,913,933	1.5%
Benefits	B-	\$ 22,228,901	20.1%	\$ 23,176,542	19.8%	\$ 23,102,036	20.1%	\$ 27,883,131	21.6%
Goods & Services	E- LESS 02X	\$ 11,405,211	10.3%	\$ 12,082,533	10.3%	\$ 12,532,323	10.9%	\$ 17,930,040	13.9%
Travel	G-	\$ 282,406	0.3%	\$ 332,535	0.3%	\$ 320,893	0.3%	\$ 332,103	0.3%
Equipment	J- & K-	\$ 1,387,272	1.3%	\$ 1,226,289	1.0%	\$ 1,604,324	1.4%	\$ 1,728,625	1.3%
Personal Services	C-	\$ 220,017	0.2%	\$ 337,591	0.3%	\$ 473,705	0.4%	\$ 61,051	0.0%
Contingency & Reserves	E in 02x	\$ 35,326	0.0%	\$ 4,767,529	4.1%	\$ -	0.0%	\$ -	0.0%
Other (Training Cont., Client Svcs, etc.)	N, P, x,	\$ 4,188,793	3.9%	\$ 3,913,256	3.4%	\$ 4,782,211	4.2%	\$ 2,278,356	1.8%
<b>TOTAL</b>		<b>\$ 110,494,983</b>	<b>97%</b>	<b>\$ 116,816,759</b>	<b>100%</b>	<b>\$ 114,746,522</b>	<b>100%</b>	<b>\$ 128,858,803</b>	<b>100%</b>



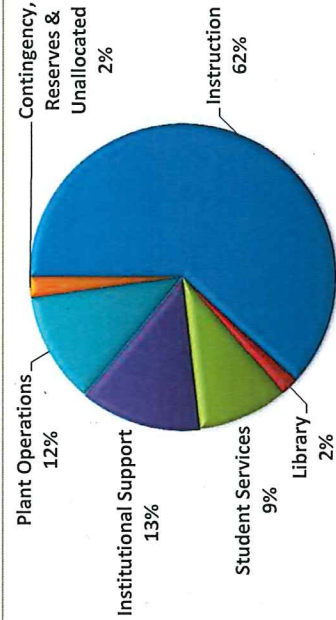


### PROPOSED FISCAL YEAR 2015-2016 OPERATING BUDGET

OPERATING	Programs	FY 2012-2013	FY 2013-2014	FY 2014-2015	FY 2015-2016
Instruction	011 & 04x	\$ 24,482,744	\$ 24,460,717	\$ 26,119,194	\$ 29,000,862
Library	05x	\$ 930,998	\$ 962,152	\$ 879,054	\$ 915,511
Student Services	06x	\$ 4,297,101	\$ 4,041,720	\$ 4,195,595	\$ 4,467,213
Institutional Support	08x	\$ 3,389,205	\$ 4,307,337	\$ 5,227,316	\$ 6,031,521
Plant Operations	09x	\$ 4,774,682	\$ 4,996,440	\$ 5,205,103	\$ 5,540,563
Contingency, Reserves & Unallocated	02x	\$ -	\$ 1,625,929	\$ 671,313	\$ 1,034,784
<b>TOTAL</b>		<b>\$ 37,874,730</b>	<b>\$ 40,394,295</b>	<b>\$ 42,297,575</b>	<b>\$ 46,990,454</b>

OPERATING CATEGORIES	FY 2012-2013	FY 2013-2014	FY 2014-2015	FY 2015-2016
FT Faculty	\$ 7,590,007	\$ 8,079,153	\$ 8,815,180	\$ 8,635,114
Faculty Stipend	\$ 206,162	\$ 184,124	\$ 249,400	\$ 476,064
PT / Pro Rata Faculty	\$ 7,759,722	\$ 7,944,909	\$ 7,978,846	\$ 8,152,063
Classified	\$ 4,841,970	\$ 5,606,009	\$ 6,015,106	\$ 6,709,380
Exempt	\$ 3,637,868	\$ 3,752,610	\$ 4,088,232	\$ 5,302,935
Overtime	\$ 84,983	\$ 10,000	\$ 10,000	\$ 15,042
Hourly, Students & Other	\$ 749,586	\$ 634,614	\$ 662,933	\$ 633,069
Benefits	\$ 8,160,585	\$ 8,766,628	\$ 8,953,814	\$ 11,429,930
Goods & Services	\$ 3,478,311	\$ 3,483,002	\$ 4,268,843	\$ 4,535,112
Travel	\$ 62,302	\$ 119,894	\$ 72,504	\$ 79,304
Equipment	\$ 457,249	\$ 629,313	\$ 331,324	\$ 683,935
Personal Services	\$ 15,357	\$ -	\$ 2,025	\$ 2,025
Unallocated Funds	\$ -	\$ 300,000	\$ 1,264,829	\$ -
Other (Training Cont., Client Svcs, etc.)	\$ 830,629	\$ 884,039	\$ 849,368	\$ 336,481
<b>TOTAL</b>	<b>\$ 37,874,730</b>	<b>\$ 40,394,295</b>	<b>\$ 42,297,575</b>	<b>\$ 46,990,454</b>

Seattle Central Budgeted Expenses by Program Code  
FY 2015 - 2016

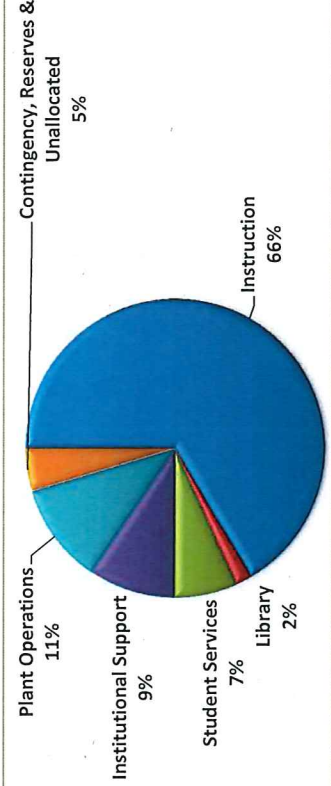


**PROPOSED FISCAL YEAR 2015-2016 OPERATING BUDGET**

OPERATING	Programs	FY 2012-2013	FY 2013-2014	FY 2014-2015	FY 2015-2016
Instruction	011 & 04x	\$ 17,021,652	\$ 18,672,638	\$ 19,486,679	\$ 21,351,243
Library	05x	\$ 741,677	\$ 590,533	\$ 582,473	\$ 579,626
Student Services	06x	\$ 2,982,827	\$ 2,152,340	\$ 2,677,136	\$ 2,162,713
Institutional Support	08x	\$ 2,423,606	\$ 2,708,311	\$ 3,069,452	\$ 3,032,490
Plant Operations	09x	\$ 3,121,400	\$ 3,021,788	\$ 3,241,918	\$ 3,488,378
Contingency, Reserves & Unallocated	02x	\$ 213,301	\$ 1,843,438	\$ 1,333,238	\$ 1,496,341
<b>TOTAL</b>		<b>\$ 26,504,462</b>	<b>\$ 28,989,048</b>	<b>\$ 30,390,896</b>	<b>\$ 32,110,791</b>

OPERATING CATEGORIES	FY 2012-2013	FY 2013-2014	FY 2014-2015	FY 2015-2016
FT Faculty	\$ 4,387,234	\$ 4,622,803	\$ 5,016,444	\$ 5,498,246
Faculty Stipend	\$ 208,710	\$ 300,504	\$ 274,422	\$ 354,749
PT / Pro Rata Faculty	\$ 6,135,357	\$ 6,723,568	\$ 6,180,977	\$ 6,706,295
Classified	\$ 3,483,505	\$ 3,619,434	\$ 3,988,637	\$ 4,218,168
Exempt	\$ 2,797,275	\$ 3,247,293	\$ 3,787,776	\$ 4,005,158
Overtime	\$ 77,587	\$ 30,809	\$ 2,600	\$ 2,600
Hourly, Students & Other	\$ 560,635	\$ 488,046	\$ 335,675	\$ 449,612
Benefits	\$ 5,609,511	\$ 6,104,186	\$ 5,953,434	\$ 7,448,080
Goods & Services	\$ 1,939,920	\$ 2,050,567	\$ 2,466,165	\$ 3,045,083
Travel	\$ 44,919	\$ 69,381	\$ 102,440	\$ 94,638
Equipment	\$ 109,890	\$ 150,331	\$ 79,915	\$ 144,979
Personal Services	\$ 130,788	\$ 175,075	\$ 20,670	\$ 24,670
Unallocated Funds	\$ 213,301	\$ -	\$ 1,264,829	\$ -
Other (Training Cont., Client Svcs, etc.)	\$ 805,831	\$ 1,010,834	\$ 916,912	\$ 118,513
<b>TOTAL</b>	<b>\$ 26,504,462</b>	<b>\$ 28,989,048</b>	<b>\$ 30,390,896</b>	<b>\$ 32,110,791</b>

**North Seattle Budgeted  
Expenses by Program Code  
FY 2015-2016**





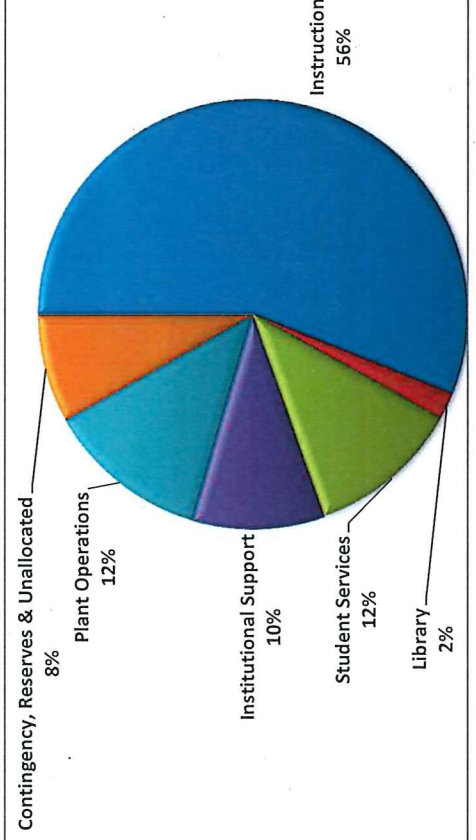


**PROPOSED FISCAL YEAR 2015-2016 OPERATING BUDGET**

OPERATING	Programs	FY 2012-2013	FY 2013-2014	FY 2014-2015	FY 2015-2016
Instruction	011 & 04x	\$ 17,663,562	\$ 18,256,844	\$ 20,423,420	\$ 19,360,786
Library	05x	\$ 638,686	\$ 653,604	\$ 666,053	\$ 670,119
Student Services	06x	\$ 3,623,234	\$ 3,467,482	\$ 3,366,563	\$ 3,855,314
Institutional Support	08x	\$ 3,125,672	\$ 3,492,031	\$ 4,103,947	\$ 5,500,950
Plant Operations	09x	\$ 3,886,722	\$ 3,883,643	\$ 4,057,296	\$ 4,087,087
Contingency, Reserves & Unallocated	02x	\$ 2,572,497	\$ 3,125,087	\$ 964,348	\$ 948,376
<b>TOTAL</b>		<b>\$ 31,510,373</b>	<b>\$ 32,878,691</b>	<b>\$ 33,581,627</b>	<b>\$ 34,422,632</b>

OPERATING CATEGORIES	FY 2012-13	FY 2013-2014	FY 2014-2015	FY 2015-2016
FT Faculty	\$ 4,419,293	\$ 5,102,327	\$ 4,925,382	\$ 5,307,238
Faculty Stipend	\$ 234,849	\$ 319,155	\$ 328,710	\$ 274,578
PT / Pro Rata Faculty	\$ 5,413,060	\$ 4,894,559	\$ 5,562,876	\$ 4,652,570
Classified	\$ 3,474,769	\$ 3,749,663	\$ 4,106,948	\$ 4,158,814
Exempt	\$ 3,555,329	\$ 3,789,984	\$ 4,461,361	\$ 4,532,417
Overtime	\$ 51,201	\$ 10,600	\$ 6,100	\$ 6,100
Hourly, Students & Other	\$ 688,998	\$ 524,515	\$ 517,285	\$ 484,244
Benefits	\$ 5,697,393	\$ 5,977,653	\$ 5,845,902	\$ 6,164,278
Goods & Services	\$ 2,965,837	\$ 3,145,696	\$ 3,388,778	\$ 6,521,573
Travel	\$ 96,913	\$ 62,626	\$ 77,893	\$ 71,243
Equipment	\$ 604,498	\$ 228,335	\$ 918,599	\$ 416,515
Personal Services	\$ 40,822	\$ 66,575	\$ 123,500	\$ 9,700
Unallocated Funds	\$ 2,572,497	\$ 3,118,144	\$ 672,574	\$ -
Other (Training Cont., Client Svcs, etc.)	\$ 1,694,914	\$ 1,888,859	\$ 2,645,719	\$ 1,823,362
<b>TOTAL</b>	<b>\$ 31,510,373</b>	<b>\$ 32,878,691</b>	<b>\$ 33,581,627</b>	<b>\$ 34,422,632</b>

**South Seattle Budgeted  
Expenses by Program Code  
FY 2015-2016**



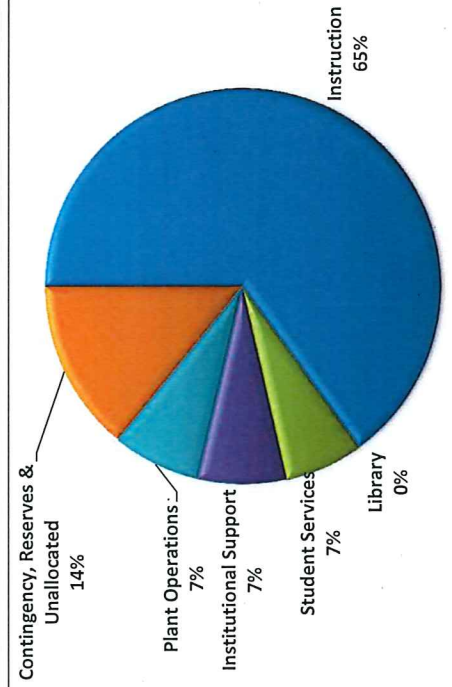


## PROPOSED FISCAL YEAR 2015-2016 OPERATING BUDGET

OPERATING	Programs	FY 2012-13		FY 2013-2014		FY 2014-15	FY 2015-16
Instruction	011 & 04x	\$	2,517,652	\$	2,417,652	\$	3,231,167
Library	05x	\$	-	\$	-	\$	-
Student Services	06x	\$	866,510	\$	856,510	\$	318,509
Institutional Support	08x	\$	417,126	\$	397,126	\$	356,910
Plant Operations	09x	\$	557,060	\$	757,060	\$	357,218
Contingency, Reserves & Unallocated	02x	\$	-	\$	233,819	\$	701,713
<b>TOTAL</b>		\$	<b>4,358,348</b>	\$	<b>4,662,167</b>	\$	<b>4,965,517</b>

OPERATING CATEGORIES		FY 2012-13		FY 2013-2014		FY 2014-15	FY 2015-16
FT Faculty	AE	\$	352,955	\$	587,472	\$	444,127
Faculty Stipend	AF	\$	106,116	\$	70,000	\$	144,299
PT / Pro Rata Faculty	AG & AH	\$	1,105,065	\$	1,141,025	\$	1,200,879
Classified	AK	\$	594,137	\$	583,117	\$	659,583
Exempt	AA, AB, AC, AZ	\$	452,418	\$	511,442	\$	514,173
Overtime	AU	\$	3,002	\$	-	\$	-
Hourly, Students & Other	All other	\$	143,264	\$	87,000	\$	92,500
Benefits	B-	\$	997,688	\$	774,770	\$	1,164,926
Goods & Services	E- LESS 02X	\$	334,926	\$	744,758	\$	443,945
Travel	G-	\$	1,455	\$	2,000	\$	1,500
Equipment	J- & K-	\$	8,625	\$	8,000	\$	3,000
Personal Services	C-	\$	-	\$	-	\$	-
Unallocated Funds	E in 02x	\$	-	\$	-	\$	-
Other (Training Cont., Client Svcs, etc.)	N, P, x,	\$	258,697	\$	152,582	\$	152,454
TOTAL		\$	4,358,348	\$	4,662,164	\$	5,075,096
							4,965,517

SVI Budgeted  
Expenses by Program Code  
FY 2015 - 2016





# Seattle Colleges District-Wide & Siegal Center

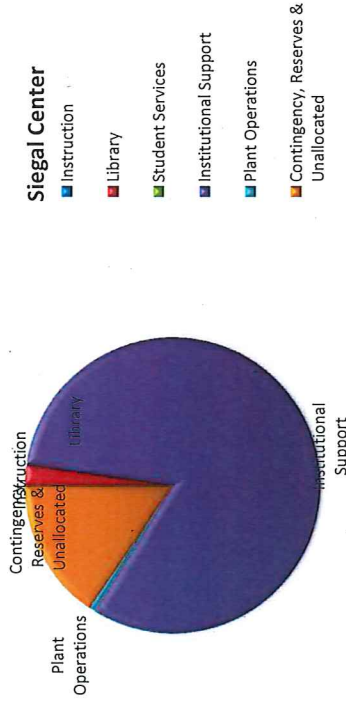
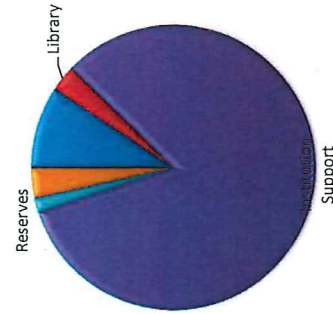
## PROPOSED FISCAL YEAR 2015-2016 OPERATING BUDGET

### District Wide

OPERATING	Programs	FY 2012-2013	FY 2013-2014	FY 2014-2015	FY 2015-2016
Instruction	011 & 04x	\$ 309,706	\$ 248,220	\$ 384,843	\$ 328,750
Library	05x	\$ 92,163	\$ 102,635	\$ 102,635	\$ 102,635
Student Services	06x	\$ -	\$ -	\$ -	\$ -
Institutional Support	08x	\$ 3,097,866	\$ 2,190,152	\$ 2,965,384	\$ 2,910,045
Plant Operations	09x	\$ -	\$ 55,260	\$ 57,326	\$ 57,326
Contingency, Reserves & Unallocated	02x	\$ 827,223	\$ 1,165,189	\$ 112,018	\$ 120,533
<b>TOTAL</b>		<b>\$ 4,326,958</b>	<b>\$ 3,761,456</b>	<b>\$ 3,622,206</b>	<b>\$ 3,519,289</b>

OPERATING CATEGORIES	FY 2012-2013	FY 2013-2014	FY 2014-2015	FY 2015-2016
FT Faculty	\$ -	\$ 67,029	\$ 119,217	\$ 119,217
Faculty Stipend	\$ 57,514	\$ 85,129	\$ 127,233	\$ 56,227
PT / Pro Rata Faculty	\$ 58,609	\$ -	\$ -	\$ -
Classified	\$ 46,794	\$ 48,845	\$ 275,749	\$ 225,552
Exempt	\$ 54,350	\$ 149,397	\$ 316,346	\$ 296,815
Overtime	\$ -	\$ 452	\$ -	\$ -
Hourly, Students & Other	\$ 255,098	\$ 234,547	\$ 208,098	\$ 208,098
Benefits	\$ 529,633	\$ 419,805	\$ 477,610	\$ 481,593
Goods & Services	\$ 2,248,024	\$ 2,350,195	\$ 1,524,963	\$ 2,005,780
Travel	\$ 27,227	\$ 35,636	\$ 39,172	\$ 37,227
Equipment	\$ 163,260	\$ 96,239	\$ 165,800	\$ 82,780
Personal Services	\$ 13,250	\$ 73,230	\$ 106,000	\$ 6,000
Unallocated Funds	\$ 827,223	\$ 827,223	\$ 262,018	\$ -
Other (Training Cont., Client Svcs, etc.)	\$ 56,590	\$ (60,769)	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 4,326,958</b>	<b>\$ 3,761,456</b>	<b>\$ 3,622,206</b>	<b>\$ 3,519,289</b>

### District-wide



### Siegal Center

OPERATING	Programs	FY 2012-2013	FY 2013-2014	FY 2014-2015	FY 2015-2016
Instruction	011 & 04x	\$ -	\$ 2,434	\$ -	\$ -
Library	05x	\$ 78,338	\$ 127,196	\$ 143,431	\$ 154,790
Student Services	06x	\$ -	\$ -	\$ -	\$ -
Institutional Support	08x	\$ 5,251,184	\$ 5,715,137	\$ 5,659,046	\$ 5,590,664
Plant Operations	09x	\$ 68,428	\$ 41,600	\$ 41,600	\$ 41,600
Contingency, Reserves & Unallocated	02x	\$ 522,162	\$ 244,738	\$ 358,431	\$ 1,063,066
<b>TOTAL</b>		<b>\$ 5,920,112</b>	<b>\$ 6,131,105</b>	<b>\$ 6,202,508</b>	<b>\$ 6,850,120</b>



**SEATTLE  
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## MEMORANDUM

**TO:** Board of Trustees

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

**DATE:** October 8, 2015

**SUBJECT:** Recommended Approval of Tenure

### Background

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

### South Seattle College

Pamela Wilkins Library

### Recommended Action

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

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

Jill A. Wakefield, Ed.D.  
Chancellor



**MEMORANDUM**

**TO:** Board of Trustees

**FROM:** Chancellor's Office

**DATE:** October 8, 2015

**SUBJECT:** Policy 249 – Second and Final 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.

The revised policy was presented to the Board of Trustees for a First reading in September 2015 and is now being presented for a Second reading and final approval.

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*



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## **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 and no changes were recommended. It is recommended that policy 332 be removed because the colleges do not offer short-term loans to students.

The policies were presented to the Board of Trustees for a First reading in September 2015 and are now being presented for a Second reading and final approval.

### Recommendation

It is recommended that the Seattle Colleges Board of Trustees approve the review of Policies 300, 305, 311, 315, 332, 345, 355, 360, and 365.

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](http://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*~~



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## MEMORANDUM

**TO:** Seattle Colleges Board of Trustees

**FROM:** Chancellor's Office

**DATE:** October 8, 2015

**SUBJECT:** Policy 420 – Second and Final Reading

### Background

The proposed new 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.

This policy was presented to the Board of Trustees for a First Reading in September 2015 and is now being presented for a Second Reading and final approval.

### 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.



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**MEMORANDUM**

**TO:** Board of Trustees  
**FROM:** Jill A. Wakefield  
**DATE:** October 8, 2015  
**SUBJECT:** New Waiver - Bldg and S&A fee for Active Duty Military in Tuition Asst Program

**Background**

The Washington state legislature created a new waiver for use by higher education that allows for districts to waive up to 100% of the *building* and *student and activity* fees for active military students who are eligible for the Department of Defense 'Tuition Re-imbusement' program.

Waiver of all of the following fees include:

- (1) Building fees as defined in RCW 28B.15.025; and
- (2) Services and activities fees as defined in RCW 28B.15.041.

The requirement of districts to use the waiver is permissive; local use requires an affirmative action from the Board of Trustees.

**Recommendation**

It is the recommendation of the administration for the Board of Trustees to waive 100% of the building and student activity fees for Active Military students who are eligible for the Department of Defense 'Tuition Re-imbusement' program.

Submitted by:

Dr. Kurt Buttleman  
Vice Chancellor of Finance & Technology

Transmitted to the Board with a favorable recommendation.

Dr. Jill Wakefield  
Chancellor



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## MEMORANDUM

**TO:** Board of Trustees

**FROM:** Charles Sims, Chief Human Resources Officer

**DATE:** October 8, 2015

**SUBJECT:** Annual Workforce Diversity Report – Information only

### Background:

The district's Employee Services Division provides the Board of Trustees with an annual report on the diversity of the district's workforce as an important dimension in its mission and values of inclusion of the constituencies of the communities it serves as educator and employer. This report reflects the status of the district's goal to ensure alignment between the demographic profiles of its students with those of its workforce.

### Recommendation:

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

Submitted by:

Charles Sims  
Chief Human Resources Officer

Transmitted to the Board with a favorable recommendation.

Dr. Jill Wakefield  
Chancellor

# Seattle College District Workforce Profile

Annual Report

Prepared for Board of Trustees—October 2015



*STUDENT SUCCESS*

*PARTNERSHIPS*

*INNOVATION*

*Prepared by Seattle College District Employee Services Division*



## ***INTRODUCTION***

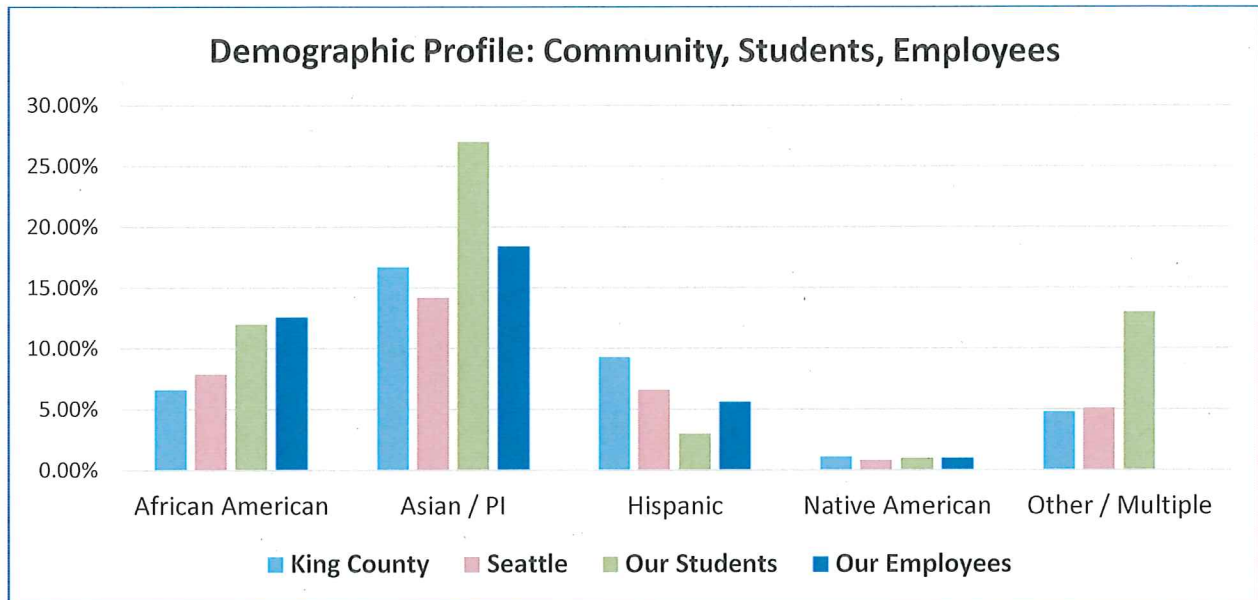
The SCD's strategic context for workforce planning in general continues to be guided by its legacy of commitment to diversity within its workforce and the students it serves. However, the District's practices and policies also embrace and reflect the more contemporary philosophy that diversity is not a stand-alone goal in and of itself, nor should it be compliance driven as in the past. Diversity is the foundation for the trilogy of ***Diversity, Inclusion, and Equity***. Although those concepts are often used interchangeably, we view them as closely related, but distinct, each with discrete goals and measurable outcomes.

In the absence of Inclusion and Equity, workforce and student diversity can be perceived and experienced as hollow and frustrating for those who have been historically underserved and underrepresented in higher education and employment. While it's noteworthy, and a pride point, that the District enjoys the highest percentage of workforce and student diversity in the state of Washington, it primarily serves as the clearest indicator that we are continuing to do what we are supposed to do—leverage the geographic advantages of operating within the most diverse county in the state. However validating and informing it may be to compare the District's diversity demographics with those of the SBCTC, City of Seattle and King County, the UW, etc., more importantly, we derive greater value from focusing on the internal benchmarks and performance indicators and what they tell us with respect to how well we are serving our employees and students from year to year in terms of Inclusion and Equity.

## ***DIVERSITY***

This report examines the entire Seattle College District workforce (more than 4,000 total employees during fiscal year 2014-15). Primary considerations include the critical importance of our goal to mirror our employee diversity with that of our students, attract and retain the talent we need in a very competitive labor market, and to strategically respond to the professional and leadership development needs across all sectors of our workforce.

The graph below provides a clear illustration of the relationship between our students and workforce across demographic groups, and that we continue to exceed those same demographics for King County and Seattle.



\*King County and City of Seattle population demographics from most recent information provided by US Census Bureau (<http://www.census.gov/>). SCD HRIS systems generally do not allow for another/multiple identification.

**Consistency of Full-Time Employee Profiles.** This table profiles the year-to-year consistency of the District's workforce diversity demographics between 2012 and 2015.

	Total Minority	African American	Asian / Pacific Islander	Caucasian	Hispanic	Native American	Unreported
<b>2015</b> (1172)	37.6%	12.6%	18.4%	58.9%	5.6%	1.0%	3.3%
2014 (1161)	36.6%	12.1%	17.8%	60.7%	5.9%	0.9%	2.7%
2013 (1114)	35.1%	11.8%	17.3%	63.0%	5.1%	0.9%	1.9%
2012 (1084)	36.6%	12.7%	17.5%	63.0%	5.4%	1.0%	0.6%

\*Data represents a Spring quarter headcount of full-time faculty, classified staff, and exempt professionals and administrators. Percentages may not add to 100 due to rounding.

## ***INCLUSION***

Inclusion is enhanced through both proactive outreach and the absence of barriers to access, success, and completion of educational and/or employment/career goals. This is further illustrated by the ongoing commitment by the District to ensure, through its policies and practices, that all employees and students have the opportunity to thrive in a working and learning culture and environment that is safe, respectful, and free from all forms of discrimination, harassment, and bullying that could impede their full inclusion within the District's community.

The District's outreach strategies and the community partnerships it has forged will continue to build and sustain bridges between the colleges and the constituents of the communities it serves as a destination employer and educator.

### **PROACTIVE OUTREACH—ABSENCE OF BARRIERS**

Those segments of our workforce that remain under-represented by people of color notably, tenured faculty, part-time faculty, and academic deans, will continue to be a primary focus of the District's external and internal outreach efforts. Over the past two years, we can see definite movement of the needle with newly-hired, tenure track faculty of color who are in the first and second-year stages of the three-year tenure process. This has resulted from the strong leadership of the college presidents, and the implementation of focused efforts to address those recruitment and hiring challenges, and to ensure that our internal screening and hiring practices eliminate the existence of systemic barriers to inclusion. Additionally, we have upgraded and redirected our recruitment resources as follows:

- Shifted our resources to support a more proactive outreach model in our recruitment activities, including annual job fairs hosted on our campuses to generate awareness and interest in our part-time faculty job opportunities;
- Renewed and strengthened our partnership with the University of Washington Graduate Opportunities and Minority Achievement Program (GO-MAP) to help graduate students of color explore the nuances of teaching at a community college. Seattle Colleges hosts quarterly visits where soon-to-be and recent graduates visit the colleges and hear from a distinguished panel of faculty and administrators about what it is like to teach at a community college;
- Formalized a MOU with the AFT Seattle to jointly identify and address any existing CBA content regarding faculty selection and hiring practices; providing Search Advocacy training for search committees and faculty; and in collaboration with the Diversity

leadership staff of the respective colleges, adopting specific retention and onboarding initiatives aimed at increasing the retention of new faculty of color.

These efforts have yielded more total job applicants each year, even with the economy bouncing back and Seattle having one of the lowest unemployment rates in the country.

## PART-TIME FACULTY

Our part-time faculty community includes 1,200 ‘active’ employees of which 850 – 900 are teaching in any given quarter. Increasing the diversity of our part-time faculty community will be achieved through steady, incremental change over time – as displayed in the graph below. Interestingly, we are also seeing a trend in which the percent of part-time faculty who do not report their race and ethnicity has significantly increased over the past five years.

### Part-time Faculty Demographic Profile

Year	Total Minority	African American	Asian / Pacific Islander	Caucasian	Hispanic	Native American	Unreported
2014 – 2015	21.2%	5.5%	10.4%	71.4%	4.7%	0.5%	7.4%
2013 – 2014	20.4%	5.8%	9.7%	76.6%	4.4%	0.6%	3.0%
2012 – 2013	20.5%	6.3%	9.8%	76.8%	3.5%	0.9%	2.7%
2011 – 2012	20.1%	6.3%	9.5%	78.4%	3.9%	0.4%	1.5%
2010 – 2011	20.1%	6.1%	9.3%	78.8%	4.1%	0.5%	1.1%

\*Data based on self-reporting from faculty members who worked during each academic year in part-time faculty positions, including online courses, stipend assignments, substitution and other assignments. This data does not include full-time faculty ‘moonlighting’ in part-time positions.

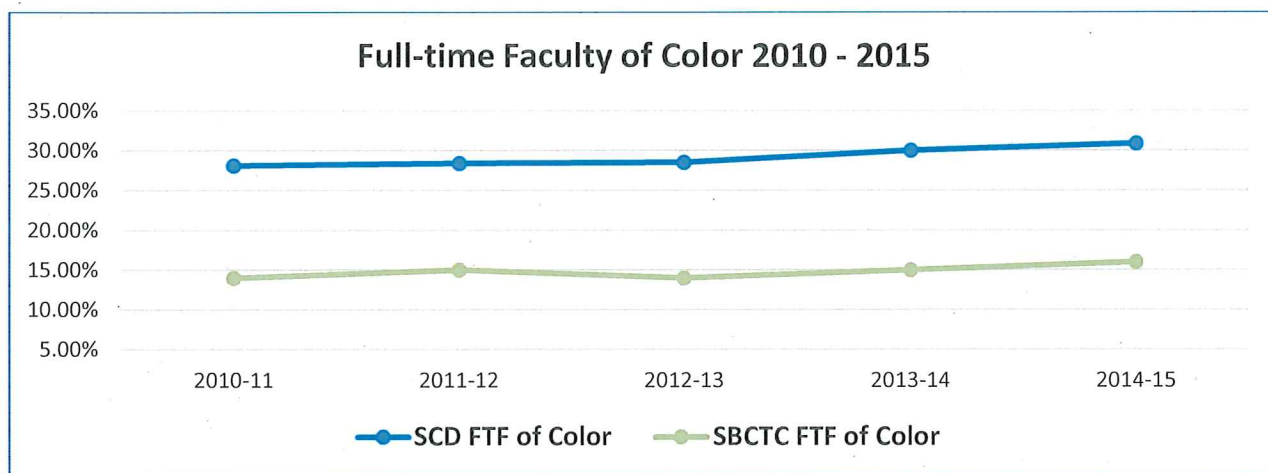
## FULL-TIME FACULTY

Over the past 5 years, the percentage of faculty identifying as African American, Asian & Pacific Islander and Hispanic has increased. It has been particularly gratifying to see the steady increase in diversity of our tenure track faculty as displayed below. Much of this improvement has resulted from the proactive oversight of applicant pools by the college presidents and VPIs.

### Tenure-track Faculty Profile

Year to be Tenured	Total Minority	African American	Asian / Pacific Islander	Caucasian	Hispanic	Native American
<b>2017 (17)</b>	29.4%	11.8%	5.9%	70.6%	11.8%	0.0%
<b>2016 (27)</b>	48.1%	11.1%	22.2%	51.9%	14.8%	0.0%

### Full-time Faculty Demographic Profile



\*Includes data from SBCTC Fall Quarter staffing reports available at <http://sbctc.edu/college/d-fallqtr2014.aspx>. 'Of Color' includes full-time faculty identifying as African American, Asian/Pacific Islander, Native American, Hispanic or Other.

### Full-time Faculty Detailed Analysis

Year	Total Minority	African American	Asian / Pacific Islander	Caucasian	Hispanic	Native American	Unreported
<b>2014 - 2015</b> 320	30.9%	9.1%	14.1%	67.8%	7.2%	0.6%	1.3%
<b>2013 - 2014</b> 324	30%	8.3%	13.9%	69.1%	6.8%	0.9%	0.9%
<b>2012 - 2013</b> 317	28.5%	7.9%	12.9%	71.0%	6.0%	1.0%	1.3%
<b>2011 - 2012</b> 316	28.4%	7.9%	13.3%	70.9%	6.3%	0.9%	0.6%
<b>2010 - 2011</b> 321	28.1%	7.8%	12.5%	72.9%	6.2%	1.6%	0.6%

\*Data generated based on self-reporting from full-time faculty as of Spring Quarter of each year. Includes tenured, tenure track, and non-state funded faculty.



## CLASSIFIED STAFF

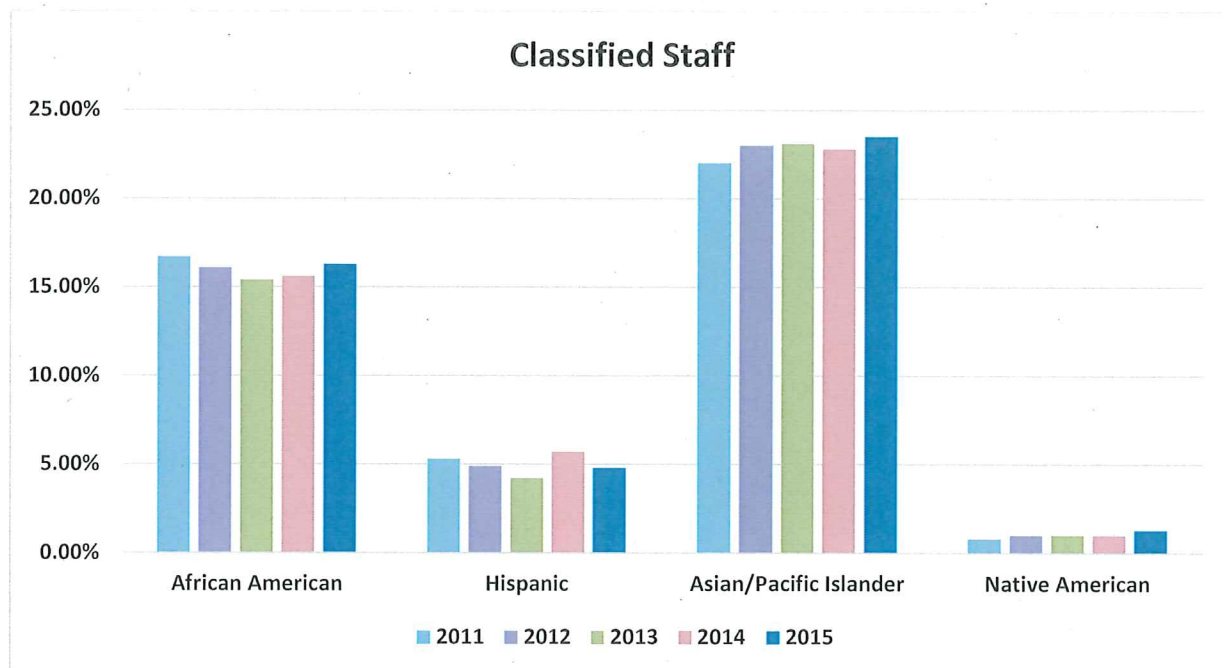
Positions in this group include instructional support staff, facilities and custodial staff, as well as information technology specialists.

Over the past five years, the overall diversity of this group has increased slightly, primarily driven by increases in the number of employees identifying as Asian & Pacific Islander.

### Classified Staff Detailed Analysis

	Total	Women	Total Minority	African American	Hispanic	Asian / Pacific Islander	Native American
2015	520	299	239	85	25	122	7
		57.5%	46.0%	16.3%	4.8%	23.5%	1.3%
2014	505	276	228	79	29	115	5
		54.7%	45.1%	15.6%	5.7%	22.8%	1.0%
2013	480	272	210	74	20	111	5
		56.7%	43.8%	15.4%	4.2%	23.1%	1.0%
2012	492	290	221	79	24	113	5
		58.9%	44.9%	16.1%	4.9%	23.0%	1.0%
2011	527	311	236	88	28	116	4
		59.0%	44.8%	16.7%	5.3%	22.0%	0.8%

### Five-Year Diversity Profile of Classified Staff



## EXEMPT STAFF

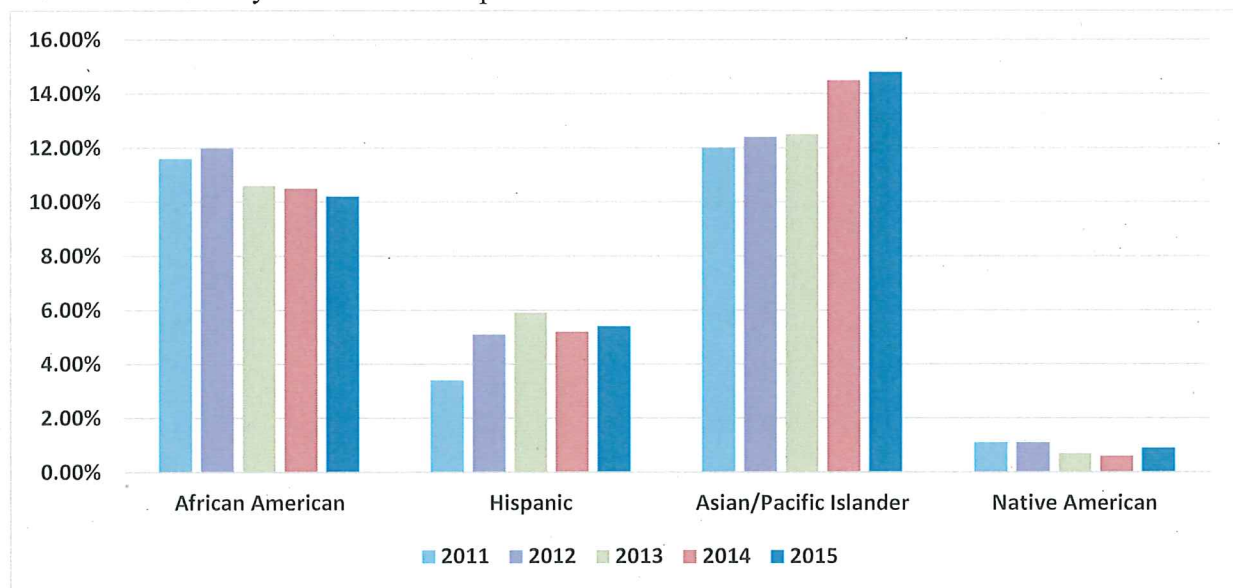
'Exempt' employees include positions that are represented by the newly certified professional staff union as well as non-represented positions. The represented positions, approximately 50% of the exempt total, are a widely varying group composed of primarily composed of managers and professionals who support our student services and administrative functions.

In this group, taken as a whole, we have seen a significant increase in the number employees identifying as Hispanic and Asian & Pacific Islander. The District has also experienced an increase in the overall number of exempt employees the past three years, fueled primarily by an increase in grant-funded positions focused on student success.

### Total Exempt Staff Detailed Analysis

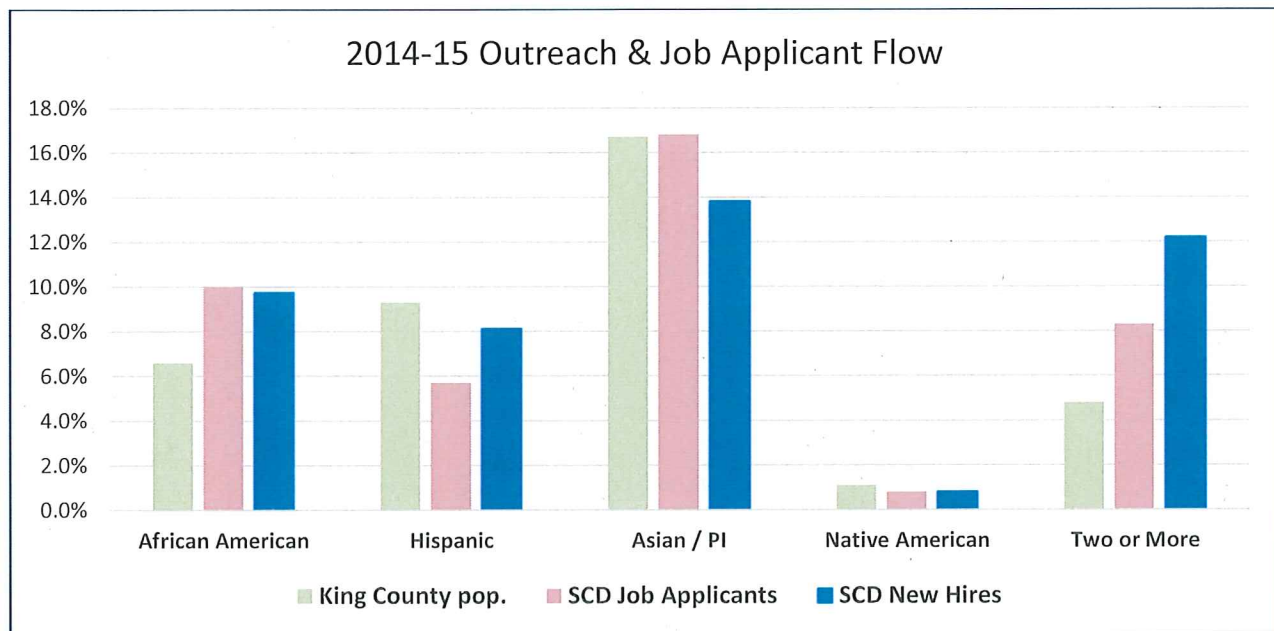
	Total	Women	Total Minority	African American	Hispanic	Asian / Pacific Islander	Native American
2015	332	210	104	34	18	49	3
		63.3%	31.3%	10.2%	5.4%	14.8%	0.9%
2014	324	207	100	34	17	47	2
		63.9%	30.9%	10.5%	5.2%	14.5%	0.6%
2013	303	196	90	32	18	38	2
		64.7%	29.7%	10.6%	5.9%	12.5%	0.7%
2012	275	175	84	33	14	34	3
		63.6%	30.5%	12.0%	5.1%	12.4%	1.1%
2011	267	172	75	31	9	32	3
		64.4%	28.1%	11.6%	3.4%	12.0%	1.1%

### Five-Year Diversity Profile of Exempt Staff



## ***OUTREACH & HIRING***

SCD continues to attract a diverse pool of applicants to employment opportunities at our colleges. Compared to the demographics of Seattle and King County, diverse applicants to SCD jobs are more likely to be Asian/Pacific Islander and African American and less likely to be Hispanic than might be expected.



\*Includes data from US Census for King County population, and SCD job applicants and new hires between 7/1/2014 and 6/30/2015. All SCD data from District applicant tracking system.

## ***EQUITY***

Equity is closely connected to inclusion, in that they both require more complex cultural change in the ways in which our District community imbeds the behavioral and institutional values and concepts of full and equal access to all the necessary resources available for all members of our community to be successful. Beyond Diversity, this speaks directly to retention and development within a welcoming, safe, respectful working and learning environment.

The equity dimension reflects the District's commitment to ensuring the eradication of any systemic bias toward groups and/or individuals based on identity and background.

The programs, systems, and resources of the District that are directly related to its ability to recruit, develop, and retain a quality workforce must be designed and administered in a manner that is transparent, fair, and consistently applied. The most tangible, core programs and systems include:

- Compensation and Benefits;
- Training and Professional Development;
- Opportunities for Growth and Advancement;

### **Employee Compensation and Benefits**

With the addition on the new AFT-Professional Staff union (Exempt employees), 88% of the District's workforce is now represented by labor unions, including AFT-Seattle (Faculty), and the WFSE (Classified). Generally, compensation and benefits, as mandatory subjects for bargaining, are established through the collective bargaining process for our represented employees. However, implementation of the CBA provisions still must be administered fairly and consistently across the district—not a simple challenge for a multi-college system.

Non-represented, exempt compensation for like jobs across the district, in a highly competitive external labor market, is equally challenging for the district to competitively recruit and retain the non-instructional skills and competencies it needs. Two years ago, ES established a district Compensation Committee, empowered by the Chancellor and college Presidents to administer, and provide oversight for the District's workforce compensation systems to ensure transparency, internal equity, external competitiveness, and full compliance with the CBA provisions for its represented employees. ES redesigned and overhauled its exempt pay and salary grade structure, aligning it with real-time external labor market data; established new salary administration guidelines, anchored by state of the art decision support tools to replace arbitrary compensation decision making with defensible, logical, and consistent practices.

### **Training & Professional Development**

Another important dimension of equity is creating a “level playing field for all” to ensure an environment that features not only equity in employment, but also in programs and resources that support the development, succession and promotion for all its faculty and staff.

The Seattle Colleges launched the district-wide **Leadership Link** program in 2014 to provide greater opportunity and future bench strength to our leadership development capacity.

Leadership Link borrowed from the cohort model developed at North through its Leadership Development Institute (LDI).

Leadership Link brings together 30 participants selected by the executive teams of the respective colleges, including classified, faculty and exempt employees from across the District. This year-long program combined workshops designed to develop and enhance management, interpersonal, and communication skills with a mentoring program and an action learning project. The first Leadership Link cohort completed the program in February 2015.

We have seen some initial success with the program:

- ✓ 6 (28% of participants who completed the program) have since been promoted on a permanent or interim basis, and remain employed by SCD. This is promising progress towards our target goal of 50% over 5 years.
- ✓ Positive rating (a 4 or 5 rating on a 5-point Likert scale) for employees reporting increased leadership, project and change management, and communication skills.

We have also learned a lot. Recommendations include a more controlled nomination & application process to select participants, a smaller cohort, and a condensed schedule to make it more accessible to full-time faculty. We believe that SCD has the capability to continue to develop and grow this program as a critical component of our succession planning and leadership development efforts.

## **Ongoing Training**

SCD has invested and will continue to invest in growing the professional development opportunities available to employees.

Highlights from this past year include:

- ✓ Introduction of Change Acceptance Process training, which is a structured approach to build the district's change management resources in anticipation of the launching of CTC link and other major change initiatives that will challenge the district in the near future.
- ✓ Development and implementation of an online sexual harassment and discrimination training course through the Canvas LMS in which 680+ employees have participated voluntarily.
- ✓ Implementation of online Procurement and Purchasing training (also through Canvas LMS) for all employees with buying responsibilities.
- ✓ Continuation of our training partnership with the UW Professional & Organizational Development team.



## ***FUTURE ISSUES/CHALLENGES***

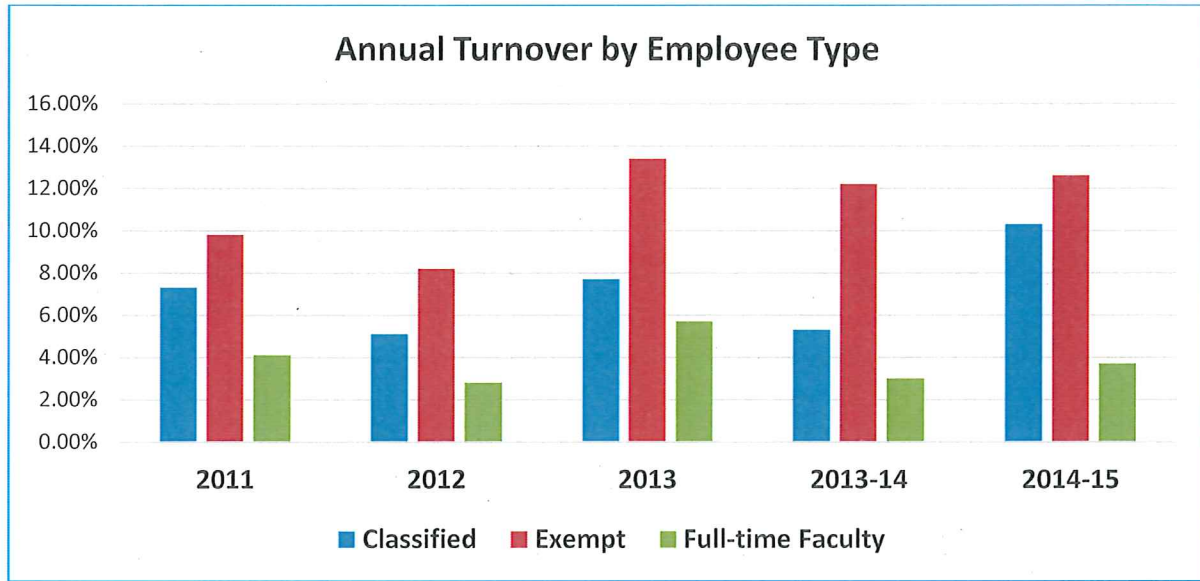
- A primary workforce planning reality for the district is the growing number of employees in our workforce approaching the age of retirement. We are beginning to see a more even age distribution of employees amongst our classified staff and exempt professionals and administrators. Our full-time faculty population has not seen the same ‘levelling off’ that the classified and exempt have. Notably, over the past several years, there has been a steady spike in turnover among senior executive positions in community colleges across the Puget Sound market.
- The state continues to be an unpredictable/unreliable source of funding for faculty and exempt employees’ salaries. The Legislature provided Seattle Colleges with authority in 2013-14 to fund salary increases for exempt and faculty employees. In negotiations with the American Federation of Teachers, salary increases for faculty were applied as a 2% across-the-board increase for full-time and part-time faculty salaries, which still left our full-time faculty ranked as only the 12<sup>th</sup> highest in the state. COLAs authorized and administered this past July, for the first time since 2008, will not do much to change that dynamic, since all boats rose on that tide across the state.
- King County is the most expensive cost of living county in the state, and unfortunately, as with the FTE that reality is not taken into consideration in the state allocation formula for employee salaries or collective bargaining strategies. This clearly will continue to present challenges for recruitment and retention for the District. Also, this reality obviously has a disproportionate impact on the district’s classified employees, not only in terms of living wages, but also the secondary impact on commuting resources and time as it becomes more and more difficult to maintain affordable housing in Seattle.

Given the challenges described above, with the exception of faculty we are seeing a spike in turnover of our classified and exempt employee groups as indicated in the graph below.

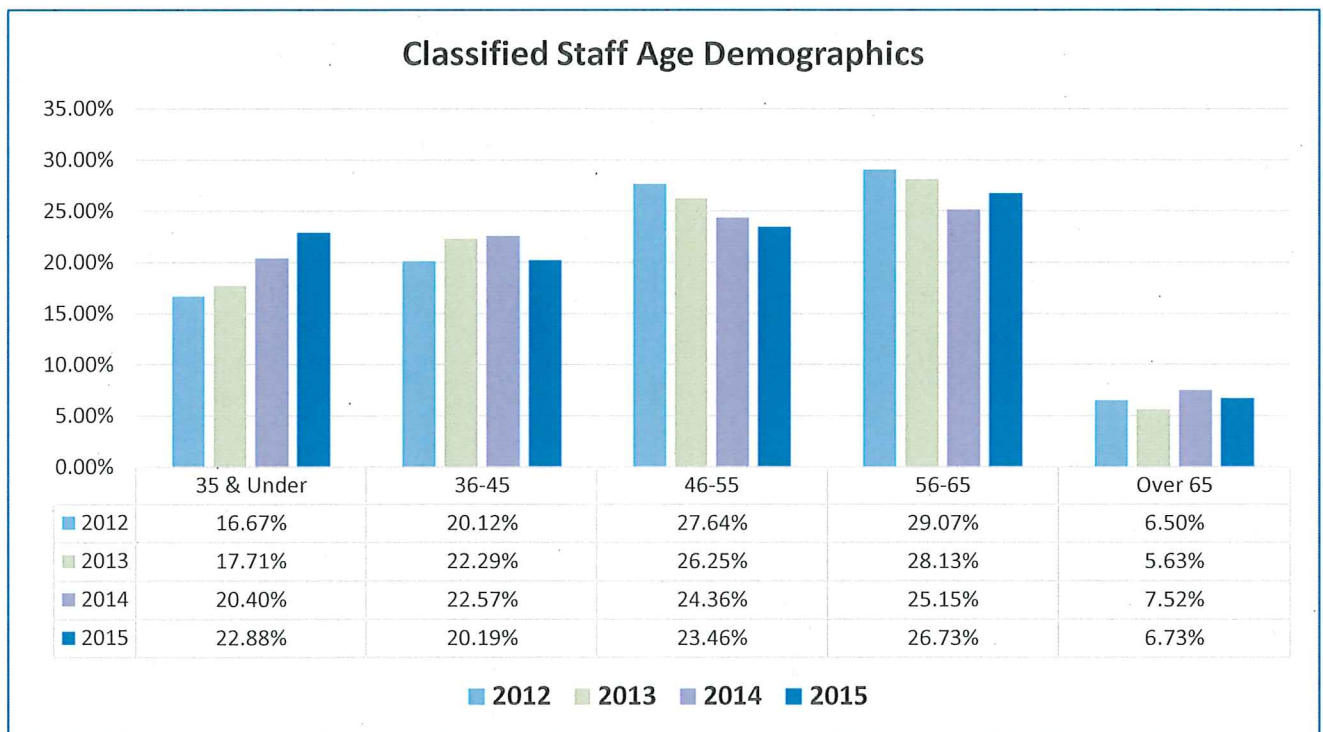
### **Employee Turnover**

<b>Employee Type</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2013-14</b>	<b>2014-15</b>
<b>Classified</b>	7.3%	5.1%	7.7%	5.3%	<b>10.3%</b>
<b>Exempt</b>	9.8%	8.2%	13.4%	12.2%	<b>12.6%</b>
<b>Faculty</b>	4.1%	2.8%	5.7%	3.0%	<b>3.7%</b>

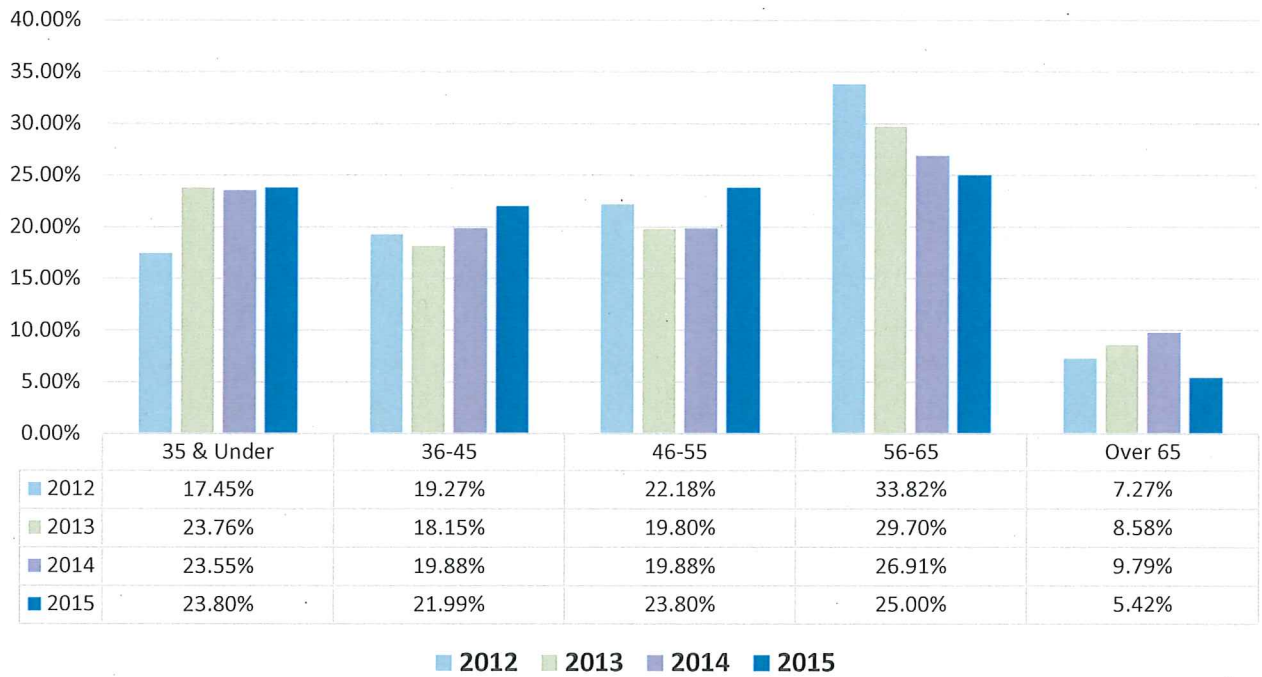
- **Exempt** employee positions continue to have a high turnover rate. In part this is due to the nature of our exempt positions which include many temporary or grant-funded positions, and also the availability of increased external job market and potentially higher compensation opportunities.
- **Classified** turnover varies from year to year, and is currently at the highest level since Employee Services began tracking this data.
- **Full-time Faculty** turnover continues to be low.



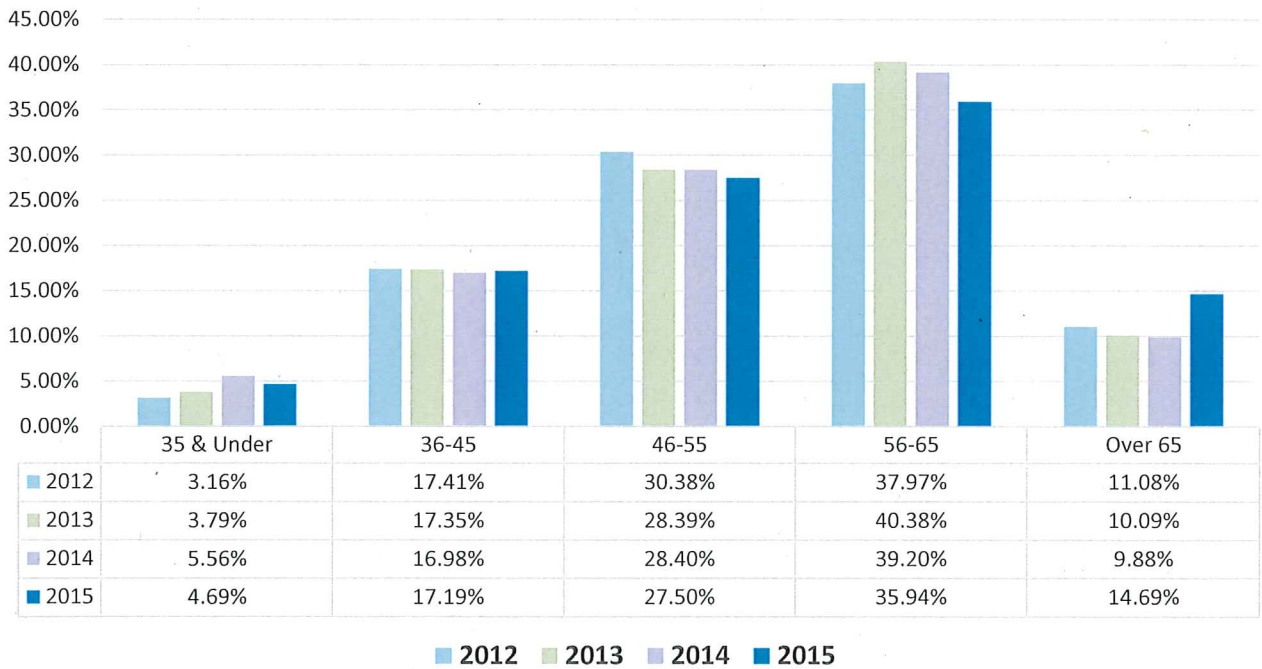
As mentioned previously, the graphs below confirm that we are indeed an aging workforce across the board in all employee groups, although that is beginning to be somewhat offset by an increase of younger employees (35 and under) who have entered the district's workforce the past two years.



### Exempt Professional & Administrator Age Demographics



### Full-Time Faculty Age Demographics



## ***CONCLUSION***

Clearly, from a workforce perspective, the district enters this biennium with both internal pride points, and also with the specter of some major challenges within the reality of its external environment to which the district will need to respond. Our core competencies of serving and instructing our students will continue to anchor us to our mission, and sustain the district as a destination employer and educator for those who share those values.

We are turning over in key leadership roles and infrastructure across the district, and will be operating in an expanded playing field with respect to labor relations/negotiations and workforce expectations of the district for increased compensation, job security and shared governance. Although the District was one of, if not the first major employer to embrace the city's minimum wage ordinance, even though we were exempt, we cannot ignore the realities of the growing cost of living and working in Seattle and the impact it will have on our workforce—and we know it will only continue to get worse.

Bring it on! We will adapt, and continue to be innovative and strong in our resolve. We have demonstrated during difficult and challenging times that as a District of strong colleges, braced with the collective diversity of skills, talents, beliefs and values that we have accrued in our workforce, we are prepared and will continue to deliver on our promise to “change lives”.





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## BOARD OF TRUSTEES

October 8, 2015

### EXTERNAL COMMUNITY SURVEY PROJECT

#### Overview

##### Purpose and Objectives

Develop a districtwide plan that *identifies the process, procedures, and resources required* to periodically gather and distribute research data that:

1. Informs Seattle Colleges District and each of the Seattle Colleges' future marketing and recruitment efforts
2. Informs Seattle Colleges District and each of the college's development of academic programs including but not limited to, class offerings in terms of day and time, and program delivery
3. Gauges perception of Seattle Colleges District and each of the college's community engagement in regard to business and social partnerships, integration with civic and community networks, overall contribution to quality of life.
4. Gauges Seattle Colleges District and each of the college's overall value, awareness, and image and reputation with the general public.

#### Implementation Plan Highlights

##### Phases and Timeframe

1. Engaging Decision-makers and Prioritizing Questions (1 month, July 2015)
2. Developing and Implementing Surveys (4 months, August to November 2015 )
3. Reporting and Using Findings (December 2015 and ongoing)

##### Target Audiences to Survey

- Prospective students and those who influence them
- Business and community leaders

##### Sample Survey Questions

- Do you consider Seattle Colleges as providing good value relative to cost?
- Do Seattle Colleges offer classes in the areas that matter to you?
- Do Seattle Colleges play an integral role in advancing social equity in our city?

**Stakeholder Groups:** Categories of individuals at Seattle Colleges who would likely need and use information for decision-making

- Chancellor and Vice Chancellors
- College Presidents, Vice Presidents of Instruction, Vice Presidents of Student Services
- Outreach Coordinators, High School Outreach
- District and College Communications Personnel

#### Current Progress

- Vendor finalists interviewed and ranked. Contracting and announcement early October
- Working group to be constituted mid-October; project launch
- Field work and data collection through November





**MEMORANDUM**

**TO:** Seattle Colleges Board of Trustees

**FROM:** Jill Wakefield, Chancellor

**DATE:** October 8, 2015

**SUBJECT:** Chancellor's Report to the Board

**Steady enrollment and Convocation kickoff the academic year**

The academic year is off to a great start. Enrollment is up one percent and holding steady. This is good news and a hopeful sign that our recruiting and persistence efforts are paying off.

I want to thank Chair Hill and Trustees Gayton and Carrasco for helping make Convocation 2015—my last convocation as chancellor—a sterling success. Manuel Pastor, our keynote speaker, made a provocative yet entertaining presentation on the changing demographics and inequality across the nation (and right here in Seattle). His presentation was a testament to the Educational Master Plan and our efforts to use education to shorten the income gap. We also honored Neighborcare Health by presenting Executive Director and CEO Mark Secord with the Constance W. Rice Partner of the Year award.

In addition to our breakout sessions, we also hosted an *Ask District Leadership* town hall where employees submitted questions to the chancellor and college presidents. The lunch-time program seemed to be very popular, and I want to applaud the college presidents for their thoughtful answers.

**Tragedy involving North Seattle College students and staff**

The news of a horrific crash involving students and staff from North Seattle Colleges International Programs sent a shockwave across the district. The impact of the lives lost and the wounds that are healing will be felt for some time. I am proud of how Dr. Brown and staff responded during the crisis and the resiliency of the staff and their ability to welcome students to campus to begin another academic year.

**League for Innovation**

October will mark my last meeting as chair of the League for Innovation board of directors. The league is nonprofit organization dedicated to catalyzing the community college movement. It's been a privilege to serve as chair with CEOs from the country's most influential, resourceful, and dynamic community colleges and districts.

The first priority is a request for \$8.46 million to correct errors in our underlying appropriation and make the community and technical college system whole. The errors are related to the legislative policy to “provide full state funding” for employee compensation changes in the 2015–17 biennial budget. The additional state funding sought will provide full funding to offset projected impacts on tuition expenditures caused by policy changes for COLAs, health insurance contribution rates, and pension contribution rates. The request also will correct the projected state backfill need for revenue lost due to 5 and 15 percent upper-division (i.e., Applied Baccalaureate) tuition reductions in FY 2016 and 2017 respectively.

The State Board request also includes:

- \$4.3 million to expand the MESA Community College program, beginning in fiscal 2017, to all 34 system campuses and to increase program funding to \$125,000 per year.
- \$9 million for fiscal 2017 to provide additional staffing to expand student support efforts, with the goal of increasing student retention rates.
- \$5.6 million to expand the Opportunity Grant program by 600 full-time-equivalent students and increase the per-student award by 2 percent beginning in fiscal 2017.
- \$11 million to provide increases to the salaries of college faculty who advance their professional development to update their knowledge, skills, and abilities to stay current with latest innovations.

The submission deadline to OFM is Oct. 5, 2015. We will be developing the underlying narrative and supporting information for each of the requests over the next two weeks.

Report from Annette Stofer for October BOT Meeting  
AFT Seattle President—faculty union

AFT Seattle's new executive board met on September 21 to begin our work together. We also held our first business meeting. Our first major action is surveying faculty on their preference for a 3% COLA adjustment or an equal dollar distribution of the funds. We hope to complete bargaining with the SCD quickly. We will have our team in place by the time of this meeting.

A group of faculty at South campus began a campaign called Paycheck Transparency and Literacy. This came about because of many frustrations expressed about confusion surrounding pay, and stipends especially. There seems to be inconsistency in the documents that faculty receive related to salary changes. It is also difficult to track when stipended work is processed, and when the pay shows up on a pay check. The faculty group has done research and spoken to many people to learn more, to build understanding, and to compile information for faculty. However, we are looking for a means to solve the problems so that everyone knows their salary and the basis for it, has access to all relevant salary information in order to track that pay is accurate on each paycheck, and understands the verbiage used in payroll documents. We look forward to working at the District-level to address the problem for all employees.

Faculty at Central campus are having conversations on shared governance, especially as it relates to the Curriculum Coordinating Council. It's unclear where the conversations will lead, but this seems like a healthy exercise for all concerned. AFT Seattle supports faculty in their efforts to work together and improve important aspects of instruction.

I had a chance to attend a Faculty Voices session at Convocation. I would like to share just a few points that were brought up. There were general concerns about the complications in our systems that take away from time we could spend more productively. Much of this was related to Faculty Development funds. In some divisions, faculty do all of the paperwork required to tap the funds, where in other divisions, a support staff person assists. There is information needed for the application that faculty employees don't know. Funding for Faculty Development activities hasn't kept pace with the current cost of travel, hotels, and higher registration fees. Time is another related issue. People participate in faculty development activities but don't have time to spend with other colleagues to share.

Other topics mentioned in the forum included turnover among employees that is disruptive to programs. Some brought up the blurred lines between counselors and advisors. Other faculty added that they do a great deal of advising in addition to their regular responsibilities.

I'm only sharing comments that I heard. I think what I learned is that it's necessary to carve out time for just such conversations. Once we hear what is not working smoothly, we can identify solutions. It leads to better student experiences—our true purpose.



**Washington Federation of State Employees**  
**WFSE Local 304**

**MEMORANDUM**

September 24<sup>th</sup>, 2015

To: Board of Trustees  
Seattle Colleges District

From: Ty Pethe  
President of WFSE Local 304

Subject: September to October Report

Congrats to everyone on the start of another year! As always, our staff worked hard to set-up and host Convocation and each Campus' President's Day. I want to take a moment to celebrate our hardworking Facilities, Auxiliary Services, and other staff that worked on putting together these events behind the scenes.

Our staff, who attended these events, had a wonderful time with their colleagues across the District and their campus. Thank you to Chancellor Wakefield and each of the Presidents for trying to be more inclusive of our Classified Staff. We appreciate you endorsing flexibility and reasonable accommodations that allow as many of our Classified Staff to attend either and/or both events. I would love to continue working towards the day where we can allow any employee (faculty, staff, and admin) to attend both/either events as they choose.

There's been a couple other notable events within the last month. On Tuesday, September 22<sup>nd</sup>, WFSE hosted students from South Seattle's student government for a trip to Olympia. Our Local was happy to invite students on a guided tour and introduction to our state government lead by Representative Sharon Tomiko Santos. The students meet us at the Olympia headquarters for lunch (paid for by our State-Wide union) before heading on the tour. Everything thing seemed to go perfectly. Representative Santos enjoyed teaching and mentoring our students and they in return had fun and learned a lot about politics, how our state operates, and how to be good advocates.

On Wednesday, September 16<sup>th</sup>, we joined the District in attending the SBCTC meeting. This gave us an opportunity to advocate for our staff, students, and entire District. While we not able to convince the SBCTC to vote against the proposed allocation model, we were able to pose enough potential problems that they are willing to re-examine the effectiveness of the model next year. Outside of the formal meeting, we were able to start a discussion about building a coalition of stakeholders to advocate for increased state funding to our community college system.

Throughout September, WFSE Local 304 has worked with our District's HR to hold multiple Contract Trainings for staff and supervisors. This benefits everyone by creating a shared understand of the contract and the rules around employment within the Seattle Colleges District.

On September 24<sup>th</sup>, we held our Monthly General Membership Meeting. At this meeting, we discussed our upcoming election of officers and delegates that will take place on October 22<sup>nd</sup>. We also voted on: resolutions to send to our statewide convention on October 2<sup>nd</sup> through 4<sup>th</sup>, bargaining proposals, and other normal business.



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1500 Harvard Avenue, Seattle WA 98122-3803 | [www.seattlecolleges.edu](http://www.seattlecolleges.edu)

## MEMORANDUM

**TO:** Board of Trustees

**FROM:** Mary Ellen O'Keeffe, *Interim Vice Chancellor*

**DATE:** October 8, 2015

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

### **Global Impact**

During the last ten days of August I co-led a Global Impact trip to Vietnam. Fifteen volunteers from the Seattle Colleges, Seattle University and U of W at Tacoma provided health care services in rural areas in the Mai Chau Valley, southwest of Hanoi. We saw over six hundred patients and provided fluoride treatment to over two hundred children. This was an extraordinary experience for all of us to be immersed in the Vietnamese culture.

### **Gates Foundation Interaction Effect 2015**

In early September I attended an event, Interaction Effect 2015, sponsored by the Gates Foundation that brought together representatives from 60 higher education institutions and other national organizations to have conversations on interventions that are showing promise to help students complete their degrees and certificates. The design was for a highly interactive three days where we heard from our peers and had time to interact with representatives that have developed interventions related to advising, pathways and coursework.

### **League for Innovation – Faculty Voices**

During the week of Convocation we will host focus groups for faculty to learn from them about strategies from the classroom that promote student success and completion. On Friday there will be a Facilitators Workshop for 20 representative throughout the colleges to learn a method of facilitation called Choicework Dialogue developed by Public Agenda in partnership with the League. Trained facilitators will lead focus groups throughout the year.

### **Pending Gates Grant**

Pending receiving a Gates grant, the colleges will purchase a technology tool from Civitas called ILLUME to use for Predictive Analytics. Victor Kuo and Mary Ellen O'Keeffe will attend a Civitas partners meeting in Austin in September.

### **League for Innovation Board Meeting**

The last week of September, Humber College in Toronto will host the League Board meeting. As the League Representative, I will be chairing the representatives meetings. We will also have site visits at two of Humber's facilities. There is always a rich exchange of ideas and programs among the representatives.



# 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:** October 8, 2015  
**SUBJECT:** President's Report – Information Only

## ADVANCING STUDENT SUCCESS

### *Capital Projects Request*

Over the next few months, North's E-Team will be working on a proposal to the SBCTC to compete for a major capital construction project. The college anticipates requesting funding for the renovation of either the Library Building or the Instructional Building, with the Library Building preferred, since the condition of that building was rated lowest in the 2015 facility condition survey. In the 2013 accreditation report both these buildings were cited as needing major renovation. We will hire an architectural firm to help with the request, since we will need expert consultants for seismic review, structural analysis, etc. The cost will be about \$50,000 and will come out of operating funds.

### *RISE Grant BFET Project*

Washington state is one of ten states nationwide awarded a three-year pilot through the Department of Agriculture, targeting a subset of BFET eligible individuals. North Seattle College is proud to be one of just two colleges statewide (the other being Highline College) invited to participate in the statewide Resources to Initiate Successful Employment (RISE) pilot. The RISE program will provide robust case management and work-based learning services to our most vulnerable BFET students. This pilot includes random assignment between the RISE and BFET programs and a thorough evaluation by Mathematica. We hope that, by providing support services to a population that has struggled with college readiness, retention and job obtainment, we can improve outcomes and support participants in existing government assistance programs.

### *Formation of SEM Committee*

In an effort to redouble our efforts in addressing our downturn in enrollment and to support higher completion for our students, North is redesigning our Strategic Enrollment Management Council. This past year, North hired a well-respected SEM consultant who provided a framework for our continued work. The new council will be chaired by the VP for Student Development Services and the VP for Instruction, with broad membership from institutional research, international programs, marketing, workforce, instruction, enrollment management, faculty and students. The scope of work for the first year of the new council includes reviewing inventory of current programs related to supporting enrollment and student success; reviewing environmental scan reports; analyzing enrollment trends, including scheduling patterns, retention and completion data; learning about the new allocation model and other fiscal impacts, and developing an action plan, aligned with the Strategic Plan, including strategies, objectives and suggested tactics.

Washington. That meeting was cancelled and replaced by a community meeting, where we gathered to offer each other information and support after the tragic bus accident that took the lives of five North students and injured others on September 24.

### ***Tobacco-free Campus Process***

September 28 North became a tobacco-free campus, joining over 1,500 post-secondary institutions from across the United States who made the same choice, including several in Washington state. This initiative includes both combustible and non-combustible tobacco products, as well as e-cigarettes. North has created an implementation team, which includes representation from across the college. The team has partnered with the OCE&E and the King County Department of Public Health, which has provided funding for campus banners and signs and offered to host free cessation workshops on campus. Stephanie Dykes, executive director of Institutional Effectiveness, is lead on the initiative. Melissa Mixon and her PIO team have been instrumental in communicating on social media and the website and developing signage.

### ***Northgate Pedestrian and Bicycle Bridge Meeting on Campus***

North is hosting a community meeting about the Northgate Pedestrian and Bicycle Bridge October 15 on campus. The open house will provide information about the overpass being planned to cross Interstate 5 in the Northgate area to connect the communities west and east of the freeway. There will be a presentation and a chance for community input about the selected bridge type and alignment, connections to other area transportation improvements, design plans, and safety features.

### ***Art Faculty Exhibit at NSC Art Gallery***

*Extracurricular*—a NSC Art Faculty Exhibition—opened September 24 at the gallery on the North campus. Twelve practicing artists and one art historian comprise the North Seattle College Art Department. The first show of the NSC Gallery 2015-2016 exhibition season features current work by this group of instructors. The show runs through October 23. Public and college community members were invited to the formal opening of the exhibition on September 29.

### ***North Participates in Countywide DiscoverU Event***

The week of October 12-16 North will be participating in DiscoverU, where students across Seattle and South King County are invited to explore college and career options. Students of all ages will have the opportunity to think about how education can help them reach their dreams. At North as at other schools, students will learn about college and career paths and participate in activities that encourage them to explore their futures.

### ***North Helps at the District Booth at Washington State Fair***

North participated in providing coverage for the Seattle Colleges District information booth at the Washington State Fair in Puyallup on September 18.

## MEMORANDUM

TO: Board of Trustees

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

DATE: October 08, 2015

SUBJECT: President's Report

### **New vice president of administrative services announced**

The college recently hired Bruce Riveland as its new vice president of administrative services. Riveland most recently worked at Olympic College, where he served under the same title for the past four years. Prior to his tenure at Olympic College, he worked in leadership positions at Bellevue College as dean of Continuing Education, and at Green River Community College as the executive director of the Kent Campus. He holds both a Master of Arts in organizational communication and a Bachelor of Arts in speech communication from the University of Washington. He also has experience teaching communications at the college level. Riveland began his position at the end of September.

### **Math curriculum highlighted in Seattle Times, on KING5**

In early September, the Seattle Times highlighted Seattle Central in an article exploring the ways community colleges are changing how math is taught to non-traditional students. KING5 produced a similar story for a segment in its broadcast. Both pieces focused on Statway, a program developed by the Carnegie Foundation that includes a sequence of statistics-focused courses instead of traditional math courses. The feature article was a guest piece written by instructor Paul Verschueren, who reflected on why it is a good alternative for non-traditional students. Seattle Central is one of just 19 colleges nationwide that have adopted this program. Statway is one of several pathways that Seattle Central math faculty have been working to tailor to better meet students' pre-college math needs.

### **Faces of Seattle Central connects campus community**

Over the summer, the Public Information Office launched a project called "Faces of Seattle Central," which features students, faculty and staff from different areas of the school on Seattle Central's website: <http://www.seattlecentral.edu/newscenter/faces-of-seattle-central>. The new page compiles photos of individuals along with a quote or story about their experience at Seattle Central.

### **Craft Distilling Institute finds early success**

The new Craft Distilling Institute has reached full enrollment for Fall Quarter. It was launched to introduce area residents to the growing trend of craft distilling in Washington State. The program falls under the Innovations College, which offers classes that are designed to boost student engagement and respond to job market trends.

### **TRIO adopting Productive Persistence**

In an effort that began Summer Quarter, the student support program TRiO is working with math faculty to incorporate Productive Persistence interventions into its support network. Productive Persistence focuses on the emotional aspects of learning such as changing student beliefs. The program will help TRiO students develop confidence and a stronger sense of identity in pursuing their educational goals,

which fits into TRiO's mission of helping underrepresented students finish their degrees and/or transfer to a four-year program.

#### **New LGBTQ sensitivity training to help faculty and staff better serve students**

A group of students, faculty, staff and administrators have come together under an effort spearheaded by the Office of Multicultural Services to strengthen Seattle Central's institutional support of LGBTQ-identified students and employees. Multicultural Services has purchased a two-year license from Kognito to provide online LGBTQ sensitivity training for faculty and staff. The trainings will focus on increasing individuals' knowledge, awareness and development of empathy and understanding when serving LGBTQ individuals.

#### **Construction on Health Education Center progressing**

Construction on the fifth and sixth floors of the Pacific Tower project is nearly complete. The Nursing, Respiratory Care and Surgical Technology programs are slated to begin in the new Seattle Central Health Education Center in Winter 2016. Program staff plan to begin moving into the space this fall. In mid-August, the Department of Commerce gave approval for construction to begin on the second, third and fourth floors, including the dental education clinic and is expected to be completed by April 2016. The Dental Hygiene and Dental Assisting programs are scheduled to move into the tower by summer 2016.

To support students, a student development specialist will work with current and prospective bachelor's degree students to help them navigate the application and required coursework. She is tasked with ensuring students have the prerequisite courses they need to enroll as soon as possible.

#### **Opticianry program to offer hybrid classes to make training more accessible**

Starting this fall, the Opticianry program will offer online hybrid courses to allow students to pursue an Associate's Degree while maintaining active employment. All lecture courses are available online, and lab course sections will be longer but less frequent.

#### **Basic and Transitional Studies (BTS) celebrates successful initiatives**

- In Spring Quarter, BTS partnered with the Allied Health Division to offer the first I-BEST option in Allied Health. Integrated Basic Education and Skills Training Program (I-BEST) programs create an opportunity for students at the basic skills level, both English as Second Language (ESL) and Adult Basic Education (ABE) students, to enroll in college level programs and earn a certificate in a high demand industry. Of the 82 percent that completed, 54 percent have already either gained new employment in the allied health field or are accruing hospital volunteer hours required for the national Central Supply certification.
- BTS graduated its first students this past year from HS21+, a competency-based program that allows adults age 21 years or older to earn a Washington State High School Diploma by demonstrating their proficiency in a variety of subjects .
- Seattle Central is partnering with the City of Seattle's Office of Immigrant and Refugee Assistance to run a community-based ESL class as part of the city's Ready to Work program. The class integrates ESL instruction with career readiness, and students are provided case management and extensive support services provided by Asian Counseling & Referral Services.

#### **Seattle Central celebrates President's Day**

Seattle Central held its annual President's Day in September, giving faculty and staff an opportunity to come together before the start of a new academic year. The theme of this year's event was "New Year's" – as in "new academic year" – and the day included a packed program:

- Students shared their experiences attending Seattle Central and what brought them here.
- Faculty of Excellence Awards were presented to two instructors: Valerie Hunt, for her dedication to underrepresented students and to advancing the Applied Behavioral Sciences program, and Frank Mestemacher, for his commitment to the local community through his position in the Wood Technology Program.
- A presentation on the library's "Conversations on Social Issues" series.
- The presentation of the Classified Development Advisory Committee award to Susan Tsoglin, was nominated for her professionalism, dedication, and student-centered approach.
- Breakout sessions about faculty curriculum coordination, emergency preparedness and a tour of the campus Mitchell Activity Center.

### **Marketing efforts working to attract students**

The Public Information Office (PIO) developed and implemented a multifaceted marketing plan to boost both fall enrollment and retention. PIO ran several campaigns focused on retention and re-engagement by highlighting expanded hybrid courses and student services. PIO also focused on marketing Professional/Technical program enrollment and Workforce Education funding. Winter Campaigns will highlight the new transportation options to Capitol Hill, the new Seattle Central Health Education Center at Pacific Tower, career-training and more.

In late September, a group of employees the college president came together to personally call several hundred students who were dropped for nonpayment. Through friendly messaging, students were alerted that it is not too late to register, and encouraged them to reach out to the college if they needed assistance.

### **Class of 2015 finds success**

- The **Applied Behavioral Science bachelor's degree program** graduated its eighth cohort of students in the spring, many of whom have reported that they are already pursuing master's degrees at places like Seattle University, University of Washington and Fordham University.
- A recent survey of the 2015 **Graphic Design** graduates revealed that approximately 90 percent have already found full-time employment in the field.

### **SVI**

The Washington State Adult Education 5-year Plan for Adult Basic Education programs has issued a funding formula that is 50% performance-based and 50% FTE Enrollment. The data tool for Basic Education for Adults (BEA) Program Directors and Deans was to enhance their ability to drive program performance.

Forty or more college ESL and ABE programs in Washington State are included in the report. Seattle Vocational Institute landed in the top five in seven of eight categories. SVI placed 1<sup>st</sup> in four categories, Adult Basic Education 1 and 4, and English as a Second Language 4 and 6; 2<sup>nd</sup> in ABE 3 and ESL 5; and 5<sup>th</sup> in ABE 3. SVI also placed 2<sup>nd</sup> of 433 campuses overall.

Reza Khastou, Director, Basic and Transitional Studies attributed the high placement for SVI to the stellar faculty and support staff in the BST program. The college and career pathway helps students to see their future. Students stay longer and gain levels that equip them to enter the vocational programs.



MEMORANDUM

TO: Board of Trustees

FROM: Gary Oertli, President

DATE: October 8, 2015

SUBJECT: PRESIDENT'S REPORT – INFORMATION ONLY

**South Seattle College Awarded \$4.8 Million Apprenticeship Grant**

In amazing news for our work with apprentices in Washington, South's Georgetown Campus has been awarded a \$4.8 million grant from the federal Department of Labor as part of the American Apprenticeship Initiative Grant Program. The grant will fund the public/private Partnership for Advanced Technology Apprenticeships in Manufacturing and Marine Engineering, creating and expanding adult training programs that will serve at least 1,000 workers in the state and over 300 workers from underrepresented populations. The grant will aid expansion of 12 existing programs in advanced manufacturing and create three new apprenticeship programs. South's grant application received overwhelming support from around the state, including Senators Patty Murray and Maria Cantwell, and the Washington State Apprenticeship & Training Council. This is just the latest example of South's exemplary work in connecting with industry to develop new apprenticeship opportunities in emerging areas.

**National Recognition of South's Apprenticeship Work Continues with a White House Visit**

On the heels of the National Conference of State Legislatures touring South's Georgetown Campus in August to learn more about our apprenticeship programs, we were invited to Washington D.C. to share our success and approach in developing industry-desired programs where Washingtonians learn in real work environments, gain college credit and position themselves for fulfilling careers. Georgetown Executive Dean Holly Moore traveled to our nation's capital on September 8 to attend the *White House Summit on ApprenticeshipUSA*. Holly is known as a leader in expanding apprenticeship training in America, and the following day she sat on the *ApprenticeshipUSA LEADER* (Leaders of Excellence in Apprenticeship Development, Education and Research) panel, alongside Secretary of Labor Thomas E. Perez, to share her expertise on the topic and the great work we are doing in Washington state.

**South Ranked a Top-25 Community College in the Nation in Recent Study**

WalletHub, an online service that ranks many economic sectors for value, recently released a study that ranked South Seattle College as the 23<sup>rd</sup> best community college in the U.S. based on cost and finance, classroom experience, education outcomes and career outcomes. The study pulled data from several national databases and compared over 670 community colleges. Our

highest ranking of the four categories was in career outcomes, which falls perfectly in line with South's motto of "Start Here, Go Anywhere."

### **President's Day Provides Inspiration and Humor on the Eve of Fall Quarter**

The day after an uplifting District Convocation, South Seattle College ushered in the academic year with our annual President's Day event on September 24. The day began with a hot breakfast shared by all faculty and staff, followed by a hilarious retrospective skit of South's past put together by the President's Day Committee. That look back at our history was a fitting setup for my discussion on recent accomplishments and the college's future over the coming year, one where our focus on providing continuous and innovative academic and support services to our students will make great strides. Following the main program, we gathered as a campus at the Clock Tower Plaza for a barbeque and then broke into groups for divisional meetings throughout the afternoon.

### **All-Faculty Meeting Sets the Academic Tone for 2015-16**

New this year, Vice President of Instruction Peter Lortz held an All-Faculty Meeting following Convocation on September 23. Over two hours, South's faculty members were introduced to and reminded of the many services that both instructors and students can use to their advantage during the upcoming academic year. A parade of guests from Student Services to Security to eLearning (and everything in between) presented the information. With several faculty members away from campus over the summer, it was also an opportunity to introduce them to our ongoing Strategic Planning process and encourage them to participate moving forward.

### **"South on the Same Page" Diversity Discussion Begins**

Faculty and staff were introduced to our yearlong "South on the Same Page" initiative during President's Day, and invited to participate in the process of creating a statement on Equity, Diversity and Inclusion (EDI) through a shared campus-wide process that reflects the language, values and needs of our diverse institution. Everyone at South celebrates our diverse learning community, and this process will help us collectively identify what EDI means to our campus, how we actively engage with it, and demonstrate our commitment to it. From September 2015 through April 2016, there will be several opportunities to take part in the discussion.

### **13th Year Scholarship Bridge Program Provides Confidence to Incoming Students**

Every year, South's incoming 13<sup>th</sup> Year Promise Scholarship recipients come to campus in early September for three days of training on how to successfully transition from high school to college. This year, from September 8-10 in preparation for Fall Quarter, over 100 scholars learned how to acclimate to a college campus, discovered the myriad of support services and resources available, and met key staff and faculty members to make their higher education journey a success. It is a favorite moment of mine to introduce these young women and men to our campus every year and encourage them to fully engage their future at South. King 5 News did a live broadcast from our campus the week following Bridge, introducing their viewers to the 13<sup>th</sup> Year Scholarship, which provides all graduating seniors from Cleveland, Chief Sealth International and Rainier Beach high schools with one year of free tuition. The scholarships are funded through a combination of private donations to our Foundation and financial aid rewards.

### **Public/Private Partnership Connects Students with Diesel Industry**

South's Diesel and Heavy Equipment Program, in collaboration with some of the Puget Sound's largest diesel employers, launched the Diesel Industrial Sector Cohort (DISC) program this fall. Students interview with the employers, and those selected are sponsored for a seven quarter program where they learn diesel mechanic skills from South's instructors with an end goal of becoming full time employees for their sponsors. Sponsored students are selected from a pool of applicants who qualify for federal and state workforce funding, and those funds cover the cost of DISC in most cases. This program illustrates South's determination to respond to industry demand with programs that provide career opportunity for our students and produce a highly-skilled workforce for our growing economy.

### **South Signs a Memorandum of Understanding with Chengdu Education Bureau**

I signed a memorandum of understanding with six representatives from the Chengdu Education Bureau of southwest China on September 17 as a first step in formalizing a process to recruit students from the Chengdu region to study at South Seattle College. The Bureau controls policies that govern study abroad opportunities for students in their region, and making this connection makes it much easier for those students to study at South. Their two-day visit was positive on all fronts as they came away impressed with our program offerings and campus culture.

### **West Seattle Car Show Comes to South**

The 8<sup>th</sup> Annual West Seattle Car Show has become a favorite weekend tradition for our community, and South's vast north-end parking lot was the host location for the first time this year. Nearly 100 classic and high-performance vehicles were displayed by automotive hobbyists coming from near and far, with registration proceeds benefiting our Automotive Technology program and students. Our dedicated outreach staff took full advantage of the community descending upon our campus by offering college information and tours, and the Northwest Wine Academy hosted a complimentary tasting and tours. Food trucks and live music rounded out a great festivity, and we hope to do it all again next year.

### **Minority Business Policy Workshop Held at Georgetown Campus**

I welcomed the 2<sup>nd</sup> Annual Minority Business Policy Workshop to South's Georgetown Campus on September 17 with opening remarks. The workshop brought together state agencies, minority business owners and special guests, including former Seattle Colleges Board of Trustees Chair Albert Shen, who currently serves our nation as National Deputy Director of the U.S. Department of Commerce Minority Business Development Agency. A robust roundtable discussion was held to develop a legislative policy agenda to create sustainable change and greater economic opportunity for minority business enterprises in Washington state.

**MEMORANDUM**

**TO:** Board of Trustees  
Seattle Colleges

**FROM:** Robert Andrew Ribaud  
President, United Student Association  
South Seattle College

**DATE:** October 8, 2015

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

**2015-16 United Student Association Team:**

<u>Name</u>	<u>Position</u>
Robert Ribaud	President
Ryan Lonergan	Vice-President & Legislative Liaison
Amelia Nguyen	Issues & Concerns Officer
Vanessa Le	Public Relations Officer
Yousuf Dirie	Community Service Officer
Tyler Yamashita	Treasurer
Rika Bahaman	Communications Officer
Ahky Ho	Social Activities Officer

**Leadership & Activities Institute Sept 2, 3 & 4, 2015 Wenatchee:**

The incoming United Student Association team joined 700 student leaders from all 34 community and technical colleges across Washington State to hear about innovative approaches to student activities, explore new ideas, and network with student leaders from across the state. Students in support of Black Lives Matter from South Seattle College and Bellevue College disrupted the Council of Unions and Student Programs leadership institute after the WACTSCA presidential election speeches. As a result, a safe space was set up for students of color and for allies of people of color where they discussed multiple racial injustices on college campuses including an increase in the number of faculty or counselors of color on campus. It is the belief of the USA that the time is right to continue the conversation on racial justice.

### **Washington Community and Technical College Student Association**

Vice-President Ryan Lonergan was selected to serve as South Seattle's delegate to the Washington Community and Technical College Student Association. President Robert Ribaudo will serve as the Districts regional director for all three Seattle Colleges and Bellevue. Students have identified their highest priorities for advocacy during the upcoming year and that agenda includes :

1. Post-secondary education for inmates
2. Redefining basic education as kindergarten through associates degree
3. Textbook affordability & open educational resources
4. Use of EBT cards on campus

### **Leadership Development Training**

From September 1, 2015 to September 24, 2015, the United Student Association has been conducting pre-fall training for the upcoming academic year. Topics include a breakdown of each officer's job responsibilities, identifying student issues and needs, and establishing goals. The team has also been joined by speakers from Washington BUS to NW Harvest to discuss how to make change and civic engagement.