



# Board of Trustees Meeting

April 13, 2017

Seattle Colleges District Office

Siegal Center Boardroom

1500 Harvard Avenue

Seattle, WA 98122



## **SEATTLE COLLEGES DISTRICT BOARD OF TRUSTEES**

**April 13, 2017**

**STUDY SESSION**

Siegal Center  
1500 Harvard Ave  
Seattle WA 98122

2:00 p.m.

Boardroom

**REGULAR SESSION**

Siegal Center  
1500 Harvard Ave  
Seattle WA 98122

3:00 p.m.

Boardroom

### **STUDY SESSION AGENDA**

- |                  |  |
|------------------|--|
| <b>2:00 p.m.</b> | <b>STUDY SESSION</b>   |
| <b>2:00 p.m.</b> | <b>Executive Session</b>   |
| <b>2:45 p.m.</b> | <b>Open session</b><br>Chancellor's Evaluation, process and timeline |

**REGULAR SESSION AGENDA**

- 3:00 p.m. CALL TO ORDER**
- 3:00 p.m. ROLL CALL**
- 3:05 p.m. APPROVAL OF AGENDA | ACTION** **Tab 1**
- 3:05 p.m. PUBLIC COMMENTS**  
Up to fifteen minutes are regularly set aside for people to express their views on any matter except those restricted to Executive Session.
- 3:20 p.m. PRESENTATION**  
Workforce/Basic and Transitional Studies Strategic Planning  
*Presenters: Malcolm Grothe, Associate Vice Chancellor for Workforce Education; Maureen Shadair, Interim Executive Dean at SVI; John Bowers, Dean of Basic and Transitional Studies at SSC; Laura Hopkins; Dean of Workforce Instruction at NSC; Veronica Wade, Dean of Professional-Technical and Workforce Education at SSC*
- 3:35 p.m. RECOMMENDED BOARD ACTIONS | ACTION**
- A. Minutes from March 9 **Tab 2**
- B. Emeritus Status, Faculty and Administrators **Tab 3**
- C. Proposed Fee Increases and New Fees for FY 2017-18 **Tab 4**
- D. SCC Real Estate Strategy Authorization **Tab 5**
- 4:05 p.m. INFORMATIONAL ITEMS**
- A. Policy 241, Accessible technology and electronic content – First Reading **Tab 6**
- B. WAC 132F-605, Refund of tuition and other fees – First Reading **Tab 7**
- C. Recommended Program Closures **Tab 8**  
a. Opticianry, Seattle Central College  
b. Theater, North Seattle College  
c. Basic and Transitional Studies, Seattle Vocational Institute
- D. 2017-18 Seattle Colleges Budget Planning Fiscal Year 2017-18

- E. Seattle Colleges strategic planning update

4:50 p.m.

**ORAL REPORTS**

- A. Chancellor's Report
- B. Chair's Report
- C. Other reports as necessary:
  - Reports from Labor Union Representatives
    1. Ms. Annette Stofer, AFT Seattle Community Colleges
    2. Mr. Ty Pethe, Washington Federation of State Employees
    3. Mr. Bob Sullivan, AFT-SPS
  
  - D. Associated Student Body Presidents
    1. Ms. Sara Michelassi, North Seattle College
    2. Ms. Kristina Sawyckyj, Seattle Central College
    3. Mr. Jacky Tran, South Seattle College
  
  - E. College Presidents, Vice Chancellors, CHRO
  
  - F. Board of Trustees

5:00 p.m.

**ADJOURNMENT**

The next regular meeting of the Board of Trustees is on Thursday, May 11, 2017 at North Seattle College, 9600 College Way North, Seattle 98103 in the North Star Dining Room. There will be a Study Session at 2:00 p.m., and the Regular Meeting will follow at 3:00 p.m.

**EXECUTIVE SESSION(S)**

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

**MINUTES OF THE SEATTLE COLLEGE DISTRICT**

**BOARD OF TRUSTEES MEETING** held Thursday, March 9 at Seattle Central College, 1701 Broadway Avenue, Seattle 98122.

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

Trustees	Ms. Teresita Batayola Ms. Louise Chernin Ms. Carmen Gayton Mr. Steve Hill
Chancellor	Dr. Shouan Pan
Presidents	Dr. Warren Brown, NSC Mr. Gary Oertli, SSC
Vice Chancellors, Chief Human Resources Officer	Dr. Mary Ellen O’Keeffe Dr. Kurt Buttleman Dr. Dave Blake
Advisory Representatives	Ms. Maureen Shadair Mr. Derek Edwards, AAG Ms. Annette Stofer, AFT Mr. Ty Pethe Mr. Robert Sullivan Mr. Jacky Tran Ms. Sara Michelassi
Secretary	Ms. Rebecca Hansen
Absent	Mr. Jorge Carrasco Dr. Sheila Edwards Lange, SCC Ms. Kristina Sawyckyj

Visitors who signed in: Bradley Lane, Jennie Chen, Stephanie Khan, Megan Nestor, Heather Emlund, John Martinez, Taylor Briggs, Hope Howard, Maria Lamarca Anderson

CALL TO ORDER

**Trustee Batayola called the meeting to order at 3:15pm.**

ROLL CALL

Rebecca Hansen called the roll.

APPROVAL OF AGENDA | ACTION

**Trustee Chernin made a motion to approve the agenda and Trustee Gayton seconded. The motion carried 4-0.**

PUBLIC COMMENTS

Laura Zaslow is SCIE priority hire faculty at Seattle Central College. She reported low salary and lack of stability or income security for faculty. She noted that this insecurity impacts the diversity and quality of instructors who can afford to stay in their jobs long-term.

Nicole Hardina is a current priority hire SCIE instructor at Seattle Central College who noted that due to low salaries, she cannot afford to continue working at Central and is seeking other opportunities.

PRESENTATION

Embedded Advising: An Innovative Collaboration Between Instruction and Student Services  
*Presenters: Bill Spence, Interim Director, Advising and College Transfer; Leon Lewis, Program Coordinator, Advising and College Transfer; Kaitlin McClanahan, English Instructor; Erin Steinke, English Instructor*

Embedding advising in classrooms at Seattle Central College began with Pathways to Completion funding from the Gates Foundation. With that funding, a group developed in-classroom academic advising and began collecting data. Embedded advising involves two in-classroom presentations in English 101 classes: one presentation from an advisor during week 3; and then during week 4, students create a two-quarter education plan in a computer lab with advisors present. Advisors receive the education plans and meet with students and offer feedback on the plans before registration for the next quarter begins. Seattle Central College wants to continue to scale-up embedded advising and bring it into 100% of English 101 sections.

RECOMMENDED BOARD ACTIONS | ACTION

A. Minutes from February 9

**Trustee Chernin made a motion to approve the minutes and Trustee Gayton seconded. The motion carried 3-0. Chair Batayola abstained because she did not attend the February 9 meeting.**

B. Recommended Approval of Tenure

The following faculty members were presented to the Board of Trustees for consideration for tenure:

North Seattle College

Alexandra Abeyta	ABE/GED
Charles Eckard	Electronics
Beth Goss	Parent Education
Zola Mumford	Library

Seattle Central College

Vero Barrera-Kolb	Humanities
Althea Lazarro	Library
Helena Ribeiro	English
Marjorie Richards	ESL
Patricia Russell	Social and Human Services
Joel Shaver	English

South Seattle College

Victoria Hardy	Sustainable Building Science BAS
Todd Jones	Automotive Technology

**Trustee Gayton made a motion to approve tenure for the 12 faculty recommended and Trustee Hill seconded. The motion carried 4-0.**

C. Recommended Tenure Probationary Period Extension

**Trustee Gayton made a motion to approve extension of the tenure probationary period by three quarters for Frances Mooney. Trustee Hill seconded. The motion carried 4-0.**

D. 2017-18 Budget Development Process

**Trustee Hill made a motion to approve the 2017-18 Budget Development Process and Trustee Gayton seconded. The motion carried 4-0.**

Trustee Hill suggested looking at norms from other colleges and building in benchmarks.

E. Policy 281, E-mail Use – Second Reading

**Trustee Chernin made a motion to approve Policy 281 and Trustee Gayton seconded. The motion carried 4-0.**

INFORMATIONAL ITEMS

A. Legislative Update

i. Preliminary Projected Budget for FY2017-18

Kurt Buttleman presented the biennial budget for 2017-19 and reported that the community and technical college system is trying to avoid cuts but sees little opportunity for gains this session. Kurt Buttleman presented Seattle Colleges budget projections based on the governor's budget.

B. Repeal of WAC 132F-419, Sexual Harassment – First Reading  
WAC 132F-419 is out of date and inconsistent with our current Policy 419. The proposed repeal will go through the public rulemaking process before coming back to the board for a second reading and request for approval.

#### ORAL REPORTS

Chancellor Pan highlighted a few items from his written report including a calling campaign at North to help interested students complete the enrollment process, and a new BAS degree in Workforce and Trades Leadership at South that was recently approved by the State Board. He also gave an update on recent outreach to employees and community members for input on the new Seattle Colleges strategic plan, and a video that was sent to employees to share information about the work being done toward system integration. Chancellor Pan thanked the Mayor and City Council for their political support for \$5 million in funding for 13<sup>th</sup> Year though the proposed sugar tax. Finally, Chancellor Pan shared that the League for Innovation visit went smoothly and Seattle Colleges has been recommended for approval of continued board status.

#### Chair's Report

Trustee Batayola acknowledged Trustee Chernin and thanked her for taking leadership while she was away. She thanked all of the trustees for participating in the League for Innovation visit. Chair Batayola also announced that Trustee Carrasco will be moving outside of Seattle this spring and will be resigning from the board. The chancellor and remaining board members will be working with the Governor's Office on an appointment to fill the vacancy.

#### Report from Host President

Dr. Bradley Lane shared that Central's year-long 50<sup>th</sup> Anniversary Celebration continues. The college recently held a 'Central to Transformation' speed-mentoring event that more than 250 students attended. A 'Central to Inspiration' event is planned for spring and will feature a campus-wide showcase.

Other reports as necessary:

#### Reports from Labor Union Representatives

Mr. Bob Sullivan from AFT-SPS reported on joint contract training with members and administrators at each campus.

Mr. Ty Pethe from Washington Federation of State Employees is working with the district on protocols for suspended operations and closures. He noted that IT at Central and 25Live implementation have been problematic, and recommended more communication and buy-in from frontline employees before implementation of new tools. He also announced that there are 10 new stewards across the district. Mr. Pethe reported on lobbying efforts in Olympia and that he will keep people informed about the possibility of a May 1 general strike.

#### Associated Student Body Presidents

Mr. Jacky Tran from South Seattle College reported that work toward a smoke-free campus continues to be a priority for students.

Ms. Sara Michelassi from North Seattle College reported that recent Vagina Monologues performances raised money for API Chaya, a group that supports domestic violence victims. She also reported on a food drive to stock the new on-campus food pantry.

## **ADJOURNMENT**

**The meeting adjourned at 4:24p.m.**

The next regular meeting of the Board of Trustees is on Thursday, April 13, 2016 at Siegal Center, 1500 Harvard Avenue, Seattle WA 98122 in the Boardroom. There will be a Study Session at 2:00 p.m., and the Regular Meeting will follow at 3:00 p.m.

## **EXECUTIVE SESSION(S)**

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

**MEMORANDUM**

**TO:** Board of Trustees

**FROM:** Shouan Pan, Ph.D.  
Chancellor

**DATE:** April 13, 2017

**SUBJECT:** Emeritus Status Recognition

**Background**

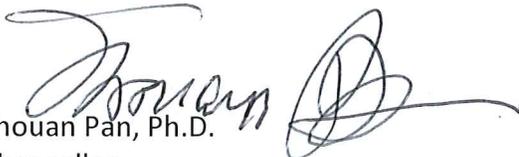
The AFT/SCD Agreement (Article 5.16, Special Retirement Privileges) and Board Policy 478 (Emeritus Status – Administrative Employees) provide for the granting of emeritus status recognition upon eligible retired faculty and administrators or those who have died in service and have made significant contributions to the District’s values of service, excellence, diversity and effective leadership.

North Seattle College	Harry Watts, North Seattle College, Mathematics
Seattle Central College	Edward Ciok, Institute of English Fran Kato, Counseling Dr. Wai-Fong Lee, Administrator Kelly McHenry, Library & Instructional Resources Hisako Nakaya, School of Apparel Design and Development Dr. Jawed Zouari, Humanities and Social Sciences, Political Science and History
South Seattle College	Theodore Coskey, Academic Transfer, Math & Sciences

**Recommended Action**

In accordance with the AFT/SCCD Agreement and Board Policy, it is recommended that the Board of Trustees grant emeritus status recognition to the above worthy individual(s) of District VI.

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

  
Shouan Pan, Ph.D.  
Chancellor

**MEMORANDUM**

TO: Board of Trustees

FROM: Dr. Shouan Pan - Chancellor

DATE: April 13, 2017

SUBJECT: Proposed Fee Increases & New Fees for FY2017-18

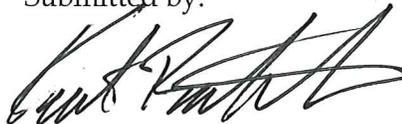
**Background**

The attached "Fees Request FY2017-18" schedule includes the campuses' requests for raising and changing current fees, as well as establishing several new fees for the incoming academic year 2017-2018.

**Recommendation**

The attached "Fees Request FY2017-18" schedule has been reviewed by the Chancellor's Executive Cabinet. It is recommended that the Board of Trustees approve the proposed fee changes for FY2017-2018 in accordance with Seattle Colleges Policy 108.

Submitted by:



Dr. Kurt Buttleman  
Vice Chancellor for Finance & Technology

Transmitted to the Board with a favorable recommendation.



Dr. Shouan Pan  
Chancellor

## FEES REQUEST 2017-18

### Change/Increase

Campus Sponsor	Fee Category	Fee Title	Fee Begins	Current Rate	Proposed Rate	Amount Change	% Change	Charged Per	Justification and Notes
CENTRAL	OTHER	Student Carpool	FALL 17	\$54.50	\$100.00	\$45.50	83.49%	Quarter	Increase to promote TMP objectives.
CENTRAL	OTHER	Student all day	FALL 17	\$137.50	\$175.00	\$37.50	27.27%	Quarter	Increase to promote TMP objectives.
CENTRAL	OTHER	Student afternoon/evening	FALL 17	\$82.50	\$110.00	\$27.50	33.33%	Quarter	Increase to promote TMP objectives.
CENTRAL	OTHER	Student Night time (after 4pm)	FALL 17	\$25.00	\$35.00	\$10.00	40.00%	Quarter	Increase to promote TMP objectives.
CENTRAL	OTHER	Student Carpool (Summer)	SUM 17	\$36.00	\$75.00	\$39.00	108.33%	Quarter	Increase to promote TMP objectives.
CENTRAL	OTHER	Student all day (Summer)	SUM 17	\$92.50	\$132.00	\$39.50	42.70%	Quarter	Increase to promote TMP objectives.
CENTRAL	OTHER	Student Night time (Summer)	SUM 17	\$25.00	\$25.00	\$0.00	0.00%	Quarter	Increase to promote TMP objectives.
CENTRAL	Lab Fee	LAB FEE MUSIC	FALL 17	\$228.00	297.00	\$69.00	30.26%		The account for individual music instruction has seen a significant increase in benefit costs. This fee needs to be raised by 30% in order to cover increase benefit costs and to pay down the deficit by 2022.
CENTRAL	Lab Fee	IT Programs Tech Fee	SUMMER 17	\$50.00	75.00	\$25.00	50.00%		The current fee amount does not adequately support infrastructure needs for 3 labs
DISTRICT	OTHR	PROCTORING FEE	SUM 17	\$30.00	\$35.00	\$ 5.00	16.7%	INSTANCE	Higher unit costs for Math/English placement tests that replaced phased-out Compass test (effective 12/1/16); and Hourly staff wage increases require this increase to maintain service levels with existing Staff.
NORTH	SPECIFIC LAB	CPR	SUM 17	\$8.00	\$13.00	\$ 5.00	62.5%	COURSE	Increased CPR/First Aid Card Testing Costs from \$8 to \$13
NORTH	OTHR	MED/NURSING SUPPLY	SUM 17	\$125.00	\$160.00	\$ 35.00	28.0%	COURSE	Increase in medical supply costs. We go through lots of medical materials and we must cover the cost for the lab. The current fees are not covering the updated costs.
NORTH	OTHR	PROCTORING FEE- EMT	SUM 17	\$25.00	\$35.00	\$ 10.00	40.0%	INSTANCE	The test proctoring cost has increased from \$25 to \$35
NORTH	OTHR	WATCH TECH FEES	FALL 17	\$2,600.00	\$3,000.00	\$ 400.00	15.4%	COURSE	This fee has not gone up in many years, however, the cost of the tools has increased significantly. We need to cover the cost of the kit.

## Fiscal Year Growth

Campus Sponsor	Fee Category	Fee Title	Fee Begins	Current Rate	Proposed Rate	Amount Change	% Change	Charged Per	Justification and Notes
DISTRICT	GEN LAB	LAB FEE, ART	FALL 17	\$48.00	\$50.00	\$2.00	4.17%	class	Aligns with fiscal growth factor of 4.08%
DISTRICT	GEN LAB	SCIENCE LAB FEE	FALL 17	\$52.35	\$54.50	\$2.17	4.11%	class	Aligns with fiscal growth factor of 4.08%
DISTRICT	GEN LAB	COMPUTER LAB FEE	FALL 17	\$52.35	\$54.50	\$2.17	4.11%	COURSE	Aligns with fiscal growth factor of 4.08%
DISTRICT	GEN LAB	ADDITONAL CLASS COMPUTER LAB FEE	FALL 17	\$30.50	\$31.75	\$1.25	4.10%	COURSE	Aligns with fiscal growth factor of 4.08%
CENTRAL	GEN LAB	MARITIME LAB FEE	FALL 17	\$48.00	\$50.00	\$2.00	4.17%	Class	Aligns with fiscal growth factor of 4.08%
DISTRICT	GEN LAB	NURSE LAB SUPPLIES	FALL 17	\$48.00	\$50.00	\$2.00	4.17%	Class	Aligns with fiscal growth factor of 4.08%
DISTRICT	GEN LAB	RESPIRATORY LAB FEE	FALL 17	\$48.00	\$50.00	\$2.00	4.17%	Class	Aligns with fiscal growth factor of 4.08%
DISTRICT	GEN LAB	ART LAB FEE	FALL 17	\$48.00	\$50.00	\$2.00	4.17%	Class	Aligns with fiscal growth factor of 4.08%
DISTRICT	GEN LAB	LAB FEE, CHEMISTRY	FALL 17	\$52.35	\$54.50	\$2.17	4.11%	Class	Aligns with fiscal growth factor of 4.08%
DISTRICT	GEN LAB	LAB FEE - PHYSICS	FALL 17	\$52.35	\$54.50	\$2.17	4.11%	Class	Aligns with fiscal growth factor of 4.08%
DISTRICT	GEN LAB	LAB FEE - SAGE	FALL 17	\$52.35	\$54.50	\$2.17	4.11%	Class	Aligns with fiscal growth factor of 4.08%
DISTRICT	GEN LAB	LAB FEE - EARTH SCI	FALL 17	\$52.35	\$54.50	\$2.17	4.11%	Class	Aligns with fiscal growth factor of 4.08%
DISTRICT	GEN LAB	LAB FEE/APPAREL DES	FALL 17	\$48.00	\$50.00	\$2.00	4.17%	Class	Aligns with fiscal growth factor of 4.08%
DISTRICT	GEN LAB	GRAPHIC DESIGN MATRL	FALL 17	\$48.00	\$50.00	\$2.00	4.17%	Class	Aligns with fiscal growth factor of 4.08%
DISTRICT	GEN LAB	JEWELRY LAB FEE	FALL 17	\$48.00	\$50.00	\$2.00	4.17%	COURSE	Aligns with fiscal growth factor of 4.08%
DISTRICT	GEN LAB	ART LAB FEE	FALL 17	\$48.00	\$50.00	\$2.00	4.17%	COURSE	Aligns with fiscal growth factor of 4.08%
DISTRICT	GEN LAB	SCIENCE LAB FEE	FALL 17	\$52.35	\$54.50	\$2.00	4.11%	Class	Aligns with fiscal growth factor of 4.08%
CENTRAL	GEN LAB	LAB FEE MIDI	FALL 17	\$48.00	\$50.00	\$2.00	4.17%	Class	Aligns with fiscal growth factor of 4.08%
NORTH	GEN LAB	HEALTH/MED CLASS FEE	FALL 17	\$48.00	\$50.00	\$2.00	4.17%	QTR	Aligns with fiscal growth factor of 4.08%

New

Campus Sponsor	Fee Category	Fee Title	Fee Begins	Current Rate	Proposed Rate	Amount Change	% Change	Charged Per	Justification and Notes
DISTRICT		Global Initiatives Fee	FALL 17	\$35.00	N/A	N/A	TBD	STUDENT/QTR	Flat fee for International Students - 12 credits or more
SOUTH	testing fee	IEP Testing Fee	FALL 17	\$25.00	N/A	N/A	N/A	test annually	Internal tools must be created & administered by instructors. Instructors creating the tests & administering are paid a stipend at the rate of \$35 an hour / only allowed once a year. (Item, course, quarter, etc)
NORTH	OTHR	PRE-COLLEGE MATH CALCULATOR RENTAL	FALL 17	\$3.00	N/A	N/A	TBD	QTR	Math faculty advocate for specific calculators in pre-college Math, that do not interfere with learning process of topics covered. This fee enables access to these calculators for all students cannot afford or do not wish to purchase one.
NORTH	MATERIALS	PRE-COLLEGE MATH TEXT BOOK	FALL 17	\$20.00	N/A	N/A	TBD	INSTANCE	Make pre-college math textbook available to financial aid students and students who do not have credit cards; please see attached pdf for further explanation if needed.
NORTH	OTHR	ABE/GED MODULAR MATH ACCESS CODE	SUM 17	\$25.00	N/A	N/A	TBD	QTR	Covers purchase of MyFoundations Modular Math Access Code for ABE/GED students; please see attached pdf for further explanation if needed.
NORTH	OTHR	ABE/GED MATH CALCULATOR RENTAL	FALL 17	\$3.00	N/A	N/A	TBD	QTR	ABE faculty advocate for specific calculators in ABE, HS 21+, & GED math sequence should be the same one allowed when taking the GED math exam (GED only allows one specific model). This fee enables access to these calculators for all students cannot afford or do not wish to purchase one.
NORTH	GEN LAB	WATCH TECH LAB FEE	FALL 17	\$15.00	N/A	N/A	TBD	COURSE	The Watch Tech program has no fee to cover its lab costs. Currently we are not covering the lab costs.
NORTH	GEN LAB	EARLY CHILD PROG FEE	SUM 17	\$30.00	N/A	N/A		COURSE	The Early Childhood Program has been missing a fee to cover the lab oversight and program support. Due to the structure and nature of this program in working with children in the lab and doing practicums as external locations extra costs are incurred that are currently not covered.
NORTH	SPECIFIC LAB	ALLIED HEALTH PRACTICUM	FALL 17	\$100.00	N/A	N/A	TBD	COURSE	There is a new system being used to track student immunizations, background check, on-boarding modules, etc. that is being used by all the major health care employers in the region and our students will need to use to do clinicals/practicums.
NORTH	GEN LAB	ED TECH PROGRAM FEE	SUM 17	\$35.00	N/A	N/A	TBD	COURSE	This is a new program. Students have to apply, have a background check and get an immunization check completed. The cost for this \$35 per student.
NORTH	SPECIFIC LAB	CPR & FIRST AID LAB FEE	SUM 17	\$65.00	N/A	N/A	TBD	COURSE	This class is legally required to have 6 students for each instructor. In the past, there was a grant that covered the extra instructional fees. The grant has finished and now we need to continue to cover the added instructional costs
NORTH	SPECIFIC LAB	A+ CERIFICATION LAB FEE	FALL 17	\$10.00	N/A	N/A	TBD	COURSE	The A+ cert classes require computer hardware materials that students must install, configure and maintain. We currently have no fee to cover the cost of materials
NORTH	SPECIFIC LAB	HVAC PROGRAM FEE	FALL 17	\$3.50	N/A	N/A	TBD	CREDIT	The HVAC program has many lab costs. Currently we do not have the fees to cover the lab costs. We must cover the costs of the program.

**MEMORANDUM**

**TO:** Board of Trustees  
**FROM:** Sheila Edwards Lange, Ph.D.  
President, Seattle Central College

**DATE:** April 13, 2017

**SUBJECT:** Update on Real Estate Strategy and Recommended Next Steps

**Background**

At the February 2017 Board of Trustees Study Session, Seattle Central staff presented its plans to align strategic enrollment planning with real estate decision-making. We proposed to monetize real estate holdings in order to build a new Information Technology Education Center (ITEC) next to the new light rail station. This will allow the college to pursue strategic enrollment growth and partnerships in science, technology, engineering and math (STEM), as well as create a new point of entry to the campus and consolidate academic programs to the north of Pine Street.

At the time of the February presentation, the college was waiting on responses to a Request for Letters of Interest (RFI) in order to obtain information about potential development partners and revenue that could be generated from college owned property. The RFI was issued in partnership with the college's Real Estate Advisory Committee (REAC), appointed in early 2016, to help develop real estate strategy for Seattle Central. The committee's guiding principle is that the college has real estate holdings that are valuable, but ongoing costs to maintain them exceed benefits, and the buildings are not equipped for modern instructional needs and most do not help the college generate enrollment.

Seattle Central received nine responses to the RFI. Respondents were encouraged to use a ground lease and to enumerate how, if the college required 44 units of affordably priced housing, they would do so and what impact it would have on the financial terms offered to the college. All responses are considered expressions of interest, not final offers.

RFI responses indicate that in current market conditions, the properties are valued at \$540 per square foot or more. Only one respondent offered a ground lease, and all proposed a mix of housing and street-level retail. Several specifically excluded affordable housing and/or one specific site, but most expressed a willingness to develop one or more of the Harvard Avenue properties.

One key point emerged from the responses: Ground leasing of the Broadway parcels would not generate enough income to sufficiently finance a 144,000 square-foot instructional building on the North Plaza.

The REAC met to discuss these findings and the ongoing conversations with Sound Transit about Site D. They agreed that the college would need to revisit the financing model. They also concurred with plans to continue working to meet strategic enrollment goals while maximizing revenue from real estate holdings. The recommended action below is endorsed by the REAC and the Seattle Central leadership team.

**Recommended Action:**

1. Seattle Central will utilize existing space while developing new programs in STEM (i.e. new BAS in Networking, DTA in Computer Science and AAS-T in Augmented/Virtual Reality). This will allow the campus to continue to make progress toward strategic enrollment goals.
2. Authorize Seattle Central to sell the South Annex property and use revenue to invest in enhancing current space and infrastructure and, purchase Site D (if applicable), and save the remainder of proceeds to be used for construction of a new facility at a future date.
3. Authorize the college to pursue a long-term ground lease of the Atlas/Broadway Café properties with the sole RFI respondent that indicated an interest in this approach. This achieves the following:
  - Increases leasing revenue to the college beyond current levels for a longer time period;
  - Allows the college to retain property for future use since it reverts back to the college at the end of the ground lease period;
  - Satisfies political and neighborhood concerns about affordable housing needs on Capitol Hill; and
  - Meets the Transit Oriented Development (TOD) requirement for Sound Transit if needed for acquisition of Site D.
4. Authorize the college to continue its exploration of potential financing models, including a phased approach, to construct a new ITEC and north entry to campus.
5. Authorize the college to explore the possibility of a collaborative partnership with the city and county to purchase Site D at a price equal to the amount owed to FTA (48 percent of fair market value to be determined by April 2017 appraisal).

Submitted by:



Dr. Sheila Edwards Lange  
President, Seattle Central College

Transmitted to the Board with a favorable recommendation.



Dr. Shouan Pan  
Chancellor



**SEATTLE  
COLLEGES**

Central · North · South · SVI

OFFICE OF THE CHANCELLOR

District VI | 206.934.3872 | Fax 206.934.3894 | Voice Relay 800.833.6388  
1500 Harvard Avenue, Seattle WA 98122-3803 | [www.seattlecolleges.edu](http://www.seattlecolleges.edu)

**MEMORANDUM**

**TO:** Board of Trustees

**FROM:** Kurt Buttleman

**DATE:** April 13, 2017

**SUBJECT:** New Accessible Technology and Electronic Content Policy 241- First Reading

**Background**

The Seattle Colleges is presenting a new Accessible Technology and Electronic Content policy, to comply with new SBCTC + OCIO policies, regarding the deployment of information technology and electronic content that has been designed, developed, or procured to be accessible to people with disabilities, including those who use assistive technologies.

**Recommendation**

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

Submitted by:

A handwritten signature in black ink, appearing to read "Kurt R. Buttleman".

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

Transmitted to the Board of Trustees with favorable recommendation.

A handwritten signature in black ink, appearing to read "Shouan Fan".

Dr. Shouan Fan  
Chancellor

## Seattle College District Policy

---

**NUMBER: 241**

**TITLE: Accessible Technology and Electronic Content**

**Adopted Date: TBD**

Seattle Colleges shall provide appropriate, effective, and integrated access to technology and electronic content for students, employees, and external community members. This policy applies to the procurement, development and implementation of instructional, administrative or communications technologies and content. Further, the policy applies to both current and emerging technologies, including both hardware and software, in use or being evaluated for purchase or adoption at SCD. This policy encompasses, but is not limited to, college websites, learning management tools, student information systems, training materials, instructional materials and assessment tools.

This policy applies to all individuals or groups of individuals managing programs and services where information technology is deployed and/or electronic content published at Seattle Colleges.

### **REFERENCES**

3.20.30b SBCTC Accessible Technology

Americans with Disabilities Act

Americans with Disabilities Act as it applies to electronic information

OCIO Policy 188 - Accessibility

RCW 28B.10.912

RCW 49.60

Sections 504 and 508 of the Rehabilitation Act

Sections 504 and 508 as they apply to electronic information

Web Content Accessibility Guidelines (WCAG) 2.0

### **DEFINITIONS**

**Accessible:**

With respect to these guidelines, "accessible" IT means a person with a disability is afforded the opportunity to acquire the same information, engage in the same interactions, and use the same services as a person without a disability in a timely, equally effective, and integrated manner. A person with a disability should be able to obtain the information as fully, equally, and independently as a person without a disability. Although this might not result in identical ease of use compared to persons without disabilities, it still must ensure equal opportunity to experience the educational benefits and opportunities afforded

Accessible Information Technology:

Information technology that has been designed, developed, or procured to be usable by, and therefore accessible to people with disabilities, including those who use assistive technologies.

Assistive Technologies:

Adaptive, rehabilitative devices that promote greater independence for individuals with disabilities by changing how these individuals interact with technology.

Examples include special input devices (e.g., head or foot mouse, puff-and-sip switches, speech recognition), screen-reading software, and screen magnifiers.

Usability: Refers to how easily, effectively, and efficiently users can use a product or system to achieve their goals, and how satisfied they are with the experience.

Board of Trustees - Revision & Adoption History

Adopted: TBD



Central · North · South · SVI

OFFICE OF THE CHANCELLOR

District VI | 206.934.3872 | Fax 206.934.3894 | Voice Relay 800.833.6388  
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## MEMORANDUM

**TO:** Board of Trustees

**FROM:** Kurt Buttleman

**DATE:** April 13, 2017

**SUBJECT:** WAC 132F-605, Refund of Tuition and Other Fees - First Reading

### Background

WAC 132F-605, Refund of Tuition and Other Fees, is a new WAC related to the protocol on refund policies that Seattle Colleges follows as part of the fiscal process.

### Recommendation

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

Submitted by:

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

Transmitted to the Board of Trustees with favorable recommendation.

Dr. Shouan Pan  
Chancellor

## Chapter 132F-605 WAC

### REFUND OF TUITION AND OTHER FEES

#### NEW SECTION

**WAC 132F-605-005 Refunds.** Tuition and Fees (except those which are non-refundable) will be refunded if complete or partial withdrawal from classes is accomplished within the first twenty (20) calendar days of the regular college quarter following the beginning day of the quarter.

Refunds, except for self-support programs, e.g., Continuing Education, Intensive English courses, will be made in accordance with the schedule below, subject to a fee. In those instances where the fee subject to refund is less than the fee, the minimum forfeiture will be reduced to that amount. No charge is made for dropping classes when no refund is involved. At least two weeks must elapse between payment and refund of fees.

International students who attend a college within the Seattle College District on an International Student Visa and make advance payments must be enrolled at the college in the quarter for which they are requesting a refund and must provide documentation establishing extenuating circumstances, such as visa denial or medical reasons. Refunds of financial aid recipients will be refunded to the appropriate financial aid account as required by Federal and State regulations, including those students who are dismissed for disciplinary reasons.

NEW SECTION

**WAC 132F-605-010 Refund schedule—General.** Withdrawal resulting from classes being canceled by the district, one hundred percent.\*

Before the first day of the college quarter, one hundred percent.

During the first five instructional days of the college quarter (less administrative fee), one hundred percent.

From the sixth instructional day through the twentieth calendar day of the college quarter, fifty percent.

After the first twenty calendar days of the college quarter, zero percent.

\*

NEW SECTION

**WAC 132F-605-020 Refund schedule—Intensive English institute.**

Withdrawal prior to first class, one hundred percent.

During the first five calendar days, eighty percent.

From the sixth through the fourteenth calendar day, fifty percent.

After the fourteenth calendar day, zero percent.

NEW SECTION

**WAC 132F-605-030 Refund schedule—Continuing education.**

Before forty-eight hours prior to first day class, one hundred percent, less administrative fee.

Within forty-eight hours of start of class/after class begins, zero percent.

NEW SECTION

**WAC 132F-605-040 Dismissal for disciplinary reasons.** No refund will be given beyond the stated refund deadlines for a student who is dismissed or suspended from the district for disciplinary reasons

NEW SECTION

**WAC 132F-605-050 Classes not following regular college quarter calendar.** Refunds for summer quarter, or other short courses/programs that do not follow the regular college calendar, will be applied on a pro-rated basis to the specific class' shortened schedule.

NEW SECTION

NEW SECTION

**WAC 132F-605-070 Parking fees.** Parking fees will be refunded only in the case of one hundred percent withdrawal from the college and surrender of the Parking Permit, in which case the fees will be refunded on the same basis as tuition.

**MEMORANDUM**

**TO:** Board of Trustees

**FROM:** Shouan Pan, Ph.D.  
Chancellor

**DATE:** April 13, 2017

**SUBJECT:** Program Closure - Information Only

**Background**

The vice presidents for instruction at each college worked together during fall quarter to develop a process and timeline for program viability following guidelines from the State Board for Community and Technical Colleges. The purpose of program viability is to determine which programs remain viable as well as deciding which programs to close. All three colleges follow a similar process and timeline along with the collection of common data to make decisions.

The vice president of instruction, college president and Chancellor concur in the decision to close three programs:

Opticianry, Seattle Central College  
Theater, North Seattle College  
Basic and Transitional Studies, Seattle Vocational Institute

**Recommended Action**

It is recommended that the Seattle Colleges Board of Trustees receive this as information only.

Submitted by and transmitted to the Board as information,



Shouan Pan, Ph.D.  
Chancellor



<b>Implement Action</b>	Winter Quarter (Jan – Mar)	<ul style="list-style-type: none"> <li>• Prepare and distribute written report to internal and external stakeholders about key findings and administrative recommendations for identified programs:             <ol style="list-style-type: none"> <li>1. Develop action plan with faculty to improve enrollment or efficiency</li> <li>OR</li> <li>2. Move to program closure</li> </ol> </li> </ul>	Division Deans and Vice President for Instruction
<b>Program Closure</b>	Spring Quarter (Apr – May)	<ul style="list-style-type: none"> <li>• Vice President of Instruction makes recommendation to President</li> <li>• President makes recommendation to Chancellor</li> <li>• Chancellor informs Board at the April meeting</li> <li>• Once closure is approved by the Chancellor, begin faculty dismissal process</li> </ul>	Vice President for Instruction, President, Chancellor, Board of Trustees

Approved by Chancellor’s Cabinet January 2017



**MEMORANDUM**

**TO:** Chancellor Shouan Pan

**FROM:** Sheila Edwards Lange, President, Seattle Central College  
Bradley Lane, Vice President for Instruction, Seattle Central College

**DATE:** March 1, 2017

**SUBJECT:** Opticianry Program Closure

We are writing to request formal approval to close the Seattle Central Opticianry Program effective Fall Quarter 2017. This memorandum follows a previous memorandum to you from August 4, 2016 to suspend new enrollments in the program. Since that time, students currently enrolled in the program have been completing their studies. Remaining students will graduate in Spring Quarter 2016 and sit for licensure exams over the coming summer.

Since 2012, enrollment for the program has been consistently low, operating at or below 50% of capacity for each cohort. Although a range of approaches were attempted to recruit a greater number of students or update curriculum to provide more flexible options, these results were not successful in generating more student enrollment. Additionally, within the industry, it has now become possible for a person to become a Licensed Dispensing Optician (LDO) without attaining a credential from a higher education program. This has no doubt contributed to the program's enrollment decline and rendered the program largely superfluous for attaining employment in the industry. The cost of running Campus Optical as a business has become prohibitive to the College, and, moreover, instructional equipment for the program is outdated. Updating the equipment to current industry standards would cost hundreds of thousands of dollars. Taken together, all of these factors point to program closure as the most viable decision for the responsible stewardship of limited instructional resources at the college.

In Fall Quarter 2016, you requested that a district-wide process be developed for program viability assessment prior to approving any program closures. District VPIs developed a process that was approved by the Chancellor's Cabinet in early 2017. The process of analysis that has led us to recommend closure for the Opticianry Program parallels the approved district-wide program viability process:

- In Fall 2015, Executive Dean of Allied Health David Gourd analyzed data related to student/faculty ratio, enrollment trends, and cost per FTE, leading him to flag the program for a deeper review.



- During the 2015-2016 academic year, the college engaged external consultant Judith Frey to conduct further assessment of the program, leading to a SWOT analysis and surveys of graduates, program faculty, and technical advisory committee members that confirmed suspension or closure as viable considerations for the program. Program faculty were presented with the results of the external study in January 2016 and had the opportunity to suggest further actions to improve enrollment and efficiency.
- In May 2016, Executive Dean David Gourd made a recommendation to Interim Vice President of Instruction Wai-Fong Lee to suspend new enrollment in the program.
- In August 2016, a formal request was made to you to suspend new enrollment in the program. This request was approved.
- In January 2017, appropriate faculty and staff were notified along with AFT regarding concerns surrounding the program's ongoing viability. Per Article 8.3, faculty had the opportunity on January 12, 2017 for an informal hearing with us to present reasons why program closure should not be undertaken. After deliberating on the information presented to us, on February 6, 2017, program faculty were notified of the administrative recommendation for program closure.

Please find attached the Fall 2015 analysis from Executive Dean Gourd, the January 2016 external program study from Judith Frey, and the August 2016 memo requesting suspension of enrollment to aid in your review.

Should you concur with our recommendation to close the program, we request that the Board of Trustees is notified of the program closure at its April meeting, so that processes related to dismissal of faculty due to program termination can be followed throughout the remainder of this academic year. In accordance with Article 8 of the Faculty Collective Bargaining Agreement, tenured faculty who are dismissed for program closure have the right to a tenure dismissal hearing. The results of that hearing are presented to the Board for a final vote, and any Board decisions regarding the dismissal of tenured faculty should be completed by June 2017. During that same time, we will formally notify the program's technical advisory committee members, and district Human Resources personnel will work with all impacted employees to determine what, if any, employment opportunities might be available to them in consultation with the leadership of the collective bargaining unions at the college.

Please let us know if we can answer additional questions or provide additional information as you consider this matter.



## NORTH SEATTLE COLLEGE

*One of the Seattle Colleges*

To: Warren Brown, President, North Seattle College  
From: Kristen Jones, Vice President for Instruction, North Seattle College  
Date: March 16, 2017  
Subject: Recommendation to close Theater Program

This memo contains my recommendation to close the Theater Program at North Seattle College effective Summer Quarter 2017. This recommendation is based on Administrative concerns about low enrollment in the program since at least FY11-12. The attached document provides a brief history of these concerns and several years of enrollment data.

Theater faculty, Dawson Nichols, and AHSS Dean, Brian Palmer, prepared a proposal for renewing Theater instruction which they presented to me on February 23, 2017. The report was reviewed by President's Cabinet. I appreciate the effort that went into developing the proposal, however, it was our consensus that it did not present a compelling argument for keeping the program. There were several concerns including: part of the proposal was based on teaching classes that have never been offered at North, there would need to be a commitment to run classes with fewer than 18 students, possible partnerships were not clearly defined in regards to how they would be developed and when they would occur, and there was disagreement between the dean and faculty member about whether it would work to a revise DRMA105 to an online course in order to address low enrollment.

I agree with Dawson and Brian that the benefits of a thriving Theater program extend beyond FTE generation. However, in this time of budget crisis I don't believe we have the luxury of waiting another year or two to determine if North's Theater program can become a thriving one.

I met with Dawson and Brian on March 16, 2017 to inform them that I would be recommending closure of the theater program.

### **Office of Instruction**

9600 College Way North | Seattle, WA 98103-3599  
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[www.northseattle.edu](http://www.northseattle.edu)

## Program Viability Report – Theater

February 28, 2017

### History

Declining enrollment in the theater program has been a concern for the administration since at least since FY11-12. In March 2011, Faculty Dawson Nichols was asked to prepare a report for the Administration with three different scenarios for the future of the Theater Department.

It appears low enrollment was the impetus for the Technical Director position to be eliminated in January 2013. After this position was cut, the ability to offer theater productions was severely limited.

In FY13-14, because there were not enough drama classes at North to fulfill the 1.0 faculty load, the instructor taught two drama classes at Central and one drama class at North. This arrangement lasted for one year, primarily because North's faculty member wanted to teach on-line classes and Central was looking for someone to teach face to face classes.

Theater redevelopment proposals were presented to E-Team in April 2014. A component of one of the proposals was that proceeds from the theater rental would go towards the theater program. Although this was not implemented, it should be noted that theater rental income in FY14-15 was \$5,700 and in 15-16 was \$6,200.

In FY15-16, NSC entered into a partnership with The 14/48 Project, a non-profit arts organization, in hopes that having theater on campus would increase enrollments. However, as the data below shows, enrollments in 15-16 were the lowest they have been in several years.

A budget request for a part-time Technical Director was submitted during the 15-16 budget process. The request was not funded.

### Enrollment Data

Year	Total Annualized FTE	S/F Ratio	# of Sections (full load for 1.0= 9 per year)	Cost per FTE* (faculty salary = \$74,000)
2011-12	16.87	15.78	8	\$4,000
2012-13	11.67	10.42	6	\$6,000
2013-14	6.00	6.00	3	\$12,000
2014-15	10.62	15.10	6	\$7,000
2015-16	8.22	20.91	3	\$9,000

\* Cost per FTE for most transfer programs averages \$3,000. Costs for drama are much higher because drama courses are only a small percentage of the faculty member's teaching load.

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As the data indicates, NSC has not been able to offer enough sections to fulfill a full teaching load for a 1.0 Theater faculty since prior to 11-12.

### Education Pathways

- Local colleges with Theater programs
  - There are several other local community colleges that offer drama courses; the chart below shows these colleges have larger programs than North.

Total Annual FTE Students	Subject Code	Subject Matter Title	College	Academic Year			
				2012-13	2013-14	2014-15	2015-16
500501		DRAMATIC ARTS	Shoreline	27.69	35.70	44.22	47.20
			Bellevue	42.66	53.17	49.49	46.62
			Green River	20.33	27.11	30.22	29.33
			Seattle Central	16.89	19.00	18.00	18.44
			Everett	14.98	17.11	15.00	12.44
			Seattle North	11.67	6.00	10.62	8.22

- High school pathways
  - Two of NSC's feeder High Schools, Bishop Blanchet and Roosevelt, have very strong theater programs. However, in last five years, there have been only two AA Transfer students from Bishop Blanchett and 14 AA Transfer students from Roosevelt. Some of these students may have been interested in a transfer degree in Theater but since NSC doesn't have a Theater major designator, it is difficult to determine how many.
  - Running Start enrollments in drama courses have also been quite low, compared to Art and Music, as demonstrated by the data in the chart below.

Number of Enrollments	Academic Year					
	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16
DRMA	9	2	5	5	6	5
ART	64	47	47	68	96	94
MUSC	43	11	18	34	33	39

### Employment Trends from WOIS/The Career Information System

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- Actors: In Washington, between 2014 and 2024, it is estimated that there will be five openings annually due to new positions and 14 openings annually from workers leaving this career.
- Costume and Wardrobe Specialist: In Washington, between 2014 and 2024, it is estimated that for costume attendants there will be no openings annually due to new positions and five openings annually from workers leaving this career
- Set and Exhibit Designers: Between 2014 and 2024, it is estimated that there will be two openings annually due to new positions and five openings annually from workers leaving this career.

### **Current Status**

The VPI met with faculty Dawson Nichols and Dean Brian Palmer on January 30, 2017 to discuss enrollment data and faculty load concerns. In addition, an email was sent to AFT President, Annette Stofer, and North Faculty Senate President, Elizabeth Goulet, on January 30 informing them the VPI would be meeting with the faculty and the dean to discuss enrollment and faculty load concerns. Brian and Dawson indicated they are interested in developing a proposal for consideration. A meeting was held on February 23, 2017 to discuss the proposal.

### **Next Steps**

- The proposal will be evaluated by the VPI and NSC Cabinet.
- Prior to the end of Winter quarter, the VPI will determine whether to accept the proposal and reevaluate the viability of the Theater program again in 17-18 or recommend program closure at the end of FY16-17. A meeting will be scheduled with the faculty and dean at which the VPI recommendation will be shared.

#### **Office of Instruction**

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One of the Seattle Colleges

March 29, 2017

To: Dr. Shouan Pan, Chancellor for Seattle Colleges District

From: Dr. Warren Brown, President for North Seattle College 

R.e.: Drama/Theater Program Closure Recommendation

On March 16, 2017, based on her comprehensive review of the Drama/Theater program, North Seattle College's Vice President for Instruction, Dr. Kristen Jones forwarded her recommendation for closure of the program effective the end of spring quarter 2017.

I have read Dr. Jones report and support her recommendation. As evidenced within her report, Dr. Jones met with the impacted faculty member, Dawson Nichols, as well as the NSC Faculty Senate Lead. Dr. Jones provided the faculty member and the Senate opportunities for feedback. NSC Faculty Senate claimed that they informed only during winter quarter 2017 about the program's sustainability review. However, as evidenced in Dr. Jones' report and via my communications with former NSC Instructional Administrators, it was clear that this program has been under a sustainability review since 2011. Additionally in 2012 former Vice President for Instruction, Dr. Mary Ellen O'Keeffe held an "all faculty" meeting to make public that the program was unsustainable.

As you will see in Dr. Jones' report, enrollment in this program has been problematic despite multiple good faith attempts to make the program more sustainable. For the above noted reasons, I recommend closure of the NSC's Drama/Theater program. If you agree with NSC's analysis and resolve closure of the program, NSC will notify the students (although this is not a lock-step program and no teach-out would occur) and we will communicate with the affected faculty member.

March 31, 2017

Dr. Shouan Pan  
Chancellor, Seattle Colleges  
1500 Harvard Avenue  
Seattle, WA 98122

Dear Dr. Pan:

We are writing to share with you a proposal to permanently close the Basic and Transitional Studies (BTS) program at Seattle Vocational Institute (SVI) at the end of this academic year. We deliberated extensively over this issue, carefully analyzing and weighing a variety of internal and external factors, before arriving at this decision.

Please know that we respect and value the history of SVI's BTS program and its contributions to its students and the community over the years. Yet several serious challenges have made continuing the program untenable, despite the best efforts of the many dedicated faculty, staff, students and community partners. These include the following:

- **Low enrollment:** Student enrollment in the program has continued to decline for several years, and there is no indication it will increase. More alarming, few students have used the program to transition to other SVI programs that can lead to living wage jobs.

For the most recent quarter (Winter 2017), the program generated 55.7 FTEs, which is only 17 percent of full enrollment. For this academic year, the faculty to student ratio in BTS is 1:5, compared to 1:25 if the programs were fully enrolled. Historical enrollment data is shown below.

**BTS FTE Trends: 2009-2016**

	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16
FTEs Generated	283	269	160	151	113	92	73

- **Increased expense:** Our ongoing challenge with low student enrollment has created immense pressure on the budgets of SVI and Seattle Central. The current program has become prohibitively expensive, as the faculty - student ratio has dropped to 1:5 in the current academic year. The instructional cost of the program is not sustainable given the continued decline in enrollment.
- **Duplication:** As Seattle Central continues to integrate SVI programs and operations, there is no justification to continue offering similar programs on both campuses.
- **Facilities/deferred maintenance:** The SVI facility is in dire need of expensive renovations, with estimates of more than \$25 million, making it difficult to generate new partnerships. We must therefore reduce our footprint in the building and use the remaining space for programs that have greater potential to generate more FTEs.

The SVI Basic and Transitional Program includes the following:

1. Adult Basic Education (ABE); English as a Second Language (ESL); General Education Development (GED)
2. High School Equivalency Programs
  - Bright Future: *Running Start for Short Term Technical Programs*
  - High School 21+: High School Diploma pathway for students 21 and older
  - Learning Center Seattle (Seattle Central completion program for opportunity youth housed at SVI)

To address these issues, we propose the following, with a strong commitment to minimize the impact, as much as possible, to our students, faculty, staff and the community:

1. Close SVI's BTS program by the end of Spring Quarter 2017. The current cohort of SVI BTS students would have the opportunity to continue their studies in the SVI ABE/GED/ESL program through the end of Spring Quarter 2017.
2. Offer limited basic studies courses and the high school equivalency programs at SVI through Seattle Central's Basic and Transitional Studies Division beginning Summer Quarter 2017.
3. SVI's students will have the option to take additional courses – which may not be offered at SVI – at Seattle Central's main Capitol Hill campus.
4. The SVI programs designed to serve opportunity youth and underrepresented adults – including High School 21+ and the Learning Center Seattle – will continue to be offered at SVI through the next academic year under the direction of Seattle Central's BTS Division.

Impact on faculty: We understand the effect this decision will have on the BTS faculty, who have been incredibly devoted to the success of the program and to educating our students. Of the five faculty members, the only tenured instructor has recently announced her retirement. The other faculty members include one priority hire and four who work part-time. We are working with AFT's leadership and our Human Resources department to ensure adherence to the terms of the collective bargaining agreement as we go through this closure process.

Financial impact: The annual operating budget for the ABE program is \$345,000. If this closure is approved, we will apply this amount to the 2017-18 budget reduction plan for SVI.

Given the difficult challenges ahead, we strongly believe this move is in the best interests of SVI, Seattle Central and the entire Seattle Colleges District. As we move forward with this plan, we will provide you with regular updates.

Respectfully,



Maureen Shadair  
Interim Executive Dean, Seattle Vocational Institute



Sheila Edwards Lange  
President, Seattle Central College

**MEMORANDUM**

**TO:** Board of Trustees

**FROM:** Shouan Pan, Chancellor  
Members of Executive Cabinet contributed to this report

**DATE:** April 13, 2017

**SUBJECT:** April Report to the Board of Trustees

**I. STUDENT SUCCESS****a. Student Learning, Retention and Completion****South Attends College Spark Guided Pathways Institute**

As part of College Spark Washington's Guided Pathways Implementation Grant, a team of 15 South Seattle College employees traveled to SeaTac March 15-16 for an institute with colleagues from the four other Washington colleges selected for the five-year grant. Sessions were primarily focused on how to operationalize the Guided Pathways "Essential Practices," with clear strategies and college-specific actions. The Essential Practices are clarifying paths to student end goals, helping students choose and enter a pathway, helping students stay on that path, and ensuring that students are learning.

**South Selected for Veterans STEM Initiative**

South Seattle College and University of Maryland University College (UMUC) have been chosen as the two lead institutions in a Veterans STEM Initiative to promote science, technology, engineering and math education and career pathways for veterans. The Council for Adult and Experiential Learning, in collaboration with the Institute for Veterans and Military Families-Syracuse University, will work with South to establish a career pathway for military veterans in STEM fields, including sustainable building sciences, and with UMUC, in the growing field of cybersecurity. The initiative is funded by a grant from the Helmsley Charitable Trust.

**SCCtv features South Aviation Interns**

SCCtv is working with South Seattle College to create a video highlighting the successes their Aviation Program has had placing students in the industry. Key to this success is the novel internship program South has developed in conjunction with Work Source. The video will feature interns currently working with Delta Airlines at Seatac Airport.

**b. Enrollment****Creating a College-Going Culture with the 13<sup>th</sup> Year Promise Scholarship**

South Seattle College President Gary Oertli and staff held a breakfast meeting with Seattle Public Schools leadership (including Superintendent Larry Nyland, Associate Superintendent for Teaching and Learning Michael Tolley, School Board Director Leslie Harris, and Executive Director of Southwest Region Schools P-12 Helen Joung) and elementary, junior high and high school principals in South's service area to share the history and future of the 13<sup>th</sup> Year Promise Scholarship. The scholarship has provided one year of tuition-free college to graduating high school seniors since 2008.

**South Enrollment Above Target for Winter Quarter**

South Seattle College, as of late March, met and surpassed their enrollment target for Winter Quarter 2017 by 3.3 percent, following a strong Fall Quarter 2016 that ended 2.6 percent above the target. With enrollment fueled by both recruitment of new students and retention of current students, these figures indicate South is on the right path with retention and completion strategies inspired by Guided Pathways.

**Spring Enrollment at North**

North's Spring 2017 enrollment, as of March 28, was 91.5 percent of goal, compared to 92.6 this time a year ago. North is taking steps to move the needle closer toward our goal. These steps include a comprehensive marketing campaign for fall quarter that includes production of a 30-second commercial, in addition to other ad buys, email campaigns and progress by the campus Strategic Enrollment Management Council to rollout plans and communications in 2017-2018. Admissions is continuing calling campaigns to newly admitted students (students are called within 24 hours of being admitted) and using the CRM to reach out to interested students with personalized message from the president and instruction coordinators.

**STEM Pathway in High School**

North representatives met with the Mountlake Terrace High School STEM program to identify opportunities to align their three pathways with NSC programs – Aerospace, Computer Programming, Biotechnologies; and a possible fourth pathway, Mechatronics. Follow-up meetings to tour the MLT STEM facilities and to meet with the Workforce dean and representatives from Nanotechnology and Application Development B.A.S. are scheduled.

**Seattle Maritime Academy introduces high school students to maritime industry**

Seattle Maritime Academy, in partnership with the Youth Maritime Collaborative (YMC), hosted a "Maritime and Marine Science Experiential Day" for high school students in late March.

Through a variety of workshops covering topics such as line handling, knot tying, survival at sea and more, students and their teachers and counselors learned about opportunities in the maritime industry. As the rate of retirements in the current maritime workforce accelerates, the industry is working to recruit new workers to take their place.

### **North Hosts Seattle MESA Day**

For the third consecutive year, North hosted Seattle MESA Day (Mathematics, Engineering, Science Achievement) with over 100 Seattle public middle and high school students coming to campus for a science fair and competition. Students presented their science projects to volunteer judges in hopes of being selected to represent Seattle MESA at the state MESA competition at Microsoft in May. It was also an opportunity for North to show off its STEM transfer pathways and technology programs, with North's nanotechnology program providing a live interactive link to scientists operating a scanning electron microscope at Penn State University. Students were able to view samples of leaves and insects on the nano scale and control the microscope from their computer stations in Seattle.

## **II. FINANCIAL HEALTH**

### **a. College/District Budgets**

#### **Campus-wide Budget Kickoff Meeting Held at South**

SSC President Gary Oertli held an all-staff and faculty 2017-2018 Budget Development Kick-off Meeting on March 14. The goal of this meeting was to ensure a transparent and inclusive process that facilitates discussion on College priorities, and aligns resources and strategic planning. In planning for a cycle where efficiencies will need to be identified to reach a balanced budget, wide engagement is especially important.

#### **Budget Planning at North**

Completing many months of preparations that took place within each division, North's President and Cabinet presented the outcome of budget decisions for the current fiscal year and what they believe are the budget impacts for the next fiscal year at two all-campus meetings—the first on February 15 and the second on March 1. The February and March budget meetings provided the campus an overview of the final 2016-17 cuts as well as discussion on reductions that may occur for 2017-18.

### **b. Foundation Updates**

#### **NSC Education Fund completes scholarship application cycles**

The North Seattle College Education Fund completed all three scholarship application cycles that benefit students during the 2016-17 academic year. By year-end, the Foundation will have

distributed over \$480,000 in scholarship support. The Ed Fund launched its new website ([nsceducationfund.org](http://nsceducationfund.org)) and, with it, a new stewardship page that honors Patrons' Circle and Legacy Circle members. The Patrons' Circle is composed of those who have contributed \$25,000 or more in support of North Seattle College students and programs, and the Legacy Circle acknowledges those individuals and families who have made a future commitment to support North through a bequest or estate gift.

### **Upcoming Foundation Scholarship Galas, Central and North**

The Seattle Central Foundation Believe Gala is coming up on May 11 at Fremont Studios. The North Seattle College Education Fund is hosting their gala at the Seattle Aquarium on May 18. Funds raised at these events will benefit student scholarships.

## **III. STRATEGIC PLANNING**

### **Seattle Colleges Strategic Planning Update**

The current Seattle Colleges strategic plan sunsets in 2017. With this in mind, the board of trustees has initiated a process to develop a districtwide strategic plan that will guide the colleges' future. The trustees, chancellor, vice chancellors, and presidents agreed in early 2017 to move towards one plan with one mission and vision and one set of values and goals for the entire district. Upon identification and prioritization of goals and strategies, the colleges will develop operational plans to support the plan.

A critical part of the strategic planning process has been to engage with and gain input from our stakeholders. As of early spring 2017, input was received from members of the chancellor's advisory council; the district management team; more than 20 external experts from business, government, and community; and nearly 200 responses from employees through an online survey. Additional input activities include a town hall and stakeholder input meetings with faculty and classified staff.

The process is being overseen by the Board of Trustees subcommittee on strategic planning. Teresita Batayola and Louise Chernin continue to provide guidance to district and college leadership regarding critical issues as well as overall process and stakeholder engagement. Preliminary themes and concepts reflecting board and stakeholder priorities will be shared with the full board in the coming month. A new strategic plan for board approval is expected to be available by the end of summer.

#### **IV. EXTERNAL AFFAIRS**

##### **a. Legislative and local government engagement**

###### **Legislative Report**

On April 23, the 2017 Legislative Session will end. Everyone fully expects special sessions to be called to resolve the budget differences. The House budget bill is supportive of many of the needs of the CTC's but still not funding the system at the level requested. Negotiations with the Senate and Governor's budget writers are still to occur which may change the House proposed budget. Supported by Laverne Lamoureux, the three college presidents and chancellor visited with several senators and house representatives during the month of March to advocate for increased operational and capital funding for WA community and technical colleges and for Seattle Colleges.

###### **Students show support for Washington Promise Program**

Last month, two Seattle Central students showed their support for universal access to higher education by giving presentations to lawmakers. Stephanie Cerezo and Vincent San Nicolas expressed their support for the Washington Promise bill, which will provide one to two years of free tuition, at a House Higher Education Committee hearing. Several of their peers from North Seattle and South Seattle colleges also offered testimony in support.

##### **b. Business/Community**

###### **Event aims to increase gender diversity in IT**

Seattle Central will host the 10<sup>th</sup> annual Get Launched in Technology through Education and Resources (GLITTER) event during spring quarter. With workshops on a variety of topics including websites, mobile apps and cybersecurity, the goal of the event is to inspire high school girls to pursue a career in information technology (IT) fields. Female professionals from this year's sponsor, Tune, Inc., will participate in a panel discussion about their paths to IT careers and will stress the importance of female leadership in IT. The college's IT program partners with Inspiring Girls in Technology Evolution (IGNITE), a local non-profit that connects young girls to female mentors with careers in IT.

###### **PCC Delegation Coming to Visit OCEE**

A delegation of administrators and staff from Portland Community College will come to learn about and tour the Opportunity Center for Employment and Education at North Seattle College on April 13. The delegation is being led by PCC President Mark Mitsui, formerly deputy assistant secretary of Education for Community Colleges and past North Seattle College president. The purpose of the tour is to learn about how the OCEE was developed and how it operates, and to determine if the multi-service center delivery model can be replicated in Portland, Oregon.

Tacoma Community College has recently inquired about setting up a visit for the same purpose, but no date has been scheduled yet.

### **Aerospace and Engineering Technologies Career Fair**

Students and alumni from Seattle Colleges and other Puget Sound community and technical colleges can meet with representatives from a range of engineering companies at the 2017 Aerospace and Engineering Technologies Job Fair at North Seattle College. The event will be held on April 20 and is sponsored by North, WorkSource and the Opportunity Center for Employment and Education (OCE&E), this fair brings together hiring representatives from top companies and students interested in a wide range of engineering specialties.

## **V. PRIDE POINTS**

### **Seattle Colleges Receives Reaffirmation of Board Membership by League of Innovation**

The Board of Directors for the League of Innovation in the Community College voted on March 10, 2017 to re-affirm Seattle Colleges' Board membership in the League.

### **Chancellor Executive Cabinet Members Interviewed by Special Media**

Dr. Kurt Buttleman was interviewed in March by Barnes & Noble College on how Seattle Colleges are meeting demands of a rapidly changing local economy. The interview was featured in Barnes & Noble's series "*Five Minutes with...*".

Dr. Warren Brown was interviewed on March 24 by *Community College Daily* about his experience managing the 2015 Ride the Duck tragedy. NSC's World Community Garden was featured in the story. Warren will also team up with President of Mott Community College (Michigan) in presenting at the upcoming AACC conference on the topic of leading through unexpected crisis.

### **Seattle Central wins award for 50<sup>th</sup> anniversary effort**

Seattle Central College's 50<sup>th</sup> anniversary kick-off celebration, held last September, was recognized with a Totem Award from the Public Relations Society of America last month. The event featured a mock protest to honor the college's history of fostering social justice and activism in the community. Special displays telling the story of this activism throughout the years were created and now hang on the fourth floor of the Broadway Edison building. The college's final 50<sup>th</sup> anniversary event, which will highlight student work across the college, will take place on June 14.

**Student Food Pantry Opens at South, North holds food drive**

South Seattle College started Spring Quarter with a new level of support for low-income, food, and housing-insecure students by opening a Food Pantry that distributes non-perishable food items on Monday and Thursday afternoons. The pantry is supported by South's student government and Phi Theta Kappa Honor's Society, with Student Service and Activity Fees and community donations used to obtain food. Student Leadership at North is also establishing a food bank and sponsored a food drive in March. They received over 30 grocery bags full of food.

**Graphic Design students win advertising awards**

Six students in Seattle Central's Graphic Design program were recognized at the American Advertising Awards ceremony last month. Liz McCarty, Wynn Adele, Gabriel Herrin, Kristin Lowry, Clarita Hinojosa and Nathaniel Bergstein each submitted work in one of three categories, including Cover Design, Article Layout and Entire Magazine. This is the first time in ten years that the college's Graphic Design program has submitted student work.



To: Seattle Colleges District Board of Trustees

From: Annette Stofer, AFT Seattle Local 1789 President

Re: Report for April 2017

AFT Seattle is looking forward to a busy Spring quarter. Negotiations on a new contract continue and will hopefully be wrapped up. We will hold elections for officers on our executive board as well, with the new term beginning on September 1. AFT Washington holds its convention, including elections of their leadership team. We will have delegates in attendance helping to set our state federation's course for the next two years.

Community-wise, AFT Seattle has endorsed an effort to get the City of Seattle to divest from fossil fuels. We supported APALA Seattle (Asian Pacific American Labor Alliance) at their annual gala and fundraiser. In the next couple of months we will give support to the May Day march for immigrants' right on May 1, the North West Immigrant Rights Project, and actions or presentations here in the District. Our focus for monetary contributions is labor and community organizations that assist workers, students, and progressive causes. We have made a monthly commitment to the Puget Sound Labor Agency, which has a food bank and a ramp-building project. Scholarship funds are also a high priority.

The District will be holding its first joint graduation ceremony this June. Many faculty members have expressed their concern that we were not consulted before the decision was made. Some mourn the loss of the smaller, more personal setting that each college created for their students. We urge open conversations as future graduations are planned.

Now that the District-wide Nursing Division is in place, we are beginning to realize some of the ways in which it is different from a college-based division. We will have to look for ways to address curriculum approval needs, consider how certain courses offered for Nursing compare with those already offered in Academic Transfer divisions, and ask whether seniority for tenured faculty is affected in ways that were not foreseen.

It is important to share with the Board that among the faculty, there is a general sense of exhaustion and low morale. Overwork is a reality for most, and it affects both our professional and our personal lives. Before any additional work is asked of faculty, administrators and supervisors could stop to ask if the work is essential and if something else could be removed from the list of responsibilities.

**DATE:** April 13 , 2017

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

**FROM:** Executive Officers of the  
Seattle Central Associated Student Council

**SUBJECT:** ASC Report to the Board of Trustees

**ASC Book Fund - Textbook Lending Program:**

The Textbook Lending Program was ratified and launched in March 2017. The purpose of the Textbook Lending Program strives to relieve the financial burden on Seattle Central College students of higher education's academic textbook. The Executive of Finance utilized the ASC Book Fund to purchase Physics, English and Mathematics textbooks (10 each), and to loan out to Seattle Central College's student for free on a quarterly basis. The deadline for the Textbook Lending Program is on the April 5, 2017.

**Micro-aggression Workshop**

The Micro-aggression workshop put on by the TRIO was held during the week of 2/28/17 and it was students of color focused, where they can learn about how micro-aggressions may affect their way of life and success in school. The Executive of Student Success left with a better understanding on how to combat micro-aggressions in the classroom and was satisfied in knowing my peers shared similar experiences.

**The Cultural Appropriation Workshop**

The Cultural Appropriation Workshop was put on by Melonie King for our library's COSI series. Our Library's community conversations during the week of 3/13/17 where the Executive of Student Success watched Melonie King teach her workshop on cultural appropriation. It was a powerful event with many participants no in just attendance, but engaged in the material. Melonie was able to effectively move the room into learning trauma that people of color face when they watch their culture appropriated for the means of aesthetics and profits.

**Climate Safety Survey**

The Student Success Committee distributed our campus climate survey, and received data that reflects many students on campus feel that they may be in danger and have been harassed. Many women on campus have voiced their concerned on not feeling safe when walking around on campus. We distributed these surveys during the Issue and Concerns Committee's Climate Forum where we got to see students speak on their experiences at Seattle Central College. We hope to coordinate more group sessions where students are allowed to freely communicate and elaborate on their experiences with administrators present.

**President's Medal Committee**

The nomination sheet for the President's medal committee has been finally completed. We are now finishing a proposal to send to the President's office to make the President's Medal an official award of the college. We are very confident that she will be on board with our vision.

**Services and Activities Budget Committee:**

The Services and Activities Budget Committee finished 28 presentations from the recipients of S & A funds in the February, and allocate S&A budget for the upcoming 2017-2018 academic year in Spring 2017. The deadline for the S&A Budget Request is on the April 10, 2017.

**Legislative Affairs – Orca Card Issues:**

The Advocacy Committee recently reached an agreement with our sister campuses North and South's student governments. We now are on the same page and working together. We had guest Nick Licatta, former Seattle City Council Member speak to us on being civically involved and gave us options to move us forward, suggesting getting letters of support from as many organizations as possible and presenting that forward with our district-wide survey set to launch. The Sound Transit Riders union rep Katie Wilson attended one of our last meetings and spoke on how the STRU would likely be willing to support our initiative. She connected me with Jasmine, Mike O'Brian of the Seattle City Council's assistant. Jasmine will be in touch in the next few weeks after data from our survey is returned set us up a time to meet with the council member. Katie also said she will help rope in other colleges outside our district and try and connect me with someone like Jasmine on the County Council. The Advocacy Committee will have small promotional events to encourage students to participate actively with stories to share with the city and county councils as well as provide their data this next upcoming quarter.

**SCC Climate Forum:**

SCC Climate Forum was held in late February. It was a gathering of students who share their experience while they were at Central.

**Phone Application Development:**

The final paper for a SCC's phone application was signed in the Winter Quarter 2017. There is a work going on designing what the application would look like

**Library Hours Extension:**

Currently, the Issues and Concerns Committee is working to extend library hours until 9:00pm for permanently in next academic year.

## MEMORANDUM

**TO:** Board of Trustees  
Seattle Colleges

**FROM:** Jacky Tran  
President, United Student Association  
South Seattle College

**DATE:** April 13th, 2017

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

### **BLACK LIVES MATTER - February 14th**

United Student Association (USA) Issues & Concerns Officer, Miranda Sullivan, held the Black Lives Matter event in the morning with the attendance of a class as well as students. Guest speaker Jesse Hagopian was invited and talked about the prevalence of the black lives matter movement as well as how it relates to the youths in the present times.

### **WELLNESS CENTER FORUM - February 22nd**

On February 22nd, USA President, Jacky Tran, hosted a forum with a focus on providing information to students about the construction of the Wellness Center, including but not limited to, where the funding for the building comes from, size and uses of the building, and sustainable initiatives to be implemented. The architects currently working on the project, Stan Jaworowski and Katie Hunt, were invited to participate and provide further, more detailed information on the construction and design of the building. Twenty four students were able to attend, with a large percentage being other student staff.

### **WASTE AUDIT - February 22nd**

In conjunction with Seattle Public Utilities Commercial Recycling & Composting Program and other campus departments, USA Community Service Officer, Zari Akkuly, participated in coordinating a campus waste audit. The audit sorted through the trash, recycling, and compost on campus to determine how much of each category is sorted correctly as well as how much is created in total. Results found that less than half of trash produced was actual trash and could be sorted into recycling or compost.

### **REDUCING PLASTIC WASTE**

In an effort to reduce the amount of plastic waste produced by the South Seattle College, the USA have decided to purchase and distribute BPA free bottles to students. Upon distribution, students will be asked to decorate and personalize the bottles that they receive in an attempt to create an attachment between the student and the bottle, reducing the chances of the bottle being left behind as waste. Officers would also like to provide input on campus/district vending and bookstore contracts to reduce plastic bottle purchases.

# SOUTH SEATTLE COLLEGE

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## **KARAOKE/LIP SYNC EVENT - March 2nd**

USA Social Activities Officer, Krisna Mandujano, held a karaoke event for students and staff in JMB B on March 2. The contest was held with a serving of ice cream to encourage student participation and to build community. The student winners of the contest were members of the Martial Arts Club and were awarded with South Seattle College shirts.

## **BYLAWS UPDATED**

The USA has changed their bylaws, specifically concerning the election process for each position. Elections will run, but with the addition of a much more rigorous screening process involving an interview conducted by each of the previous, corresponding positions. The position of Social Activities Officer and Communications Officer will be changed to, respectively, another Issues & Concerns Officer and Secretary.

## **BUDGET UPDATED**

USA Treasurer, Devlin Hoang, has compiled an estimated budget for the next school year, 2017-2018, based on the needs and expenses experienced the current school year, 2016-2017. Further changes may be required pending the review of a new financial code and whether that code is adopted. Adopting the new financial code will require an upscale in budget as the upkeep would require the hiring of additional positions and duties.

## **ORCA CARD UPDATE**

On April 27th, Seattle Central College hosted a meeting with a King County representative for public transportation, who unfortunately, was unable to attend. The students in attendance from Seattle Central, North and South passed a motion to send a district wide survey gathering information about students' opinions on raising the fees in each respective school for the possibility of a more affordable ORCA card, including but not limited to, the lowering of fares for students.



## MEMORANDUM

TO: Board of Trustees  
Seattle Colleges District

FROM: Sara Michelassi  
Student Body President  
North Seattle College

DATE: April 13<sup>th</sup>, 2017

SUBJECT: STUDENT ADMINISTRATIVE TEAM REPORT -Information Only

NSC Student Leadership and Multicultural Programs has made some exciting progress with our student initiatives and is eagerly looking forward to the challenges and successes that Spring Quarter will bring.

- **Student Initiatives** – Student Leadership has continued working on ongoing student initiatives, as well as recently taking on new initiatives. Some of these initiatives include:
  - All Gender Bathrooms – After much discussion, the Toilets 4 All Team has come to an agreement to move forward with the All Gender Bathrooms project with the design as-is. We are very excited to be entering the construction stage of this project, as it has taken us three years to get to this point. We look forward to working with the Business Office, Facilities, and the campus architect on this project and hopefully be finished by the end of Spring Quarter.
  - On-Campus Food Pantry – Student Leadership hosted a very successful food drive from March 13<sup>th</sup>-22<sup>nd</sup> to stock our pilot on-campus food pantry that will take place during Spring Quarter.
  - District Policy Review Committee – The Student Administrative Team has decided to form a District Policy Review Committee for Spring Quarter, comprised of the Student Body President, the Research and Advocacy Board Coordinator, and several other Student Leaders. The purpose of this committee will be to review policy changes and formations brought to the Board of Trustees before the board meetings take place in order to formulate questions for the Board and District personnel regarding the effects of District policies on students.
- **Student Events** – With a focus on building community in a diverse environment, Student Leadership has hosted the following events in the past month:
  - Women of Colour Panel – March 7<sup>th</sup> – North Education and Diversity talks brought together a panel of NSC faculty and staff to discuss what it means to be a woman of colour in today's society and why it is so important to recognize



their achievements and hear their stories. Dr. Warren Brown began the panel by giving a short talk about the meaning of privilege.

- Black History Mobile Museum – March 7<sup>th</sup> – Following the Women of Colour Panel, the Student Leadership Events Board hosted a reception featuring an exhibit from the Black History Mobile Museum called “RESPECT!” This exhibit featured over 150 original artifacts that acknowledge and celebrate the experience of Black women in America. This event was very successful, with around 100 students, staff, and faculty in attendance.
- International Womyn’s Day – March 8<sup>th</sup> – The Events Board, in partnership with the Gender Equity Center and the Feminist Alliance, hosted a celebration for International Womyn’s Day in the Grove. This event included 25 poster presentations about a range of topics, such as successful women in history, women of colour in positions of power around the world, sex workers, trans\* women, and much more. The Feminist Alliance also hosted a bake sale to raise money for Mary’s Place, a women and children’s shelter in downtown Seattle.