



# Board of Trustees Meeting

2017

Seattle Central College

1701 Broadway Avenue

Seattle, WA, 98122



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

**November 9, 2017**

**STUDY SESSION**

1:30 p.m. Broadway Performance Hall Boardroom

Seattle Central College  
1701 Broadway  
Seattle 98122

**REGULAR SESSION**

3:00 p.m. Broadway Performance Hall Boardroom

Seattle Central College  
1701 Broadway  
Seattle 98122

### **STUDY SESSION AGENDA**

**1:30 p.m.**

**STUDY SESSION**

- a. Review of Current Budget Allocation Process
- b. Exploratory student housing projects at Central and North
- c. Foundation task force update
- d. Scheduling, upcoming trustee events

**REGULAR SESSION AGENDA**

- 3:00 p.m. CALL TO ORDER**
- 3:00 p.m. SAFETY ANNOUNCEMENT**
- 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**  
Highlights from Seattle Central’s Prison Education Initiatives: Re-Entry Support Programs and Second Chance Pell Pilot  
*Presenters: Ramon Hernandez, SCC student; Lynn Kanne, SCC Dean of Libraries, eLearning, Employee Development; Molly Mitchell, SCC Director of Student Support Services; Nick Rankin, Prison Education and Reentry Student Navigator*
- 3:40 p.m. RECOMMENDED BOARD ACTIONS | ACTION Tab 2**  
A. Minutes from October 12
- 3:45 p.m. INFORMATIONAL ITEMS**  
A. ASI Implementation  
1. Update from Chancellor Pan  
2. Presentation: Libraries @the Seattle Colleges: leveraging our resources through strategic collaboration  
*Susan Tokheim, Circulation/Acquisitions Supervisor, SCC; Shireen Deboo, Reference and Instruction Librarian, NSC; Kirsti Thomas, Manager of Library Technical Services*
- B. Policy 250, Use of Seattle Colleges Facilities – First Reading Tab 3
- 4:10 p.m. ORAL REPORTS**  
A. Chancellor’s Report  
B. Chair’s Report  
C. Board of Trustees

D. 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

E. Student Representatives

1. Mr. Omar Osman, Seattle Central College
2. Mr. Dakota Chronis, North Seattle College
3. Ms. Angel Decker, South Seattle College

F. College Presidents, Vice Chancellors

1. Dr. Sheila Edwards Lange, Seattle Central College
2. Dr. Warren Brown, North Seattle College
3. Mr. Peter H. Lortz, Interim President
4. Dr. Kurt Buttleman, Vice Chancellor for Finance and Technology
5. Dr. Dave Blake, Chief Human Resources Officer

**5:00 p.m. ADJOURNMENT**

The next meeting of the Board of Trustees will be held on Thursday, December 14, 2017 at Pacific Tower, 1200 12<sup>th</sup> Avenue South, Health Education Center Room HEC0204. There will be a Study Session at 1:30 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, October 12 at South Seattle College 6000 16<sup>th</sup> Avenue SW, Seattle 98106.

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

Trustees	Ms. Louise Chernin Ms. Carmen Gayton Mr. Steve Hill
Chancellor	Dr. Shouan Pan
Presidents	Dr. Warren Brown, NSC Dr. Sheila Edwards Lange, SCC Mr. Peter H. Lortz SSC
Vice Chancellors, Chief Human Resources Officer	Dr. Kurt Buttleman Dr. Dave Blake
Advisory Representatives	Ms. Maureen Shadair Mr. Derek Edwards, AAG Ms. Annette Stofer, AFT Mr. Ty Pethe, WFSE Mr. Robert Sullivan, AFT-SPS Mr. Dakota Chronis, NSC Student Ms. Angel Decker Mr. Omar Osman
Secretary	Ms. Rebecca Hansen
Absent	Ms. Teresita Batayola

Visitors who signed in: Tracy Russell, Domonique Gorolon, Malcolm Grothe, Earnest Phillips, Daryl Campbell

## **STUDY SESSION AGENDA**

**Executive Session:** *to discuss with legal counsel litigation or potential litigation to which the college is, or is like to become, a party.*

### **Open Session**

Retreat debrief: Trustees reviewed the notes from the retreat and agreed that it was a productive morning with district and college leadership.

Board Governance and Planning for 2017-18:

The board discussed and confirmed support for the following informal committee assignments and roles for 2017-18:

Budget and Resource Development: Steve Hill

Accountability: Louise Chernin, Steve Hill

Strategic Planning: Teresita Batayola, Louise Chernin

Foundation Liaison: Carmen Gayton

LAC Liaison: Louise Chernin, Steve Hill

Trustees reviewed a list of potential study session topics. Chancellor Pan and Chair Chernin will evaluate the priorities and schedule the study sessions.

Scheduling, upcoming trustee events: Rebecca Hansen will follow-up with additional information on meetings and events in November and December, including events happening at the colleges.

Site D Briefing: Bruce Riveland gave a briefing on the action item: Approval to Exchange Atlas/Broadway Café Property for Site D. Following review and approval of the Board of Trustees, the State Board will need to review and approve the exchange and then DES will complete the real estate transaction.

Tour: Elizabeth Pluhta led a tour of Cascade Hall.

## **REGULAR SESSION AGENDA**

**CALL TO ORDER:** Chair Chernin called the meeting to order at 3:01pm. Rebecca Hansen noted attendance and made a safety announcement.

### **WELCOME TO STUDENT REPRESENTATIVES**

Chair Chernin welcomed the student representatives from the three colleges.

Angel Decker is preparing to transfer to UW from SSC.

Omar Osman is studying political science at SCC.

Dakota Chronis is earning an AA at NSC.

### **APPROVAL OF AGENDA | ACTION**

Trustee Gayton made a motion to approve the agenda. Trustee Hill seconded the motion. The motion carried 3-0.

### **PUBLIC COMMENTS**

There were no public comments.

### **PRESENTATION**

Avoiding the Gatekeeper Mentality

*Presenters:* Elizabeth Pluhta, Vice President of Administrative Services; Leon Haskins, Assistant Director of TRIO Student Success Services; Lauifi Tauiliili, Student and Campus Services Employee

This work was done as part of the Pathways Project and a redesign of student services.

Lauifi Tauiliili told his story of finding success at South Seattle College. During an earlier first attempt at college, Lauifi was discouraged. Through experience in the workplace he learned that it's all about who you know and committed to building a team to help him be successful.

Building authentic relationships was important to his success when he approached college the second time around. He has now graduated from South Seattle College with an AA with a focus in Psychology and is currently working on his AAS. Angel Decker also shared her experience in being discouraged in high school and told she wasn't going to make it in college. Other people's perception of her killed her dream until she found SSC to help her push on.

By changing the language used with students and approach to helping them see their potential, reducing the gatekeeper mentality helps build value in the individual, acknowledges a student's unique story, and effort to help a student is viewed as an expression of value for the student's future.

The board thanked the students for sharing their experiences and for the administrators for the impact of the presentation.

### **RECOMMENDED BOARD ACTIONS | ACTION**

Minutes from September 14 and September 29: **Trustee Gayton made a motion to approve the minutes from September 14 and 29. Trustee Hill seconded the motion. The motion carried 3-0.**

Amended Seattle Colleges FY1718 Budget: Kurt Buttleman presented an updated FY1718 budget. The state budget is finalized and our allocation from the State Board is now known. International enrollment and fall enrollment are also clearer. Kurt Buttleman clarified our estimates for international trends and the process of counting 2% of our international enrollment for state funding. He also explained that the Siegal Center budget increase since June has been due to the centralized Nursing program, ctLink, and preparation for the new CIO.

Trustee Hill asked to see budget trends at a future meeting.

**Trustee Gayton made a motion to approve the FY1718 Budget. Trustee Hill seconded. The motion carried 3-0.**

Board Statement on Direction of Advancement: At ACCT, Trustees Chernin and Hill attended a panel about foundations and noted that those that are most successful have a strong alignment with the colleges and are seen as a support entity and tool to help the colleges achieve their goals. They are an integral part of the success of the whole college system. The scope of the featured foundations varied widely. The trustees urged the task force to think carefully about the scope of the new foundation we are building. Trustees reviewed the draft statement and Carmen Gayton suggested that MOU be spelled out in the final document. The board statement will be sent to the CEC, and foundation EDs and foundation board members. Trustee Hill suggested that Chair Chernin meet with the joint task force.

**Trustee Hill made a motion to approve the statement with Trustee Gayton's edit. Trustee Gayton seconded. The motion carried 3-0.**

WAC 132F-65, Refund of Tuition and Other Fees (Second Reading):

**Trustee Hill made a motion to approve. Trustee Gayton seconded. The motion carried 3-0.**

Apprenticeship Contract Authorization:

- a. Apprenticeship Training between the CITC & SSC

**Trustee Hill made a motion to approve. Trustee Gayton seconded. The motion passed 3-0.**

- b. Apprenticeship Training between the PSEJATC & SSC

**Trustee Gayton made a motion to approve. Trustee Hill seconded. The motion carried 3-0.**

- c. Apprenticeship Training between the Pacific Northwest Ironworkers EATC & SSC

**Trustee Gayton made a motion to approve. Trustee Hill seconded. The motion carried 3-0.**

**Trustee Hill noted that Georgetown is a recognized leader in apprentice training.**

Approval to Exchange Atlas/Broadway Café Property for Site D:

**Trustee Hill made a motion to approve. Trustee Gayton seconded. The motion passed 3-0.**

## **INFORMATIONAL ITEMS**

### **ASI Implementation:**

#### **a. Report from ASI External Panel:**

Dr. Campbell is the President and CEO of Seattle Goodwill and former President at Shoreline College. He and 10 other community leaders served on an external panel to advise Chancellor Pan on ASI. The panel reviewed the ASI recommendations from Jean Floten and the recommendations from the Committee for District Operations Review. The panel met with Chancellor Pan a few times throughout the summer and fall to provide counsel, input and feedback on strategic realignments. One data point that stood out to the panel was that there has been a 13% decline in enrollment since 2007, but our cost per student has increased by 24%. The panel agreed that this reality is not sustainable and finding opportunities for district realignment are critical.

Trustee Hill encouraged continued engagement with the external panel. Chair Chernin thanked Dr. Campbell and the rest of the committee. Much of the committee's analysis confirmed the recommendations and direction for implementation.

#### **b. Recommendations from Jean Floten:**

Chancellor Pan shared the implementation recommendations from Jean Floten. Communications and executing an engagement strategy were major components of her recommendations. Chancellor Pan invited board members to participate in the open forums that are scheduled on each campus in October/November. He also noted that responses to the RFP for a public affairs/communications consultant are being reviewed right now.

## **ORAL REPORTS** (given in addition to submitted written reports)

**Chancellor's Report:** A meeting with Seattle area legislators is scheduled for December 4. Chancellor Pan highlighted some items in his written report including that the State Board plans to ask for about \$16 million in the next biennium.

**Chair's Report:** Louise Chernin thanked the other trustees who attended ACCT and reported that she felt good about the strength of our BAS programs.

### **Union Reports:**

**Mr. Ty Pethe, Washington Federation of State Employees:** Mr. Pethe announced that this will be his last meeting as WFSE President and thanked the board and district leadership for four years of representing classified staff. He noted that classified staff are very busy in the fall and reminded everyone that pay alone is not what retains our workforce; management and great coworkers make great people stay. He encouraged supervisors to avoid the gatekeeper mentality among employees.

Mr. Bob Sullivan, AFT-SPS informed the board that negotiations begin October 13.

### **Student Reports:**

**Ms. Angel Decker, South Seattle College:** She and others recently attended a statewide student leadership conference in Pasco. More than 500 students and 28 community and technical

colleges were represented. Students at South are organizing to support DACA students and have organized a voter registration week.

Mr. Omar Osman, Seattle Central College: He and others recently attended a student retreat at Bastyr. He outlined a few fall projects including: voter registration of 60 students, a student-created video to show support for undocumented and DACA students, and research on social mapping and how students engage with the college.

Mr. Dakota Chronis, North Seattle College: The first event of the year was the welcome day BBQ.

The board thanked all 3 student leadership groups for working on voter registration and noted that the level of civic engagement of our students is inspiring.

President, SVI Executive Director and Vice Chancellor Reports:

Dr. Warren Brown, North Seattle College: President Brown gave an update on the pedestrian overpass and easement issues and is now in conversation with the city.

Ms. Elizabeth Pluhta, South Seattle College: Ms. Pluhta reported that South has the largest ever entering class of 13<sup>th</sup> Year students. She also reported on the recent approval of the Nursing program and opening of Cascade Hall. The team at South is continuing work with the Guided Pathways Project. A redesign of advising is one of the next steps in implementation.

Dr. Bradley Lange, Seattle Central College: Dr. Lange reported on a recent flood in the Edison side of the BE building: a state of emergency was declared and repairs are underway.

Ms. Maureen Shadair, SVI: She reported that integration with Central is underway and that the Student Services and Business Offices have worked together very well.

Mr. Bruce Riveland gave an update on the custodian shift change and reported that the shift pay differential is being addressed and they are open to creative solutions.

**ADJOURNMENT: The meeting adjourned at 4:52pm.**

The next meeting of the Board of Trustees will be held on Thursday, November 9, 2017 at Seattle Central College, 1701 Broadway, Seattle, WA 98122 in the Broadway Performance Hall Boardroom. There will be a Study Session at 1:30 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.*



Central · North · South · SVI

OFFICE OF THE CHANCELLOR

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**MEMORANDUM**

**TO:** Board of Trustees  
**FROM:** Kurt Buttleman  
**DATE:** November 9, 2017  
**SUBJECT:** Policy 250 – First Reading

**Background**

The attached Use of Seattle Colleges District Facilities policy revision is to comply with OFM State Facilities Policy 1.01 in respect to latest space use guidelines.

**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

NUMBER: 250

TITLE: Use of Seattle Colleges District Facilities

Adopted Date: 4/6/1981 Last Revised: 3/12/2015

Because the Seattle College District is an educational institution provided and maintained by the people of the state, its campuses, buildings, properties, and facilities shall be reserved at all times for those activities which either are related directly to its educational or public service mission or are justifiable on the basis of their contributions to the cultural, social, or economic development of the state.

Additionally, Seattle Colleges will adhere to the Office of Financial Management's Policy 1.01 required of all agencies with over 50,000 square feet of leased or owned space.

**RESOURCES**

OFM State Facilities Policy 1.01

OFM current space use guidelines

RCW 43.82.055

Board of Trustees - Revision & Adoption History

Adopted: 4/6/1981

Revised: 6/11/2009

Revised: 3/12/2015

**MEMORANDUM**

**TO:** Board of Trustees

**FROM:** Shouan Pan, Chancellor

**DATE:** November 9, 2017

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

**I. Student Success**  
**a. Enrollment, Enrollment Management**

**SCCtv's @ Seattle Colleges, October Episode**

SCCtv is excited about its October edition of "@ Seattle Colleges". This month's program features stories on Central's Service Learning Program, North's Pharmacy Technician Program and more.

**SEM Steering Committee**

A district-wide Strategic Enrollment Management Steering (SEM) Committee was recently established and charged with developing a district-wide SEM Plan, establishing policies, developing strategies and coordinating district-wide processes. The 13-member Committee includes the college presidents, chancellor, vice chancellors and nine (9) sub-committee leads. Each subcommittee is asked to develop recommendations for process integration and improvement in nine (9) areas:

- Recruitment and Outreach
- Admissions
- Prerequisites
- Placement Methods and Process
- New Student Onboarding (Orientation and entry-advising)
- Evaluation and Data
- Climate for Student Success/Student Experience
- Academic Program Mix

Subcommittee reports are due by March 30, 2018.

**Student Learning, Retention and Completion****Guided Pathways Institute**

Trustee Batayola, Vice President Bradley Lange of SCC, and chancellor Pan joined Interim President Pete Lortz and SSC's team in participating in Pathways Project Institute #6—Policy

Meets Pathways: Governing Board Roles and Policy Change, Oct. 26-28 in Seattle. Discussions during the Institute clearly showed the need for an internal discussion on two issues: a) how to intentionally link the work of Guided Pathways to the other work happening at the district: ASI, SEM, and Strategic Planning, and b) how and when to speed up the pathways planning and implementation at Central and North.

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

Chancellor Pan attended the Fall Board meeting of the League for Innovation that was hosted by Moraine Valley College, Oct. 16-19, in Palos Hill, IL. Given the changing needs of board and alliance institutions, the League is re-thinking its roles and is engaging in strategic planning.

## **II. Financial Health**

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

#### **Meeting with Fiscal Subcommittee**

Trustee Hill, Vice Chancellor Buttleman, and Chancellor Pan met to discuss future models of budgeting and resource allocation. Key questions raised during the discussion included: a) how can we more closely tie resources allocations to board-approved strategic outcomes, rather than rolling the allocations from year to year, b) how can we bring greater transparency and accountability to all resources allocated, including local funds, and c) how can we allocate designated funds for critical district functions in the tight budget situations. Vice Chancellor Buttleman and Chancellor Pan are charged with developing a list of next steps and following up with Trustee Hill.

### **b. College/District fundraising and grant activities**

#### **Foundation staff attend Seattle Chamber Leaders Retreat and CASE Conference**

In October, advancement staff attended the Seattle Chamber Leaders Retreat and the CASE National Community Colleges Conference. At both events, connections were made with people from corporations, foundations, government, and community colleges from across the US. These relationships will support partnerships in our efforts to mobilize resources for Seattle Colleges. Important topics to our mission were presented at both conferences:

- Community college promise programs - successes and lessons learned
- The best practices in fundraising at community colleges in the US
- Career connect learning
- Mapping and partnering around the educational assets in our community that can result in creating a talent pipeline to keep the Puget Sound economy strong

**Raiser's Edge, Integrated database**

The integration for the shared Raiser's Edge donor database is now complete. Training for all foundation staff at North, Central, and the District will be completed by October 31, 2017. The *go live* date for use with these three institutions is November 1, 2017. The consultant contract is completed December 1, 2017. Building one common donor database has been a collaborative process for every foundation staff member at North, Central, and District. The extra work, dedication, and collaborative spirit of foundation staff across the colleges is to be commended.

**Other development updates**

Our development efforts are being met with success this year. Good news and successful efforts are happening across all colleges. North's Ed Fund recently held their first ever Patrons Circle donor recognition event. Seattle Central Foundation continues to work on the Believe Gala. The District completed an endowed scholarship and learned that the collaborative proposal with workforce development will be awarded by the end of November.

**Joint Task Force**

The Joint Foundation Task Force completed the Phase I work, with the third meeting on Nov. 2. It adopted a Final Report, which included these highlights:

- a) Colleges and district Foundations have done remarkable jobs. Given our fiscal reality, the new goal is to develop a collaborative, effective, and efficient fundraising structure going forward.
- b) By weighing the pros and cons of different scenarios (keeping the status quo, merging all four foundations into one, and building a new integrated foundation), members of the Task Force largely agree that the third option is the only viable option.
- c) The identification of the nine (9) specific Tasks for Phase II. Heavy lifting work is expected during Phase II.

**III. Strategic Planning/Strategic Initiatives****Minute with the Chancellor, MVVG**

SCCtv recently produced another Minute with the Chancellor sharing a condensed version of the chancellor's message at Convocation. It's about Seattle Colleges' new mission, vision, values and strategic goals. <https://youtu.be/jgDU35IQ0Bo>

**ASI**

Chancellor Pan has started another round of Open Forums, focusing on ASI Implementation. Together with President Edwards Lange, President Brown, and Interim President Lortz, Dr. Pan held three forums at the colleges. Though the attendance was moderate, participants at all three colleges engaged the presidents and Dr. Pan in good discussions on a number of topics. At SSC, Dr. Pan also facilitated a discussion of the strengths, challenges, and opportunities of

South Seattle College. Feedback will be used to develop a presidential profile for the national search.

#### **IV. External Affairs**

##### **a. Legislative engagement**

###### **Education Roundtable with Congressman Adam Smith**

Associate Vice Chancellor Malcolm Grothe represented Seattle Colleges at a roundtable with Congressman Adam Smith. K-12 and higher education leaders were invited to hear the congressman provide updates on issues before the U.S. House of Representatives that impact education.

###### **Preparation for Meeting with Seattle Legislative Delegation**

Seattle Colleges leadership is meeting with Speaker Chopp and members of the Seattle legislative delegation in early December to discuss the upcoming session and regional pay. Speaker Chopp has organized the meeting and district and college leadership are meeting to strategize and prepare for the discussion.

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

###### **Candidate for mayor tours Georgetown campus**

Jenny Durkan, mayoral candidate, met with Chancellor Pan and Interim President Lortz on October 27 and then took a tour of the Georgetown training center. The discussion focused on partnerships with the city, 13<sup>th</sup> Year, and support for apprenticeship programs.

###### **Seattle Levy Oversight Committee Began Planning Work for the 2019-2026 Levy**

The current citywide Families and Education Levy will expire at the end of 2018. The Levy Oversight Committee is gearing up to discuss the next levy, spanning 2019-2026. Dr. Pan participated in a recent Committee Retreat which focused on presenting the new incoming Mayor with a set of recommendations. Dr. Pan pushed for including postsecondary education beyond high school.

###### **Chancellor Advisory Council Expressed Support for Expanding the 13<sup>th</sup> Year Promise Scholarship**

The Chancellor's Advisory Council meeting was held on Wednesday, Oct. 25. Vice Presidents Elizabeth Pluhta, Rosie Rimando Chareunsap, and Joe Barrientos presented data on the success of the 13<sup>th</sup> Year Promise Scholarship program. Community leaders in attendance reacted very positively to the program and expressed support for expanding the program.

## **V. Pride Points**

### **Malcolm Grothe Receiving Champion of the Year Award from SJI**

Dr. Grothe, Associate Vice Chancellor for Workforce Development, received the Champion of the Year Award from the Seattle Jobs Initiative at its 2017 Annual Community Celebration on Nov. 2, 2017. The Award recognized Dr. Grothe as an active collaborator and thought partner in imagining more effective incumbent-worker training strategies. He made conscientious efforts to ensure that SJI was included in relevant conversations with the City of Seattle and King County around grant opportunities, key partnerships, and ecosystem opportunities.



## MEMORANDUM

**TO:** Board of Trustees  
**FROM:** Sheila Edwards Lange, Ph.D., President  
**DATE:** October 26, 2017  
**SUBJECT:** Seattle Central College monthly report

### STUDENT SUCCESS

#### **College Transfer Center restructured**

Seattle Central has combined two programs to create a new College Transfer and Study Abroad Center. This change aims to increase visibility of study abroad programs and also promotes ways in which studying abroad can work with students' transfer degree goals.

#### **Fresh start for student newspaper**

The Student Development office is gearing up to begin publishing the student newspaper this school year after a hiatus. Johnny Horton, English faculty member and the club's new advisor, is recruiting students to serve on the staff in order to begin publication during Winter Quarter.

### INSTITUTIONAL EXCELLENCE

#### **Solar power on the way thanks to grant**

Seattle Central College was recently awarded a \$200,000 Green Up grant from Seattle City Light to help fund the installation of a solar panel system on the Broadway Edison (BE) building's rooftop. The installation is set to begin next year.

#### **College participates in program to help incarcerated students**

Seattle Central College is participating in the Second Chance Pell Grant Experiment, a national project to allow incarcerated students to access Pell grants so they can attend college. The first group of students to receive grants enrolled in four classes offered and taught by Seattle Central this fall at the Monroe Correctional Complex.

### PRIDE POINTS

#### **President receives award; instructor presents on hip-hop**

The Northwest Asian Weekly honored Seattle Central College President Sheila Edwards Lange, Ph.D., with the inaugural Corporate Appreciation Award, created to thank and appreciate people or corporations that sponsor or advertise in the newspaper. Daudi Abe, a Humanities instructor, gave presentations on hip-hop in the region at the Northwest African American Museum and Pierce College recently. He also discussed his forthcoming book, "Emerald Street: A History of Hip-Hop in Seattle."

#### **Former dean creating pathways to bachelor's degrees**

Debra Sullivan, Ph.D., former dean of the Business and Behavioral Science Division, recently left the college to participate in a charter school leadership development program. She plans to open a new charter school in 2019, with a strong emphasis on creating pathways for its seniors to attend Seattle Central to earn associate degrees and then transfer to a four-year college or university to earn a bachelor's degree. Seattle Central is proud of Dr. Sullivan's selection to this competitive program and looks forward to building a strong partnership with her forthcoming charter school.

**MEMORANDUM**

**TO:** Board of Trustees  
**FROM:** North Seattle College President Dr. Warren Brown  
**DATE:** Oct. 26, 2017  
**SUBJECT:** Report to the Board of Trustees

**I. Student Success**

- **All-Gender Restrooms Open and Available on Campus**

Earlier this fall, North's facilities team opened two new all gender restrooms in the campus Library. The team worked hard over the summer to modify existing restrooms into all gender stalls, which will be the model for future remodeling efforts. The project was financed by students and represents an ongoing commitment to serving all students.

- **Admissions Workshops for Prospective Students**

To help prospective students navigate the admissions process, North's Enrollment Office is hosting weekly Admissions Workshops on campus through March. The workshops provide prospective students with support on everything from financial aid to selecting an area of study. Attendees can register for the workshops through the district [Customer Relationship Management tool](#).

**II. Financial Health**

- **Ed Fund Hosts Patron's Circle Event**

Individuals, corporations and foundations with a cumulative giving of \$25,000 or more were honored during a Patron's Circle Event on Oct. 11 at the North Seattle College campus. The event was hosted by the college foundation, the Education Fund, and included student speakers, remarks from the foundation's board and college President Warren Brown. Attendees were also provided campus tours.

- **Food Trucks on Campus**

To help support operational deficits for North's cafeteria, the campus has partnered with the Washington State Food Truck Association to allow food trucks to rent space on campus. Rent from the trucks will support the cafeteria, which recently hired a new chef from the University of Washington.

**III. Pride Points**

- **Employee Serves as Panelist on State Sponsored Diversity Workshop**

Jayne Strom-strebe, North's assistant registrar, was invited to serve as a panelist at the Diversity and Inclusion Talent Acquisition Workshop about the truths and myths of recruiting women, veterans and persons with disabilities. The Oct. 17 panel was sponsored by WorkSource Seattle-King County and the Washington State Society for Human Resources Management.

## MEMORANDUM

**TO:** Board of Trustees  
**FROM:** Peter Lortz, Interim President  
**DATE:** November 9, 2017  
**SUBJECT:** Report to the Board of Trustees

### I. **Student Success**

- From October 26-28, South Seattle College attended the sixth and final American Association of Community Colleges (AACC) Guided Pathways Institute in Seattle. South is one of thirty colleges across the nation and one of three community colleges in Washington State to participate in these institutes. This opportunity has positioned South to become a national, regional and state leader in guided pathways work and discussion.
- KCTS 9 did a story on South's campus food pantry, providing our food insecure students with staples to help them satiate hunger and focus on their studies. The video, part of KCTS9's Spark Public project to explore food and housing insecurity amongst college students, was shared widely on social media, coinciding nicely with an upcoming food drive to garner greater community support for the project.
- On October 24, senior administrators from the Shanghai Materials Engineering School (SMES) visited South to meet with campus leadership to support the continuance of a partnership forged in early 2016 to provide their students with Aviation Maintenance Technology and English language training. Moving forward, SMES plans to continue sending students to study at in our AMT program, and expand to train in our hospitality-related programs as well.

### II. **External Affairs**

- Congressman Rick Larsen (D-Wash.) visited Delta's Tech Ops SeaTac operation in mid-October to learn more about the partnership that trains aspiring aviation maintenance technicians for future careers. Through the partnership, Delta becomes a valuable resource to South students and faculty for continuous improvement to the AMT program as technologies evolve. Delta will also help recruit future AMT professionals to the program and look to hire South-trained graduates for positions in their global workforce.

### III. **Pride Points**

- South celebrated Veterans Day and the men and women who have served our nation on November 9 with a flag ceremony conducted by student veterans followed by a challenge coin ceremony. South's coin was distributed to new student veterans and staff members to recognize their contributions to our country and thank them for being part of the South community.



To: Seattle Colleges District Board of Trustees

From: Annette Stofer, AFT Seattle President

Re: Report for November 2017

One of the things I have learned in the position of president is that inclusion, cooperation, and change take time. I firmly believe in openness and inclusion of many voices. I try to practice these things in the way that I do my job. And I watch whether others are attempting the same. There have been a variety of changes happening across our District in the way that our institutions are run. It seems to me that from the Board of Trustees to the District-level leadership to the college administrations, there is an important effort to adhere to rules and employee union contracts and to be more consistent. Of course, there are a lot of other changes happening, too, but these would be the things that I encounter most often. I appreciate the changes. It feels like we are on a transformative path.

In negotiations we worked for transformation in working conditions for faculty. New committees will soon be formed to focus on diversity and inclusion, innovations in instruction, and shared governance. We hope these will be forums for bringing the very best ideas to our colleges and thereby serve our students better. Through a new process, we hope to address workload creep for the full-time faculty, more carefully planning what their responsibilities will be. Our full-timers need relief. The addition of new full-time faculty positions will assist with that as well. We will see a step in the right direction on workload equity for the faculty in Basic and Transitional Studies Divisions. In the third year of the contract, their teaching workload will be adjusted, and conversations will be on-going about how to address workload inequities in our system going into the future. There are other important changes that we reached agreement on and feel will make faculty jobs better. I see efforts to make sure that the union and administrative leadership understand each other and send consistent messages. I will never expect full agreement on the interpretation of how things work, but am happy that we're making a good-faith effort.

Strong bridges move us along, and I sense that the current leadership understands that. In a national climate where there is an unprecedented level of disrespect and division, I am heartened to see us working for the betterment of our employees and students.

Respectfully,

Annette

**DATE : October 26 , 2017**

<b>TO:</b>	<b>College Board of Trustees Seattle District Colleges</b>
<b>FROM:</b>	<b>Executive Officers of the Seattle Central Associated Student Council</b>

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

### **Book Donation Boxes**

The book donation program is being closed because the students were using the boxes as a trash cans. The Executive of Student Success decided to end the program after he saw it wasn't working any longer. It was officially closed the third week of the school.

### **SCC Phone Application Promotion**

The Seattle Central App is helping students a lot in terms of connection and community building. Students who use the application have given positive feedback in terms of connectivity and easy access to school services. ASC is championing the app's promoting and our Executive of Communication, MaryAnn is leading the committee. She plans to hold an event in the library, an open session to all students whom are interested in learning how to use the App.

### **Student Transportation**

For the past several years, the Associated Student Council has been negotiating with Seattle Metro to get students in the Seattle Colleges an affordable public transportation pass. This is an ongoing process, with continual assistance from Nickey Mitchell, the former Executive of Legislative Affairs and Executive of Administration.

### **Communication with Students via ASC news**

The ASC is working to create better outreach with student across campus in a number of ways, one of which is by collecting emails of students while tabling and sending them informational updates.

### **Student Website and Publications (SWAP)**

This year Seattle Central's Student Web and Publications Committee is attempting to reinstate the school's student publications. MaryAnn has been assisting the committee lead, Johnny Horton, sharing the open student positions as editors and creating applications for the positions. She has also been partnering with Mr. Horton to create a survey for students on how they consume their news in hopes that the school will be able to create a more successful news source than in the past.

### **Seattle Central Votes Ballot Party**

ASC has partnered with both the women's programs and multicultural center to create a day-long event for students to become more informed voters. The event includes the discussion of local issues brought forth by student leaders, information and resources on ballot proposals, listening

to the mayoral candidates' plans if they are chosen to run Seattle, as well other "get out and vote" activities to get students informed and excited for voting this season.

### **Mingle Monday**

After finding that the students interact less in the social places of the college, a plan to create a one-day event called Mingle Monday, which will take place quarterly is proposed. ASC is putting this into account and hopes to encourage interracial interaction among students. ASC will work with the Multi-cultural office, Global Engage Team, College Activities Board, and many other student leaders and clubs to develop a plan on how to best implement this event.

### **Open Education Resources (OER)**

Executive of Student Success - Drew Risch is gathering information concerning opportunity for further Open Education Resources (OER) implementation and development at the school. He has been doing outreach to various faculty and administrative members to gain support as well as information for a future project that is yet to come into focus. For the past few weeks he has been doing personal research regarding textbook affordability and OER sources, the challenges and barriers surrounding those changes, and creating a project partnering with the library to implement these goals. He's creating a flyer to help promote a statewide survey regarding this (<https://www.surveymonkey.com/r/textbook-affordability>) in the hope of having Seattle Central be a part of the statewide initiative. Drew has held meetings with Naina Eschwar, head of institutional research at SCC, correspondences with Boyoung Chae, representative for the Washington State Board for CTC, Lynn Kanne, and the Dean of the Library, regarding their input on barriers and challenges for the proposed project. Plans are to have a stakeholders meeting to get a group of individuals from all aspects of the school (students, library, teachers, deans) so we can collectively form a plan that best suits the interests and concerns of the collective body of the school. Molly Mitchell and Kelly Johnson, both from the Student Support department, and Drew are working on a project to utilize an extra \$12,000 in their budget to help students.

### **S&A Budget Committee**

The Student and Activities Budget Committee is doing a preliminary work on the budget to improve the allocation process. They're also working on incorporating analytics to make informed decisions based on data collected by individual programs and Tableau (the software/program of data collection of SCC).



## MEMORANDUM

TO: Board of Trustees  
Seattle Colleges District

FROM: Dakota Chronis  
Student Body President  
North Seattle College

DATE: October 26<sup>th</sup>, 2017

SUBJECT: STUDENT ADMINISTRATIVE TEAM REPORT -Information Only

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

- **Student Leadership and Multicultural Programs** – Student Leadership at North Seattle College has much exciting news to share:
  - **Clubs:** Eight new clubs have been approved now leaving us with a current total of 24 clubs being actively run and engaged on campus. This is an improvement to last year's 18 clubs having been past at this time in the quarter. There has been an increase in engagement with extracurricular activities and the amount of information sessions and outreach Student Leadership has done to encourage club success.
  - **All Gender Bathroom Opening:** A project that has been worked on diligently by the last 3 years of Student Leaders has come to a successful conclusion. All Gender Bathrooms have been constructed in our library and are officially open.
  - **Space for Contemplation:** For the past few years there have been rooms unofficially used and spaces hosted by professors for this purpose. This year, there is a push from students, and faculty to make an official space. With the work of Student Leadership and the support of Aryana Bates, the Dean of Library and Media Services, we are currently working to gather input from students, funding, and finding an appropriate location for this space. More details will follow.
  - **Research and Advocacy Board:** Has been hard at work and has much news to share-
    - Working to better establish a feedback box in which students can anonymously give feedback to Student Leadership and report any questions, concerns, comments, or suggestions they have about the campus.
    - Will be hosting a GOTV drive (Get out to Vote).
    - Attending a training session with Stephanie Dykes, our Executive Director of Institutional Effectiveness. The purpose is to teach RAB members how to effectively collect data and conduct official surveys.



# NORTH SEATTLE COLLEGE

*One of the Seattle Colleges*

- **Eco Challenge:** Sustainability Board has implemented a means to sign up via online to a contest in which participants can enter and choose to implement different lifestyles and learn different ways to become more ecofriendly. In doing so, participants will earn points for the college they link their account to and compete with other local colleges. we had 28 active participants in the ecochallenge this quarter which is a decent start to the year.

**MEMORANDUM**

**TO:** Board of Trustees  
Seattle Colleges

**FROM:** Angel Delker  
President, United Student Association  
South Seattle College

**DATE:** November 9, 2017

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

**USA GOALS**

The main goals we are focusing on this year are:

- Reduce or completely eliminate the use of plastic bottles on campus
- Advocate for updated Cafeteria menu and hours
- Increase civic engagement (voter registration, election info)
- Support and raise awareness of diverse student populations, including undocumented, veterans and homeless students on campus
- Lower textbook prices and tuition
- Reach out to students by promoting USA on social media

**COMMITTEES**

As part of our job, each USA member is required to serve on at least one campus-wide committee. The current assignments are:

President, Angel Delker -- College Council  
Vice President, Tam Mai -- College Council  
Sustainability Officer, Lucy To -- Sustainability Committee  
Public Relations Officer, Danny Le -- Art Gallery Committee  
Secretary, Ellie Tran -- Faculty Tenure Committee  
Treasurer Domonique Gordon -- Faculty Tenure Committee  
Issues and Concerns Officer (Policy), Zoza Batjargal -- Safety & Undocumented Support Committees  
Issues and Concerns Officer, Thalia Beed (Diversity and Inclusion) – Conduct Appeals Committee

### **WELCOME WEEK / RESOURCE FAIR – SEPTEMBER 28**

During Welcome Week, USA, Phi Theta Kappa Honor Society, Women in Stem, Queer Straight Alliance, and many other student organizations gathered at the clock tower to table and connect with students. USA Treasurer, Domonique Gordon along with Issues and Concerns Officer, Thalia Beed, helped emcee the event. USA also continued the Voter Registration drive.

### **DEFERRED ACTION FOR CHILDHOOD ARRIVALS (DACA) – NOVEMBER 1**

To support the struggle that undocumented students are currently facing, USA is teaming up with the Center for Equity, Inclusion, and Diversity to create an event called “Your Fight Is My Fight!” It will be an open microphone to allow students to express their feelings. We have also invited community organizations to table and provide resources to students and staff regarding the recent DACA changes.