



Board of Trustees Meeting

2017

Seattle Central College - Health Education Center at Pacific Tower

1200 12th Avenue South

Seattle, WA, 98144

SEATTLE COLLEGES DISTRICT BOARD OF TRUSTEES

December 14, 2017

STUDY SESSION 1:30 p.m. Health Education Center Room 0204
Pacific Tower
Seattle Central College Health Education Center
1200 12th Avenue South
Seattle, WA 98144

REGULAR SESSION 3:00 p.m. Health Education Center Room 0204
Pacific Tower
Seattle Central College Health Education Center
1200 12th Avenue South
Seattle, WA 98144

STUDY SESSION

1:30 p.m. **STUDY SESSION**

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.

INTRODUCTION

Cindy Riche, Incoming Chief Information Officer

3:20 p.m. **RECOMMENDED BOARD ACTIONS | ACTION**

A. Minutes from November 9

Tab 2

- B. Tenure Candidates: Robert Bunge, Melana Yanos **Tab 3**
- C. Emeritus Status: Sharon Simes **Tab 4**
- D. Policy 250, Use of Seattle Colleges Facilities – Second Reading **Tab 5**
- E. WAC 132F-116, Traffic Rules and Regulations –Second Reading **Tab 6**
- F. WAC 132F-168, Access to Public Records- Second Reading **Tab 7**
- G. Procedure 515 , Fee Changes for Credit for Prior Learning **Tab 8**

3:45 p.m.

INFORMATIONAL ITEMS

- A. Enrollment Report, 2016-17 Year Summary **Tab 9**
- B. Quarterly Financial Report **Tab 10**
- C. Budget Policy direction for 2018-19 **Tab 11**

4:30 p.m.

ORAL REPORTS

(Written Reports can be found under Tab 12)

- A. Chancellor’s Report
- B. Chair’s Report
- C. Trustees
- D. Labor Union Representatives
 - 1. Ms. Annette Stofer, AFT Seattle Community Colleges
 - 2. Mr. Alex Bacon, Washington Federation of State Employees
 - 3. Mr. Bob Sullivan, AFT-SPS
- E. Student Representatives
 - 1. Mr. Nabil Ahmed, 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, Vice Chancellor and Chief Human Resources Officer

5:00 p.m. ADJOURNMENT

The next meeting of the Board of Trustees will be held on Thursday, January 11, 2017 at North Seattle College, 9600 College Way North, Seattle, WA 98122. 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.



SEATTLE COLLEGES DISTRICT BOARD OF TRUSTEES

MINUTES OF THE SEATTLE COLLEGE DISTRICT

BOARD OF TRUSTEES MEETING held Thursday, November 9, 2017 at Seattle Central College,
1701 Broadway, Seattle, WA 98122.

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

Trustees	Ms. Louise Chernin Mr. Steve Hill Ms. Teresita Batayola Ms. Carmen Gayton
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. Jason Anderson, WFSE Mr. Robert Sullivan, AFT-SPS Mr. Dakota Chronis, NSC Student Ms. Angel Decker Mr. Omar Osman
Secretary	Ms. Rebecca Hansen

Visitors who signed in: Wendy Schneider, Maria Lamarca Anderson

REGULAR SESSION AGENDA

CALL TO ORDER

Chair Chernin called the meeting to order at 3:00pm.

SAFETY ANNOUNCEMENT

Rebecca Hansen made a safety announcement and noted attendance.

APPROVAL OF AGENDA | ACTION

Trustee Gayton made a motion to approve the agenda. Trustee Batayola seconded. The motion passed 3-0, with Trustee Hill not present for the vote.

PUBLIC COMMENTS

Jason Anderson is a library media specialist and WFSE shop steward at Central. He commented on the shift change for custodians.

Walter Solak showed the board his student ID card from 1981. He is now a custodian at Central who has been impacted by the shift change.

Halima is a 20 year employee who commented on inefficiencies that occur when working the morning shift.

Monica Yanek also commented that the daytime shift isn't efficient because daytime hours are busy with faculty and students.

ACKNOWLEDGMENT

Sheila Edwards Lange introduced Dr. Norma Vasallo Barrueta, a visiting professor from the University of Havana in Cuba. Dr. Barrueta is the chair of Women's Studies department.

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

Development of this program was student-driven. A few years ago, formerly incarcerated students formed a club to help themselves find housing, work, navigate college, and connect to reentry services. They found that there were barriers and the college could do more to assist with and they then challenged administration to do more to assist formerly incarcerated students with their reentry. DEL recently launched a pilot program for Second Chance Pell grants and Central is part of the experimental pilot. Since its launch, 34 students have enrolled in classes and 29 received financial aid; 3 second chance Pell grants were issued for fall 2017.

RECOMMENDED BOARD ACTIONS | ACTION

A. Minutes from October 12

Trustee Hill made a motion to approve the minutes. Trustee Gayton seconded. The motion carried 4-0.

INFORMATIONAL ITEMS

A. ASI Implementation

a. Update from Chancellor Pan

Chancellor Pan and the college presidents have held campus forums to update faculty and staff on implementation of early ASI decisions.

b. 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

Librarians from across the district presented the collaborative work they are doing. They emphasized that the libraries are specifically situated to collaborate, share resources and maximize access for students and employees.

B. Policy 250, Use of Seattle Colleges Facilities – First Reading

Chancellor Pan introduced revisions to the policy that bring us into alignment with new OFM rules. There will be a second reading and vote in December.

ORAL REPORTS

Chancellor Pan met with the first cohort of the Leadership Lab, a new professional development opportunity open to all employees. He also reported on the recent Guided Pathways Institute. The final institute focused on policy and Trustee Batayola attended. The work will continue as South leads the way to scale up pathways opportunities at Central and North. Dr. Pan also updated the board on recent outreach to Mayor-elect Durkan. Seattle Colleges is looking forward to building a strong relationship with the new mayor around 13th year and apprenticeship programs.

Omar Osman reported that students at Central are exploring ways to increase interaction between student groups and encourage mingling among diverse groups of students.

Dakota Chronis reported that student leadership at North is working to establish a multicultural center on campus and are assisting with advocacy for the pedestrian overpass.

Angel Delker reported that students at South are working on goal setting for the year. They have set a goal to eliminate use of plastic bottles on campus within 3 years. Increasing student civic engagement and lowering the cost of textbooks are other issues they will work on this year. She also reported that cafeteria hours have been expanded to accommodate evening students.

Annette Stofer reported on faculty participation in the SEM steering committee and faculty engagement in program review.

Jason Anderson reported that Alex Bacon is the new president of Local 304 and continued his comments on the custodial shift change. He added that affordable housing will be an issue the union pursues this year.

Bob Sullivan reported that negotiations continue.

Accolade: Chair Chernin congratulated Teresita Batayola on being recognized by the Puget Sound Business Journal as a Woman of Influence.

ADJOURNMENT

The meeting adjourned at 4:21pm.

The next meeting of the Board of Trustees will be held on Thursday, December 14, 2017 at Pacific Tower, 1200 12th 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.



MEMORANDUM

TO: Board of Trustees

FROM: Dr. Shouan Pan

DATE: December 14, 2017

SUBJECT: Recommended Approval of Tenure

Background

You have received tenure summaries for review and consideration for 2 faculty members. The faculty members listed below have been found to be qualified in their fields as instructors, and have been recommended for tenure in their discipline by their college tenure review committee, vice president for instruction, and president. I concur with these recommendations.

North Seattle College

Robert Bunge - Information Technology

Seattle Central College

Melana Yanos - Psychology

Recommended Action

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

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

Dr. Shouan Pan
Chancellor

MEMORANDUM

TO: Board of Trustees

FROM: Shouan Pan, Ph.D.
Chancellor

DATE: December 14, 2017

SUBJECT: Emeritus Status Recognition

Background

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.

Sharon Simes has been nominated as an Emeritus administrator following retirement after 26 years of service to Seattle Colleges. During her career, she served in various capacities at all three colleges and retired as Dean of Library Services at North Seattle College.

Recommended Action

In accordance with the Board Policy, it is recommended that the Board of Trustees grant emeritus status recognition to the above worthy individual of District VI.

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



Shouan Pan, Ph.D.
Chancellor



NORTH SEATTLE COLLEGE
One of the Seattle Colleges

MEMO

TO: North Seattle College Executive Team
FROM: Kristen Jones, Vice President of Instruction
DATE: September 19, 2017
RE: Sharon Simes Emeritus Nomination

Attached please find documentation to support my request for Sharon Simes to be awarded Emeritus Status.

Sharon served as an employee of the Seattle College District for a total of 26 years. She started as a reference librarian at South Seattle where she worked for five years and then worked as a Tenure Track Reference Librarian at Seattle Central for seven years. Sharon finished her distinguished career by serving 15 years at North Seattle, three years as a Tenure Track Reference Librarian, and 12 years as a Director and Dean.

Throughout her tenure at the Seattle Colleges District, Sharon has been an exemplary employee demonstrating genuine dedication to fulfilling the mission of the community college. She has chaired countless college, District, and state-wide committees, has been a steadfast champion of libraries and information literacy, and a caring and compassionate educator and colleague.

As the attached statements indicate, I believe you will agree that Sharon is more than deserving of emeritus status in recognition of her years of service to the Seattle College District.

Transmitted to Chancellor Pan with a favorable recommendation.

Dr. Warren Brown, President, North Seattle College

MEMORANDUM

TO: Board of Trustees

FROM: Kurt Buttleman

DATE: December 14, 2017

SUBJECT: Policy 250 – Second Reading & Final Action

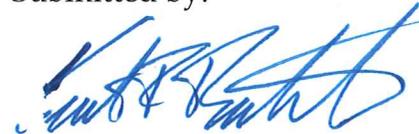
Background

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 the Board approve the Use of Seattle Colleges District Facilities policy as presented.

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
Members of the Chancellor's Executive Cabinet contributed to this report.

DATE: December 14, 2017

SUBJECT: WAC 132F-116, Traffic Rules and Regulations, Second Reading

Background

WAC 132F-116 is currently outdated. These proposed changes update the language and reflect current practices. This proposed rule was subject to a public rulemaking hearing on November 28, 2017. Two comments were received (see attached). Recommendations in response to each comment received are also listed.

Recommended Action

It is recommended that the Seattle Colleges Board of Trustees approve the changes for WAC 132F-116.

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



Dr. Shouan Pan,
Chancellor

AMENDATORY SECTION (Amending WSR 15-02-072, filed 1/6/15, effective 2/6/15)

WAC 132F-116-020 (~~(Permits required for vehicles.)~~) Parking—

Permits and restrictions. (~~(No person shall park or leave any vehicle, whether attended or unattended, upon any officially designated parking area of Seattle College District VI without a valid parking permit. No vehicle shall be parked in any parking area without a permit for that area, except state-owned vehicles used by the college.~~)

~~(1) A valid permit is:~~

~~(a) An unexpired parking decal properly registered and displayed in accordance with instructions.~~

~~(b) An authorized temporary or visitor permit, displayed in accordance with the instructions on the permit.~~

~~(2) Parking permits are not transferable.~~

~~(3) The college reserves the right to refuse the issuance of a parking permit.)~~ (1) Each ~~campus-college~~ president shall delegate to one ~~office-department~~ or individual on campus the authority to enforce these traffic and parking rules and regulations. This person or office shall hereinafter be referred to as "parking enforcement."

(2) No person shall park or leave any vehicle, whether attended or unattended, upon any officially designated parking area of Seattle College District VI without a valid parking permit. No vehicle shall be parked in any parking area without a permit for that area, except state-owned vehicles used by the college.

A valid permit is:

(a) An unexpired parking decal permit properly registered and displayed in accordance with instructions.

(b) An authorized temporary or visitor permit, displayed in accordance with the instructions on the permit.

(3) The permit issued shall be placed in an easily visible location according to the directions of the campus parking enforcement officer.

(4) Parking permits are not transferable.

(5) The college reserves the right to refuse the issuance of a parking permit.

(6) No vehicle shall be parked on Seattle College District VI properties, except in those areas set aside and designated as parking areas.

(7) No vehicle shall be parked so as to occupy any portion of more than one parking space or stall as designated within a parking area.

(8) Purchasers of Seattle College District VI parking permits may be required to park in specified areas as designated by the college or district parking enforcement personnel.

(9) The parking spaces available on the various Seattle College District VI sites shall be assigned to faculty, staff and students in such manner as to best effectuate the objectives of these regulations. Assignments of parking spaces shall be the responsibility of the campus parking enforcement personnel as directed by the president of the college or district to represent the interests of faculty, staff and students.

[Statutory Authority: RCW 28B.50.140(13) and 42.56.040. WSR 15-02-072, § 132F-116-020, filed 1/6/15, effective 2/6/15; Order 29, § 132F-116-020, filed 10/10/75; Order 7, § 132F-116-020, filed 1/12/73.]

NEW SECTION

WAC 132F-116-045 Ticketing and enforcement of traffic and parking rules and regulations. (1) Parking violation tickets will be issued for the following violations:

(a) Parking in wrong area, improperly, or blocking;

(b) Parked in a "No Parking" zone;

(c) Parked in a fire lane;

(d) Failure to display valid parking permit;

(e) Violations of traffic safety laws, such as speeding, reckless/negligent driving, failure to yield right of way, failure to stop at a stop sign, and driving the wrong way on a one-way alley or street;

(f) Forged or stolen permit;

(g) Parking in a handicap space with no valid handicap placard or license plate.

(2) Parking enforcement shall be applied consistently in a uniform manner across the district.

(3) The amount of each violation shall be set by the Seattle College District, and is as follows:

(a) Parked in wrong area, improperly, or blocking: \$25

(b) Parked in a "No Parking" zone: \$25

(c) Parked in a fire lane: \$100

(d) Failure to display valid permit: \$30

(e) Violations of traffic safety laws: \$30

(f) Forged or stolen permit: \$100

(g) Parking in a handicap space without a handicap placard or plates: \$250

(4) Employees who repeatedly violate traffic safety or parking rules may be subject to permit revocation.

(5) Students who repeatedly violate traffic safety or parking rules may be subject to student conduct actions and/or permit revocation.

(6) All parking violation tickets must be paid, unless waived for extenuating circumstances, by the parking enforcement personnel at each campus. A record must be maintained of all waived parking/traffic violation tickets.

(7) Appeals to reverse or reduce parking violation tickets shall be done in person or in writing with the parking enforcement office at each campus in accordance with WAC 132F-108-050.

(8) Impounding: This action shall be at the discretion of the college or district parking enforcement regarding any infractions pursuant to these regulations. Impounding may be implemented by mechanical restraints to vehicles on district property or by towing to an approved impounding agency. Release from impound on district property will be made upon payment of an appropriate fee, as determined by the Seattle College District. When a vehicle immobilization device is used

(so-called "boot"), the fee to have this removed will be one hundred dollars, in addition to any other fines or fees levied for the infraction.

(9) Towing companies and/or impounding agencies will be selected on the basis of criteria developed by the colleges and the district.

(10) Neither the college nor district nor its employees shall be liable for loss or damage of any kind resulting from impounding and storage.

(11) Any vehicle impounded on or from Seattle College District VI property, shall be at the owner's risk and expense.

(12) No vehicle other than college owned or leased vehicles shall be parked on District VI property for a period in excess of seventy-two hours, without prior approval from parking enforcement. Vehicles violating this regulation are subject to impounding at the owner's risk and expense.

[]

AMENDATORY SECTION (Amending Order 29, filed 10/10/75)

WAC 132F-116-140 Permit revocations. (1) Parking permits are the property of the district and may be recalled for any of the following reasons:

(a) When the purpose for which the permit was issued changes or no longer exists.

(b) When a permit is used by an unregistered vehicle or by an unauthorized person.

(c) Continued violations of parking regulations.

(d) Counterfeiting or altering decals.

(2) Vehicles displaying (~~cancelled~~) canceled permits will be subject to penalties indicated in (~~section 116-120 [codified as WAC 132F-116-130]~~) WAC 132F-116-040.

[Order 29, § 132F-116-130 (codified as WAC 132F-116-140), filed 10/10/75; Order 7, § 132F-116-140, filed 1/12/73.]

AMENDATORY SECTION (Amending Order 29, filed 10/10/75)

WAC 132F-116-150 Fees and fee payments. (1) The parking permit fees shall be established, as appropriate, by the district board of trustees. The fee structure shall be on file at individual college business offices and the district purchasing office.

(2) (~~Method of payment. Annual permits - payroll deduction only. Students, hourly and irregular employees - cash in advance (minimum of one-quarter).~~) Students who are registered for six or more credits

shall purchase parking at the student rate, even if the student is working as an employee of the college or district.

(3) The parking enforcement personnel for the district parking program shall ensure that the methods of payment for permits are the most convenient for faculty, staff, and students as possible; as technology advances, parking enforcement at each campus may review or revise these methods of payment.

(4) Fees collected from the sale of parking permits shall be used to help offset the expenses of the district's commute trip reduction program, to help maintain the parking facilities at each campus, and to assist with funding of the positions necessary to enforce these parking rules and regulations, and other purposes deemed appropriate.

[Order 29, § 132F-116-140 (codified as WAC 132F-116-150), filed 10/10/75; Order 7, § 132F-116-150, filed 1/12/73.]

AMENDATORY SECTION (Amending Order 29, filed 10/10/75)

WAC 132F-116-160 Reciprocity of parking privileges. (1) Employee and student parking permits issued at a specific campus or district location will be valid at all other Seattle College District VI parking areas, except that an employee having reserved space parking at

their home location may not utilize reserved space parking at a secondary site.

(2) Student parking permits are not valid during the nonoperating hours of each campus. Any vehicle that displays a student permit while parked on campus during the nonoperating hours of the campus may be subject to parking fines and/or impoundment.

[Order 29, § 132F-116-150 (codified as WAC 132F-116-160), filed 10/10/75; Order 7, § 132F-116-160, filed 1/12/73.]

AMENDATORY SECTION (Amending WSR 85-21-016, filed 10/7/85)

WAC 132F-116-170 Disabled parking. No vehicle shall park in a parking space designated for disabled persons without displaying a disabled license plate, card, or decal issued by the Washington state department of licensing (or from equivalent other jurisdictions in other states) that indicates that an occupant of the vehicle is disabled.

(1) Such vehicle must be used to transport the disabled person.

(2) Vehicles meeting these criteria will be allowed to park in the designated spaces upon payment of the standard (~~nonreserved~~) parking rate.

(3) The ((~~safety and security officer~~)) parking enforcement personnel of each campus and the district office shall make alternative parking available for short-term disabilities.

[Statutory Authority: Chapter 28B.50 RCW. WSR 85-21-016 (Order 48, Resolution No. 1985-20), § 132F-116-170, filed 10/7/85; Order 29, § 132F-116-160 (codified as WAC 132F-116-170), filed 10/10/75; Order 7, § 132F-116-170, filed 1/12/73.]

NEW SECTION

The following sections of the Washington Administrative Code are decodified and recodified as follows:

Old WAC Number	New WAC Number
132F-116-100	132F-116-035
132F-116-140	132F-116-055
132F-116-150	132F-116-065
132F-116-160	132F-116-075
132F-116-170	132F-116-085

REPEALER

The following sections of the Washington Administrative Code are repealed:

WAC 132F-116-030	Parking—Permits required.
WAC 132F-116-040	Authorizations for issuance of permits.
WAC 132F-116-050	Parking within designated spaces.
WAC 132F-116-060	Display of permits.
WAC 132F-116-070	Duplicate permits.
WAC 132F-116-080	Responsibility of person issued a permit.
WAC 132F-116-090	Exceptions from parking restrictions.
WAC 132F-116-110	Parking areas and permit designation.

WAC 132F-116-120

Allocation of parking space and
priorities.

WAC 132F-116-130

Impounding—Illegal parking—Disabled
vehicles.

MEMORANDUM

TO: Board of Trustees

FROM: Shouan Pan, Chancellor
Members of the Chancellor's Executive Cabinet contributed to this report.

DATE: December 14, 2017

SUBJECT: WAC 132F-168, Access to Public Records, Second Reading

Background

Proposed changes to this rule implement the State Legislature's new Public Records Act requirement, effective July 23, 2017. Under the new requirements, the District will no longer be authorized to charge 15 cents per page for public records request. An agency study on cost calculations was carried out to determine pricing for scanned documents, black and white copies, and colored copies per page. The updated language reflect the new pricing for payment.

This proposed rule was subject to a public rulemaking hearing on November 28, 2017. No comments were received.

Recommended Action

It is recommended that the Seattle Colleges Board of Trustees approve the changes for WAC 132F-168.

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



Dr. Shouan Pan,
Chancellor

WAC 132F-168-060 Copying. (1) **Costs for paper copies.** There is no fee for inspecting public records. A requestor may obtain black and white photocopies for (~~fifteen~~) eleven cents per page or colored photocopies for thirteen cents per page. The district reserves the right to use outside vendors for large projects when an outside vendor can provide copies quicker or for less cost. The requestor will be required to pay the cost charged by the vendor.

Before beginning to make the copies, the public records officer or designee may require a deposit of up to ten percent of the estimated costs of copying all the records selected by the requestor. The public records officer or designee may also require the payment of the remainder of the copying costs before providing all the records, or the payment of the costs of copying an installment before providing that installment. The Seattle College District VI will not charge sales tax when it makes copies of public records.

(2) **Costs for electronic records.** The cost of scanning existing Seattle College District VI paper or other nonelectronic records is (~~four~~) six cents per page. There will be no charge for emailing electronic records to a requestor, unless another cost applies such as a scanning fee. A statement of the factors and the manner used to determine this charge is available from the public records officer.

Calculating the actual costs of charges for uploading electronic files or attachments is unduly burdensome, because it is difficult to accurately calculate all costs directly incident to uploading those records. Instead of calculating the actual costs for uploading electronic files or attachments, the district charges five cents per each four electronic files or attachments uploaded to email, cloud-based data storage service, or other means of electronic delivery as set forth in RCW 42.56.120 (2)(b).

If the requestor asks that the electronic records be provided on CD or DVD, the requestor will be charged the cost of the CD or DVD. If the electronic records are too large to be emailed through the Seattle College District email system, they will be provided on CD or DVD, and the requestor will be charged accordingly.

(3) **Costs of mailing.** The Seattle College District VI may also charge actual costs of mailing, including the cost of the shipping container.

(4) **Payment.** Payment may be made by cash, check, or money order to the Seattle College District VI.

MEMORANDUM

TO: Board of Trustees

FROM: Kurt Buttleman

DATE: December 14, 2017

SUBJECT: Proposed Fee Changes for Credit for Prior Learning

Background

This memo includes a request for raising and changing current fees.

Over the 2016-2017 Academic Year, a cross-functional work group of district faculty, Executive Deans of Workforce Education, Registrars, and Vice Presidents of Instruction met alongside representation from the American Federation of Teachers Local 1789 to update district policy concerning credit for prior learning. This work was spurred by changes in regional accreditation standards that now limit the number of credits students can earn through certain forms of credit for prior learning as well as recent policy advocacy by the Washington Student Achievement Council that calls on state institutions of higher education to expand options for students to earn credit for prior learning when possible.

The result of our year-long work is a positive example of Achieving System Integration, in this case arrived at by college faculty, staff, and administration working together completely of their own accord. Revisions to District Procedure 515, concerning the awarding of types of credit, was approved by Chancellor's Executive Cabinet in August 2017 and is included as an attachment.

In addition to policy change, the work group recommends the standardization of fee structures concerning types of credit for prior learning across the colleges. The table below highlights the fee changes recommended:

<u>College</u>	<u>Old Fee</u>	<u>Fee Code</u>	<u>New Fee</u>	<u>Fee Code</u>
Seattle Central	\$100 per course for portfolio review	EX	\$100 per course for portfolio review and credit by examination.	EX
	No fee for credit by examination	N/A	\$40 additional per credit fee additional for portfolio review and credit by examination	ET

North Seattle	\$100 per course for portfolio review	EX	\$100 per course for portfolio review and credit by examination.	EX
	\$100 per course for credit by examination	ET	\$40 additional per credit fee additional for portfolio review and credit by examination	ET
South Seattle	\$100 per course for portfolio review	EX	\$100 per course for portfolio review and credit by examination.	EX
	\$70 per credit for credit by examination	ET	\$40 additional per credit fee additional for portfolio review and credit by examination	ET

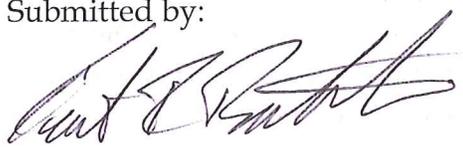
These changes in fee structures do represent an fee increase to students who seek credit through portfolio review and credit by examination, but after careful financial modeling by the work group, it has been found that these fee increases will be necessary to provide for the implementation and administration of an increasing frequency of credit for prior learning applications and to insure these self-support programmatic functions are able to sustain themselves financially.

We are requesting that an exception be made to the typical fee approval process and these new fees be approved prior to Winter Quarter 2018 so that students may benefit from an expanded and consistent array of expanded credit for prior learning opportunities across the district as soon as possible.

Recommendation

It is recommended that the Board of Trustees approve the proposed fee changes in accordance with Seattle Colleges Policy 108.

Submitted by:



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

Transmitted to the Board of Trustees with favorable recommendation.



Dr. Shouan Pan
Chancellor

MEMORANDUM

TO: Board of Trustees

FROM: Dr. Shouan Pan, Chancellor

DATE: December 14, 2017

SUBJECT: Enrollment Report: *2016-17 Academic Year FTES, Fall 2017 FTES*

Background

This report provides final FTES for all quarters: summer, fall, winter, and spring of 2016-17 and Fall 2017 as well as allocation targets and rolling averages. Also provided are time-series data on target and actual enrollment for the past ten years.

Recommendation

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

Transmitted to the Board for their information.



Dr. Shouan Pan
Chancellor

BOARD OF TRUSTEES

Thursday, December 14, 2017

ENROLLMENT REPORT: 2016-17 Year Summary

This enrollment report includes final enrollment numbers for summer, fall, winter, and spring quarters for the 2016-17 year. Data provided include actual enrollment, enrollment targets, FTES under/over goal, and two-year rolling averages.

STATE-FUNDED FTES: SUMMER, FALL, WINTER, and SPRING 2016-17

The district earned 13,412 annualized FTES for the 2016-17 academic year. For the district, this represents 94% of the target goal of 14,298; 886 (6%) fewer than the annual year goal. For the colleges, the percents of target goal were: North 97%, Central 89%, South 99%, and SVI 72%. The two year rolling average for the district is 91%. 286 international FTES conversions were included in 2016-17.

	2016-17 FTES Actuals*	2016-17 FTES Goal	2016-17 FTES % of Goal	Under FTES Goal	2-Year Rolling Average
District	13,412	14,298	94%	-886	91%
North	3,888	4,004	97%	-116	94%
Central	4,661	5,246	89%	-585	87%
South	4,535	4,593	99%	-58	97%
SVI	328	455	72%	-127	64%

* Actuals, June 28th, 2017.

STATE-FUNDED FTES: SUMMER 2017

The Seattle District earned 4,721 quarterly State Funded FTES for Summer Quarter 2017. This is 91% of our target goal of 5,085 and represents a decrease of 282 FTES over the final for Summer Quarter 2016.

Summer Quarter 2017

	FTES Actuals*	FTES Goal	FTES % of Goal	Summer 2016	Difference	% Difference
District	4731	5085	93%	5013	-282	-6%
North	1325	1439	92%	1491	-166	-11%
Central	1585	1596	99%	1583	2	0%
South	1701	1817	94%	1710	-9	-1%
SVI	120	233	51%	229	-109	-48%

* Actuals, Sep 14th, 2017.

STATE-FUNDED FTES: FALL 2017

The Seattle District earned 11,413 quarterly State Funded FTES for Fall Quarter 2017. This is 90.2% of our target goal of 12,649 and represents a decrease of 624 FTES over the final for Fall Quarter 2016. Converted international FTES are included.

Fall Quarter 2017

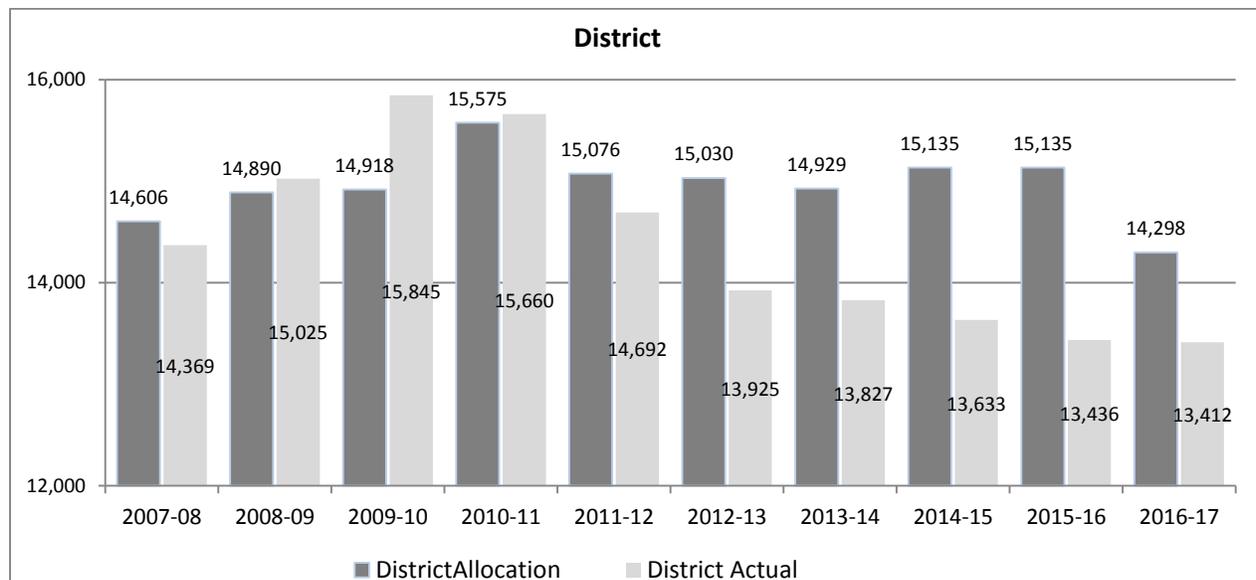
	FTES Actuals*	FTES Goal	FTES % of Goal	Fall 2016	Difference	% Difference
District	11,413	12,649	90.2%	12,037	-624	-5%
North	3311	3659	90.5%	3373	-62	-2%
Central	4358	4608	94.6%	4233	125	3%
South	3595	4054	88.7%	4120	-525	-13%
SVI	148	328	45.2%	310	-162	-52%

* Actuals, Nov 29th, 2017. Includes converted FTES.

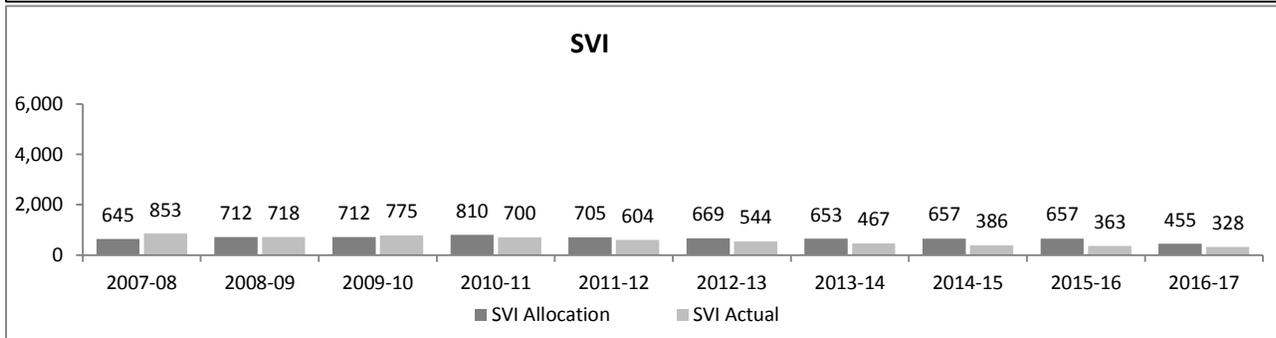
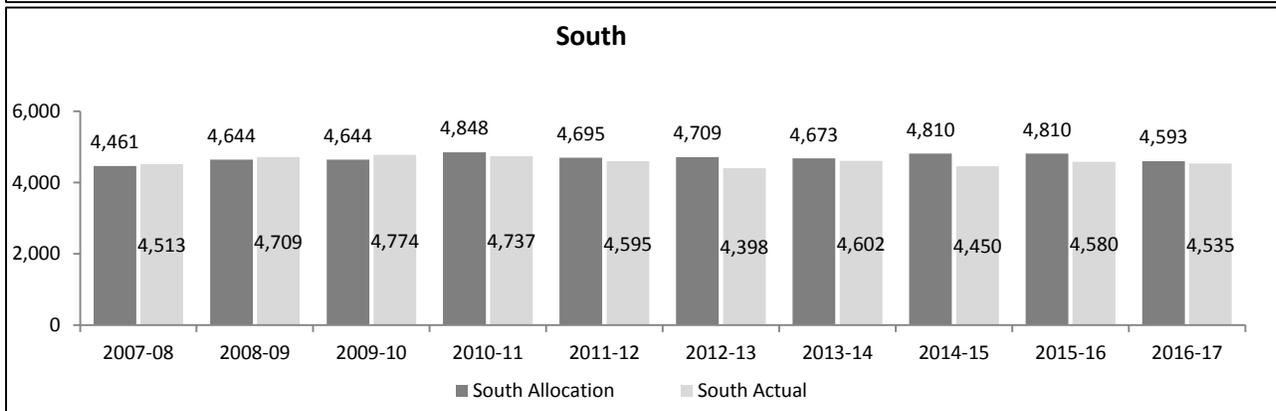
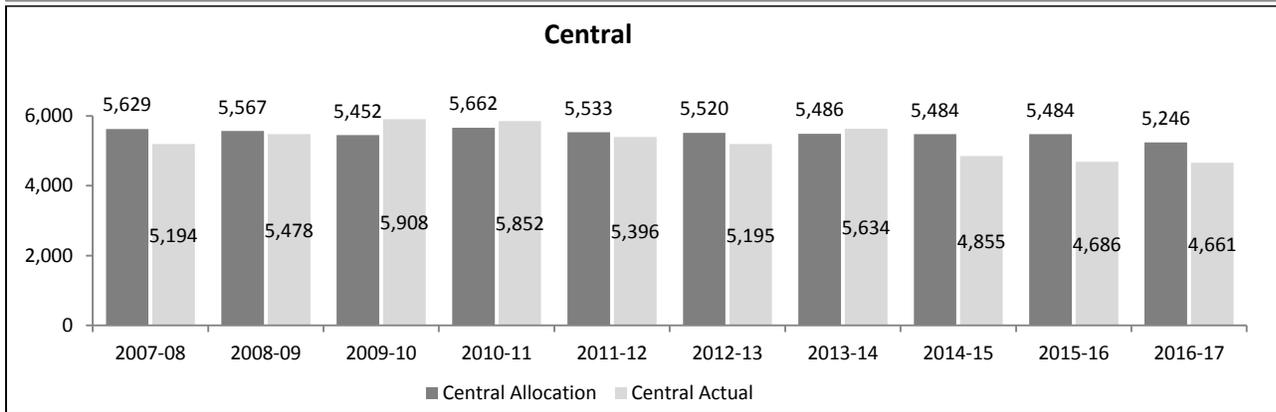
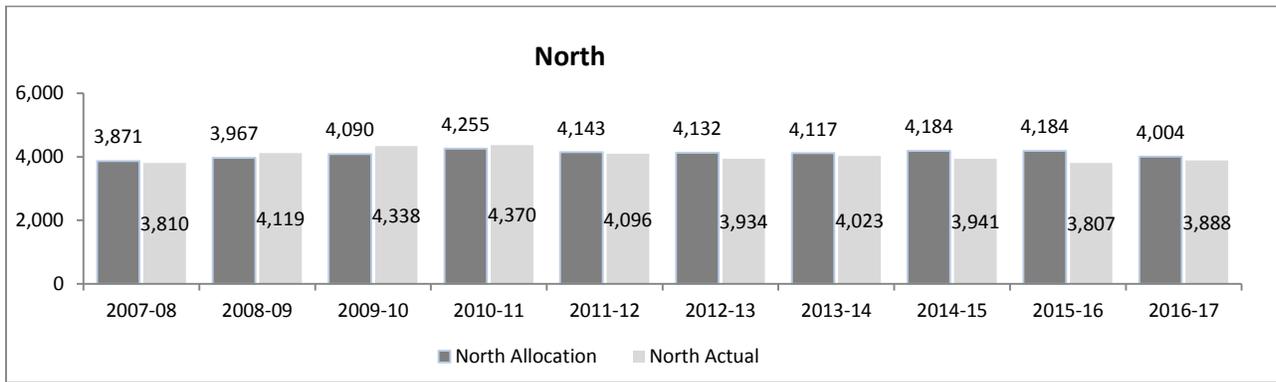
10-YEAR ANNUAL TRENDS: 2007-08 to 2016-17

Similar to previously provided reports to the Board on enrollment and FTES allocations, this report provides historical context with time-series data. The following charts provide a ten-year overview of state-funded FTES compared to the annual allocations by college and by district.

The 2016-17 FTES enrollment level is 7% less than the pre-recession year of 2007-08. Since 2007-08, the district's state-funded FTES allocation increased dramatically to meet the recession-driven demand for worker retraining; however, due to a recovering economy in recent years, enrollment trends have declined as students have returned to work. Enrollment peaked in 2009-10 during the height of the recession, which in turn led to higher FTES allocations well above past enrollment levels.



* Includes converted FTES





MEMORANDUM

TO: Board of Trustees

FROM: Kurt R. Buttleman

DATE: December 14, 2017

SUBJECT: Quarterly Financial Summary - Information only

Background

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

The attached Quarterly Financial Summary provides summary data for all of the campuses and the District Office as of September 30, 2017.

Recommendation

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

Submitted by:

Dr. Kurt Buttleman
Vice Chancellor of Finance & Technology

Transmitted to the Board with a favorable recommendation.

Dr. Shouan Pan
Chancellor

Quarterly Financial Report
Period Ending September 30, 2017
District Summary

Executive Overview

This quarterly report for the Seattle Colleges includes financial information from July 1, 2017 – September 30, 2017. Declining regular and international tuition revenue along with State allocation methodologies are creating a challenging operating environment. Some key components include:

- Operating expenses continued to be managed within budgets.
- Tuition revenue collected is \$10.8M, which is 33.8% of the target and compares to \$11.1M for the same period in FY 1617. BAS tuition however is lower in FY 1718 by nearly 6%.
- YTD expenses are 19% of budget, which is virtually the same as a percentage of budget from the prior year.

Financial Sustainability

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

- Operating Budget Expenses are below target spend and being managed at the department level.
- Total reserves remain within the 5-10% policy requirement.
- Local Funding sources remain a diversified source of revenue; however, the colleges continue to increase their reliance on these sources such as international student tuition as tuition revenue declines.
- Cash balances are strong but declining in large revenue budgets such as International Students and Grants & Contracts
- Self-support programs continue to run positive cash balances.

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

- The total Year to Date operating expenditures of \$24.8M through 9/30/17 are at 19.0% of the operating budget compared to 19.2% the prior year.
- Labor (salary and benefit) costs are at 20.2% of the annual budget that compares with 20.6% of the prior year.
- Expenditures in Goods & Services (aka Non-Labor expenses) of \$2.3M is the same as the prior year. Non-labor expenditures of \$2.8M and is 12.9% of the total budget for the year. In the prior year, non-labor expenses were \$2.7M and 12.3% of the total budget

Grants & Contracts

- International Student program revenue totaled \$9.4M through this September 30, 2017 which is \$300K less than the amount reported as International revenue in the prior year. However, Intensive English Revenue is \$600K less in FY 1718 than it was in the prior year.

Seattle Colleges Financial Summary for Quarter Ending March 31, 2017

- Grants continue to be a strong funding opportunity for the SCC with an active balance of \$45.8M at the current time that is \$1.7M less than in FY 1617. This is the multi-year grant total of all active grants. See the Active Grants report for more detail.

Fund Reporting

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

- Fund 522 - Associated Students FY 1718 Revenue is \$412K, which is \$3K greater than the prior year. The cash balance is at \$4.9M this year, compared to \$5.6M last year.
- Fund 569 – Food Service FY 1718 Revenue is \$316K year to date. Operating loss is \$63K.
- Fund 570 - Auxiliary Enterprise FY 1718 Revenue is \$3.4M, which is a \$400K less than the prior year.

Reserves

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

Seattle Colleges Quarterly Financial Summary



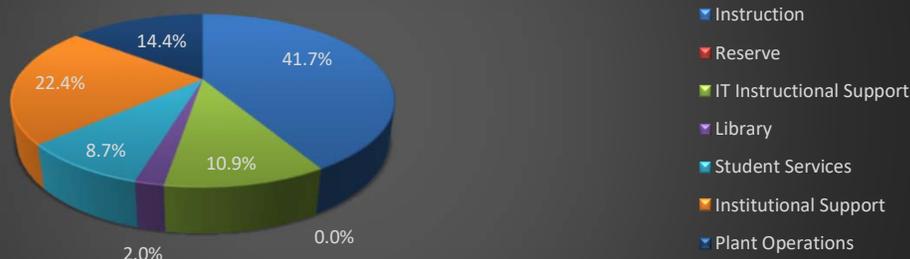
All Campuses Seattle College, as of 09/30/2017

Operating Budget Analysis

Operating Budget Program Roll-up

Program	FY Budget	% of Budget	YTD Expense	Balance	% Spent
Instruction	\$58,685,974	45.0%	\$10,323,793	\$48,362,181	17.6%
Reserve	\$5,177,223	4.0%	0	\$5,177,223	0.0%
IT/Instructional Support	\$11,894,566	9.1%	\$2,689,678	\$9,204,888	22.6%
Library	\$2,844,697	2.2%	\$487,617	\$2,357,080	17.1%
Student Services	\$12,231,034	9.4%	\$2,158,502	\$10,072,532	17.6%
Institutional Support	\$24,710,181	18.9%	\$5,557,452	\$19,152,729	22.5%
Plant Operations	\$14,925,862	11.4%	\$3,555,296	\$11,370,566	23.8%
Total	\$130,469,537	100.0%	\$24,772,338	\$105,697,199	19.0%

Operating Expenses July 1 - September 30, 2017



Operating Budget Analysis by Category

Category	FY Budget	YTD Expense	Balance	% Spent
Full-Time Faculty	\$21,218,795	\$1,074,520	\$20,144,275	5.1%
Faculty Stipends	\$1,278,858	\$200,051	\$1,078,807	15.6%
Part-Time / Pro Rata Faculty	\$17,925,861	\$5,228,614	\$12,697,247	29.2%
Classified	\$17,734,517	\$4,078,863	\$13,655,654	23.0%
Exempt	\$18,279,755	\$4,367,757	\$13,911,998	23.9%
Overtime	\$49,742	\$32,422	\$17,320	65.2%
Hourly, Students & Others	\$3,646,017	\$893,377	\$2,752,640	24.5%
Benefits	\$28,443,200	\$6,078,448	\$22,364,752	21.4%
Sub Total Labor Costs	\$108,576,745	\$21,954,052	\$86,622,693	20.2%
Goods & Services	\$15,761,878	\$2,358,657	\$13,403,221	15.0%
Travel	\$386,134	\$70,517	\$315,617	18.3%
Equipment	\$1,228,539	\$8,416	\$1,220,123	0.7%
Client Services	\$4,071,806	\$335,062	\$3,736,744	8.2%
Personal Services	\$444,435	\$45,634	\$398,801	10.3%
Sub Total Non-Labor Expenses	\$21,892,792	\$2,818,286	\$19,074,506	12.9%
Total	\$130,469,537	\$24,772,338	\$105,697,199	19.0%
Offsets such as indirect cost, program recoveries and	(\$19,351,948)	(\$1,247,619)	(\$18,104,329)	6.4%
Total (Net)	\$111,117,589	\$23,524,719	\$87,592,870	21.2%

Prior Year Expense Analysis

Sub-Object	Current YTD	Prior YTD	Difference	% Change
Labor	\$21,954,051	\$22,305,474	(\$351,423)	-1.6%
Non-Labor	\$2,818,064	\$2,695,960	\$122,104	4.3%
Total FMS	\$24,772,115	\$25,001,434	(\$229,319)	-0.9%

Seattle Colleges Quarterly Financial Summary



All Campuses Seattle College, as of 09/30/2017

Revenue

Indirect & Program Cost Recovery (not including transfers)

Revenue Source	FY Target	Collected	% of Target	Prior Year
Indirect (All Programs)	\$1,323,772	\$293,198	22.1%	\$256,808
Program Cost Recovery	\$15,805,852	\$954,247	6.0%	\$902,972
Total	\$17,129,624	\$1,247,445	7.3%	\$1,159,780

Other Revenue

Revenue Source	FY Target	Collected	% of Target	Prior Year
Intensive English	\$9,308,137	\$2,908,209	31.2%	\$3,524,902
International Program	\$23,426,898	\$9,374,452	40.0%	\$9,687,187
Running Start	\$3,354,350	\$35	0.0%	\$40
Total	\$36,089,385	\$12,282,696	34.0%	\$13,212,129

Reserve Status

Unrestricted Reserves

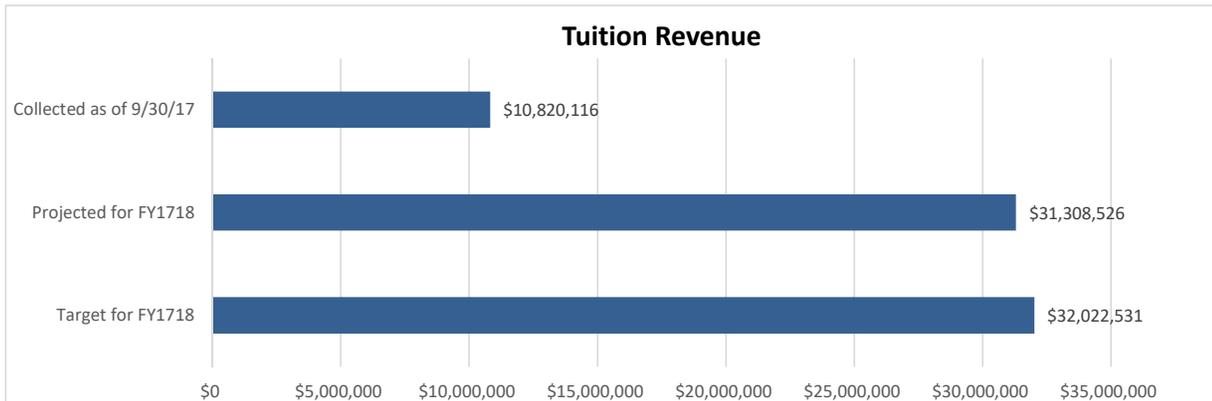
Title	Fund	Cash Balance	% of Total
Grants and Contracts	145	\$4,474,619	
Local Reserve	148	\$484,000	
Operating Reserve	149	\$5,750,000	
Associated Students Reserve	522	\$40,000	
Parking Reserve	528	\$500,000	
Fund 570 Reserve	570	\$965,079	
Total		\$12,213,697	5.90%
Total District Budget		\$205,981,017	

Bookstore Inventory Reserves

Title	Fund	Cash Balance	% of Total
Total - All Campuses		\$1,672,079	1.20%

Tuition Revenue Collection

	Target	Collected YTD	% of Annual Target	PY End Actual
District	\$32,022,531	\$10,820,116	33.8%	\$32,051,526



Total Tuition Revenue Collection July - Sept

COLLEGE	FY Sept 1516	FY Sept 1617	FY Sept 1718	Change FY1617 - FY1718
Central	\$4,547,281	\$3,980,723	\$4,092,279	3%
North	\$4,096,678	\$3,886,347	\$3,613,194	-8%
South	\$3,046,050	\$2,967,718	\$3,010,304	1%
SVI	\$326,448	\$242,106	\$104,339	-132%
Total	\$12,016,457	\$11,076,894	\$10,820,116	-2%

Non-BAS Tuition Revenue Collected July - Sept

COLLEGE	Total Non-BAS FY1516	Total Non-BAS FY1617	Total Non-BAS FY 1718	Change FY1617 - FY1718
Central	\$4,335,575	\$3,760,950	\$3,870,071	3%
North	\$3,968,221	\$3,588,997	\$3,332,023	-8%
South	\$2,948,854	\$2,848,888	\$2,926,773	3%
SVI	\$326,448	\$242,106	\$104,339	-132%
Total	\$11,579,098	\$10,440,941	\$10,233,206	-2%

BAS Tuition Revenue Collected July - Sept

COLLEGE	Total BAS FY 1516	Total BAS FY 1617	Total BAS FY 1718	Change FY1617 - FY1718
Central	\$211,706	\$219,773	\$222,208	1%
North	\$128,457	\$297,350	\$281,171	-6%
South	\$97,196	\$118,830	\$83,531	-42%
SVI	\$0	\$0	\$0	0%
Total	\$437,359	\$635,953	\$586,910	-8%

Seattle Colleges Quarterly Financial Summary



All Campuses Seattle College, as of 09/30/2017

Financial Statements by Fund

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

Balance Sheet	YTD	Prior Year-End
Assets		
Cash	\$ 15,285,217	\$ 15,151,112
Accounts Receivable	\$ 424,211	\$ 326,775
Inventory	\$ 74,799	\$ 74,799
Prepaid Expenses	(\$ 70)	\$ 0
Total Assets	\$ 15,784,156	\$ 15,552,686
Liabilities & Equity		
Accounts Payable	\$ 690,882	\$ 2,034,422
Total Liabilities	\$ 690,882	\$ 2,034,422
Equity		
Accumulated Earnings	\$ 13,446,642	\$ 13,278,134
Gain/Loss	\$ 1,646,632	\$ 240,131
Total Equity	\$ 15,093,274	\$ 13,518,265
Total Liabilities & Equity	\$ 15,784,156	\$ 15,552,687

Income Statement	YTD	Prior Year-End
Revenue	\$ 3,635,290	\$ 10,833,789
Expenses		
Labor & Benefits	\$ 1,453,800	\$ 5,827,381
Goods & Services	\$ 307,651	\$ 2,557,178
Other Expenses	\$ 227,206	\$ 2,209,100
Total Expenses	\$ 1,988,658	\$ 10,593,658
Gain/Loss	\$ 1,646,632	\$ 240,131

Associated Students - Fund 522

Balance Sheet	YTD	Prior Year-End
Assets		
Cash	\$ 4,852,425	\$ 5,076,365
Accounts Receivable	\$ 6,235	\$ 6,860
Fixed Assets	\$ 308,578	\$ 199,621
Accum. Depreciation	(\$ 164,403)	(\$ 164,403)
Total Assets	\$ 5,002,836	\$ 5,118,443
Liabilities & Equity		
Accounts Payable	\$ 185,894	\$ 202,974
Long-Term Liabilities	\$ 94,454	\$ 94,454
Total Liabilities	\$ 280,347	\$ 297,428
Equity		
Accumulated Earnings	\$ 4,929,973	\$ 5,845,124
Gain/Loss	(\$ 207,484)	(\$ 915,151)
Total Equity	\$ 4,722,489	\$ 4,929,973
Total Liabilities & Equity	\$ 5,002,836	\$ 5,227,401

Income Statement	YTD	Prior Year-End
Revenue	\$ 411,813	\$ 3,291,812
Expenses		
Labor & Benefits	\$ 575,023	\$ 3,085,913
Goods & Services	\$ 29,155	\$ 412,108
Other Expenses	\$ 15,119	\$ 708,942
Total Expenses	\$ 619,297	\$ 4,206,963
Gain/Loss	(\$ 207,484)	(\$ 915,151)

Seattle Colleges Quarterly Financial Summary



All Campuses Seattle College, as of 09/30/2017

Financial Statements by Fund

Bookstore - Fund 524

Balance Sheet	YTD	Prior Year-End
Assets		
Cash	\$ 4,646,757	\$ 2,731,883
Accounts Receivable	\$ 42,340	\$ 2,031,480
Total Assets	\$ 4,689,098	\$ 4,763,363
Liabilities & Equity		
Accounts Payable	\$ 114,158	\$ 170,724
Total Liabilities	\$ 114,158	\$ 170,724
Equity		
Accumulated Earnings	\$ 4,592,639	\$ 4,223,692
Gain/Loss	(\$ 17,699)	\$ 368,948
Total Equity	\$ 4,574,940	\$ 4,592,640
Total Liabilities & Equity	\$ 4,689,098	\$ 4,763,364

Income Statement	YTD	Prior Year-End
Revenue	\$ 126,825	\$ 1,280,569
Expenses		
Labor & Benefits	\$ 2,570	\$ 9,711
Goods & Services	\$ 97,424	\$ 822,142
Other Expenses	\$ 44,530	\$ 79,768
Total Expenses	\$ 144,524	\$ 911,621
Gain/Loss	(\$ 17,699)	\$ 368,948

Parking - Fund 528

Balance Sheet	YTD	Prior Year-End
Assets		
Cash	\$ 2,188,575	\$ 2,307,780
Accounts Receivable	\$ 27,323	\$ 63,487
Fixed Assets	\$ 3,939,037	\$ 3,939,037
Accum. Depreciation	(\$ 3,928,576)	(\$ 3,928,576)
Total Assets	\$ 2,226,358	\$ 2,381,728
Liabilities & Equity		
Accounts Payable	\$ 28,081	\$ 137,323
Long-Term Liabilities	\$ 32,982	\$ 32,982
Total Liabilities	\$ 61,063	\$ 170,304
Equity		
Accumulated Earnings	\$ 2,211,423	\$ 2,554,298
Gain/Loss	(\$ 46,128)	(\$ 342,874)
Total Equity	\$ 2,165,295	\$ 2,211,424
Total Liabilities & Equity	\$ 2,226,358	\$ 2,381,728

Income Statement	YTD	Prior Year-End
Revenue	\$ 890,904	\$ 1,684,631
Expenses		
Labor & Benefits	\$ 197,185	\$ 701,093
Goods & Services	\$ 299,530	\$ 718,769
Other Expenses	\$ 440,317	\$ 607,644
Total Expenses	\$ 937,032	\$ 2,027,505
Gain/Loss	(\$ 46,128)	(\$ 342,874)

Seattle Colleges Quarterly Financial Summary



All Campuses Seattle College, as of 09/30/2017

Financial Statements by Fund

Food Service - Fund 569

Balance Sheet	YTD	Prior Year-End
Assets		
Cash	(\$ 895,866)	\$ 56,418
Accounts Receivable	\$ 38,831	\$ 38,251
Inventory	\$ 23,270	\$ 23,270
Fixed Assets	\$ 164,562	\$ 164,562
Accum. Depreciation	(\$ 148,329)	(\$ 148,329)
Total Assets	(\$ 817,533)	\$ 134,172
Liabilities & Equity		
Accounts Payable	\$ 49,005	\$ 937,486
Long-Term Liabilities	\$ 50,634	\$ 50,634
Total Liabilities	\$ 99,639	\$ 988,120
Equity		
Accumulated Earnings	(\$ 853,948)	(\$ 664,910)
Gain/Loss	(\$ 63,224)	(\$ 189,038)
Total Equity	(\$ 917,172)	(\$ 853,948)
Total Liabilities & Equity	(\$ 817,533)	\$ 134,172

Income Statement	YTD	Prior Year-End
Revenue	\$ 315,686	\$ 2,091,690
Expenses		
Labor & Benefits	\$ 268,393	\$ 1,313,768
Goods & Services	\$ 14,505	\$ 89,423
Other Expenses	\$ 96,012	\$ 877,537
Total Expenses	\$ 378,910	\$ 2,280,728
Gain/Loss	(\$ 63,224)	(\$ 189,038)

Auxilliary Enterprises - Fund 570

Balance Sheet	YTD	Prior Year-End
Assets		
Cash	\$ 20,626,172	\$ 18,175,294
Accounts Receivable	\$ 539,590	\$ 2,722,643
Prepaid Expenses	\$ 0	\$ 9,726
Fixed Assets	\$ 1,029,614	\$ 997,994
Accum. Depreciation	(\$ 659,342)	(\$ 659,342)
Total Assets	\$ 21,536,034	\$ 21,246,315
Liabilities & Equity		
Accounts Payable	\$ 395,144	\$ 1,394,219
Long-Term Liabilities	\$ 240,225	\$ 240,225
Total Liabilities	\$ 635,369	\$ 1,634,443
Equity		
Accumulated Earnings	\$ 19,643,491	\$ 17,679,835
Gain/Loss	\$ 1,257,174	\$ 1,963,656
Total Equity	\$ 20,900,665	\$ 19,643,491
Total Liabilities & Equity	\$ 21,536,034	\$ 21,277,934

Income Statement	YTD	Prior Year-End
Revenue	\$ 3,380,971	\$ 13,442,637
Expenses		
Labor & Benefits	\$ 1,732,716	\$ 7,215,816
Goods & Services	\$ 133,423	\$ 1,193,228
Other Expenses	\$ 257,658	\$ 3,069,937
Total Expenses	\$ 2,123,797	\$ 11,478,981
Gain/Loss	\$ 1,257,174	\$ 1,963,656

Financial Statements by Fund

Student Housing - Fund 573

Balance Sheet	YTD	Prior Year-End
Assets		
Cash	\$ 940,377	\$ 593,889
Total Assets	\$ 940,378	\$ 593,889
Liabilities & Equity		
Accounts Payable	\$ 145,009	\$ 287,113
Total Liabilities	\$ 145,009	\$ 287,113
Equity		
Accumulated Earnings	\$ 306,776	\$ 302,449
Gain/Loss	\$ 488,593	\$ 4,326
Total Equity	\$ 795,369	\$ 306,775
Total Liabilities & Equity	\$ 940,378	\$ 593,888

Income Statement	YTD	Prior Year-End
Revenue	\$ 676,713	\$ 733,168
Expenses		
Labor & Benefits	\$ 0	\$ 0
Goods & Services	\$ 188,120	\$ 728,842
Other Expenses	\$ 0	\$ 0
Total Expenses	\$ 188,120	\$ 728,842
Gain/Loss	\$ 488,593	\$ 4,326

Agency - Fund 840

Balance Sheet	YTD	Prior Year-End
Assets		
Cash	\$ 17,947,887	\$ 4,009,347
Accounts Receivable	(\$ 3,674,492)	\$ 4,150,481
Total Assets	\$ 14,273,395	\$ 8,159,828
Liabilities & Equity		
Accounts Payable	\$ 1,595,218	\$ 5,953,240
Total Liabilities	\$ 1,595,218	\$ 5,953,240
Equity		
Accumulated Earnings	\$ 2,206,588	\$ 2,183,725
Gain/Loss	\$ 10,471,589	\$ 22,862
Total Equity	\$ 12,678,177	\$ 2,206,587
Total Liabilities & Equity	\$ 14,273,395	\$ 8,159,827

Income Statement	YTD	Prior Year-End
Revenue	\$ 10,774,962	\$ 335,548
Expenses		
Labor & Benefits	\$ 0	\$ 0
Goods & Services	\$ 52,923	\$ 176,858
Other Expenses	\$ 250,450	\$ 135,828
Total Expenses	\$ 303,373	\$ 312,686
Gain/Loss	\$ 10,471,589	\$ 22,862

Financial Statements by Fund

Printing/Motor Pool - Fund 448

Balance Sheet	YTD	Prior Year-End
Assets		
Cash	\$ 135,888	\$ 144,211
Fixed Assets	\$ 209,859	\$ 209,859
Accum. Depreciation	(\$ 205,717)	(\$ 205,717)
Total Assets	\$ 140,030	\$ 148,353
Liabilities & Equity		
Accounts Payable	\$ 4,708	\$ 19,233
Long-Term Liabilities	\$ 7,042	\$ 7,042
Total Liabilities	\$ 11,750	\$ 26,275
Equity		
Accumulated Earnings	\$ 122,078	\$ 261,820
Gain/Loss	\$ 6,202	(\$ 139,741)
Total Equity	\$ 128,280	\$ 122,079
Total Liabilities & Equity	\$ 140,030	\$ 148,354

Income Statement	YTD	Prior Year-End
Revenue	\$ 50,544	\$ 221,934
Expenses		
Labor & Benefits	\$ 34,126	\$ 221,230
Goods & Services	\$ 10,216	\$ 135,342
Other Expenses	\$ 0	\$ 5,104
Total Expenses	\$ 44,342	\$ 361,675
Gain/Loss	\$ 6,202	(\$ 139,741)

Active Grants Report as of 9/30/17

Campus: DISTRICT, CENTRAL, NORTH, SOUTH, SVI

Date: 7/1/2017 - 9/30/17

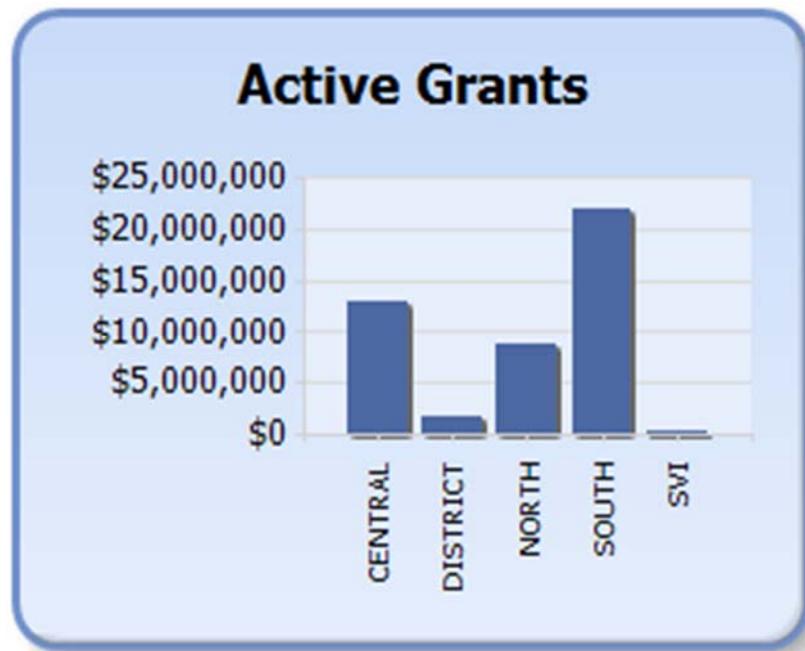
SUMMARY

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

These grants total just under \$45M in active grants and come with rules, reporting, and other resource investments.

Currently the NSF and Gates Student Success Grants are among the largest funders.

Most State Board Grants were awarded in the last quarter, in conjunction with the start of the fiscal year



Active Grants Report

Campus	Grantor	ORG	Grant Title	Start Date	End Date	Award Budget	% of Indirect	Fed Cat Num	Grant Description
District	WA ST COMM. & TECH. COLLEGE	1A70	START NEXT QUARTER	7/1/2014	6/30/2019	\$76,000	7%		WF STDNT FUNDING ONLINE TOOL DVLDPD BY SCD
	VARIOUS STATE AGENCIES	1CCT	CUSTOMIZED CONTR TRN	7/1/2014	6/30/2019	\$180,000	0%		CUSTOM TRNG THRU STATE AGENCIES
		1CTR	CUSTOMIZED TRN EVENT	12/1/2016	12/31/2017	\$0	0%		MARKETING EVENTS
	EDUCAUSE	1EDU	EDUCAUSE IPAS2 15-18	9/8/2015	9/7/2018	\$225,000	0%		DVLPMNT & SUPPORT EDUCPLAN
	JPMORGAN FOUNDATION	1JPM	JPMORGAN CHASE FND	9/28/2016	9/28/2017	\$240,000	20%		TO SUPPORT WOS YEAR 3
		1N10	SCCD INTNL PRG ADMIN	7/1/2012	6/30/2021	\$114,301	0%		
	CITY OF SEATTLE	1N20	COLL-WORKING ADULTS	11/15/2015	12/31/2017	\$122,000	0%		TO ELEVATE THE KNOWLEDGE,SKILLS & INCOME OF WRK ADULTS
	CITY OF SEATTLE/NO:DA17	1N22	1718 CWORKING ADULTS	4/1/2017	6/30/2018	\$150,000	15%		TO SERVE LOW-INCOME WORKING ADULTS
	NSF AWARD#1643580	1RET	READY!SET!TRNSF! 2.0	12/1/2016	11/30/2021	\$436,493	0%	47.076	TO SUPPORT TALENTED, LOW-INCOME STS TO PURSUE CAREERS
	NSF AWARD #OCE-1358835	1REU	NSF MARINE RES/STEM	4/1/2014	7/31/2018	\$288,717	30%	47.050	TO HOST AN REU4UNDERGRADUATES SITE FOR MARINE SCI RSRCH
TOTAL - DISTRICT						\$1,832,511			
District	HECB	201P	HECB PASSPRT INCENTV	11/8/2008	6/30/2018	\$15,000	0%		TO COVER ADMIN COSTS RELATING TO THE HECB PASSPORT
	SEATTLE CENTRAL COLLEGE	2B21	SAAG	9/20/2016	6/30/2018	\$75,000	0%		INCREASED AAG EXPENSES OVER NEXT TWO YEARS
	SCCC FNDTN & STUDENT LDRSHIP SOUTH / CITY OF SEATTLE	2C03	COLLEGEWIDE TUTORING	7/1/2008	6/30/2018	\$115,000	0%		COLLEGE-WIDE TUTORING FUNDED BY CENTRAL FOUNDATION
	KING COUNTY	2C13	13 YEAR PROMISE PROG	7/1/2017	12/31/2018	\$107,310	0%		13TH YEAR PROMISE READINESS ACADEMY
	KING COUNTY	2C31	1718 MRJC - SCC	6/12/2017	6/30/2018	\$29,068	10%		PROVIDE ABE INSTRS AT THE MALENG REGIONAL JUSTICE CENTER
	KING COUNTY	2C33	1718 KCCF - SCC	6/12/2017	6/30/2018	\$67,725	10%		SUPPORTS CONTINUING ADULT ED PROGRAM IN KING CO
	SCCC FOUNDATION	2C45	BAS PGM CONTR-FNDTN	11/10/2010	6/30/2018	\$2,000	0%		SCCC FNDT CONBTRIBUTION FOR BAS PROGRAM MINI GRANT.
	SCCC FOUNDATION	2C50	DISABILITY SUPPT SVC	4/1/2011	6/30/2018	\$2,375	0%		SCC FOUNDATION FUNDS FOR DISABILITY SUPPORT SERVICES.
	CENTRAL FOUNDATION	2C59	WRITING CENTER	6/11/2011	6/30/2018	\$1,000	0%		SCC FOUND GRANT TO SUPPORT THE WRITING CNTR
	SEATTLE CENTRAL COLLEGE	2C73	FINE ARTS PROJECT	4/13/2016	6/30/2018	\$235,000	0%		CABINET APPROVED FINE ARTS PROJECT
	SCCC FOUNDATION	2CFN	SCC FOUNDATION	7/1/2004	12/31/2017	\$0	0%		SEATTLE CENTRAL COLLEGE FOUNDATION
		2CRS	RUNNING START	10/1/1998	6/30/2018	\$0	0%		RUNNING START PROGRAM
	U.S. DEPT OF LABOR	2CTH	2016-2020 TECH HIRE	7/1/2016	6/30/2020	\$3,792,765	8%	17.268	CREATE NEW PATHWAYS FOR COMPETENCY-BASED RECRUITING
	SBCTC 131-EAG-18	2EA2	15SB EARLY ACH OPROR	7/1/2017	6/30/2018	\$83,000	0%		PROVIDES ASST TO EARLY LRNING STDTS WHO QUALIFY AS LOWIncome
	EDUCAUSE	2EDU	C-EDUCAUSE IPASS2	6/1/2017	9/7/2018	\$13,000	5%		TO SUPPORT COMPLETION COACHES AND PROFDEVELOPMENT
UNIVERSITY OF WASHINGTON	2EMP	EMP PARTICIPANT SPPT	2/1/2017	1/31/2018	\$29,696	0%	11.417	AN EXPERIENTIAL-BASED PR. THAT INTRO HS STUDTS TO MARITIME	

SBCTC 131-IDEA-17	2K08	IDEA TECH EXPANSION	8/25/2016	3/15/2018	\$19,680	0%		PURCHASE CHROMEBOOKS, CASES AND HEADSEATS FOR ESL CLASS
DOE#PO42A150427	2K20	TRIO 2015-2020	9/1/2015	8/31/2020	\$2,333,160	8%	84.042A	SUPPORTS DISADVANTAGED, LOW-INCOME, FIRST GENERATION STDS
SEATTLE CENTRAL COLLEGE	2K21	SITE D	4/14/2016	6/30/2018	\$20,000	0%		FUNDS FOR SITE D AT SEATTLE CENTRAL COLLEGE
SBCTC 131-BLB-18	2K28	1718 ABE LDR BLOCK	7/1/2017	6/30/2018	\$10,138	0%	84.002A	TRAINING AND TRAVEL FUNDS FOR ABE AND ESL FACULTY
131-CE-18 SBCTC	2K31	CORRECTIONAL EDUCATE	7/1/2016	6/30/2018	\$75,000	12%		COORDINATES 2ND CHANCE PELL EXPERIMENT.
SCCC FOUNDATION	2K64	NORCLIFFE GRANT	9/1/2017	6/30/2019	\$115,000	0%		NORCLIFFE FND FOR ALLIED HLTH TUTOR & VET TRANSITION SPEC.
	2K81	CONTRACT TRAINING	7/1/1997	6/30/2018	\$0	8%		ACCOUNT USED FOR INNOVATION COLLEGE EXPENSES.
CONTRACT	2K90	SELF-PACED	7/1/1997	6/30/2018	\$0	0%		CONTRACT ACCOUNT FOR DISTANCE LEARNING
	2K91	CORRESP COURSES 97-8	7/1/1997	6/30/2018	\$0	0%		
SEATTLE CENTRAL	2KMP	CENTRAL MASTER PLAN	1/1/2016	6/30/2018	\$0	0%		ACCOUNT FOR SEATTLE CENTRAL MASTER PLAN
UNITED WAY - AMERICORPS DONATIONS THRU SCCC FOUNDATION	2L32	AMERICORPS UNITED WY	10/3/2016	7/30/2017	\$1,500	0%		TESTS NEW STRATEGIES TO INCREASE ACCESS TO STUDENT SUP
UNIVERSITY OF WASHINGTON	2L65	MATH/SCI TUTOR/GRADE	1/12/2001	6/30/2018	\$0	0%		
SEATTLE PUBLIC SCHOOL DISTRICT	2L91	STUART GRANT	1/1/2014	10/31/2017	\$51,083	0%		CREATE NETWORK FOR FOSTER YOUTH
VARIOUS	2LCS	LEARNING CENTER SEA	4/1/2016	8/31/2018	\$0	0%		PROVIDES EDUCATION OPPOR FOR ELIGIBLE STUDENTS
	2M02	CONTRACT CLASSES/CE	7/1/2002	6/30/2018	\$0	0%		SELF-SUPPORT BUDGET CONNECTED TO BUS & PROFES COURSES
SBCTC	2M15	BFET RECYCLE	10/1/2011	6/30/2018	\$0	0%		BFET RE-UTILIZED FUNDS
DOL/ETA AP-27837-15-60-A-53	2M29	2015-16 DOL/ETA AAI	10/1/2015	9/30/2020	\$915,062	10%	17.268	APPRENTICESHIPS IN ADVD MANUFACTURING AND MARITIME
SBCTC 106-BFET-17	2M80	2016-2017 BFET	10/1/2016	9/30/2017	\$360,259	5%	10.561	BFET PROVIDES ACCESS &SRVS TO FS RECIPIENTS IN WA STATE
KING COUNTY DEVLDP DISABILITY	2N04	MAINSTAY	1/1/2013	6/30/2018	\$920,734	5%		PROVIDE PERSONS WITH DEVELOPMENTAL DISABILITIES .
UNIVERSITY OF WASHINGTON	2N06	EXPERIENCE MARITIME	2/1/2017	1/31/2018	\$128,639	8%	11.417	AN EXPERIENTIAL-BASED PR. THAT INTRO HS STDTS TO MARITIME
VARIOUS AGENCIES	2N13	INT'L STUDENTS - C	7/1/1991	6/30/2018	\$1,057,012	0%		INTERNATIONAL STUDENTS
SEATTLE CENTRAL COLLEGE	2N14	IEP INSTL SUPPORT	7/1/2014	6/30/2018	\$0	0%		TO SUPPORT LOCAL INSTITUTIONAL EXP
SEATTLE CENTRAL COLLEGE	2N41	WORKFIRST PERFORM	7/1/2012	6/30/2018	\$0	0%		WORKFIRST PERFORMANCE ACCOUNT
US DEPT OF EDUCATION	2N49	JOB LOCATION/DEVLPMNT	7/1/1990	6/30/2018	\$37,555	0%	84.033	JOB LOCATION &
PUGET SOUND HIGH SCHOOLS	2N57	02 ASL ARTICULATION	5/1/2002	6/30/2018	\$0	8%		ASL ARTICULATION UNDER HUMANITIES AND SOCIAL SCIENCES
DEPT. OF COMMERCE	2PAC	PACIFIC TOWER	8/14/2015	6/30/2020	\$0	0%		LEASE AGREEMENT WITH DOC FOR PACIFIC TOWER.
NSF AWARD #1643580	2RET	READY!SET!TRNSF! 2.0	12/1/2016	11/30/2021	\$300,281	40%	47.076	TO HELP LOW-INCOME STDNTS PURSUE CAREERS IN STEM
NSF AWARD #1643580	2RPS	RST PARTICIPANT SPPT	12/1/2016	11/30/2021	\$1,220,800	0%	47.076	PARTICIPANT SUPPORT ACCOUNT FOR RST 2.0
SEATTLE CENTRAL COLLEGE	2T13	CAPITAL PLANNING	5/11/2016	6/30/2018	\$100,000	0%		FUND EXPEND THAT OCCUR IN THE PLANNING OF CAPITAL PROJECTS
SBCTC FED VOC PERKINS	2T20	1718 SBCTC PERKINS	7/1/2017	6/30/2018	\$0	5%	84.048	TO SUPPORT STUDENTS IN CAREER AND TECHL PROGRAMS.
SEATTLE CENTRAL COLLEGE	2T86	PAC MED X OP COSTS	7/1/2015	6/30/2018	\$30,000	0%		EXCESS OPERATING COSTS FOR PACIFIC TOWER

UNIVERSITY OF WASHINGTON SBCTC 131-PLB-18	2T89	SUBCONTRACT - LSAMP	9/1/2014	8/31/2017	\$29,054	0%	47.076	INCREASE # OF UNDER-REPRESENTED STEM STUDENTS
	2W53	1718 PERKINS LDR BLK	8/14/2017	6/30/2018	\$18,000	0%	84.048	SUPPLEMENT STATE FUNDING
SBCTC	2WBL	WFBL-WORKSTUDY	7/1/2016	6/30/2018	\$42,764	5%	93.558	INCR TUITION ASST FOR WRKNG, PT STUD
SBCTC	2WFT	WFFA-TUIT/BOOKS/FEES	7/1/2016	6/30/2018	\$120,865	5%	93.558	WS PROGRAM THAT HELPS WF STUDENTS
SEATTLE PUBLIC SCHOOLS	2WYR	14 YOUTH REENGAGEMNT	12/9/2014	8/30/2017	\$0	0%		REENGAGE YOUTH IN DANGER OF NOT COMPL K-12 W/O A HS DIPL.
TOTAL - CENTRAL					\$13,038,644			
BAINUM FAMILY FOUNDATION	3BFD	BAINUM FAM FNDATN	1/1/2017	12/31/2017	\$47,619	0%		NO INDIRECT. WAIVER FORM IS ON FILE.
SOUTH SEATTLE COLLEGE	3C14	13 YEAR PROMISE PROG	7/1/2017	12/31/2018	\$107,310	0%		13TH YEAR PROMISE READINESS ACADEMY.
NATIONAL SCIENCE FOUNDATION	3C23	NSF1204279 NANO2 ICR	9/1/2012	8/31/2017	\$3,093,341	40%	47.076	TO PROMOTE AWARENESS OF THE PRINCIPLES OF NANOSCIENCE
NATIONAL SCIENCE FOUNDATION	3C24	9SF1204279 NANO2 NIC	9/1/2012	8/31/2017	\$0	0%	47.076	TO PROMOTE AWARENESS OF THE PRINCIPLES OF NANOSCIENCE
SBCTC	3EA5	1718 EARLY ACHIEVERS	7/1/2017	6/30/2018	\$149,400	0%		NO INDIRECT. SBCTC CONTRACT NO. 132-EAG-18.
EDUCAUSE	3EDU	N-EDUCAUSE IPASS2	6/1/2017	9/7/2018	\$0	5%		TO SUPPORT COMPLETION COACHES & PROF DEVELOPMENT
SBCTC	3K28	BEDA LEADERSHIP 1718	7/1/2017	6/30/2018	\$6,501	0%	84.002A	PROVIDE EDUCATIONAL SERVICES TO SJI
DSHS	3L67	LEP PATHWAY ESL 1718	7/1/2016	6/30/2018	\$69,388	0%		DSHS CONTRACT 1665-68118.
WORKFORCE DEVELOPMENT	3M19	17WDC 16/648-HWF	6/1/2017	9/29/2017	\$31,926	20%	93.093	HEALTH PROFESSIONS OPPORTUNITY GRANT (HPOG),
SBCTC	3M1B	2017BFET 100%TUITION	7/1/2017	9/30/2017	\$37,060	5%	10.561	THIS ACCOUNT IS FOR 100% FUND ONLY.
SBCTC 132-BFET-17	3M80	17SB BFET	10/1/2016	9/30/2017	\$571,626	0%	10.561	PROJ#1-REPLICATES SCHOOL-TO-CAREER SUMMER A CADEMY,
NSC EDUCATION FUND	3MG7	EDFUND MINIGRNT 1517	7/1/2015	12/31/2017	\$20,000	0%		NSC EDUCATION FUND MINI GRANTS 1517 BIENNIUM
NSC EDUCATION FUND	3MG9	EDFUND MINIGRNT 1719	7/1/2017	12/31/2019	\$30,000	0%		NSC EDUCATION FUND MINI GRANTS 1719 BIENNIUM
NSF VIA PENN STATE UNIVERSITY	3NNA	NSF NANO2 SHINE 1720	5/15/2017	6/30/2020	\$15,000	40%		A WEB-BASED LIVE-STREAMING APPROACH FOR OPTIMIZINGI MPACT
SBCTC - DEPT OF ED	3PL3	1718 PERKINS LD PLK	8/15/2017	6/30/2018	\$16,000	0%	84.048	NO INDIRECT.
NSF AWARD#1643580	3RET	NSF RST2.0 ADMIN	12/1/2016	11/30/2021	\$300,281	40%	47.076	INDIRECT: 40% OF OBJ A
NSF AWARD#1643580	3RPS	NSF RST2.0 PRTC SPRT	12/1/2016	11/30/2021	\$1,220,800	0%	47.076	\$999000 SCHOLARSHIP, \$221800 PERSONNEL AND OTHER EXPENSES.
DSHS	3RS2	17SB RISE	10/1/2016	9/30/2017	\$312,596	5%	10.596	SECOND YEAR OF SBCTC RISE GRANT, A SUBPROGRAM OF BFET.
NATIONAL SCIENCE FOUNDATION	3RSE	NSF1432018 RISE	8/15/2014	7/31/2017	\$594,774	30%	47.076	RISE IS A COLLABORATIVE PROJECT
NATIONAL SCIENCE FOUNDATION	3RST	NSF READY-SET-TRANSF	8/1/2010	7/31/2017	\$783,478	20%	47.076	\$2.0MIL OVER 5-YEARS TO INCREASE STEM STUDENTS
ED FUND	3SAF	HS COMPL-SEA EDU AXS	10/1/2015	9/30/2018	\$78,139	0%		MULTIPLE FUNDERS
SBCTC	3T20	1718 SBCTC PERKINS	7/1/2017	6/30/2018	\$170,495	5%	84.048	SUPPLEMENT STATE FUNDING
EVERETT COMMUNITY	3THM	TECHHIRE MECHAWA DOL	7/1/2016	6/30/2020	\$739,579	40%	17.268	INDIRECT is 40% of SALARIES, OBJ A ONLY.
SBCTC#132-WFDA-18	3WF1	17-18 WORKFIRST	7/1/2017	6/30/2018	\$223,367	5%	93.558	
TOTAL - NORTH					\$8,618,680			

SBCTC	4C04	18SB CORR ED GRANT	7/1/2017	6/30/2018	\$75,000	0%	
SEATTLE DEPT OF EDUCATION	4C12	1718DOED 13YRPROMISE	7/1/2017	12/31/2018	\$750,000	0%	TWO YEAR CONTRACT FOR \$750,000 PER YEAR.
JOB SKILLS - FABRIFORM	4C17	1719JOB SKILLS-FABR	7/1/2017	6/30/2019	\$76,700	0%	PROVIDE TRAINING TO FABRIFORM, INC
SBCTC	4C26	1718SB PERKINSLDRBLK	7/1/2017	6/30/2018	\$19,700	0%	84.048 INTRO TO HEALTHCARE OCCUPATIONS
COUNCIL FOR ADULT & EXP	4C28	17/18CAEL PILOTPROJ	1/31/2017	3/31/2018	\$15,000	0%	SECOND YEAR OF A 5-YEAR TALENT SEARCH PR
SBCTC	4C47	1718SB JOBSKILLS FC`	7/1/2017	6/30/2019	\$119,700	0%	ELECTRONIC ASSEMBLY PROJECT FUNDED BY TANF FUNDS
WASHINGTON STATE DSHS	4C52	1718 DSHS ORIA	7/1/2017	6/30/2018	\$200,038	35%	INDIRECT RATE 35% OF BASE SALARIES &
US DEPT OF EDUC	4C56	17/21TALENTSRCH	9/1/2016	8/31/2021	\$1,353,600	8%	84.044A
SBCTC \$500,000 OVER 5 YEARS	4C58	SB17 COLLEGE SPARK	7/18/2016	6/30/2021	\$500,000	0%	GUIDED PATHWAY IMPLEMENTAION GRANT
WORKFORCE DEV COUNCIL SEATTLE	4C70	17HEALTH PRO OPPR GR	7/1/2017	9/29/2017	\$34,317	40%	ENHANCE EDU & EMPLOYMENT OUTCOMES IN THE HEALTHCARE
EDUCAUSE	4EDU	S-EDUCAUSE IPASS2	6/1/2017	9/7/2018	\$0	0%	TO SUPPORT COMPLETION COACHES & PROF DEVELOPMENT
SBCTC	4HET	1718SB HEET10 DISTRI	7/1/2017	6/30/2018	\$40,000	10%	INDIRECT RATE = 10% SALARIES & WAGES BASE.
WORKFORCE DEVELOPMENT	4K04	16/18WDC 16/653 LEAP	10/1/2016	9/30/2018	\$153,940	0%	17.270
SBCTC	4K28	1718SB BEDALDRSHPBLO	7/1/2017	6/30/2018	\$6,819	0%	84.002A PROVIDE EDUCATIONAL SERVICES TO SJI CLIENTS
CENTRALIA COLLEGE	4K71	1 OF 4 DOL WISE	10/1/2014	9/30/2018	\$687,664	9%	17.282 Indirect cost charged from Salaries, Benefits, Supplies & Travel.
SBCTC	4K83	1718SB WFINTERNALCON	6/1/2016	6/30/2018	\$0	5%	93.558 INDIRECT RATE IS 5% OF SALARIES & WAGES.
SBCTC	4K84	1718SB WFLIFESKILLS	6/1/2016	6/30/2018	\$0	0%	93.558
SBCTC	4K85	1718SB WFBASICSKILLS	7/1/2016	6/30/2018	\$0	5%	93.558 INDIRECT RATE IS 5% OF SALARIES &
SBCTC	4K86	1718SB WFJOB SKLSTRAN	6/1/2016	6/30/2018	\$0	5%	93.558 INDIRECT RATE IS 5% OF SALARIES AND WAGES.
SBCTC	4K87	1718SB WF HSE	6/1/2016	6/30/2018	\$0	5%	93.558 INDIRECT RATE IS 5% OF SALARIES & WAGES.
SBCTC	4K88	1718SB WFADMINISTRAT	6/1/2016	6/30/2018	\$0	5%	93.558 INDIRECT RATE IS 5% OF SALARIES OF WAGES
US DEPT OF EDUCATION	4L01	2015-20 SSS SUPPLMNT	9/1/2015	8/31/2020	\$150,000	0%	84.042A SUPPLEMENTAL SSS FED GRANT TO 161-4L46
WASHINGTON STATE DEPT OF AG	4L20	1718WSDA BLKRUSTDISE	7/1/2016	6/30/2018	\$8,315	0%	SBCTC PROJECT - ABE-EMPLOYMENT FOCUS
USDOE	4L64	2015-20 TRIO SSS	9/1/2015	8/31/2020	\$1,326,905	8%	84.042A INDIRECT EXCLUDE OBJ. NZ
SBCTC	4L65	1617SB RISE	10/1/2016	9/30/2017	\$602,563	5%	10.596 INDIRECT @ 5% FROM SALARIES
YUNNAN COLLEGE OF BUSINESS MGM	4L70	17/23 ANPLICEXAM YUN	1/31/2017	1/31/2023	\$500,000	0%	NO ICR AUTHORIZED BY SBCTC. STIPENDS FOR PT FACULTY.
COUNCIL FOR ADLT & EXPER LRNG	4L93	16/17CAEL VET STEMEC	12/22/2016	12/31/2017	\$5,000	0%	
133-BFET-17	4M10	1617SB BFET	10/1/2016	9/30/2017	\$1,464,690	0%	INDIRECT: WILL BE BILLED TO DSHS
YOUTH CARE	4M12	1617 YTHCRECONSTR LDR	1/1/2017	12/31/2017	\$52,000	0%	PROVIDE TRAINING INSTRUCTION FOR YC CONSTRUCTION STU
USDOL/ETA FAIN:AP27837-	4M24	2015-20 DOL/ETA AAI	10/1/2015	9/30/2020	\$4,810,008	20%	17.268 American Apprenticeship Initiative
	4M29	2015-20DOL/SUB-AWARD	10/1/2015	9/30/2020	\$0	0%	17.268 SUB-RECIPIENTS

SKAGIT VALLEY COLLEGE	4M33	17SKAGITVC MARALWELD	5/15/2017	7/31/2017	\$20,000	0%		SEATTLE CONSERVATION CORP E
NSF	4M62	1 OF 4 NSF	7/1/2014	7/31/2017	\$862,080	10%	47.076	CONTINUATION OF SMALL BUSINESS DEVELOPMENT
CITY OF SEATTLE/FLEETS	4M66	SEA FLEETS APPRENT	10/1/2013	6/30/2019	\$44,000	20%		
NSF	4M67	NSF PARTICIPANTS	8/1/2014	7/31/2017	\$0	0%	47.076	-----
	4M85	1617SB WF ADMIN	7/1/2016	8/31/2017	\$0	0%		TRAIN EARLY CHILDHOOD EDUCATORS -----
DOE#P047A120679	4M90	1217 UPWR BND1-1/5	9/1/2012	8/31/2017	\$1,485,810	8%	84.047A	8% from salaries
DOE#P047A120693	4M94	1217 UPWR BND2-1/5	9/1/2012	8/31/2017	\$1,236,925	8%	84.047A	8% from salaries
US DEPT OF EDUCATION	4N02	17/22DOE UPWRDBOUND2	9/1/2017	8/31/2022	\$1,546,545	8%	84.047A	
DEPARTMENT OF EDUCATION	4N03	17/22DOE UPWRDBOUND1	9/1/2017	8/31/2022	\$1,287,500	8%	84.047A	----- 40% INDIRECT
USDOE	4N83	16/21TRIO EDOPPCTR	9/1/2016	8/31/2021	\$235,995	8%	84.066A	RATE. INDIRECT COST BASE = SALARIES & WAGES AS STATED IN THE GRANT AWARD
AACC-LUMINA'S FOUNDATION	4N85	AACC-THE RIGHTSSIGNAL	4/1/2015	9/30/2017	\$60,000	10%		TO DEMONSTRATE A NEW CREDENTIALING MODEL
GYEONGGI COLLEGE OF SCIENCE&TEC	4N87	GYEONGGI COLL SCITEC	7/3/2017	6/2/2018	\$29,000	23%		INDIRECT RATE = 25% OF SALARIES & WAGES. MARLENE SEWAKE
NSF AWARD#1643580	4RET	READY!SET!TRNSF!2.0	12/1/2016	11/30/2021	\$339,543	24%	47.076	
NSF AWARD#1643580	4RPS	16/21NSF RDYST PARTI	12/1/2016	11/30/2021	\$1,190,448	0%	47.076	
SBCTC	4T20	1718 SB PERKINS	7/1/2017	6/30/2018	\$222,328	5%	84.048	INDIRECT RATE = 5% OF SALARIES AND WAGES. MARLENE SEWAKE
EVERETT COMMUNITY	4THM	16/20TECHIRE MECHAWA	6/1/2016	5/31/2020	\$186,594	40%	17.260	MARLENE SEWAKE:40% INDIRECT ON SALARIES ONLY
SBCTC	4V53	SB17 VIGOR IMPROVMT	7/1/2017	6/30/2018	\$150,000	0%		
SBCTC	4Z14	1719SB JOBSKILLS-CMC	7/1/2017	6/30/2019	\$67,900	0%		STUDENT & COURSE REPORTING
TOTAL - SOUTH					\$21,916,627			
WORKFORCE DEVELOPMENT	5C20	HEALTH WORKFORCE SVI	5/1/2016	9/29/2017	\$51,281	40%	93.093	ENHANCES EDUCATION AND EMPLOYMENT FOR TANF
WDC SNOHOMISH COUNTY	5LOP	LADDERS OPPORTUNITY	9/25/2015	8/31/2017	\$226,888	40%	20.514	PREP UNDERREP POPULATIONS FOR ENTRY LEVEL CONSTR JOBS
SBCTC	5M20	SVI BFET RECYCLE	10/1/2016	9/30/2017	\$0	0%		SVI BFET RECYCLE FUNDS
SBCTC 134-BFET-17	5M42	SVI BFET 100%	7/1/2017	9/30/2017	\$13,941	0%	10.561	SVI BFET 100% FUNDS
SBCTC 134-BFET-17	5M80	2016-2017 BFET SVI	10/1/2016	9/30/2017	\$116,549	5%	10.561	BFET PROVIDES ACCESS AND SERV TO FST RECIPIENTS IN WA STATE
INTERAGENCY ACADEMY	5WYR	YOUTH REENGAGEMENT	12/9/2014	8/30/2017	\$0	0%		REENGAGE YOUTH IN DANGER OF NOT COMPLETING K-12 SYSTEM
TOTAL - SVI					\$408,659			
TOTAL - All Active Grants					\$45,815,121			



Capital Projects Report Re-Appropriation Funding Report as of 9/30/17

Prog-Org	FY Budget	YTD Expense	Balance	% Spent
CENTRAL	\$ 1,332,835	\$ 329,928	\$ 1,002,907	25%
NORTH	\$ 77,208	\$ 4,201	\$ 73,007	5%
SOUTH	\$ 6,694,066	\$ 3,592,143	\$ 3,101,923	54%
SVI	\$ -	\$ -	\$ -	0%
Total SCD	\$ 8,104,109	\$ 3,926,272	\$ 4,177,837	48%

FY 2017-19 Capital Project Balance Sheet

September Month End Balance



SEATTLE COLLEGES		2011-15 SBCTC	2015-17 SBCTC	For Info. Only		Biennium		FY 2017-18	FY 2017-18	FMS	Net Allocation	Percent
Fund	Account	Proj #	Proj #	Title	2017-19 SBCTC Budget	Appropriation	Reappropriation	Allocation	Expenses	Encumbrance	Balance	FY Exp
SEATTLE CENTRAL COLLEGE												
LOCAL Current Year												
147	R10-903-2M8B		M388	Siegal Center window replacement	\$ 177,281	\$ 177,281	\$ 177,281	\$ 177,281	\$ 181,333	\$ -	\$ (4,052)	102.3%
147	R10-902-2M6D		M426	IEP Office Renovation Rm 1128	\$ -	\$ (8,532)	\$ (7,318)	\$ (7,318)	\$ (7,318)	\$ 1,027	\$ (1,027)	100.0%
147	R10-902-2M4D		M431	SCIE Office Renovation Rm 1124	\$ 108,481	\$ 108,481	\$ 108,481	\$ 108,481	\$ 7,317	\$ -	\$ 101,164	6.7%
147	R10-903-2M4A		M459	North Plaza demolition and site restoration	\$ 634,538	\$ 634,538	\$ 634,538	\$ 634,538	\$ 49,552	\$ -	\$ 584,986	7.8%
147	R10-901-2MC4		M519	MAC Pool demo and redevelopment	\$ 389,735	\$ 389,735	\$ 139,735	\$ 139,735	\$ 11,651	\$ -	\$ 128,084	8.3%
147	R10-901-2M5C		M579	MAC Door Canopy repair	\$ 82,704	\$ 82,704	\$ 82,704	\$ 82,704	\$ 32,457	\$ -	\$ 50,248	39.2%
147	R10-904-2L79	L469		Seattle Maritime Academy Local	\$ 197,413	\$ 197,413	\$ 197,413	\$ 197,413	\$ 53,909	\$ -	\$ 143,504	27.3%
Subtotal LOCAL					\$ 1,590,153	\$ 1,581,621	\$ 1,332,835	\$ 1,332,835	\$ 328,901	\$ 1,027	\$ 1,002,907	24.7%
TOTAL CENTRAL					\$ 1,590,153	\$ 1,581,621	\$ 1,332,835	\$ 1,332,835	\$ 328,901	\$ 1,027	\$ 1,002,907	24.7%
NORTH SEATTLE COLLEGE												
STATE Current Year												
057	K19-904-3G57	K357		Technology Building	\$ 622,347	\$ 77,208	\$ 77,208	\$ 77,208	\$ 4,201	\$ -	\$ 73,007	5.4%
Subtotal STATE					\$ 622,347	\$ 77,208	\$ 77,208	\$ 77,208	\$ 4,201	\$ -	\$ 73,007	5.4%
TOTAL NORTH					\$ 622,347	\$ 77,208	\$ 77,208	\$ 77,208	\$ 4,201	\$ -	\$ 73,007	5.4%
SOUTH SEATTLE COLLEGE												
STATE Current Year												
057	T99-904-4M3J		M341	IEC Construction phase (Cascade Court reapprop)	\$ 7,025,863	\$ 7,025,863	\$ 5,712,092	\$ 5,712,092	\$ 2,840,995	\$ 660,771	\$ 2,210,326	49.7%
Subtotal STATE					\$ 7,025,863	\$ 7,025,863	\$ 5,712,092	\$ 5,712,092	\$ 2,840,995	\$ 660,771	\$ 2,210,326	49.7%
LOCAL												
147	R10-904-4M6J		M464	Wellness Center (COP request 1719 & local funds)	\$ 10,257,000	\$ 1,400,000	\$ 934,935	\$ 934,935	\$ 86,829	\$ -	\$ 848,106	9.3%
147	R10-902-4L86	L418		Add. Data Jacks (Int'l Std Prg reapprop est FM13)	\$ 17,400	\$ 11,411	\$ 11,411	\$ 11,411	\$ -	\$ -	\$ 11,411	0.0%
147	R10-902-4L90	L420		Wine Bldg 2nd Barrel Room (reapprop est FM13)	\$ 35,628	\$ 35,628	\$ 35,628	\$ 35,628	\$ 3,548	\$ -	\$ 32,080	10.0%
Subtotal LOCAL					\$ 10,310,028	\$ 1,447,039	\$ 981,974	\$ 981,974	\$ 90,377	\$ -	\$ 891,597	9.2%
TOTAL SOUTH					\$ 17,335,891	\$ 8,472,902	\$ 6,694,066	\$ 6,694,066	\$ 2,931,372	\$ 660,771	\$ 3,101,924	43.8%
SEATTLE VOCATIONAL INSTITUTE												
No Account for 2017-19 Appropriation												
TOTAL SVI					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
TOTAL SCD					\$ 19,548,391	\$ 10,131,731	\$ 8,104,110	\$ 8,104,110	\$ 3,264,474	\$ 661,797	\$ 4,177,838	40.3%

MEMORANDUM

TO: Board of Trustees

FROM: Dr. Shouan Pan

DATE: December 14, 2017

SUBJECT: 2017-18 Budget Development process and Proposed Work Plan

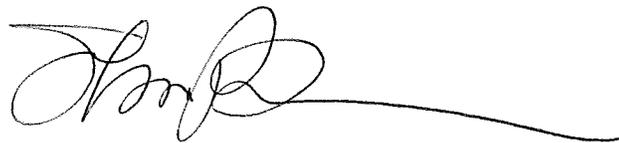
Background

The Board of Trustees asked Chancellor Pan to continue the work of refining a budget development process that is linked to Strategic Priorities, program driven, and conducive to substantive and meaningful guidance and involvement by the Board of Trustees at the early phase of building college and district budgets. The attached process was developed in Winter 2017 with Vice Chancellor Kurt Buttleman, in consultation with Trustees Hill and Carrasco, acting as fiscal subcommittee members.

The timeline calls for the 2018-19 budget to be presented and approved by the board at the June 2018 board meeting, before the beginning of the 2018-19 Fiscal Year. Any necessary changes to the preliminary budget may be submitted at the September or October 2018 board meeting.

Recommendation

This process is being presented today for information and feedback from the Board of Trustees.



Dr. Shouan Pan
Chancellor

Seattle Colleges
Budget Development Process
December 1, 2017

The planning and budgeting process is designed to achieve the best possible alignment between financial resources and the ultimate goal of advancing student achievement. This new process outlines key elements and a sequence of the major steps for financial planning and budgeting at Seattle Colleges.

- I. **Engage the Board of Trustees in setting policy directions for budget development and financial management** (December)
 1. Members of the Board of Trustees' Finance Sub-Committee, the chancellor and vice-chancellor of finance and information technology, will meet at the outset of the annual budget development cycle to establish policies, principles, and priorities that serve to guide the budget development and financial management. A proposed work plan is on page 3.
 2. Results of preliminary discussions will be reviewed for input and endorsement by the full Board.

- II. **Develop organizational plans and strategies that reflect strategic priorities** (January –February)

The Chancellor is responsible for working with college presidents and vice chancellor of finance and information technology for developing and implementing strategies for achieving system priorities:

- Align budget recommendations with proven best practices that address the college and district achievement gaps.
 - Adopt and implement strategies that address the causes of the challenges each college faces, that are consistent with proven practices, and that include a set of action steps that uniquely fit the college's circumstances.
- III. **Develop a preliminary budget** (March-April)
 1. The vice chancellor of finance and information technology and college vice presidents for administration are responsible for developing a proposed budget that aligns with the district budgeting principles and priorities and serves to enact the identified strategies and resource allocation. The preliminary budget will include the following:

- Resource estimates for the coming fiscal year
 - The base expenditure budgets
 - Prioritized spending plan to enact the key strategies
 - Fund allocations based on the results of the prioritization process
 - Estimation of preliminary deficit or carry-forward.
2. The chancellor and college presidents present to the Board of Trustees budget adjustments or alignments that support district strategic priorities and ask for Board feedback.

IV. **Communicate the preliminary budgets to key stakeholders (May)**

A public document will be created to communicate the stories of Seattle Colleges' short- and long-term priorities, the challenges it faces, and how it plans to use its resources to address the challenges.

1. The college presidents, together with the chancellor and vice chancellor for finance and information technology, will be responsible for holding open forums to present the preliminary budget at individual colleges and the district office.
2. The chancellor and vice chancellor for finance and information technology are responsible for preparing and communicating the annual budget message to employees, the Chancellor's Advisory Council, and other public stakeholders.

V. **Budget approval and adoption (June)**

The chancellor presents the final annual budget to the Board for approval at the June Board meeting. Any amendments to the annual budget, based on the timing of receiving final state allocation and tuition collection, will be presented to the Board for final adoption at the September or October Board meeting.

VI. **Monitor performance and evaluate outcomes from budget decisions**

The chancellor, vice chancellor for finance and information technology, and the college presidents are responsible for monitoring performance and evaluating outcomes based on pre-established goals and making timely adjustments. The vice chancellor for finance and information technology is responsible for providing quarterly financial reports to the Board of Trustees.

Seattle Colleges
Finance sub-committee work plan for 2017-18
December 14, 2017

The below draft work plan was developed in consultation with Trustee Hill and is offered for discussion and input.

Overall goals: Given the current and foreseeable future budget realities, Seattle Colleges needs to a) align budgeting and allocation much more closely with strategic outcomes set by the Trustees, i.e., student success, organizational excellence, and community impact, b) introduce greater transparency and accountability to the budgeting and allocation process, and c) review/revise the allocation process to support organizational changes through ASI.

For that purpose, the following work plan is proposed:

1. Provide the Finance Committee and the Board of Trustees with an overview of the SBCTC Allocation model and the Seattle Colleges' internal allocation models.
2. Incorporate key performance indicators and targeted program level information into quarterly financial reports. Examples include:
 - Enrollment trends
 - Student / Faculty ratios
 - Cost / FTES
 - Cost / Student outcomes measures
 - Program viability studies' outcomes
3. Provide the Board and Finance Committee with information highlighting the major differences in the way each of the colleges conducts operations (i.e., # of staff in advising; \$ spent on marketing, etc.).
4. Work with the Finance Committee to quantify some of the savings from the ASI efforts. Additionally, highlight how any savings will be re-directed.
5. Continue to work with the Finance Committee and Board of Trustees on refinements to the financial reports to highlight how the budget is changing to support strategy – both at each college and district wide (e.g. enrollment management) and actions being taken at each College in 2017-18 to get spending to rate that can be supported by forecasted 2018-19 budget

MEMORANDUM

TO: Board of Trustees

FROM: Shouan Pan, Chancellor

DATE: December 14, 2017

SUBJECT: Chancellor's Report to the Board of Trustees

I. Student Success**a. Enrollment, Enrollment Management****New episode of @ Seattle Colleges**

The self-funded SCCtv debuted a new episode of "@ Seattle Colleges" in November, featuring Seattle Central's Brian Kirk and his music program, and a new "Minute with the Chancellor" segment. November's episode of @ Seattle Colleges also included North's Pharmacy Technician program, Central's Service Learning program, South's Hospitality Management program, North's Physical Education department and a feature on North's architecture created by SCCtv intern Les Tobias. The new program launched in August and episodes broadcast weekly on Saturdays at 5:30pm and 8:30pm and Sundays at 5:30am on SCCtv's cable channel, Comcast Ch 28, Wave Ch 19, Century Link Ch 8005/8505. These episodes broaden general awareness of district programs and serves as a recruitment tool.

b. Student Learning, Retention and Completion**Strategic Enrollment Management**

District-wide Strategic Enrollment Planning is underway. In addition to the formulation of a Strategic Enrollment Management (SEM) Steering Committee, eight (8) SEM Committees have been formed and charged to review current practices and develop interventions for improving recruitment, retention, and completion efforts. The eight SEM Committees include:

1. Recruitment and Outreach
2. Admissions
3. Prerequisites
4. Placement Methods and Process
5. New Student Onboarding (Orientation and Entry—Advising)
6. Evaluation and Data
7. College Climate and Student Experience
8. Academic Program Mix

II. Financial Health

a. College/District Budgets

Trustee Steve Hill met with Drs. Shouan Pan and Kurt Buttlerman to discuss the next phase of district budget development. Trustee Hill articulated the expectation that district budgeting and allocation processes need to be re-conceptualized to closely tie the budget to strategic goals and outcomes, to support ASI and other district initiatives. As a result, a draft work plan is developed, which will be shared with the Board at the December 2017 Board meeting.

b. College/District fundraising and grant activities

End of Year Gift Report

The Foundation for Seattle Colleges reported the following gifts closed in 2017:

- \$100K to establish the endowed Shari D. Behnke Scholarship
- \$350k BMGF Wakefield Scholarships
- \$125K Costco Scholarships
- \$105k MLK Scholarships
- \$550k collaboration with Workforce JP Morgan Chase Foundation

Donor Giving Analysis

The following accrual report was pulled from our new Raiser's Edge Dashboard. These are actual dollars in the door at the District, North and Central during the 2017 calendar year.

Donor Giving Analysis - This Calendar Year

As of 11/30/2017 11:10:13 AM

	# Donors	Total
Repeat	15	\$31,300.00
Increased	87	\$2,292,842.43
New	710	\$1,474,205.59
Recovered	73	\$600,165.07
Decreased	22	\$11,101.00
	907	\$4,409,614.09

Repeat = 15 donors who have given more than one gift during the year

Increased = 87 donors who have increased their giving from the previous year

New= 710 "new" donors who have given cash gifts during the calendar year

Recovered= 73 donors who were recovered and may have not given for a few years, but gave this year

Decreased= 22 donors who have given before, but not this year

Joint Foundation Task Force

The joint Foundation Task Force completed its Phase I work that resulted in the development of an agreed-upon vision, guiding principles, and list of specific tasks that will be addressed in the next 7 months.

Jan Glick and Associates have been retained as the consultant to facilitate the work of Phase II. SCC and NSC colleges' foundations signed the second addendum that extends the MOU between the colleges and their foundations until July 31, 2018. SSC College Foundation is evaluating its options.

It is expected that the current district foundation will also be retained, but with a much narrower focus on continuing as the fiscal agent in fulfilling the ongoing financial transactions of the Pacific Tower.

III. Strategic Planning/Strategic Initiatives**ASI Update**

Luv Sharma has been selected as the new Director of Web Development. This position will be responsible of working with web services staff throughout the district to dramatic improve the "look and feel" and functionalities of colleges and district web pages.

The Search Committee for the first Seattle Colleges' CIO recommended two finalists to Chancellor Pan. An announcement is imminent. The new CIO will be responsible for integrating and improving the functionalities of information technology services throughout the district, in support of the Strategic Goals.

In an effort to prepare employees for processing and leading changes that are taking place throughout Seattle Colleges, Vice Chancellor Blake and his staff have scheduled seven (7) Change Management Training sessions, beginning in the New Year. These training sessions will be two-hour in length, based on the #1 New York Times Bestseller, *"Switch: How to Change Things When Change is Hard"*, by Chip and Dan Heath and builds on the work of renowned change expert John P. Kotter.

IV. Legislative engagement**Hosting Seattle Legislator Mixer**

On December 4, Trustee Chernin, Trustee Hill, Chancellor Pan, and President Edwards-Lange hosted the Seattle legislative delegation Mixer at the One World Dining Room. The college presidents and chancellor presented succinct but convincing data and asked legislators to support a regional play for employees working in Seattle Colleges and other Puget Sound

regional colleges. Speaker Chopp and 15 state senators, representatives, and legislative staff attended the mixer. Seattle Colleges union leaders attended and interacted with the legislators.

Lincoln Ferris will serve as the point person for Seattle Colleges on this issue and work with the Chancellor's Executive Cabinet to continue the engagement with the legislators.

V. Business/Community/Partnerships

Mayor Durkan signed an Executive Order in Support of 13th Year Promise Scholarship

On her second day in office, Mayor Jenny Durkan signed an Executive Order that directs a work team to develop a frame work for implementing a city-wide program called Seattle Promise College Tuition Scholarship Program. South Seattle College hosted the press conference. Mayor Durkan, Chancellor Pan and a SSC 13th Year Scholarship graduate spoke at the press conference. Board Chair Chernin, the three college presidents, and several vice and associate vice chancellors attended the momentous press conference.

In conversation with King County Executive about Transitional Housing

Board Chair Chernin, Chancellor Pan, Interim President Lortz, and consultant Lincoln Ferris have been in several meetings and phone calls with Speaker Chopp, County Executive Dow Constantine, and their staff concerning the potential use of an undeveloped Georgetown Campus parcel for transitional housing for the people experiencing homelessness. Because of the complexity and politics involved in this project, a great deal of multi-party conversations will continue.

Chancellor's Advisory Council

The Chancellor's Advisory Council met on December 6. Council members expressed strong support for the Seattle Promise Scholarship Program and provided advice on how to advance the Regional Pay issue with the state legislators.

Washington STEM Summit, AACC Commission meetings

Chancellor Pan and President Edwards Lange attended the Washington STEM Summit.

Chancellor Pan and President Brown attended AACC Commission meetings in Washington, D.C.



MEMORANDUM

TO: Board of Trustees
FROM: Sheila Edwards Lange, Ph.D., President
DATE: November 30, 2017
SUBJECT: Seattle Central College monthly report

STUDENT SUCCESS

13th Year program expands to Garfield HS

As part of the City of Seattle's effort to expand the 13th Year Promise Scholarship city-wide, Garfield High School seniors are now eligible beginning Fall 2018. The scholarship will allow these students to attend Seattle Central tuition-free for the first year. The college is working with Seattle Public Schools to communicate the program's benefits to students and their parents/guardians.

INSTITUTIONAL EXCELLENCE

Grant helps instructors develop new course

Instructors Melanie King (Art) and Tracy Lai (History) received funding from the University of Washington Asian Studies Development Grant to travel to parts of Asia to conduct research for a new coordinated studies course on East Asia in the 20th Century.

FINANCIAL HEALTH

Community supports scholarship to honor former dean

The Rachel Hidaka Scholarship Committee organized an event that raised \$25,000 toward creating an endowed scholarship, well surpassing the \$10,000 goal. The committee created the scholarship to honor the late Hidaka's decades of service as the founding dean of the Basic Studies program.

EXTERNAL AFFAIRS

Maritime Academy introduces program to Alaska non-profit

Seattle Maritime Academy hosted over 50 students and adults with the Coastal Villages Region Fund, a non-profit in Alaska focused on creating opportunities for residents who want to work and fish. The students participated in the Experience Maritime Project, a Washington Sea Grant-funded initiative to introduce the maritime industry to high school students.

PRIDE POINTS

MESA student, Wood Technology instructor, SVI staff win awards

Shanika Davis, a student in the MESA program, won an award for her research project, "Measuring Cosmic Radiation from Earth to Near Space," at the Society for Advancement of Chicanos/Hispanics and Native Americans in Science (SACNAS) National Conference in October. Carpentry instructor Catie Chaplan won the Women in Trades 2017 Tradeswoman Award in Instruction for her dedication to training students and developing specialized curricula. Pre-Apprenticeship and Construction Training (PACT) director Lawrence Willis and former instructor Guy Astley received awards at the Low Income Housing Institute (LIHI) for their efforts to end homelessness in Seattle.

Classified staff recognized at annual retreat

Tiffani Koyano, an e-Learning program specialist, and Alexis Fein, an administrative assistant in the Health Education Center, received the Classified Staff of the Year award to honor their hard work and dedication, and presented at the Classified Development Advisory Committee Retreat last month.

MEMORANDUM

TO: Board of Trustees
FROM: North Seattle College President Dr. Warren Brown
DATE: Nov. 30, 2017
SUBJECT: Report to the Board of Trustees

I. Student Success

- **NSC BAS Team Wins Regional Award**

For the third straight year, a team of North's B.A.S. International Business students won the Case Study Competition NW regional track held at the University of Washington Foster School of Business Nov. 4. The team of students tackled an MBA level International Marketing case from the Harvard Business School on how Washington wines can expand in the growing China wine market.

II. Financial Health

- **College Budget**

An all-campus meeting was held Nov. 20 to report on the 2017-18 fiscal year budget. Vice President for Administrative Services Andrea Johnson reported that, following aggressive cuts in the past fiscal year, North will not have further internal budget cuts. The college will instead rely heavily on reserves to fund its state operations in FY 17-18. However, a continuing decline in regular enrollments could result in a further Tuition Allocation reduction during FY 17-18.

- **Pedestrian Overpass**

North hosted a presentation by the Seattle Department of Transportation to update the community on the Northgate Pedestrian Bridge Project on Nov. 28. The college has been in negotiations with SDOT regarding alignment and easement issues. North is making every effort to respect the city's timeline for determining an easement, while also ensuring its position represents the needs of the community.

III. Pride Points

- **NSC holds International Night**

International Programs held its biggest event of the year on Nov. 16, when approximately 250 students and community members celebrated International Night. There were musical, dance, and vocal performances by students.

- **NSC hosts STEM Career Fair**

The 2017 STEM Career Fair brought in its largest attendance yet, with 222 overall participants. Hiring representatives from top companies and local firms from across the region were onsite to discuss positions and network with students excited to work in STEM.

MEMORANDUM

TO: Board of Trustees
FROM: Peter Lortz, Interim President
DATE: December 14, 2017
SUBJECT: Report to the Board of Trustees

I. **Student Success**

- Laura Hopkins became South's Interim Vice President of Instruction on Nov. 27, and brings a wealth of experience in professional-technical education and apprenticeship programs to her position. Hopkins' prior roles include Dean of Workforce Instruction at North, Instructional Dean of Professional-Technical Programs at South, Executive Director of the Washington Manufacturing Advance Training Academy and Executive Director of the Aerospace Joint Apprenticeship Committee.
- As part of National Apprenticeship Week (Nov. 13-19), South's Apprenticeship and Education Center joined forces with the Washington State Dept. of Labor & Industries to host a Pathways to Apprenticeship event on Nov. 13. Teachers, counselors and students from high schools across the state came to learn more about the value of taking an apprenticeship pathway, and connected with South as an ideal location to pursue that path.
- South held a First Generation College Student Celebration on Nov. 8 to honor and encourage our many students who are first in their immediate family to pursue a post-secondary credential. It was an important event to let those students know their presence is valued and their hard work will pay off.

II. **Institutional Excellence**

- South's Annual CDAC Retreat brought over 50 classified employees together on Nov. 10 to team-build, hear from union representation, and develop tactics for dealing with change in the workplace with guidance from Seattle Colleges' Manager of Learning and Organizational Development Jenny Calhoun.

III. **External Affairs**

- Mayoral candidates Jenny Durkan and Cary Moon were invited to tour South's Georgetown campus in October, and now-Mayor Durkan accepted the invitation, visiting on Oct. 27. Chancellor Pan and Interim President Lortz gave Mayor Durkan an overview of Seattle Colleges' partnerships with the city and Judy Reed led a tour of Georgetown, with a focus on apprenticeship programs and partnerships.



To: Board of Trustees, Seattle Colleges District

From: Annette Stofer, AFT Seattle President

Re: Report for December 2017 BOT meeting

Program Viability is on the minds of many these days. When the faculty in a program hear that their program is being reviewed because of enrollment and funding problems, they rightly feel nervous. What they have seen around them in the past for other programs that have been terminated is a history of not getting needed support, a trend of not keeping equipment and other needs up-to-date, and pressure on the faculty to recruit and advertise the program or risk closure. AFT Seattle is giving more attention to the situation. I especially want to thank the Faculty Senate at Seattle Central for working on strategies to support programs in distress. We all lose when programs close. We lose diversity in our offerings, we lose excellent faculty who have been committed to our colleges, and we lose faith that there will be investments made to support students and employees.

There is hope that the new program viability timeline will identify struggling programs early on. Then we want to see support and resources targeted at turning things around. An important piece of that is closely working with faculty to learn how to market the programs effectively. But the faculty are not responsible for marketing and student recruitment. These vital functions need to be done by the appropriate employees who are paid to do that very work.

AFT was invited to submit faculty stories about their financial realities to be presented to legislators at the December 4 reception being held by the Chancellor. Many people have shared painful, poignant accounts of the stresses of being drastically underpaid professionals living and working in one of the most expensive cities in the country. I thank the Chancellor for inviting me to attend the reception, and I look forward to letting our stories inform those who can work for change. It is the charge of the state government to fund a healthy system of higher education, which then gives back to our society in so many valuable ways.

As we near the end of Fall quarter and find ourselves in the midst of the holiday season, I would like to thank you for taking on a lot of complicated and sometimes controversial issues. I continue to learn so much in this job, and look forward to 2018, hoping that we see positive changes result from bold decisions made by you, our trustees.



MEMORANDUM

TO: Board of Trustees
Seattle Colleges District

FROM: Dakota Chronis
Student Body President
North Seattle College

DATE: December 14th, 2017

SUBJECT: STUDENT ADMINISTRATIVE TEAM REPORT - Information Only

NSC Student Leadership and Multicultural Programs has the following to report.

- **Successful Pilot Increases Student Involvement:** During our Halloween event, for thirty-six dollars, we created a Snapchat frame which is popular among younger students who use this to easily share photos showing what they are excited about. Frames can be used to indicate event titles, locations, themes, etc. The frame used for this event highlighted North Seattle College's Halloween Party and reached 3600 users through its' social network. Given the success of this low cost application, plans are to use this more in the future to increase visibility and excitement about North Seattle College activities.
- **Increasing Sustainability Efforts Across Campus:** Continuing the work of last year's sustainability board around promoting healthy and sustainable food options on campus, a recent success was collaborating with campus food services to replace commercial espresso beans with socially responsible Fair Trade espresso. We are proud of this achievement because it aligns with our values and goals to support fair labor. This demonstrates tangible steps our student Sustainability Board is taking to partner with campus departments and leaders to make North a model college for sustainability practices.
- **Learning to Advocate with State Legislators for Students:** November 17, 18 four members of our Student Research and Advocacy Board attended the annual CUSP Legislative Academy located in Olympia. Here they met with legislators, learned about legislative processes, and discussed issues impacting community college students across the state. Members also networked with student leaders from other colleges to plan and strategize how they might work together around common goals to support undocumented students, eliminate requirements to disclose past convictions, promote affordable textbooks, and free community and technical college.



NORTH SEATTLE COLLEGE

One of the Seattle Colleges

- **Helping Students in Need:** For the past month, Student Leadership has been gathering food and toiletries donations in preparation for hosting our first Pop up Food Pantry for '17'18. Students who are uncertain about where their next meal is coming from may have a difficult time focusing on their academics. While it does not solve the challenge, the Pop up Food Pantry is an initiative to help alleviate some of their food needs and helps communicate, we care. Food will be distributed to students in need November 30.

DATE : November 30, 2017

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

SUBJECT: ASC Report to the Board of Trustees

Global Engagement Team

The Global Engagement Team (GET) at Seattle Central College has managed several events, both on and off campus, for international and domestic students to get together and have fun. They put on a pumpkin carving event where 40 plus students came together to carve pumpkins and create Halloween decorations. They hosted a trip to a Seattle Sounders game where 20 students met up and cheered on the Sounders as they beat FC Dallas. They also hosted an International Movie Week where, over the course of the week, more than 30 students watched international movies in order to broaden their experiences and connections to other cultures. Later this quarter, they will lead an ice skating trip to Seattle Center to join in Winterfest and engage with the local community. In all, GET has successfully engaged with over a hundred students this quarter and has plans to do much more in the coming year to foster connections between international and domestic students, as well as with the college and community at large.

The International Student Advisory Council (ISAC) has been building connections between the international student population and institutions within the college. They have primarily done this through surveys that are administered and analyzed by ISAC. ISAC is also building connections with international student organizations to organize translation services. Additionally, ISAC is developing materials to provide an “Orientation to Seattle” for international students. ISAC is providing a valuable voice for international students on the campus of Seattle Central College and is continually looking for new ways to develop that role.

Current Successes

Central now has 30 student organizations, including the highlighted NEW CLUBS:

- **STEM Club** that will help connect the various programs and clubs in those fields
- **African Student Association** who this year decided to combine the Ethiopian/Eritrean Student Association and the Somali Student Association to now have representation from 8 African nations and hosted a successful potluck which over 60 students enjoyed.
- **The Political Engagement Club** is planning to work closely with the Associated Student Council in bringing the much-needed student voice to the forefront.

- **The Sustainable Living Club** is our very first student organization based out of the Wood Technology Center and we look forward to building stronger connections between the campuses.
- **The Rock Hounds Geology Club** is looking forward to field trips and encouraging careers and further education in geology.

Student Organizations Resource Council (SORC) hosted 2 Student Involvement Fairs (Social Justice and Multicultural), combined 11 clubs participated and reached out to over 300 students. This year, we reached out to other supporters to also table such as the Multicultural Office, the Library, Art Gallery, TRiO, etc. in the spirit of building community. The Student Leadership Department partnered with the International Education Program in co-hosting the International Education Week. This was the first partnership of its kind in planning this annual event.

Central's student organizations successfully hosted several events that added to the cultural and academic richness of the school.

- **Pinning Ceremony** (August 2017) – Student Nurses Association (55 students/staff participated)
- **Teacher Appreciation Day** - Vietnamese Student Association, SORC, and College Activities Board (over 100 students/staff participated)
- **Potluck Celebration** – African Student Association (over 60 students participated)
- **Welcome Back Party** – Alliance of Queer Students (18 students participated)
- **Hues of Our Roots** (art, poetry, cypher, food) – Black Student Union in partnership with Freshest Roots, a community org (event tonight, TBD)
- **Bowling Party at UW** – Korean Student Association (18 students participated)
- **Sports Day** – Taiwanese Student Association, Chinese Student Association (34 students participated)

In addition to these highlighted events, SORC supported nearly a dozen other club events of varying size and purpose.

Lastly, this year marked the beginning of a closer relationship between the Multicultural Office and Student Leadership through a Memorandum of Understanding that shares responsibility to support legacy clubs such as the Black Student Union, Alliance of Queer Students, Muslim Student Association and Movimeinto Estudiantil Chicanx De Aztlan (M.E.C.H.A). Because of this shared support, Central has experienced an increase in activity from these clubs, longer-term planning on their part and a willingness to take on multi-year initiatives.

major events are coming:

- **Basic and Transitional Studies Department** is hosting their quarterly graduation ceremony
- **Women in Science and Engineering** will be hosting the annual Engineering Mentorship Night

- **Respiratory Care Club** will be hosting their 2nd annual Respiratory Care Conference for community
- **Anime and Manga Club** will send 18 students to Sakura-Con
- **Rock Hounds Geology Club** will be visiting Central Washington University campus' geology department
- **Black Student Union** is working with College Activities Board and Multicultural Office to host a "Week of Action" in February.

College Activity Board (CAB)

Current successes

The College Activities Board has organized, collaborated, or been a part of the following events:

- Jesse Hagopian spoke with Seattle Central students during 2 class hours to over 270 students total
- Intersectionality on Race, Class & Sexuality panel to over 140 students
- Halloween Haunted House over 210 students served
- Halloween Costume Contest with over 30 participants
- Dia De Los Muertos alter and celebration for all students
- Teacher Appreciation Day – with the Vietnamese Student Association and SORC
- Living Voices (3 presentations) in collaboration with Multicultural Services

Upcoming events this quarter

- Hues of Our Roots (art, poetry, cypher, food) – collaboration with Black Student Union in partnership with Freshest Roots
- Nightmare Before Finals Movie Night

Winter Quarter Plans

- Working with Multicultural Events for the Students of Color Conference recruitment and advertising
- MLK Week
- Poetry Night
- Lunar New Year
- Black History Month Movie Series
- Winter Dance

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

Our first news letter was sent to students on Monday, November 20, 2017 at 8:59 AM. The app is playing a big role in reaching out to students.

Volume 1 | Issue 1
November 15, 2017

ASC News

*Email responses to ASC-Comm.central@Seattlecolleges.edu

Thank you for taking the first step to becoming more active in the Associated Student Council (ASC) and greater Seattle Central Community. We in student council work hard to make Seattle Central an enjoyable and progressive community for all students. The Associated Student Council is comprised of 6 Executive members, each working as individuals and as a collective to hear student concerns and advocate for solutions. [Here](#) is some information about each of us and why we want to be student leaders at Seattle Central. We in the Associated Council want nothing more than to work with our fellow students, faculty and staff of Seattle Central to better everyone's time here.

This Year's Projects

Open Educational Resources (O.E.R.) Textbook Affordability:
With Seattle Central College being a leader in reducing barriers to a quality education it makes sense that commitment should extend to affordability. Cost of an education is at an all-time high, the stakes of not having an education is higher. With ASC being empowered by students to represent them in all areas, it's feasible that the ASC finds ways to further accessibility to our wonderful institution. Partnering with the Library and looking to other institutions of higher learning throughout the state, we hope to seek and further implement O.E.R. and affordable materials into the school. Although complicated, you have ASC's commitment to push this initiative to make Seattle Central even more manageable and welcoming through a reduced financial burden.



Student Publications- Student-written and ran newspaper:
This year the student-run newspaper will be starting back up! Beginning Winter Quarter, we will be looking for talented student writers to publish about local issues, happenings on campus, as well as creative pieces in the student paper! There are currently several open positions to be editors of this newsletter.

Transportation Affordability:
Seattle Central Student Leaders have been partnering with King County Metro for the past couple of years in the pursuit of a cheaper student fare. This year we are looking to get a group of students to lobby at the Seattle City Council and King County Council for a \$1.50 per ride student fare. Until then, attached is information on how to take best advantage of the Orca pass that is sold at Central each quarter that costs \$125 for a \$250 pay per ride orca pass.



**SEATTLE
CENTRAL
ASSOCIATED
STUDENT
COUNCIL**

Mingle Monday

In collaboration with Phi Theta Kappa (PTK) and all other student leadership Boards and Clubs, we are taking Mingle Monday to a next level. We are planning to have a series of events that will happen every Monday in the next quarter. These events and activities will encourage diversity and cross racial interactions. Some of the proposed activities include holding events at the cafeteria such as poems, spoken word, flash mobs, and speeches. We all agreed that self-segregation among students can't be prevented, but our challenge is to encourage student engagement. Another great idea is to have a blind trust activity which is, people whom are blind folded standing with boards which have messages such as "I'm a gay, would you trust me and hug, or I'm undocumented, or I'm a Muslim or I'm indigenous, or I'm a refugee/immigrant," We hope the results will be reduction of cultural prejudices among students and students will have different perspectives from other parts of the globe.

Food Pantry

We are working on creating a Food Pantry at the college which will be under the student leadership. We invited all the departments of the school that do student service programs to discuss about the best way of creating a Food Pantry at Central. The meeting will be held at Student Leadership Building, Conference Room from 1:30pm-2:30pm Friday, 12/1/2017. Riccardo, the Dean of student leadership is hosting the meeting. We hope to find answers and suggestions on how we can successfully start the program.

MEMORANDUM

TO: Board of Trustees
Seattle Colleges

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

DATE: December 14, 2017

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

SUPPORTING DEFERRED ACTION FOR CHILDHOOD ARRIVALS (DACA) – NOVEMBER 1

The USA collaborated with the Center for Equity, Diversity and Inclusion for an open microphone to address current immigration issues. Many students read poems and shared their own personal stories and struggles. USA decided to once again host a session soon with an immigration lawyer for DACA students to receive support before permits expire on January 1, 2018.

VETERAN'S DAY – NOVEMBER 6

The USA helped and supported the Flag and Challenge Coin Ceremony which was hosted by the Veteran Center. Domonique Gordon, USA treasurer and veteran, was asked to speak.

VOTER REGISTRATION DRIVE RESULTS

Ninety-one students became new voters as a result of the voter registration drive during Welcome Week. Washington Bus (Political organization for young people in Washington State) assisted us with tabling and canvassing at different locations on campus. Tam Mai, our Vice President and Legislative Liaison mailed all the completed voter registration forms to King County Elections.

INTERIM PRESIDENT PETER LORTZ FORUM WITH USA – NOVEMBER 15

The USA invited the interim President Peter Lortz and Vice President of Student Services Rosie Rimando-Chareunsap to the USA meeting. Students had an opportunity to ask questions about

campus issues. There was discussion on how to support students on DACA, reducing textbooks prices, cafeteria menu and affordability, sustainability (reducing/eliminating plastic bottles on campus and vending machines) and smoking policies.