



Board of Trustees Meeting

2018

North Seattle College

9600 College Way North

Seattle, WA, 98103



SEATTLE COLLEGES DISTRICT BOARD OF TRUSTEES

January 11, 2018

STUDY SESSION 1:30 p.m. North Star Dining Room
North Seattle College
9600 College Way North
Seattle WA 98103

REGULAR SESSION 3:00 p.m. North Star Dining Room
North Seattle College
9600 College Way North
Seattle WA 98103

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.

3:20 p.m. INTRODUCTIONS
Kurt Buttleman, Interim Vice Chancellor for Academic and Student Success
Steve Leahy, Interim Director of Government Relations
Luv Sharma, Director of Web Services

3:25 p.m. PRESENTATION
College Bridge Scholarship
Curtis Bonney, NSC Dean for Basic and Transitional Skills

- 3:40 p.m. RECOMMENDED BOARD ACTIONS | ACTION**
- A. Minutes from December 14 **Tab 2**
- 3:45 p.m. INFORMATIONAL ITEMS**
- A. Workforce Diversity Report **Tab 3**
 - B. Seattle Colleges Strategic Plan, Goal 4 – First Reading **Tab 4**
 - C. Seattle Minimum Wage Ordinance Increase and Initiative 1433 **Tab 5**
- 4:10 p.m. ORAL REPORTS** **Written Reports can be found under Tab 6**
- A. Chancellor’s Report
 - B. Chair’s Report
 - C. Trustees
 - D. Labor Union Representatives
 - 1. Ms. Annette Stofer, AFT Seattle Community Colleges
 - 2. Mr. Steve Hoffman, Washington Federation of State Employees
 - 3. Mr. Bob Sullivan, AFT-SPS
 - E. Student Representatives
 - 1. Mr. Omar Osman, Seattle Central College
 - 2. Mr. Dakota Chronis, North Seattle College
 - 3. Ms. Angel Decker, South Seattle College
 - F. College Presidents, Vice Chancellors
 - 1. Dr. Sheila Edwards Lange, Seattle Central College
 - 2. Dr. Warren Brown, North Seattle College
 - 3. Mr. Peter H. Lortz, Interim President
 - 4. Dr. Kurt Buttlemann, 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, February 8, 2017 at South Seattle College Georgetown Campus, 6737 Corson Avenue South, Seattle, WA 98108. 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, December 14, 2017 at Pacific Tower, Seattle
Central College Health Education Center Room 204, 1200 12th Avenue South, Seattle, WA 98144

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	Dr. Kurt Buttleman Dr. Dave Blake
Advisory Representatives	Ms. Maureen Shadair Mr. Derek Edwards, AAG Ms. Annette Stofer, AFT Mr. Robert Sullivan, AFT-SPS Mr. Dakota Chronis, NSC Student Ms. Angel Decker, SSC Student Mr. Nabil Ahmen, SCC Student
Secretary	Ms. Rebecca Hansen

Absent

Visitors who signed in: Pam Racansky, Victor Kuo, Daihong Chen, Adrienne Quinn, Lincoln Ferris,
Jenny Calhoun, Tina Young, Earnest Phillips, Naina Eshwar, Cindy Riche, Malcolm Grothe

REGULAR SESSION AGENDA

CALL TO ORDER

The chair called the meeting to order at 3:17pm.

SAFETY ANNOUNCEMENT

Rebecca Hansen made a safety announcement.

APPROVAL OF AGENDA | ACTION

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

PUBLIC COMMENTS

There were no public comments

INTRODUCTION

Chancellor Pan introduced Cindy Riche, the incoming Chief Information Officer. She will start in this new role on January 2. The board welcomed Dr. Riche and thanked her for taking on the IT challenges that will help us achieve ASI goals.

RECOMMENDED BOARD ACTIONS | ACTION

A. Minutes from November 9

The board reviewed the minutes from the November meeting. **Trustee Gayton made a motion to approve the minutes. Trustee Batayola seconded the motion. The motion carried 4-0.**

B. Tenure Candidates

The board called an Executive Session during their study session to review the chancellor's recommendation for tenure. **Trustee Batayola made a motion to approve tenure for Robert Bunge and Malana Yanos. Trustee Gayton seconded the motion. The motion carried 4-0.** The board congratulated the newly tenured faculty and looks forward to celebrating with them at a reception this spring.

C. Emeritus Status

The board reviewed the chancellor's recommendation to award Sharon Simes Emeritus Status. **Trustee Hill made a motion to approve Sharon Simes for administrative emeritus status. Trustee Batayola seconded the motion. The motion carried 4-0.**

D. Policy 250, Use of Seattle Colleges Facilities – Second Reading

Trustee Batayola made a motion to approve the policy. Trustee Gayton seconded the motion. The motion carried 4-0.

E. WAC 132F-116, Traffic Rules and Regulations –Second Reading

Trustee Batayola made a motion to approve the revised WAC. Trustee Gayton seconded the motion. The motion carried 4-0.

F. WAC 132F-168, Access to Public Records- Second Reading
Trustee Gayton made a motion to approve the revised WAC. Trustee Hill seconded the motion. The motion carried 4-0.

G. Procedure 515 , Fee Changes for Credit for Prior Learning
Trustee Hill made a motion to approve the fee changes effective Winter 2018. Trustee Batayola seconded the motion. The motion carried 4-0.

INFORMATIONAL ITEMS

A. Enrollment Report, 2016-17 Year Summary
The report included all state funded enrollment from summer, fall, winter, and spring 2016-17 and fall 2017; as well as allocation targets and rolling averages.

B. Quarterly Financial Report
Kurt Buttlerman presented the quarterly financial report through September 30, 2017. He reported \$130 million in the operating budget and \$5 million in reserves. Spending is in line but tuition collection is down due to softening enrollment. He outlined changes in the tuition collection breakdown between BAS and non-BAS programs. Local funds from parking was highlighted as areas of reduced cash because we are subsidizing student ORCA cards at a higher level. Food service continues to be a challenge for profit.

C. Budget Policy direction for 2018-19
Chancellor Pan presented the proposed work plan for developing the 2018-19 budget. The plan outlined a process for board reports and action, and a work plan for the fiscal subcommittee.

ORAL REPORTS

A. Chancellor's Report
Chancellor Pan highlighted items from his written report and gave an overview of the SEM steering committee and subcommittees. He also announced the hire of Steve Leahy as part-time Interim Government Relations Director. The chancellor and his team are developing the job description for the permanent position.

B. Chair's Report
Trustee Chernin and President Edwards Lange are serving on Mayor Durkan's transition team and have been advocating for support of our colleges and the 13th Year scholarship program.

C. Labor Union Representatives
Ms. Annette Stofer, AFT Seattle Community Colleges, said that the legislative reception was successful and AFT wants to continue working with legislators to recognize regional pay needs.

D. Student Representatives

Nabil Ahmen, Central, reported that the college is in the initial phases of starting a food pantry. He also reported on continuing negotiations for student ORCA passes.

Angel Decker, South, reported on a DACA support group, Veteran's Day events, and a student forum with interim President Lortz

E. College Presidents, Vice Chancellors

Sheila Edwards Lange reported on an event to honor Rachel Hidaka. The event was a collaboration between faculty and staff and had an inspiring level of energy and support behind it. LIHI recognized faculty for working on tiny houses and the organizers exceeded their fundraising goal.

Warren Brown reported on his recent interview with Dan Evans. The interview was conducted for North's 50th anniversary.

Peter H. Lortz reported that his team is focusing on the budget and making difficult decisions on cuts. He also announced the successful introduction of food trucks on campus and noted that several trucks are operated by SSC alum and running special student pricing. He also announced that the Seattle Stand Down would be held at Georgetown and that donations collected at the employee holiday party will be given to the food pantry to boost stock for winter.

ADJOURNMENT

The meeting adjourned at 4:23pm.

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)

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Seattle Colleges Workforce Profile

Annual Report

Prepared for Board of Trustees—January 2018



Prepared by Seattle College District's Office of HR Services

INTRODUCTION

In the 2017-2018 academic year, Seattle Colleges (SCD) has continued to focus on modifying our language, policies, and hiring practices to embody our priority of inclusion and equity.

INCLUSION

Inclusion refers to a policy of actively involving every employee's ideas, knowledge, perspectives, approaches, and styles. This starts with attracting new employees from a broad range of backgrounds and experiences, but also involves promoting participation from existing employees. Inclusiveness leads to higher morale and innovation, and has been shown to improve productivity and retention rates.

Some current strategies HR Services is implementing to increase inclusiveness on our campuses include:

- Modifying language used in job ads, district policies, and other communications to encourage applications and participation from a wider audience. We have also worked with our Prison Re-Entry Program staff to create job announcements that target those with past criminal histories.
- Adding a cultural competency program for 2018.
- Continuing with the Search Advocate program adapted from Oregon State University. This coming year we will begin development of a new program more specifically tailored to our needs and designed to allow us to build a larger cadre of "search partners". The goal is to train a large enough group to place search partners on as many searches as possible. Our initial goal is to have a search partner on all senior level and faculty searches.

Current SCD hiring practices take into consideration the value of recruiting a diverse range of applicants, and our search committees strive to minimize bias in their selection of new employees. Ideally, we would like to see a match between the percentage of applicants in each ethnic category and the percentage of new hires from that same category. Unfortunately, the data in on the following page (Figure 1) indicate that our progress in this area has reversed course since last year. We hired a lower percentage of new employees than were available in our applicant pools in two categories: Asian & Pacific Islanders (PI) and African Americans. Last year, our new hire percentages exceeded that of the applicant pool in both of those categories. A

hiring goal from last year’s Diversity Report was to improve the percentage of Hispanic new hires—and this we did accomplish.

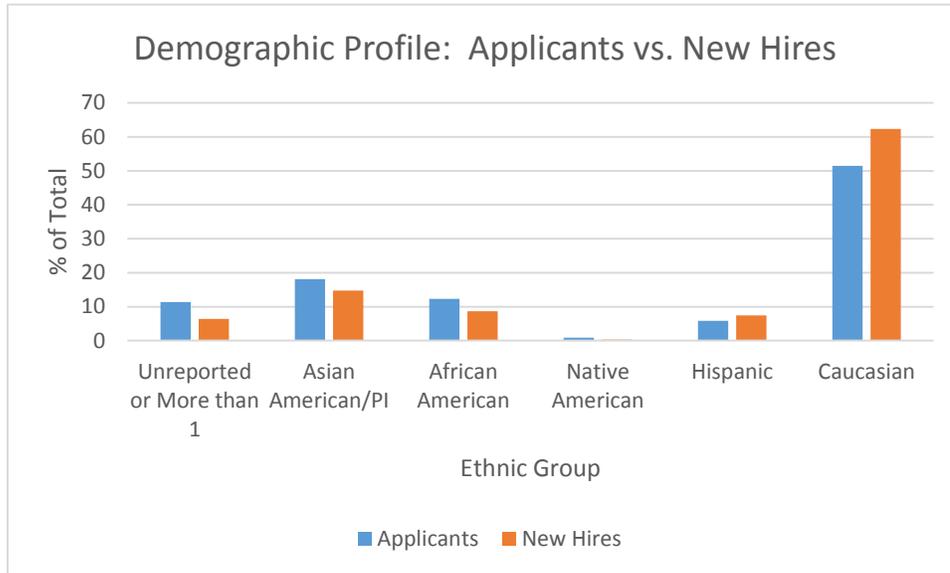


Figure 1. Ethnic distribution of applicants vs. new hires for the 2016-17 academic year. The percentage of applicants within each ethnic category exceeds the percentage of new hires in that category for all but two categories: Hispanic and Caucasian.

EQUITY

Equity in the workplace means that all employees are treated fairly, and all have equal access to opportunities and success. SCD strives to provide equal access to opportunity for all employee types, regardless of race, gender, religion, or physical ability. This is done through mentorship programs, professional development classes, and the award of salary and benefits

Over the past several years, employee turnover rates have increased for all employee types (see Figure 2). This year, we have seen a slight decline in exempt turnover; however, all percentages indicate a higher than expected average turnover rate. We have begun using an online exit survey to better quantify and track turnover data. Primary reasons cited for high turnover are dissatisfaction with the work environment and dissatisfaction with compensation level. Seattle Colleges is working with local legislative leaders as well as OFM in leading, advocating, and creating a geographic pay differential for all colleges with the Puget Sound region.

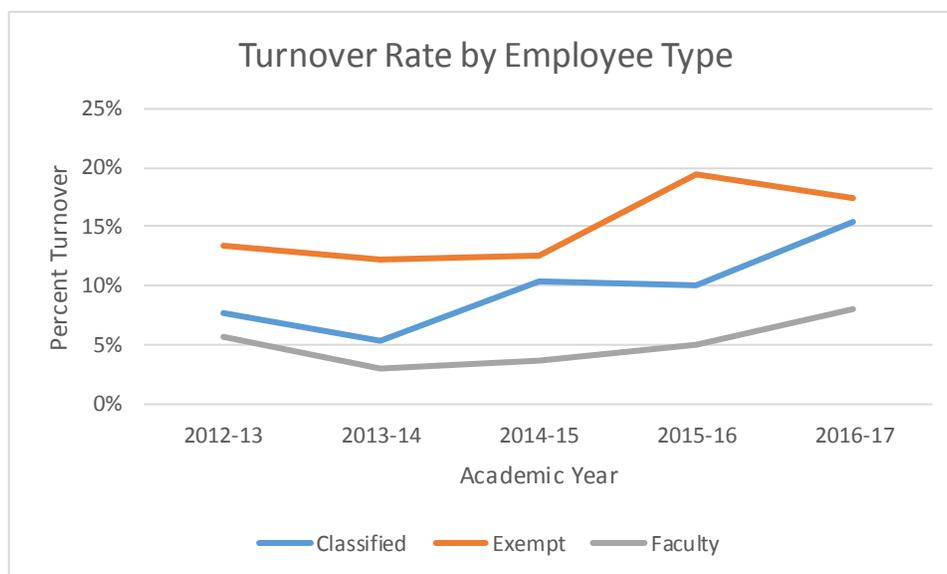


Figure 2. Turnover rates for each employee type. In the last two years, there has been an increase in turnover at Seattle Colleges, particularly within the exempt employee category.

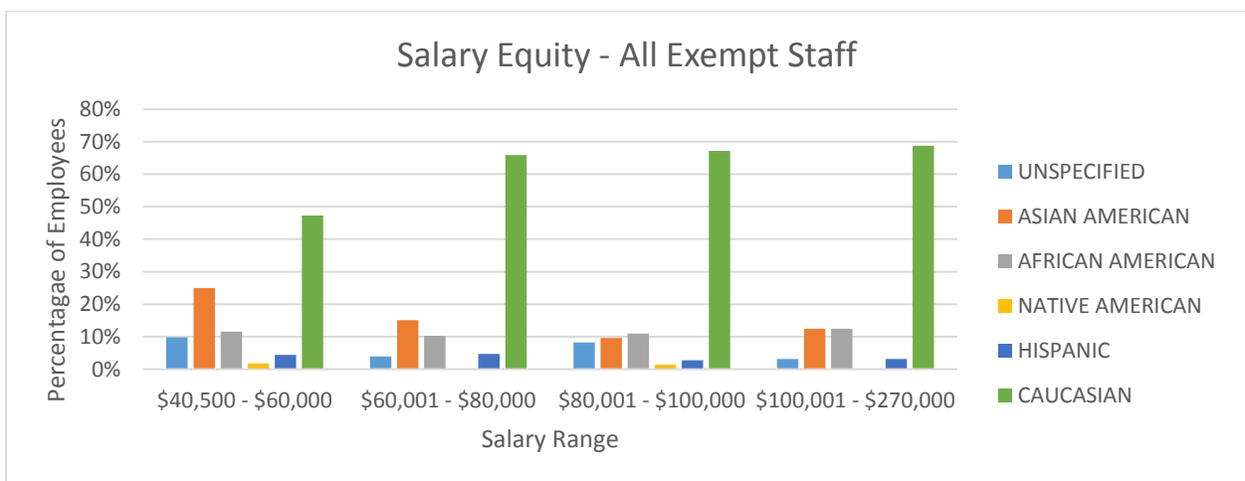
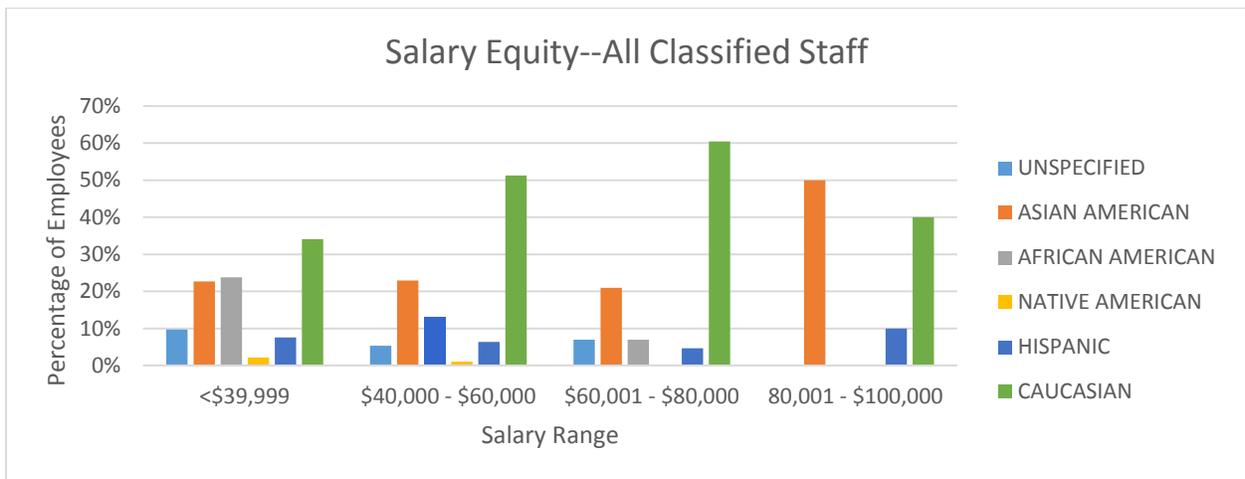
Employee Compensation and Benefit Equity

There are three labor unions representing the interests of SCD employees: AFT-Professional Staff union (Exempt employees), AFT-Seattle (Faculty), and the WFSE (Classified).

Approximately 88% of our workforce is represented. Generally, compensation and benefits, as mandatory subjects for bargaining, are established through the collective bargaining process for our represented employees.

For all our exempt employees, both represented and non-represented, a compensation committee convenes weekly to review requests for salary re-evaluations, stipends, and title changes. In 2016-2017, we created processes for stipend and salary management and have recently developed an internal promotion process, received input from the Chancellor’s Executive Cabinet, and announced the new process districtwide in November of 2017. We have adjusted our benchmark data to move away from limited local comparators to using nationally benchmarked data that is representative of our need to recruit on a national level for top talent.

Figure 3 below shows three separate bar charts. The top chart shows four salary ranges of our classified employees and the demographic profile within each salary range. The middle chart shows the same information for our exempt employees. The bottom chart combines exempt and classified employees and compares the gender composition within each of the salary ranges. Since last year, we have achieved a slight increase in diversity at the upper salary ranges. For example, within the highest salary ranges of both classified and exempt employees there has been a small increase in Hispanic representation. This is a positive trend, but continued improvement will remain a high priority. With respect to gender equity, employees paid salaries within the top range continues to be the only salary category overrepresented by males.



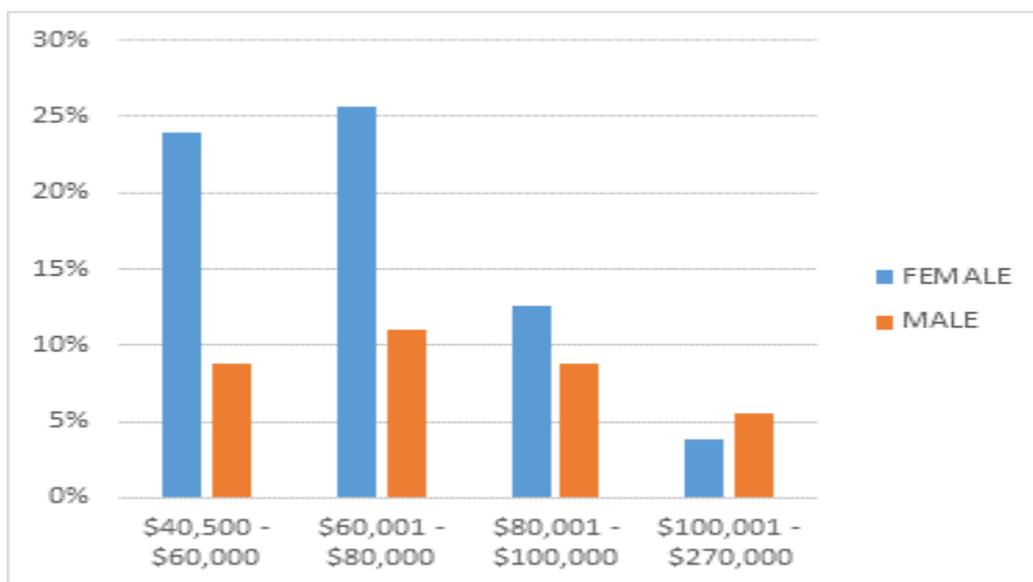


Figure 3. Equity in Compensation for 2016-17. The top two bar graphs show the demographic profile within each salary range for classified and exempt employees, and the bottom graph addresses the issue of gender equity with respect to exempt salary ranges at SCD.

Training & Professional Development

The Seattle College District has always valued lifelong learning and equal access to professional development for all employees, and as of this year, has implemented an in-house professional development program. The first three-day workshop of the “Leadership Development Lab” debuted in October 2017 and is proving to be very much in demand by our employees. The course was developed in collaboration with a districtwide Advisory Group that was made up of classified and exempt employees from the three colleges and Siegal Center. In addition, curriculum input was gathered from many different groups and individuals from across the Seattle Colleges. The course focuses on personal leadership skills and is taught in a highly interactive way that combines practical skill building with reflective practice. A diverse group of employees signed up for the Fall workshop: 1 full-time faculty, 2 part-time faculty, 7 classified employees, and 9 exempt employees. We anticipate that this will have an impact on both morale and turnover rates in our district. Effective leadership contributes to an inclusive and equitable work environment, where morale is high and employees feel respected and valued.

We are in the processing of developing two new professional development offerings that we will launch during this academic year. In February 2018 we will debut the “Deans Learning Community,” which is a training specifically designed for instructional deans that focuses on leadership, budget management, employee management, and the skills needed to lead change initiatives. In addition, we are creating a supervisor training, focused on supporting new and experienced supervisors in further developing their skills to manage teams effectively.

The goal is to provide relevant and meaningful training to all faculty and staff focusing on technical and personal skills needed to be effective leaders. We are committed to creating skill-building opportunities for all employee types, to support them in achieving their desired career goals.

DIVERSITY

The data presented here represents the entire Seattle College District (SCD) workforce (more than 2,000 total employees during fiscal year 2016-17). Our goal continues to be recruiting and retaining a workforce that mirrors our diverse student population. While our lack of a competitive compensation structure makes recruiting and retaining top talent a challenge, we are committed to working to address and respond to diversity issues across the District.

The bar graph shown on the following page (Figure 4) shows our student and employee populations in comparison to the rest of our community in terms of minority composition. The blue and orange bars represent the percentage found in King County and the City of Seattle, respectively. Overall we meet or exceed either King County or Seattle; however, we still note a gap in Hispanics especially in our student population relative to Seattle overall.

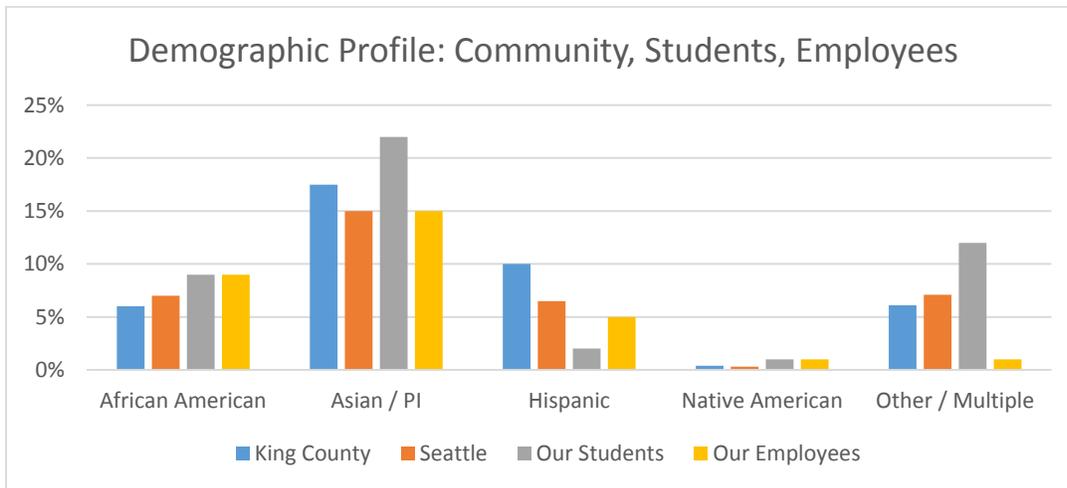


Figure 4. Comparison of Student, Employee, and Community Compositions 2016-17. This chart compares all of Seattle College’s employees with our student population and our surrounding community. City of Seattle and King County demographic data from U.S. Census Bureau report, 2016. Seattle Colleges data is from October 2016; data on other and/or multiple ethnic identities is not collected by SCD.

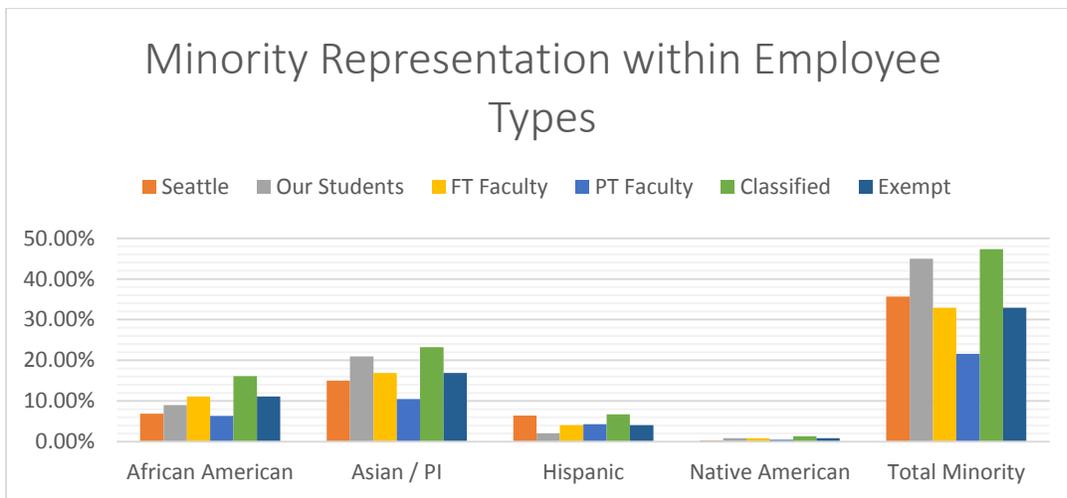


Figure 5. Comparison of Employee Type Compositions for 2016-17. This bar graph compares the demographics within each minority group for the City of Seattle (2016 Census), Seattle Colleges Students, Full-Time Faculty, Part-Time Faculty, Classified & Exempt employees. The “Total Minority” column includes each of the minority groups listed as well as individuals who identify as belonging to more than one race or ethnicity for SCD students and City of Seattle only. Data is not maintained on SCD employees who identify with more than one race or ethnicity.

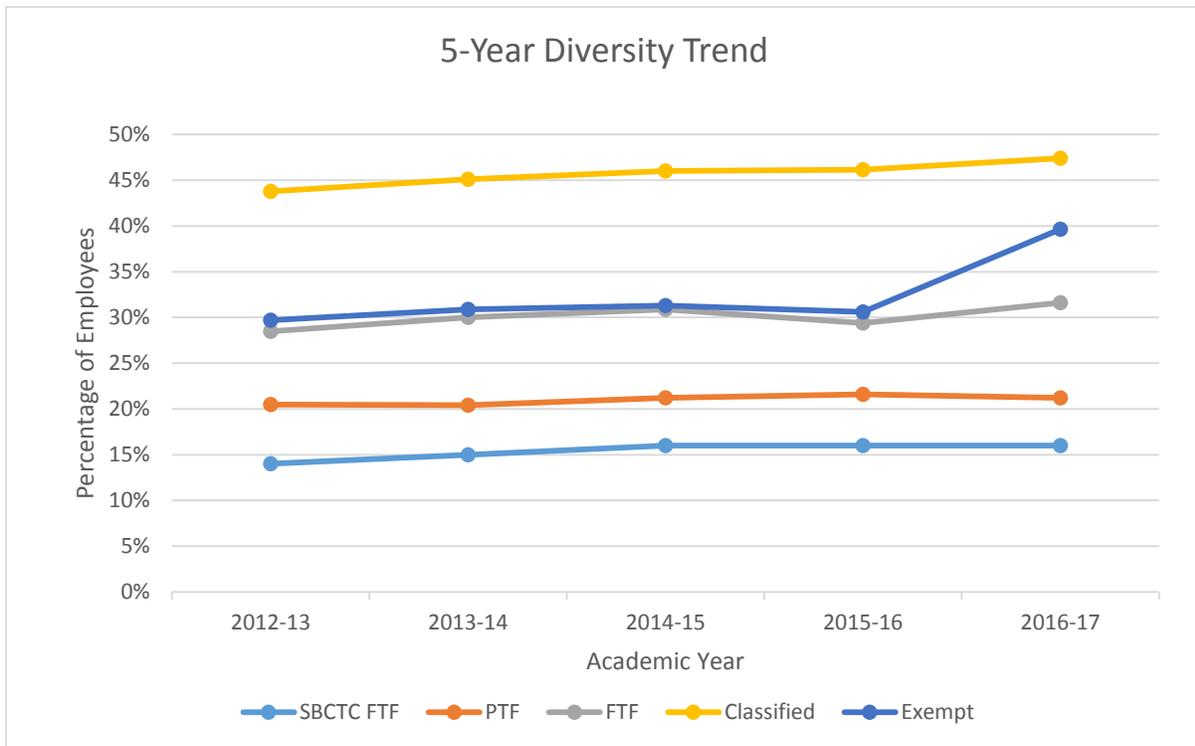


Figure 6. Minority Composition Over Time. The percentage of people of color working as Part-Time Faculty (PTF), Full-Time Faculty (FTF), Classified and Exempt staff, with comparison to data from the State Board of Community and Technical Colleges (SBCTC) for the entire State of Washington.

CONCLUSION

While the proportion of our positions held by people of color have remained constant for the past 5 years, we note a 9% increase for 2016-2017 in the exempt classification (professional staff). On average, we are making progress but continue to have challenges in retaining diverse candidates in the highly competitive job market. It is imperative that Seattle Colleges proactively work on pay and cost of living issues to help turnover. We have begun tracking exit survey data to better determine specific reasons for a higher than expected voluntary turnover. We plan to include that data in next year’s report to the Board.

STRATEGIES FOR IMPROVEMENT

- We will continue to invest time and money into improving our methods of talent acquisition. The ~40 employees districtwide who were trained as Search Advocates will provide a solid core of advocates on each campus helping to improve our outreach to the Hispanic communities in our area. Representation of this demographic is low in both our student and employees populations. This program will also provide an opportunity to improve our recruitment of women to higher level positions.
- Continue to expand our offerings in leadership development, change management, and effective recruiting strategies that include all employees regardless of classification.
- Mandate the use of search partners (employees trained as Search Advocates or trained through a comparable program aimed at minimizing unconscious bias) on all executive and faculty searches.
- Develop a “Guide for Seattle Colleges Recruitment” that brings together in a single document the myriad of processes and procedures designed to enhance our recruitment efforts.

APPENDIX

Table 1. Part-time Faculty Demographic Profile

Year	Total Minority	African American	Asian / Pacific Islander	Caucasian	Hispanic	Native American	Unreported
2016-17	21.1%	6.6%	11.2%	74.2%	3.3%	0.1%	4.7%
2015-16	21.6%	6.3%	10.5%	72.6%	4.3%	.5%	5.9%
2014-15	21.2%	5.5%	10.4%	71.4%	4.7%	0.5%	7.4%
2013-14	20.4%	5.8%	9.7%	76.6%	4.4%	0.6%	3.0%
2012-13	20.5%	6.3%	9.8%	76.8%	3.5%	0.9%	2.7%
2011-12	20.1%	6.3%	9.5%	78.4%	3.9%	0.4%	1.5%

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

Table 2. Full-Time Faculty Detailed Analysis

Year	Total Minority	African American	Asian / Pacific Islander	Caucasian	Hispanic	Native American	Unreported
2016-17	30.27%	8.9%	14.7%	65.0%	7.4%	0.6%	3.4%
2015-16	29.8%	8.7%	13.6%	66.9%	6.9%	0.6%	3.3%
2014-15	30.9%	9.1%	14.1%	67.8%	7.2%	0.6%	1.3%
2013-14	30%	8.3%	13.9%	69.1%	6.8%	0.9%	0.9%
2012-13	28.5%	7.9%	12.9%	71.0%	6.0%	1.0%	1.3%
2011-12	28.4%	7.9%	13.3%	70.9%	6.3%	0.9%	0.6%

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

Table 3. Classified Staff Detailed Analysis

	Total	Women	Total Minority	African American	Hispanic	Asian / Pacific Islander	Native American
2017	521	277	247	84	35	121	7
		53.17%	47.41%	16.1%	6.7%	23.2%	6.7%
2016	531	294	274	120	31	120	3
		55.37%	46.14%	16.38%	5.84%	22.60%	1.32%
2015	520	299	239	85	25	122	7
		57.5%	46.0%	16.3%	4.8%	23.5%	1.3%
2014	505	276	228	79	29	115	5
		54.7%	45.1%	15.6%	5.7%	22.8%	1.0%
2013	480	272	210	74	20	111	5
		56.7%	43.8%	15.4%	4.2%	23.1%	1.0%

Table 4. Total Exempt Staff Detailed Analysis

	Total	Women	Total Minority	African American	Hispanic	Asian / Pacific Islander	Native American
2017	343	251	113	38	14	58	3
		73.21%	32.94%	11.08%	4.08%	16.91%	.87%
2016	350	232	107	35	14	56	2
		66.3%	30.6%	10.0%	4.0%	16.0%	.6%
2015	332	210	104	34	18	49	3
		63.3%	31.3%	10.2%	5.4%	14.8%	0.9%
2014	324	207	100	34	17	47	2
		63.9%	30.9%	10.5%	5.2%	14.5%	0.6%
2013	303	196	90	32	18	38	2

MEMORANDUM**TO:** Board of Trustees**FROM:** Dr. Shouan Pan**DATE:** January 11, 2018**SUBJECT:** Seattle Colleges' Strategic Plan Proposed Additional Goal**Background**

At the December 14, 2017 meeting of the Board of Trustees, the Board discussed my proposal to add an additional goal to our Strategic Plan. At that meeting, the Board was presented with 5 options for this additional goal. The Board's discussion centered on two of the presented options and a request was made that the Chancellor work with the Board's Strategic Plan Sub-committee to make a proposal on specific language at the January, 2018 meeting of the Board of Trustees.

Recommendation

We have met as a subcommittee and as a Chancellor's Cabinet and recommend the following for first reading and discussion by the full Board:

New Goal Language:

Equity, Diversity, Inclusion, and Community: At Seattle Colleges, we firmly establish equity, diversity, and inclusion as a strategic goal and human right for all. We frame our decisions and actions with a lens of equity, diversity, and inclusion and are accountable to the community.

New Goal Enumeration:

1. Student Success
2. Equity, Diversity, Inclusion, and Community
3. Organizational Excellence
4. Partnerships

Submitted by and transmitted to the Board of Trustees with favorable recommendation,


Dr. Shouan Pan
Chancellor

MEMORANDUM

TO: Board of Trustees
FROM: Kurt Buttleman & David Blake
DATE: January 11, 2018
SUBJECT: Seattle Minimum Wage Ordinance Increase in 2018 and Initiative 1433

This memo is intended as informational only.

Seattle Minimum Wage Ordinance

Pursuant to the Seattle Minimum Wage Ordinance, as of January 1, 2018, employers with 501 or more employees who do not make payments toward an employee's medical benefits will pay \$15.45 per hour. The Seattle Colleges will be updating our wages to reflect this change.

Initiative 1433

Effective January 1, 2018, the sick leave provision of Initiative 1433 goes into effect. All part time non-exempt employees will accrue 1 hour of sick leave after 40 hours worked. Overtime eligible employees (student and hourly workers) must accrue paid sick leave at a minimum rate of 1 hour of paid sick leave for every 40 hours worked. Sick leave hours in excess of a 40 hour balance will be eliminated on December 31st. Unused paid sick leave of 40 hours or less must be carried over to the following year.

Recommendation

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

Submitted by:



Dr. Kurt Buttleman
Vice Chancellor of Finance & Technology



Dr. David Blake
Vice Chancellor & CHRO

Transmitted to the Board with a favorable recommendation.

A handwritten signature in black ink, appearing to read "Shouan Pan", with a long horizontal line extending to the right.

Dr. Shouan Pan
Chancellor

MEMORANDUM

TO: Board of Trustees
FROM: Shouan Pan, Chancellor
DATE: January 11, 2018
SUBJECT: Chancellor's Report to the Board of Trustees

I. Student Success

Interim Vice Chancellor for Academic and Student Services

Based on the recommendation of the Search Committee chaired by Dr. Warren Brown and my own interviews, Kurt Buttleman was selected as the Interim Vice Chancellor for Academic and Student Success for the next 18-24 months. This position plays a critical role in leading and coordinating system-wide efforts to advance the agenda of student success and student completion. Given Dr. Buttleman's diverse executive experience in Seattle Colleges, his broad skills sets, and his commitment to the community college mission, I am confident that he will perform this role well.

a. Enrollment, Enrollment Management

International Recruitment

Dr. Andrea Insley, Associate Vice Chancellor of Global Initiatives, and Executive Directors of International Programs at SSC and NSC, recently updated the college presidents and the chancellor on the declining trend of international student enrollment across Seattle Colleges and the major contributing factors. The group is taking a fresh look at how international student recruitment efforts are organized at the three colleges, with the objective of reorganizing each college's work to reduce internal competition and maximize coordination and collaboration.

@ Seattle Colleges, December Episode

Self-funded SCCtv debuted a new episode of "@ Seattle Colleges." The December edition featured South Seattle College's Sarah Sabay and a look at South's Educational Opportunity Center. The episode also included North's International Business BAS program, South's Hospitality Management program, and we heard from students about how the colleges have impacted their lives.

II. Financial Health**a. College/District Budgets****Fiscal Subcommittee update**

Trustee Steve Hill, chancellor Pan and vice chancellor Buttleman, met twice during the month of December in preparing for the 2018-19 Fiscal Year budget development. A new budget and allocation work plan is developed and will be shared with the full Board at the January 2018 Board meeting. The revised process is designed to achieve stronger alignment between financial resources and the District Strategic Plan. The chancellor is working with college presidents and other members of the Chancellor's Executive Cabinet to develop the budget priorities for this fiscal year.

b. College/District fundraising and grant activities**Foundation Integration**

The Board's letter on the direction of Seattle Colleges' foundation released in November 2017 unequivocally affirmed that Seattle Colleges will be transitioning to one integrated foundation with one commonly shared data base by August 1, 2018. Progress towards that reality, though slow, is steady:

1. Jan Glick and Associates were retained to facilitate Phase II of the work of the Joint Foundation Task Force.
2. Traci Russell, Executive Director of Advancement of NSC, was appointed to be Project Manager. She has jumped in with both feet and is making contributions.
3. All three college foundations have signed the MOUs between the colleges and their respective foundations, which extend the affiliated relationships to July 31, 2018.
4. The detailed work plan that lists all of the necessary tasks that need to be accomplished, with timelines was shared with members of Joint Foundation Task Force on Monday, January 9, 2018.
5. The most urgent tasks for the month of January 2018 include finalizing the staff and board structure for the new foundation, bringing an attorney onboard, and initiating incorporation processes for the new foundation.

Strategic Planning/Strategic Initiatives**ASI Implementation**

The work of implementing initial ASI decision continues. Dr. Cindy Riche was appointed as the new Chief Information Office and Associate Vice Chancellor of Information Technology; Dr. Kurt Buttleman was appointed as the Interim Vice Chancellor of Academic and Student Success, and Luv Sharma was selected as the Director of Web Services. The selection of all three positions is an important step in fully integrating district-wide work in IT, academic and student services, enrollment management, and web pages.

Strategic Planning Subcommittee update

Trustees Batayola and Chernin met with chancellor Pan, Dr. Kurt Buttleman, and Mr. Victor Kuo to further the Board's conversation at the December Self-Study Session concerning the fourth strategic goal on diversity, equity and inclusion. The subcommittee is prepared to present a new version of the goal to the full Board for its first reading at the January 2018 meeting.

South Presidential Search update

South Presidential Search is progressing according to schedule. The specifics are as follows:

1. Dr. Sheila Edwards Lange and Dr. Bob Dela Cruz (SSC's faculty) have been selected to co-chair the Search Committee. SSC's Associate Dean Laura Kingston will serve as Search Advocate.
2. The position was advertised nation-wide in late December, with the deadline for application submission set for Feb, 16, 2018.
3. Chancellor Pan is working on completing the composition of the Search Committee, with representation from the college, district office, faculty, staff, administrators, the external community, and students.

III. Legislative engagement**Key updates**

1. See position paper (on the current House Bill on increasing compensation for academic employees) shared by chancellor Pan during the Executive Session.
2. Mr. Steven Leahy started his role as the new Interim Director of Governmental Relations. He has reached out to and interacted with several state legislators, legislative staff, and SBCTC staff members. He is monitoring major bills and providing updates to members of the Chancellor's Executive Cabinet.
3. Mr. Lincoln Ferris agreed to serve as the point person on behalf of Seattle Colleges for the issue of Regional Pay Differential. Lincoln has convened an internal group to discuss strategies for outreach and generating support.
4. It is anticipated that Speaker Chopp will appoint two lead sponsors on Regional Pay Differential. Steve Leahy and Lincoln Ferris are monitoring the appointment.
5. Chancellor Pan and President Edwards Lange engaged presidents of community and technical colleges within King County in broaden awareness and build an alliance for the Regional Pay Differential.

IV. Business/Community/Partnerships**Key updates**

1. Chancellor Pan and presidents Brown, Lortz, and Edwards Lange met with presidents of King County community and technical colleges and King County United Way staff before the holidays to explore opportunities for partnerships, particularly in the area of youth outreach, engagement, and academic/career pathways.
2. We are working with presidents of King County community and technical colleges to present a shared position that encourages the County Council to use the ST3 funds as tuition scholarships to King County high school graduates.
3. Drs. Malcolm Grothe and Pan participate actively on the Regional Workforce Strategy System Redesign Group. The Group is charged by the County Executive and the Seattle Mayor to design a first-rate workforce development system for the County and the City. A recommendation is due to the Executive and the Mayor by the end of January 2018.
4. Chancellor Pan met with Dr. Michael Tolley, Associate Superintendent of Teaching and Learning of Seattle Public Schools to explore opportunities for closer partnerships. Specifically, we are exploring ways to create pathways for SPS students to articulate to Seattle Colleges through career and technical pathways in addition to the traditional academic pathways. Seattle Public Schools is interested in having Seattle Colleges faculty offering pathways courses at facilities that belong to SPS.

V. Pride Points**Seattle Colleges Winter Management Team Meeting**

The Seattle Colleges Winter Management Team Meeting was held on December 13. Approximately 100 exempt and AFT-SPS employees attended the meeting to receive updates on ASI Implementation, SEM Committees, our partnership with the City of Seattle for the 13th Year Promise Scholarship, our case for regional pay and upcoming Change Management Workshops. Attendees also participated in a group exercise to highlight accomplishments toward strategic goals from the past year and goals for 2018.



MEMORANDUM

TO: Board of Trustees
FROM: Sheila Edwards Lange, Ph.D., President
DATE: December 28, 2017
SUBJECT: Seattle Central College monthly report

STUDENT SUCCESS

Placement into Spanish courses made simpler

A Spanish instructor recently developed an online test in collaboration with Information Technology (IT) staff to easily place students in the appropriate level of Spanish courses. The placement test assigns a high volume of students to the proper courses more smoothly.

Gathering creates community for African American men

The Student Leadership office recently created an initiative called, “Fellas Friday.” The weekly sessions are designed to help African American male students forge connections with faculty and staff through intellectual empowerment, mentoring and fellowship. It is modeled after a similar program at the University of Texas, Austin, which increased graduation and retention rates among the male students of color.

EXTERNAL AFFAIRS

Maritime Academy presents at local marine expo

Last month, Seattle Maritime Academy participated in the Pacific Marine Expo, the largest commercial marine trade show on the west coast. Maritime staff ran two booths to discuss education, workforce programs and new technology being used by professionals in the maritime industry. Maritime Academy Director Sarah Scherer also spoke about opportunities to engage youth in the industry.

PRIDE POINTS

Seattle Central student wins Transforming Lives Award

Seattle Central student Omar Osman has been named an Association of Community College Trustees Transforming Lives Award recipient. Osman, who currently serves as Associated Student Council’s Executive of Administration, is one of five students throughout Washington to receive this honor. The award recognizes students whose lives have been transformed by pursuing higher education at a community or technical college.

Faculty edits true stories of ordinary soldiers

English instructor Jeb Wyman used a recent sabbatical to edit a collection of 18 stories from veterans of Iraq and Afghanistan wars. They have been compiled into a book, “What They Signed Up For: True Stories of Ordinary Soldiers,” which covers the soldiers’ motivation for enlisting in the military, experience going to war and life after their return. All proceeds from the sale of this book will go to help veterans and their families, veterans’ organizations, service providers and student groups.

Chefs earn high rank in global competition

Seattle Culinary Academy Chef/Instructor Varin Keokitvon and Student Chef Guillermo Carreno Morales traveled to Soria, Spain and placed fifth in the inaugural “Cooking with Truffles” competition sponsored by the Government of Castilla and Leon. Fifteen pairs of chefs and student chefs from around the world prepared two dishes — one hot and one cold — using black truffles as the key ingredient.

MEMORANDUM

TO: Board of Trustees
FROM: North Seattle College President Dr. Warren Brown
DATE: Dec. 28, 2017
SUBJECT: Report to the Board of Trustees

I. Student Success

- **NSC Computer Science Transfer Students Display Academic Success at UW**

In 2016-2017, 13 North Seattle College Computer Science students transferred to University of Washington with a mean prerequisite GPA of 3.6, a first quarter GPA of 3.43, and mean GPAs of 3.66 in Software Engineering and 3.32 in Data Structures and Algorithms.

II. Financial Health

- **New Patrons' Circle Donor**

The NSC Education Fund Patrons' Circle recognizes individuals, corporations, and foundations whose cumulative contributions exceed \$25,000. This quarter, the Education Fund welcomed two new Silver Level Patrons, a Gold Patron, and a Bronze Level Patron. In addition to their financial investments, the Education Fund welcomes a new guest lecturer, a new Property Management Advisory Board member, a new scholarship application reviewer, and the addition of a new student internship opportunity.

III. Pride Points

- **NSC offers online language course**

To better help serve students and provide flexible scheduling, North will be offering its first online language course for Winter quarter, (SPAN&121 – Spanish 1), which is currently full with a waitlist.

- **NSC DICE finalizes a Diversity Action Plan**

The President's Diversity & Inclusion Council for Equity (DICE) recently finalized North's Diversity Action Plan 2018-2022 (five-year plan). The purpose of this diversity and action plan is to embed an equity lens in all college-wide decision-making processes and organizational practices across all of North's divisions and departments. DICE's goal is to identify and create opportunities that can support and advance equity and social justice initiatives. This council is an advisory and action board, that reports to the President through NSC's Office of Diversity & Inclusion.

MEMORANDUM

TO: Board of Trustees
FROM: Peter Lortz, Interim President
DATE: January 11, 2018
SUBJECT: Report to the Board of Trustees

I. External Affairs

- Seattle Mayor Jenny A. Durkan, in her first full day in office on Nov. 29, came to South Seattle College to sign an executive order creating the Seattle Promise College Tuition Program, ushering in a new era of opportunity for Seattle high schools graduates to attend the Seattle Colleges with their first two years of tuition covered.

Durkan's Seattle Promise is greatly inspired by the 13th Year Promise Scholarship created by the South Seattle College Foundation in 2008, which currently guarantees every graduate from Cleveland, Chief Sealth International, and Rainier Beach high schools the opportunity to attend South tuition-free for one year along with special support services to help them succeed. To further develop the Seattle Promise program, Durkan has asked an interdepartmental city team, in partnership with Seattle Public Schools and Seattle Colleges, to create a plan detailing how it will expand and work over time.

- South's Georgetown Campus hosted the 7th Annual Seattle Stand Down on Dec. 14-15, where 442 homeless and at-risk veterans and their family members were offered free access to a wide array of resources and services. In all, over 1000 meals were shared and over 2500 contacts were made with 60 service providers. The Seattle Colleges District has hosted the event since its inception as a community service project of student veterans at Seattle Central, and is organized today with by group of dedicated veteran volunteers from the colleges and community.
- The Georgetown Campus also hosted a holiday dinner for 50 homeless citizens currently living in Nickelsville encampments on December 18. Attendees were treated to an expansive warm meal, raffle prizes, hygiene kits and baked goods.

II. Pride Points

- South Seattle Colleges' Pastry & Baking Arts students used their talents to make a difference this holiday season by baking over 100 dozen cookies for Milk Fest, an event that raised money for the Seattle Milk Fund and their mission to help parents pay for their children's education.
- South's annual staff and faculty holiday party on December 7 was a great success, with colleagues taking time to connect, laugh and donate to the campus food pantry.



MEMORANDUM

TO: Board of Trustees Seattle Colleges District

FROM: Dakota Chronis, Student Body President, North Seattle College

DATE: January 11th, 2017

SUBJECT: STUDENT ADMINISTRATIVE TEAM REPORT -Information Only

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

- **Providing Free Textbooks to Students in Need:** During the first week of winter quarter, our Research and Advocacy Board run a Free Textbook Program in which they both distribute textbooks to students at no cost AND encourage students to donate textbooks. This works both to address a student need – especially for those who may not be able to afford the cost of textbooks – while also promoting a culture of sharing. On average, about eighty students a quarter benefit from this program.
- **Student Greeter Tables:** Greeter tabling is an initiative where experienced students are posted at tables, filled with resources at different key locations around campus. The goal is to help students with any questions they may have, offer directions to finding their class, and to provide a warm welcome to all students – especially new students.
- **Fall Pop-Up Food Pantry Report:** This was second pop up food pantry that we have hosted. Thirty-four students received food from this pantry along with information about where they could access additional food and support from SNAP, local foodbanks, and other programs available through the Opportunity Center for Employment and Education. Through our exit survey, students indicate they would likely utilize this pantry once a month or more if it were available. We are currently continuing to evaluate how we make this a permanent program and possibly increase the frequency of pop up pantries.
- **All Student Leadership Meeting:** Twice a quarter our entire team of thirty student leaders gather for an afternoon of team building and professional development. Last month, Dan Tarker, Director of Student Learning Center, facilitated an interactive workshop to explore what it means to be a leader, what challenges leaders face, and how to overcome them. This exercise provided opportunity to learn from each other through a series of activities that were fun and allowed the team to tap into group wisdom as we learned from each other about leadership. Following this activity, Joe Barrientos engaged our team in a discussion about campus updates, student concerns, and reaffirming the relationship between student leaders and the administration.

MEMORANDUM

TO: Board of Trustees
Seattle Colleges

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

DATE: January 11, 2018

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

FOOD DRIVE TO SUPPORT CAMPUS FOOD PANTRY – NOVEMBER 13 - 22

South's Honor Society, Phi Theta Kappa (PTK) organized an all-campus Thanksgiving food drive to support the campus Food Pantry. We received over 300 non-perishable food items to help support students in need. The campus holiday party planning committee also solicited donations to support the pantry.

MAYOR DURKAN VISITS SOUTH SEATTLE COLLEGE - NOVEMBER 29

Angel Delker, USA president, joined interim President Peter Lortz, Rosie Rimando-Chareunsap, Vice President of Student Services, and Asmaa Dubad, a 13th Year scholar, to provide Mayor Durkan a walking tour of campus. We visited Abigail Daane's physics class and Trio Student Success Services. Mayor Durkan then held a press conference at the new Cascade Hall and signed an executive order to research a plan to provide free community college tuition for Seattle Public High School students.

SEXUAL ASSAULT AND HARASSMENT TRAINING - NOVEMBER 30

The Student Life Development Day forum included a Title IX sexual assault and harassment training for student leaders and student staff employed in Student Life. The training helped provide knowledge regarding sexual assault and harassment policies in the workplace and the proper way of reporting. Everyone has to also complete an online training to gain more knowledge of sexual assault and harassment.