



**SEATTLE  
COLLEGES**

Central • North • South • SVI

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

## SEATTLE COLLEGES DISTRICT BOARD OF TRUSTEES

**April 12, 2018**

### **STUDY SESSION**

1:30 p.m.

Boardroom

Siegal Center  
1500 Harvard Ave  
Seattle, WA 98122

### **REGULAR SESSION**

3:00 p.m.

Boardroom

Siegal Center  
1500 Harvard Ave  
Seattle, WA 98122

### **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.

**INTRODUCTION**

*Jennifer Howard, Vice Chancellor of Administrative Services*

3:10p.m.

**ACCOLADES**

*Transforming Lives Nominees:*

*Jorge Alvarado (North)*

*Kaylin Clarke (South)*

*Omar Osman (Central)*

*Patricia Barnes (SVI)*

*All WA Academic Team Members:*

*Ranim Yousef (North)*

*Manny Fernandez (North)*

*Camila Santos (North)*  
*Johnae Beckem (South)*  
*Sadin Safi (South)*  
*Jie Shan (Central)*  
*Emilio Chavez (Central)*

**3:20 p.m. PUBLIC COMMENTS**

Up to fifteen minutes are set aside for people to express their views on any matter except those restricted to Executive Session.

**3:35 p.m. RECOMMENDED BOARD ACTIONS | ACTION**

- A. Minutes from March 8 **Tab 2**
- B. AFT-SPS Contract **Tab 3**
- C. FY1819 Fee Changes **Tab 4**

**4:00 p.m. INFORMATIONAL ITEMS**

- A. Program Closures **Tab 5**
- B. Professional Leave for 2018-19 **Tab 6**
- C. Budget Development
- D. Final Enrollment Report, Winter 2018 **Tab 7**
- E. SEM Quarterly Report **Tab 8**

**4:20 p.m. ORAL REPORTS**

**Written Reports-Tab 9**

- 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. Omar Osman, Seattle Central College

2. Mr. Dakota Chronis, North Seattle College
3. Ms. Angel Decker, South Seattle College

F. College Presidents, Vice Chancellors

1. Dr. Sheila Edwards Lange, Seattle Central College
2. Dr. Warren Brown, North Seattle College
3. Mr. Peter H. Lortz, Interim President
4. Dr. Kurt Buttleman, Interim Vice Chancellor of Academic and Student Success
5. Dr. Cindy Riche, Chief Information Officer

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

The next meeting of the Board of Trustees will be held on Thursday, May 10, 2018 at North Seattle College, 9600 College Way N, Seattle WA 98103. 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

March 8, 2018  
Minutes

### STUDY SESSION

Seattle Central College  
1701 Broadway  
Seattle 98122

1:30 p.m. Broadway Performance Hall Boardroom

### REGULAR SESSION

Seattle Central College  
1701 Broadway  
Seattle 98122

3:00 p.m. Broadway Performance Hall Boardroom

Attendance: Ms. Teresita Batayola, Ms. Louise Chernin, Ms. Carmen Gayton, Ms. Rosa Peralta, Dr. Shouan Pan, Dr. Warren Brown, Dr. Sheila Edwards Lange, Mr. Peter H. Lortz, Dr. Kurt Buttleman, Dr. Cindy Riche, Ms. Maureen Shadair, Mr. Derek Edwards, Ms. Annette Stofer, Mr. Robert Sullivan, Mr. Dakota Chronis

Absent: Mr. Steve Hill, Mr. Alex Bacon, Ms. Angel Decker, Mr. Omar Osman

## REGULAR SESSION AGENDA

### CALL TO ORDER

Chair Chernin called the meeting to order at 3:03pm.

### SAFETY ANNOUNCEMENT

Rebecca Hansen made a safety announcement and noted attendance

### APPROVAL OF AGENDA | ACTION

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

### PUBLIC COMMENTS

There were no public comments.

### PRESENTATION

Learning Center Seattle



Presenter: *Laura DiZazzo, SCC Dean of Basic and Transitional Studies; Emily Williams, SVI Director of the Student Learning Center*

Learning Center Seattle serves youth ages 16-21 who are disconnected from K-12 and helps them earn a GED credential. After earning their GED, students can attend Seattle Colleges with a tuition waiver to earn an associates degree. The program was launched in spring 2016 and has grown from 5 to 78 enrolled students. 112 students have been served to date.

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

A. Minutes from February 8

**Trustee Peralta made a motion to approve the minutes and Trustee Chernin seconded. The motion carried 3-0, Trustee Gayton abstained.**

B. Recommendation to Grant Tenure

**Trustee Batayola made a motion to approve tenure for 20 candidates. Trustee Gayton seconded. The motion carried 4-0.**

C. Faculty Emeritus

**Trustee Batayola made a motion to approve three faculty for emeritus status. Trustee Gayton seconded. The motion carried 4-0.**

#### **INFORMATIONAL ITEMS**

A. Seattle Colleges Strategic Plan Strategies and Measures

Victor Kuo presented the strategies and measurements we will use to gauge progress toward our goals.

#### **ORAL REPORTS**

##### Chancellor's Report

Chancellor Pan thanked the trustees for their participation in the change management workshops and gave an update on the Seattle Promise.

##### Labor Union Representatives

Mr. Bob Sullivan, AFT-SPS, announced that the contract has been negotiated and is going through a ratification vote among members. It will come before the board for a vote in April.

##### Student Representatives

Mr. Dakota Chronis, North Seattle College, informed that board of the March 14 walkout to raise awareness for gun violence in schools.

##### College Presidents, Vice Chancellors

Dr. Sheila Edwards Lange, President of Seattle Central College, reported that the PACTC program received a 2-year, \$600K grant as part of a city, King County and Port of Seattle

partnership to invest in priority hire pre-apprenticeship and worker retention services within disadvantaged communities.

Dr. Warren Brown, President of North Seattle College, reported on a water leak on the NSC campus.

Mr. Peter H. Lortz, Interim President South Seattle College, reported that the welding program at South was named by StateUniversity.com as one of the top 20 welding programs in the nation.

#### **ADJOURNMENT**

**The meeting adjourned at 4:19pm.**

The next meeting of the Board of Trustees will be held on Thursday, April 12, 2017 at Siegal Center located at 1500 Harvard Ave, Seattle 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.*



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**OFFICE OF THE CHANCELLOR**

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**MEMORANDUM**

**TO:** Seattle Colleges Board of Trustees

**FROM:** Shouan Pan  
Chancellor

**DATE:** April 12, 2018

**SUBJECT:** Collective Bargaining Agreement with AFT-SPS Local 6550

**Background**

The Seattle College District and the AFT Seattle Professional Staff union reached a tentative agreement on February 23, 2018. On March 14, 2018, the union members voted to ratify the new collective bargaining agreement. This is the second employment contract for the district with the AFT-SPS Local 6550. The term of this Agreement shall be from July 1, 2018 through June 30, 2021.

**Recommended Action**

It is recommended that the Seattle College District Board of Trustees vote to ratify the new collective bargaining agreement with the AFT Seattle professional Staff Union Local 6550.

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



Shouan Pan  
Chancellor

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# **AGREEMENT**

**SEATTLE COLLEGE DISTRICT VI**

**BOARD OF TRUSTEES**

**and**

**AFT SEATTLE PROFESSIONAL STAFF**

**LOCAL 6550**

**AFT/AFT WA/AFL-CIO**

**July 1, 2018 – June 30, 2021**

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1    **PREAMBLE**

2    This AGREEMENT is by and between the BOARD OF TRUSTEES OF SEATTLE COLLEGE DISTRICT VI and  
3    AFT SEATTLE PROFESSIONAL STAFF, Local 6550, AFT/AFT WA/AFL-CIO. The term "District" used herein  
4    after shall mean the Seattle College District or its lawfully delegated representative. The term "AFT-SPS"  
5    shall mean American Federation of Teachers - Seattle Professional Staff Union.

7    **ARTICLE 1 – RECOGNITION OF BARGAINING AGENT**

8    **Section 1.1 – Recognition:** The District recognizes AFT-SPS as the sole and exclusive bargaining agent  
9    for professional staff employees of Seattle Colleges District VI as referenced by RCW 41.56.021.

11   **ARTICLE 2 – UNION RIGHTS**

12   **Section 2.1 – Agency Shop:** All professional staff, full-time and part-time, shall, as a condition of  
13   continued employment, on or after the thirtieth (30<sup>th</sup>) day after the beginning of said employment,  
14   become members of the AFT-SPS or pay a representation fee equal to the periodic dues uniformly  
15   required as a condition of acquiring or retaining membership in the AFT-SPS. This fee shall be to  
16   reimburse the AFT-SPS for the expense of representing members of the bargaining unit. The District  
17   shall provide payroll deduction of such fees or dues and, upon written authorization as allowed by  
18   current law, contributions to political action committees. Such deductions shall be remitted to the  
19   authorized AFT-SPS representative within seven (7) calendar days of the issuance of payroll checks.

20   If a professional staff member asserts a right of non-association based on bona fide religious tenets or  
21   teachings of a church or religious body of which he or she is a member, that professional staff member  
22   shall pay to an agreed upon non-religious charity or other charitable organization an amount of money  
23   equivalent to the periodic dues uniformly required as a condition of acquiring or retaining membership  
24   in the AFT-SPS, in accordance with statute.

25   **Section 2.2 – Monthly Member Roster:** The District shall provide the AFT-SPS President with a  
26   monthly roster of the names, supervisor, available updated home addresses, phone numbers, dates of  
27   hire, and titles of all professional staff employees.

28   **Section 2.3 – Requests for Information:** The District shall furnish to AFT-SPS, upon request any and  
29   all information relevant to the request from representative of professional staff employees. Requests  
30   shall normally be acknowledged within ten (10) calendar days and the information provided as soon as  
31   practical thereafter, consistent with the nature of the material requested. The acknowledgement will  
32   either include the expected date on which the information will be provided or reasons why the District  
33   cannot comply with the AFT-SPS's request. Such information will be provided at no cost to the other  
34   party. Where a party believes an information request involves unusual cost or is unduly burdensome,  
35   the AFT- SPS and the District will promptly meet to discuss the request, and may enter into agreements  
36   to modify the request or share the costs in producing the information.

37   The District shall furnish to the AFT-SPS a copy of the proposed District budget upon request. The AFT-  
38   SPS President or designee shall be given the opportunity to comment on the District budget.

**Section 2.4 – Union Representatives:**

**Section 2.4.1 - List of Representatives:** The AFT-SPS will provide the District with a written list of the names of each current union representative.

The Union will maintain the list. The District will not recognize an employee as a union representative if their name does not appear on the list.

**Section 2.4.2 - Paid Release Time:** Union representatives will be granted a reasonable amount of time during their normal working hours to address contractual issues without loss of pay.

**Section 2.5 – Use of Bulletin Boards and Facilities:** The AFT-SPS shall have the right to use reasonable bulletin board space at each of the campuses which will be designated by the college or campus. The AFT-SPS shall have the right to use District facilities including rooms for AFT-SPS meeting purposes provided that such usage does not interfere with the regular activities of the District. Any increased costs associated with the use of District facilities will be borne by the AFT-SPS. Such costs will be estimated prior to the use of facilities.

**Section 2.6 – Use of District Mailbox:** The District shall furnish an AFT-SPS designated mailbox at each college.

**Section 2.7 – Use of District Computer & E-Mail Systems:** The AFT-SPS and its members will be permitted reasonable use of District computer equipment and email for purposes of meeting announcements and/or contract related issues. Communications using state equipment should not be considered confidential. With notice to AFT-SPS, the District may refuse to continue this practice due to substantiated violation of ethical practices.

**Section 2.8 – AFT-SPS Meetings:** Employees shall be released to attend AFT-SPS meetings so long as such meetings do not interfere with the employees' regular work responsibilities. Employees from across the District shall be allowed to participate in person or via distance learning technologies if available at no additional cost to the District.

**Section 2.9 – Board of Trustees Representation:** An AFT-SPS representative shall be recognized by the Board at all open Board meetings and may request items to be entered into the agenda. The AFT-SPS representative shall be furnished agendas, minutes, and study materials mailed to the public.

**ARTICLE 3 – DISTRICT / AFT-SPS RELATIONS**

**Section 3.1 – Agreement Management Committee:** An Agreement Management Committee (AMC) shall be formed for the purposes of reviewing the administration of this Agreement and/or of Board policies affecting the AFT-SPS employees' working conditions and attempting to resolve problems that may arise.

The AMC will meet quarterly on mutually agreeable dates provided agenda items are proposed. Additional meetings will be scheduled on an as-needed basis. These meetings are not intended to

bypass the grievance procedure and shall not constitute an invitation to renegotiate the provisions of this Agreement.

**Section 3.2 – AMC Meetings:** The participation by AFT-SPS employees on the AMC shall not interfere with the individual’s work responsibilities.

**Section 3.3 – Notice of Change:** Prior to any significant change in working conditions or other terms of employment, the AFT-SPS will be provided thirty (30) calendar days' advance notice. Less than thirty (30) calendar days, but as many as practical, may be given in emergency situations. A “significant change” is one that rises to the level of being subject to a demand to bargain either for content or impact.

#### **ARTICLE 4 – MANAGEMENT RIGHTS**

**Section 4.1 – Scope of Management Rights:** At its sole discretion, subject to the terms and conditions of this agreement, the District retains all rights and duties of management which will include, but not be limited to, the right to hire, assign work and job responsibilities, evaluate, correct and/or discipline work performance of all its employees; to evaluate the performance of its programs and operations, and to determine when and where facilities and operational resources will be located and maintained in part or in whole—including the size and structure of its workforce and all operations in support of its mission.

#### **ARTICLE 5 – GRIEVANCE PROCEDURE**

**Section 5.1 – Definition of Grievance:** A grievance is a complaint concerning any condition, action, or lack of action on the part of the District that the AFT-SPS believes to be a violation, misinterpretation, or misapplication of this Agreement or statute. All grievances shall be raised at the lowest level where settlement of the issue(s) can be made and shall be processed in a timely manner.

**Section 5.2 – Grievance Consolidation:** When two or more grievances involving the same alleged violation have been submitted, the District and the AFT-SPS may agree to consolidate them for processing.

Any employee or employee(s) who believe(s) a violation of this contract has occurred, or the AFT-SPS on behalf of an employee or a group of employees shall attempt to informally resolve all differences and questions relative to this Agreement. If agreement cannot be reached, a grievance may be filed by the AFT-SPS. The District shall give the AFT-SPS the opportunity to be present at such discussions to make the views of the AFT-SPS known.

**Section 5.3 – Informal Resolution of Differences:** Any employee or employee(s) who believe(s) a violation of this contract has occurred, or the AFT-SPS on behalf of an employee or a group of employees shall attempt to informally resolve all differences and questions relative to this Agreement. If agreement cannot be reached, a grievance may be filed by the AFT-SPS. The District shall give the AFT-SPS the opportunity to be present at such discussions to make the views of the AFT-SPS known

**Section 5.4 – Time Lines:** To be timely, a grievance must be filed in writing not more than thirty (30) calendar days after the employee's or AFT-SPS's cognizance of the facts upon which the grievance is based. All grievance meetings shall be held during the employee's working hours. Following the initial filing of a grievance, the timelines herein may be extended in writing by mutual agreement.

**Section 5.4.1 - Union Responsibility:** In the event AFT-SPS fails to move a grievance to the next step, the grievance shall be deemed settled and closed on the basis of the District's last answer unless both parties mutually agree to extend time limits.

**Section 5.4.2 - District Responsibility:** In the event the District fails to respond within the timelines, the grievance shall automatically move to the next step, excluding mediation or arbitration.

**Section 5.4.3 - Bypassing Steps:** Steps of this procedure may be bypassed with mutual consent of the District and AFT-SPS. A copy of the written grievance will be supplied to the HR Director and the immediate supervisor.

## **Section 5.5 – Formal Grievance Steps:**

### ***Step 1 – Supervising Administrator or Designee:***

The grievance shall be committed to writing, dated, and signed by the grievant(s) and the AFT-SPS representative unless filed on behalf of the bargaining unit. The written grievance shall state the facts upon which it is based, the applicable provision(s) of this Agreement, and the remedy sought. The administrator shall acknowledge receipt of the grievance. The administrator shall discuss the matter with the employee and the AFT-SPS representative. Within twenty (20) calendar days of the receipt of the written grievance, the administrator shall respond in writing to the employee and the AFT-SPS representative. The AFT-SPS representative shall acknowledge service of the response. If the response does not grant the remedy requested, the administrator shall include an explanation.

### ***Step 2 – Vice President's Review:***

The AFT-SPS, in its sole discretion, may forward the grievance to the Vice President or designee of the supervising administrator within fifteen (15) calendar days if not satisfied with the Step 1 response. Within fifteen (15) calendar days, the Vice President shall meet with the AFT-SPS representative and the grievant(s) and respond. In the event the supervising administrator is a Vice President, the matter may be submitted directly to the President or designee.

### ***Step 3 – President's Review:***

If the AFT-SPS is not satisfied with the response of the Vice President or designee, the AFT-SPS may elect to present the matter in writing within fifteen (15) calendar days to the President (or designee). All evidence, arguments or reasons pertaining to the employee's grievance must be presented during the grievance process in order to be included as part of any subsequent hearing. The President (or designee) shall meet with the employee and the AFT-SPS representative within fifteen (15) calendar days of the request. The President shall have fifteen (15) calendar days from the time of the meeting to issue a written response.

**Step 4 – Mediation (Optional):**

Prior to moving to arbitration (Step 5), the parties may jointly request mediation by the Public Employment Relations Commission (PERC) within fifteen (15) calendar days from the date of the President's response. Any grievance not resolved in mediation may be submitted by AFT-SPS to arbitration within fifteen (15) calendar days from the date the mediator declares an impasse. In the event mediation fails to reach agreement on the issue before the parties, any offers of settlement made during the mediation process shall be considered null and void.

**Step 5 – Arbitration:**

The AFT-SPS may, within fifteen (15) calendar days following the written response of the President (or President's designee) or mediator's declaration of impasse, notify the District of its intent to arbitrate the grievance. AFT-SPS shall request a list of at least seven (7) arbitrators, in the Northwest, to be provided by PERC to the parties. The parties shall attempt to designate a mutually agreeable arbitrator. If unable to do so, within fifteen (15) calendar days of receipt of that list, the parties shall flip a standard issue US quarter to determine who shall strike the first name; thereafter each will alternate striking one of the names until one name remains. The person whose name remains shall be selected as the arbitrator.

The arbitrator shall not have any power to modify, add to, subtract from, or disregard any of the terms and conditions of this Agreement. In addition, the jurisdiction of the arbitrator shall be subject to the following provisions:

- a) The arbitrator shall adjudicate only issues that arise under the express terms and conditions of this Agreement.
- b) The arbitrator shall not have authority to extend interpretations to matters other than those applicable to the particular issue(s) in the grievance.
- c) The arbitrator's decision and award shall not grant relief extending beyond a make-whole remedy.
- d) The arbitrator's decision and award shall include a statement of the issue(s), the remedy (if any), and the reasoning and grounds upon which the decision is based, and shall be rendered within thirty (30) days of the arbitration or the date written briefs are received or as agreed between the arbitrator and the parties.
- e) The arbitrator's decision and award shall be based on the evidence and matters presented to the arbitrator during the hearing, and written briefs, if submitted.
- f) The arbitrator will retain jurisdiction until such time as the award is completed.
- g) The arbitrator shall not have the authority to remand an issue back to the parties for negotiations.
- h) The arbitrator may require/subpoena any person to attend as a witness and to bring with him or her any book, record, document, or other evidence. The fees for such attendance shall be paid by the party requesting issuance of the subpoena and shall be the same as the fees of witnesses in the superior court. Arbitrators may administer oaths. Subpoenas shall be issued

1 and signed by the arbitrator and shall be served in the same manner as subpoenas to testify  
2 before a court of record in this state.

3 i) The arbitrator may, at the request of a party for good cause shown, order examination by  
4 deposition of witness(es) where such discovery is relevant and appropriate. Fees and/or  
5 expenses for depositions shall be paid by the party making such request.

6 j) The fees and expenses of the arbitrator shall be borne equally by the parties.

7 **Section 5.6 – Alternate Arbitration Procedure:** Should the parties mutually agree to an alternative  
8 arbitration procedure, the matter will be referred to a PERC Labor Relations Adjudicator/Mediator  
9 appointed by the Executive Director pursuant to RCW 41.56.125 who shall serve as arbitrator. A copy of  
10 the contract the grievance was filed under and any documentation that is part of the grievance history  
11 shall be provided to the arbitrator along with the written statements of the parties' positions in advance  
12 of the hearing. The parties will meet as expeditiously as possible.

13 Present at the hearing will be an AFT-SPS representative and the grievant(s), and up to two  
14 administrators appointed by the President or designee. Each party may present a limited number of  
15 witnesses. The parties will present oral arguments and will be allowed brief rebuttals. The arbitrator is  
16 encouraged to question any participant at the hearing or call for additional information, as he/she  
17 deems necessary. Following such hearing, the arbitrator will render an immediate oral decision,  
18 followed by a written summary judgment. The decision of the arbitrator will be final and binding on all  
19 parties. There will be no recordings, transcription or other records kept of such hearings.

20 **Section 5.7 – Hearings:** All hearings shall be conducted during normal working hours at a time and  
21 place which will afford a fair and reasonable opportunity for all persons entitled to be present to attend.  
22 Employees directly participating in such hearings shall be granted released time. Each party shall bear  
23 the expenses of presenting his or her case.

24 **Section 5.8 – Protection of Participants in Procedure:** Individuals involved in the grievance  
25 procedure shall not suffer any restraint, interference, discrimination, coercion, or reprisal as a result of  
26 any legal participation in the grievance procedure. Any grievance pending arbitration shall in no way be  
27 prejudiced by the termination of the grievant(s).

28 **Section 5.9 – Retroactivity:** Any adjustment, judgment, or settlement awarded as a result of a  
29 grievance, where applicable, may be retroactive to the date of the violation.

## 30 31 **ARTICLE 6 – CLOSURES AND SUSPENDED OPERATIONS**

32 **Section 6.1 – Notice:** When the District determines that operations of all or part of the institution  
33 shall be suspended, the following shall be applicable to employees:

34 a) Suspension occurring prior to the start of the work day will be broadcast to employees by  
35 media serving the community, and by District and campus internal channels.

36 b) For suspensions occurring during the work day, employees will be notified via the campus  
37 alert systems.

**Section 6.2 – Partial-Day Emergency or Designated Closure:** In the event of a partial-day closure, employees may be required to return to work.

**Section 6.3 – Suspended Operations:** Employees relieved from their regular work assignment due to suspended operations will not be required to make up time missed as a result of closures in those instances where classes are cancelled.

**Section 6.4 – Essential Employees:** The District may designate essential employees who may be required to work remotely or on site during a period of suspended operation. Other employees may be notified of their need to work during suspended operations, dependent on operational needs.

## **ARTICLE 7 – HOLIDAYS**

**Section 7.1 – Recognized Holidays:** The Seattle College District shall observe the following paid holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Native American Heritage Day
- Christmas Eve
- Christmas Day
- Personal Day

**Section 7.2 – Holiday Pay Eligibility:** An employee will receive pay equivalent to the employee's work shift on the holiday. When a holiday falls on an employee's regularly scheduled day off, he/she shall receive a day in lieu of the holiday.

## **ARTICLE 8 – VACATION LEAVE**

**Section 8.1 – Accrual:** Employees are entitled to annual leave that accrues at a rate of two (2) - eight (8) hour days per calendar month of completed service. As of December 31<sup>st</sup> of any year, exempt employees' leave balances should be at or below 352 hours. Hours above 352 as of December 31<sup>st</sup> will be extinguished.

**Section 8.1.1 – Hired Before Mid-Month:** New employees hired before the 16th of a month receive credit for the entire month.

**Section 8.1.2 – Hired After Mid-Month:** If hired on the 16th or later, the employee's leave accrual will start on the first of the following month.



**Section 8.2 – Accrual During Leave Without Pay:** Employees on Leave Without Pay (LWOP) more than ten (10) work days in any calendar month shall not accrue vacation for that month.

**Section 8.3 – Scheduling of Vacation:** The employing unit supervisor shall schedule vacation leave at a time most convenient to the work of the unit. Leave will be scheduled in accordance with the wishes of the employee in any amount up to the total of the earned leave credits when possible. Before leave is taken, the employee shall obtain written approval from his or her supervisor.

**Section 8.3.1 – Leave Balance Reporting:** Employees' leave balances will be available online via the employer's Time Leave Reporting (TLR) tool.

**Section 8.4 – Part-time Employees:** Employees working less than full-time but at least 50% of full-time schedules for more than six (6) months shall accrue vacation leave credit on the same pro-rata basis that their position bears to a full-time employee.

**Section 8.5 – Temporary Employees:** Upon hire, employees who are working at a minimum 50% for more than six (6) consecutive months shall accrue vacation of a proportional basis to a full time schedule.

## **ARTICLE 9 – SICK LEAVE / LEAVES OF ABSENCE**

**Section 9.1 – Accrual:** A full-time employee shall accrue one (1) - eight (8) hour day of sick leave credit for each month of completed professional service.

**Section 9.1.1 – Part-time Employees:** Part-time employees shall accrue sick leave on the same pro-rata basis that their appointment bears to a full-time schedule.

**Section 9.1.2 – During Leave Without Pay (LWOP):** Sick leave credits shall not accrue during leave without pay when it exceeds ten (10) work days in any calendar month.

**Section 9.2 – Sick Leave Usage:** Employees shall be allowed to access sick leave because of illness, disability, or injury of the employee or to care for a member of their immediate family. Sick leave may also be granted for condolence or bereavement where the employee has exhausted paid bereavement leave. Immediate family is defined as the employee's parent, spouse, domestic partner or child (biological, adopted, foster, step, and those of whom employee stand in loco parentis).

**Section 9.3 – Sick Leave Reporting:** Employees should report illness or disability to their immediate supervisor at the beginning of any period of sick leave and daily thereafter unless prearranged.

Sick leave will be reported on the approved form.

**Section 9.4 – Sick Leave While on Vacation:** An employee shall have the appropriate time of vacation leave restored to his/her credit if he/she becomes eligible for sick leave while on vacation leave. The employee shall submit a request for change in leave status to his or her supervisor within two days upon returning to work.

**Section 9.5 – Parental Leave:** Parental leave shall be granted because of the birth of a child to the employee and in order to provide care or because of the placement of a child with the employee for adoption or foster care. Notice of such leave should be given to the supervisor as much in advance as possible.

**Section 9.5.1 – Months of Parental Leave Allowed:** Parental leave shall not total more than six (6) consecutive calendar months, including any portion covered by Family Medical Leave (FMLA), unless additional time is granted by the District.

**Section 9.5.2 – Leave Combination:** Parental leave may be a combination of accrued paid leave and/or leave without pay. The combination and use of paid and unpaid leave shall be the choice of the employee.

**Section 9.6 – Attendance Incentive Program:** Attendance incentives or sick leave buy-out programs will be in accordance with provisions found in RCW 41.04.340.

**Section 9.6.1 – Annual Sick Leave Buyout Option:** In January of the year following a year in which a minimum of sixty (60) days of sick leave is accrued, and each following January, an eligible employee may exercise an option to receive remuneration for unused sick leave accumulated in the previous year at a rate of 25% or equal to one day's monetary compensation of the employee for each four full days of accrued sick leave in excess of sixty (60) days. Sick leave for which compensation has been received shall be deducted from accrued sick leave at the rate of four (4) days for every one day of monetary compensation.

**Section 9.6.2 – Sick Leave Buyout at Retirement or Death:** At the time of separation from employment with the college district due to retirement or death, an eligible employee or the employee's estate will receive remuneration at a rate equal to one (1) day of current monetary compensation of the employee for each four (4) full days of accrued sick leave.

**Section 9.6.3 – Sick Leave Reimbursement into VEBA:** Contingent on a vote by the AFT-SPS to authorize continuation of the VEBA program, employees shall have all funds generated by sick leave buyout at retirement contributed to a Voluntary Employee's Beneficiary Association (VEBA). AFT-SPS may give notice to the District at any time that they wish to cancel participation in the VEBA program for the next plan year consistent with the program's guidelines and IRS rules.

**Section 9.7 – Family Medical Leave Act (FMLA):** Pursuant to the Federal Family Medical Leave Act of 1993 (FMLA), eligible employees shall be entitled to a total of twelve (12) workweeks of absence during a twelve (12) month period for one or more of the events cited below:

- a) the birth of a child and to care for the newborn child within one year of birth;
- b) the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- c) to care for the employee's spouse, child, or parent who has a serious health condition;

- d) serious health condition that makes the employee unable to perform the essential functions of his or her job;
- e) any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or
- f) Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

**Section 9.7.1 – Eligibility:** An eligible employee is one who has worked for the District for at least twelve (12) months and for at least 1,250 hours during the previous twelve (12) month period.

**Section 9.7.2 – Other Provisions:** When it is determined that an employee's leave meets the eligibility requirements under FMLA, the District shall notify the employee that part or all of the requested leave falls under FMLA requirements. An eligible employee can take up to twelve (12) weeks of leave during a twelve (12) month period. The District will measure the twelve (12) month period forward from the date the requesting employee's first FMLA leave begins. The employee's next FMLA leave year would begin the first time FMLA leave is taken after completion of the previous twelve (12) month period.

The District may require medical certification for leave under FMLA. Employees may use any combination of paid or unpaid leave to which they are entitled toward the FMLA entitlement. Employee absences shall be granted on an intermittent or reduced schedule at the employee's request when medically documented. Employees granted FMLA leave will be required to give timely notice of intent to return. Upon returning to work after the employee's own FMLA qualifying illness, the employee will be required to provide a fitness for duty certificate from a health care provider. The District will maintain its portion of paid medical benefits during the FMLA period, even if the leave is unpaid. The employee has the right to return to the same or equivalent job upon return from approved FMLA leave.

## **ARTICLE 10 – MISCELLANEOUS LEAVES**

**Section 10.1 – Military Leave:** The District will comply with all current laws relative to military leave.

**Section 10.2 – Civic Duty Leave:** Paid leave of absence for jury duty, or to respond to a subpoena for a legal proceeding must be granted to employees. If the employee is a plaintiff or a defendant in a case not related to his or her employment, there shall be no compensation.

**Section 10.3 – Bereavement Leave:** Paid leave in addition to sick and vacation leave shall be granted for bereavement. Up to five (5) days of bereavement leave shall be granted for each death of a family member or household member. "Family members" is defined as mother, father, sister, brother, mother-in-law, father-in-law, husband, wife, domestic partner, grandparent, grandchild, son, daughter,

stepchild, or a child in the custody of and residing in the home of the employee. Up to four (4) additional days may be granted for out of state travel.

**Section 10.4 – Shared Leave:** The purpose of the Washington Shared Leave program (RCW 41.04.665) is to permit Seattle District employees to come to the aid of another Seattle District employee who is suffering from, or has a relative or household member suffering from, an extraordinary or severe illness, injury, impairment, physical or mental condition which has caused or is likely to cause the employee to take leave without pay or terminate their employment, and the employee has depleted or will likely deplete his/her leave reserves.

The employee in need of leave shall submit to the District HR or its designee, prior to approval or disapproval, a medical certificate from a licensed physician or health care practitioner verifying the employee's required absence, and the expected date of return to work. The District shall determine the amount of leave, if any, which an employee may receive under these rules, not to exceed five hundred and twenty-two (522) days.

The District agrees to consider other methods of accommodating the employee's needs, such as modified duties, modified hours, flextime, or special assignments in lieu of shared leave usage.

**Section 10.5 – Leave Without Pay (LWOP):**

**Section 10.5.1 – Reasons for LWOP:** Leave without pay may be allowed for reasons such as:

- a) Conditions applicable for leave with pay
- b) Disability
- c) Educational pursuit
- d) Leave for government service in the public interest
- e) Parental leave
- f) Family or household care emergencies
- g) To accommodate annual work schedules of employees occupying cyclic year positions
- h) Serious health condition of an eligible employee's child, spouse, or parent
- i) To mitigate the consequences of victims of domestic violence, sexual assault or stalking

**Section 10.5.2 – Requests in Writing:** Requests for planned leave without pay must be submitted in writing and approved by the appropriate supervisor.

**Section 10.5.3 – Non-Accrual During LWOP:** Vacation leave and sick leave credits will not accrue during leave without pay which exceeds ten (10) work days in any calendar month.

**Section 10.5.4 – Duration of LWOP:** Leave without pay extends from the time an employee's leave commences until he/she is scheduled to return to continuous service, unless at the employee's request the appropriate administrator agrees to an earlier date. Leave without pay

shall not exceed twelve (12) months except for educational leave which may be allowed for the duration of actual attendance. Leave without pay may be extended for up to an additional twelve months upon signed request of the employee and signed approval of the appropriate administrator.

**Section 10.5.5 – Return to Work:** An employee will return to work at the same rate of pay in the same or comparable position and in the same geographical area.

**Section 10.6 – Victims of Domestic Violence Leave:** In accordance with RCW 7.69.030, employees who are victims of domestic violence, sexual assault, or stalking as defined by state law may take reasonable vacation or sick leave, intermittent leave with or without pay, or work on a reduced schedule. The College may request leave requested under this section be supported by verification in accordance with WAC 357-31-730.

**Section 10.7 – Exclusion from Arbitration:** Decisions regarding permissive extension of leave benefit(s) as specified in this Article are the exclusive right of the District. Should an employee disagree with the decision, they may request reconsideration by the President within seven (7) calendar days of the decision, but any decision by the President is final and binding without right of recourse.

## **ARTICLE 11 – WORKLOAD**

**Section 11.1 – Reasonable Workload:** Exempt employees are expected to work as many hours as necessary to fulfill their responsibilities and provide the public services which they have been assigned; and the salary paid is full compensation for work performed.

Employees' assignments will be consistent with current job descriptions and reasonable workloads. Individual schedules may change from time to time as approved by the supervisor to accommodate workload or employee requests for flexibility.

Any additional compensation for additional duties requires recommendation by the College President and approval by the District Compensation Committee (DCC), and must include clear documentation of the circumstances warranting additional compensation.

**Section 11.2 – Permanent Change in Duties:** Prior to accepting or making permanent changes in duties the employee or supervisor will request a review by the DCC using the Request for Exempt Change Form. This review will also determine if additional pay is appropriate when additional permanent duties or assignments impact the employee's overall scope of responsibilities and essential functions. Generally, one request regarding a position will be considered in any fiscal year.

**Section 11.3 – Reevaluation:** Reevaluation is the process by which an existing or revised position is evaluated for placement in the proper salary grade. All reevaluations require the use of the Request for Exempt Change form and approval of the DCC. Forms are submitted to the DCC by the campus HR Director. Reevaluation of a position may or may not result in a change of salary grade or annual salary.

1 Within sixty (60) days, the DCC will determine action to be taken on a Position Reevaluation and notify  
2 the employee, supervisor and AFT SPS in writing of the decision and the rationale. Generally, one  
3 request regarding a position will be considered in any fiscal year.

## 4 5 **ARTICLE 12 – COMPENSATION**

6 **Section 12.1 – Stipend Pay:** Eligible “stipend work” is any substantial but temporary assignment not  
7 covered by the employee’s current professional responsibilities defined by the essential functions of  
8 their current job description and is not reasonably covered by the duty statement “performs other  
9 duties as assigned.”

10 Work eligible for a stipend is defined as:

- 11 1. An assignment for a defined period of time but not more than six (6) months or
- 12 2. An assignment to a recurring responsibility, such as managing a specific grant.

13 The Compensation Committee may approve an extension as long as the total stipend length does not  
14 exceed twelve (12) months. At the end of the extension, the employer must determine the ongoing  
15 viability of the assignment.

16 Prior to the assignment start date, stipend work will be:

- 17 1. Described in the Request for Exempt Change Form
- 18 2. Recommended by the immediate supervisor and the College President, and
- 19 3. Approved by the Compensation Committee.

20 Based on operational needs, an employee may be assigned duties not to exceed a 5% increase in  
21 workload and for not more than six (6) weeks without additional compensation.

22  
23 **Section 12.2 – Scheduled Increases:** The District will adjust salaries for all represented professional  
24 staff employees during the term of the July 1, 2018 – June 30, 2021 contract according to the following  
25 schedule:

- 26 1. Effective July 1, 2018, the District will implement a two percent (2%) across the board pay  
27 increase.
- 28 2. Effective July 1, 2019, the District will implement a one percent (1%) across the board pay  
29 increase.

30 These increases are in addition to any COLAs that may be distributed during the term of this contract.

1 **ARTICLE 13 – CONDITIONS OF EMPLOYMENT**

2 **Section 13.1 – Regular Employment:** A regular position is an employment position which:

- 3 a) the District expects to have funding for the foreseeable future, without any currently  
4 known or currently anticipated termination;  
5 b) is ordinarily filled through a competitive recruitment under the District's established  
6 hiring procedure.

7 **Section 13.2 – Reasonable Expectation of Employment:**

8 **Section 13.2.1 – Regular Employment:** An employee hired or placed into a position designated  
9 as regular full or part-time and has acceptable job performance, adheres to District policies, and  
10 demonstrates acceptable professional/personal behavior, will maintain the reasonable  
11 expectation of continued employment with the District.

12 **Section 13.2.2 – Grant-Funded Employment:** Employees hired into grant-funded positions shall  
13 have reasonable assurance of employment subject to withdrawal or expiration of grant funds, or  
14 subject to the nonrenewal provisions in Section 13.3.

15 **Section 13.3 – Non-Renewal:** All non-renewals are subject to the following provisions:

- 16 a) Non-renewal decisions must be vetted and approved by the respective college President and  
17 district Vice Chancellor/Chief Human Resources Officer.  
18 b) Prior to receiving the 30-day written notice, the affected employee will have the opportunity to  
19 present reasons to the President/Chancellor or designee (not directly involved in the original  
20 decision) why the employment contract should be continued.  
21 c) The District may choose to non-renew an employee without cause, with 30 days written notice.  
22 Except for grant-funded positions, non-renewals shall have an effective date of July 1. At the  
23 employer's discretion, the employee may be placed on home assignment for the 30-day  
24 notification period.  
25 d) Except for grant-funded positions, if "time in service" is less than two years, the affected  
26 employee will receive severance equal to one month's pay at the employee's regular salary.  
27 e) Except for grant-funded positions, if "time in service" is two years or more, the affected  
28 employee will receive severance equal to six months' pay at the employee's regular salary.  
29 f) For grant-funded positions, if "time in service" is five years or more, the affected employee will  
30 receive severance equal to six month's pay at the employee's current salary.

31 **Section 13.4 – Dismissal for Cause:** An employee may be dismissed for cause at any time. Dismissal  
32 for cause may be subject to the grievance procedure.

33 **Section 13.5 – Sufficient Cause:** Sufficient cause for termination shall include, but not be limited to:

- 34 a) Conviction of work-related crime;  
35 b) Conviction of a crime which prohibits successful performance of the job;  
36 c) Gross misconduct and/or insubordination;  
37 d) Willful and egregious violation of District rules, policies, procedures, or directives;  
38 e) Documented incompetence in the performance of professional duties;

- f) Neglect of duty or abandonment of position;
- g) Sexual harassment;
- h) Acts of moral turpitude;
- i) Workplace violence;
- j) Knowing and willful breach of ethics;
- k) Conviction for aiding and abetting or participating in:
  - 1) Any unlawful act of violence;
  - 2) Any unlawful act resulting in destruction of Seattle College property; or
  - 3) Any unlawful interference with the orderly conduct of the education process.

**Section 13.6 – Temporary Assignment:** A time-limited position lasting one year in duration with a specific start and end date. Any assignment lasting more than one year requires an open, competitive search. A temporary employee has no right or expectation of regular or continuing employment.

**Section 13.7 – Interim Assignment:** Temporarily filling a vacant position for up to twelve months unless otherwise agreed.

**Section 13.8 – Return Rights:** Upon completion of a temporary or interim assignment the employee has the right to return to their previous position and salary.

**Section 13.9 – Displacement/Reassignment of Regular Employees:** In the event that the District reorganizes, terminates programs, or otherwise needs to displace regular employees, advance notice shall be given to AFT-SPS. If changes will result in termination of professional staff employees, the District shall notify the AFT-SPS at least thirty (30) calendar days prior to the change and the following shall apply:

- a) The District shall reassign an affected employee to a comparable vacant position.
- b) If a regular employee who has been employed with the District less than two (2) years cannot be reassigned, the employee shall receive one (1) month full compensation upon employment termination.
- c) If a regular employee who has been employed with the District two (2) years or more cannot be reassigned, the employee shall receive six (6) months full compensation upon employment termination.

## **ARTICLE 14 – PROFESSIONAL DEVELOPMENT**

**Section 14.1 – Purpose:** The District recognizes the value of having its employees participate in education and skill development training and shall consider requests for such opportunities. The District will encourage and support employees in their development and pursuit of professional development, subject to approval.



1 **Section 14.2 – SCD Tuition Waiver:** Employees may take Seattle Colleges District (SCD) classes  
2 during work time with no loss of pay in accordance with the SCD Tuition Waiver Policy, if approved by  
3 the supervisor, and does not interfere with the completion of employee work assignments.  
4 Consideration for release time to take classes during work time will be limited to trainings or courses  
5 directly related to the employee's current position as determined by the supervisor. The District shall  
6 waive tuition and fees for all employees who wish to take SCD classes per RCW 28B.15.558.

7 **Section 14.3 – Workshops:** Workshops are generally less than two weeks in duration, and focus on  
8 training that promotes employee development and growth. Attendance is subject to preapproval by the  
9 supervisor and will be considered as time worked for employees.

10 **Section 14.4 – Professional Leave:** Professional Leave is used for pursuing development  
11 opportunities between two (2) weeks and one (1) quarter in duration.

- 12 a) Guidelines for Professional Leave -- Professional leave for employees is for the purpose of  
13 demonstrably improving professional capabilities and knowledge and thus enhancing the  
14 potential for contribution to the institution and its goals. Programs longer than one quarter  
15 would be approved under the leave of absence process.
- 16 b) Eligibility -- To be eligible for professional leave, an employee must have completed FTE of three  
17 (3) or more years of full-time employment with the District.
- 18 c) Applications for Professional Leave -- Employees who wish to apply for professional leave must  
19 submit their application to their appropriate supervisor three months prior to the requested  
20 start date. Exceptions can be made due to extenuating circumstances. The supervisor will  
21 submit the application to the College President.
- 22 d) Decision of the Appointing Authority -- The final decision to grant a professional leave to an  
23 employee rests with the District Chancellor. The decision must take into consideration all cost  
24 factors involved with the leave and for filling the vacated position. Professional leave requests  
25 funded with individual college funds will be reviewed and approved by the President or the  
26 Chancellor. Two or more slots for professional development leave may be granted each year  
27 subject to the leave approval process defined above.
- 28 e) Other Factors in Granting Leave -- Major factors in evaluating the request for professional leave  
29 will include cost considerations, the employee's professional leave application, demonstrated  
30 resources and feasibility of the proposal.
- 31 f) Leave Extensions -- The recipient of professional leave may request additional leave without pay  
32 beyond the approved professional leave period. Approval for any additional leave period must  
33 be obtained from the College President and District Chancellor prior to a leave extension. The  
34 College President and District Chancellor will stipulate the conditions and terms upon which  
35 additional leave will be granted.
- 36 g) Compensation -- An employee granted professional leave will receive 100 percent of salary  
37 during the length of the leave.
- 38 h) Committed Service Upon Return From Leave -- Recipients of professional leave must agree in  
39 writing to return to the District immediately upon completion of leave for a period equal to the  
40 length of the leave granted. If the recipient does not return to District employment from  
41 professional leave as specified, or following the termination of an extension of the leave without  
42 pay, the recipient will refund all pay received during the leave period.

- i) Employment by the District -- An employee awarded professional leave may not be employed by the District, with the exception that the employee may teach up to a 33% workload during the hours outside of their pre-leave approved work schedule.
- j) Status upon Return from Leave -- At the conclusion of the approved leave the District agrees to continue such employees in the same position or comparable position, and at a salary no less than the one received when departing on leave.
- k) Written Report -- Recipients of professional leave will submit three copies of a written report concerning their professional leave activities within sixty (60) days after returning from professional leave. One copy of this report will be forwarded to the appropriate supervisor. Two copies will be forwarded to the Vice Chancellor/Chief Human Resources Officer.
- l) Fringe Benefit Status -- Employees will continue to accrue all fringe benefits during the period of any paid professional leave. Insurance and retirement contributions are made through regular payroll deductions.

**Section 14.5 – Copyrights & Patents:** The ownership of any materials, processes or inventions developed solely by an employee's individual effort, research and expense, conducted on his or her own time, shall vest in the employee and be copyrighted or patented, if at all, in his or her name.

The ownership of materials, processes or inventions produced solely for the District and at District expense shall vest in the District and be copyrighted or patented, if at all, in its name.

Where materials, processes or inventions are produced by an employee using significant personnel, time, facilities or other District resources, the parties shall enter into a written agreement as to the ownership, including copyrights or patents prior to production. In the event there is no such prior written agreement, the ownership shall vest in the District.

## **ARTICLE 15 – REDUCTION IN FORCE (RIF)**

**Section 15.1 – Declared Financial Emergencies:** If the Board of Trustees declares a financial emergency, or if the State Board for Community and Technical Colleges declares a financial emergency, Reduction in Force (RIF) procedures may be applied to professional staff positions. In such instances, professional staff employees whose positions are being reduced or eliminated will be given ninety (90) calendar days' notice with a copy to the AFT-SPS. In the case of a RIF, the District reserves the right to laterally transfer candidates who meet the minimum qualifications for any vacant position within the bargaining unit to avoid layoff, with salary set at the rate for the position the employee has been performing.

## **ARTICLE 16 – JOB DESCRIPTIONS / HIRING / VACANCIES / TRANSFER / UNIT WORK**

**Section 16.1 – Job Descriptions:** All regular and part-time professional staff positions shall have a current job description. The job description will detail the scope, primary responsibilities, essential functions, and the assigned supervisor. The supervisor and local HR Director must approve a final copy.

**Section 16.2 – Hiring New Positions:** When a new position is created, the District will provide AFT-SPS with the proposed job description. If the AFT-SPS believes a position should be included in the bargaining unit, the AFT-SPS will request a meeting with the campus HRD to discuss their concerns.

**Section 16.3 – Search Committees:** AFT-SPS is entitled to representation on search committees for Associate Vice Presidents, Vice Presidents, Presidents, Vice Chancellors and Chancellor. HR Services will indicate the number of representatives as appropriate to the search. Prior to the commencement of any search, HR Services will meet with the entire committee to discuss ethical and procedural guidelines.

**Section 16.4 – Notice of Vacancies:** The District will post regular positions for a minimum of seven (7) calendar days, including e-mail notice to all professional staff employees.

**Section 16.5 – Unit Work:** The District will notify the AFT-SPS in the event that an AFT-SPS position/work is being considered for removal from the bargaining unit.

## **ARTICLE 17 – PERSONNEL FILE**

**Section 17.1 – General:** The District shall retain one official personnel file for each employee. This file shall reside in the District Human Resources Office. Any officer or administrator of the District shall maintain no other official personnel file. This provision shall not preclude the maintenance of all lawful payroll records by the business office or maintenance of other essential records by appropriate personnel for the operation of the District. An electronic facsimile of personnel file documents such as leave slips, notices of assignment, and performance evaluations in lieu of actual documents may be kept.

**Section 17.2 – Placement of Material in the File:** Material concerning any employee may be placed in the personnel file after the employee has been notified has been given an opportunity to read, append or answer any charges, complaints, or statements, and sign and date the material. Such signing signifies acknowledgement, but does not imply agreement.

**Section 17.3 – Removal of Adverse Material:** If there has been no action or complaint of the same or similar nature, the adverse material shall be removed upon the request of the employee after two (2) years from the date of placement unless it is demonstrated that such information may be related to a violation of federal or state law or regulations. The College President or designee shall consider a written request for the early removal of adverse material and advise the requesting party in writing of the action taken. The decision of the College President will not be subject to the grievance procedure.

**Section 17.3.1 – Timeliness:** Adverse material more than two (2) years old shall not be used for disciplinary purposes unless there have been complaints of the same nature during those two (2) years.

**Section 17.4 – Right to Review and Make Copies:** With advance notice, an employee may view the contents of their personnel and medical files except for confidential materials. When viewing their file, an employee may be accompanied by another person. The employee may also give signed written permission to a designee to review their personnel file on their behalf.

1 The employee may request to receive a copy of the files' contents or to photocopy the contents in the  
2 presence of the person responsible for the file. Excessive copies may be subject to a fee of up to 10  
3 cents per page.

4 **Section 17.5 – Operational Files:** Administrators may keep operational files on individual employees.  
5 Additional employee files may include supervisory, attendance, and payroll information. Employees  
6 have the right to review operational files as provided for in Section 17.4.

## 8 **ARTICLE 18 – PERFORMANCE EVALUATIONS**

9 **Section 18.1 – General:** The District will conduct an employee's annual performance evaluation.

10 **Section 18.2 – Purpose of Evaluations:** The performance evaluation process will be a participative  
11 and collaborative process to:

- 12 a) review the employee's past performance
- 13 b) establish future performance expectations
- 14 c) recommend training/development needs
- 15 d) identify other organizational support that the employee may need
- 16 e) review, update (as needed), and sign off on current job description
- 17 f) review and update career objectives and plans relevant to employee advancement and  
18 growth.

19 **Section 18.3 – Workload Review:** The current job description and the employee's workload will be  
20 reviewed during the annual performance evaluation.

21 **Section 18.4 – Plan for Improvement:** In the event an evaluation shows areas in need of further  
22 development, the employee and supervisor may proceed with the development of a plan for  
23 improvement designed to strengthen the areas identified. The plan for improvement will be developed  
24 jointly and may include desired outcomes, a timeline for evaluating progress and the resources  
25 available.

26 **Section 18.5 – Disciplinary Action:** Performance evaluations shall not be used to initiate disciplinary  
27 action.

28 **Section 18.6 – Retention:** Performance evaluations will be retained in an employee's personnel file.

29 **Section 18.7 – Employee Copy:** An employee will receive a copy of the completed performance  
30 evaluation.

1     **ARTICLE 19 – INSURANCE & PENSION BENEFITS**

2     **Section 19.1 – Medical Insurance Benefit:** The District will contribute an amount as determined by  
3     the Public Employees Benefits Board (PEBB) annually for benefits. The District shall deduct any  
4     employee contributions necessary to fully fund PEBB coverage. As determined by the PEBB, this  
5     insurance may include dental, life and long-term disability insurance coverage.

6     **Section 19.2 – Retirement Benefit:** The Teacher's Insurance Annuity Association (TIAA) and the  
7     Washington Public Employees Retirement System (WPERS) are available to employees; however, if an  
8     employee has been a member of the Washington State Teachers Retirement System (WSTRS) the  
9     employee may choose to remain on that prior plan. The specific standards for eligibility have been  
10    established and the Employee Services Department is responsible for making the information available  
11    to employees.

12  
13    **ARTICLE 20 – HEALTH / SAFETY**

14    **Sections 20.1 – Reporting Safety Issues:** Employees are encouraged to report to Campus Security  
15    circumstances and/or individuals which may present a threat anywhere on campus. Campus Security  
16    personnel will investigate and report the incidents as needed. Employees should additionally report the  
17    threat to their supervisor. If the supervisor is the threatening party, the employee should report the  
18    event to Security and the Director of Human Resources.

19    **Section 20.2 – Safety Committee:** Washington Industrial and Safety Health Act (WISHA) standards  
20    and procedures shall be conspicuously posted and adhered to at each college campus and district office.  
21    The Professional Staff representative(s), recommended by the AFT-SPS President, will serve as a  
22    representative of the AFT-SPS on the College Safety Committee.

23    **Section 20.3 – District's Role:** In partnering with AFT-SPS to provide a safe environment, the District  
24    will take appropriate steps to mitigate the danger and provide a threatened employee with information  
25    regarding what response(s) are planned or have been taken.

26    **Section 20.4 – Employees' Role:** In partnering with the District, employees shall endeavor to avoid  
27    unsafe work practices and agree to aid the District wherever possible in promoting a healthy and safe  
28    environment in the workplace.

29    **Section 20.5 – Reporting Hazardous Conditions:** Hazardous or unsafe work conditions shall be  
30    reported to a supervisor or another administrator. The affected employee shall not be required to  
31    resume work in the area or perform the hazardous task until the hazard or condition is corrected. A  
32    request to leave or move to a temporary alternate worksite may be granted by the employee's  
33    immediate supervisor.

34    **Section 20.6 – Workplace Violence / Hostile Work Environment:** The District is committed to its  
35    employee's safety and health. As such, workplace violence or a hostile work environment will not be  
36    tolerated.

1 The institution defines workplace violence to include verbal threats, threatening behavior or physical  
2 assaults occurring in the workplace by a stranger, customer, client or co-worker.

3 The District will make reasonable efforts to see that all employees adhere to practices that are designed  
4 to make the workplace safe and secure.

5 Employees are encouraged to come forward with their concerns or complaints about workplace  
6 violence or a hostile work environment and can initiate this process by first contacting their campus HR  
7 Director. Immediate and appropriate action, as described in the complaint procedure, will be taken to  
8 resolve complaints. Retaliation against any individual for making a complaint or cooperating in an  
9 investigation will not be tolerated.

10 **Section 20.7 – Non-Discrimination:** Neither the District nor the AFT-SPS shall discriminate against  
11 any employee on the basis of race, creed, color, national origin, sex, sexual orientation, sexual identity,  
12 disabling condition, marital status, age, religious or civil affiliation, or presence of any physical, sensory,  
13 or mental disability, or veteran status.

14 **Section 20.8 – Workforce Diversity:** The District and AFT-SPS recognize and reaffirm their support  
15 and commitment to the concept of Workforce Diversity.

## 16

### 17 **ARTICLE 21 – TRAVEL / PARKING**

18 **Section 21.1 – Travel:** Employees required to travel in order to perform their duties will be  
19 reimbursed within thirty (30) days for any authorized travel expenses after receipt of the properly  
20 completed Travel Expense Voucher (e.g., mileage and/or per diem), in accordance with the regulations  
21 established by the Office of Financial Management and the District policies.

22 **Section 21.2 – Parking:** The District provides on-campus parking for employees in accordance with  
23 the Commute Trip Reduction Program. Employees who are employed at more than 50% of full time for  
24 more than six (6) months shall have the opportunity to purchase parking permits through payroll  
25 deduction. Appropriate parking permits shall be issued to all employees of the District who purchase  
26 parking.

27 **Section 21.2.1 – Parking Fee Increases:** The impact of changes to parking fees shall be  
28 bargained with AFT-SPS prior to implementation.

## 29

### 30 **ARTICLE 22 – SAVINGS CLAUSE**

31 **Section 22.1 – Partial Invalidity:** If any provisions of this agreement shall be found in violation of the  
32 law or invalid by any court or administrative agency of competent jurisdiction, such provision(s) shall be  
33 deemed invalid. The remainder of the Agreement will remain in full force and effect. AFT-SPS and the  
34 District will meet for the purpose of re-negotiation of any Article or portion of this Agreement found to  
35 be in violation of the law or invalid. Such request by either party shall be in writing within sixty (60)  
36 calendar days of an article or section being found in violation of the law.

1 **Section 22.2 – Release Time For Negotiations:** Employee(s) on the AFT-SPS bargaining team shall  
2 be given reasonable time during work hours to participate in negotiations, without loss of pay or other  
3 benefits, provided this release time does not interfere with the day-to-day operations of the institution.

4 **Section 22.3 – Distribution of Agreement:** An electronic copy of the Agreement shall be posted to  
5 the District web site.

6 **Section 22.3.1 – New Hires:** Newly hired employees shall be provided with the link to this  
7 Agreement.

8 **Section 22.4 – Term of Agreement:** The term of this Agreement shall be from July 1, 2018 through  
9 June 30, 2021.

10 **Section 22.5 – Successor Agreement:** Either party may request negotiations of a Successor  
11 Agreement by notifying the other party in writing prior to expiration. If such notice is given, negotiations  
12 will begin at a time agreed upon by the parties.

13 **Section 22.6 – Wage Reopener:** In the event the legislature authorizes or allocates funding for salary  
14 increases for exempt employees, this Agreement shall be reopened for the limited purposes of  
15 bargaining the distribution of such funds.

1

2

3

4

5 SIGNED this \_\_\_\_ day of \_\_\_\_\_, at Seattle, Washington.

6

7

8 FOR THE AMERICAN FEDERATION OF TEACHERS, SEATTLE PROFESSIONAL STAFF,

9

\_\_\_\_\_  
Coryl Celene-Martel

\_\_\_\_\_  
Jayne Strom-Strebe

\_\_\_\_\_  
Alison McCormick

\_\_\_\_\_  
Robert Sullivan

FOR THE BOARD,

\_\_\_\_\_  
Shouan Pan

Chancellor, Seattle Colleges Board of Trustees



# **APPENDIX A: Salary Grades**

<u>Grades</u>		<u>Minimum</u>	<u>Band 2</u>	<u>Band 3</u>	<u>Midpoint</u>	<u>Band 4</u>	<u>Band 5</u>	<u>Maximum</u>
<b>116</b>	<b>Annual</b>	\$ 42,300	\$ 45,322	\$ 48,343	\$ 50,357	\$ 52,382	\$ 55,393	\$ 58,414
	<b>Monthly</b>	\$ 3,525	\$ 3,777	\$ 4,029	\$ 4,196	\$ 4,365	\$ 4,616	\$ 4,868
<b>117</b>		\$ 43,851	\$ 46,984	\$ 50,116	\$ 52,204	\$ 54,293	\$ 57,425	\$ 60,557
		\$ 3,654	\$ 3,915	\$ 4,176	\$ 4,350	\$ 4,524	\$ 4,785	\$ 5,046
<b>118</b>		\$ 45,488	\$ 48,737	\$ 51,986	\$ 54,152	\$ 56,318	\$ 59,568	\$ 62,817
		\$ 3,791	\$ 4,061	\$ 4,332	\$ 4,513	\$ 4,693	\$ 4,964	\$ 5,235
<b>119</b>		\$ 47,210	\$ 50,582	\$ 53,954	\$ 56,202	\$ 58,450	\$ 61,823	\$ 65,195
		\$ 3,934	\$ 4,215	\$ 4,496	\$ 4,684	\$ 4,871	\$ 5,152	\$ 5,433
<b>120</b>		\$ 49,034	\$ 52,536	\$ 56,039	\$ 58,374	\$ 60,709	\$ 64,211	\$ 67,713
		\$ 4,086	\$ 4,378	\$ 4,670	\$ 4,865	\$ 5,059	\$ 5,351	\$ 5,643
<b>121</b>		\$ 50,943	\$ 54,582	\$ 58,221	\$ 60,647	\$ 63,073	\$ 66,711	\$ 70,350
		\$ 4,245	\$ 4,549	\$ 4,852	\$ 5,054	\$ 5,256	\$ 5,559	\$ 5,863
<b>122</b>		\$ 52,972	\$ 56,755	\$ 60,540	\$ 63,061	\$ 65,584	\$ 69,368	\$ 73,151
		\$ 4,414	\$ 4,730	\$ 5,045	\$ 5,255	\$ 5,465	\$ 5,781	\$ 6,096
<b>123</b>		\$ 55,103	\$ 59,039	\$ 62,974	\$ 65,599	\$ 68,223	\$ 72,158	\$ 76,094
		\$ 4,592	\$ 4,920	\$ 5,248	\$ 5,467	\$ 5,685	\$ 6,013	\$ 6,341
<b>124</b>		\$ 57,353	\$ 61,450	\$ 65,546	\$ 68,277	\$ 71,008	\$ 75,105	\$ 79,202
		\$ 4,779	\$ 5,121	\$ 5,462	\$ 5,690	\$ 5,917	\$ 6,259	\$ 6,600
<b>125</b>		\$ 62,708	\$ 67,187	\$ 71,666	\$ 74,653	\$ 77,639	\$ 82,118	\$ 86,597
		\$ 5,226	\$ 5,599	\$ 5,972	\$ 6,221	\$ 6,470	\$ 6,843	\$ 7,216
<b>126</b>		\$ 68,939	\$ 73,864	\$ 78,788	\$ 82,071	\$ 85,353	\$ 90,278	\$ 95,202
		\$ 5,745	\$ 6,155	\$ 6,566	\$ 6,839	\$ 7,113	\$ 7,523	\$ 7,934
<b>127</b>		\$ 75,510	\$ 80,903	\$ 86,297	\$ 89,892	\$ 93,488	\$ 98,882	\$ 104,275
		\$ 6,293	\$ 6,742	\$ 7,191	\$ 7,491	\$ 7,791	\$ 8,240	\$ 8,690
<b>128</b>		\$ 82,461	\$ 88,352	\$ 94,242	\$ 98,168	\$ 102,095	\$ 107,985	\$ 113,875
		\$ 6,872	\$ 7,363	\$ 7,854	\$ 8,181	\$ 8,508	\$ 8,999	\$ 9,490
<b>129</b>		\$ 89,795	\$ 96,209	\$ 102,623	\$ 106,899	\$ 111,175	\$ 117,588	\$ 124,002
		\$ 7,483	\$ 8,017	\$ 8,552	\$ 8,908	\$ 9,265	\$ 9,799	\$ 10,334
<b>130</b>		\$ 97,510	\$ 104,475	\$ 111,440	\$ 116,083	\$ 120,726	\$ 127,691	\$ 134,656
		\$ 8,126	\$ 8,706	\$ 9,287	\$ 9,674	\$ 10,061	\$ 10,641	\$ 11,221



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**MEMORANDUM**

TO: Board of Trustees

FROM: Dr. Shouan Pan - Chancellor

DATE: April 12, 2018

SUBJECT: Proposed Fee Increases & New Fees for FY2018-19

**Background**

The attached "Fees Request FY2018-19" schedule includes the campuses' requests for raising and changing current fees, as well as establishing several new fees for the incoming academic year 2018-2019.

**Recommendation**

The attached "Fees Request FY2018-19" schedule has been reviewed by the Chancellor's Executive Cabinet. It is recommended that the Board of Trustees approve the proposed fee changes for FY2018-2019 in accordance with Seattle Colleges Policy 108.

Submitted by:

Dr. Kurt Buttleman  
Vice Chancellor for Finance & Technology

Transmitted to the Board with a favorable recommendation.

Dr. Shouan Pan  
Chancellor

# FEES REQUEST 2018-19

## Change/Increase

Campus Sponsor	Fee Category	Fee Title	Fee Begins	Current Rate	Proposed Rate	Amount Change	% Change	Charged Per	Justification and Notes
DW	Lab Fee	COMPUTER LAB FEE	FALL 18	\$ 54.50	\$ 56.68	\$ 2.18	4%	QTR	COMPUTER LAB FEE/STUDENTS
CENTRAL	OTHER	PROCTORING FEE	FALL 18	\$ 25.00	\$ 40.00	\$ 15.00	60%	INSTANCE	PROCTORING EXAMS
CENTRAL	OTHER	CAMPUS ID CARD	FALL 18	\$ 5.00	\$ 7.50	\$ 2.50	50%	INSTANCE	STUDENT IDENTIFICATION CARD
CENTRAL	OTHER	LAB FEE MUSIC	FALL 18	\$ 220.00	\$ 385.00	\$ 165.00	75.0%	INSTANCE	Private Music Lesson
NORTH	PASS THROUGH	CPR 1st AID SUPPLIES	FALL 18	\$ 20.00	\$ 23.50	\$ 3.50	17.5%	COURSE	HeartSaver First Aid Card
NORTH	OTHER	LAB FEE MUSIC	FALL 18	\$ 220.00	\$ 385.00	\$ 165.00	75.0%	INSTANCE	Private Music Lesson
NORTH	OTHER	CAMPUS ID CARD	FALL 18	\$ 5.00	\$ 7.50	\$ 2.50	50.0%	INSTANCE	Student Identification Card
SOUTH	PASS THROUGH	ASE STDT CERTIFICATION	FALL 18	\$ 27.00	\$ 30.00	\$ 3.00	11.1%	QTR	ASE STUDENT CERTIFICATION
SOUTH	OTHER	CAMPUS ID CARD	FALL 18	\$ 5.00	\$ 7.50	\$ 2.50	50.0%	INSTANCE	STUDENT IDENTIFICATION CARD

# Fiscal Year Growth

Campus Sponsor	Fee Category	Fee Title	Fee Begins	Current Rate	Proposed Rate	Amount Change	% Change	Charged Per	Justification and Notes
DISTRICT	GEN LAB	LAB FEE, ART	FALL 18	\$50.00	\$52.00	\$2.00	4.00%	class	Aligns with fiscal growth factor of 4.00%
DISTRICT	GEN LAB	SCIENCE LAB FEE	FALL 18	\$54.50	\$56.68	\$2.18	4.00%	class	Aligns with fiscal growth factor of 4.00%
DISTRICT	GEN LAB	COMPUTER LAB FEE	FALL 18	\$54.50	\$56.68	\$2.18	4.00%	COURSE	Aligns with fiscal growth factor of 4.00%
DISTRICT	GEN LAB	ADDITIONAL CLASS COMPUTER LAB FEE	FALL 18	\$31.25	\$32.50	\$1.25	4.00%	COURSE	Aligns with fiscal growth factor of 4.00%
CENTRAL	GEN LAB	MARITIME LAB FEE	FALL 18	\$50.00	\$52.00	\$2.00	4.00%	Class	Aligns with fiscal growth factor of 4.00%
DISTRICT	GEN LAB	NURSE LAB SUPPLIES	FALL 18	\$50.00	\$52.00	\$2.00	4.00%	Class	Aligns with fiscal growth factor of 4.00%
DISTRICT	GEN LAB	RESPIRATORY LAB FEE	FALL 18	\$50.00	\$52.00	\$2.00	4.00%	Class	Aligns with fiscal growth factor of 4.00%
DISTRICT	GEN LAB	ART LAB FEE	FALL 18	\$50.00	\$52.00	\$2.00	4.00%	Class	Aligns with fiscal growth factor of 4.00%
DISTRICT	GEN LAB	LAB FEE, CHEMISTRY	FALL 18	\$54.50	\$56.68	\$2.18	4.00%	Class	Aligns with fiscal growth factor of 4.00%
DISTRICT	GEN LAB	LAB FEE - PHYSICS	FALL 18	\$54.50	\$56.68	\$2.18	4.00%	Class	Aligns with fiscal growth factor of 4.00%
DISTRICT	GEN LAB	LAB FEE - SAGE	FALL 18	\$54.50	\$56.68	\$2.18	4.00%	Class	Aligns with fiscal growth factor of 4.00%
DISTRICT	GEN LAB	LAB FEE - EARTH SCI	FALL 18	\$54.50	\$56.68	\$2.18	4.00%	Class	Aligns with fiscal growth factor of 4.00%
DISTRICT	GEN LAB	LAB FEE/APPAREL DES	FALL 18	\$50.00	\$52.00	\$2.00	4.00%	Class	Aligns with fiscal growth factor of 4.00%
DISTRICT	GEN LAB	GRAPHIC DESIGN MATRL	FALL 18	\$50.00	\$52.00	\$2.00	4.00%	Class	Aligns with fiscal growth factor of 4.00%
DISTRICT	GEN LAB	JEWELRY LAB FEE	FALL 18	\$50.00	\$52.00	\$2.00	4.00%	COURSE	Aligns with fiscal growth factor of 4.00%
DISTRICT	GEN LAB	ART LAB FEE	FALL 18	\$50.00	\$52.00	\$2.00	4.00%	COURSE	Aligns with fiscal growth factor of 4.00%
DISTRICT	GEN LAB	SCIENCE LAB FEE	FALL 18	\$54.50	\$56.68	\$2.18	4.00%	Class	Aligns with fiscal growth factor of 4.00%
CENTRAL	GEN LAB	LAB FEE MIDI	FALL 18	\$50.00	\$52.00	\$2.00	4.00%	Class	Aligns with fiscal growth factor of 4.00%
NORTH	GEN LAB	WATCH TECH FEE	FALL 18	\$45.00	\$45.60	\$0.60	4.00%	CLASS	Aligns with fiscal growth factor of 4.00%
NORTH	GEN LAB	EMERG TECH PROG	FALL 18	\$35.00	\$36.40	\$1.40	4.00%	CLASS	Aligns with fiscal growth factor of 4.00%
NORTH	GEN LAB	EARLY CHILD PROG FEE	FALL 18	\$30.00	\$31.20	\$1.20	4.00%	Class	Aligns with fiscal growth factor of 4.00%
NORTH	GEN LAB	HEALTH/MED CLASS FEE	FALL 18	\$50.00	\$52.00	\$2.00	4.00%	QTR	Aligns with fiscal growth factor of 4.00%



New

Campus Sponsor	Fee Category	Fee Title	Fee Begins	Current Rate	Proposed Rate	Amount Change	% Change	Charged Per	Justification and Notes
DISTRICT	Lab Fee	BAS LAB FEE	FALL 18	\$ -	\$ 6.50	\$ 6.50	TBD	Credit	BAS LIBRARY FEE
CENTRAL	Lab Fee	LAB CLINIC FEE	FALL 18	\$ -	\$ 25.00	\$ 25.00	TBD	COURSE	LAB CLINIC FEE FOR DA STUDENTS
CENTRAL	OTHER	DA DENTRIX SYSTEM LOGIN	FALL 18	\$ -	\$ 28.00	\$ 28.00	TBD	COURSE	MATERIALS FEE - SEATTLE MARITIME ACADEMY
CENTRAL	OTHER	FIELD TRIP-MATERIALS	FALL 18		\$ 15.00	\$ 15.00	TBD	QTR	MATERIAL FEE
CENTRAL	OTHER	LOCKER RENTAL MARITIME LAB FEE	FALL 18		\$ 5.00	\$ 5.00	TBD	QTR	MATERIALS FEE FOR RECOVERY OF COST OF TOUR
NORTH	MATERIALS	PHYS EDUC SUPPLIES	FALL 18	\$ -	\$ 2.00	\$ 2.00	TBD	COURSE	Cost of Replacing Worn/Damaged Equip.
SOUTH	LAB FEE	VIRTUAL LAB FEE	FALL 18	\$ -	\$ 50.00	\$ 50.00	TBD	QTR	VIRTUAL LAB ACCESS
SOUTH	PASS THROUGH	IT TEST CERT	FALL 18	\$ -	\$ 75.00	\$ 75.00	TBD	COURSE	CISCO CERTIFICATION
SOUTH	OTHER	NET+CERTIFICATION	FALL 18	\$ -	\$ 150.00	\$ 150.00	TBD	COURSE	INDUSTRY SKILLS CERTIFICATION
SOUTH	PASS THROUGH	SECURITY & CERT	FALL 18	\$ -	\$ 209.00	\$ 209.00	TBD	COURSE	CISCO - COMPETENCY BASED IT EMPLOYMENT CERTIFICATION



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**MEMORANDUM**

**TO:** Board of Trustees

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

**DATE:** April 12, 2018

**SUBJECT:** Program Closures - Information Only

**Background**

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

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

HVAC, North Seattle College  
Cosmetology, Seattle Vocational Institute

**Recommended Action**

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

Submitted by and transmitted to the Board as information,

Shouan Pan, Ph.D.  
Chancellor



## NORTH SEATTLE COLLEGE

*One of the Seattle Colleges*

To: Warren Brown, President, North Seattle College  
From: Kristen Jones, Vice President for Instruction, Seattle Central College  
Date: March 21, 2018  
Subject: Recommendation to close HVAC Program

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This memo contains my recommendation to close the HVAC Program at North Seattle College effective Fall Quarter 2018. This recommendation is based on a combination of factors:

- For several years, enrollment in the HVAC program has been consistently low, operating at or below 50% of capacity (24 students) for each cohort.

Year	2013 - 2014	2014-2015	2015-2016	2016-2017
Number of Students	10	14	8	7

- Over the years, several approaches were attempted to recruit a greater number of students and update curriculum to provide more flexible options including:
  - accessing additional funds for targeted marketing including ad buys on social media
  - outreach and guest speaking events
  - engagement with TAC members
  - a partnership attempt with Shoreline Community College
  - offering evening and hybrid courses
  - revising the curriculum to a competency-based model
  - creating an articulated pathway from our HVAC program into South's SBST BAS program
  - Working directly with employers to develop referrals of newly hired employees who require further education and training.
- Given the building boom in King County, labor market data indicates HVAC installers are in high demand, and this demand is primarily addressed through South Seattle's HVAC apprenticeship program. However, within the industry, it is possible to become HVAC maintenance technician through on-the-job training, which negates need for attaining a credential from a college program focused exclusively on residential HVAC maintenance and repair.

### Office of Instruction

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- The decrease in the percentage of students completing the program (44% in 2013-2014 compared to 13% in 2015-16) supports this industry trend.

#### Current Status

- Given low enrollments we did not accept new students into the HVAC program in Fall 2017 or Winter 2018 quarters. All current students are on-track to complete the program by the end of spring 2018.
- Adjunct faculty member, Mark Weber, has been informed there is a recommendation to close the program.
- TAC members have been informed there is a recommendation to close the program.
- Advising, Registration, Workforce Education, Financial Aid, and Marketing have been informed there is a recommendation to close the program.

#### **Office of Instruction**

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# SEATTLE CENTRAL COLLEGE

One of the Seattle Colleges

## OFFICE OF THE PRESIDENT

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seattlecentral.edu

March 30, 2018

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

Dear Dr. Pan:

I am writing to recommend that you approve the permanent closure of the Cosmetology Program at Seattle Vocational Institute at the end of summer quarter 2018. If this proposed closure is approved, the current cohort Cosmetology students would have the opportunity to complete their program of study during the summer quarter.

This decision comes after extensive deliberation, and carefully analyzing and weighing a variety of internal and external factors. Those factors include:

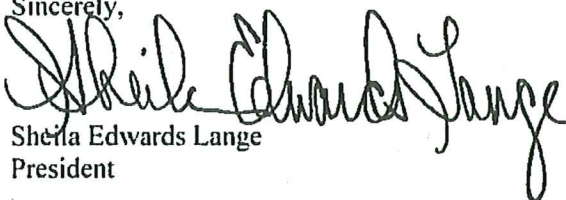
- Declining enrollment and low student to faculty ratio
- Low and declining completion rates
- Income earnings for graduates are below living wage
- Facility conditions are poor and all equipment is outdated

I have attached to this memo further details and justification for the recommendation including: 1) a memo from the Vice President for Instruction recommending closure; 2) data from the 2017 Program Viability process; and 3) an external program review that was completed in 2016.

There is one tenured and one priority hire faculty member in the program. We are working with the AFT leadership and Human Resources to ensure conformity with the terms of the collective bargaining agreement as we go through this closure process.

I am available to provide more information if needed.

Sincerely,



Sheila Edwards Lange  
President

cc: Bradley Lane, Vice President for Instruction, Seattle Central College  
Maureen Shadair, Interim Executive Dean, Seattle Vocational Institute  
Annette Stofer, AFT Seattle Colleges Local 1789  
Christina Nelson, Human Resources Director, Seattle Central College

**MEMORANDUM**

**TO:** Board of Trustees

**FROM:** Dr. Shouan Pan

**DATE:** April 12, 2018

**SUBJECT:** 2018-19 Faculty Professional Leave – Information Only

**Background**

This year, nine faculty members from Seattle Colleges submitted proposals for Professional Leave. After receiving recommendations from the Professional Leave Committee and consulting with the college presidents, I decided to award four faculty professional leave during the 2018-19 academic year. In compliance with Article 5.10 of the SCD-AFT Collective Bargaining Agreement and RCW 28B.10.650, the following people have been awarded leave. An abridged abstract from their proposals follows.

**1. Terri Chung – North Seattle College – Researching multicultural education methods to guide course revision, especially online classes (Winter and Spring 2019)**

My goal in this professional leave project is to research the most effective methods for teaching a culturally pluralistic curriculum, particularly in the online classroom. I would like to enhance my knowledge and skills in developing culturally responsive course designs and building online learning communities that encourage students to learn from one another's differences and nurture respectful conversations about diversity issues, despite the challenges of the virtual setting.

This project will not only help enhance my teaching, it will benefit students and the college by increasing awareness to NSC's commitment to cultural competency and culturally responsive teaching practices. I will also share my research findings and curriculum materials with interested colleagues through a Canvas resource shell and TLC and other presentations open to the campus community.

**2. Tatiana Garmendia – Seattle Central College – Creating a documentary video exploring pathways to success in Seattle for artists of color (Fall 2018 and Winter 2019)**

The Fine & Performing Arts Program (FAPA) at Seattle Central College embraces the core values of accessibility, diversity, responsiveness, and innovation. During program self-assessments and reviews, we have identified the need to grow the numbers of students of color among our studio population. But how do we recruit these constituents when the Fine Arts are perceived as the domain of the rich, the white, and the European?

This videographic project aims to bridge the gap between the young creative doodling in their sketchbook and successful arts professionals. This project will uncover the pathways to

success established by municipal institutions and funding sources as Artist Trust, 4Culture, and Seattle Office of Arts & Culture, introducing students of color to recent equity programs and initiatives. The documentary will also introduce students and recruits to a number of successful established artists of color in the community, as well as flourishing emerging talents entering the Seattle marketplace. Their interview questions will address what steps they took to find their market, how they garner support for creative enterprises, and what practical advice they have for aspiring artists of color.

**3. Kimberly McRae – Seattle Central College – Best practices for providing services to Running Start (Fall 2018)**

Access and Diversity in the Running Start Program at Seattle Central College (SCC) has increased. Since 2013, SCC has seen a noticeable increase in the number of Running Start Students (RSS), and an even larger increase in the number of students of color. There are many reasons for the increase, such as regional mass transportation improvements, new testing mandates, as well as increased student desire to complete both a HS diploma and an AA degree. These are exciting times for RSS's and SCC. However, as exciting as these opportunities are for students, faculty and the institution; many of our most vulnerable Running Start Students are not doing well academically. Additionally, many of our most dedicated faculty who teach RSS are asking for support and assistance in their instructional interactions with these wonderful students.

This project will examine RSS and faculty experiences and identify those practices that seem to work for both RSS students and the faculty who teach them at SCC and to identify promising practices to consider helping better support both RSS's and their faculty.

**4. Marc Salverda – Seattle Central College – Feasibility and development of a AR/VR one year certificate (Fall 2018)**

The Graphic Design program has adapted and changed during my twenty plus years as a faculty member. Most of these changes are driven by technological advances in the way we communicate ideas and concepts. Seattle Central Creative Academy has consistently been at the forefront of design education programs in the region.

The next big technological change in communication is happening right now all around us in Seattle, with the development and growth of Augmented Reality and Virtual Reality (AR/VR). I would like to develop and implement a plan for students to gain the appropriate skills sets to become employable in an entry level design position at a firm specializing in AR/VR content creation.

Submitted as information only,



Dr. Shouan Pan  
Chancellor



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## MEMORANDUM

**TO:** Board of Trustees

**FROM:** Kurt R. Buttleman, *Interim Vice Chancellor – Academics & Student Success*

**DATE:** April 12, 2018

**SUBJECT:** Winter Quarterly Enrollment Report

Following are quarterly enrollment reports reporting on and projecting the numbers of FTES (Full Time Equivalent Students) at the Seattle Colleges by the categories of:

- State Funded FTES – credits taken by students in courses that are funded by a combination of legislative appropriation of state funds, plus student tuition
- International FTES – credits taken by students in contract supported courses that are funded by tuition paid by international students
- Running Start FTES – credits taken by students in contract supported courses that are funded by contracts with K-12 school districts

It is my intent to provide a quarterly update and projection on enrollment at the end of each academic quarter and to present an in-depth review at the end of each academic year. Additionally, we will submit quarterly updates related to on-going Strategic Enrollment Management activities to provide context for the work we are doing to bolster enrollment across the Seattle Colleges.

For context, I have included two FAQ's:

What's an FTES?

- One Full-Time Equivalent Student (FTES) is the equivalent of one student enrolled for 15 community college credits per quarter.
  - Examples:
    - One student taking a full academic load of 15 credits is the equivalent of one FTES.
    - If three students are each taking one five-credit class, together they total one FTES.





What's the difference between a Quarterly FTES and an Annualized FTES?

- Annualized FTES are simply Quarterly FTES divided by 3. This is the common way of referring to counts of FTES in higher education.

#### Analysis as of Winter Quarter 2018

##### State Funded FTES:

- Seattle Colleges' enrollment in State Funded FTES is projected to be 13,154 FTES which is 41 FTES lower than last year's final total of 13,195. This reduction is primarily driven by less FTES at North and SVI. This continues to be a reflection of the on-going budget situation and a continued softening of student demand. It does appear we will begin to see more positive trends going forward.

##### International FTES:

- Seattle Colleges' enrollment in International FTES is projected to be 11.3% lower than last year's final total of 3,079. This downward trend has continued since peak enrollment in 2014-15 and is due in part to increased competition and the uncertainty of international politics. It should also be noted that since 2015-16, the Seattle Colleges have been converting International Student FTES of 2% of our total State Funded FTES Allocation per SBCTC Allocation Rules. For 2017-18, this totals approximately 777 FTES that will be converted by the end of Spring Quarter.

##### Running Start FTES:

- Seattle Colleges' enrollment in Running Start FTES is projected to be 1,142 FTES which is 27.3% higher than enrollment of 897 FTES last year. This increase is due in part to increased transportation options for high school students (i.e., light rail to Central), recent acceptance of the Smarter Balanced test as a placement tool, and efforts to increase awareness of the benefits of the program for students and families. This population of students will become increasingly important to monitor as the Seattle Promise initiative is implemented and the effects of the McCleary decision begin to be fully understood in the K-12 system.



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### State Funded FTES

Year	College	% of Summer			YTD % of Annual			Actual Fall	% of Fall			YTD % of Annual			Actual Winter	% of Winter			YTD % of Annual	Proj. % of Spring			Projected Total Quarterly			Projected Total Annualized*			Projected % of Annual			
		Actual	Summer	Target	Allocation	Actual	Target		Allocation	Actual	Target	Allocation	Actual	Target		Allocation	Actual	Winter		Target	Allocation	Actual	Spring	Target	Allocation	FTES	Total	Annualized*	FTES	Allocation	Allocation	
2017-18	District	4,731	93%	11%	11%	12,168	96%	40%	11,332	90%	66%	11,231	92%	93%	39,462	÷ 3 =	13,154	14,185	93%	11,231	92%	93%	39,462	÷ 3 =	13,154	14,185	93%	93%				
	Central	1,585	99%	10%	10%	4,367	95%	39%	4,059	88%	66%	4,310	97%	94%	14,320	÷ 3 =	4,773	5,090	94%	4,310	97%	94%	14,320	÷ 3 =	4,773	5,090	94%	94%				
	North	1,325	92%	11%	11%	3,491	95%	40%	3,146	89%	66%	3,136	91%	92%	11,099	÷ 3 =	3,700	4,021	92%	3,136	91%	92%	11,099	÷ 3 =	3,700	4,021	92%	92%				
	South	1,701	94%	12%	12%	4,163	103%	42%	4,048	99%	71%	3,681	91%	97%	13,594	÷ 3 =	4,531	4,660	97%	3,681	91%	97%	13,594	÷ 3 =	4,531	4,660	97%	97%				
	SVI	120	51%	10%	10%	147	45%	22%	135	39%	32%	138	41%	44%	540	÷ 3 =	180	413	44%	138	41%	44%	540	÷ 3 =	180	413	44%	44%				
Year	College	% of Summer			YTD % of Annual			Actual Fall	% of Fall			YTD % of Annual			Actual Winter	% of Winter			YTD % of Annual	% of Spring			Actual Spring	Total Quarterly			Total Annualized			Actual % of Annual		
		Actual	Summer	Target	Allocation	Actual	Target		Allocation	Actual	Target	Allocation	Actual	Target		Allocation	Actual	Spring		Target	Allocation	FTES		Total	Quarterly	FTES	Allocation	Allocation				
2016-17	District	5,013	97%	12%	12%	11,891	92%	39%	12,057	96%	68%	10,624	86%	92%	39,586	÷ 3 =	13,195	14,298	92%	10,624	86%	92%	39,586	÷ 3 =	13,195	14,298	92%	92%				
	Central	1,583	98%	10%	10%	4,103	84%	36%	4,259	91%	63%	4,018	88%	89%	13,962	÷ 3 =	4,654	5,246	89%	4,018	88%	89%	13,962	÷ 3 =	4,654	5,246	89%	89%				
	North	1,491	103%	12%	12%	3,392	93%	41%	3,457	99%	69%	3,295	96%	97%	11,636	÷ 3 =	3,879	4,004	97%	3,295	96%	97%	11,636	÷ 3 =	3,879	4,004	97%	97%				
	South	1,710	93%	12%	12%	4,105	103%	42%	4,114	103%	72%	3,077	78%	94%	13,005	÷ 3 =	4,335	4,593	94%	3,077	78%	94%	13,005	÷ 3 =	4,335	4,593	94%	94%				
	SVI	229	80%	17%	17%	292	81%	38%	228	63%	55%	234	66%	72%	983	÷ 3 =	328	455	72%	234	66%	72%	983	÷ 3 =	328	455	72%	72%				
2015-16	District	5,003	90%	11%	11%	12,037	89%	38%	11,784	87%	63%	11,485	89%	89%	40,309	÷ 3 =	13,436	15,135	89%	11,485	89%	89%	40,309	÷ 3 =	13,436	15,135	89%	89%				
	Central	1,562	93%	9%	9%	4,233	83%	35%	4,120	84%	60%	4,142	87%	85%	14,058	÷ 3 =	4,686	5,484	85%	4,142	87%	85%	14,058	÷ 3 =	4,686	5,484	85%	85%				
	North	1,451	96%	12%	12%	3,373	89%	38%	3,325	91%	65%	3,274	92%	91%	11,422	÷ 3 =	3,807	4,184	91%	3,274	92%	91%	11,422	÷ 3 =	3,807	4,184	91%	91%				
	South	1,749	88%	12%	12%	4,120	102%	41%	4,084	93%	69%	3,786	94%	95%	13,740	÷ 3 =	4,580	4,810	95%	3,786	94%	95%	13,740	÷ 3 =	4,580	4,810	95%	95%				
	SVI	242	61%	12%	12%	310	58%	28%	255	48%	41%	283	55%	55%	1,089	÷ 3 =	363	657	55%	283	55%	55%	1,089	÷ 3 =	363	657	55%	55%				
2014-15	District	4,997	90%	11%	11%	11,961	89%	37%	12,136	90%	64%	11,803	92%	90%	40,898	÷ 3 =	13,633	15,135	90%	11,803	92%	90%	40,898	÷ 3 =	13,633	15,135	90%	90%				
	Central	1,552	93%	9%	9%	4,318	84%	36%	4,368	89%	62%	4,328	91%	89%	14,566	÷ 3 =	4,855	5,484	89%	4,328	91%	89%	14,566	÷ 3 =	4,855	5,484	89%	89%				
	North	1,552	103%	12%	12%	3,433	90%	40%	3,446	94%	67%	3,391	95%	94%	11,823	÷ 3 =	3,941	4,184	94%	3,391	95%	94%	11,823	÷ 3 =	3,941	4,184	94%	94%				
	South	1,609	81%	11%	11%	3,900	97%	38%	4,058	93%	66%	3,783	94%	93%	13,350	÷ 3 =	4,450	4,810	93%	3,783	94%	93%	13,350	÷ 3 =	4,450	4,810	93%	93%				
	SVI	284	72%	14%	14%	310	58%	30%	264	50%	44%	301	59%	59%	1,159	÷ 3 =	386	657	59%	301	59%	59%	1,159	÷ 3 =	386	657	59%	59%				
2013-14	District	5,341	99%	12%	12%	12,124	91%	39%	13,672	104%	70%	13,040	103%	99%	44,177	÷ 3 =	14,726	14,847	99%	13,040	103%	99%	44,177	÷ 3 =	14,726	14,847	99%	99%				
	Central	1,622	97%	10%	10%	4,625	91%	38%	5,237	108%	70%	5,416	115%	103%	16,901	÷ 3 =	5,634	5,446	103%	5,416	115%	103%	16,901	÷ 3 =	5,634	5,446	103%	103%				
	North	1,535	101%	12%	12%	3,407	91%	40%	3,821	106%	71%	3,306	95%	98%	12,069	÷ 3 =	4,023	4,117	98%	3,306	95%	98%	12,069	÷ 3 =	4,023	4,117	98%	98%				
	South	1,857	99%	13%	13%	3,732	93%	40%	4,267	103%	71%	3,952	102%	99%	13,807	÷ 3 =	4,602	4,631	99%	3,952	102%	99%	13,807	÷ 3 =	4,602	4,631	99%	99%				
	SVI	327	102%	17%	17%	360	73%	35%	347	65%	53%	366	60%	71%	1,400	÷ 3 =	467	653	71%	366	60%	71%	1,400	÷ 3 =	467	653	71%	71%				

\* Annualized FTES = Quarterly FTES ÷ 3



International FTES								
Year	College	Summer	Fall	Winter	Projected	Total	Projected	Projected
					Spring	Quarterly		
					FTES	FTES		FTES
2017-18	District	1,551	2,661	2,444	2,581	9,238	÷ 3 =	3,079
	Central	745	1,336	1,239	1,286	4,606	÷ 3 =	1,535
	North	468	753	665	732	2,618	÷ 3 =	873
	South	338	573	540	564	2,014	÷ 3 =	671
2016-17	District	1,571	3,059	2,934	2,850	10,414	÷ 3 =	3,471
	Central	785	1,513	1,454	1,428	5,180	÷ 3 =	1,727
	North	455	922	869	848	3,095	÷ 3 =	1,032
	South	331	624	611	574	2,140	÷ 3 =	713
2015-16	District	2,012	3,583	3,143	3,056	11,794	÷ 3 =	3,931
	Central	968	1,771	1,553	1,544	5,836	÷ 3 =	1,945
	North	563	1,057	933	886	3,440	÷ 3 =	1,147
	South	481	754	658	625	2,518	÷ 3 =	839
2014-15	District	2,065	3,760	3,740	3,722	13,287	÷ 3 =	4,429
	Central	1,158	2,153	2,048	1,947	7,307	÷ 3 =	2,436
	North	560	1,020	1,046	1,058	3,684	÷ 3 =	1,228
	South	347	587	647	716	2,297	÷ 3 =	766
2013-14	District	1,932	3,516	3,418	3,476	12,342	÷ 3 =	4,114
	Central	929	1,937	1,915	1,994	6,774	÷ 3 =	2,258
	North	715	1,142	1,094	1,032	3,983	÷ 3 =	1,328
	South	289	437	409	451	1,585	÷ 3 =	528
2012-13	District	1,500	2,973	2,903	3,224	10,600	÷ 3 =	3,533
	Central	750	1,679	1,579	1,680	5,687	÷ 3 =	1,896
	North	534	911	947	1,132	3,524	÷ 3 =	1,175
	South	216	383	377	412	1,389	÷ 3 =	463

\* Annualized FTES = Quarterly FTES ÷ 3

Running Start FTES							
Year	College	Summer	Fall	Winter	Projected Spring	Total Projected Quarterly FTES	Projected Annualized FTES
2017-18	District		1,205	1,144	1,078	3,427	÷ 3 = 1,142
	Central		513	480	446	1,439	÷ 3 = 480
	North		300	279	249	828	÷ 3 = 276
	South		392	385	381	1,158	÷ 3 = 386
2016-17	District	0.8	942	908	840	2,691	÷ 3 = 897
	Central		329	320	310	960	÷ 3 = 320
	North		296	265	230	791	÷ 3 = 264
	South	0.8	312	317	295	926	÷ 3 = 309
	SVI		6	5	4	15	÷ 3 = 5
2015-16	District	3.1	766	754	696	2,219	÷ 3 = 740
	Central		267	257	237	760	÷ 3 = 253
	North	0.8	237	234	199	672	÷ 3 = 224
	South	1.0	246	246	242	735	÷ 3 = 245
	SVI	1.3	16	17	18	52	÷ 3 = 17
2014-15	District	0.3	679	672	638	1,989	÷ 3 = 663
	Central		215	219	196	630	÷ 3 = 210
	North		222	214	200	635	÷ 3 = 212
	South	0.3	225	222	220	667	÷ 3 = 222
	SVI		16	18	23	57	÷ 3 = 19
2013-14	District		627	607	555	1,789	÷ 3 = 596
	Central		226	220	186	632	÷ 3 = 211
	North		213	201	180	594	÷ 3 = 198
	South		164	169	167	500	÷ 3 = 167
	SVI		23	16	23	62	÷ 3 = 21
2012-13	District	0.3	545	516	493	1,555	÷ 3 = 518
	Central		229	215	194	639	÷ 3 = 213
	North		165	159	141	464	÷ 3 = 155
	South	0.3	133	130	137	401	÷ 3 = 134
	SVI		18	12	20	51	÷ 3 = 17

\* Annualized FTES = Quarterly FTES ÷ 3



## MEMORANDUM

**TO:** Board of Trustees

**FROM:** Kurt R. Buttleman, *Interim Vice Chancellor – Academics & Student Success*  
Earnest Phillips II, *Associate Vice Chancellor – Communications & Strategic Initiatives*

**DATE:** April 12, 2018

**SUBJECT:** Quarterly Strategic Enrollment Management (SEM) Update

Earnest Phillips and I are co-facilitating a Seattle Colleges' SEM committee.

We plan to provide the Board of Trustees and internal stakeholder groups with quarterly updates on SEM activities and results. This report is the initial update on that work. It provides an initial overview of the Seattle Colleges' SEM initiative. Future quarterly updates will focus on results, will highlight key success, and keep stakeholders informed on the evolution of these efforts.

### Strategic Plan Goal 1: Student Success

Strategy: Strategic Enrollment Management (SEM)

#### **What Is SEM Planning?**

- A plan to guide all of Seattle Colleges' enrollment efforts:
  - It ranges from intake to completion.
  - Includes but is not limited to advertising/marketing, recruitment, course scheduling, academic offerings, methods of delivery, internal and external articulation agreements for academic programs, retention, student services, advising, guided pathways, etc.

#### **Why Is It Important?**

- To remain relevant and responsive, Seattle Colleges must meet the urgent needs of students, businesses, and the community.
- It will make Seattle Colleges fiscally viable and improve its sustainability.



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### **Characteristics and Approach of the Planning Effort**

- Mission-driven and aligned with Seattle Colleges' strategic plan
- Data informed with measurable goals and outcomes
- Collaborative, cross-functional, and reflective of best practices
- Integrated into financial planning and budget allocating process
- Understood and embraced by faculty, staff, and the executive leaders across the district
- Technology-driven
- Inclusive and equitable
- Deliberate, systematic, and sensitive to current environment
- Practical and adaptable

### **2017 SEM Steering Committee and Sub-committees**

In September 2017, Seattle Colleges formed a districtwide SEM Steering Committee and subsequent subcommittees to enhance its enrollment efforts.

The SEM Steering Committee provides overall policy guidance and executive oversight. It is responsible for the development, implementation, and ongoing monitoring of a comprehensive, multiyear SEM plan. This includes reviewing subcommittee recommendations to ensure they align with Seattle Colleges' strategic plan, establishing short- and long-term enrollment and retention targets that are a stretch but realistic, granting final approval of the recommendations, modifying policies and procedures, and removing barriers.

The SEM Steering Committee is led by the Chancellor and Executive Cabinet. Its members are:

Chancellor Shouan Pan

Warren Brown, President at North

Sheila Edwards Lange, President at Central

Peter Lortz, Interim President at South

Kurt Buttleman, VC of Academic and Student Success

Joe Barrientos, VP of Student Services at North

Rosie Rimando-Chereunsap, VP of Student Services at South

Yoshiko Harden, VP of Student Services at Central

Bradley Lane, VPI at Central



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Elizabeth Pluhta, VP of Administration at South  
Earnest Phillips, AVC of Communications and Strategic Initiatives at the District  
Malcolm Grothe, AVC of Workforce and Economic Development  
Kathy Rhodes, Dean of Enrollment Services at North  
Joyce Allen, Dean of Enrollment Services at South  
Victor Kuo, Director of Planning and Research at the District  
Barbara Childs, Director of Communications and Recruitment  
Alice Melling, Dean of Student Success at North

The SEM subcommittees are:

- Recruitment and Outreach
- Admissions
- Prerequisites
- Placement Methods and Process
- New Student Onboarding (Orientation and Entry – Advising)
- Evaluation and Data
- College Climate and Student Experience
- Instructional Program Mix

**MEMORANDUM**

**TO:** Board of Trustees  
**FROM:** Shouan Pan, Chancellor  
**DATE:** April 12, 2018  
**SUBJECT:** Report to the Board of Trustees

**I. Student Success****SEM progress**

As part of the Seattle Colleges' Strategic Enrollment Management planning, interim Vice Chancellor Buttleman and Associate Vice Chancellor Phillips have been convening groups of stakeholders to work towards agreement on a variety of significant topics. Brief updates on three of these initiatives are below:

- Waitlists: Standardizing the deadlines and student facing information.
  - In partnership with the Seattle Colleges' web team, a new system has been put in place and will be live for students in Spring Quarter.
- Common language across the Seattle Colleges for Areas of Study (aka Meta Majors).
  - A preliminary proposal has been developed and the colleges are now conducting due diligence reviews.
- Common prerequisites across the Seattle Colleges for high demand courses.
  - Data has been collected and reviewed on these courses. It is anticipated that during Spring quarter, faculty will be engaged in the review of these courses. The goal of this initiative is to enable students to stay on track by making it more seamless for students to take courses across the Seattle Colleges.

**@ Seattle Colleges, March Episode**

Self-funded SCCTv debuted a new episode of "@ Seattle College". SCCTv launched the television program, focused on what's happening within Seattle Colleges, in August 2017. The March edition features an interview North Seattle College President Warren Brown conducted with former Washington State Governor Dan Evans. In addition, we provide highlights from the Seattle Promise Press Conference, North Seattle College's Watch Technology and much more.

**II. Institutional Excellence****Global Initiatives**

The 3 college international programs directors held a retreat in late February to discuss ways of restructuring in line with ASI principles and to better position our district in the International Education



arena. The directors did a significant amount of homework prior to the retreat reviewing articles on trends and best practices, stakeholder needs/wants and other organizational structures. The retreat

generated a significant number of Big Ideas which were culled down to the top 5 based on a rating matrix. The top 5 ideas are currently being analyzed for viability and impact. The goal is to implement 2-3 of the big ideas over the next 12-18 months.

### **ASI Progress Update**

Examples of Progress and/or Success on ASI Initiatives and Projects

- District-wide Commencement
- SSC' 13<sup>th</sup> Year Program now evolving to the Seattle Promise Program
- Colleges work together to hire AVPs for Equity, Diversity and Inclusion
- District-wide Project Finish Line
- District-wide AAPI affinity groups
- Establishing Areas of Study- Metamajors
- District-wide approach to selecting Student Success Technologies
- System focus on system-wide issues
- More openness and transparency in decision-making
- System approach to Prior Learning Assessments
- IT Integration
- Web Service Integration
- HR Integration
- Library- shared catalogue
- Progress on Foundation Integration
- Placement 360
- Improved Course Waitlist student notification on line
- Identification of 40 common prerequisites
- District-wide program viability alignment
- District-wide senior leadership team meets regularly
- District-wide workforce development master plan
- Integration of Continue Education Programs

### **III. Financial Health**

#### **Establishing Budget Priorities for the 2018-2019 Academic Year**

Chancellor Pan and Vice Chancellor Buttleman convened a series of meetings of college presidents, vice presidents of administrative services, and other administrators during the month of March to establish budget priorities for the 2018-2019 Academic Year. The final document, shared at the Spring 2018 BOT Retreat, reflects investments on several funding

priorities, including foundation integration, student success technology system, web services, strategic enrollment, e-learning, and online catalog tool.

#### **Foundation Integration Update:**

Since February 2017, significant efforts have been spent to integrate private fund-raising efforts by college and district foundations. The undertaking has involved over 70 volunteers (four foundation board directors), 6 attorneys, 10 district department leads, 2 consultants and 1 project manager.

- A District-wide Joint Foundation Task Force, with representation from four foundations met 6 times to build consensus on mission, vision, guiding principles, and major framework for foundation integration. The Task Force finished its work last week.
- A new Seattle Colleges Foundation Board has been formed. Its four founding Board members convened for the 1st time on 3/7/18. Officers were elected and installed within two weeks and now meets bi-weekly, with plenty of work being done in between.
- 3 Work Groups with representation from four foundations send more detailed recommendations to the new board for review/approval: one group is done, and two remaining groups need one to two more months to complete
- A Briefing Paper has been updated/disseminated along the way that describes major decisions made.
- The new Foundation Board met with each foundation for a listening session, and another set of meetings will occur in the next two months
- Current focus in on legal underpinnings: Articles of Incorporation have been filed; Form 1023 will be filed at the end of April; MOU to complete in a few weeks.
- Next focus: on Policies development, hiring of key positions, and Board of Director recruitment.

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

##### **Seattle Promise Signing Ceremony held at Ingraham High School**



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On March 7, 2018, Trustee Peralta, Chancellor Pan, Presidents Brown, Edwards Lange, and Lortz joined Mayor Durkan, SPS Superintendent Nyland at the Ingraham High School to sign the historic Seattle Promise Partnership Memo of Understanding. Over 80 high-school students and faculty were on hand to witness the historic moment.

#### **V. Pride Points**

##### **Seven Seattle Colleges Students Honored at All WA-Academic Team Recognition Ceremony**

On March 22, 2018, seven high-achieving students from each of Seattle Colleges were honored at the 2018 All WA Academic Team Ceremony hosted by the South Pudge Sound Community College. These students were recognized for their academic achievement and community services. Drs. Brown, Edwards Lange, and Pan, and Mr. Lortz were on hand to escort the student honorees to walk across the stage to receive awards of scholarship to state's public and private universities.

##### **Two Seattle College Faculty members and Two Seattle Colleges Administrators Honored**

On March 31, 2018, Paul Kurose, tenured Math faculty member of North Seattle College, Traci Lai, a tenured historian of Seattle Central College, Rosie Rimando-Chareunsap, Vice President for Student Services of South Seattle Colleges, and Tina Young, newly retired Interim Chief Diversity and Equity Officer were honored as higher education leaders by the Asian Pacific Fund, Asian Pacific Directors Coalition, and UW College of Education. Jan Yoshiwara, Executive Director of WA SBCTC, and five other educational leaders were also honored at the same venue.





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### MEMORANDUM

**TO:** Board of Trustees  
**FROM:** North Seattle College President Dr. Warren Brown  
**DATE:** March 29, 2018  
**SUBJECT:** Report to the Board of Trustees

#### I. Student Success

- **NSC healthcare technology management graduate featured on KIRO news**  
Healthcare technology management AAS graduate, Rodolfo Turla, was interviewed by KIRO's Deborah Horne, for a story concerning Seattle job futures looking brighter for low-wage workers.

#### II. Institutional Excellence

- **NSC Advising expands its' offerings**  
NSC Advising has expanded the Liaison Model, implementing caseload advising and increased collaboration with the English department to offer educational planning.
- **Eight North faculty were awarded tenure**  
On March 8, the Seattle Colleges District Board of Trustees voted to award tenure to eight NSC faculty: Francie Mooney, Elinor Appel, Cristobal Borges, Samantha Dolan, James Eaton, Ana Villar, Samuel Wilson and Scott Ku.
- **North & SVI develop shared curriculum for medical assisting program**  
North and SVI's medical assisting program developed a shared curriculum, launching in fall quarter 2018, which will allow students to enroll in classes at either campus to meet certificate and degree requirements. Additionally, a new shorter certificate was developed that allows students to master the content in a shorter time frame.

#### III. Pride Points

- **NSC Library Dean presents in Washington D.C.**  
Aryana Bates, Dean of the NSC Library, eLearning & TLC was invited to present at the Community College Baccalaureate Association 18<sup>th</sup> Annual Conference in Washington D.C.
- **NSC faculty member recognized as honoree by local API leaders in higher ed.**  
Paul Kurose, North math faculty member, was recognized as an honoree by local Asian Pacific Islander leaders in higher education at a reception organized by the University of Washington College of Education and the Asian Pacific Directors Coalition held at the Wing Luke Museum.

#### IV. External Affairs

- **NSC Pharmacy full-time faculty member appointed by Governor Inslee**  
Yuen Thorstensen, full-time faculty in the Pharmacy Technician program, was appointed by Governor Jay Inslee to serve on the Pharmacy Quality Assurance Commission and is also a member on the National Board of Pharmacy.





## MEMORANDUM

**TO:** Board of Trustees  
**FROM:** Peter Lortz, Interim President  
**DATE:** April 12, 2018  
**SUBJECT:** Report to the Board of Trustees

### **I. Student Success**

- South's College Spark Guided Pathways coaches spent April 6 at the college focusing on outcomes and implementation of the first year experience in a Guided Pathways model.
- Interim President Peter Lortz joined South students Johnae Beckem and Sadin Safi as they were recognized for their inclusion on the All-Washington Academic Team at an award luncheon at South Puget Sound Community College on March 22. Johnae and Sadin were selected for their excellent academic performance and deep involvement in their on- and off-campus communities.

### **II. Institutional Excellence**

- South's 2017-18 National Institute for Staff and Organizational Development (NISOD) Award winners are Stephen Coates-White (Counselor/Faculty in Academic Programs) and Teresa Romaneschi (Faculty in Basic & Transitional Studies, International Programs and Professional-Technical Education). These outstanding faculty were selected for their professional excellence and commitment to the college and our students' success.

### **III. Financial Health**

- South's FY 18-19 budget planning is in full swing. The Business Office is working with budget managers on preparing proposals that align with strategic planning and current budget realities. A college-wide budget kick-off meeting was held on April 4 to share timelines, factors contributing to budget decisions and constraints, and the values and strategic planning that will guide our short and long-term goals.

### **IV. Pride Points**

- South's Food Pantry had a successful Winter Quarter, serving over 500 students with over 2,000 items donated. The pantry, started in 2017 and designed to support students who are experiencing food insecurity, is supported by student service and activity fees and donations. It is run by students with support from Student Life.



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**MEMORANDUM**

**TO:** Board of Trustees  
**FROM:** Sheila Edwards Lange, Ph.D., President  
**DATE:** March 29, 2018  
**SUBJECT:** Seattle Central College monthly report

**INSTITUTIONAL EXCELLENCE**

**High school students experience college's visual media program**

More than 30 students from Rainier Beach and Franklin high schools were introduced to different elements of visual media careers at Seattle Central's Try-A-Trade event last month. The college collaborated with the City of Seattle and Seattle Public Schools to expose high schools students to different activities related to visual media including a fashion shoot, photo editing, videography and product photography.

**eLearning team creates new learning tool**

Seattle Central's Hybrid Faculty Learning Community received the 2017-18 Connie Broughton Leadership and Innovation Award, presented by the eLearning Council, for their Lightboard Studio submission. The team came together to create a studio for recording video lectures and presentations using lightboard technology. They presented the prototype at the Northwest eLearning Conference last October and presented last month.

**EXTERNAL AFFAIRS**

**Day of Remembrance brings community together**

The Day of Remembrance event on February 15 brought more than 200 students, faculty/staff and community members together to reflect on the Japanese-Americans interned in the 1940s. A short program and film was shown and a candlelight remembrance of the Broadway High School Japanese-American Internees was held. [KCPQ Seattle \(FOX\)](#) covered the event.

**Seattle Culinary Academy hosts healthcare food contest**

Seattle Culinary Academy partnered with Health Care Without Harm to host a culinary contest focused on creating healthy and sustainable hospital foods. Healthcare clinics and hospitals throughout the country submitted recipes for the contest and five were chosen. Seattle Culinary Academy students broke up into teams to create the five recipes.

**PRIDE POINTS**

**Student Support Navigator honored for service in community**

Sahira Barajas, AmeriCorps VISTA and Dreamers/Undocumented Student Support Navigator at Seattle Central College has been selected to receive a Governor's Volunteer Service Award. Serve Washington honors outstanding volunteers that represent the best qualities of the many individuals who serve their community.

**Graphic Design students named finalists in advertising competition**

Seven students in Seattle Central's Graphic Design program were named finalists for the American Advertising Awards. The students submitted work in the following categories: magazine article, magazine, ad campaign, packaging and logo design.

**Facilities leader earns credentials**

Seattle Central's Interim Facilities Director Dave Ernevad received the Certified Educational Facilities Professional credential. The CEFPP is a way to validate the unique knowledge and competency required of an accomplished professional in the educational facilities field.



To: Seattle Colleges District Board of Trustees

From: Annette Stofer, President, AFT Seattle Local 1789

Re: Report for April 2018 BOT meeting

As I write this, Winter Quarter is winding down. AFT Seattle has been busy with a number of priorities. We have watched with some anxiety as the Supreme Court heard arguments that non-members who are paying fair share fees to their union should no longer be forced to support the work of negotiating contracts, solving problems, and defending the rights of everyone we represent. We are doing outreach to our members and preparing to talk with non-members as well. We are also preparing for the worst by making sure we know exactly who our members are. We expect to hear the Supreme Court's decision as early as late April.

Our first Development Day occurred in February. It offered a day without classes so that faculty could come together to do a variety of activities. Each college approached the day differently. The contract language that we negotiated puts the planning into the hands of the faculty working collaboratively with their unit administrator. We encourage the planning to begin early to allow for an inclusive process and good results. A portion of the Spring Development Day will be used for Full-time Faculty to plan their non-instructional and professional development activities for the 2018-19 academic year. We hope that this process has positive results in a number of ways.

A couple of months ago, I addressed the financial situation at South Seattle in my report to the Trustees. In the meantime, more information has been shared, and I see better communications happening. It seems that new fiscal practices will be followed that should benefit the college. Other changes are happening as well. I have had the honor of serving on the Presidential Search Committee. We fully understood the gravity of our task and hope that those we recommended as finalists have the skills to lead South through these critical times.

AFT Seattle is celebrating a productive, progressive legislative session in Olympia. Our faculty saw a number of bills finally make their way through to become law. We are also excited about the proviso to study regional pay for our employees. I will be reaching out to the leaders of other faculty unions in the area to ask that they join us in the push for salaries that support our families. I have appreciated being included in the Chancellor's work group on this topic. We have a lot to feel happy about, and a lot of work still to do.

AFT Seattle is always looking for ways to support progress in our community. We endorsed the effort to increase police training and accountability regarding shootings and deaths. We are discussing safety on our campuses and gun violence. Our Senate Presidents are connecting with Student Government leaders about marches and plans for April 20. We applaud the youth of our country for walking out and speaking up to address violence in our society.





# NORTH SEATTLE COLLEGE

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## MEMORANDUM

TO: Board of Trustees  
Seattle Colleges District

FROM: Dakota Chronis  
Student Body President  
North Seattle College

DATE: March 22<sup>nd</sup>, 2017

SUBJECT: STUDENT ADMINISTRATIVE TEAM REPORT -Information Only

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

- **North Seattle College Community Walks Out to Oppose Gun Violence:** On March 14<sup>th</sup>, the community of North Seattle College took a stand against gun violence through coming together as a community, making our voices heard, and walking out to honor the lives of those lost to gun violence. Student Leadership in collaboration with staff, faculty, the Gender Equity Center, Multi-Cultural Center, the student body, and our campuses local community, came together to make this issue visible and to support one another. Stories, and concerns were shared by staff and students alike about gun violence and it became apparent that the threat of gun violence, and the very real possibility that at any point, a person could walk onto campus and take lives indiscriminately has been affecting North Seattle Colleges community members. Over one hundred people attended the walk out on North's campus including Student Leadership's Student Body President Sarah Baker from two years prior. This attendance speaks to the importance of the matter given that this collaborative event occurred during a critical academic time, finals week. Showing up and making our voices heard has helped to support students on campus, allowing for higher academic achievement through allowing better focus on finals, and has helped to further establish an inclusive and welcoming campus to community members and prospective students.
- **Student Greeter Tables:** During the first couple days of Spring Quarter, Tabling will be taking place to help students navigate campus and get needed resources. 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 around the campus, and to provide friendly greetings and introductions into the campus itself to help ease student anxiety. Locations chosen are the three most visited and highly accessible areas to reach as many students as possible.



**SOUTH SEATTLE COLLEGE**

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United Student Association

**MEMORANDUM**

**TO:** Board of Trustees  
Seattle Colleges

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

**DATE:** April 12, 2018

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

**BLACK STUDENT UNION FIRST ANNUAL PAN AFRICAN FESTIVAL –  
FEBRUARY 12 - 15**

In celebration of Black History month, Black Student Union (BSU) hosted their first annual Pan African Festival. The event included art workshop “Paint & Sip” with guest artist A.O Hamer, dance Workshop such as Salsa & Afrobeat, the African diaspora History Fair with guest speakers. Allen Stowers, sociology instructor, Leon Haskins, TRIO Student Success Services along with other guest speakers from Seattle Black Panther chapter were invited to present the history of the Black Panthers and The 50th Anniversary. The “Final Celebration” concluded with traditional African food.

**DAY OF REMEMBRANCE PRESENTATION BY GAIL NOMURA - FEBRUARY 14**

This year is the 30th anniversary of the passing of the Civil Liberties Act of 1988, which provided redress for the Japanese Americans forcibly removed and incarcerated in World War II. Dr. Nomura reflected on the injustice and hardships of the incarceration and discussed how it relates to the Society of today. Gail M. Nomura is Associate Professor Emerita of American Ethnic Studies (Asian American and Pacific Islander American Studies) and adjunct associate professor of History of Women Studies at the University of Washington.

**LUNAR NEW YEAR CELEBRATION - FEBRUARY 20**

Southeast Asian Association, AANAPISI Center, South Seattle College International Program, and United Student Association collaborated together to create this year’s Lunar New Year Celebration event. It’s a tradition that the club center and other student departments listed above come together every year to create a Lunar New Year event to celebrate the culture diversity here

at South. It's a chance for students to do outreaching on the culture and history of China, Mongolia, Vietnam, and Korea. There were fun activities and performances from the Chinese and Vietnamese traditional dance, K-pop, and martial arts club. Food was also included.

#### **UNITED STUDENT ASSOCIATION - TOWN HALL - FEBRUARY 27**

The United Student Association hosted a Town Hall meeting with Interim President, Peter Lortz, Interim Vice-President for Instruction, Laura Hopkins, and Vice President of Administrative Services, Elizabeth Pluhta. The goal was to create an opportunity for students to interact with their administrators and for administrators to listen to their students' concerns to provide students with answers. The issues brought up during the town hall were class cancellations, college budget cuts, and advising information.

#### **SOUTH SEATTLE COLLEGE ALL-WASHINGTON ACADEMIC TEAM HONOREES**

In fall quarter, South Seattle College students Johnae Beckem and Sadin Safi were selected as the college's 2018 All-Washington Academic Team honorees. Sponsored by Phi Theta Kappa, the international honor society for two-years college, Johnae and Sadin will represent South at the annual statewide community and technical college reception with Governor Jay Inslee and South Interim President Peter Lortz on March 22 in Olympia.



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### MEMORANDUM

**TO:** Board of Trustees  
**FROM:** ASC Seattle Central College  
**DATE:** March 29, 2018  
**SUBJECT:** Report to the Board of Trustees

#### I. Student Success

1. On March 14<sup>th</sup>, @ 10:00am we walked out to stand with the High School students who were killed in Florida on Feb. 14<sup>th</sup> – More than 500 students and faculty showed up.
2. African Cultural Night Event, an event hosted by African Student Association to show the diverse culture and history of Africa. Students from more than 10 African nations performed cultural dances, poems, songs, comedy, drama and speeches. It was a very successful event.
3. International Women's Day - On March 8<sup>th</sup>, Activist Nikkita Oliver was invited to give speech to students on Campus.
4. Winter Showcase by Seattle Central Tournament & Games Board went successful on March 9<sup>th</sup>.
- 5.

#### II. Institutional Excellence

1. We are very proud our college provides opportunity for the high school students through Running Start Program. Seattle Times [Report](#) and the entire community has a positive feedback on the changes it brought to the community. It's one of the best ways to better the future generation of our society.

#### III. Pride Points

1. Seattle Central College recently named Robert Ortiz as the new director or Trio. The first Community College graduate and a first-generation college student to hold that position. We think he will bring lots of diverse idea into the position. Success!

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2. The Washington Department of Veterans Affairs (WDVA) recently names Seattle Central as a [Partner for Veteran Support Campuses](#).
3. Two Seattle Central College Students, Emilio Chavez and Jie Shan Tan were selected for Phi Theta Kappa's (PTK) 2018 All-Washington Academic Team representing the college. They were honored at the awards ceremony on Thursday, Mar. 22 at South Puget Sound Community college.
4. Omar Osman, ASC Seattle Central College Executive member was awarded Student Serving Washington Award at the Museum of flight on March 16, 2018. The award recognizes students who are working on finding solutions for issues that affect both their campus and their community.