

## SEATTLE COLLEGES DISTRICT BOARD OF TRUSTEES

**September 13, 2018**

**STUDY SESSION**

1:30 p.m.

North Star Dining Room

North Seattle College  
9600 Colleges Way North  
Seattle, WA 98103

**REGULAR SESSION**

3:00 p.m.

North Star Dining Room

North Seattle College  
9600 Colleges Way North  
Seattle, WA 98103

### STUDY SESSION

**1:30 p.m.**

**STUDY SESSION**

- A. Executive Session: Chancellor's Evaluation
- B. Executive Session: Litigation update
- C. Open Session: Board self-evaluation process
- D. Open Session: Regional Pay  
Guest: Jan Yoshiwara, Executive Director SBCTC

**REGULAR SESSION AGENDA**

<b>3:00 p.m.</b>	<b>CALL TO ORDER</b>	
<b>3:00 p.m.</b>	<b>SAFETY ANNOUNCEMENT</b>	
<b>3:05 p.m.</b>	<b>APPROVAL OF AGENDA   ACTION</b>	<b>Tab 1</b>
<b>3:05 p.m.</b>	<b>PUBLIC COMMENTS</b>  Up to fifteen minutes are set aside for people to express their views on any matter except those restricted to Executive Session.	
<b>3:20 p.m.</b>	<b>INTRODUCTIONS</b> Associate Vice Presidents for Diversity, Equity and Inclusion D’andre Fisher, North Seattle College; Betsy Hasegawa, South Seattle College; Valerie Hunt, Seattle Central College  Executive Director, Financial Services Jennifer Strother, Siegal Center	
<b>3:25 p.m.</b>	<b>RECOMMENDED BOARD ACTIONS   ACTION</b>	
	A. Minutes from July 12	<b>Tab 2</b>
	B. Indemnification of Employees	<b>Tab 3</b>
	C. Starfish demonstration and Starfish Purchase Authorization	<b>Tab 4</b>
	D. Local Government Investment Pool (LGIP) – 2018 Resolution	<b>Tab 5</b>
	E. Apprenticeship Training Contracts	<b>Tab 6</b>
	F. Recommendation for Emeritus Status a. Administrator, Tina Young b. Trustee, Carmen Gayton	<b>Tab 7</b>
<b>3:50 p.m.</b>	<b>PRESENTATION</b> OCE&E 101 and goals into the future <i>Kathleen Crompt, Integration Manager for the OCE&amp;E</i>	
<b>4:05 p.m.</b>	<b>INFORMATIONAL ITEMS</b>	

- G. SVI transfer of ownership, recommendation to SBCTC **Tab 8**
- A. Policy 209, Health and Safety – First Reading **Tab 9**
- B. Budget Update **Tab 10**
- C. ACT meeting and conference dates for 2018-19 **Tab 11**
- D. Convocation, September 18 at South Seattle College

**4:30 p.m.**

**ORAL REPORTS**

**Written Reports-Tab 12**

- A. Chancellor's Report
- B. Chair's Report
  - a. Thank you to Carmen Gayton
- C. Trustees
- D. Labor Union Representatives
  - 1. Ms. Annette Stofer, AFT Seattle Community Colleges
  - 2. Mr. Alex Bacon, Washington Federation of State Employees
  - 3. Ms. Alison McCormick, AFT-SPS
- E. College Presidents, Vice Chancellors
  - 1. Dr. Sheila Edwards Lange, Seattle Central College
  - 2. Dr. Warren Brown, North Seattle College
  - 3. Dr. Rosie Rimando-Chareunsap, South Seattle College
  - 4. Dr. Kurt Buttleman, Interim Vice Chancellor of Academic and Student Success
  - 5. Ms. Jennifer Howard, Interim Vice Chancellor of Administrative Services

**5:00 p.m.**

**ADJOURNMENT**

The next meeting of the Board of Trustees will be held on Thursday, October 18, 2018 at Seattle Central College, 1701 Broadway Ave E, 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.*

## SEATTLE COLLEGES DISTRICT BOARD OF TRUSTEES

July 12, 2018

### STUDY SESSION

2:30 p.m.

Room 111

Seattle Maritime Academy  
4455 Shilshole Avenue NW  
Seattle WA 98107

### REGULAR SESSION

3:00 p.m.

Room 111

Seattle Maritime Academy  
4455 Shilshole Avenue NW  
Seattle WA 98107

Attendance: Ms. Louise Chernin, Ms. Carmen Gayton, Mr., Steve Hill, Ms. Rosa Peralta, Dr. Shouan Pan, Dr. Warren Brown, Dr. Sheila Edwards Lange, Dr. Rosie Rimando-Chareunsap, Dr. Kurt Buttleman, Ms. Jennifer Howard, Ms. Maureen Shadair, Mr. Derek Edwards, Mr. Alex Bacon, Ms. Denise Vaughn, Mr. Robert Sullivan, Ms. Rebecca Hansen

Guests who signed in: Kao LeZheo, Bo Leong, Malcolm Grothe

## REGULAR SESSION AGENDA

### CALL TO ORDER

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

### SAFETY ANNOUNCEMENT

Rebecca Hansen took roll and made a safety announcement.

### APPROVAL OF AGENDA | ACTION

Trustee Hill made a motion to approve the agenda. Trustee Peralta seconded. The motion passed 4-0.

### PUBLIC COMMENTS

There were no public comments.

### PRESENTATION

#### New Career Exploration Center model

*Presenters: William Spence, Director of Academic Advising, Transfer/Study Abroad, and Career Services at SCC; Kao LéZheo, Dean of Student Success at SCC; James Leong, Completion Coach at SCC*

Presenters introduced the newly remodeled program. They outlined the reasons why the Career Center was redesigned, talked about the structure of the new Career Exploration Program, and discussed where the center is headed.

#### RECOMMENDED BOARD ACTIONS | ACTION

##### A. Minutes from June 14

**The board reviewed the minutes. Trustee Gayton made a motion to approve the minutes. Trustee Peralta seconded. The motion passed 4-0.**

##### B. Election of Board Officers for 2018-19

**Trustee Peralta made a motion to approve the nominations. Trustee Gayton seconded. The motion passed 4-0.** Trustee Louise Chernin will serve as Chair and Trustee Steve Hill will serve as Vice Chair, continuing in their current roles for the upcoming year.

##### C. Board of Trustees Meeting Schedule for 2018-19

**Trustee Hill made a motion to approve the schedule. Trustee Peralta seconded. The motion passed 4-0.**

#### INFORMATIONAL ITEMS

##### A. Enrollment and SEM Reports

Kurt Buttleman presented the spring quarter enrollment report and gave a Strategic Enrollment Management update.

Malcolm Grothe, Associate Vice Chancellor for Workforce; Jesse Cooley, Director of BAS Programs at NSC; and Hannah Markwardt, Student Development Specialist for Allied Health BAS Programs at SCC gave a presentation on Applied Bachelors Degrees.

#### ORAL REPORTS

##### A. Chancellor's Report

Chancellor Pan highlighted a few items from his written report. He gave an update on the Families and Education Levy and the shift from council action to the general campaign. He reported that Together Seattle Works met at Georgetown. The Chancellor has had recent meetings with Senator Jamie Pedersen and Representative Mia Gregerson. He has also been appointed to serve on the King County United Way Board and King County Workforce Board.

B. Labor Union Representatives

1. Mr. Bob Sullivan, AFT-SPS

Bob Sullivan is retiring after 27 years of service. He shared his observations about a disconnect between the dialogue at board meetings and the conversations on the campuses. Chair Chernin thanked him for his service.

C. College Presidents, Vice Chancellors

1. Dr. Sheila Edwards Lange, Seattle Central College

The Seattle Maritime Academy is running 3 summer programs to introduce youth to maritime careers.

2. Dr. Rosie Rimando-Chareunsap, South Seattle College

Dr. Rimando-Chareunsap has three key areas of focus: the budget planning process and developing more transparency, guided pathways, and continuing the equity focus.

**ADJOURNMENT**

**The meeting adjourned at 4:13pm.**

The next meeting of the Board of Trustees will be held on Thursday, September 14, 2018 at North Seattle College, 9600 College Way North, Seattle 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 COLLEGE DISTRICT VI  
BOARD OF TRUSTEES  
RESOLUTION AUTHORIZING INDEMNIFICATION**

WHEREAS, a legal action, as designated below, has been commenced involving this institution of higher education; and

WHEREAS, the officers and employees of the institution designated below have requested the Board to authorize their defense under RCW 28B.10.842; and

WHEREAS, the Board has made a determination that such designated individuals were acting in the performance of their duties and in good faith; Now Therefore

BE IT RESOLVED that the Board of Trustees hereby specifically finds that the individuals designated below acted within the scope of their authority and in good faith with regard to the conduct alleged by the plaintiff to be wrongful, and the Board specifically authorizes their defense and approves their indemnification by the State pursuant to RCW 28B.10.842.

Done in Open Meeting by the Board this \_\_\_\_ day of September 2018.

BOARD OF TRUSTEES  
Seattle College District VI

By: \_\_\_\_\_  
Chair of the Board

Title of Action: *Dedra Strickland v. State of Washington Seattle Central College, et al.*

Cause No: Western District Court 2:18-cv-01073 BAT

Individuals Indemnified:

Sheila Edwards Lange	David Blake
Yoshiko Harden	Christina Nelson
Susan Engel	Jessica Norouzi
Brigid McDevitt	Brian Kenney
David Skogerboe	

I, the below-named assistant attorney general assigned to the college, have reviewed the facts and circumstances involving the request for indemnification and I concur in the determination by the Board of Trustees.

Dated this \_\_\_\_\_ day of September, 2018

\_\_\_\_\_  
Derek Edwards  
Assistant Attorney General



MEMORANDUM

TO: Board of Trustees  
FROM: Jennifer Howard  
DATE: September 13, 2018  
SUBJECT: Five year contract with Hobsons for Starfish Enterprise Success Platform

**Background**

Per District Policy 108, the Board of Trustees has reserved authority on entering into "any contract including any settlement agreement that involves payment by the district of a total amount of \$250,000 or more in any fiscal year, except public works contracts that are managed by another state agency."

Seattle Colleges desires to enter into a 5 year contract with Hobsons for their Starfish Enterprise Success Platform. The annual cost of this contract breaks down as follows:

Year 1:	\$442,080
Year 2:	\$455,135
Year 3:	\$382,815
Year 4:	\$382,815
Year 5:	\$382,815
Total:	\$2,045,660

This recommendation is the culmination of the work of a group of 40+ Seattle Colleges' stakeholders who conducted an extensive due diligence process over the last few months and have come to consensus on a decision for the acquisition of Hobsons Starfish Enterprise Success Platform (Student Success software).

We will be utilizing the skills of the ctcLink project team to implement this software package over the course of the coming year. At today's Board meeting, we will provide the Board with a demonstration of the capabilities of the system. This technology will help to facilitate our Guided Pathways Strategy (Goal 1: Student Success).

This agreement shall commence September 14, 2018 and shall terminate on September 13, 2023.

**Recommendation**

It is recommended that the Board of Trustees authorizes the Chancellor and his designee to enter into this 5 year contract, in the amount of \$2,045,660.00.

Submitted by: \_\_\_\_\_

  
Jennifer Howard, Int. Vice Chancellor for Administrative Services

Transmitted to the Board with a favorable recommendation: \_\_\_\_\_

  
Dr. Shouan Fan, Chancellor

**MEMORANDUM**

**TO:** Board of Trustees  
**FROM:** Jennifer Howard  
**DATE:** September 13, 2018  
**SUBJECT:** Local Government Investment Pool (LGIP) - 2018 Resolution

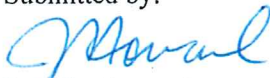
In an effort to provide more clarity with respect to how the Local Government Investment Pool operates, and as a result of the recently amended WACs, the Washington State Treasurer has created a prospectus and is distributing to all investors in the LGIP.

As a result of the release of this prospectus it is important that each local government investing in the LGIP completes an updated Resolution, which I have attached, that acknowledges that the governmental body responsible for overseeing or making investment decisions has read and understands the prospectus.

**Recommendation**

It is the recommendation of the administration for the Board of Trustees to approve the proposed, revised, Local Government Investment Pool (LGIP) Resolution for 2018 as attached.

Submitted by:



Jennifer Howard  
Vice Chancellor Administrative Services

Transmitted to the Board with a favorable recommendation.



Shouan Pan  
Chancellor



RESOLUTION AUTHORIZING INVESTMENT  
OF SEATTLE COLLEGES MONIES IN THE  
LOCAL GOVERNMENT INVESTMENT POOL

WHEREAS, pursuant to Chapter 294, Laws of 1986, the Legislature created a trust fund to be known as the public funds investment account (commonly referred to as the Local Government Investment Pool (LGIP)) for the contribution and withdrawal of money by an authorized governmental entity for purposes of investment by the Office of the State Treasurer; and

WHEREAS, from time to time it may be advantageous to the authorized governmental entity, Seattle Colleges, the "governmental entity", to contribute funds available for investment in the LGIP; and

WHEREAS, the investment strategy for the LGIP is set forth in its policies and procedures; and

WHEREAS, any contributions or withdrawals to or from the LGIP made on behalf of the governmental entity shall be first duly authorized by the Seattle Colleges, the "governing body" or any designee of the governing body pursuant to this resolution, or a subsequent resolution; and

WHEREAS the governmental entity will cause to be filed a certified copy of said resolution with the Office of the State Treasurer; and

WHEREAS the governing body and any designee appointed by the governing body with authority to contribute or withdraw funds of the governmental entity has received and read a copy of the prospectus and understands the risks and limitations of investing in the LGIP; and

WHEREAS, the governing body attests by the signature of its members that it is duly authorized and empowered to enter into this agreement, to direct the contribution or withdrawal of governmental entity monies, and to delegate certain authority to make adjustments to the incorporated transactional forms, to the individuals designated herein.

NOW THEREFORE, BE IT RESOLVED that the governing body does hereby authorize the contribution and withdrawal of governmental entity monies in the LGIP in the manner prescribed by law, rule, and prospectus.

BE IT FURTHER RESOLVED that the governing body has approved the Local Government Investment Pool Transaction Authorization Form (Form) as completed by Jennifer Howard and incorporates said form into this resolution by reference and does hereby attest to its accuracy.

BE IT FURTHER RESOLVED that the governmental entity designates Jennifer Howard, Interim Vice Chancellor of Administrative Services, the "authorized individual" to authorize all amendments, changes, or alterations to the Form or any other documentation including the designation of other individuals to make contributions and withdrawals on behalf of the governmental entity.

BE IT FURTHER RESOLVED that this delegation ends upon the written notice, by any method set forth in the prospectus, of the governing body that the authorized individual has been terminated or that his or her delegation has been revoked. The Office of the State Treasurer will rely solely on the governing body to provide notice of such revocation and is entitled to rely on the authorized individual's instructions until such time as said notice has been provided.

BE IT FURTHER RESOLVED that the Form as incorporated into this resolution or hereafter amended by delegated authority, or any other documentation signed or otherwise approved by the authorized individual shall remain in effect after revocation of the authorized individual's delegated authority, except to the extent that the authorized individual whose delegation has been terminated shall not be permitted to make further withdrawals or contributions to the LGIP on behalf of the governmental entity. No amendments, changes, or alterations shall be made to the Form or any other documentation until the entity passes a new resolution naming a new authorized individual; and

BE IT FURTHER RESOLVED that the governing body acknowledges that it has received, read, and understood the prospectus as provided by the Office of the State Treasurer. In addition, the governing body agrees that a copy of the prospectus will be provided to any person delegated or otherwise authorized to make contributions or withdrawals into or out of the LGIP and that said individuals will be required to read the prospectus prior to making any withdrawals or contributions or any further withdrawals or contributions if authorizations are already in place.

PASSED AND ADOPTED by the Board of Trustees of the Seattle Colleges, State of Washington on this 13th day of September 2018.

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SIGNATURE

Shouan Pan  
Chancellor  
Seattle Colleges District VI

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SIGNATURE

Louise Chernin  
Chair, Board of Trustees  
Seattle Colleges District VI





Central · North · South · SVI

## OFFICE OF THE CHANCELLOR

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

### MEMORANDUM

TO: Board of Trustees  
FROM: Jennifer Howard  
DATE: September 13, 2018  
SUBJECT: Apprenticeship Training

#### Background

Per District Policy 108, the Board of Trustees has reserved authority on entering into "any contract including any settlement agreement that involves payment by the district of a total amount of \$250,000 or more in any fiscal year, except public works contracts that are managed by another state agency."

South Seattle College desires to provide relevant related training instruction for apprentices with the following trades:

- Pacific Northwest Ironworkers and Employers Apprenticeship and Training Committee Local 86 (Pacific Northwest Ironworkers EATC)
- Construction Industry Training Council (CITC) of Washington
- Puget Sound Electrical Joint Apprenticeship Training Committee (PSEJATC)

Each partner listed above has unique ability to provide such instruction, having access to appropriately prepared and qualified instructors for such apprenticeship training programs.


South Seattle College agrees to remunerate each partner for various FTE(annualized) at a rate of \$3,209 per FTE. The partners will pay the tuition rate at \$3.60 per clock hour (as defined in WAC 131-28-026(4)(c)).

PARTNER	TOTAL FTE	TOTAL CONTRACT VALUE
Ironworkers	100	\$320,900
Electrical	460	\$1,476,140
Construction	400	\$1,283,600

#### Recommendation

It is recommended that the Board of Trustees authorizes the Chancellor and his designee to enter into these instructional apprenticeship contracts as described above.

Submitted by:   
Jennifer Howard, Int. Vice Chancellor Administrative Services

Transmitted to the Board with a favorable recommendation:   
Dr. Shouan Pan, Chancellor



# SEATTLE CENTRAL COLLEGE

*One of the Seattle Colleges*

## OFFICE OF THE PRESIDENT

1701 Broadway, Seattle, WA 98122  
Main 206.934.5417 • Fax 206.934.4390  
seattlecentral.edu

September 6, 2018

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

Dear Dr. Pan,

I am writing on behalf of the leadership team at Seattle Central to nominate Ms. Tina Young for Emeritus Status. Tina recently retired after serving more than 30 years as a Seattle Colleges employee. During that time, she made significant contributions to Seattle Central, our District and the statewide community college system. Her record of excellence in service and leadership and her commitment to student success make her an ideal candidate for Emeritus status.

Tina was the recipient of the Trustees Lifelong Learning Award in Fall 2017. She received numerous nominations from campus community members who noted that Tina worked tirelessly to create an inclusive and equitable culture both on campus and in our community. She has transformed our campus by fundraising and gathering support for the repair of the George Tsutakawa Fountain; collaborating with community members and faculty to create and fund an endowment to honor Rachel Hidaka (a former dean of basic studies); and establishing an annual Day of Remembrance to recognize Broadway High students who were forcibly removed during World War II. She has transformed our district by establishing affinity groups to support faculty and staff on all three campuses. She has transformed our community college system by working with others to establish the Cross-Institution Faculty of Color Mentoring Program and the Administrators of Color Leadership Program.

Over her 30 year career with the Seattle Colleges, Tina led many research and teaching projects focused on equity and diversity. Most notable among them:

- Project Coordinator: Refugee Stories Project & Exhibit
- Team Member and Co-Investigator: Untold Success Stories of Students of Color Research Project
- Grant Coordinator: U.S. Department of Education Title VIA Undergraduate International Studies and Foreign Languages Program
- Seattle Central Team Coordinator and Liaison: Critical Moments: Responding Creatively to Cultural Diversity Through Case Stories Project, a Hewlett Foundation Grant awarded to The Washington Center for Improving the Quality of Undergraduate Education and four Washington state higher education institutions
- Curriculum and Professional Development Project Coordinator: Journey to Democracy: We're Not There Yet, WA Civil Liberties Public Education Program, Seattle Colleges District-wide grant on the experiences of Americans of Japanese descent during WW II
- Principal Investigator: Students of Color Identity Development Research Project

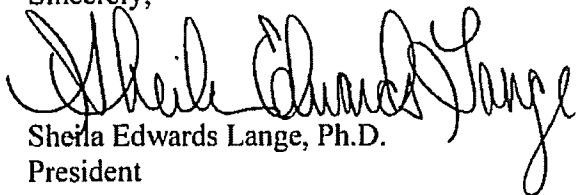
**Tina Young Nomination for Emeritus Status**  
**Page 2 of 2**

I think her most important legacy at the colleges is the creation of the Associate Vice President (AVP) for Equity, Diversity and Inclusion position on each campus. In 2016 Tina agreed to serve as Central's Interim Campus Diversity Officer with the task of writing a job description for the permanent position. As she did that work on behalf of Central, it became clear that the need for similar positions existed on each of our campuses. She worked with teams at North and South to refine the job description and duties of what eventually became the Associate Vice President role. Even though she is now retired, she has been working to help onboard the new AVPs.

Tina has been a relentless advocate for student success at Central. Even now, students who graduated from our college many years ago, still consider her a mentor and advisor. She goes out of her way to support students in navigating their way toward completion. She established partnerships with faculty and staff all over campus to aid in creating better support services for students of all backgrounds. Recently, she led a district-wide coalition to work on improving outcomes for undocumented students.

Anyone who has had the great pleasure of working with Tina can attest to her leadership, service and commitment to student success. That is why she was nominated by multiple people and selected for the Lifelong Learning Award last year. We recommend her for Emeritus status at the Seattle Colleges. There is no one more deserving of this honor than Tina.

Sincerely,



Sheila Edwards Lange, Ph.D.  
President



**TO:** Board of Trustees

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

**DATE:** September 13, 2018

**SUBJECT:** Emeritus Status Recognition, Carmen Gayton

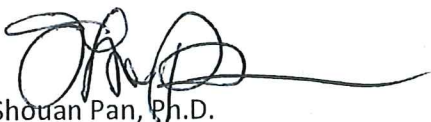
Dear Seattle Colleges Board of Trustees,

I am pleased to recommend Carmen Gayton for Emeritus Status. Ms. Gayton was appointed to the board in 2012 and was reappointed to a full term in 2013. Ms. Gayton has served as a valuable member of the board for six years, including as the board chair in 2014-15.

During Carmen's time on the board, she demonstrated a high-level professional and ethical approach to managing the duties of a public trustee. She was an important voice on many significant issues and served as the board's liaison to the district foundation. As a Trustee, Ms. Gayton was always positive, thoughtful, and respectful in her interactions with the board, the community and college employees. Her perspectives have been valuable when the board wrestled with difficult issues concerning the future of Seattle Colleges. As a new chancellor, I am grateful to Carmen for her support, guidance, and honest feedback.

Ms. Gayton has demonstrated a career-long commitment to public service, organizational excellence, diversity and effective leadership. Her nomination meets the criteria outlined in Seattle Colleges Policy 478, and I am pleased to recommend that the Board of Trustees grant her Emeritus Status in recognition of her leadership contributions.

Sincerely,

  
Shouan Pan, Ph.D.  
Chancellor



## MEMORANDUM

TO: Board of Trustees

FROM: Dr. Sheila Edwards Lange  
President, Seattle Central College

DATE: September 5, 2018

SUBJECT: **Report of SVI Advisory Committee & Recommendation – Information**

Pursuant to District Policy 108, the Board of Trustees has reserved authority to itself “[t]o authorize every sale or purchase of real property, and every lease of real property which is for a term of three years or more and requires payment by the district of \$50,000 or more in any fiscal year.” Seattle Central College recommends adoption of the August 30<sup>th</sup> report from the Seattle Vocational Institute (SVI) Advisory Committee and conveyance via legislation of ownership of the SVI property to the Urban League of Metropolitan Seattle.

This memo is information only. At a later meeting, the Board will be asked to approve of disposal of the Seattle Vocational Institute property and to request of the State Board of Community and Technical College the drafting of legislation to convey the property to the Urban League.

### **Background**

The Seattle Colleges District holds title to the Seattle Vocational Institute under legislation passed in 1990 by the Washington State Legislature. Over the past eight years enrollment at SVI has steadily declined and several SVI programs have been moved to Seattle Central College buildings better suited for instruction in those disciplines. Budget challenges have created a backlog of deferred maintenance beyond the capacity of the District to fund.

College leadership updated the SVI Strategic Plan in 2014, including analysis of the costs of remodeling and updating key building systems. That plan acknowledges that SVI no longer needs a building of this size. The 2017-19 capital budget provided funds to hire an adaptive re-use consultant and directed the Seattle Colleges to conduct a study of alternative uses for the building.

In late summer of 2017 Seattle Central retained the services of Maul Foster Alonghi as the consultants for this adaptive re-use study and formed a six member Advisory Committee to guide the process. Since then an extensive community consultation process was conducted via focus groups and community forums. Having identified key community priorities for a revitalized SVI building, Seattle Central and the Advisory Committee issued a Request for Letters of Interest on June 21<sup>st</sup> of this year. That Request anticipated a transfer of ownership of the SVI property to either another government entity, such as a public development authority, or a community-based non-profit.

Three responses were received by the deadline of August 24<sup>th</sup> and have been reviewed and scored by the Advisory Committee (see attached report). The Committee consensus was that a proposal from the Urban League of Greater Seattle was the most responsive to the Request’s goals and objectives based on published scoring criteria. A heavier weighting was placed for scores on cultural relevancy, community benefits and development concept than for transaction terms and development team experience.



Central • North • South • SVI

## OFFICE OF THE CHANCELLOR

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1500 Harvard Avenue, Seattle WA 98122-3803 | [www.seattlecolleges.edu](http://www.seattlecolleges.edu)

### MEMORANDUM

**TO:** Board of Trustees  
**FROM:** Jennifer Howard  
**DATE:** September 13, 2018  
**SUBJECT:** Proposed Policy 209: Health and Safety

#### Background

Policy 209 is based on the Occupational Safety and Health Administration (OSHA) rules in conjunction with Washington Industrial Safety and Health Act of 1973 (WISHA). The policy itself is the broad umbrella for the more detailed procedures, which are included for your reference. Both policy and procedures were developed by a committee, including Jennie Chen (District Compliance Officer); Bruce Riveland (VP Administrative Services/Central); Christa Colouzis (Environmental Health and Safety Manager/South); Sean Chesterfield (Director of Security/ Central) Jennifer Dixon (HR Director/North); and Karen Herndon (Assistant Director Admin Services/South).

These rules will be a firm basis for our future work in environmental health and safety for the district. In the next weeks, we are reassigning our current Environmental Health and Safety Manager to a district-wide position with a focus on hazardous materials and emergency management, and we are posting a new position for an industrial hygienist to focus on employee safety.

#### Recommendation

It is the recommendation of the administration for the Board of Trustees to approve the proposed policy.

Submitted by:

Jennifer Howard, Int. Vice Chancellor of Administrative Services

Transmitted to the Board with a favorable recommendation.

Dr. Shouan Pan  
Chancellor

# **SEATTLE COLLEGE DISTRICT PROPOSED POLICY**

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**NUMBER: 209**

**TITLE:** Health and Safety

**PURPOSE:** To establish districtwide health and safety rules and practices in compliance with OSHA and other applicable state laws.

## **PROPOSED POLICY:**

The following basic rules have been established to help make Seattle Colleges a safe place to work. These rules are the foundation of safety at Seattle Colleges. Other situational or equipment-specific safety rules may also apply, and those rules are listed elsewhere. Failure to comply with these basic rules may result in disciplinary action.

- a. Never do anything unsafe in order to complete a job. If a task is unsafe, report it to your supervisor.
- b. Never remove or disable any safety device. Keep safety guards in place at all times.
- c. Never operate equipment unless you are authorized and have been trained on its safe operation.
- d. Use your personal protective equipment whenever it is required.
- e. Obey all safety warning signs.
- f. Never work under the influence of drugs or alcohol. Unauthorized use of alcohol or drugs at work is prohibited.
- g. Do not bring firearms or explosives onto school property.
- h. Smoking is only permitted outdoors more than 25 feet from building openings, unless otherwise designated.
- i. Unsafe physical activity including, but not limited to, horseplay and fighting, are prohibited.
- j. Maintain a clean, sanitary work area.
  - 1. Clean up spills immediately.
  - 2. Put tools and equipment away after use.
  - 3. Do not allow scraps or packaging to accumulate where it will become a hazard.

Supervisors of each workspace or team are responsible for identifying site-specific hazards in partnership with the Environmental Health and Safety Manager. The specific hazards will be documented and shared with employees in the workplace specific safety orientation training.

*Board of Trustees – Revision & Adoption History*

*Adopted:*

*Revised:*

**MEMORANDUM**

**TO:** Board of Trustees  
**FROM:** Jennifer Howard  
**DATE:** September 13, 2018  
**SUBJECT:** Budget Update

At its meeting in June 2018, the Board approved the 18/19 fiscal year operating budget. This update is provided to review the operating budget, including some changes that have occurred since June, along with the other budgets within the District financial system.

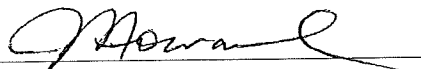
The budget information presented includes a year-to-year comparison of budgets in the following areas:

Operating budget- includes state allocation, tuition, cost recoveries, carryover and reserves brought forward into operating budget

- 145- Grants and contracts, including international 'tuition' funds, running start, and other grants/contracts
- 148- Self-support and other local funds, including instructional program fees and student fees
- 400s- Motor pool and printing
- 522- Student body funds
- 524- Bookstore revenue
- 528- Parking revenue
- 569- Food Service
- 570- Auxiliary enterprises
- 800s- Restricted funds

No action is required at this time. This is informational only.

Submitted by:



Jennifer Howard, Int. Vice Chancellor of Administrative Services

Transmitted to the Board with a favorable recommendation.



Dr. Shouan Pan  
Chancellor

## **ACT Meeting and Conference Dates for 2018-19**

ACCT Leadership Congress

October 24-27, 2018

New York Marriott Marquis, 1535 Broadway, New York, NY

ACT Legislative Action Committee Retreat

November 8, 2018

DoubleTree by Hilton Seattle Airport

ACT Fall Conference

November 9, 2018

DoubleTree by Hilton Seattle Airport

ACT Winter Conference

January 21-22, 2019

Hotel RL Olympia Red Lion, 2300 Evergreen Park Dr SW, Olympia, WA 98502

New Trustee Orientation

January 21, 2019

Hotel RL Olympia Red Lion, 2300 Evergreen Park Dr SW, Olympia, WA 98502

Transforming Lives Award Dinner

January 21, 2019

No-Host Social: 5:30 to 6 p.m.

Dinner: 6 to 8 p.m.

Hotel RL Olympia Red Lion, 2300 Evergreen Park Dr SW, Olympia, WA 98502

Winter Legislative Contact Conference

January 21-22, 2019

Hotel RL Olympia Red Lion, 2300 Evergreen Park Dr SW, Olympia, WA 98502

ACT Spring Conference

May 23-24, 2019

Marcus Whitman Hotel and Conference Center

6 W Rose Street, Walla Walla, WA 99362

**MEMORANDUM**

**TO:** Board of Trustees  
**FROM:** Shouan Pan, Chancellor  
**DATE:** September 13, 2018  
**SUBJECT:** Report to the Board of Trustees

**I. Student Success****@SeattleColleges Summer Edition**

@ Seattle Colleges is a monthly television show produced by SCCTV. This summer's edition features the following: We hear from, Ruth Mansoor, a recent Seattle Central graduate, on how the college has positively changed her life and future. Sahira Baraja, also from Seattle Central, talks about a new program, the DREAMers/Undocumented Students Support Navigator. @ Seattle Colleges also features a video promoting one of North's most successful programs, Accounting. Seattle Central's Maritime Academy is also featured. The video, created by SCCTV for the Port of Seattle, follows students attending an event at the Maritime Academy promoting maritime jobs.

**Staff Committee Selects Starfish Enterprise Success Platform as Student Success Software**

Over the course of several months, a district-wide cross-function staff team came together and conducted an extensive evaluation of the top student success and analytic information technology platforms on the market. Based on thorough evaluation of many factors, the Review Committee unanimously recommend the acquisition of Starfish Enterprise Success Platform.

With Board approval of the acquisition, we will be utilizing the skills of the ctclink project team to implement this software package over the course of the coming year. As we implement Seattle Pathways and the strategic enrollment management recommendations, Starfish will provide very important and necessary technology to aid this work.

**II. Organizational Excellence****Senior Leadership Retreat**

The Chancellor's Office convened district-wide senior leaders, including college presidents, vice/associate vice chancellors, and college vice presidents in a 5-hour leadership retreat on Monday, August 13. The retreat focused on reviewing progress and accomplishments of Achieving System Integration and developing strategies for preparing the district for implementing Seattle Promise and Seattle Pathways in the 2018-2019 Academic Year.



Trustee Steve Hill attended part of the retreat. On behalf of the Board, Trustee Hill thanked the group for their collective accomplishments over the past year and encouraged senior leaders to continue undivided leadership focus on improving student success.

### **III. External Affairs/Partnerships**

#### **SCCTV and the Port of Seattle**

SCCTV is happy to announce it signed a five-year agreement with the Port of Seattle to provide production and streaming services. The agreement is potentially a \$240,000 per year revenue stream for self-funded SCCTV.

#### **Chancellor Pan Attended the 2018 Amazon Web Services Institute**

At the invitation of Amazon Web Services, Dr. Pan attended the 2018 University and Community College Presidents Roundtable on August 9. Twenty domestic and international college presidents and chancellors gathered at the Amazon headquarter in Seattle to explore how employers can partner with educational institutions to build a future-ready workforce. Participants exchanged best practices and strategies to overcome barriers to preparing youth for digital and STEM jobs.

#### **Chancellor Pan on Seattle/King County Workforce Investment Board**

Chancellor Pan began his service on the Seattle and King County Workforce Investment Council in August and was asked to serve on the Transition Team charged with the search of the new Executive Director for the Council.

#### **Chancellor Pan Attended Training on Managing Critical Incidents**

On August 29, Dr. Pan attended a 4-hour long training course on managing critical incidents on college campuses. The course, hosted by Bellevue College, provides a forum to address the full-spectrum of emergency preparedness: prevention, protection, mitigation, response, and recovery as it relates to critical incidents affecting college campuses and places specific emphasis on the unique aspects and challenges associated with higher education institutions.

Participants learned to effectively manage a critical incidents by applying an all-hazards, multi-disciplinary, community approach based on the National Incident Management System's (NIMS) Incident Command System (ICS).

### **V. Pride Points**

#### **Seattle Metropolitan Chamber of Commerce Board of Trustees**

Chancellor Pan was nominated and elected to the Board of Trustees of Seattle Metropolitan Chamber of Commerce. His term began in September.



# SEATTLE CENTRAL COLLEGE

*One of the Seattle Colleges*

## PRESIDENT'S OFFICE

1701 Broadway, Seattle, WA 98122  
Main 206.934.5417 • Fax 206.934.4390  
seattlecentral.edu

## MEMORANDUM

**TO:** Board of Trustees  
**FROM:** Sheila Edwards Lange, Ph.D., President  
**DATE:** August 30, 2018  
**SUBJECT:** Seattle Central College monthly report

### STUDENT SUCCESS

#### **Faculty and students engage in flexible course pilot**

Over the past year, four Seattle Central instructors participated in a pilot program to create FLEX courses that allow students to enroll in either a face-to-face or an online section of a course and toggle back and forth between the two as needed. More than half of the 40 participating students said they would choose a FLEX mode course. Close to 100 percent of students stated they would choose a FLEX mode class over traditional in-person, hybrid or online options in other courses.

#### **Student leaders encourage students to register and vote**

Seattle Central is participating in Governor Inslee's [Student Voter Registration Challenge](#) in partnership with Secretary of State Kim Wyman. During Welcome Week, student leaders will canvas the campus and register students using tablets on the spot. The goal is to increase the number of students registered to vote before the Nov. 6 General Election.

### INSTITUTIONAL EXCELLENCE

#### **Program changes name for better representation**

Last month, the College Success Program at Seattle Central changed its name to STARS (Students Transitioning and Reaching Success). It will better represent the students—many of whom are transitioning from foster care into the academic community.

### EXTERNAL AFFAIRS

#### **Seattle Central hosts students from Taiwan**

In August, Seattle Central students hosted students from Yunlin University, located in Taiwan, as part of their Chinese studies. Students from each college learned about differences in culture, communication and the education system in their respective countries. President Edwards Lange also spoke about the unique opportunities that community colleges provide. The exchange, coordinated by Seattle Central Chinese instructor Tsai-En Cheng, is the second time the college has hosted the university on its campus.

### PRIDE POINTS

#### **Wood Technology students win first place in national competition**

Five students for the Wood Technology Center's Cabinetmaking program competed in this year's Design Emphasis Student Competition. Three of the students were named finalists and traveled to Atlanta for the International Woodworking Fair. Student Brian Klik won first place in the Accent category for his *Rorschach Table* and student Jacob Bower won first place in the Seating category for his *ZZ Chair*. This is the third consecutive year Wood Technology students have placed in national student design competitions.



**MEMORANDUM**

**TO:** Board of Trustees  
**FROM:** North Seattle College President Dr. Warren Brown  
**DATE:** August 30, 2018  
**SUBJECT:** Report to the Board of Trustees

**I. Student Success**

- **NSC Fall Registration Fair for Fall 2018**

NSC will be hosting a Registration Fair Saturday, Sept. 22 from 10 a.m. to 2 p.m., to help students complete the enrollment process. Students will have the opportunity to get their photo ID, CANVAS log in, onboarding, admissions and registration assistance. The cashier's office, financial aid, testing, e-Learning, student learning center and enrollment services will also be available to assist students.

**II. Institutional Excellence**

- **Faculty Staff Learning Community on Diversity, Equity, and Inclusion**

The Teaching and Learning Center and the Social Justice Interest Group in collaboration with the Associate Vice President for Diversity, Equity and Inclusion office are convening a Faculty Staff Learning Community on Diversity, Equity and Inclusion and closing opportunity gaps.

**III. Pride Points**

- **North's Medical Assisting Program achieves high enrollment**

After program viability evaluation and collaborating with SVI to create a new shared curriculum, North's Medical Assisting program will have a full cohort in fall 2018.

- **President's Day scheduled for Sep. 20**

North employees will kickoff the academic year with the annual President's Day event, Thursday, Sept. 20, on campus. This year's event will include remarks from Chancellor Shouan Pan, President Brown, and feature breakout activities, student speakers, entertainment, food, and special guest speaker, Martin Floe, principal of Ingraham High School. This year's theme, "Teamwork Makes the Dream Work," recognizes what it takes for everyone to come together to serve our students and help them realize their dreams.

- **NSC BAS Programs in the news**

Early Childhood Education (ECE) faculty member, Samantha Dolan, recently spoke about the ECE program on King 5 and Business BAS Programs Director, Jesse Cooley, was recently interviewed and featured in a Puget Sound Business Journal article about NSC's new Property Management BAS degree.

- **NSC receives three competitive state grants**

NSC was recently awarded grants totaling \$761,000 by the Washington State Board for Community and Technical Colleges to support and expand aerospace, healthcare and early childhood education.



## MEMORANDUM

**TO:** Board of Trustees  
**FROM:** Rosie Rimando-Chareunsap, Ed. D., President  
**DATE:** Sept. 13, 2018  
**SUBJECT:** Report to the Board of Trustees

**I. Student Success**

- South Seattle College welcomed the incoming class of 13<sup>th</sup> Year Promise Scholarship scholars to campus from September 11-13 for Summer Bridge orientation to prepare for a successful transition to college. Over three days, scholars attended workshops on study skills, student services utilization, and more. Orientation wrapped up with a celebration and networking opportunity to meet with foundation and city officials who have helped create this opportunity.

**II. Institutional Excellence**

- South will begin offering an Associate of Applied Science degree in Network Security Administration starting Fall Quarter 2018. The program, designed in collaboration with cybersecurity experts from Microsoft and Amazon, provides students with the technical skills and practical knowledge needed to thrive in the information security field.

**III. Financial Health**

- South has been awarded a \$492,026 National Science Foundation – Advanced Technological Education grant over three years, starting Sept. 1, 2018. The grant focus is to align students into accelerated pathways in engineering, technology and building science, with a focus on underrepresented groups, including veterans. The grant will improve pathways from associate to bachelor's programs, including South's Sustainable Building Science Technology BAS.
- South's Aviation Maintenance Technology program received a \$25,000 grant from the Delta Air Lines Foundation in support of future aviation professionals. South's is one of only nine programs from across the country to receive grants totaling \$350,000 from Delta, and the funds will be used to enhance curriculum development, projects and material support in avionics and composite structures.

**IV. External Affairs**

- President Rosie Rimando-Chareunsap was the keynote speaker for the Filipino American Community of Bainbridge Island & Vicinity's 75<sup>th</sup> Anniversary celebration on August 11. The organization perpetuates Filipino American heritage and encourages interest in Filipino language, culture, customs and traditions. Dr. Rimando-Chareunsap was raised in the Bainbridge Island Filipino American community, and was honored to be part of the celebration and recognized for her professional and community achievements.
- South hosted the 11<sup>th</sup> Annual West Seattle Car Show on August 25, a community tradition that brings auto enthusiasts from around the region to campus for a day, with proceeds supporting the college's Automotive Technology program.

**MEMORANDUM**

**TO:** Board of Trustees

**FROM:** Jeffrey Campbell  
President, United Student Association

**DATE:** September 13<sup>th</sup>, 2018

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

**2018-19 Student Government Selections August 2<sup>nd</sup> – 8<sup>th</sup>**

The United Student Association Selection Committee, led by Chair Jay Choe, provided 13 orientations during July for our vacant positions. The committee screened applications and interviews were held August 2<sup>nd</sup> through the 8<sup>th</sup>. The results are:

**Diversity and Inclusion Officer:** Amal Mohamed  
**Secretary:** Kim Parafina  
**Treasurer & S/A Fee Board Chair:** Andy Le  
**Public Relations:** Danny Le

They will join the rest of our team who were elected last spring:

**President** Jeffrey Campbell  
**VP/Legislative Liaison** King Nguyen  
**Issues and Concerns Officer** Jay Choe  
**Sustainability Officer** Linh Vo

Our entire team will start training in early September by participating in a state-wide leadership conference in Olympia and then continue with goal setting and additional trainings and program development before fall quarter begins.

**Student Wellness Center**

On August 10<sup>th</sup>, the United Student Association hosted a committee meeting to discuss the continued need for a student health and wellness center at South. The meeting's attendees included students, USA President Jeffrey Campbell, Dean of Student Life Dan Johnson, Campus Recreation Coordinator Colby Keene and Interim Vice President of Student Services Joyce Allen. The topics of discussion included what a Wellness Center might look like at South, committee members, budget, building options, timeline and architects. Ensuring all students have an opportunity to bring their voice to the table throughout the entire process will remain paramount as the Wellness Committee moves forward.

**Clean Air Task Force**

Smoking has been a topic of discussion for many years at South. During winter quarter 2018, USA received support from Interim President Pete Lortz to join forces with the College Council to convene a Clean Air Task Force and make a recommendation to the college president if our campus should be smoke-free. (The United Student Association's position is to be a smoke-free





campus.) The Task Force consists of members of all employment groups (including unions), students, and representatives from King County Health and the American Lung Association. The Task Force has held two committee meetings on May 23<sup>rd</sup> and June 14<sup>th</sup> 2018. Co-chairs will be Ward Ryder, IEP faculty and Catherine McCollum-Stroh, program assistant. Executive Director of Institutional Effectiveness Greg Dempsey is in the process of drafting a preliminary campus-wide survey on the topic, which will be distributed during fall quarter. We will discuss further with our new president, Dr. Rosie Rimando-Chareunsap, regarding this issue and provide an official recommendation to her by spring quarter. Stephanie Dykes, Executive Director from North campus Institutional Effectiveness, had been a very helpful consultant for the Task Force process and development as North conducted this process a few years ago.