February 14, 2018

Dear Board of Trustees and Campus Community:

January and February are busy months. It has caused me to reflect on the seasons of the Cascadia year. Winter is focused on legislative activity; spring is focused on the campus budget; summer is focused on planning and assessment; fall is focused on start-up. I think those themes fit well with the flow of work. And, it means that winter is when I spend the most time off campus. I see that coming to an end as the legislative session closes on March 8th. I am excited to begin the budget season; not because it will be easy, but because we can start earlier since the legislative session will be over and we'll know our numbers. Hopefully, our collaborative process with the Faculty Union and with the campus as a whole will keep our interests and needs foremost in our minds as we make adjustments.

Even in light of the travel, you'll see from the "Meet and Greets" section below that attention is still being placed on our local community, UWB, and on campus. I look forward to seeing you next week.

Meet and Greets

Since we met in January, here is a list of my campus and community activities:

Campus
- Faculty Council Quarterly Check-In
- Team Retreat: Risk Assessment/Strategic Plan
- Winter DIA – Pluralism (100+ staff attended)
- Cascadia College Foundation Board Meeting
- Classified TED Talk: Generational Differences
- CSG President Quarterly Check-In
- Change Management Meeting
- Cavolines TED Talk: Student Loan Indebtedness
- Marion Heard Retirement Gathering
- Welcome WA State Student Services Commission in Mobius Hall
- CCEC John Bonner Meeting
- 10 Year Staff Service Lunch
- Tenure Track Faculty Class Visits (x5)
- Classified Co-Facilitator Monthly Meeting
- Veteran's Administration Compliance Survey Entrance Interview

Olympia
- ACT New Trustee Orientation
- Transforming Lives Dinner
- Joint Lobbying Efforts with UWB
- WACTC – Olympia
- Legislative Meetings in Olympia
- Hearing Testimony on Governor's Proposed 2018 Capital Budget

Cities
- Meeting with Woodinville City Manager Brandon Buchanan
- Meeting with Duvall Mayor Amy Ibershof and City Administrator Matthew Morton
- Meeting with Kirkland City Manager Kurt Triplett
- Meeting with Redmond Mayor John Marchione
- OneRedmond Board Meeting
- State of the City of Kenmore Luncheon, MC

Community
- Northshore Business Alliance Education Committee Meeting
- Phone Conference: Industry/IHE Summit on Workforce and Educational Gaps
- Meeting with Bob Stewart Principal Bothell HS
- Canyon Park Biotech Center of Excellence Concept Discussion (15 attendees)
- Meeting with Shane Reader – Central Washington University
- Woodinville Rotary Presentation

UWB
- Space Issue Discussion with Dr. Ruth Johnston UWB
- Meeting with Dr. Susan Jeffords from UWB
- Campus Master Plan Thank You Event

Senior Staff Reports
To be informative, yet mindful of your time, I have asked the senior staff to only share their top relevant items for your reading pleasure.

From the Vice President of Administrative Services, Mr. Terence Hsiao:

Information Services
Information Services had 389 new tickets opened in the month of January and closed 365 of them. Of the opened tickets, 58 were for classroom support (56 of those closed in January).

Facilities
Minor improvement funds have been received and will be directed toward three major projects beginning summer 2018: CC1-310 and 320 science lab prep area remodel, a remodel of the existing CC3 ticket booth space into an office, and creating an open area and testing room in LBA-102A.

Facilities also received state funding as the result of the facilities conditions survey. This money will be used to perform work on the CC1 elevator. The decision to either replace the elevator, or repair what is left to repair, will be made in the near future. This work will also take place in the summer of 2018.

ctcLink Project and Activities
The State Board is quickly moving forward preparing to implement ctcLink after receiving OCIO's restart approval in January. The next deployment group begins implementation on April 1st and is primarily focused on remediation and Campus Solutions Module upgrade for FirstLink colleges. College alignment to future deployment groups will be determined by early April. Cascadia's staff participated in three ctcLink common process workshops in January and are scheduled to participate in four more in February. Our project management staff is focused on completing local plans preparing the college for deployment in group three and remains engaged with SBCTC in completing integrated plans critical to overall project success.

From the Vice President of Student Learning and Success, Dr. Rosemary Sutton:

Admissions
Cascadia is now a partner college of Arizona State University's Guaranteed Program for Admission. The program is designated for community college students and provides those interested with the opportunity to register at no cost or commitment and work with ASU representatives to track their progress towards admissions.

Accessibility
To meet the ambitious but attainable goal of having an accessible version of every Cascadia course syllabus available to students by April 30, 2018, over 100 faculty and staff at Cascadia have received hands-on training from e-Learning/Instructional Design (**Dr. Anne Tuominen** and **Brandy Long**) on how to create accessible documents using tools in MS Word. Attending the series of nine trainings since summer 2017 were 43 full time faculty, 49 Associate Faculty, and 19 staff (including 2 UW librarians). In addition, 13 faculty served as training assistants in at least one session.

New Vice President's Orientation/WSSSC
The new Vice President's orientation for new VP's of Student Services, Instruction, and Chief Diversity Officers was held at Cascadia on January 31st. Approximately 25 new VP's from the community and technical college system attended the orientation. Also, the Washington State Student Services Commission winter meeting was hosted by Cascadia on February 1st and 2nd.

Basic Education for Adults
Recently received a $32,500 grant to replace the laptops used in the Project I-DEA ESL class. This class, initially implemented 3 years ago with support from the Gates Foundation, integrates digital literacy instruction with English instruction for low-level immigrant and refugee ESL students. The new grant will allow us to replace our aging laptops and continue to support these students in learning the skills they need to be successful in the U.S.

Workforce
Staff members **Erin Pankow** and **Erika Miller** hosted a mid-quarter Valentine's Day check-in for students being funded from the college workforce allocations. Staff provided cupcakes and cocoa from 9 to 3 pm on February 14th as students were encouraged to stop by, take a break and update their records.

Sustainable Practices
Faculty and students are hosting the *2nd Annual Campus Climate Dialogue: Life at the Intersection of Climate Change and Social Justice* on Wednesday, February 28th, in Mobius Hall.

Financial Aid and Registration
The Payment Plan has 405 student participants in Winter quarter 2018 (after two full years of existence). Total participants, including duplicated students, is 632. The most amount of times the same student has used the Payment Plan is six.

Spring Quarter Registration began for all continuing students on February 7th. For new students, Spring Quarter registration began on February 12th.

From the Vice President of College Relations and Advancement, Ms. Meagan Walker:

Outreach/External Relations/Marketing
Prospective Student Outreach
- Recruiting typically slows down quite a bit in January. This January, however, we attended/hosted/offered 17 events in January, yielding over **264 points of contact** with prospective students, families, and community members.

Event Type	Details	Student Interactions
College Fairs	Edmonds Woodway	5
Middle School	Rose Hill Middle School visit to campus	27
College Goal Cascadia	Free assistance with FAFSA/ WASFA forms - English	6
Campus Info Sessions	Fast Track to complete applications + Tours	22
PTSA Presentation	Bothell High School, Inglewood Middle School	160
Custom Visits	Inglemoor HS ELL visit, Secondary Academy School	44

Community Outreach
- Attended SBCTC January Public Information Commission quarterly meeting

Marketing
- Search Engine Management begins for Cascadia's two BAS degree programs

Campus Initiatives
- Accessibility Training (2 of 6 College Relations staff completed training)
- Designing and Coordinating Free Speech Campaign for April

International Programs
- Revised and renewed contract with Trajal Hospitality College (Japan)
- Recruiting trips in South Korea and United Arab Emirates
- Study Abroad promotions and workshops (18 attendees)
- Workshops offered re Optional Practical Training, High School Completion, and Transfer
- Preparing to launch mobile student engagement app for international student population to support retention

Grants & Foundation
- Grants

Pre-Award Activities	
Maintain pipeline of grant opportunities	183 viable opportunities
	Researching Bullitt Foundation for CC4 projects
Design & Planning	AppConnect NW
	NSF w/ 5 CTCs in King Co to support BAS degrees
	NSF ATE for Environmental Technologies & Sustainable Practices
Post-Award Activities	King County WaterWorks Q5 report submitted
	MentorLinks: Q1 report submitted

- Foundation

Administration	Quarterly board meeting to review five new policies and discuss expanding existing programs
	2017 FY Audit debrief
	2017 donor tax letters
Programs	New policy implementation doubles the number of scholarships Cascadia will offer in 2018-19

From the Executive Director of Human Resources, Martin Logan:

Human Resources

January saw the continuation of hiring processes for Full Time Tenure-Track Faculty in English (First-Year Composition), Art and Visual Communication and Mobile Application Development, which will be a key position for the new B.A.S. program in Mobile Application Development. Interviews for the FT TT English are complete. The FT TT Art position will take place in February and the Mobile App Development hiring process is expected to conclude in April.

HR and Payroll processed the 2018 Minimum Wage Increase for employees. The employees impacted were part time hourly and students making under $11.50 in the following areas: International Programs, the Bock Learning Center and Student Success Services.

At the beginning of each quarter, HR assesses benefits eligibility for roughly 100 Associate Faculty based on their percent of Full Time Equivalent (FTE) at Cascadia and other state educational institutions. This quarter we added four (4) Associate Faculty members to benefits and only one (1) Associate Faculty lost benefits due to FTE.

Members of the team were involved in ongoing preparations for the ctcLink Common Process Workshop for Recruiting and Talent Acquisition Management, scheduled for February. As part of these preparations, the team sent in the process map of our recruiting process to share with representatives from the other colleges with the goal of developing a set of system-wide common processes.

Payroll

Payroll recently completed the College and University Professional Association for Human Resources "CUPA" Salary Survey for Administrators in Higher Education and Professionals in Higher Education. CUPA-HR is the national authority on compensation surveys for higher education. Their salary surveys are instrumental in Cascadia's compensation administration process. In addition, participation in the survey entitles Cascadia to a copy of these costly surveys at a reduced rate.

Payroll also collaborated with Finance on completing the Compensation Impact Model-Agency Interface (CIM-AI) for the State Board. This is a database populated with employee payroll data used by OFM and the Governor's Office to forecast the costs of various ideas and proposals arising from the civil service collective bargaining process. It includes faculty, exempt, hourly, and classified employees to cost out inclusion of these employee groups in salary and/or benefit proposals. It is a complex and tedious exercise, but it is important to provide the best data possible as it affects the funding the system receives for salary and benefit cost increases.

Payroll worked closely with Student Learning to produce and process contracts for 94 Associate Faculty and 20 Full-Time Faculty with Moonlight assignments for winter quarter who received their first payment for this quarter on January 25th.

Training and Development

Cascadia and UWB have been partnering to bring shared professional development opportunities to both institutions. For the past several years Cascadia's Manager of Professional Development and UWB's Human Resources Director have been doing workshop trades, thus allowing each institution to benefit from the other's talent. This partnership has recently expanded. UWB has been bringing large-scale professional development events and speakers to campus and generously offers a number of spots to Cascadia employees. Cascadia plans to reciprocate as we are able. This is one example of how Cascadia and UWB are working together for the development of employees.

We look forward to seeing you at the Board meeting on February 21st.

Respectively submitted,

Eric

Board of Trustees

Meeting Agenda

Ms. Janet McDaniel, Chair
Dr. Julie Miller, Vice Chair
Mr. Mike Kelly
Ms. Nancee Hofmeister
Mr. Roy Captain

Regular Meeting
Wednesday, February 21, 2018

4:00 p.m.
Cascadia College
18345 Campus Way N.E.
Bothell, WA 98011

Cascadia College
18345 Campus Way N.E.
Bothell, WA 98011

Meeting Agenda and Materials
Wednesday, February 21, 2018
4:00 p.m. - Room CC2-260

A G E N D A

1. **EXECUTIVE SESSION**
No Executive Session is scheduled for this meeting.

   Convene to Public Session at 4:00 pm

2. **CALL TO ORDER**

3. **CONSENT AGENDA**

   - Meeting Agenda
   - Minutes from previous meeting – January 17, 2018

4. **PUBLIC COMMENTS**
Anyone wishing to speak to the items on this meeting agenda will be recognized when the item is being discussed. If you wish to speak to the Board, please sign your name on the sign-up sheet. Three minutes per person is allocated for this purpose.

5. **INTRODUCTION OF NEW EMPLOYEES**

   Student Learning and Success
   Ana Benitez, Administrative Assistant 3, Student Learning Office

   Administrative Services
   Judith Chalmers, Fiscal Analyst 1, Finance Department

6. **REPORT** (moved earlier in agenda so faculty member can go teach)

   - Cascadia Community College Federation of Teachers (CCCFT)

7. **INFORMATION ITEMS**

   - Enrollment Report – Update – (RS)

   - Second Quarter Financial Update – (TH)

   - Diversity & Equity Summary – (ML)

   - Recommendations for 2018-2019 Faculty Sabbaticals – (EM)

8. **DISCUSSION/PRESENTATION ITEMS**

   - Strategic Plan Deep Dive: 1B-2: Increase the percentage of ABE/ESL students – (RS/Lyn Eisenhour)

- Debrief – New Trustee Orientation – (EM/Roy Captain)

- Technology Accessibility – (TH)

9. RECOMMENDED ACTION ITEMS

- Technology and Facilities Renewal Plans (1st Read) – (TH)

- New TOEFL Course with Course Fee (1st Read) – (RS)

- Restructure of the Current e-Learning Fee (1st Read) – (RS)

10. OTHER REPORTS

- Cascadia Student Government (CSG)

- Cascadia Classified Union Washington Public Employees Association (WPEA)

- Board Chair and Individual Board Members

- President

11. OTHER BUSINESS OR ANNOUNCEMENTS

12. NEXT MEETING

The next regular meeting of the Board of Trustees is scheduled for Wednesday, **March 14th at 4:00 p.m.** in Room CC2-260 at Cascadia College.

The facilities for this meeting are free of mobility barriers. Interpreters for hearing-impaired individuals and taped information for visually impaired individuals will be provided upon request when adequate notice is given.

<div align="center">

Minutes
Regular Meeting
Cascadia College Board of Trustees
January 17, 2018

Cascadia College
18345 Campus Way N.E.
Bothell, WA 98011

</div>

BOARD OF TRUSTEES
Chair Janet McDaniel, Vice Chair Dr. Julie Miller (attended by phone), Roy Captain, Nancee Hofmeister, and Mike Kelly present.

EXECUTIVE STAFF
Terence Hsiao, Martin Logan, Dr. Eric Murray, Vicki Newton, Dr. Rosemary Sutton, and Meagan Walker present.

Alan Smith (AAG) absent.

AREA REPRESENTATIVES
CCCFT Representative – David Shapiro present.
Student Representative – Cassie Rudolph, CSG President present.
WPEA Representative – Marah Selves present.

AUDIENCE
Dr. Catherine Crain, Jennifer Cosler, Lyn Eisenhour, Dr. Todd Lundberg, Becky Riopel, Sharon Saxton, Natalie Serianni, Gene Taylor, and Dr. Erik Tingelstad present.

SPECIAL GUESTS
Sarah Leadley (UW-Library)
Kelly Snyder (UWB)

1. **EXECUTIVE SESSION**
   The Board began the meeting with a thirty minute Executive Session to discuss number **2** below and/or any of the issues listed below:

   (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 consequences to the college;
   (4) to consider, as a quasi-judicial body, a quasi-judicial matter, between named parties;
   (5) to consider matters governed by the administrative procedures 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 proposal made in on-going negotiations or proceedings.

2. **TOUR OF BOCK LEARNING CENTER**
   The Board took a tour of the Bock Learning Center from 4:30-5:00 p.m.

CONVENED TO PUBLIC SESSION AT 5:00 P.M.

3. **CALL TO ORDER**
   Chair Janet McDaniel called the meeting to order at 5:00 p.m.

4. **CONSENT AGENDA**

   Chair Janet McDaniel asked for approval of the consent agenda. Trustee Mike Kelly made a motion to approve the consent agenda and Trustee Roy Captain seconded the motion. Hearing no objections the consent agenda was approved.

5. **PUBLIC COMMENTS**
   There were no public comments.

6. **INTRODUCTION OF NEW EMPLOYEE**

   The following new employee was introduced to the Board:

   Student Learning and Success
   Jennifer Coslor, Laboratory Technician

   The Board members welcomed the new employee and wished them well in their position at Cascadia.

7. **REPORT** (moved earlier in agenda so faculty member can go teach)
   Cascadia Community College Federation of Teachers (CCCFT)
   Union President, David Shapiro submitted a report in the board packet earlier and had nothing more to add to the report.

8. **DISCUSSION/PRESENTATION ITEMS**
   Strategic Plan Deep Dive: Library/UWB Relationship (Sarah Leadley-UW)
   Sarah Leadley gave the Board an overview of the library and what it offers to Cascadia and UWB students and faculty. The Board thanked Sarah for all the Library does for the college and were very impressed with the collaboration between Cascadia and UWB library services.

   2016-2017 Post Sabbatical Presentations
   During the 2016-2017 academic year four faculty were approved for sabbaticals. As part of the sabbatical contractual requirements, they previously submitted final reports to the Board sharing the value of their leave as it relates to their initial sabbatical objective. The faculty noted below were present and each gave a brief presentation to the Board on their sabbatical experience and thanked the Board for this opportunity:

   Sharon Saxton, Founding Tenured Faculty, Senior 2 – Mathematics
   Natalie Serianni, Tenured Faculty, Senior 1 – Developmental English
   Gene Taylor, Tenured Faculty, Senior 2 – History & Global Studies
   Dr. Catherine Crain, Founding Faculty Emeritus – Psychology & Education

   ctcLink Update & Monetary Investment
   Terence Hsiao, VP of Administrative Services gave the Board an update on the ctcLink project and presented the SBCTC Project Plan listing Wave 1, through Wave 3 and the groups associated with each wave. The Board requested that Terence draft a one page letter to send to Christy Campbell, SBCTC ctcLink Project Director requesting that Cascadia be in Wave 2 and in Group Three deployment which will go-live January 2020.

A copy of Mr. Hsiao's PowerPoint presentation can be made available upon request.

<u>Preparation for School District's Attendance at Cascadia Board Meeting</u>
The Board asked President Murray to collect discussion points on what the School District Boards and Trustees would like to discuss at Cascadia's BOT meeting on February 21st.

The Board requested topics ahead of time so there can be open dialogue between all attendees. Once President Murray has identified the topics he will develop a summary sheet that can be sent to all attendees.

The goal of the meeting is to assure awareness on the part of each governing board as to the goals of each partner institution and to determine desired common outcomes for 2018-2020.

NOTE: After this meeting took place, Dr. Murray cancelled the School District's attendance at the February 21st Board meeting because very few were able to make the meeting. Dr. Murray will update the Board on when this item may be rescheduled.

9. **INFORMATION ITEMS**
   <u>Tenure Update</u>
   President Murray did an overview of the upcoming tenure process:
   - March 14th: 1 hour, 15 minute Executive Session for tenure candidates' interviews with the BOT while TRC Chair present.
   - April 1st: Tenure portfolios available for review by the BOT.
   - April 18th: 15 minute Executive Session for the President and Trustees to discuss tenure candidates.
   - May 16th: Action item for five candidates to be considered for tenure.

   <u>CC5 Update and Proposal</u>
   Terence Hsaio, VP of Administrative Services described the process for securing funding for Cascadia's CC5 "The Gateway Building" and gave the BOT an overview of the proposed facility.

10. **RECOMMENDED ACTION ITEMS**
    <u>Extension of the President's Contract</u>
    After review and reflection of the terms of employment, the Board took action on the President's employment contract.

    Chair Janet McDaniel asked for a motion to approve the new evaluation period (July 1, 2017 to January 31, 2022) for the college president's annual contract renewal timeframe. Trustee Nancee Hofmeister made a motion to approve the addendum to the contract and Trustee Mike Kelly seconded the motion. Hearing no objections the 2018 Addendum to the President's Contract was approved by the Board of Trustees.

    <u>Strategic Plan Indicator 5A-1C – Master Plan Update (3<u>rd</u> Read/Action)</u>
    Meagan Walker, VP of College Relations and Advancement gave the Board additional updates on the Campus Master Plan and then the BOT took a vote to approve the plan.

    Chair Janet McDaniel asked for a motion to approve the Campus Master Plan. Trustee Mike Kelly made a motion to approve the Campus Master Plan and Trustee Dr. Julie Miller seconded the motion. Hearing no objections the Campus Master Plan was approved and adopted by the Cascadia College Board of Trustees.

In review, below is the final schedule of approvals for the Campus Master Plan:

Bothell City Council
October 3, 2017 - presentation
October 17, 2017 - public hearing
November 14, 2017 - approval

Cascadia Board of Trustees Meetings
October 18, 2017 – action (1st read)
November 15, 2017 – discussion (2nd read)
January 17, 2018 – action (3rd touch) and final adoption

UW Board of Regents
October 12, 2017 - preliminary approval
January 11, 2018 - final adoption.

11. **REPORTS**
Cascadia Student Government Report: CSG President Cassie Rudolph was present and updated the Board on student activities.

Cascadia College Classified Union Washington Public Employees Association (WPEA) Report: Marah Selves was present and updated the Board on WPEA activities.

Chair and Individual Board Members Reports: Nothing to report.

President's Report:
President Murray explained that he will be in Olympia six times over January, February and March to bring Statewide Legislative Requests to the attention of the legislators from Cascadia's districts. Three visits to meet with legislators and three WACTC meetings. He also shared the Washington Community and Technical Colleges 2018 Legislative Agenda with the Trustees to give them an idea of the Operating and Capital Budgets Requests.

12. **OTHER BUSINESS/ANNOUNCEMENTS**
No other business was presented at this time.

ADJOURNMENT

The Chair adjourned the regular meeting at 5:43 p.m.

Minutes Approved and Adopted on February 21, 2018.

_____
Ms. Janet McDaniel Board Chair

Attest:

_____
Dr. Eric Murray, President

Bdminutes011718

Cascadia College Board of Trustees Introduction of New Employees

Subject: Introduction of New Employees

Background
It gives us great pleasure to introduce the following new employees:

> **Student Learning**
> Ana Benitez, Administrative Assistant 3, Student Learning Office
>
> **Administrative Services**
> Judith Chalmers, Fiscal Analyst 1, Finance Department

A brief biography on the new employees is attached.

Discussion
President Murray will acknowledge the respective supervisor who will introduce the new employees.

Ana Benitez, Administrative Assistant 3, Student Learning Office

We are happy to announce that we have a new Administrative Assistant 3 in the Student Learning Office. Ana Benitez's education includes an MBA in Hospitality Tourism from Universidad de la Laguna in the Canary Islands as well as a BA in Hospitality Tourism from Universidad Internacional SEK in Quito, Ecuador. Her recent work experience includes approximately four years as an assistant to the Dean and teaching culinary courses for Universidad de las Americas in Quito. Most recently she has been volunteering with El Centro de la Raza's tax preparation services in Seattle. Ana's references described her as someone who is very customer-oriented; well-organized and able to handle highly confidential material and conversations appropriately. Ana is fluent in English, Spanish and French. Please join us in welcoming Ana to Cascadia College.

Judith Chalmers, Fiscal Analyst 1, Finance Department

We are happy to announce that we have a new Fiscal Analyst 1 in the Finance Department. Judith Chalmers comes with outsized credentials from the Healthcare Industry. She worked at Evergreen Health in various accounting capacities from 1996 to 2017. She will be doing daily and monthly journal entries, reconciliations, adjustments, accruals, etc. We know these terms may not mean much to you but to the Finance Department they are music to our ears! We would also like to mention that Oracle PeopleSoft is noted in her work experience. In the time we have spent together she has shown a great aptitude to relate to what we do in the Finance Department – she speaks our language! Please join us in welcoming Judith to Cascadia College.

Cascadia College Board of Trustees Information Items

Subject: Enrollment Report - Update

Background
Noted below is the Winter 2018 enrollment report.

Winter Enrollment (10th day)
Overall FTE enrollment this winter is down slightly from one year ago. The largest declines are international students – in both ELP and academic classes. This is part of a nation-wide trend according to the NY Times. However, we increased the number of Student FTE's in Academic, Basic Skills, and Running Start.

FTE	Winter 2017	Winter 2018
TOTAL	**2584**	**2566**
STATE	**1651**	**1661**
- Academic	1248	1276
- Basic Skills (ABE/ESL)	126	147
- Pre College	151	110
- Workforce (incl. BAS)	125	129
CONTRACT *	**933**	**905**
- RS	549	569
- International- Academic	245	227
- ELP	140	109

Dr. Rosemary Sutton, VP of Student Learning & Success will be available to answer any questions the Board may have on this item.

Cascadia College Board of Trustees Information Item

Subject: Second Quarter Financial Update

Background
It is the practice of the Board of Trustees to review expenditures against the college's budget on a quarterly basis. This report updates the Board through December 31st, 2017.

Terence Hsiao, the VP of Administrative Services will be available to answer any questions the Board may have on this item.

Cascadia College
Summary Budget Report
As of December 31st, 2017

Operations

	Budget	YTD	P-YTD
Revenue	20,105,006	11,047,691	11,637,207
Expense	20,046,416	7,850,723	7,909,298
Net	58,590	3,196,968	3,727,909

International

	Budget	YTD	P-YTD
Revenue	3,933,575	2,414,792	2,699,326
Expense	3,053,573	879,079	1,116,477
Net	880,002	1,535,713	1,582,849

Grand Total

	Budget	YTD	P-YTD
Revenue	24,038,581	13,462,483	14,336,533
Expense	23,099,989	8,729,802	9,025,775
Net	938,592	4,732,681	5,310,758

Reserve Expenditures

Description	Budget	YTD	%
ctcLink Project	588,628	216,049	37%
Facilities Renewal	373,293	70,607	19%
Sabbaticals	90,000	4,000	4%
Student Support System	75,000	-	0%
Lab Equipment	53,286	2,026	4%
MOBAS Development	42,700	9,292	22%
"One Time" Expenses	129,900	132	0%
Technology Replacment	787,286	371,543	47%
UWB Related	63,500	32,837	52%
Total Reserve Expenditures	2,203,593	706,486	32%

Current Grants (145 Only)

Description	Grant ID	Amount
Basic Food Employment and Training Grant	130-BFET-18	51,485
BEdA Leadership Block Grant	130-BLB-18	5,228
BEdA Master Grant	130-BEDA-18	95,717
Job Skills Program Grant	130-JSP-18AR	196,560
Job Skills Program Grant	130-JSP-18AM	91,210
Job Skills Program Grant	130-JSP-18ZT	151,740
Misc. General Grant	130-B2C-18	25,000
Misc. General Grant	130-A360-18	7,500
Perkins Leadership Block Grant	130-PLB-18	16,000

Cascadia College Board of Trustees Information Items

Subject: Diversity and Equity Summary

Background
Last year at the February 2017 Board meeting the Executive Team of Cascadia College presented a working document dated 1-27-17 that summarized and categorized the diversity and equity activities/programs on campus. Revisions and additions were made to that document.

Attached is the Diversity and Equity Summary dated 11-17-17 that President Murray sent out to all employees on 11-20-17 with the following message:

> Last year we began a practice that I intend to maintain annually. Attached you will find our second annual Diversity & Equity Summary.
>
> This summary outlines the efforts underway at the college to promote Diversity, Equity, Inclusion, and Pluralism and is our attempt to help employees become aware of the broad range of initiatives happening here in support of our employees and students.
>
> While it might be considered ideal to have one person or one unit coordinating this effort, it is contrary to my philosophy that this is every employee's responsibility. I expect every member of the Executive Team (and subsequently their division) to build practices and complete work while always considering the impact of equity and inclusion. This can lead to multiple, seemingly disconnected efforts happening on campus. Hence, the D&E Summary helps provide a cross-departmental view of our efforts.
>
> The Executive Team has begun a year long conversation reviewing our commitment to Pluralism and how we support it. Independently, the student body and their student leadership are engaging in similar conversations. It is our hope to engage the entire campus in this discussion at the Winter DIA.
>
> I encourage you to not only read the summary, but find an initiative that speaks to you and fits well with your work. Until such time as more resources are available, we hope that this summary adds a better understanding of our campus activities and will assist our Winter DIA conversations. And, as our prioritization conversations continue, we will work to help the campus develop on-going initiatives and activities.

President Murray and the Executive Director of Human Resources, Martin Logan will be available to answer any questions the Board may have on this item.

Diversity and Equity
Summary

11-17-2017

Diversity and Equity Summary

PRELUDE

This document serves to outline the current efforts underway at the college to help further the college's commitment to Pluralism. The concept of Pluralism includes many facets of work: recognition of diversity, multi-culturalism, equity, and social justice.

The college defines Pluralism as an intentional culture where everyone's history contributes to the collective success of our community, but it is recognized that this work takes various forms**.**

RELATION TO STRATEGIC PLAN

The Strategic Plan[1], approved by the Board of Trustees January 20, 2016, is comprised of five themes:

- Access
- Integrated Education
- Learning Centered Environment
- Assessment of Student Success
- Institutional Sustainability

Each of these overarching themes include subthemes, goals and measurable indicators. Embedded throughout the Strategic Plan are Diversity and Equity goals and indicators for students, faculty and staff. Appendix 1 lists more than 25 indicators focusing on diversity and equity. Data is systematically collected on all the indicators in the strategic plan and these data are reviewed by various campus groups (e.g., faculty, Strategic Plan Committee, summer work groups, E-Team, Trustees) in "Closing the Loop" presentations and discussions. Some of the activities listed below are directly related to specific goals and indicators of the Strategic Plan. This relationship is noted where relevant.

DIVERSITY AND EQUITY CATEGORIES

An examination of diversity and equity plans at other Colleges suggested that diversity actions are often complex and multifaceted. It is helpful to classify existing activities in terms of various categories in order to understand the current initiatives and determine overlap and gaps in the current work. To do that we considered the following seven categories.

1. Student Access and Success (Student recruitment and retention)
2. Curricular transformation/instructional diversity
3. High Impact Practices (e.g. supplemental instruction, guided pathways, mandatory orientation, etc.)
4. Staff recruitment and retention
5. Campus climate conversation/diversity education and training
6. Community connections and engagement
7. Communications: information, website etc.

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[1] For the history and development of the Strategic Plan see
http://www.cascadia.edu/discover/governance/documents/2016%20Cascadia%20College%20NWCCU%20Ad%20Hoc%20Report%202-16-2016%20final.pdf

ACTIVITIES

Below is an inventory of the activities at Cascadia that contribute to one or more of the diversity and inclusion categories. Some of these activities are departmental practices, some committees, and some targeted initiatives. The departmental practices are listed first, followed by committees and then initiatives. Where relevant, the relationship to the Strategic Plan (SP) is also specified.

A summary table listing the activities classified by type, diversity and inclusion goals, and relationship to the strategic plan is in Appendix II.

DEPARTMENTAL PRACTICE

A. *Student Recruitment*
   Led by:
   College Relations & Advancement
   Membership: Potential and current students

   Purpose: To reach out to students in Cascadia's service area and beyond to educate them about the benefits of community colleges in general and Cascadia specifically. Several initiatives are specifically designed to educate and recruit "underrepresented" students such as four annual half-day visits co-hosted with UWB for prospective Black, Latinx, Native American, and Pacific Islander high school students.

D&E Category	Student Access and Success (Student recruitment and retention)
SP Goal	1B-1

B. *Student Programming*
   Led by:
   Student Life
   Membership:
   Student Body

   Purpose: To provide events, programs, and services which encourage student involvement in the campus community and enhance the educational aspects of Cascadia. Student Life hires student leaders who plan events and programs that focus on diversity & social justice issues. The Cascadia Activities Board has two positions specifically focused on these issues, including the Social Issues & Family Programs Coordinator as well as the Global Arts & Awareness Coordinator. In addition, the Director of Pluralism and Inclusion is a member of the Cascadia Student Government.

D&E Category	Student Access and Success (Student recruitment and retention)

C. Disability Support Services

Led by:
Student Success
Membership:
Students with disabilities

Purpose: To ensure access for students with documented disabilities and to contribute to the development of self-advocacy and confidence of students with disabilities. The DSS staff help assure compliance with the rules and regulations set forth by various congressional acts (ADA, The Rehabilitation Act) and work to create an atmosphere of opportunity by providing services & support for students with disabilities and training & support for faculty.

D&E Category	Student Access and Success (Student recruitment and retention) (1)

D. Adult Basic Education

Led by:
Student Learning
Membership:
ABE students

Purpose: To provide access to high school diploma completion, equivalency test preparation, and academic skill development so that students can move forward on pathways to college coursework and/or employment.

D&E Category	Student Access & Success
SP Goal	IB-2

E. ESL

Led by:
Student Learning
Membership:
ESL students

Purpose: To provide access to English language skill development for adult immigrant, refugees, and citizens so that students can move forward on pathways to high school diplomas, college coursework, and/or employment.

D&E Category	Student Access & Success
SP Goal	IB-2

F. *Employee Recruitment*

Led by:
Human Resources
Membership: Potential and current employees

Purpose: To recruit, retain and engage highly qualified, diverse workforce interested in embracing a pluralistic community of learners dedicated to the enhancement of all students, faculty and staff at Cascadia College. Each individual is supported and encouraged in lifelong learning. Cascadia is committed to creating a learning-centered environment filled with pluralism, inclusion and cultural competence that allows student access and success, integrated education and on-going sustainability. Cascadia has been, and continues to be an active participant in a working group consisting of Chief Diversity & Equity Officers, Vice Presidents of Instruction and ED/VPs of Human Resources working on creating best practices to recruit faculty and staff of color.

D&E Category	Staff recruitment and retention (4)
SP Goal	3A-4; 5E-1; 5E-2

G. *Communications, Information, Website*

Led by:
College Relations & Advancement
Membership:
Cascadia community and Beyond

Purpose: To raise visibility of Cascadia College and to promote its mission, values, and programs to a variety of audiences including prospective students, current students, community members, civic and business leaders, and legislators. The web content devoted to diversity commitments and initiatives is being expanded and updated with guidance from the Committee on Pluralism and Social Justice

D&E Category	Communications: information, website etc.

H. *Community Outreach*

Led by:
College Relations & Advancement
Membership:
Cascadia Community and beyond

Purpose: To inform community members about opportunities at Cascadia; to engage individuals and populations in curricular and co-curricular events; to build partnerships to support our mission. These efforts include outreach to LEAP, 21 Progress, Bothell YMCA, Bothell Kenmore Library, Y-We and many more organizations dedicated to supporting diverse memberships.

D&E Category	Community connections and engagement (7)

I. **Scholarships**
   Led by:
   College Relations & Advancement
   Membership: Cascadia students

   Purpose: To provide merit based scholarships to students, most of which give priority to applicants who can demonstrate financial need or who have "overcome barriers" in order to seek higher education. There is one scholarship for students who identify as LGBTQ and one for students who are attending or did attend Cascadia to obtain their GED or high school equivalency.

D&E Category	Student Access and Success (Student recruitment and retention)

J. **International Programs**
   Led by:
   College Relations & Advancement/ IP
   Membership: Potential and Current international Students

   Purpose: To connect international students, domestic students, faculty, staff, the campus and greater community in order to foster intercultural curiosity, conversation, understanding, and compassion. To recruit, enroll and educate students from around the world. To offer study abroad opportunities for domestic students. To program a variety of events open to greater campus community that celebrates cultural traditions and international holidays.

D&E Category	Student Access and Success (Student recruitment and retention)
SP Goal	2C-2

COMMITTEES

K. **The Committee on Pluralism and Social Justice**
   Led by:
   President's Office
   Membership: Cascadia faculty, staff and students

   Purpose: To act as an advisory council to the executive team in the event of crisis and for on-going campus climate issues. The group learns about specific areas of diversity and trains on how to manage these concepts on campus.

   2017-18 Discussion Topics include:

   Designing visual Pluralism artifacts or badges

   Discussing current political environments

Reviewing recruitment and retention strategies for marginalized populations

Looking at safe campus environments for students in the minority

D&E Category	Campus climate conversation/diversity education and training

L. Global Education Committee
Led by:
GEC members (currently no chair)
Membership:
Cascadia faculty, staff, and students

Purpose: To integrate global awareness and learning into the Cascadia educational experience. The committee promotes the internationalization of the campus community through design, leadership, and implementation of initiatives related to successful learning in a global context and global awareness.

D&E Category	Curricular transformation/instructional diversity; Campus climate conversation/diversity education and training
SP Goal	2C2

INITIATIVES

M. Center for Culture, Inclusion, and Community
Led by:
Student Success/The Center for Culture, Inclusion, and Community
Membership:
All students, faculty, staff, and community members

Purpose: To create an inclusive, respectful, and equitable learning environment for the entire campus community. As such, it is a welcoming and safe gathering space for the campus community and provides services, resources, and programming focused on pluralism and social justice issues to support students.
In an informal setting, "The Center" offers all students, staff, and faculty an opportunity to learn about other cultures and interact with each other in a comfortable space. "The Center" also provides a safe space for formal and informal conversations about sensitive topics such as privilege, race, identity, sexual orientation, religion, and political views for developing intercultural competence.

D&E Category	Student Access and Success (Student recruitment and retention)

N. *Language Learning Center*
Led by:
World Languages faculty members Dianne Fruit and Akiko Takamatsu
Membership:
World Languages students and faculty members

Purpose: To provide academic support for second language learners and to host events to promote intercultural awareness. This group offers language tutoring in language other than English and hosts 2-3 Language Cafés. The LLC offers all Cascadia students an opportunity to practice a second language, learn about other cultures, and interact with people from different experiences. This is informal setting for developing intercultural competence.

D&E Category	Student Access and Success (Student recruitment and retention)
SP Goal	3B-1

O. *Veterans Resource Center*
Led by:
Student Success
Membership:
Veteran Students

Purpose: To support veteran student population by providing a welcoming space to socialize with fellow veterans, offer information, referrals, and visits from local community organizations that support veterans, and connect students with on campus services/programs such as academic advising, veterans financial aid benefits, disability support services, and counseling services.

D&E Category	Student access and success (Student recruitment and retention); High impact practices
SP Goal	3B-3

P. **Internationalization Plan**
Led by:
College Relations and Advancement / International Programs
Membership:
Evolving Soon

Purpose: To update four of the six pillar of internationalization (administrative schedule; staffing; co-curriculum; student mobility; collaboration and partnerships) to broaden opportunities and efficacy of programs.

Q. *Human Rights Awareness Week*

Led by:
GEC members (currently no chair)

Membership:
GEC and all Cascadia students, faculty, and staff

Purpose: To call attention to relevant topics related to global human rights (e.g., the 2017 theme is Immigration). This group hosts a series of diverse events (from art exhibits to panels to lectures) that provide students and faculty opportunities to learn about critical global issues.

D&E Category	Campus climate conversation/diversity education and training
SP Goal	2C-2

R. Math and Writing Center

Led by:
Student Learning

Membership:
Open to all students

Purpose: To provide Supplemental Instruction (SI) and tutoring for all students. This program provides supportive spaces in which students work with near-peers to develop customized approaches to course content. In the MWC all Cascadia students can find carefully trained advocates who believe that they can learn, honor their approach to learning and their prior educational experiences, and work with them to develop strategies so that they can thrive in Cascadia courses.

D&E Category	High impact practices
SP Goal	3B-1

S. *Cavolines / DIAs*

Led by:
Human Resources

Membership:
Career Employees

Purpose: To enhance pluralism and increase intercultural competence of Cascadia employees through large and small group sessions focusing on personal awareness, understanding bias, inclusive communication, navigating difficult conversations, and other critical elements of pluralism and inclusion.

D&E Category	Campus climate conversation/diversity education and training (5)
SP Goal	5E-1, 3A-4

T. Intercultural Scholars Program
Led by: Chari Davenport, Kristina Kellerman, Jessica Weimer, and Sarah Zale
Student Learning
Membership: Cascadia faculty

Purpose: To develop and disseminate curriculum and instructional methods designed to cultivate intercultural competence. The group studies frameworks for thinking about intercultural competence; develops and pilots teaching methods; and consults with faculty through workshops and one-on-one consultations. This and other related professional development opportunities are supported by international programs.

D&E Category	Curricular transformation/instructional diversity (2)
SP Goal	3A-4

U. Faculty and Staff of Color Support
Led by:
IP and Student Success
Membership:
Cascadia community

Purpose: To provide a support group for members of the Cascadia College community committed to recruiting and retaining a diverse faculty and staff. Plans are underway to develop a mentorship program with students of color and diversity.

D&E Category	Staff recruitment and retention (1)
SP Goal	3A-4; 5E-1

V. Internationalizing the Curriculum
Led by:
Student Learning
Membership:
Faculty and Students

Purpose: To recommend strategies for globalizing the Cascadia curriculum. This group attended an AAC&U conference and will host faculty workshops in winter and spring 2017

D&E Category	Curricular transformation/instructional diversity (2)
SP Goal	3A-4

W. Diversifying the Faculty Knowledge, Skills and Abilities in Diversity, Equity and Inclusion

Led by:
Vice President of
Student Learning and Success

Membership:
SL Deans, Search Committees

Purpose: To hire new faculty who have knowledge, skills and abilities in diversity, equity and inclusion by continuing to devise job descriptions, recruit applicants, and evaluate candidates using a DEI lens.

D&E Category	Staff recruitment and retention (4)
SP Goal	3A-4

X. Participation in State Wide Faculty and Staff of Color Programs, including…
        Cross Institution Faculty of Color Mentoring Program
        Staff of Color Mentoring Program
        Social Justice Leadership Institute
        Faculty and Staff Conference of Color

Led by:
State Wide Faculty and Administration

Membership:
Faculty and Staff of Color

Purpose: To support and retain faculty of color through the collaborative state-wide initiatives.

D&E Category	Staff recruitment and retention (4)
SP Goal	3A-4

Y. College Goal Cascadia

Led by:
Enrollment Services, Financial Aid, and Outreach

Membership:
Open to prospective students

Purpose: To offer a 1:1 experience for those students interested in attending Cascadia, who might need some extra support. The program is open to all interested students with a particular focus in low income, first generation, underrepresented students.

D&E Category	Student Access and Success (Student recruitment and retention) (1)
SP Goal	1B-1

Z. *Student of Color Conference*
Led by:
Student Success/
The Center for Culture, Inclusion, and Community
Membership:
Current Cascadia students

Purpose: The purpose is to support Cascadia students by providing a positive learning experience to become more active proponents of their own education, personal growth, developing leadership, promoting awareness and understanding about community, and social justice/social activism. The conference gives students the opportunities and possibilities to become the agents of change.

D&E Category	Student Access and Success (Student recruitment and retention)

DATA COLLECTION

Data is collected systematically for all the goals in the Strategic Plan, and reviewed by one or more campus groups on an annual bases.

- Theme IV, Assessment of Student Success, focuses on student outcomes of SAI criteria, CCSSE, and pass- rates in gateway courses broken down by various demographic groups.
- For specific diversity and equity activities that have directed relationships with elements of the strategic plan (also noted above), data collection and annual review is undertaken as part of the "Closing the Loop" Strategic Plan processes.

YEARLY UPDATES

This summary will be reviewed and updated annually.

APPENDIX I.

Indicators Regarding Student Diversity in Strategic Plan

ACCESS

1A-1a Increase the percentage of students placed by alternate measures (e. g., high school transcript analysis, WAMAP, Smarter Balanced, other)

1B-1a Increase the Percentage State-Supported Students Who Are Awarded PELL Grants

1B-1b Increase Fall-to-Winter Retention Rates for Students Who Are Awarded PELL Grants

1B-1c Establish a HS21 Program, Increasing Enrollment and Completion

INTEGRATED EDUCATION

2C-2a Diversify international student enrollment

2C-2b Increase interactions between international and domestic campus communities

2C-3a Identify, promote, and track participation in international STEM learning experiences for students and faculty

LEARNER CENTERED ENVIRONMENT

3A-4c Increase support for campus events and professional development opportunities related to issues

ASSESSMENT OF STUDENT SUCCESS

4A-1a Reach the top quintile among peer institutions on the related CCSSE benchmark score

4A-1b Identify and reduce gaps in performance among student groups in "active and collaborative" learning

4A-2a Reach the top quintile among peer institutions on the related CCSSE benchmark score

4A-2b Identify and reduce gaps in performance among student groups in "student effort"

4A-3a Reach the top quintile among peer institutions on the related CCSSE benchmark score

4A-3b Identify and reduce gaps in performance among student groups in academic challenge

4A-4a Reach the top quintile among peer institutions on the related CCSSE benchmark score

4A-4b Identify and reduce gaps in performance among student groups in "student-faculty interaction"

4A-5a Reach the top quintile among peer institutions on the related CCSSE benchmark score

4A-5b Identify and reduce gaps in performance among student groups in "support for student learning"

4B-1a Increase the percentage of students who attain SAI credit-accumulation benchmarks of 15, 30, and 45 college-level credits

4B-1b Identify and reduce gaps among student groups in credit accumulation

4B-2a Increase the percentage of students who attain SAI completion benchmark by completing an apprenticeship, certificate, or degree

4B-2b Identify and reduce gaps in completion among student groups

4B-3a Increase the percentage of students who attain SAI gateway course benchmark by completing a college-level English course or a Quantitative Math course

4C-2a Establish and meet benchmarks for student success rates in gatekeeper courses for all student groups

Indicators Regarding Faculty and Staff Diversity

3A-4 Recruiting and Supporting Faculty and Staff to Represent the Diversity of the Student Body, Pluralism and Social Justice

- 3A-4a Increase Percentage of Diverse Faculty/Staff
- 3A-4b Increase and Maintain Efforts to Recruit Diverse Pools of Candidates for Faculty and Staff Positions
- 3A-4c   Increase Support for Campus Events and Professional Development Opportunities Related to Issues of Diversity

5B-3 Maintaining a safe and secure campus

- 5B-3a Maintain or Decrease Safety Incidents Reported Per Student FTE in Clery Report
- 5B-3b Schedule Staff Safety Related Training (e.g., Violence Prevention, Panic Buttons, etc.)

5E-1 Providing Opportunities to Participate in Personal, Professional, and Required Training and Development

- 5E 1a Participate in Intercultural Competency (e.g., Number of Staff Who Have Completed the Intercultural Development Inventory; Number of Staff/Faculty Attending DIA; Number of Faculty/Staff Attending Cavolines.

Activity/Program	Department Practice	Committee	Initiative	Student Access & Success (Student recruitment & retention)	Curricular Transformation/instructional diversity	High Impact Practices (e.g. SI, guided pathways, mandatory orientation)	Staff recruitment & retention	Campus Climate Conversation/Diversity Education & Training	Community Connections & Engagement	Communications: Information, website, etc.	Relationship to Strategic Plan
	Type of Activity			**Diversity Goals**							
Student Recruitment	x			x							1B-1
Student Programming	x			x							
Disability Support Services	x			x							
Adult Basic Education	x			x							1B-2
ESL	x			x							1B-2
Employee Recruitment	x						x				3A-4; 5E-1;5E-2
Communications, Information, Website	x									x	
Community Outreach	x								x		2C-2
Scholarships	x			x							
International Programs & Internationalization	x			x							2C-2
The Committee on Pluralism & Social Justice		x						x			2C-2
Global Education Committee		x			x			x			2C-2
Center for Culture, Inclusion and Community			x	x							
Language Learning Center			x	x							3B-1
Veterans Resource Center			x	x		x					3B-3
Human Rights Awareness Week			x					x			2C-2
Math and Writing Center			x			x					3B-1
Cavolines/DIAs			x					x			5E-1,3A-4
Intercultural Scholars Program			x		x		x				3A-4
Faculty & Staff of Color Support			x				x				3A-4;5E-1
Globalizing the Curriculum			x		x		x				3A-4
Diversifying the Faculty Knowledge, Skills and Abilities in Diversity, Equity and Inclusion			x				x				3A-4
Participation in cross-institution faculty of color mentoring program			x				x				3A-4
College Goal Cascadia			x	x							1B-1
Student of Color Conference			x	x							1B-1

Cascadia College Board of Trustees Information Items

Subject: Recommendations for 2018-19 Faculty Sabbaticals

Background
Mr. David Bucci, Dr. Chris Byrne, Mr. David Shapiro, and Mr. Chris Gildow have applied for sabbaticals in the 2018-19 academic year.

After the review of their proposals it was determined that their achievements will further the goals in the strategic plan; consequently the sabbaticals have been approved by the College President, Dr. Eric Murray.

Attached is a brief summary of their proposed achievements and when they will be taking their sabbaticals. Upon their return, they will each present a brief report to the Board.

President Murray will be available to answer any questions the Board may have on this item.

Date: February 14, 2018
To: Cascadia College Board of Trustees
From: Dr. Eric W. Murray, President
RE: Recommendations for 2018-19 Faculty Sabbaticals

Cascadia's sustained funding for sabbaticals is reflected in the strategic plan goal, "Increasing support for full-time and part-time faculty and staff development" (3A-2). Four criteria listed in the Faculty Collective Bargaining Agreement (CBA 15.23.15 to 55.23.16.) are used to select faculty who apply for sabbaticals:

(1)   The merit of the sabbatical project in relation to the applicant's professional development plans.
(2)   The applicant's current and previous contributions to the college community.
(3)   The proposal's relevancy to the College's strategic plan.
(4)   Whether or not the applicant has had a previous sabbatical.

In instances where these criteria are equal, seniority shall be the determining factor.

All the faculty seeking sabbaticals in 2018-19 want, in some way, to "return to their roots" - by becoming a student again, focusing on their creative work (writing or art), and/or redesigning one or more classes.

Dr. Rosemary Sutton, Vice President of Student Learning & Success, and I have reviewed the applications and announce to the B the following sabbaticals have been approved:

Mr. David Bucci – Tenured Faculty – Senior 1 - English
David plans to use his one quarter (Fall 2018) sabbatical to improve substantially in his on-line ENG 101 and hybrid English 102 courses as well as develop an online version of English 102. He plans a deep dive into blended learning, including experimenting with video capture, strategies for peer review and new ways to use Canvas to facilitate more collaborative learning.

This work supports a crucial access goal of the strategic plan:
- Increasing Off-Campus, **Online/Hybrid**, and Time-Shifted Scheduling to Increase Options for Students (1B-3)

Since 2002 David has taught nearly 2000 students in over 80 course sections in six different English courses and one humanities course.   David has taken numerous leadership roles including co-chairing the SLC, as well as serving on the TLA, ILC, TRC and search committees. He also has advised the Drama and Film Making Clubs.

Dr. Chris Byrne – Founding Tenured Faculty – Senior 2 – Physics/Mathematics
Chris plans to use her three-quarter (Fall, Winter, Spring 2018-19) sabbatical to (1) return to being a student by learning a programming language and attend a class in Engineering or Physics, (2) connect with industry by visiting and working on projects in several US sites as well as with a doctor in India who developed a low cost lens for cataract surgery, and (3) attend the Engineering, Social Justice and Peace annual conference.
This work supports two goals of the strategic plan:
- Expanding integrated learning (2A-2)
- Developing a comprehensive and integrated internationalization plan including the infusion of global themes into the curriculum and the development of global studies (2C-1)

As a leader of the Physics program at Cascadia, Chris teaches the Calculus-based Engineering Physics series, as well as Phys 100, a non-majors introductory class. She also developed and taught a Physics class for Cascadia's High School completion program. Chris is committed to leadership and service and has been a Navigator, Natural Sciences coordinator, Faculty Council member, TRC chair, JCAC member, and Cavoline leader.

Mr. David Shapiro – Founding Tenured Faculty – Senior 2 – Philosophy

David plans to spend much of his two-quarter (Fall, Winter 2018-19) sabbatical in India in order to (1) participate in a 16-day pilgrimage in the Himalayas to study yoga philosophy, (2) study human power transportation and small scale solar energy generation projects, and, (3) if awarded a Fulbright, teach philosophy. In addition, David plans to do "lots of writing." David plans to carry the knowledge he gains by being a more informed scholar of non-western philosophy, as well as a becoming more knowledgeable and committed to environmental steward teaching in BASSP classes and helping the Cascadia community find alternatives to fossil-fuel based energy sources.

This work supports two goals in the strategic plan:
- Developing a comprehensive and integrated internationalization plan including the infusion of global themes into the curriculum and the development of global studies (2C-1)
- Open Menu Implementing the Bachelors of Applied Science in Sustainable Practices (2A-1)

David is the de facto Philosophy "chair," and has created COGs for and taught eight of the eleven Philosophy courses that Cascadia offers. He is currently the Chair of a Tenure Review Committee, a faculty rep on the Budget Committee, serves on Cascadia's Sustainability Committee, the Safety Committee, and has been on at least one faculty search committee for the last three years in a row. Since 2008 he has been the Coordinator of the Cascadia Community College Federation of Teachers (CCCFT) and on the bargaining team on the past three CBAs, as well as the current (2018-2021) bargaining team.

Mr. Chris Gildow – Tenured Faculty – Art

During a one-quarter (Spring 2019) sabbatical Chris plans to create a body of work in two and three dimensions and explore the integration of images and text. Chris plans to carry the knowledge he gains into the studios and classrooms where he works.

This work supports one goal in the strategic plan:
- Expanding integrated learning (2A-2)

Chris is the sole full-time Art faculty at Cascadia College teaching the entire art curriculum and providing guidance to associate faculty. He manages the Mobius Art Gallery curating diverse and innovative projects. He also was the instructor/manager of the "MO" trailer graphics and peace pole projects installed on campus. Chris has taught in several learning communities and has served on a variety of committees including the Student Retention Committee, ILC, TRC, and a current Hiring Committee.

Summary

I recommend approval of the four faculty sabbatical requests for the following quarters:

	F 18	W19	Sp19
David Bucci	x		
Dr. Chris Byrne	x	x	x
David Shapiro	x	x	
Chris Gildow			x

Cascadia College Board of Trustees Discussion/Presentation Items

Subject: Strategic Plan Deep Dive: 1B-2: Increase the Percentage of ABE/ESL Students

Background
To continue to keep the Board apprised of the work being done on our Strategic Plan the administration will update the Board this month on 1B-2: Increase the percentage of ABE/ESL students who transition to credit-bearing college courses to the SBCTC average.

Discussion
Dr. Rosemary Sutton, VP of Student Learning & Success and Lyn Eisenhour, Associate Dean of Student Learning, will be available to answer any questions the Board may have on this item.

Cascadia Community College Board of Trustees Discussion/Presentation Items

Subject: Debrief – New Trustee Orientation

Background
On January 22, 2018 the New Trustee Orientation was held in Olympia along with the Transforming Lives Award Dinner, the ACT Winter Legislative Contact Conference, the WACTC Executive Committee Meeting and the WACTC Business Meeting.

Discussion
Mr. Roy Captain, our newest trustee attended the New Trustee Orientation and will give the Board a brief overview of the training.

Cascadia College Board of Trustees Discussion/Presentation Items

Subject: Technology Accessibility

Background
In 2016 the State Board of Community and Technical Colleges approved the Accessible Technology Policy, 3.20.30B:

> Washington State community and technical colleges shall provide appropriate, effective, and integrated access to technology for students, employees, and external community members. This policy applies to the **procurement**, **development**, **and implementation of instructional**, **administrative**, **or communications technologies and content**. Further, the policy applies to both **current and emerging technologies**, including both **hardware and software**, in use or being evaluated for purchase or adoption throughout the community and technical college system.

> In 2016 the OCIO of the State of Washington adopted OCIO Policy #188 which establishes the expectation for state agencies that people with disabilities have access to and use of information and data and be provided access to the same services and content that is available to persons without disabilities unless providing direct access is not possible due to technical or legal limitations. The policy required State Agencies (including higher education institutions) to develop plans to comply with the policy.

In response to these policy requirements the College established its Technology Accessibility Committee in 2017.

Committee members will brief the Board on the College's Technology Accessibility Plan and its implementation status.

Cascadia College Board of Trustees Action Items

Subject: Technology and Facilities Renewal Plans (1ˢᵗ Read)

Background

The College provides for the maintenance of existing technology, furniture, fixtures and equipment by developing 5 year plans for replacements and upgrades. Replacements are funded from college reserves set aside for the purpose. This agenda item summarizes the 5 year plans for Technology and Facilities Renewal. The Board is responsible for approving the 18-19 budgets.

The Director of Information Technology and the Assistant Director of Facilities will be prepared to answer the Board's questions regarding their respective 5 year plans.

Technology Plan

The College's Technology Plan was first developed by Information Services in 2014 after extensive research and consultation with campus stakeholders, it consists of the following Strategic Directions:

- *Mobility* – to increase the support for mobile devices.

- *Learning Technology* – to ensure that students and faculty have access to learning technology that supports Cascadia's values of collaboration, access, innovation, sustainability and creativity.

- *Staff Experience* – to ensure that Cascadia staff and faculty have information service tools and resources to operate efficiently and effectively.

- *Student Experience* – to ensure that Cascadia students have access to information services tools and resources to enhance their college experience.

- *State Supported Systems* – Cascadia will take advantage of the standards and services provided by the State Board for Community and Technical Colleges.

- *Information and Document Management* – to ensure that Cascadia students, staff and faculty have access to systems that facilitate storage, retrieval, analysis and reporting of College information.

The total 5 year cost of fully implementing the plan was projected to be $10,987,667, a funding commitment that the Board was unprepared to make. However, the Board did support funding the replacement of all existing equipment in accordance with the schedule in the plan.

The table below summarize the expense of replacing equipment in place as of the end of 2017-2018 and does not provide for the acquisition any new technology or capability. The projected 5 year cost of replacement is $4,463,618, a decrease of $218,782 (4.7%) since the Board's approval of last year's 5 year plan.

	18-19	19-20	20-21	21-22	22-23
Equipment Replacement Plan	838,173	940,341	1,414,599	632,502	638,002

18-19 Technology Equipment Budget

The total 18-19 budget request for the replacement of information technology is $838,173, to be funded from the College's Technology Reserve.

Additional technology related budget requests for new (not replacement) equipment may be presented to the Board in May as part of the operating budget.

Facilities Renewal Plan

The College's Facilities Renewal Plan supports the maintenance of an optimal learning environment for the College's students and good working conditions for employees. The furniture and building systems in CC1-2 are now 18 years old and the carpets are 14-17 years old. The Facilities Renewal Plan is based on a survey of the condition of the College's facilities and associated furniture and fixtures.

The Facilities Renewal Plan does not provide for the maintenance of major building systems or structural elements. Such needs are directly funded by the State through its Minor Works funding process.

The table below summarizes the cost of the Facilities Renewal Plan:

Category	18-19	19-20	20-21	21-22	21-23
Furniture	190,441	156,968	175,000	341,202	304,939
Carpet	145,671	68,230	118,274	33,789	33,739
Painting	14,820	38,610	16,055	14,820	29,240
Shipping	35,093	26,381	30,933	38,976	36,792

Tax	33,338	25,062	29,386	37,027	34,952

Total	419,363	315,251	369,648	465,764	439,662

18-19 Facilities Renewal Budget

The total 18-19 budget request for the replacement of furniture, carpet and fixtures and the painting of facilities is $419,363 to be funded from the College's Facilities Reserve.

Additional facilities related budget requests for changes to the College's facilities may be presented to the Board in May as part of the operating budget.

Recommendation

If the Board feels a 2nd Read is not needed for this item, it is recommended that the Board approve the Technology Equipment Replacement and Facilities Renewal Budget and Plans as presented.

Motion		Vote		
Second		*Yes*	*No*	*Abstain*
	McDaniel			
	Miller			
	Kelly			
	Hofmeister			
	Captain			

Cascadia College Board of Trustees Action Items

Subject: New TOEFL Course with Course Fee (1st Read)

Background
It is the practice of the Board of Trustees to approve new course student fees.

International Programs and ELP faculty are developing a TOEFL preparation course that would be a 3-credit elective for Cascadia international students at ELP Level 6 and above. A $92.00 fee would be added to this course.

Attached is a proposal to create a TOEFL Preparation Course and Dr. Rosemary Sutton, VP of Student Learning & Success will be available to answer any questions the Board may have on this item.

Recommendation
If the Board feels a 2nd Read is not needed for this item, it is recommended that the Board approve the new TOEFL Course with the Course Fee as presented.

Motion		Vote		
Second		*Yes*	*No*	*Abstain*
	McDaniel			
	Miller			
	Kelly			
	Hofmeister			
	Captain			

Proposal to Create a TOEFL Preparation Course
Student Learning and Success

Proposal

International Programs and ELP faculty are developing a TOEFL preparation course that would be a 3-credit elective for Cascadia international students at ELP Level 6 and above. A $92.00 fee would be added to this course.

Rationale

Many international students intend to transfer to select institutions that require a high minimum TOEFL score for acceptance. Over 30 current international students have expressed interest in such an elective. The COG (Course Outcome Guide) has been approved through the Student Learning Council (SLC) approval process. We hope to offer the class as a pilot in Spring Quarter 2018.

Rationale for $92 Fee

The ELP faculty members developing the class both have experience teaching and developing TOEFL prep classes. They have requested that students take the official TOEFL Practice Online test as part of the course to provide a pre-test and post-test score for students. The test is created by Educational Testing Services (ETS) and is scored immediately after completion. Both faculty have used it in prior TOEFL teaching and found it beneficial for both students and faculty to see needs at the beginning of quarter and improvement at the end of the quarter.

The pre-test and post-test costs $45.95 per test or a total of $91.90. International Programs does not have the budget to cover the costs of the tests so we are requesting that the costs of the tests ($92 rounded up) be added as a student fee for this class.

Cascadia College Board of Trustees Action Items

Subject: Restructure of the Current e-Learning Fee (1st Read)

Background
It is the practice of the Board of Trustees to approve new or restructured student fees.

We seek to modify the current e-Learning fee (currently $45 per 5-credit class for all fully online and hybrid classes) to $13/5-credit course for all classes supported by a Learning Management System (LMS). This fee will not apply for ESL, ABE, EFUND, MFUND and variable credit courses.

Attached is a proposal to restructure the current e-Learning fee. Dr. Rosemary Sutton, VP of Student Learning & Success will be available to answer any questions the Board may have on this item.

Recommendation
If the Board feels a 2nd Read is not needed for this item, it is recommended that the Board approve the restructure of the current e-Learning fee as presented.

Motion		Vote		
Second		*Yes*	*No*	*Abstain*
	McDaniel			
	Miller			
	Kelly			
	Hofmeister			
	Captain			

1-30-18
Proposal to Restructure the
Current e-Learning Fee
Student Learning and Success

PROPOSAL

We seek to modify the current e-Learning fee (currently $45 per 5-credit class for all fully online and hybrid classes) to $13/5-credit course for all classes supported by a Learning Management System (LMS). This fee will not apply for ESL, ABE, EFUND, MFUND and variable credit courses.

RATIONALE FOR FEE FOR ALL LMS SUPPORTED COURSES

Enrolling in Cascadia's hybrid and e-Learning classes is expensive. Most students who take on-line or hybrid classes also are enrolled in face-to-face classes, so they pay the e-Learning fee as well as transportation and parking costs. In addition, Cascadia's fee is high -- for on-line courses the e-Learning fee is the fifth highest in the SBCTC system, and for hybrid courses the fee is the highest (see Appendix 1 and 2).

The shortage of classrooms means we have to continue to expand hybrid or fully on-line course offerings to allow enrollment to grow. Hybrid courses are currently believed to be a better practice for lower division students than fully on-line courses, but the current e-Learning fee is seen as a barrier. Advisors report that students are reluctant to pay the e-Learning fee required in hybrid courses.

Many face-to-face classes are supported by a LMS. Currently there is no fee for LMS supported classes even though support by a LMS requires college resources. In 2016-17, 73% of Cascadia's total courses were taught as face-to-face with Canvas support. Spreading the costs incurred from LMS support over all students who benefit is a more equitable way to construct a course fee.
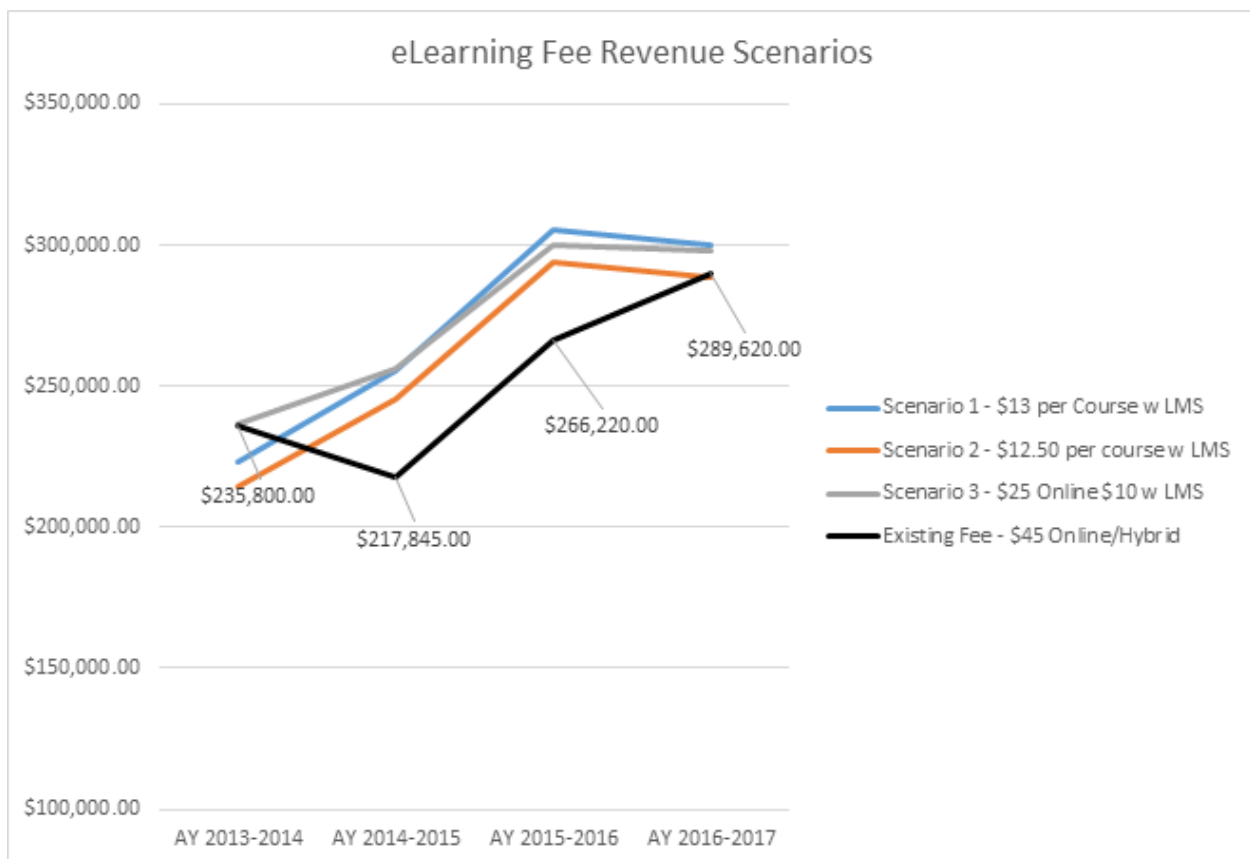
RATIONALE FOR $13/COURSE

Student Learning and Success considered various scenarios that generate as much or more revenue than the current $45/5-credit class fee (see chart). We recommend $13/5-credit course for all e-Learning, hybrid and LMS supported classes as this would not place a severe burden on any student and, based on 2016-17 data, would generate approximately $10,500 additional funds per year.

Student Learning would designate these additional funds for instructional design to support those faculty who have limited experience and expertise with an LMS. For example, we could develop a faculty-in-residence program that would provide a FT or PT faculty member 1-course reassign time per quarter to provide 1-1 support to targeted faculty. It has become increasingly clear that we need more instructional design support than the Senior Instructional Designer can provide.
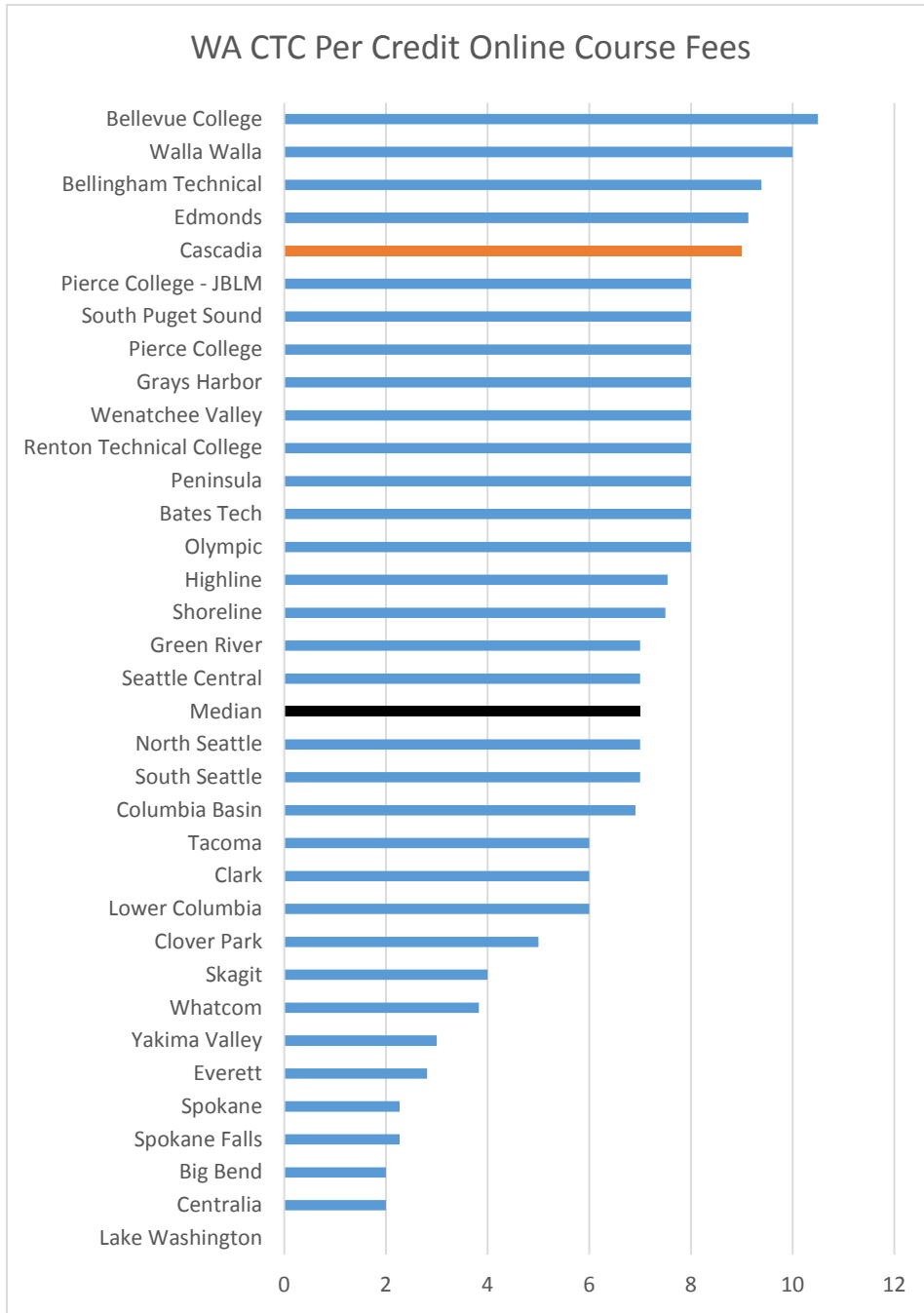
RISKS

The majority of Washington CTC's do not charge a course fee for face-to-face classes supported by a LMS and only two 5-Star consortium schools charge a fee (Everett and Shoreline). We believe that the fee proposed is low enough not to be a deterrent for enrollment. Colleges who have implemented a fee charge from $0.53 - $6.00 per credit.
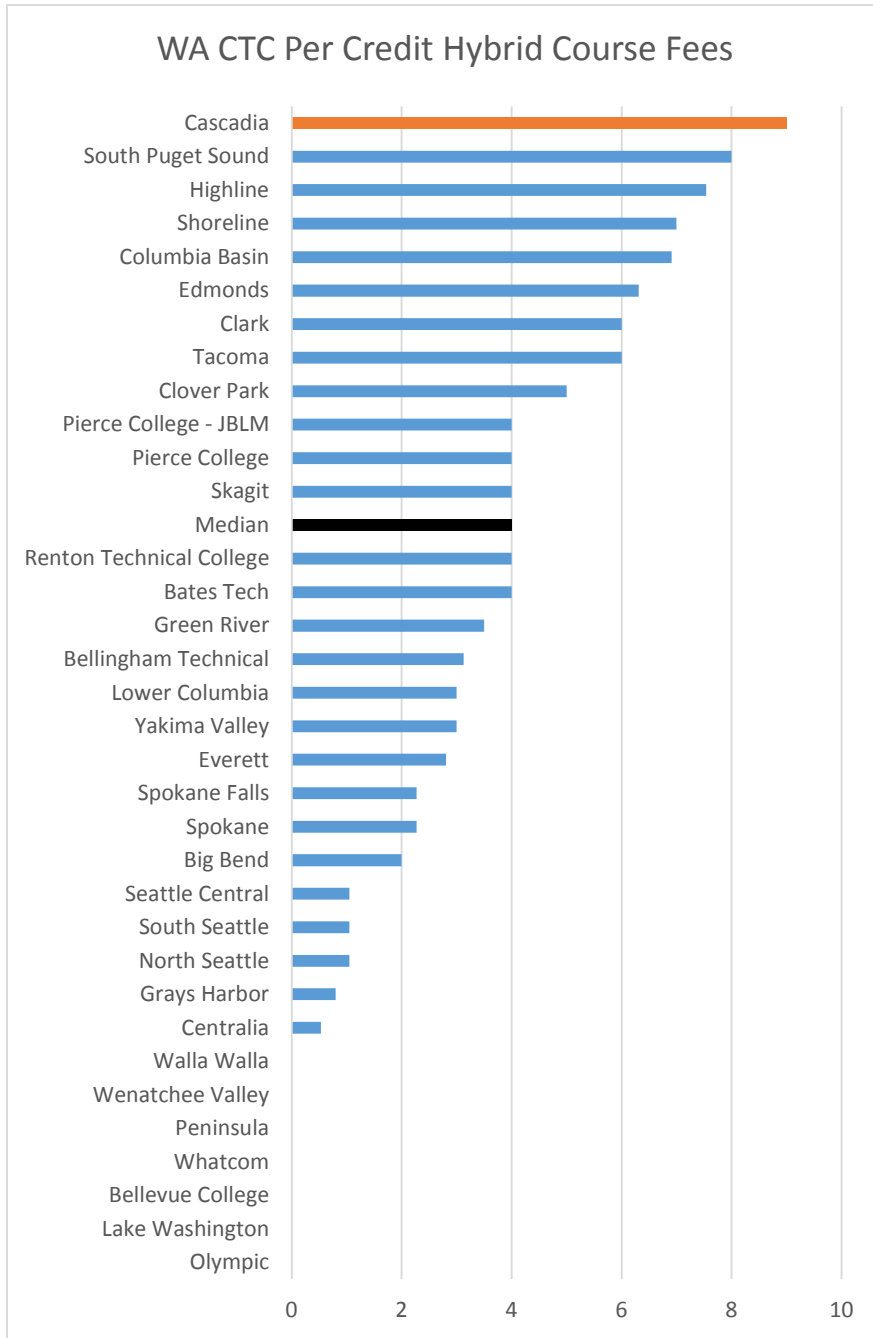
Some faculty in face-to-face classes with a recorded LMS make use of only very limited functions. SL will work with faculty to ensure that if this fee is charged students will reap crucial benefits from LMS support.

Appendix 1

WA CTC Per Credit Online Course Fees

College	Fee
Bellevue College	10.5
Walla Walla	10
Bellingham Technical	9.4
Edmonds	9.2
Cascadia	9
Pierce College - JBLM	8
South Puget Sound	8
Pierce College	8
Grays Harbor	8
Wenatchee Valley	8
Renton Technical College	8
Peninsula	8
Bates Tech	8
Olympic	8
Highline	7.5
Shoreline	7.5
Green River	7
Seattle Central	7
Median	7
North Seattle	7
South Seattle	7
Columbia Basin	6.9
Tacoma	6
Clark	6
Lower Columbia	6
Clover Park	5
Skagit	4
Whatcom	3.9
Yakima Valley	3
Everett	2.9
Spokane	2.3
Spokane Falls	2.3
Big Bend	2
Centralia	2
Lake Washington	0

Appendix 2

WA CTC Per Credit Hybrid Course Fees

Cascadia Community College Federation of Teachers
Local 6191, AFT

Report to the Board of Trustees
Cascadia College
Meeting Date: February 2018

❖ **Contract Negotiations**

Contract negotiations for our 2018-2021 Collective Bargaining Agreement began on January 22, 2018. We are using, as we have in the past, an "Interest-Based Bargaining" model and anticipate that it will enable us to work together collaboratively with the College to negotiate a CBA that is in the best interests of all involved and which supports CCCFT members in our efforts to provide students with the highest quality educational experiences possible.

❖ **AFT Western Regional Meeting**

CCCFT Coordinator Dave Shapiro attended the American Federation of Teachers Western Regional Meeting on February 9-10, 2018. The focus of this meeting was to help union leaders reaffirm the importance of unions as a strong voice for our students, our profession, and our communities, especially in light of the anti-union ruling that is expected in the Supreme Court case (Janus vs. AFSCME) which will begin being heard by the court on February 26, 2018.

Thank you,

David Shapiro, Tenured Founding Faculty

Cascadia College Board of Trustees Student Report

Subject: Cascadia Student Government (CSG) Report

As we make our way through Winter Quarter, the student government is settling from a hectic first month. In our last week, our Director of Government Relations and I had the opportunity to travel to Olympia and meet with some of our state legislators about our agenda. We were able to discuss important issues such as funding for the state need grant, sexual assault resources, protections for undocumented students, and redefinition of basic education to include technical and associates education. The conversations were productive, and we look forward to continued efforts with all those we had the opportunity to meet with.

In the upcoming month, Cascadia Student Government will be renewing our regular event of "Coffee and Tea with CSG". This is our most frequent opportunity to serve the students and have face-to-face interactions about what changes they'd most like to see on campus. We are also in the process of creating a survey focused on assessing the diversity needs of students on campus. Combined with Dr. Murray's efforts to collect input from the staff and faculty on diversity and inclusion, we hope to expand the resources on campus in any way possible to meet student needs.

At the end of the month, we will be working with several different organizations on campus to put on "Homelessness Awareness Week". This full week of programming has been long in the works and will address a serious issue affecting an underrepresented population of students on campus that are scarcely talked about in-depth. We are thankful for the hard work of our Director of Health and Sustainability, Atlas Turner, who has been forming this event since October of 2017.

We are also proud of the wonderful work of our clubs so far this quarter. We have two clubs sending some of their members to conferences, as well as several clubs, including our Veteran's Community and Society of Women Engineers doing programming that benefits the entire Cascadia community. It is exciting to see clubs realizing the full capacity of their potential as a force on this campus.

There's a lot to be excited about this quarter!

Thank you,

Cassie Rudolph, CSG President

Nothing to report this month.

Thank you,

Marah Selves, Administrative Services Manager