



March 7, 2018

Dear Board of Trustees and Campus Community:

Next week is the beginning of both “tenure season” and “budget season”. We will meet with the 5 tenure candidates along with their Tenure Review Committee chairs and we will have an overview of the budget process. Both of these endeavors will last 3-4 months. At this point, I foresee smooth sailing. On our plate now will also be the search for a new Vice President of Student Learning & Success as Dr. Rosemary Sutton retires. Knowing Dr. Sutton, she will give 110% through her very last day and the campus fully appreciates how she has helped to stabilize and shape our institution.

Dr. Sutton also passed along some information this week about the good work our staff is completing with regard to our transfer mission. I wanted to share some of that to give you a window into the kinds of things we do to help student success. In April, we will hold three workshops to help prepare students to transfer: a transfer overview workshop, a personal statement writing workshop, and a transfer fair with representatives from all Washington State 4-year institutions. In May, we will conduct pathway workshops, helping students understand their academic and career pathways in disciplines like Allied Health, Environmental Sustainability, and K-12 Education. Beyond their academic preparation, these kinds of extra-curricular workshops are designed to prepare students for success after Cascadia.

I look forward to seeing you next week!

Meet and Greets

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

Campus

- Pluralism Committee Meetings (x2)
- CSG President Quarterly Check-In
- Tenure Track Faculty Class Visits (x3)
- Bothell Chamber General Meeting
- Staff Service Lunch's (x3)
- President's Pub (58 employees attended)
- Conducted a Cavoline TED Talk: Socio-Economic Disparity
- Navigators Advisory Meeting

Olympia

- No meetings.

Cities

- Have been working with city managers to organize a Business Leader Summit on May 4th.

Community

- Introduction to Education & Labor Legislative Assistant to Rep. Susan DelBene, Kyle Hill
- Dr. Amy Goings, President LWIT Meeting
- Technology Tools to Support Guided Pathways/Clover Park Technical College
- Working to organize a Biotech summit with 12 industry partners and 6 higher ed partners on April 14th.

UWB

- Joint UWB/Cascadia E-Team Meeting

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

The Information Services team is in the process of training site managers for Cascadia's new intranet, Go.Cascadia. Approximately 20 staff members will complete the IS led training this month.

The IS team is also taking a large role in technology accessibility for students, faculty, and staff. Over 25 faculty and staff have completed the online Accessibility 101 in-depth course offered by the SBCTC. In the future, IS and eLearning will create a similar version of the course offered by the SBCTC but tailored to meet the needs of Cascadia faculty and staff. This will be an ongoing project with periodic updates.

Facilities

In following the Cascadia facility renewal plan, the faculty offices in CC2-361 received new furniture and a remodel of workstations. The room is equipped with individual workstations as well as a space for collaboration in the center of the room.

ctcLink Project and Activities

By mid-March Cascadia's staff and Steering Committee are expected to complete review of local plans and verify compliance with SBCTC's readiness requirements for selection to deployment group three. The final grouping decision will be made in April. Cascadia's staff participated in two ctcLink common process workshops in February and are scheduled to participate in five more in March. Our project management staff remains focused preparing the college for deployment in group three. Additionally, they're working with the SBCTC

and select colleges to build a “repeatable” integrated SBCTC/College project schedule outlining all initiation phase work requirements and assigning staff resources and hours and duration estimates to each task. This work will be completed by mid-March and the SBCTC is expected to distribute the schedule to all colleges soon thereafter. The schedule provides colleges with estimated staff resource requirements by functional area necessary to successfully complete the tasks and the project. Cascadia is tailoring this baseline schedule into our individual project staffing plan and expects to complete our estimated staffing requirements by the end of March.

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

Faculty

BIT faculty have lead two student group visits to Microsoft this quarter. Michael Panitz arranged for the Cascadia Women Engineers club to meet with the Microsoft Azure cloud team on February 23rd, in which they heard from female engineers working in tech firms and learned some valuable tips to prepare for interviews or internships. Dr. Brian Bansenauer and the Next Gen IT club visited Microsoft on January 19th for a tour of one of their usability labs.

ELP

The English Language Program (ELP) presented at the Spokane Regional ESL Conference on February 24th. Kristina Kellermann and Jessica Weimer each presented on using the Reading Apprenticeship framework in ELP classes, and Nataliya Husar, Lia Preftes, and Alex Schiff-Bellabiod co-presented on selecting novels in reading classes to promote social justice and diversity.

Worker Retraining

Cascadia’s Worker Retraining numbers have increased this year largely due to improved outreach efforts. Our Workforce Program Specialist will be present at the WorkSource Everett weekly all-staff meeting March 1st. This is a great opportunity to keep the Everett staff up-to-date on Cascadia’s training programs and grant funds. WorkSource refers a high number of prof/tech students to Cascadia and these visits promote good communication and a healthy partnership.

Integrated Learning

Here is an example of how integrative learning works at Cascadia: Students from Dr. Jessica Ketcham’s Writing Poetry class wrote poems in response to Dean Forbes’ photography exhibit in the Mobius Gallery (by Chris Gildow). Then they were arranged in groups based on commonly selected photographs. They were asked to reconcile their individual poems and merge them into a single poem that was then translated to a video, as a kind of homage to the visual source text but also to try on the process of journeying from one medium to another. Several of the videos are listed on the following page for your viewing pleasure.

Memories by Liam Hannah and Mikayla

La Petite Mort Amelia Voytukhova

River Goddess Tylee Cassinera

Into the Grey: a Poemme Shadin S. Al-Arab

Financial Aid

Student Financial Services will begin awarding for the 2018-19 academic year awards on March 16th.

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

Outreach/External Relations/Marketing

Prospective Student Outreach

Outreach hosted/attended 21 recruiting events during the month of February, yielding 241 points of contact with prospective students, families, and community members.

Event Type	Details	Student Interactions
College Fairs	Northshore School District (students w/ disabilities) Leaders in Learning LEAP (latinx) Lynnwood High School Marysville School District	40 7 50 35 30
Campus Info Sessions	Fast Track to complete applications + Tours	34
Custom Visits	Lake Washington High School	45
		241

New Employee

- Kira Luchau was hired to conduct outreach and tours on a part-time hourly basis. Kira is also a graduate of Cascadia and UW Bothell.

Community Outreach

- Cascadia's student team attended the LEAP conference in Tacoma.
- Participated in two campus development meetings: Sound Transit, Bothell city planners

Emergency Preparedness

- Anne Pogson attended FEMA PIO training. Cascadia now has three employees trained to handle crisis communications.

Internal

- Two staff members completed Accessibility 101 training; two others currently completing

- ctclink Communication Plan in development

International Programs

- Cascadia was recertified by the Department of Homeland Security for the Student and Exchange Visitor Information System (SEVIS). This allows Cascadia to continue to enroll international F-1 students.
- Offered two workshops: Tax Workshop and Study Abroad Workshop.
- Recruited in Lithuania, China and Indonesia.
- Attended Washington International Education Conference in Washington, D.C.
- Attended the Faculty and Staff of Color Committee Meeting in DeMoines, WA.
- Lunar New Year event was held on February 7th in conjunction with CAB and UWB.
- Lisa Jacobson was hired as new Assistant Director of International Programs.

Grants & Foundation

Grants

Pre-Award Activities	
Maintain pipeline of grant opportunities	186 viable opportunities
	Researching: Whisper Booths for Bock Center; Screen Reading Software for DSS; 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
	Americorps for College Goal Cascadia
Post-Award Activities	PSE Foundation (account set up)

Foundation

Administration	Researching and drafting Naming Policy and Reserve Policy
	2018-19 draft budget
	Report to Community planning
Programs	Foundation Scholarship Application Process <ul style="list-style-type: none"> • Application essay writing workshop hosted by Tati • Finalizing selection committee members and dates
	Mid-Year Program Review <ul style="list-style-type: none"> • BEdA Scholarships and Grants • Book Vouchers for Running Start • Transition-Completion Scholarships via advising

From the Executive Director of Human Resources, Martin Logan:

Human Resources

February continued the hiring processes for Full Time Tenure-Track Faculty in Art & Visual Communication and Mobile Application Development. The FT TT Art position has successfully concluded and the Mobile App Development hiring process is expected to

finalize in April. For each Full Time Faculty search, up to ten (10) candidates are interviewed by the committees via Skype with up to three (3) finalists being invited to campus for our half-day interview process involving a teaching demonstration, a second committee interview, an executive interview with the Dean and Vice President of Student Learning & Success and, finally, a campus tour including our award winning shared library with the University of Washington Bothell. This is a highly collaborative effort by Human Resources, Student Learning and Information Services.

The HR team attended the February ctcLink Common Process Workshop for Recruiting and Talent Acquisition Management at Edmonds Community College. This was a three-day workshop that brought HR representatives together from many of the 34 colleges to create a system-wide common processes regarding recruiting and talent acquisition while considering a transition from our current NEOGOV system to the PeopleSoft version, TAM.

Payroll

The 1979 Legislature enacted a statute to establish an Attendance Incentive Program for state employees. This statute allows for cash payment for a portion of the employees unused sick leave under specific conditions. This year Cascadia had 62 employees eligible for this program. Payroll sent out letters to these employees explaining their options to cash out their excess sick leave or save it to be paid into a VEBA Trust (Voluntary Employee Benefits Association) at retirement. The VEBA account is not taxed and employees may use it to pay eligible medical expenses. We had 36 employees who chose the cash out option and their payments and related sick leave balance reductions were processed to be paid on the March 9th pay date.

With the recent passage of I-1433 all student and hourly employees began earning sick leave at the rate of one hour of paid sick leave for every 40 hours worked. Gayle Waddle-Wilkes, Payroll Coordinator, created a new hourly timesheet allowing employees to report the paid sick leave taken and for them to be paid for it at their standard hourly rate. Payroll along with the Executive Director of HR provided training to all supervisors on this new requirement and how the new timesheet should be completed by their employees. This initiative has increased the complexity and processing time of each payroll, but is a valuable benefit to our student and hourly employees.

Training and Development

Cascadia College is hosting Undocu Ally training on March 19th from 9:30 am-3:00 pm. This training is developed and led by the University of Washington Leadership Without Borders program and is geared entirely to the support of our Dreamer students. It is a space to listen to students, increase awareness of DACA and other legislation, learn how to support Dreamers, dialogue with others, and develop concrete strategies for allyship. The student voice and experience is centered and all content has been created by those with substantial experience with the issues Dreamer students face on a daily basis. The invitation has been extended to UWB and our Bothell community partners/organizations,

with a vision of developing a unified approach to supporting Dreamers. If you would like to attend, or know of any partners/organizations who might like to attend, please email Samantha Brown (sbrown@cascadia.edu) so she can extend an invitation.

We look forward to seeing you at the Board meeting on March 14th.

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, March 14, 2018

4:00 p.m.

Cascadia College

18345 Campus Way N.E.

Bothell, WA 98011

**Cascadia College Board of Trustees
Cascadia College
18345 Campus Way N.E.
Bothell, WA 98011**

**Meeting Agenda and Attachments
Wednesday, March 14, 2018
4:00 p.m. - Room CC2-260**

A G E N D A

1. EXECUTIVE SESSION

The Board will meet in a sixty minute (1 hour) 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 evaluation 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.

Convene to Public Session at 5:00 pm

2. CALL TO ORDER

3. CONSENT AGENDA

- Meeting Agenda
- Minutes from previous meeting – February 21, 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

- No new employees this month.

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

- Cascadia Community College Federation of Teachers (CCCFT)

7. INFORMATION ITEMS

- Protocols for the College President's Absence - (EM)
- Veteran's Program Update - (RS)

8. DISCUSSION/PRESENTATION ITEMS

- Budget Workshop - (TH)
- College Priorities - (EM)

9. RECOMMENDED ACTION ITEMS

- Change in Values Language (1st Read) - (EM)
- Science Lab Maintenance Plan (1st Read) - (TH/RS)
- eLearning Student Fee Modification (2rd Read/Action) - (RS)
 - This item deferred to the April 18, 2018 BOT Meeting

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

- Personal Financial Affairs Statement PDC Form F-1
 - Eric received the 1st Email reminder on 2-28-18
 - Form is due April 15th of each year

12. NEXT MEETING

The next regular meeting of the Board of Trustees is scheduled for Wednesday, **April 18th 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.

**Minutes
Regular Meeting
Cascadia College Board of Trustees
February 21, 2018**

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

BOARD OF TRUSTEES

Chair Janet McDaniel, Vice Chair Dr. Julie Miller, Roy Captain, and Nancee Hofmeister present. Mike Kelly absent.

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

Ana Benitez, Erin Blakeney, Judith Chalmers, Brian Culver, Lyn Eisenhour, Dr. Todd Lundberg, Dr. Erik Tingelstad, and Sharon Waymire present.

EXECUTIVE SESSION

There was no Executive Session scheduled for this meeting.

CONVENED TO PUBLIC SESSION AT 4:00 P.M.

1. CALL TO ORDER

Chair Janet McDaniel called the meeting to order at 4:00 p.m.

2. CONSENT AGENDA

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

3. PUBLIC COMMENTS

There were no public comments.

4. INTRODUCTION OF NEW EMPLOYEES

The following new employees were introduced to the Board of Trustees:

Student Learning and Success

Ana Benitez, Administrative Assistant 3, Student Learning Office

Administrative Services

Judith Chalmers, Fiscal Analyst 1, Finance Department

The Board welcomed the new employees and wished them well in their positions at the College.

5. 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 he shared information with the Board on the [Janus v. AFSCM](#) case, to be heard by the Supreme Court soon. Union members are following this case with great interest.

6. INFORMATION ITEMS

Enrollment Report Update

Dr. Rosemary Sutton, VP of Student Learning & Success gave the Board an overview of winter quarter enrollment. Overall FTE enrollment for 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. However, we increased the number of student FTE's in Academic, Basic Skills, and Running Start.

Second Quarter Financial Update

Terence Hsiao, VP of Administrative Services updated the Board on the college's expenditures through December 31, 2017.

Diversity & Equity Summary

President Murray shared the revised Diversity & Equity Summary with the Board. Vice Chair Miller asked how the college was going to track and measure what is and is not working on all activities listed in the summary. President Murray explained that the Executive Team will have a discussion on how to measure the activities in the summary and will report back to the Board on that discussion.

Recommendations for 2018-2019 Faculty Sabbaticals

After reviewing all sabbatical proposals, the following 2018-19 Faculty Sabbaticals were recommended and approved by President Murray:

- David Bucci – Tenured Faculty, Senior 1 – English
 - Approved for 2018 Fall Quarter
- Dr. Chris Byrne – Founding Tenured Faculty, Senior 2 – Physics/Mathematics
 - Approved for 2018 Fall Quarter and 2019 Winter and Spring Quarters
- David Shapiro – Founding Tenured Faculty, Senior 2 – Philosophy
 - Approved for 2018 Fall Quarter and 2019 Winter Quarter
- Chris Gildow – Tenured Faculty – Art
 - Approved for 2019 Spring Quarter

7. DISCUSSION/PRESENTATION ITEMS

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

Dr. Rosemary Sutton, VP of Student Learning & Success introduced Lyn Eisenhower, Associate Dean of Student Learning, who gave the Board an update on increasing our percentage of ABE/ESL students who transition to credit-bearing college courses to the SBCTC average.

Ms. Eisenhower updated the Board on the program also known as Basic Skills. This program includes ESL, ABE, GED Prep, and High School 21+. Students include non-native English speakers, adults in need of a high school credential, and students who test below

developmental English/Math. She reviewed enrollment, level gains, current data and strategies to increase transitions. The next steps for the program are culture of transition, in-house data tracking, partnerships, increasing “intrusive” advising and connect BEdA to Guided pathways work.

A copy of Ms. Eisenhower’s PowerPoint presentation can be made available upon request.

Debrief – ACT New Trustee Orientation

President Murray and Trustee Roy Captain attended the January 22nd ACT New Trustee Orientation held in Olympia. Trustee Captain gave the Board a brief overview on the training and the items he found most valuable as a new trustee.

Technology Accessibility

Terence Hsiao, VP of Administrative Services explained to the Board that due to the approved 2016 SBCTC Accessible Technology Policy, 3.20.30G, Cascadia established its Technology Accessibility Committee (TAC) in 2017. Mr. Hsiao introduced Brian Culver, Director of Information Services, who gave the Board an overview of the TAC committee’s plan and its implementation status. Mr. Culver explained why we have such a focus on technology accessibility. In March, 2016, the SBCTC approved the Accessible Technology Policy and in August 2016, the state OCIO issued Policy 188 setting minimum accessibility standards which included deadlines for colleges, for policies, procedures and for a coordinator.

Mr. Culver reviewed important dates with the Board. Campus wide training begins 7/2018 and needs to be completed by 7/2019. New Web pages created after 9/2019 will be AA accessible (all web pages AA accessible by 6/2023). Electronic document accessibility review starts with high priority documents in 6/2018, all other documents in 7/2019 and our goal is that all documents will be accessible by 6/2023.

A copy of Mr. Culver’s PowerPoint presentation can be made available upon request.

8. RECOMMENDED ACTION ITEMS

Technology and Facilities Renewal Plans (1st Read)

Terence Hsiao, VP of Administrative Services explained to the Board that the College provides for the maintenance of existing technology, furniture, fixtures and equipment by developing 5 year plans for replacement and upgrades. Replacements are funded from college reserves set aside for this purpose. This agenda item summarizes the 5 year plans for Technology and Facilities and requires approval by the Board.

Chair Janet McDaniel asked for a motion to approve the 2018-2019 Technology and Facilities Renewal Plans. Vice Chair Dr. Julie Miller made a motion to approve the renewal plans and Trustee Nancee Hofmeister seconded the motion. Hearing no objections the 2018-2019 Technology and Facilities Renewal Plans were approved by the Board of Trustees.

New Test of English Foreign Language (TOEFL) Course with Course Fee (1st Read)

Dr. Rosemary Sutton, VP of Student Learning & Success reviewed a proposal with the Board where International Programs and ELP faculty developed a TOEFL preparation course that would be a 3-credit elective for Cascadia international students at ELP Level 6 and above. The pre-test and post-test costs \$45.95 per test or a total of \$91.90 (or \$92.00

rounded up). A \$92 fee would be added to this course. New student fees requires the approval by the Board.

Chair Janet McDaniel asked for a motion to approve the new TOEFL Course with the student fee of \$92. Trustee Hofmeister made a motion to approve the new TOEFL Course and Trustee Roy Captain seconded the motion. Hearing no objections the new TOEFL Course with a \$92.00 student fee was approved by the Board of Trustees.

Restructure of the Current eLearning Fee (1st Read)

It is the practice of the Board of Trustees to approve new or restructured student fees. Dr. Rosemary Sutton, VP of Student Learning & Success proposed that the current eLearning fee (currently \$45 per 5-credit class for online and hybrid classes) to \$13/5-credit course for all classes supported by a Learning Management System (LMS). The fee will not apply for ESL, ABE, EFUND, MFUND and variable credit courses. The Board asked for additional information and a second read of this item before taking action. This item will be added to the March 14th meeting agenda. **No action was taken on this item.**

9. REPORTS

Cascadia Student Government Report: CSG President Cassie Rudolph was present and updated the Board on student activities other than those noted in her report. She stated the Veteran's blood drive went well and they had a Black History month activity that had good attendance.

Cascadia College Classified Union Washington Public Employees Association (WPEA) Report: Marah Selves was present and explained to the Board that the WPEA had their membership meeting the week prior. She had nothing else to report on WPEA activities.

Chair and Individual Board Members Reports: Nothing to report.

President's Report:

Out of the 34 Presidents who usually attend WACTC and work on Legislative goals, 10 were absent. Out of the 24 present, 9 are interim President's; out of the remaining 15 - 6 or 7 have less than 2 years in their positions. The burden of the Legislative work fell on the 5 of tenured president's (which Dr. Murray is one).

Cascadia's CC4 design funds were included in the Capital Budget, however we are not sure if we will receive the construction funding in next year's legislative session due to the large number of construction projects already on the priority list.

The Board needs to be prepared for the full scope bargaining due to the recent bill passed by the Legislature. There potentially may be additional costs to compensate our faculty.

Cascadia is working collaboratively with UWB to make sure all campus messaging is devoted to the reassurance of protocol, shooter resources etc. I plan to drop in to campus areas on a regular basis to discuss what the area would do in the event of a shooter situation. The Safety Survey is being published on Friday.

The President shared his protocols paper in the event of his absence.

10. OTHER BUSINESS/ANNOUNCEMENTS

No other business was presented at this time.

ADJOURNMENT

The Chair adjourned the regular meeting at 5:33 p.m.

Minutes Approved and Adopted on March 14, 2018.

Ms. Janet McDaniel, Board Chair

Attest:

Dr. Eric Murray, President

Bdminutes022118

Cascadia College Board of Trustees

Information Items

Subject: Protocols for the College President's Absence

Background

The trustees asked the college president to determine protocols in the event of his/her absence.

Discussion

The accompanying document has been reviewed by the executive team and is submitted to the Board for adoption. Barring any changes, these protocols will take effect immediately and clearly outline the chain of command, communication procedures, and points of contact.

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

Protocols for the College President's Absence

As of February 21, 2018

INTRODUCTION

The Board of Trustees and the leadership of the college recognize that the College President, given the requirements of the position, must spend time off campus. The duration for such time off campus can be as little as an hour for a community luncheon or as long as 3 weeks for vacation and travel.

This document provides protocols for ensuring continuity of leadership in the absence of the President.

PART ONE: Principles

- Continuity. The college engages both a hierarchical as well as constituency-based leadership paradigm. The President is crucial to the functioning of both and this functionality must be maintained in the President's absence.
- Clear Communication. Employees, campus leadership, and Trustees must all be aware of appropriate points of contact in the absence of the President. As well, in times of emergency, protocols must be followed to ensure that employees and constituents remain engaged and informed during the absence.
- Transparency. Decision-making practices and engagement must be retained in the absence of the President.

PART TWO: Absences Less than One Day

On any day where the President is on campus at some point, or when the president is within the region and can be contacted during the day:

- No acting president will be designated.
- The President will immediately return to campus for an emergency.
- The President will retain the responsibility of informing the Trustees of critical information.
- If the President cannot be contacted, a senior campus executive becomes the Acting President, in this order:
 - VP of Student Learning and Success
 - VP of Administrative Services
 - VP of College Relations and Advancement
 - Executive Director of Human Resources
 - Dean of Student Success
 - Dean of Student Learning

PART THREE: Absences Greater than One Day (where contact with the President is retained)

On occasions when the president is away from campus for an entire day (or longer) and when contact is ***retained***, the President will:

- Designate an Acting President prior to the absence.
- The Executive Assistant to the President will email the name of the Acting President to the Board Chair upon each such occasion.
- The Executive Assistant will post the name of the Acting President on the calendars of the senior leaders outlined above.
- The Acting President has the responsibility of communicating with the President during critical incidents.
- In the absence of contact with the President, the Acting President will communicate with the Trustees and essential advisors, including the Navigators, Pluralism Committee, UWB, etc.
 - The Acting President will inform the Board Chair via cell phone of emergencies, campus closures, and imminent critical issues.
 - The Acting President will keep the Trustees informed of emergencies and other issues on an as needed basis in consultation with the Board Chair.

PART FOUR: Absences Greater than One Day (where the President cannot be reached)

On occasions when the president is away from campus for an entire day and when contact is ***not available***, the President will:

- Designate an Acting President prior to the absence.
- The Executive Assistant to the President will email the name of the Acting President to the Board Chair upon each such occasion.
- The Executive Assistant will post the name of the Acting President on the calendars of the senior leaders outlined above.
- The Acting President will communicate with the Trustees and essential advisors, including the Navigators, Pluralism Committee, UWB, etc.
 - The Acting President will inform the Board Chair via cell phone of emergencies, campus closures, and imminent critical issues.
 - The Acting President will keep the Trustees informed of emergencies and other issues on an as needed basis in consultation with the Board Chair.
- The Acting President will have signature authority for actions needing immediate approval.

PART FIVE: Sudden Absence of the President where no Acting President was Designated

In the event of the sudden absence of the President (e.g., death, injury), the senior most officer of the college (see Part Two) will inform the Board Chair.

- In consultation with the Board of Trustees, a senior officer of the college will be officially named Acting President until further notice.
- The Board Chair will inform the campus of this decision and disseminate the decision with help from the Executive Assistant to the President.
- The Acting President will assume all duties of the President or delegate them as appropriate.

Cascadia College Board of Trustees

Information Items

Subject: Veteran's Program Update

Background

Pursuant to the Board's Annual Discussion schedule Dean Erin Blakeney will present an update of programs and services provided through the Veteran's Program.

The Board received an update on this program in February 2016.

Discussion

Erin Blakeney, Dean of Student Success Services, and Gordon Dutrisac, Director of Student Advising & Support Services will be available to answer any questions the Board may have on this item.

Cascadia College Board of Trustees

Discussion/Presentation Items

Subject: Budget Workshop

Background

Terence Hsiao, VP of Administrative Services will give the Board an overview of the college's business model and budget outlook for the proposed 18-19 budget.

If the Board feels more information is necessary, Mr. Hsiao will do a second workshop at the April 18th Board meeting.

Then at the May 16th Board meeting the ASCCC (student's) and College budget will be up for their 1st read with the 2nd read/action happening at the June 13th Board meeting.

Cascadia College Board of Trustees

Discussion/Presentation Items

Subject: College Priorities

Background

Since the summer of 2017, the college leadership has been working to prioritize a multitude of campus projects. Many of these campus projects are mandated by the state. Some are projects started over the last few years that need to be pushed to completion, and others are important to student and employee welfare. Because leadership recognizes that each of these priorities is time-consuming and adds additional workload to already full schedules, the executive team has worked with the extended leadership team of deans and directors to conduct task and workload analyses. This has resulted in timelines for each project that can be modified so as no single department or employee is overwhelmed.

Discussion

The leadership team shares this information with the board to help inform their perspective about mission fulfillment, staying abreast of state-wide changes, and on-going workload challenges.

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

CASCADIA COLLEGE PRIORITIES (as of 3/5/18)

M=Mandated, T=Technology

(M)(T) ctcLink – Cascadia’s current systems limit the quality of service we can provide to students. This initiative involves replacing the systems we currently use to manage student registration (SMS), financials (FMS) payroll (PPMS) and several other systems with PeopleSoft software. This initiative will effectively change every administrative process and is intended to improve the services we provide to our students and it should also streamline our work and provide us with better access to information to do our work. **We do not yet know if we are in the next available implementation group.**

(M) Accreditation/Strategic Plan – In order to continue to operate as an accredited institution of higher education we need to be accredited. The accreditation process requires Cascadia to undertake a self-assessment process whereby we demonstrate that we are fulfilling our mission and following our strategic plan. The self-assessment takes the form of a written report; accreditors also conduct a college site visit that needs to be prepared for.

(M) Title IX – Title IX of the Civil Rights law outlaws discrimination on the basis of sex (a definition that includes sexual harassment, rape, and sexual assault); colleges are responsible for upholding the law. Cascadia’s updated Title IX policy was recently approved by the Board and it now needs to be fully implemented.

(M)(T) Technology Accessibility – Cascadia believes in equal access to education for everyone. To uphold this value, this initiative aims to ensure that all Cascadia’s technology is accessible and that we use our technology in an accessible manner; this is also a legal requirement. This initiative will involve the review and testing of all our technology for accessibility and it will also require the college to train every staff member who creates information on how to create that information in an accessible manner.

(M) CC4 – This is Cascadia’s next building, it will allow us to increase enrollment and improve our STEM offerings; in order to proceed with the project we will need to construct additional parking facilities. **Design money (as of 3/7/18) is not officially approved.**

Diversity, Equity & Inclusion – Cascadia is committed to equity and inclusion, this initiative will ensure that we continue to uphold those values through the curriculum, employee hiring, employee development and other activities involving both students and employees. Recently discussed priorities are being narrowed down to actionable items.

(M) Guided Pathways - Guided Pathways simplifies educational choices for students by creating pathways (groupings of courses) that lead to majors and careers. Advisers provide students with intensive, targeted advising to choose a path, stay on that path,

and learn what they need to know to graduate. This initiative involves creating the pathways and determining how to best support student progression along the pathways.

(T) Public Website – Cascadia's public website is overdue for a redesign that supports Guided Pathways.

(T) Student Support System – This initiative will support a more proactive approach to assisting students by replacing and complementing a variety of systems. It will allow students to self-schedule online appointments, advisors to keep and share notes, the learning center to manage student check-ins, international programs to process applications, and College Relations to manage events and communication campaigns. The shared 360 degree of the student, the system will provide, is the enabling technology for implementing Guided Pathways.

Campus Internationalization – The purpose of this initiative is to globalize the curriculum and to create rich learning experiences by integrating international students into campus life.

Faculty Student Interaction – In the latest CSSEE survey Cascadia scored lower than the average in the Faculty/Student Interaction category. This is the continuation of a long term downward trend and a result that falls short of our standards. The initiative aims to improve faculty student interaction; it involves researching the underlying causes for the score and developing a plan for improving the score.

(T) Go.Cascadia – The replacement of My.Cascadia with a site that has accurate, up-to-date, easily referenced information that employees need to do their jobs.

Cascadia College Board of Trustees

Action Items

Subject: Change in Values Language (1st Read)

Background

College, state, and national level work surrounding issues of [diversity, equity and inclusion] use vocabulary that changes as new perspectives are explored. Cascadia has long adopted the words “pluralism” and “cultural richness” to explain the values important to the college community.

Recently, the executive team floated the idea with all campus employees that we modify our language to be consistent with national trends. The words “diversity”, “equity”, and “inclusion” are now the most commonly understood words used to demonstrate a commitment to social justice issues, including examining and reducing achievement gap. The campus, as a whole, provided no concerns to the executive team about the adoption of these words to describe our commitment and work.

The executive team therefore recommends to the Board that we adopt this language as consistently as possible. This means changing our vales statement and adopting these words into the strategic plan for the foreseeable future.

President Murray 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 adoption of the change in values language for Cascadia College.

Vote/Adoption:

Chair asks for motion: _____

Trustee makes the motion: _____

Trustee seconds the motion: _____

All in favor:

	Yes	No	Abstain
McDaniel			
Miller			
Kelly			
Hofmeister			
Captain			

Cascadia College Board of Trustees

Action Items

Subject: 18-23 Science Lab Maintenance Plan and 18-19 Budget

Background

The College's Science Lab Maintenance Plan aims at sustaining the level of support the College provides for students in STEM programs. The plan is based on an inventory of equipment across the labs and an assessment of the condition of the equipment. This plan provides for scheduled replacement of the models, simulations, and demonstrations that are part of day-to-day instruction as well as the lab equipment used by students. The schedule also provides for the maintenance and eventual replacement of major equipment such as autoclaves and freezers.

The table below summarizes the projected costs (a detailed inventory is also available).

Category	18-19	19-20	20-21	21-22	22-23
Equipment Maintenance	\$ 9,200	\$ 8,366	\$ 10,766	\$ 8,366	\$ 14,766
Facilities Equipment	\$ 4,734	\$ 7,413	\$ 4,734	\$ -	\$ -
Models and Demos	\$ 6,404	\$ 18,689	\$ 1,180	\$ 1,143	\$ 2,064
Student Lab Equipment	\$ 16,785	\$ 48,181	\$ 1,341	\$ 11,968	\$ 18,520
Subtotal	\$ 37,124	\$ 82,648	\$ 18,022	\$ 21,477	\$ 35,350
Tax	\$ 3,527	\$ 7,852	\$ 1,712	\$ 2,040	\$ 3,358
Shipping	\$ 7,053	\$ 15,703	\$ 3,424	\$ 4,081	\$ 6,716
Total	\$ 47,704	\$ 106,203	\$ 23,158	\$ 27,598	\$ 45,425

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

Recommended

If the Board feels a 2nd read is not needed for this item, it is recommended that the Board approve the plan to provide for replacements and maintenance of science lab equipment and the 18-19 budget for lab equipment replacement.

Vote:

Chair asks for motion: _____

Trustee makes the motion: _____

Trustee seconds the motion: _____

All in favor:

	Yes	No	Abstain
McDaniel			
Miller			
Kelly			
Hofmeister			
Captain			

**Cascadia Community College Federation of Teachers
Local 6191, AFT**



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

❖ **Contract Negotiations**

Contract negotiations for our 2018-2021 Collective Bargaining Agreement continue. We are pleased to note that during this legislative session, the State Senate passed EHB 1237, a bill that will allow local funds such as tuition and fees to be accessible for bargaining wage increases. We look forward to working collaboratively with the College in this new bargaining environment to explore and attain solutions that work for us all.

Thank you,

David Shapiro, Tenured Founding Faculty

Cascadia College Board of Trustees

Student Report

Subject: Cascadia Student Government (CSG) Report

In the last weeks of Winter Quarter, student government has turned much of its focus towards recollection for our Textbook Accessibility Program. In our second quarter, we saw a slight reduction in textbook rentals but also saw an increase in donations. We continue to gain donations in our most popular subjects, particularly math and sciences. As these can be the most expensive subjects to buy textbooks for, we are excited to possibly open doors for students where the math and sciences may have otherwise been an unmanageable degree field.

In other fields of equity and accessibility, we recently held all of our programming for Homelessness Awareness Week with much success. Students were engaged and attentive at all events, and several students who are facing housing insecurity currently came to gather resources that we offer and aid in facing their crisis. We hope to continue to create awareness in future years about this issue which often goes unspoken in the King County area, where income inequality becomes a larger and larger issue. It is uplifting to know that we played a role in connecting students to resources that they desperately need.

Also this month, student government drafted several different budget requests for a piece of the S&A Budget pie. Our Vice President requests for our clubs to have funding each year, while the President requests for the Student Government funding for programming, travel, and fun giveaway gear for students each year. But this year, we have also branched out in our requests, including a budget request from the Director of Student Life to fund a cross campus food pantry for food-insecure students on either side of campus. We also have our Director of Pluralism & Inclusion requesting S&A funds for a part-time staff member in the Center for Culture & Inclusion so that the school can continue to expand our time and resources for a diverse community of students. The Budget Committee, led by our Director of Budget & Finance, will carefully review these and many other requests, and their decisions will be brought for Trustee approval in May.

It is hard to believe that we are going into our last quarter of the year in just a couple of weeks. The student government is looking forward to a fun and productive Spring Quarter!

Thank you,

Cassie Rudolph, CSG President



Nothing to report this month.

Thank you,

Marah Selves, Administrative Services Manager