



April 11, 2018

Dear Board of Trustees and Campus Community:

I often use these introductory paragraphs to talk about things we might not discuss at the Board meeting or that you might not read in the Friday Letter. Today, I wanted to offer three insights into our relationship with UW Bothell that help illustrate just how great the partnership is.

Over the last month we firmed up an MOU that will allow our international students guaranteed admission into UWB if they meet certain performance criteria. This agreement was crafted jointly to help meet UWB's desire to increase their international population and Cascadia's desire to be more attractive to potential new students. This is an exciting new development in an era when people are choosing countries other than the USA to further their English skills.

I met with the UWB academic deans and, after a really great discussion, we decided to jointly put more effort into the academic pathways for our domestic students. The Cascadia Deans and the UWB Deans will start meeting together once per quarter to determine common goals and monitor progress on those goals. This has been an 18 year desire on Cascadia's part and we are finally starting to realize it.

Finally, I met with UWB Dean Wayne Au who was newly appointed to lead equity and inclusion work on their campus. We agreed that we have one fluid campus and it is in our best interest to work together towards a more equitable and inclusive campus. As Cascadia determines its next steps, we will align more intentionally with UWB so that our students have a common experience.

Three great examples of the co-location and I am happy to report that the relationship is moving in the right direction.

I look forward to seeing you next week!

Meet and Greets

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

Campus

- Tenure Track Faculty Class Visit
- Classified Co-Facilitator Monthly Meeting
- Exempt Assembly Quarterly Check-in
- CCEC John Bonner Meeting
- 5 Star President's Check-in Luncheon
- Undocu Ally Training (full day in Mobius Hall)
- Campus Safety & Bothell Police Outreach
- Staff Service Lunch's (x2)
- Navigators Advisory Council Meeting
- Pluralism Committee Meeting
- Student Learning Hallway – Listening Tour (VP Search)
- Scholarship Selection Committee Participation
- Exempt Assembly – Listening Tour (VP Search)

Olympia

- WACTC – Olympia – All WA Academic Team Ceremony
- Association of Washington Cities Meeting
- Meeting with Keith Swenson, Director of Boards & Commissions, Governor Inslee's Office

Cities

- Mayor Walen, City of Kirkland Meeting
- James Whitfield Leadership Eastside Meeting

Community

- Friends of Third Place Books Annual Breakfast
- Leslie Alexandre, President & CEO Life Science Meeting
- Bothell Chamber Board Meeting
- State of the City of Bothell Chamber Luncheon
- Mike Rue Meeting
- Bothell Chamber General Meeting
- Lake Washington Schools Foundation Benefit Luncheon – Bridge the Gap
- OneRedmond Board Meeting
- Friends of Youth Meeting (with Dr. Amy Goings, President LWIT)
- Speaker for Leadership Eastside at Brightwater Center
- President Sheila Edwards Lange Meeting
- Bart Phillips OneRedmond Meeting
- Alisha Qadri OneRedmond Meeting

UWB

- Board of Regents Luncheon
- UW Dean's Meeting
- Wayne Au (Dean, UWB) Meeting
- Rickey Hall (VP, UW Seattle) 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:

Finance

Audit – The final meeting to finalize the financial statements from 15-16 and 16-17 was held on March 29th to ensure meeting the deadline for filing both years. Auditors from the State Auditors of Washington met with Board Chair Janet McDaniel, President Eric Murray, Vice President Terence Hsiao, and Finance Director, Sharon Waymire to deliver the final report. Way to go Finance Team!

Facilities

Minor improvement funds received will cover converting the CC3 ticket booth in to an office, separate out the Basic Skills testing room from the ATM machine and install a new door to the main suite area in LBA, and update our science lab tech area (CC1-310 & 320). Construction is currently set to begin in summer 2018 with a final completion date by December 2018.

Cascadia received funds for a much needed update to the elevator in CC1. The casing and electrical (elevator machine room) are the main focus of the updates. The project is scheduled for construction and completion over winter and spring quarters in 2019.

Funds have been released for a new parking area. A group of Cascadia and UWB folks have been assembled to gather information and study various options and costs. This project is set to be completed by summer of 2020.

ctcLink Project and Activities

In March's WACTC meeting, Cascadia was nominated as one of six colleges/districts included in ctcLink deployment group three implementation (Feb. 19 – Jan. 20). Pending unexpected circumstances, WACTC is expected to approve deployment group three recommendations on April 26th. Preparation for intense project engagement over the next two years is ramping up. Cascadia's department and project management staff completed review of the project initiation schedule (get ready for implementation) and provided leadership with resource planning information including project tasks by phase, department staff work requirements and estimated staff/subject matter expert work hours.

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

Student Learning

Two English Language Program (ELP) faculty members presented at the Metacognition and Mindfulness Conference at Renton Technical College. Jessica Weimer presented on "Fostering Text-Focused Discussion," and Kristina Kellermann presented on "Two Heads Are Better Than One: A Pairs Think Aloud & Journal Activity."

Faculty member Dr. Soraya Cardenas, together with her colleagues Dr. Lindsay Custer and Dr. Anne Tuominen, worked with students in organizing a "Mock Tent City." Their hard work was mentioned in the Bothell-Kenmore [Reporter](#).

Dean for Student Learning, Dr. Todd Lundberg, will deliver the paper "Making Do: A Study of Practices of College-Ready Students at Minority-Serving Community Colleges" at the annual meeting of the American Educational Research Association in April. The paper is part of a panel on preparing English language learners to be college- and career-ready.

Math faculty, in collaboration with Enrollment Services, expanded the use of multiple measures for student placement during Winter Quarter. A student's Accuplacer score provides their colleges' recommended starting point. Students now have the ability, via guided self-placement, to move themselves one level higher if they believe their original score wasn't an accurate representation of their ability. Resources on each course level are available to help students make an informed decision.

In January, the Seattle-King County Workforce Development Council voted to approve Cascadia College as a designated WorkSource Connection Site. As a Connection Site, our Workforce Office will benefit from improved access to WorkSource information and will function as a point of contact for WorkSource clients who could benefit from the educational programs and services offered by Cascadia.

Cascadia's Worker Retraining office received an additional \$27,000 in tuition assistance from the SBCTC to support schooling of dislocated workers through the end of the year.

College in the High School, our dual enrollment program with area high schools, had 447 student registrations for credit this year, consistent with last year's total. Cascadia had at least one course offered in every Northshore high school including the new North Creek High School.

Student Success

A new webpage to support housing-insecure students has been completed: [house-insecurity](#).

Recruitment and outreach for fall quarter Running Start students is beginning in earnest. Kris Panton, Academic Advisor/Running Start Coordinator, was invited to speak at six area high schools in the last month (Glacier Peak HS, Juanita HS, Sky Valley Education Center (Monroe), Monroe HS, Redmond HS & Bothell HS). Information sessions for interested running start students are occurring every two weeks in spring quarter.

Cascadia College Foundation awarded 21 \$100 scholarships for textbooks to Running Start students who qualify for free and reduced lunches. This is the first year that this scholarship has been made available.

A variety of workshops and transfer events have been planned including a Personal Statement Workshop in partnership with UWB Admissions, NW STEP Transfer Fair, Transfer 101 Workshop, Health and Wellness Pathway Workshop, Environment and Sustainability Pathway Workshop, and a K-12 Education Pathway Workshop.

The financial aid office will begin awarding Cascadia grant funds to undocumented students who complete a WASFA (& their file) in the 2018-19 year!!

Spring 2018 Participation in the Financial Aid Payment Plan is up 19.7% compared to spring 2017 and up 33.8% compared to spring 2016 (the first spring quarter it was offered).

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

Outreach/External Relations/Marketing

Prospective Student Outreach

Outreach hosted/attended 15 recruiting events during the month of March, yielding 1159 points of contact with prospective students, families, and community members.

Event Type	Details	Student Interactions
High School College Fairs	Highline, Inglemoor, Lake Washington, Woodinville	192
Campus Info Sessions	Fast Track to complete applications + Tours	29
Custom College Visits	College Planning Day, Inspire STEM	130
College Goal Cascadia	Placement & Career Exploration	8
Other	Northshore Jr High Career Day	800

Community Outreach

- Presented as DACA experts at Eastside Race & Equity Summit
- Sent out first Cascadia/UW Bothell quarterly newsletter to the greater community listserv to inform them of future campus construction projects and to invite them to events taking place on campus this spring.

Media

- *Homeless Awareness Week at Cascadia* article published in the Bothell-Kenmore Reporter featuring quotes from senior Atlas Turner, faculty member Dr. Soraya Cardenas and students enrolled in the sociology course.
- *Cascadia Students Offer Free Tax Prep* article published in the Woodinville Weekly featuring interviews with multiple student participants enrolled in accounting courses.

- *Cascadia's New Applied Bachelor in Mobile Applications* published in the Everett Daily Herald featuring quotes from Dean, Dr. Erik Tingelstad and faculty member, Dr. Brian Bansenauer.
- *Career Tracks in Sustainability* were published in the Seattle Post Intelligencer and various media outlets featuring quotes from Assistant Director in Sustainability, Jodie Galvan, and four graduates from the BASSP program.

International Programs

- Negotiated transfer agreement with University of Washington Bothell for international students
- Coordinated group of international students to prepare and serve dinner to approximately 40 people at Mary's Place in Kenmore
- Conducted spring orientation for international students: 36 from Trajal Hospitality College in Japan and 32 new students arrival breakdown by country:
 - Japan – 37
 - China – 13
 - South Korea – 5
 - Taiwan – 3
 - Turkey – 2
 - Congo – 1
 - Germany – 1
 - Hong Kong – 1
 - Colombia – 1
 - Libya – 1
 - Mongolia – 1
 - Myanmar – 1
 - Vietnam - 1

From the Executive Director of Human Resources, Martin Logan:

Human Resources

With the end of winter quarter and start of spring quarter, March brought continued hiring for the Full Time Tenure-Track Faculty in Mobile Application Development, a variety of Exempt and Classified recruitments and an increase in Student and Hourly hiring for various areas. For example, it was an unusually busy month for the Bock Learning Center with 10 new hire Student and Hourly employees joining the current team for Spring Quarter.

In addition to recruitment, HR spent March on multiple compensation and benefits projects. Compensation activities involved creating pay documents for new hires, separations and hourly changes. Managing benefits revolved around both “as needed” benefits such as Family and Medical Leave, Parental Leave, Reasonable Accommodations, Ergonomics; as well as supporting employees with general benefits such as retirement and Health Care Authority’s medical, dental, life insurance, long-term disability, flexible spending arrangement and dependent care assistance programs.

Payroll

Payroll recently completed the State Board for Community & Technical Colleges Administrative Salary Survey. The SBCTC survey is designed to collect salary data on key administrative and professional positions in each Washington State community and technical college. This salary survey along with the CUPA Salary Survey play an important role in Cascadia’s compensation administration process. The SBCTC Faculty Salary Survey for part-time and full-time faculty was also completed in the past month.

Additionally, in collaboration with student learning payroll, HR also produced and processed contracts for 93 Associate Faculty and 24 Full-Time Faculty with moonlight assignments for spring quarter who received their first payment for this quarter on April 10th.

Training and Development

The annual 360 degree feedback process is underway with a cohort of five Deans, Associate Deans, and Directors. The aim of the 360 is to provide insights for leadership development. The 360 process at Cascadia has gone through several iterations over the year. We previously relied on third-party vendors to administer long, costly surveys. While the past surveys did yield useful insights, participants commented they were too corporate in nature and suggested we scale the survey down to create something more meaningful to their work at Cascadia. The process was simplified considerably in 2018 based on user feedback that only a few key, open-ended questions were needed to provide the desired information and insight. These five open-ended questions are the ones currently being completed by the cohort and their raters:

1. What does [name] do well that [name] should keep doing?
2. What should [name] change (do more or less of) to be more effective as a leader?
3. In what ways does [name] communicate and collaborate effectively? And in what ways could [name] be communicating and collaborating better? (Think about communication and collaboration within your area and across departments.)
4. What areas do you think [name] should focus on for growth/improvement?
5. Any other feedback that may be useful for [name]?

We look forward to seeing you at the Board meeting on April 18th.

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, April 18, 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, April 18, 2018
4:00 p.m. - Room CC2-260**

A G E N D A

1. EXECUTIVE SESSION

The Board will meet in a 45 minutes Executive Session to discuss number **2** and number **6** 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 4:45 pm

2. CALL TO ORDER

3. CONSENT AGENDA

- Meeting Agenda
- Minutes from previous meeting – March 14, 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. EMPLOYEES

- Introduction of New Employee

Human Resources

Elizabeth Englund, HR Generalist

- Promotions (new item added, E-Team Members will share staff promotions with the BOT, if applicable)

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

- Cascadia Community College Federation of Teachers (CCCFT)

7. INFORMATION ITEMS

None for this meeting.

8. DISCUSSION/PRESENTATION ITEMS

- Strategic Plan Deep Dive: Theme IV: Assessment Student Success 4C-2 Maintaining High Success Rates in Gatekeeper Courses - (RS)
- Budget Workshop - (TH)
- Emergency Preparedness - (TH/ML/MW)
- Student Fees Overview - (TH)

9. RECOMMENDED ACTION ITEMS

- Restructure of the eLearning Student Fee (2rd Read/Action) - (TH/RS)
- Eliminate Math Supply Fee (1st Read/Action) – (RS)
- WAC Revision-Chapter 132Z-276-Access to Public Records - (1st Read) – (VN)

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, **May 16, 2018 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
March 14, 2018**

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

BOARD OF TRUSTEES

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

EXECUTIVE STAFF

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

Alan Smith (AAG) present.

AREA REPRESENTATIVES

CCCFT Representative – David Shapiro present through Executive Session, absent for the rest of the meeting.

Student Representative – Cassie Rudolph, CSG President present.

WPEA Representative – Marah Selves present.

AUDIENCE

Erin Blakeney, Gordon Dutrisac, Dr. Todd Lundberg, and Becky Riopel present.

EXECUTIVE SESSION

The Board began the meeting with a 1 hour, 15 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.

CONVENED TO PUBLIC SESSION AT 5:15 P.M.

1. CALL TO ORDER

Chair Janet McDaniel called the meeting to order at 5:15 p.m.

2. CONSENT AGENDA

Chair Janet McDaniel asked for approval of the consent agenda. Vice Chair Dr. Julie Miller 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

No new employees this month.

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

Cascadia Community College Federation of Teachers (CCCFT)

David Shapiro was present for the Executive Session but had to leave to go teach and was not available for the rest of the meeting. No additional information was presented.

6. INFORMATION ITEMS

Protocols for the College President's Absence

President Murray presented the Protocols for the College President's Absence. The protocols have been reviewed by the executive team and were 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 point of contact.

A copy of the Protocols for the College President's Absence can be made available upon request.

Chair Janet McDaniel asked for a motion to adopt the Protocols for the College President's absence. Trustee Mike Kelly made a motion to adopt the Protocols for the College President's Absence and Chair Janet McDaniel seconded the motion. Hearing no objections the Protocols for the College President's Absence were adopted by the Board of Trustees.

Veteran's Program Update

Dean Erin Blakeney began the presentation on the Veteran's Program and introduced Gordon Dutrisac, Director of Student Advising & Support Services, who assisted in the presentation.

Cascadia has 137 Veterans and dependents enrolled for winter 2018 and 76 students are using VA benefits and waivers.

The Veteran's Services Team consists of the following areas/staff members:

- **Military/Veterans tuition discounts/waivers:** Kodiak Corner Front Counter
- **Veterans Educational/Active Duty Benefits:** Duane Sharpe & Natalie Gonzalez
- **Academic Advising:** Duane Sharpe (Veteran of the US Navy)
- **Disability Support Services:** Catherine Calhoun
- **Mental Health Counseling:** UWB Counseling Services
- **Veterans Navigator:** John Young (Veteran of the US Army)
- **Workforce Education Assistance:** Erin Pankow

- **Veterans Services Lead:** Gordon Dutrisac

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

7. DISCUSSION/PRESENTATION ITEMS

Budget Workshop

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

Mr. Hsiao presented on key revenue questions, how much of the change in revenue is based on tuition rate changes, funding formula changes, what is attributable to enrollment changes, how do projected enrollment changes compare to trends and history, are enrollment plans consistent with our mission, is there a clear rationale for enrollment changes off trend, and budget analysis basics.

The Board asked for additional budget information to be presented at the April 18th Board meeting.

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

College Priorities

President Murray shared the college priorities with the Board.

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 recognized 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. Conclusion: plates are very full.

A copy of President Murray's college priorities information can be made available upon request.

8. RECOMMENDED ACTION ITEMS

Change in Values Language (1st Read)

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 gaps. 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 values statement and adopting these words into the strategic plan for the foreseeable future.

Chair Janet McDaniel asked for a motion to approve the Change in Values Language. Trustee Nancee Hofmeister made a motion to approve the Change in Values Language and Vice Chair Dr. Julie Miller seconded the motion. Hearing no objections the Change in Values Language was approved by the Board of Trustees.

Science Lab Maintenance Plan (1st Read)

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.

Chair Janet McDaniel asked for a motion to approve the 18-23 Science Lab Maintenance Plan and 18-19 Budget. Trustee Hofmeister made a motion to approve the 18-23 Science Lab Maintenance Plan and 18-19 Budget and Chair Janet McDaniel seconded the motion. Hearing no objections the 18-23 Science Lab Maintenance Plan and 18-19 Budget was approved by the Board of Trustees.

Restructure of the Current eLearning Fee (1st Read)

This item deferred to the April 18, 2018 BOT meeting.

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. With it being finals week everyone is extremely busy. The Textbook Accessibility Program is in its 3rd quarter and the stock is growing considerably especially in the Math and science textbooks which have the highest demand. Homeless Awareness Week was very successful and the students will be working on the Sexual Assault Week and Earth Week next quarter.

Cascadia College Classified Union Washington Public Employees Association (WPEA) Report: Marah Selves was present and she had nothing else to report on WPEA activities.

Chair and Individual Board Members Reports: Nothing to report.

President's Report:

- The President shared two marketing pieces on the MOBAS and BASSP programs.
- As mentioned in his recent Friday letter the Running Start rate is increasing.
- Cascadia is leading 16 Biotech-Life Science Companies in developing their workforce in this area and received \$300,000 for this effort from the Legislature.
- Cascadia received the design money for our CC4 building and we will be working hard next year for the construction funding.
 - Our next building, CC5, has made the priority list as #13.
 - Foresees CC4 going online in 4 years and CC5 10 years after that.

- Working on the Revenue Research Project and will report on those efforts at the end of summer.

10. OTHER BUSINESS/ANNOUNCEMENTS

The Board was reminded that the Personal Financial Affairs Statement PDC Form F-1 is due Monday, April 16, 2018.

ADJOURNMENT

The Chair adjourned the regular meeting at 6:10 p.m.

Minutes Approved and Adopted on April 18, 2018.

Dr. Julie Miller, Board Vice Chair

Attest:

Dr. Eric Murray, President

Bdminutes031418

Cascadia College Board of Trustees
Introduction of New Employee

Subject: Introduction of New Employee

Background

It gives us great pleasure to introduce the following new employee:

Human Resources

Elizabeth Englund, HR Generalist

A brief biography on the new employee is attached.

Discussion

President Murray will acknowledge the respective supervisor who will introduce the new employee.

Elizabeth Englund, HR Generalist

We are happy to announce that we have a new Human Resources Generalist in the Human Resources Office. Elizabeth Englund is a Washington native, moved to Seattle about 5 years ago from SW Washington where she lived until shortly after graduating from college. She attended Clark College in Vancouver, then transferred to Washington State University (also in Vancouver) to complete her degree in Business Management and Human Resources. For the past three years she was in healthcare recruiting for Providence and Swedish Clinics in Western Washington. Elizabeth is very excited to be back in a community college environment, doing the type of HR work she enjoys the most! Elizabeth commented “if I wasn’t in HR, I would probably be a baker/cake decorator, as I love all things baking and almost went to culinary school! In my free time I love to travel, play the piano, read books, and be as active outdoors as I can. I am excited to be on campus and look forward to meeting all of Cascadia’s staff and faculty!”

Cascadia College Board of Trustees

Discussion/Presentation Items

Subject: Strategic Plan Deep Dive: Theme IV: Assessment Student Success 4C-2
Maintaining High Success Rates in Gatekeeper Courses.

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 4C-2 Maintaining High Success Rates in Gatekeeper Courses.

Discussion

Dr. Rosemary Sutton, VP of Student Learning 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 additional information on the college's business model and budget outlook for the proposed 18-19 budget.

Mr. Hsiao gave the Board budget information at the March 14th meeting and the Board asked for additional budget information so Mr. Hsiao will do a second workshop at this Board meeting.

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: Emergency Preparedness

Background

Terence Hsiao, VP of Administrative Services, Meagan Walker, VP of College Relations & Advancement and Martin Logan, Executive Director of Human Resources will give the Board an overview of Cascadia's Emergency Preparedness activities.

All three will be available to answer any questions the Board may have on this item.

Cascadia College Board of Trustees

Discussion/Presentation Items

Subject: Student Fees Overview

Background

In the February 21st Board meeting an action item on restructuring the current eLearning fees was introduced. At that time, the Board requested an overview of all student fees.

In the March 14th Board meeting this item was deferred to the April 18th Board meeting.

Terence Hsiao, VP of Administrative Services, will provide the Board an overview of all student fees and will be available to respond to questions the Board may have on this item.

Cascadia College Board of Trustees

Action Items

Subject: Restructure of the eLearning Student Fee (2nd Read/Action)

Background

At its March 14th meeting the Board of Trustees requested a review of student fees.

This agenda item focuses on the eLearning fee.

Cascadia instituted its eLearning fee in 2000 and revised it in 2012. Since that time Cascadia's student population has grown significantly. The percentage of students taking eLearning courses has increased and the College has changed its eLearning software and systems infrastructure to be more cost-efficient. As a result, eLearning fee collections are significantly exceeding the costs associated with eLearning. The table below shows eLearning revenues for 16-17 compared to the anticipated 18-19 eLearning costs:

eLearning

16-17 Revenue

Fee Collections	289,620
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Estimated 18-19 Expenses

Staffing	152,000
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Technical Support	1,700
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Software & Hosting	35,000
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Captioning	23,500
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Goods and Services	5,500
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Travel	500
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Total Expense	218,200
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Fee Structure Options

Based on this we are recommending that eLearning fees be restructured and reduced to more closely align fee collections with program expenses. Three different types of courses utilize eLearning systems and resources:

- *Online* – A course that uses web-based tools and where 100% of the instruction and interaction between instructor and student is done online.
- *Hybrid* – A course that displaces some, but not all face-to-face class time with web-based tools. The most typical split on campus at Cascadia is a 50% displacement in face-to-face instructional hours.
- *Web-enhanced* – A face-to-face course that does not replace any face-to-face seat time, and access to web-based tools is required. Generally that web-based tool has been Canvas, the College's eLearning platform.

Current Fee Structure

Currently eLearning fees are structured as follows:

- Online courses \$45
- Hybrid courses \$45
- Web-enhanced courses – no fee

Based on this current fee structure the College will collect approximately \$290,000 in eLearning fees next year, approximately \$70,000 in excess of anticipated eLearning related expenses.

Fee Structure Alternatives

There are several fee structure alternatives. Design of the fee structure depends on how the Board feels costs should be distributed and the following options are being provided for the Board's consideration:

1. **"Median" eLearning Fee Level**

In this scenario fees would be set at a level corresponding to the median level of eLearning fees in the system.

- Online courses \$35
- Hybrid courses \$30
- Web-enhanced courses – no fee

Based on this fee structure the College will collect approximately \$200,000 in eLearning fees next year, approximately \$20,000 less than eLearning related expenses.

2. **"Revenue Neutral" eLearning Fee, *including* web-enhanced**

In this scenario fees would be set at a level to cover the costs associated with delivering quality instruction online and charging a fee for all courses using Canvas (the College's eLearning platform). The fee would *not* be charged for Basic Education (M-Fund and E-Fund) courses.

- Online courses \$25
- Hybrid courses \$20
- Web-enhanced courses – \$4

Based on this fee structure the College will collect approximately \$220,000 in eLearning fees next year, approximately equaling eLearning related expenses.

3. **"Revenue Neutral" eLearning Fee, *excluding* web-enhanced**

In this scenario fees would be set at a level to cover the costs associated with delivering quality instruction in online and hybrid courses.

- Online courses \$25
- Hybrid courses \$20
- Web-enhanced courses – no fee

Based on this fee structure the College will collect approximately \$220,000 in eLearning fees next year, approximately equaling eLearning related expenses.

The table below summarizes the fee options.

eLearning Fee Options Summary

Alternative	Online	Hybrid	Web-enhanced	Over (Under) Collection
<i>Status Quo</i> - Current Fee Structure	\$45	\$45	N/A	\$70,000
1. "Median" Fee	\$35	\$20	N/A	(\$20,000)
2. Revenue Neutral <i>including</i> web enhanced	\$25	\$20	\$4	\$0
3. Revenue Neutral <i>excluding</i> web enhanced	\$35	\$30	N/A	\$0

Recommendation

That the Board adopt an eLearning fee structure to more closely align fee collections with program expenses.

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: Eliminate Course Fees for MATH&131 and MATH132 (1st Read/Action)

Background

Math for Elementary Education 1 and 2 (MATH&131 and MATH&132) each carry a \$22 materials fee to defray the cost of consumable supplies and manipulatives. Each course runs once per year with current enrollment of approximately 50 students in the two courses. The fee revenue is approximately \$1,100 (50 students at \$22) and the items purchased with these funds are reserved for these specific courses. The 16-17 year-end balance was \$201.

The consumable items purchased for these two classes could be managed through the Student Learning supply budget which would have the added benefit of making these items accessible to other math instructors.

Dr. Rosemary Sutton will be available to answer any questions the Board may have on this item.

Recommendation

Eliminate the \$22 materials budget for Math for Elementary Education 1 and 2 (MATH&131 and MATH&132).

If the Board feels a 2nd read is not needed for this item, it is recommended that the Board approve the elimination of these two course fees.

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: WAC Revisions – Chapter 132Z-276 – Access to Public Records (1st Read)

Background

ESHB 1594 and EHB 1595, passed in the 2017 legislative session, reset the authority for state agencies to charge for costs associated with producing records in response to a public records requests. The legislation authorized agencies to:

- Establish the actual costs for photocopies and electronically produced copies, pursuant to a study, notice and a public hearing, or
- Charge according to a default fee schedule established in statute, upon enacting a rule declaring reasons why establishing actual costs is unduly burdensome, or
- Charge a flat fee of \$2.00 per request

With the assistance of Alan Smith, AAG, Vicki Newton, Rules Coordinator filed the CR-102 form to update Cascadia College's public records rules under Chapter 132Z-276. Attached is a summary of ESHB 1594 and EHB 1595, along with track changes for Chapter 132A-276 that were sent to the Code Revisers' Office.

A public hearing on the proposed rules will be held at 1:30 p.m., Friday, April 27th, in CC1-250.

Recommendation

This item will be brought back to the Board for a 2nd Read/Action at the May 16th meeting after the April 27th Public Hearing.

Alan Smith, AAG and Vicki Newton, Rules Coordinator will be available to answer any questions the Board may have on this item.

Summary of ESHB 1594 **(Improving Public Records Administration)**

[Chap.303, 2017 Laws. Act is effective July 23, 2017. Summary only-see bill for details.]

1. DEFINITION

- **PUBLIC RECORD.** Section L amends the "public record" definition in the Public Records Act (PRA) at RCW 42.56.010(3) to exclude records that are not otherwise required to be retained and are held by volunteers who (a) do not serve in an administrative capacity; (b) have not been appointed by the agency to an agency board, commission or internship; and, (c) do not have a supervisory role or delegated agency authority.

2. TRAINING

- **PUBLIC RECORDS OFFICER TRAINING.** Section 2 amends the training requirement for public records officers in RCW 42.56.152 to require training on "particular issues related to the retention, production and disclosure of electronic documents, including updating and improving technology information services."

3. RECORDS PROCEDURES

- **5-DAY RESPONSE - REQUEST FOR CLARIFICATION.** Section 3 amends RCW 42.56.520 to provide that a permitted agency response to a PRA request within the 5-business day period is an acknowledgment of receipt and request for clarification, "and, providing to the greatest extent possible, a reasonable estimate of time" the agency will require to respond to the request if it is not clarified. If the entire request is unclear and the requester fails to respond, the agency need not respond to it. However, the agency must respond to those portions of a request that are clear.
- **PRA REQUESTS - LOGS.** Section 6 adds a new section in RCW 40.14 (records retention) that requires public agencies to maintain a log of public records requests to include for each request the identity of the requester (if provided), date of receipt, text of request, description of records produced, description of records redacted/withheld and the reasons, and date of final disposition. The logs must be retained per the agency's records retention schedule and are a public record the PRA.
- **LOCAL AGENCY PRA ORDINANCES - ATTORNEY GENERAL'S OFFICE MODEL RULES.** Section 4 amends RCW 42.56.570 to provide that local agencies should consult the Attorney General's Office (AGO) Model Rules when establishing local PRA ordinances.
- **PRA REQUESTS - DATA COLLECTION AND REPORTING.** Section 6 adds a new section in RCW 40.14 that requires public agencies "with actual staff and legal costs associated with fulfilling public records requests of at least \$100,000 during the prior fiscal year" to report to the Joint Legislative Audit and Review Committee (JLARC) 17 different data points about the agency's PRA requests. Agencies that incur lower PRA costs (less than \$100,000) may report the data. JLARC must consult with state and local agencies to develop a reporting method and define metrics.

The data to be reported includes: leading practices and processes for records management/retention including technology upgrades and what percentage were implemented by the agency, average length of time to acknowledge receipt of a PRA request, proportion of requests where the agency responded in 5 days compared to where agency provided an estimated response time beyond 5 days, comparison of agency's average initial estimate with actual time when all records were disclosed including whether the agency sent subsequent estimates, number of clarifications requested, number of requests denied and most common reasons, number of requests abandoned, requester types, which portion of requests were fulfilled electronically, numbers of requests where agency was required to scan records, estimated staff time spent on each individual request, estimated costs including costs for staff compensation and legal review and an average cost per request, number of PRA/other public records claims (by type of claim and exemption), litigation costs including penalties, costs for managing and retaining records (including staff compensation, equipment), expenses recovered by the agency from

requesters, and a measure of requester satisfaction. JLARC will report to the Legislature by Dec. 1, 2019.

4. PROGRAMS

- **RECORDS CONSULTATION PROGRAMS.** Section 4 amends RCW 42.56.570 to establish records consultation programs. An AGO program is established for local governments, addressing responding to records requests, seeking additional resources for technology, and mitigating liability and costs of compliance. A Secretary of State (State Archives) program is established for consultation and training on improving records retention practices for local governments. The programs end June 30, 2020. Funding is through a new county document recording \$1 surcharge deposited in the local government archives account (per Section 5 - amending RCW 40.14.024; and, Section 7 - amending RCW 36.22.175, which per Section 10 expires June 30, 2020). JLARC will review the programs and report to the Legislature by Dec. 1, 2019 (per Section 6 - new section in RCW 40.14).
- **LOCAL GOVERNMENT COMPETITIVE GRANT PROGRAM.** Section 6 adds a new section to RCW 40.14 that creates a local agency competitive grant program, administered by the State Archives, for one-time investments to improve technology information systems for records retention, management, disclosure and related training, through June 30, 2020. The program is funded through a new county document recording \$1 surcharge deposited in the local government archives account (per Section 5 - amending RCW 40.14.024; and, Section 7 - amending RCW 36.22.175, which per Section 10 expires June 30, 2020). JLARC will review the programs and report to the Legislature by Dec. 1, 2019 (per Section 6 - new section in RCW 40.14).

5. STUDY

- **OPEN RECORDS PORTAL STUDY.** Sections 8 and 9 provide for an open records portal study. The bill does not identify where these sections will be codified. Subject to appropriation, the State Archives must hire a consultant to study the feasibility of implementing a statewide open records portal through which a requester can request and receive a response to a PRA request through a single internet web site. The State Archives will convene a stake holder group to develop the study's scope and direction. A report is due to the Legislature by Sept. 1, 2018.

Summary of EBH 1595
(Concerning Costs Associated With Responding to Public Records Requests)
[Chap.304, 2017 Laws. Act is effective July 23, 2017. Summary only-see bill for details.]

1. COPY FEES

- **ACTUAL COSTS - COPYING FEES - ELECTRONIC RECORDS; HEARING.** Section L amends RCW 42.56.070(7) in the Public Records Act (PRA) to provide that:
 - Agencies may establish a statement of the actual costs that it charges for photocopies and now to include "electronically produced copies."
 - "Actual costs" for copies may now also include the "actual cost of the electronic production or file transfer of the record and the use of any cloud-based data storage processing service" and the cost of transmitting electronic records (including the use of a physical media device).
 - The statement of costs may be adopted only after providing notice and a public hearing.
- **ACTUAL COSTS - COPYING FEES - CALCULATIONS.** Section 3 amends RCW 42.56.120 to provide that when calculating copy fees, "the agency shall use the most reasonable cost-efficient method available to the agency." It also provides that actual costs may be imposed only in accordance with RCW 42.56.070(7) (see amendments in Section 1), and in accordance with the statement of factors and manner used to determine actual costs.
- **ACTUAL COSTS - CUSTOMIZED SERVICE CHARGE.** Section 3 amends RCW 42.56.120 to provide that an agency may additionally impose the actual costs of a "customized service charge" when the request would require the use of IT expertise to prepare data compilations or when such customized access services are not used by the agency for other business purposes. The agency must notify the requester and take other steps if it will be doing a customized service. An agency can require an advance 1-0 percent deposit.
- **ACTUAL COSTS VS. PRA DEFAULT FEE SCHEDULE - RULE DECLARATION.** Section 3 amends RCW 42.56.120 to provide that an agency need not calculate actual copying costs "if it has rules or regulations declaring the reasons doing so would be unduly burdensome." In that case, the agency can use the PRA default fee schedule. See next bullet.
- **PRA DEFAULT FEE SCHEDULE.** Section 3 amends RCW 42.56.120 to provide a PRA default copying fee schedule (including an optional flat fee), under which the agency may charge:

Actual Cost: Customized service charge (in addition to fees for copies – see copying fees below):

- Copies:
 - 15 cents/page: Photocopies, printed copied of electronic records when requested by the requester, or for the use of agency equipment to make photocopies.
 - 10 cents/page: Scanned records, or use of agency equipment for scanning.
 - 5 cents/each 4 electronic files or attachment: Records uploaded to email, or cloud-based data storage service, or other means of electronic delivery.
 - 10 Cents/gigabyte: Records transmitted in electronic format or for use of agency equipment to send records electronically.
 - Actual Cost: Digital storage media or devices.
 - Actual Cost: Any container or envelope used to mail copies.
 - Actual Cost: Postage or deliver charges.

Note: Copy charges above may be combined to the extent more than one type of charge applies to copies responsive to a particular request.

- Options for Copies:
 - Up to \$2 flat fee: As an alternative to the copy charges above, an agency may charge a flat fee of up to \$2 for any request when the agency reasonably estimates and documents that the costs are equal to or more than \$2. If applied to the initial installment, additional flat fees shall not be charged for subsequent installments.

- **NO FEE – RECORDS ROUTINELY POSTED ON AGENCY WEBSITE.** Section 2 amends RCW 42.56.120 to provide that an agency shall not charge for access to or downloading of records it routinely posts on its web site prior to the receipt of a request, unless the requester has specifically asked that the agency provide records through other means.
- **FEE ESTIMATE.** Section 3 amends RCW 42.56.120 to provide that upon request an agency must provide a summary of the applicable charges before copies are made and the requester may revise the request to reduce the number of copies, thus the applicable charges. See also Section 5 (new court action challenging estimate of fees, amending RCW 42.56.550).
- **FEE WAIVER - RULES.** Section 3 amends RCW 42.56.120 to provide that an agency may waive any charge "pursuant to agency rules and regulations."
- **OTHER FEE ARRANGEMENTS.** Section 3 amends RCW 42.56.120 to provide that an agency may enter into a contract, memorandum of understanding or other agreement with a requester for an alternative fee arrangement, or in response to a voluminous or frequently occurring request.
- **FEES IN OTHER STATUTES.** Section 4 amends RCW 42.56.130, which provides that PRA fees in RCW 42.56.070(7) and (8) and 42.56.120 do not supersede other statutory provisions for copying fees, and the amendment extends that provision to electronically produced copies.
- **NEW COURT ACTION - CHALLENGING FEE ESTIMATE.** Section 5 amends RCW 42.56.550 to permit a requester to file a superior court motion when the requester believes the agency has not made a "reasonable estimate of the charges to produce copies of public records."

2. RECORDS PROCEDURES

- **REQUESTS - FORMAT.** Section 2 amends RCW 42.56.080 to provide that "No official format is required for making a records request; however, agencies may recommend that requestors submit requests using an agency provided form or web page."
- **REQUESTS - BOTS.** Section 2 amends RCW 42.56.080 to provide that an agency may deny a "bot" request (a request that an agency reasonably believes was automatically generated by a computer program or script), when it is one of multiple requests from the requester received within a 24 hour period. The agency must establish that responding would cause excessive interference with other agency essential functions.
- **REQUESTS - IDENTIFIABLE RECORDS.** Section 2 amends RCW 42.56.080 to provide that PRA requests must be for "identifiable" records. A request for all or substantially all of an agency's records is not a valid PRA request, "provided that a request for all records regarding a particular topic or containing a particular keyword or name shall not be considered a request for all of an agency's records."
- **REQUESTS - RECEIPT.** Section 2 amends RCW 42.56.080 to require agencies to honor PRA requests received "in person during an agency's normal office hours" or by email.
- **PROVIDING COPIES - ELECTRONIC RECORD TRANSLATIONS, PAPER SCANS.** Section 3 amends RCW 42.56.120 to provide that translating a record into an alternative electronic format at the request of the requester or scanning a paper record is not creating a new record.

AMENDATORY SECTION (Amending WSR 15-07-091, filed 3/17/15, effective 4/17/15)

WAC 132Z-276-010 Purpose. The purpose of this chapter is to ~~((ensure that))~~ provide for public access to existing, identifiable, nonexempt public records of Cascadia College ~~((complies with the provisions of chapter 42.56 RCW and in particular with those sections of that chapter dealing with public records))~~ in accordance with the Public Records Act, chapter 42.56 RCW.

AMENDATORY SECTION (Amending WSR 15-07-091, filed 3/17/15, effective 4/17/15)

WAC 132Z-276-020 Definitions. (1) Public record. The term "public record" ~~((includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics))~~ and other terms defined in the Public Records Act shall have the same meaning in this chapter that they have under the Public Records Act.

(2) ~~((("Writing" means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation, including letters, words, pictures, sounds or symbols, combination thereof and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, disks, flash drives, drums and other documents.~~

(3) "Cascadia College" is an agency organized by statute pursuant to RCW 28B.50.040. Cascadia College shall hereafter be referred to as the "district." Where appropriate, the term "district" also refers to the staff and employees of the district.) Public Records Act. References in this chapter to the "Public Records Act" are to chapter 42.56 RCW.

(3) Requestor. A "requestor" is any person or entity requesting public records of the college pursuant to the Public Records Act.

(4) College. The term "college" means Cascadia College District No. 30.

AMENDATORY SECTION (Amending WSR 15-07-091, filed 3/17/15, effective 4/17/15)

WAC 132Z-276-030 Description of ~~((central and field organization of Cascadia))~~ the college ((District No. 30)). (1) Mission - Governance. Cascadia College is a ~~((state agency))~~ public institution of higher education ~~((and organized))~~ established ~~((the authority of))~~ chapter 28B.50 RCW ~~((for the purpose of implementing the educational goals established by the legislature in RCW 28B.50.020. The administrative office of the district is located on the college campus within the county of King, Washington. The college campus likewise comprises the central headquarters for all operations of the district.~~

~~(2) The district is operated under the supervision and control of a board of trustees. The board of trustees consists of five members appointed by the governor. The board of trustees normally meets at least once each month, as provided in WAC 132Z-104-010. The board of trustees employs a president, an administrative staff, instructors, and other employees. The board of trustees takes such actions and promulgates such rules, and policies in harmony with the rules established by the state board for community and technical colleges, as are necessary to the administration and operation of the district.~~

~~(3) The president of the district is responsible to the board of trustees for the operation and administration of the district)) as a community college offering academic and professional programs leading to the associate and applied baccalaureate degrees. The college is governed by a board of trustees appointed by the governor. The board appoints a president who serves as the chief executive officer responsible for the administration of the college.~~

~~(2) **College campus.** The campus of Cascadia College is located at 18345 Campus Way N.E., Bothell, Washington 98011. The college is collocated with the Bothell campus of the University of Washington. Cascadia College District No. 30 encompasses the boundaries of the common school districts of Lake Washington and Riverview in King county and Northshore in King and Snohomish counties.~~

~~(3) **Policies and procedures.** College policies meeting the definition of a "rule" under the Administrative Procedure Act, chapter 34.05 RCW, are adopted by the board of trustees and published in Title 132Z of the Washington Administrative Code (WAC). Other college policies approved by the administration are published in college policies and procedures manuals.~~

~~(4) **Documents index.** As an institution of higher education, the college generally does not have occasion to issue nonexempt "final orders," "declaratory orders," "interpretive statements," or "policy statements" as those terms are defined and used in the Public Records Act. The secretary of the college's board of trustees does maintain and publish on the college web site a documents index of the board's approved meeting agendas and minutes. Inquiries may be directed to the secretary of the board in the office of the president.~~

~~(5) **College web site.** The college's official web site, available at www.cascadia.edu, provides general information about the college and its governing board, administration, educational programs, and policies and procedures. Persons seeking public records of the college are encouraged to view the records available on the web site prior to submitting a records request.~~

AMENDATORY SECTION (Amending WSR 96-14-098, filed 7/2/96, effective 8/2/96)

WAC 132Z-276-040 (~~Operations and procedures~~) **Public records officer.** (~~Formal decision-making procedures are established by the board of trustees through rules promulgated in accordance with the requirements of chapter 34.05 RCW, the Administrative Procedure Act.~~)

~~(1) **Designation.** A public records officer designated by the college shall be responsible for responding to public records requests in accordance with the provisions of this chapter and applicable provisions of the Public Records Act, chapter 42.56 RCW. The duties of the public~~

records officer under this chapter may be delegated to one or more public records assistants designated by the college.

(2) Duties. The public records officer shall oversee the college's compliance with the Public Records Act. The records officer (or designee) and the college are responsible for providing the fullest assistance to requestors of public records, for ensuring that public records are protected from damage or disorganization, and for preventing records requests from excessively interfering with essential institutional functions or unreasonably disrupting the operations of the college. The college may take reasonable precautions to prevent a requestor from being unreasonably disruptive or disrespectful to college staff.

(3) Records office. Inquiries regarding public records of the college may be addressed to the public records officer at the following office address:

Public Records Officer
Cascadia College
18345 Campus Way N.E.
Bothell, WA 98011
425-352-8810
publicrecords@cascadia.edu

(4) Office hours. The regular office hours of the public records office are from 8:00 a.m. to noon and from 1:00 p.m. to 5:00 p.m., Monday through Friday, excluding legal holidays.

AMENDATORY SECTION (Amending WSR 15-07-091, filed 3/17/15, effective 4/17/15)

WAC 132Z-276-050 Requests for public records ((available)).

((All public records of the district, as defined in this chapter, are deemed to be available for public inspection and copying pursuant to these rules, except as otherwise provided by chapter 42.56 RCW or other statutes.)) (1) Written requests preferred. Requests for public records of the college may be addressed to the public records officer at the address given in WAC 132Z-276-040. The college encourages, but does not require, requestors to use the public records request form made available by the public records office on the college web site (www.cascadia.edu/publicrecords). Requests made orally, whether by phone or in person, may be confirmed in writing by the public records officer.

(2) Contents of records requests. A request for public records must include the following information:

(a) The name and contact information of the person requesting the records;

(b) The requestor's mailing address, which may be an electronic mail address;

(c) The date and time of the request;

(d) A description of the requested records that is sufficiently detailed to enable the public records officer to identify and locate the records; and

(e) A statement indicating whether the requestor wishes to inspect the records or to receive copies of the records in paper or electronic form.

(3) Lists of individuals for commercial purposes. State agencies and institutions are not permitted to provide lists of individuals for commercial purposes. A request for lists of individuals must be accompanied by the requestor's signed declaration that the list will not be used for commercial purposes. The public records officer may inquire as to the requestor's intended use of the list and may deny the request if it is evident from the request that the list will be used for a commercial purpose.

(4) Assistance in identifying records. The public records officer may assist requestors in identifying the specific records sought by the requestor. With limited exceptions, a requestor may not be required to state the purpose of the request. However, the records officer may ask the purpose of the request if such inquiry will assist in identifying the records requested.

AMENDATORY SECTION (Amending WSR 15-07-091, filed 3/17/15, effective 4/17/15)

WAC 132Z-276-060 ((Public)) Processing of records ((officer)) requests. ((The district's public records shall be in the charge of the public records officer designated by the chief administrative officer of the district. The person so designated shall be located in the district administrative office. The public records officer shall be responsible for the following: Implementation of the district's rules regarding release of public records, coordinating district employees in this regard, and generally ensuring compliance by district employees with the public records disclosure requirements in chapter 42.56 RCW.)) (1) Applicable law. Requests for public records will be processed in accordance with these rules and applicable provisions of the Public Records Act, chapter 42.56 RCW. Guidance concerning the application of these rules may be found in the advisory model rules adopted by the attorney general under chapter 44-14 WAC.

(2) Prioritizing of requests. Public records requests generally will be processed in the order in which they are received by the records office and within the staffing limitations of the office. However, the records office may expedite requests for a single record or for only a few records, if such records are easily identifiable and can be readily retrieved. The records office may ask, but not require, a requestor to prioritize the records the requestor is seeking.

(3) Clarification of requests. The public records officer may request clarification of a records request in accordance with applicable provisions of the Public Records Act. The requestor must respond to the request for clarification within thirty days of the request.

(4) Providing records by installment. If a requestor submits multiple records requests, or if a requestor seeks a large number of records or many different types of records, the public records officer may provide access to the records in installments in accordance with applicable provisions of the Public Records Act.

(5) Denial of bot requests. The public records officer may deny a bot request as defined under the Public Records Act, RCW 42.56.080(3), if responding to the multiple requests would cause excessive interference with other essential functions of the college and the records officer reasonably believes the request was automatically generated by a computer program or script.

(6) Closure of requests. When the requestor either withdraws the request, or fails to clarify an entirely unclear request, or fails to fulfill the requestor's obligations to inspect records, pay the deposit, pay the required fees for an installment, or make final payment for the requested copies, the public records officer will close the request and notify the requestor that the request has been closed.

AMENDATORY SECTION (Amending WSR 05-06-003, filed 2/17/05, effective 3/20/05)

WAC 132Z-276-070 ((Office hours-)) Records exempt from inspection or copying. ((Public records shall be available for inspection and copying during the customary office hours of the district. For purposes of this chapter, the customary office hours shall be from 9:00 a.m. to noon and from 1:00 p.m. to 4:00 p.m., Monday through Friday, excluding legal holidays and holidays established by the college calendar.)) (1) Public Records Act exemptions. The Public Records Act, chapter 42.56 RCW, exempts from inspection or copying certain categories of records as set forth in the Public Records Act or under other statutes. The public records officer will disclose the existence of exempt records as required by law, but will deny the inspection or copying of such records to the extent that the records are exempt from inspection or copying under the Public Records Act or other applicable law.

(2) Commonly applied exemptions. The public records office maintains a list explaining the exemptions most commonly applied by the college in processing requests for public records. A copy of the list can be requested from the public records officer and will typically be provided by the records officer in responding to a request for records that are determined in whole or in part to be exempt from inspection or copying.

(3) Determining applicable exemptions. The public records officer may seek information from the requestor sufficient to determine whether another statute prohibits disclosure of the requested records. For example, student education records generally may not be disclosed to third parties without the student's written consent.

AMENDATORY SECTION (Amending WSR 15-07-091, filed 3/17/15, effective 4/17/15)

WAC 132Z-276-080 ((Requests for)) Public records available for inspection. ((In accordance with the requirements of chapter 42.56 RCW that agencies prevent unreasonable invasions of privacy, protect public records from damage or disorganization, and prevent excessive interference with essential functions of the agency, public records are only obtainable by members of the public when those members of the public comply with the following procedures:

(1) A request shall be made in writing upon a form prescribed by the district which shall be available at the district administrative office. The form shall be presented to the public records officer or, if the public records officer is not available, to any member of the

district's staff at the district administrative office during customary office hours. The request shall include the following information:

~~(a) The name of the person requesting the record;~~
~~(b) The time of day and calendar date on which the request was made;~~

~~(c) The nature of the request;~~
~~(d) If the matter requested is referenced within the current index maintained by the public records officer, a reference to the requested record as it is described in such current index;~~

~~(e) If the requested matter is not identifiable by reference to the current index, an appropriate description of the record requested.~~

~~(2) In all cases in which a member of the public is making a request, it shall be the obligation of the public records officer, or person to whom the request is made, to assist the member of the public in succinctly identifying the public record requested.)~~ (1) Scheduling of appointments. Public records identified as responsive to a public records request may be made available for inspection and copying during regular office hours by scheduling an appointment with the public records officer. The requestor must review the assembled records, or installment of records, within thirty days of being notified that the records are available for review. The records officer will notify the requestor in writing of this requirement and will ask the requestor to contact the records office to make arrangements to claim or review the records. If the requestor or a representative of the requestor fails to claim or review the records within the thirty-day period or make other arrangements, the college may close the request.

(2) Protection of records. The public records officer will be responsible for providing full access to public records made available for inspection, for protecting the records from damage or disorganization, and for preventing excessive interference with essential college functions. Public records made available for inspection may not be removed from the office without the permission of the records officer.

(3) Copying of records. The public records officer will arrange for copying of any records designated by the requestor and will charge such copying fees as may apply under WAC 132Z-276-090.

AMENDATORY SECTION (Amending WSR 96-14-098, filed 7/2/96, effective 8/2/96)

WAC 132Z-276-090 Copying fees—Payments. ((No fee shall be charged for the inspection of public records. The district may impose a reasonable charge for providing copies of public records and for the use by any person of agency equipment to copy public records and such charges shall not exceed the amount necessary to reimburse the district for its actual costs incident to such copying. No person shall be released a record so copied until and unless the person requesting the copied public record has tendered payment for such copying to the appropriate district official. All charges must be paid by money order, cashier's check, or cash in advance.)) (1) Fees and payment procedures. The following copying fees and payment procedures apply to requests to the college under chapter 42.56 RCW received on or after the effective date of this section.

(2) Inspection of records. There is no fee for inspecting public records made available for inspection by the public records officer under WAC 132Z-276-080.

(3) Actual costs not calculated. Pursuant to RCW 42.56.120 (2)(b), the college is not calculating all actual costs for copying records because to do so would be unduly burdensome for the following reasons: (a) The institution does not have the resources to conduct a study to determine all its actual copying costs; (b) to conduct such a study would interfere with other essential college functions; and (c) through the 2017 legislative process, the public and requestors have commented on and been informed of authorized fees and costs, including for electronic records, provided in RCW 42.56.120 (2)(b) and (c), (3), and (4).

(4) Default fees adopted. The college will charge for copies of records pursuant to the default fees in RCW 42.56.120 (2)(b) and (c). The college will charge for customized services pursuant to RCW 42.56.120(3). Under RCW 42.56.130, the college may charge other copy fees authorized by statutes outside of chapter 42.56 RCW. The college may enter into an alternative fee agreement with a requestor under RCW 42.56.120(4). The charges for copying methods used by the college are summarized in the fee schedule available on the college's web site at www.cascadia.edu.

(5) Advanced payment required - Fee waivers. Requestors are required to pay for copies in advance of receiving records or an installment of records. The records officer will notify the requestor when payment is due. Fee waivers are an exception and are available for some small requests under the following conditions.

(a) It is within the discretion of the public records officer to waive copying fees when: (i) All of the records responsive to an entire request are paper copies only and consist of twenty-five or fewer pages; or (ii) all of the records responsive to an entire request are electronic and can be provided in a single email with attachments of a size totaling no more than the equivalent of one hundred printed pages. If that email for any reason is not deliverable, records will be provided through another means of delivery, and the requestor will be charged in accordance with this rule.

(b) Fee waivers are not applicable to records provided in installments.

(6) Copying fee deposits. The public records officer may require an advance deposit of ten percent of the estimated fees when the copying fees for an installment or an entire request, or customized service charge, exceed twenty-five dollars.

(7) Payment method. Payment should be made by check or money order payable to Cascadia College. The college prefers not to receive cash. For cash payments, it is within the public records officer's discretion to determine the denomination of bills and coins that will be accepted.

(8) Closure of request for nonpayment. The college will close a request when a requestor fails by the payment date to pay in the manner prescribed for records, an installment of records, or a required deposit.

AMENDATORY SECTION (Amending WSR 15-07-091, filed 3/17/15, effective 4/17/15)

WAC 132Z-276-110 Review of denials of ((public)) records requests. (1) ~~((Any person))~~ Petition for internal administrative review. A requestor who objects to the denial, or partial denial, of a records request ~~((for a public record))~~ may petition ~~((for prompt review of such decision by tendering a written request for review.~~ The written request shall specifically refer to the written statement which constituted or accompanied the denial.

~~(2) The written request by a person demanding prompt review of a decision denying a public record shall be submitted to the president or designee.~~

~~(3) Within two business days after receiving the written request by a person petitioning for a prompt review of a decision denying a public record, the president or designee, shall complete such review.~~

~~(4) During the course of the review the president or designee shall consider the obligations of the district to comply with the intent of chapter 42.56 RCW insofar as it requires providing full public access to official records, but shall also consider the exemptions provided in chapter 42.56 RCW or other pertinent statutes, and the provisions of the statute which require the district to protect public records from damage or disorganization, prevent excessive interference with essential functions of the agency, and prevent any unreasonable invasion of personal privacy by deleting identifying details)) in writing to the public records officer for a review of that decision. The public records officer will promptly refer the petition to the office of the president. A senior administrator designated by the president will consider the petition and will render a decision within two business days following the initial receipt of the petition by the public records officer. The time for considering the petition may be extended by mutual agreement of the college and the requestor.~~

~~(2) **Review by attorney general's office.** A requestor who objects to the denial, or partial denial, of a records request may request the office of the attorney general to review the matter as provided in RCW 42.56.530 and WAC 44-06-160. Requests for attorney general review must be directed to Public Records Review, Office of the Attorney General, P.O. Box 40100, Olympia, WA 98504-0100.~~

~~(3) **Judicial review.** A requestor may obtain judicial review of denials of public records requests pursuant to RCW 42.56.550 at the conclusion of two business days after the initial denial regardless of any internal administrative review.~~

AMENDATORY SECTION (Amending WSR 15-07-091, filed 3/17/15, effective 4/17/15)

WAC 132Z-276-120 Court protection of public records. ~~((Requests for public records shall be made at the administrative office of the district at Cascadia College, 18345 Campus Way N.E., Bothell, WA 98011. Public records and a facility for their inspection will be provided by the public records officer. Such records shall not be removed from the place designated. Copies of such records may be arranged according to the provisions of WAC 132Z-276-090.))~~ (1) Notifying inter-

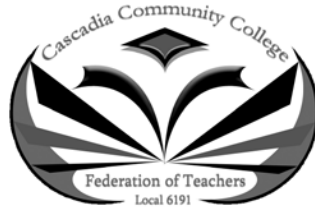
ested persons. The college, as required or permitted by law or contract, including any collective bargaining agreement, and in other appropriate circumstances, may notify persons named in a public record, or to whom the record specifically pertains, that release of the record has been requested and that such persons may apply to the superior court for a protective order under RCW 42.56.540.

(2) Applying for court protection. The college in appropriate circumstances may apply to the superior court for a protective order enjoining the examination of any specific public record in accordance with the procedures under RCW 42.56.540. Nothing in this chapter shall be construed as either requiring or prohibiting the college's application to the court for such an order.

REPEALER

The following sections of the Washington Administrative Code are repealed:

WAC 132Z-276-100	Determination regarding exempt records.
WAC 132Z-276-130	Records index.
WAC 132Z-276-140	Adoption of form.



Cascadia Community College Federation of Teachers

Local 6191, AFT

Report to the Board of Trustees

Cascadia College

Meeting Date: April 2018

❖ **Contract Negotiations**

Contract talks for our 2018-2021 Collective Bargaining Agreement continue. We hope to conclude negotiations by late April or early May so CCCFT membership will have ample time to review the draft CBA before voting on ratification.

Thank you,

David Shapiro, Tenured Founding Faculty



Washington Public Employees Association

UFCW Local 365

Report to the Board of Trustees

Cascadia College

Meeting Date: April 2018

- Nothing to report this month.

Thank you,

Marah Selves, Administrative Services Manager

Cascadia College Board of Trustees

Student Report

Subject: Cascadia Student Government (CSG) Report

As we head into the last quarter of the year, Cascadia Student Government is having our busiest quarter yet! We currently have at least one event every week for the next two months.

Focusing on this month, we started off the quarter with the recurrence of our Textbook Accessibility Program, with phenomenal success. We saw the biggest turnout of students yet, with 56 students checking out books and many more requesting different books. This quarter, we really got the chance to see which books are most popular and notice which ones are consistently running out first, which helps us refine our stock as we potentially get ready to buy some of the more popular books in order to expand our reach.

Also this month, we saw the return of Coffee and Tea with CSG and our quarterly Involvement Fair. We started implementation of our Sexual Assault Awareness Month programming, which is taking place the entire month of April. In collaboration with the Veteran's Center, we educated students about how to date safely as a college student and how to prevent themselves from being the victims of dating violence, an often overlooked sector in the larger issue of sexual assault.

Looking ahead, we have an entire week of programming coming up from the 23rd of April through the 26th, including two speakers and a critically-acclaimed documentary accompanied by the UWB Counseling Services which we are lucky enough to share with our neighboring institution. I could not have foreseen the cultural shock that this country has received over the past several months when I began planning this event at the beginning of the year, but I am thrilled that a spotlight has been shone on this beastly issue and even more thrilled that we can provide resources and education for our students in such a timely manner.

On April 12th and 13th, two of our members attended the Students of Color Conference in Yakima, WA. April 16th through the 20th is Earth week. On the 19th, which is a non-instructional day on campus, CSG will be participating in the campus-wide Sustainability Festival, talking about what we have done this year in terms of our sustainability initiatives and efforts, largely pioneered by our Director of Health and Sustainability, Atlas Turner. I encourage all of the board to attend if they can and see what wonderful efforts the entire campus is making in this realm.

I could go on and on about the wonderful things happening in Student Life, but I will just end my report by saying that we have a lot of important work ahead of us and I'm incredibly proud of what the student government team has been able to accomplish.

Thank you,

Cassie Rudolph
CSG President