



June 6, 2018

Dear Board of Trustees and Campus Community:

That's a wrap! By the time we meet next week, we will have hopefully concluded a successful Commencement ceremony, completed our annual All Employee Celebration, selected a new Vice President of Student Learning and Success, selected a consultant to assist with our biotech work, and decided on directions for our diversity, equity and inclusion work. Those major milestones come in addition to the regular work of wrapping up spring quarter with grades as well as getting ready for the summer session. It's been a lot of work on all sides.

This will also be our last Board meeting until we meet again on August 8th for our Summer Retreat. Over the summer we will complete employee evaluations, get started with the new strategic planning, implement the new budget, and prepare for fall quarter. Our recruitment team will be out at all of the summer's festivals. Facilities will begin their yearly renovations. And we will begin the process of acclimating our new Vice President to the work ahead.

I look forward to seeing you next week!

Meet and Greets

Since we met in May, here is a list of my campus and community activities.

Campus

- Classified Assembly – Ted Talk: “This Is What Happens When You Reply to Spam Email”
- Day for Inquiry & Assembly (DIA) Breakfast/Professional Development – E-Team Hosted Breakfast (All Employees)
- Faculty Forum – President’s Revenue Project (x2)
- Pluralism Committee Meetings (x2)
- Alex Lee Cascadia College Foundation Meeting
- New Employee Orientation: Governance & Committees (7 new employees)
- Retirement Gathering – Susan Ford
- Academic Honors & Leadership Awards Ceremony
- Mike Kelly - Board Trustee Meeting
- Nancee Hofmeister - Board Trustee Meeting
- Dr. Julie Miller - Board Trustee Meeting
- Roy Captain - Board Trustee Meeting
- Retirement Gathering – Dr. Rosemary Sutton
- Finalist #2 for VP SLS – President Interview – Suzanne I. Ames, Ed.D.
- Finalist #1 for VP SLS – Community Forum – Gabriel Mast, Ph.D.
- Finalist #1 for VP SLS – President Interview – Gabriel Mast, Ph.D.
- Finalist #2 for VP SLS – Community Forum – Suzanne I. Ames, Ed.D.
- Finalist #4 for VP SLS – President Interview – Kerry Lynn Levett, Ed.D.
- Finalist #3 for VP SLS – Community Forum – Gita Banger, Ph.D.
- Finalist #4 for VP SLS – Community Forum – Kerry Lynn Levett, Ed.D.

- Finalist #3 for VP SLS – President Interview – Gita Banger, Ph.D.
- Navigators Advisory Council Meeting
- ASL 123 American Sign Language III Class Visit – Priority Hire Faculty – Jodene Anicello
- Students Affinity Group Question Panel Discussion
- End of Year Celebration (All Employees)

Olympia/State

- WACTC – Did not attend this month due to VP SLS Interviews
- WACTC – Cascadia Hosting October 4,5, 2018 Meeting – Met with Sales Staff at McMenamins
- Jan Yoshiwara SBCTC Conference Call

Community

- EvCC – CCEC John Bonner Meeting
- OneRedmond Board Meeting
- Leadership Eastside James Whitfield Meeting
- LWIT President Dr. Amy Goings Meeting (x2)
- Kirkland Chamber Networking Luncheon at LWIT
- Bothell Chamber General Meeting
- Mike Rue Meeting
- Superintendents/Presidents Meeting - LWIT

UWB

- Meeting with Kelly Snyder, Assistant Vice Chancellor for Government & Community Relations – UWB – Biotech work
- Meeting with Dr. Ruth A. Johnston, UWB Vice Chancellor – Subjects: Weapons, Dance Policy, etc.
- Meeting with Kelly Snyder, Assistant Vice Chancellor for Government & Community Relations – UWB – Subject: Review Gap Analysis Proposals
- Meeting with Dr. Yeigh – UWB Office of the Provost – Subject: Jointly Funded Projects/Buildings

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:

Facilities

Re-carpeting of the CC1/2 hallways, vistas, and breakout areas is scheduled to begin June 22nd with a completion date at the end of July. To minimize disruptions to students and staff, the project will only take place on Fridays through Sundays.

Relocation of the Corp yard task force, a CC/UWB joint project, is currently in the process of selecting a design/build team. The location of the proposed building is near the Chase house. Tentative completion will be summer 2019.

An architect has been secured to complete the pre-design checklist for the parking structure, although the location and structure type are still being determined. This checklist will be used to solicit bids for a design/build team. The project is tentatively scheduled to begin summer 2019.

During summer 2018, we will move our current reserved parking in the north garage to the lower level of the garage and replace it with standard parking stalls. This project is scheduled to be completed by fall quarter.

The on-call architect will complete the pre-design checklist for the CC4 building. This checklist will be used to solicit bids for a design/build team. A committee will be formed and will meet beginning fall quarter.

Information Services

In the month of May, IS has received 338 requests for help (only 26 of those are for classroom support) and have resolved 328 requests (25 of them for classroom support).

The e-911 and Alertus projects continue to progress and should be completed in June.

ctcLink Project and Activities

Cascadia's Assistant ctcLink Project Manager, Evelyn Williams, accepted a new position and departed on May 8th. The project working group, consisting of college department subject matter experts, was restructured to 1) realign Evelyn's "people side" change management training responsibilities to Samantha Brown in Human Resources; 2) become more tactically focused on prioritizing and scheduling future work assignments; and, 3) ensure staff resource availability to successfully complete required project activities and tasks. Nineteen staff members participated in 28 SBCTC hosted global design review workshops from May 14th to 25th. The workshops re-set SBCTC's PeopleSoft system centrally managed global configurations that colleges cannot change, and the global business process frameworks by which all colleges must align. The recommended changes will be presented to the new SBCTC ctcLink project governance structure and if approved will go into effect before Cascadia begins implementation activities in January or February 2019.

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

Faculty

Five Math faculty (Megan Luce, Steve Yramategui, Yanhong Tong, Cindy Bea and Srividhya Venkatraman) attended the annual WAMATYC Conference for math instructors. Megan's presentation "The High School Math Assessment and Bridge to College Math" updated everyone on the new Smarter Balanced system-wide agreement and its implications for Washington institutions. Megan also participated in a roundtable conversation regarding Co-Requisite Models and shared what Cascadia has/is doing so far with implementing developmental/college-level combined experiences.

Math faculty have decided to switch their choice of a Pre-calculus textbook from a publisher provided copy to an OER (Open Educational Resource) textbook. OER's are freely accessible and openly licensed text that are significantly less expensive than traditional textbooks. This specific change will result in Cascadia students collectively saving thousands of dollars.

A section of College 101 students collaborated with Level 1 and 2 students in the English Language Program (ELP) to plant new garden and pollinator beds near the North Garage. The ELP students were able to practice their listening and speaking skills and engage with college-level students, and the College 101 students had an opportunity to interact with international students from different cultures with different levels of English abilities. Nataliya Husar, Kristina Kellermann, Sofia Marshak, Jessica Weimer, and Tristinn Williams were the faculty members who coordinated the project.

Guided Pathways

Guided Pathways work is continuing. During Cascadia's Orientation & Registration Experience (CORE) sessions students are provided with an individualized first quarter maps of class suggestions based on their placement and areas of interest.

Student Success Services

The office of Student Success Services is offering alternate test times to students who are observing Ramadan, which occurs this year from May 15th – June 14th. Since students observing Ramadan are fasting from dawn to sundown, proctored exam times are made available at 6am or 9pm during the last week of spring quarter.

Office of Institutional Effectiveness

The Office of Institutional Effectiveness recently purchased and implemented a new system for conducting survey research. The new system, Qualtrics, provides us with state-of-the art survey capabilities that includes:

- Mobile device support (since that is how most of our students complete surveys)
- Accessibility checking and support
- Sophisticated survey design capabilities such as branching
- Ability to integrate external data
- Powerful analysis and reporting capabilities
- Integration with our campus' single sign-on (SSO) system for authentication
- A full-featured course evaluation system

We have already administered several surveys using the new system:

- Triennial Library survey (faculty and students)
- Annual Learning Center survey (faculty and students)
- Annual International Programs survey (students)

This year's Board of Trustees Self-Assessment Survey will be administered using the new Qualtrics survey system starting on June 20th. Board members will receive email invitations at that time. Board members should feel free to complete the survey on mobile devices.

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

Outreach/External Relations/Marketing

Prospective Student Outreach

Outreach hosted/attended 17 recruiting events during the month of March, yielding 233 points of contact with prospective students, families, and community members.

Event Type	Details	Student Interactions
High School College Fairs	Lynnwood, Juanita, North Creek	87
Campus Info Sessions	Fast Track Sessions	23
	Campus Tours	20
Custom College Visits	Redmond High School English Language Learners	45
Other	Diversity Day @ UWB	20
	UWB Husky 5K	30
	Skokomish Valley Education Pow Wow	8

Community Outreach

- Sponsored UWB Pups and Cubs run 5K for children – visit by mascot, giveaway's, tabling
- Sound Transit campus forum in Mobius Hall, multiple meetings with transit authorities and UWB

- Coordinated, designed and placed full-page advertisement in Seattle Times and Everett Daily Herald thanking legislators from the Five Star Community Colleges:



International Programs

- Hosted campus “Tea Party” event featuring teas from around the world
- Five members attended weeklong national NAFSA conference

Grants & Foundation

Grants

Pre-Award Activities	
Maintain pipeline of grant opportunities	221 viable opportunities
Scheduled	<ul style="list-style-type: none"> Submitting documentation to NSF through LWTC in summer
On Hold	<ul style="list-style-type: none"> Veterans grant pending staff availability Screen reading software pending completion of budget cycle process Bullitt Foundation pending feedback from foundation CC4 LEED Platinum pending work by Gail Alexander
Design & Planning	<ul style="list-style-type: none"> AmeriCorps VISTA for College Goal Cascadia

Foundation

Administration	<ul style="list-style-type: none"> Designing accounting structures in compliance with new IRS reporting Annual Report complete.
Programs	<ul style="list-style-type: none"> Scholarship acceptance process has been completed Disbursement for summer and fall 75% Finalized new scholarships via Northshore Scholarships Foundation Honors & Leadership Ceremony Employee awards: 27 nominations for faculty; eight nominations for employees (to be recognized on June 6th) Leadership gift from Dr. Rosemary Sutton for emergency grants

From the Executive Director of Human Resources, Martin Logan:

Human Resources

The HR and Payroll Team, in collaboration with Finance, will start working on the compensation aspects of our role as we come to the close of another academic and fiscal year:

- Annual Student and Part-Time Hourly Human Resource Action Forms (HRAFs) process is done in June (approximately 150 employees.)
- Annual Exempt and Classified Personnel Action Forms (PAs) and Contracts process is done May to June (approximately 100 employees.)
- Annual FT Faculty Personnel Action Forms (PAs) process is done in August (approximately 50 employees.)

HR and Student Learning have successfully wrapped up the Full Time Faculty hiring season in Mobile Application Development, Visual Art & Communication and English Composition. Our new Full Time Faculty will start in September. Currently HR is supporting multiple recruitments and new employees in various areas including: College Relations/Web Design, International Programs, Workforce Education, Information Services, Human Resources, Student Financial Services, Disability Support Services and the campus-wide search for our new Vice President of Student Learning & Success.

Payroll

In May the payroll manager represented Cascadia College at the spring Payroll and Personnel Management System User Group's (PPMS) meeting at Big Bend Community College in Moses Lake. Highlights of the meeting included presentations by representatives of the State Board on Supplemental Retirement Benefit Calculation and reporting requirements and the paid Family Medical Leave Program. There was also an interactive workshop on communication and team dynamics.

Training and Development

The Intercultural Development Inventory (IDI) was administered in 2015 to 128 Cascadia College faculty and staff. As promised three years ago, all who originally took the IDI have the option of taking it again as a way to 1) gauge individual intercultural development over three years and 2) see if group results changed over this period of time. The IDI re-assessment process is underway. Those who opted-in the first time are currently deciding if they would like to opt-in again. Those who choose to take the IDI again will receive login information over the summer, or during pre-fall for faculty not on contract in summer. Updated individual results will be shared one-on-one during summer and fall with people being randomly assigned to either Debra Waddell or Samantha Brown, the two certified IDI facilitators on campus. Updated group results will be shared at Convocation in September 2018.

We look forward to seeing you at the Board meeting on June 13th.

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, June 13, 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, June 13, 2018
4:00 p.m. - Room CC2-260**

A G E N D A

1. CALL TO ORDER

2. CONSENT AGENDA

- Meeting Agenda
- Minutes from previous meeting – May 16, 2018

3. 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.

4. EMPLOYEES

- Introduction of New Employees

College Relations & Advancement

Sydney Baker – Program Assistant in International Programs

Jessica Spowart – Design Manager in College Relations

Administrative Services

Omar Bonilla – System Administrator for Accessibility Compliance

- Promotions (E-Team Members will share staff promotions)

5. INFORMATION ITEMS

- 2018-2019 Exempt Staff Sabbatical Information – (EM)
 - Both applications furthered the goals in the strategic plan: consequently the leave was approved by the President
 - Reports from staff members will be given to the Board in fall quarter:
 - Terence Hsaio, VP of Administrative Services
 - Meagan Walker, VP of College Relations & Advancement

- ctclink Project Update – (BC/SMc)

6. DISCUSSION/PRESENTATION ITEMS

- 2017-2018 Board Self-Assessment Process – (EM)

7. RECOMMENDED ACTION ITEMS

- 2018-2019 Board of Trustees Meeting Calendar (1st Read/Action) – (EM)
- 2018-2019 ASCC Budget (2nd Read/Action) – (BR)
- 2018-2019 College Budget (2nd Read/Action) – (EM)
- 2018-2021 Collective Bargaining Amendments (1st Read/Action) – (ML)

8. OTHER REPORTS

- Cascadia Community College Federation of Teachers (CCCFT)
- Cascadia Student Government (CSG)
- Cascadia Classified Union Washington Public Employees Association (WPEA)
- Board Chair and Individual Board Members
- President

9. OTHER BUSINESS OR ANNOUNCEMENTS

10. NEXT MEETINGS

- ***No regular meeting of the Board of Trustees is scheduled for July, 2018.***
- Summer Board Retreat is scheduled for ***Wednesday, August 8, 2018*** from 10:00-3:00, location: Roy Captain's Residence – Details to follow.
- Next regular meeting of the Board of Trustees is scheduled for ***Wednesday, September 19, 2018.***

Convene to Executive Session:

11. EXECUTIVE SESSION

The Board will meet in a 1.5 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.

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
May 16, 2018**

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

BOARD OF TRUSTEES

Chair Janet McDaniel, Vice Chair Dr. Julie Miller, and Mike Kelly present.
Nancee Hofmeister and 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
Student Representative – Cassie Rudolph, CSG President present.
WPEA Representative – Marah Selves absent.

AUDIENCE

Erin Blakeney, Cameron Carpenter, Dr. Soraya Cardenas-Conte, Brian Conte, Glenn Colby, David Dorratcague, Emily Dvorak, Nick Eddington, Lyn Eisenhour, Robyn Ferret, Carlos Godina, Laura Heddal, Joo Hye Kim, Dr. Todd Lundberg, Tracy Phutikanit, Becky Riopel, Antonio Shimono, Dr. Jeffrey Stephens, Dr. Erik Tingelstad, Atlas Turner, Rachel Webb, and Christina Zhang were present.

CONVENED TO PUBLIC SESSION AT 4:07 P.M.

1. CALL TO ORDER

Chair Janet McDaniel called the meeting to order at 4:07 p.m.

2. CONSENT AGENDA

Chair Janet McDaniel asked for approval to change agenda flow so folks attending could leave sooner. Trustee Dr. Julie Miler made a motion to approve the agenda change and Trustee Mike Kelly seconded the motion. Hearing no objections the agenda changes were approved.

3. PUBLIC COMMENTS

There were no public comments.

4. EMPLOYEES

The following new employees was introduced to the Board of trustees:

Student Success

Rachel Webb, Customer Service Specialist 3 in Enrollment Services

Administrative Services

Cameron Carpenter, IT Tech. 2 in Information Services

Nick Eddington, IT Tech. 2 in Information Services

Antonio Shimono, IT Tech. 2 in Information Services

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

There were no promotions announced by E-Team members.

5. RECOMMENDED ACTION ITEMS

Resolutions to Recognize Cascadia Student Government (1st Read/Action)

The following individuals played a major role in the success of the Associated Students of Cascadia College and the Cascadia Student Government. In recognition of their accomplishments resolutions to acknowledge their contributions to Cascadia College and their leadership roles were signed and presented by the BOT's:

- Lucia Castro (Fall 2017 – Winter 2018) - absent
- Carlos Godina (Fall 2017 – Spring 2018) - present
- Joo Hye Kim (Fall 2017 – Spring 2018) - present
- Maria Martinez (Fall 2017 – Spring 2018) - absent
- Cassie Rudolph (Fall 2017 – Spring 2018) - present
- Atlas Turner (Fall 2017 – Spring 2018) - present
- Christina Zhang (Winter 2018 – Spring 2018) - present

Chair Janet McDaniel asked for a motion to approve Student Resolutions 05-16-18-01 through 05-16-18-07. Vice Chair Dr. Julie Miller made a motion to approve the student resolutions and Trustee Mike Kelly seconded the motion. Hearing no objections Student Resolutions 05-16-18-01 through 05-16-18-07 were approved by the Board of Trustees to acknowledge the students.

Tenure (2nd Read/Action)

Dr. Eric Murray, President of Cascadia College, presented to the Board **four** third year candidates being considered for tenure and **one** third year candidate being considered for permanent status. Tenure candidate's approvals follow:

1. Dr. Soraya Cardenas-Conte – Sociology
 - a) After having given reasonable consideration to the recommendations of the Tenure Review Committee and the District President, the Board of Trustees grant tenure to Dr. Soraya Cardenas-Conte of Cascadia College.

Chair Janet McDaniel made a motion to approve tenure for Dr. Soraya Cardenas-Conte. Vice Chair Dr. Julie Miller seconded the motion. Hearing no objections Dr. Soraya Cardenas-Conte was granted tenure status by the Board of Trustees.

A Tenure Resolution written by the Tenure Review Committee Chair and signed by the BOT's was read to Dr. Soraya Cardenas-Conte on her accomplishments to Cascadia College.

2. Ms. Emily Dvorak – English Language Program (ELP)

- a) After having given reasonable consideration to the recommendations of the Tenure Review Committee and the District President, the Board of Trustees grant permanent status to Ms. Emily Dvorak of Cascadia College
 - *Note: Permanent Status is the same as Tenure in all but name. It follows the same process and has the same status upon completion. It is only called "Permanent Status" because the position is in ELP, which, as a self-supporting program rather than a state-supported one, is not permitted by statute to have Tenure.*

Chair Janet McDaniel made a motion to approve permanent status for Ms. Emily Dvorak. Trustee Mike Kelly seconded the motion. Hearing no objections Ms. Emily Dvorak was granted permanent status by the Board of Trustees.

A Permanent Status Resolution written by the Tenure Review Committee Chair and signed by the BOT's was read to Ms. Emily Dvorak on her accomplishments to Cascadia College.

3. Dr. Abigail Lynam – Sustainable Practices

- a) After having given reasonable consideration to the recommendations of the Tenure Review Committee and the District President, the Board of Trustees grant tenure to Dr. Abigail Lynam of Cascadia College.

Chair Janet McDaniel asked for a motion to approve tenure for Dr. Abigail Lynam. Vice Chair Dr. Julie Miller made a motion to approve tenure status and Trustee Mike Kelly seconded the motion. Hearing no objections Dr. Abigail Lynam was granted tenure status by the Board of Trustees.

A Tenure Resolution was written by the Tenure Review Committee Chair and signed by the BOT's. The resolution was not presented to Dr. Abigail Lynam because she was not present at the meeting.

4. Dr. Jeffrey Stephens - Chemistry

- a) After having given reasonable consideration to the recommendations of the Tenure Review Committee and the District President, the Board of Trustees grant tenure to Dr. Jeffrey Stephens of Cascadia College.

Chair Janet McDaniel made a motion to approve tenure for Dr. Jeffrey Stephens. Trustee Mike Kelly seconded the motion. Hearing no objections Dr. Jeffrey Stephens was granted tenure status by the Board of Trustees.

A Tenure Resolution written by the Tenure Review Committee Chair and signed by the BOT's was read to Dr. Jeffrey Stephens on his accomplishments to Cascadia College.

5. Ms. Debra Waddell - Communications

- a) After having given reasonable consideration to the recommendations of the Tenure Review Committee and the District President, the Board of Trustees grant tenure to Ms. Debra Waddell of Cascadia College.

Chair Janet McDaniel asked for a motion to approve tenure for Ms. Debra Waddell. Vice Chair Dr. Julie Miller made a motion to approve tenure status and Trustee Mike Kelly seconded the motion. Hearing no objections Ms. Debra Waddell was granted tenure status by the Board of Trustees.

A Tenure Resolution was written by the Tenure Review Committee Chair and signed by the BOT's. The resolution was not presented to Ms. Waddell because she was not present at the meeting.

WAC Revisions – Chapter 132Z-276 – Access to Public Records (2nd Read/Action)

AAG, Alan Smith gave the Board an overview of the WAC revisions for the Access to Public Records. A public hearing was held at 1:30 p.m. on Friday, April 27th, in CC1-250 at the College and no additional comments from the Public Hearing were brought forward.

Chair Janet McDaniel made a motion to adopt/approve the WAC Revisions – Chapter 132Z-276 – Access to Public Records. Vice Chair Dr. Julie Miller seconded the motion. Hearing no objections the WAC Revisions – Chapter 132Z-276 – Access to Public Records were adopted/approved by the Board of Trustees.

6. INFORMATION ITEMS

Third Quarter Financial Update

It is the practice of the Board to review expenditures against the college's budget on a quarterly basis. Terence Hsaio, VP of Administrative Services reviewed the March 31, 2018 report with the Board.

2016 and 2017 Audited Financial Statements

Prior to 2013 the community colleges in the State of Washington did not issue individual financial statements, financial results were rolled up and audited at the State level. In 2012 the Northwest Accreditation Commission established a new standard for financial reporting that made the annual issuance of audited financial statements for each college an accreditation requirement. The College continues to comply with this accreditation requirement. Cascadia's financial statements for fiscal years 2016 and 2017 were audited by the State Auditor's Office and found to be in conformance with Government Auditing Standards. In the auditor's opinion the financial statements fairly reflect the financial position of the College as of the end of each fiscal year. The auditor's reports were given to the Board for their review. Terence Hsaio, VP of Administrative Services stated the Finance staff should be commended for their efforts in completing three audit reports this academic year.

Investment Analysis

Prior to 2014 the College invested its funds in the Local Government Investment Pool (LGIP) which is facilitated by the State of Washington. The LGIP has the advantage of being very liquid (funds can be accessed on demand without penalty), however, the returns on the LGIP were very low in 2014.

The Board of Trustees accordingly authorized Terence Hsaio, the VP of Administrative Services and Sharon Waymire, Finance Director to open an investment account and execute investment agreements and contracts through that account on behalf of the College. The goal was to enable the College to realize higher returns on its funds by investing in other low risk financial vehicles as authorized by law. This Board's action in 2014 resulted in a financial benefit of \$180,255 to the College through 2017.

7. DISCUSSION/PRESENTATION ITEMS

Strategic Plan Deep Dive: Theme 3: Learning Center Environment

Dr. Rosemary Sutton, VP of Student Learning & Success and Martin Logan, Executive Director of Human Services gave the Board an overview of Theme 3: Learning Center

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

Mr. Logan reviewed the closing the loop breakout sessions held for staff on April 19, 2018 and reviewed the rationale relating to indicator 1: to increase the percentage of diverse faculty and staff. The rationale is to reduce the diversity gap between students and employees, identify role models for students of color and white students, and ensure fairness or equity in jobs. Mr. Logan reviewed data on area population demographics, faculty and staff for fall 2017, the percentage of employees self-reporting persons of color by employee type over time, and demographics on full-time faculty, part-time faculty and full-time staff.

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

MOBAS

Dr. Rosemary Sutton, VP of Student Learning & Success introduced Dr. Erik Tingelstad, Dean of Student Learning who updated the Board on the status of the development and implementation of the MOBAS – Information Technology – Application Development degree. The Board asked that the discussion continue at the June board meeting to give more analysis and discussion on how to proceed. The Board will look at current enrollment for fall quarter and decide on whether to open up the degree or delay it for one year.

Dr. Tingelstad reviewed the 2017-18 progress points of the degree, current challenges, and what is next referring to risk and/or considerations.

A copy of Dr. Tingelstad's presentation can be made available upon request.

2018-2019 ASCC Budget (1st Read)

Joo Hye Kim, CSG Director of Budget & Finance, Cassie Rudolph, CSG President and Becky Riopel, Director of Student Life presented the 2018-2019 ASCC Budget request to the Board. They explained that the Services and Activities (S&A) Budget Committee facilitated an open process whereby student clubs and college departments could request funding for the 2018-19 academic year. The process included completing a detailed application and meeting with the S&A Budget Committee to present their requests. The projected S&A budget for the 2018-2019 academic year is \$628,310. Budget proposals totaled \$672,328.94, requiring \$44,018.94 be removed to meet the target budget. The S&A Budget Committee provided recommendations to the Cascadia Student Government regarding allocations. CSG provided the Board with a spreadsheet showing the requests and allocations. The Board had minor questions and will do a 2nd read/action in their June meeting.

2018-2019 College Operating Budget (1st Read)

Terence Hsiao, VP of Administrative Services presented the 2018-2019 College Operating Budget request to the Board. Mr. Hsiao reviewed the budget assumptions and detailed the proposed budget funds priorities identified through the budgeting process whereby all members of the college community have the opportunity to propose Action Plans that address areas of need. The Budget Proposal Committee evaluates and prioritizes the proposed Action Plans and the E-Team bases its budget recommendations on what it has learned through the deliberations of the Budget Proposal Committee. Initiatives were recommended along with the Budget Council ranking and costs. The Board had minor questions and will do a 2nd read/action in their June meeting.

8. REPORTS

Cascadia Community College Federation of Teachers (CCCFT): David Shapiro was present and he explained the final bargaining session noted in his report for May 17th was moved to May 22nd. The amendments to the new CBA will be brought forth for Board approval at their June 13 meeting.

Cascadia Student Government Report: CSG President Cassie Rudolph was present and updated the Board on student activities. CEO/CAB/CSG held Kody's birthday event and it had huge attendance. A proclamation written by Dr. Murray was read at the event. Next week is the Spring Fest (CAB) and will be for two days for the first time – it is normally only held for one day. There will be an animal petting zoo, food and the Veteran's Center will have a dunk tank.

Cascadia College Classified Union Washington Public Employees Association (WPEA) Report: Marah Selves was not present so no additional information was presented.

Chair and Individual Board Members Reports: Nothing to report.

President's Report:

- The employees will be holding a Cascadia Bowling League in fall quarter.
- The Biotech/Life Sciences needs were summarized and a RFP will be completed to hire a consultant to complete a gap analysis. Funds for the RFP were allotted by the Legislature for this analysis.
- Business Leader Luncheons with area cities will be held (supported by the Cascadia College foundation) to continue the work on the President's Revenue Generated Resources Project.

9. OTHER BUSINESS/ANNOUNCEMENTS

The Board was reminded of the following:

- Academic Honors & Leadership Ceremony, Thursday, May 24th - 7-9 in Mobius Hall.
- End of the Year Celebration, Wednesday, June 6th - 3-4:30 in Mobius Hall.
- Commencement, Friday, June 8th - 4-5:30 in front of Mobius Hall.
- At the end of the June 13th BOT Meeting they Board will move to President Murray's Office for an Executive Session.

10. REGULAR MEETING ADJOURNMENT

The Chair adjourned the regular meeting at 5:47 p.m.

CONVENED TO EXECUTIVE SESSION AT 5:48 p.m.

11. EXECUTIVE SESSION

The Board held a 45 minute Executive Session, to discuss number 6 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.**

(12) Minutes Approved and Adopted on June 13, 2018.

Janet McDaniel, Board Chair

Attest:

Dr. Eric Murray, President

Bdminutes051618

Cascadia College Board of Trustees
Introduction of New Employees

Subject: Introduction of New Employees

Background

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

College Relations & Advancement

Sydney Baker, Program Assistant in International Programs
Jessica Spowart, Design Manger in College Relations

Administrative Services

Omar Bonilla, System Administrator for Accessibility Compliance in Informational Services

A brief biography on each new employee is attached.

Discussion

President Murray will acknowledge the respective supervisors who will introduce the new employees.

Sydney Baker, Program Assistant in International Programs

Sydney Baker has joined Cascadia College as the new Program Assistant in International Programs. Sydney graduated from the University of Washington with a B.A. in 2017. While she was at UW, she worked as an administrative assistant for four years in the Executive Office of the President and Provost and the Study Abroad Office. She also studied abroad in Greece and Australia. Most recently, Sydney worked as a local program leader for Education First summer language camps, supervising a group of students from overseas. Sydney's strong customer service and budget maintenance experience, friendly and kind demeanor, and her genuine interest in providing service to the international population impressed the hiring committee. Please join us in welcoming Sydney to our Cascadia family.

Jessica Spowart, Design Manger in College Relations

Jessica Spowart has joined Cascadia College as the full-time Design Manager, leading all web, digital and print design projects for the college. Jessica has worked in higher education as both a staff graphic designer and an adjunct instructor in design. Most recently she comes to us from the University of Washington, where she has been working as a designer in the Department of Communications. The search committee was very impressed with Jessica's portfolio of work, which demonstrated not only a strong foundation in design but also a facility with CSS and HTML, photography, and her newest interest: video. Jessica received her MFA in graphic design from Savannah College of Art and Design and BA in advertising and graphic design from the University of Alabama. You will be able to find her in the far northwest corner of the second floor in CC2, where she will share an office with our part-time hourly graphic designer, Luz Managaser. Please join us in welcoming Jessica to our Cascadia family.

Omar Bonilla, System Administrator for Accessibility Compliance

Omar Bonilla has joined Cascadia College as a System Administrator for Accessibility Compliance. He will be lending his knowledge of web accessibility compliance testing (including Section 508 and the WCAG 2.0 Guidelines) for Information Services and the Technology Accessibility Committee, reporting to Brian Culver. Omar most recently joins us from Salt Lake City, where he worked as a Web Accessibility Specialist at Western Governors University. Omar completes his MS in Computer Science from the University of Illinois at Springfield this year, and received his BS in Business - IT Management from Western Governors University. He shares an office in CC2 with the Senior System Administrator Sandy Nelson, who has already shared quite a bit with him about how Cascadia has grown and evolved in a few short years. Please join us in welcoming Omar to our Cascadia family.

Cascadia College Board of Trustees

Information Items

Subject: 2018-2019 Exempt Staff Sabbatical Information

Background

Terence Hsaio, VP of Administrative Services and Meagan Walker, VP of College Relations and Advancement submitted exempt staff sabbatical applications for the 2018-2019 academic year.

Their applications were approved by the President and noted below are the dates/details for their sabbaticals:

- Terence Hsaio: Monday, June 11th through Friday, July 20th
 - Terence's sabbatical work plan involves visiting other institutions with a scale similar to that of Cascadia to identify opportunities for the College to improve its operations. More specifically, he will visit Tacoma Community College to learn about their ctcLink implementation in depth so Cascadia can apply those learnings to our ctcLink implementation process.
- Meagan Walker: Monday, July 23rd through August 31st
 - Meagan's sabbatical work plan involves updating the [public website](#). This is the college's most visible communication presence with between 400-1,000 new users visiting the site every day. Meagan will be working to: 1) bring the site up to accessibility standards; 2) create a process for ensuring all PDFs are converted to accessible documents and uploaded; and 3) make a few stylistic changes.

Detailed reports from both staff members will be given to the Board in fall quarter.

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

Cascadia College Board of Trustees

Information Items

Subject: ctcLink Project Update

Cascadia is now a member of Deployment Group 3 for ctcLink. This means that we are scheduled to deploy ctcLink in January 2020. Each phase in the schedule below has a corresponding “gate”; if the College does not complete the work required for the phase it is subject to being dropped from Deployment Group 3.

Initiation Phase (through November 2018)

- Legacy Business Process Mapping
- Supplemental Systems Analysis
- Change Impact Analysis and Plan Development
- Data Cleanup
- Security Matrix Design
- Common Process Workshops
- Organizational Change Management Training

Structure Phase (February – May 2019)

- Change Action Plan Execution
- Data conversion/Validation Cycles 1 & 2
- Security Matrix Update
- Global Design Adoption
- Fit/Gap Workshops: OCM and Change Action Plan Review
- Prepare for Systems Testing and End User Training Scenarios

Construct Phase (June – September 2019)

- Complete Change Action Plan Work
- Complete Local Configuration
- Complete Security Matrix Mapping
- Data Conversion and Validation Cycles 3&4
- Finalize Training Scenarios for User Acceptance Testing
- Train the Trainer Training
- Systems Integration Testing
- Pre-User Acceptance Testing/End-User Training

Transition Phase (October – December 2019)

- Organizational Change Management Readiness
- Production Cutover Planning
- Regional Training
- Pre-User Acceptance Testing

- User Acceptance Testing

Deployment (January 2020)

- Production Environment Preparation
- Production Cutover
- Milestone Signoff
- Go-Live Dry Run
- Go-Live

Following the January deployment, we will need approximately 6 months to stabilize and optimize the new system. The project completion date is significantly later than the schedule the College based its ctLink budget on. As the project has developed, the project has experienced staff attrition; in an effort to stay within budget, we have not refilled project positions. However, based on this schedule it appears that we will need additional resources to complete the project. We are in the process of assessing project resource needs and will be proposing revisions to the project budget to the Board in the fall.

Brian Culver, the Director of Information Services and Scott McKean, the OCM/PM for ctLink, will be available to answer any questions the Board may have on this item.

Cascadia College Board of Trustees

Discussion/Presentation Items

Subject: 2017-2018 Board Self-Assessment

Background

For two years the Board participated in the GISS (ACCT) Self-Assessment Process to fulfil their yearly evaluation requirement as an individual board member and as a group. In 2014 Dr. Murray shared that the GISS documents were proprietary and copyrighted and as a result could no longer be used by the college. Mr. Glenn Colby, Institutional Researcher (IR) spent some time reviewing assessment tools and produced the attached on-line assessment for Trustee use. The questions are closely tied to those from GISS and can be used to continue a yearly comparison.

A copy of the 2017 Board of Trustees Self-Assessment Survey Report analysis from last year is attached for your review.

If the Board would like to change and or add a question, now would be the time to do so.

If the Board agrees to continue using this document as presented, Mr. Glenn Colby our IR will be asked to open the survey for Board response on Wednesday, June 20th. Review of the survey will close on Wednesday, July 11th.

Mr. Colby will provide his comparison review in time for the Board discussion at their August 8th summer board retreat.

CASCADIA COLLEGE

BOTHELL • OUR COMMUNITY'S COLLEGE

2017 Board of Trustees Self-Assessment Survey Report

Prepared by the Office for Institutional Effectiveness

August 22, 2017

Contents

- 1 Introduction.....3
 - 1.1 Survey Items3
 - 1.2 Confidentiality3
- 2 Survey Organization4
- 3 Summary of Results5
- 4 Results6
 - 4.1 Roles and Responsibilities6
 - 4.1.1 Level of Agreement or Disagreement6
 - 4.1.2 Trustee Comments.....6
 - 4.2 Board of Trustees / President Relationship7
 - 4.2.1 Level of Agreement or Disagreement7
 - 4.2.2 Trustee Comments.....7
 - Board Meetings and Efficiency9
 - 4.2.3 Level of Agreement or Disagreement9
 - 4.2.4 Trustee Comments.....9
 - 4.3 Institutional Effectiveness11
 - 4.3.1 Level of Consideration11
 - 4.3.2 Trustee Comments.....11
 - 4.4 Readiness.....12
 - 4.4.1 Level of Consideration12
 - 4.4.2 Level of Agreement or Disagreement12
 - 4.4.3 Trustee Comments.....12
 - 4.5 Future Professional Development.....14
 - 4.5.1 Level of Agreement or Disagreement14
 - 4.5.2 Trustee Comments.....14
 - 4.6 Trustee Satisfaction15
 - 4.6.1 Level of Agreement or Disagreement15
 - 4.6.2 Areas of Expertise.....15
 - 4.6.3 Student Success15
 - 4.6.4 Trustee Comments.....15

1 Introduction

This report presents findings from the 2017 Board of Trustees Self-Assessment Survey administered in July 2017. This online survey was administered as a continuation of an ongoing self-assessment process used by the Board of Trustees since 2011. The survey serves to strengthen the understanding of responsibilities of the trustees and to ensure that information is available for making decisions. It also provides a review of internal and external relationships and promotes an open dialogue for accountability purposes.

1.1 Survey Items

The survey items were originally developed after reviewing surveys from peer institutions, other boards of trustees, and the Association of Governing Boards. The self-assessment was designed and implemented as a survey to allow for individual assessment and collective assessment. Comparisons to previous years' responses are included in this report when available and appropriate. No item changes were made in 2017.

1.2 Confidentiality

This self-evaluation tool has been created to assess the readiness of the Board of Trustees to lead and promote success at Cascadia College. All responses are CONFIDENTIAL and no individual information may be shared outside the Office of Institutional Effectiveness. This report may only be shared with the President, the Executive Assistant to the President, and the Board of Trustees.

2 Survey Organization

The Board of Trustees Self-Assessment Survey was administered by the Office of Institutional Effectiveness in July 2017. The survey consists of 70 items organized into the following item groups (themes):

1. Roles and Responsibilities
2. Board of Trustees / President Relationship
3. Board Meetings and Efficiency
4. Institutional Effectiveness
5. Readiness
6. Future Professional Development
7. Trustee Satisfaction

Most item groups consist of a series of Likert questionnaire items—statements for which respondents specify a level of agreement or disagreement for a statement on a symmetric agree-disagree scale—followed by an open-ended comment item. By using Likert items, we can create a scale for each item and item group by simply calculating the mean scale value and comparing the result to the full range of the scale¹.

Trustees were sent individualized invitations via email and the following message was displayed to respondents when they accessed the online survey:

This self-evaluation tool has been created to assess the readiness of the Board of Trustees to lead and promote success at Cascadia College.

All responses will be CONFIDENTIAL and no individual information will be shared outside the Office of Institutional Effectiveness. The final report will only be shared with the President, the Executive Assistant to the President, and the Board of Trustees.

Because this is a self-evaluation tool, you will find the results most beneficial if you respond thoughtfully and honestly to the questions. Your feedback is welcome along with additional comments in the comment box at the end of each section.

Please complete the survey by 11:59 p.m. on Thursday, July 27, 2017. For questions, please contact Glenn Colby, Director of Institutional Effectiveness, at gcolby@cascadia.edu or 425.352.8420.

¹ The Likert scaling approach assumes that all items and responses should be weighted equally and that the distances between each item are equal, assumptions that are almost certainly not true in this case. However, given our purpose of administering this survey and the limited number of respondents, Likert scaling is a reasonable approach for analyzing the results.

3 Summary of Results

Mean levels of agreement across themes are high—at or above 4.8 out of a possible 5.0—suggesting a high level of agreement and understanding overall regarding roles and responsibilities, relationships, efficiency, readiness, and satisfaction. This finding is consistent with the 2016 results for which the mean levels of agreement were all at or above 4.6 out of a possible 5.0. Notably, across the 39 items where trustees were asked to indicate a level of disagreement or agreement there were no *Disagree* [2] or *Strongly disagree* [1] responses; this indicates overall harmony and little disagreement among board members. In addition, all four respondents answered *Yes* to all nine *Future Professional Development* items, suggesting a high level of competence and support for learning across the Board of Trustees.

Despite the strong positive overall results across all themes, results for the following individual items may warrant discussion:

- **Q7.** *Board members participate in trustee development activities.* Mean response: 3.5 out of 5.0. Response distribution: 1 *Agree* [4], 1 *Somewhat agree* [3], 2 *Do not know*. This result is consistent with the 2016 result (mean=3.6).
- **Q33.** *Trustee activity in the community.* Mean response: 2.0 out of 4.0. Response distribution: 1 *Considered* [3], 1 *somewhat considered* [2], 1 *Not considered* [1], 1 *Do not know*. This result is consistent with the 2016 result (mean=2.0).
- **Q33.** *Positive media coverage.* Mean response: 2.5 out of 4.0. Response distribution: 1 *Highly considered* [4], 3 *somewhat considered* [2]. This result is slightly lower than the 2016 result (mean=2.8).
- **Q41.** *Employee satisfaction.* Mean response: 2.8 out of 4.0. Response distribution: 3 *Considered* [3], 1 *somewhat considered* [2]. This result is lower than the 2016 result (mean=3.4).
- **Q41.** *Board members participate in trustee development activities.* Mean response: 2.7 out of 4.0. Response distribution: 1 *Considered* [3], 2 *somewhat considered* [2], 1 *Do not know*. This result is higher than the 2016 result (mean=2.2).
- **Q69.** *Areas of expertise.* The most common areas expertise that trustees contribute to the board are *Connections to business and industry* (n=4) and *Expertise in finance, budget and management* (n=2). Of the seven areas listed in the survey, two areas were not “covered” by any trustees:
 - My connections to elected officials as a way to advocate for the college
 - Raising funds for the college

Table 1 shows response rates for each year the survey has been administered.

Table 1. Number of trustees and respondents by year.

	2011	2012	2013	2014	2015	2016	2017
Number of Trustees	5	5	5	5	5	5	5
Number of Respondents	5	4	5	4*	5	5	4*

* There were four trustees when the the survey was administered in 2014 and 2017.

4 Results

The survey results are organized by item group (theme). Results from prior years are included when available.

4.1 Roles and Responsibilities

This section reports results for *Roles and Responsibilities* theme.

4.1.1 Level of Agreement or Disagreement

Table 2 shows the mean (average) ratings for *Roles and Responsibilities* items that asked participants to indicate their level of agreement or disagreement on a scale from 1 (strongly disagree) to 5 (strongly agree).

4.1.2 Trustee Comments

There were no trustee comments for the *Roles and Responsibilities* theme.

Table 2. Mean responses for Roles and Responsibilities items scaled from 1 (Strongly disagree) to 5 (Strongly agree).

Item	2012	2013	2014	2015	2016	2017	Trend
Q1. The Board understands and adheres to its roles and responsibilities.	4.8	4.8	5.0	5.0	5.0	5.0	
Q2. The Board relies on board policy in making decisions and in guiding the work of the institution.	5.0	4.6	4.8	4.6	4.6	5.0	
Q3. The Board ensures that the institutions plans are responsive to the community needs.			4.5	4.2	4.4	5.0	
Q4. Agenda items provide sufficient information to enable good board decision-making.			4.8	4.8	5.0	4.8	
Q5. The Board sets and communicates clear expectations for president performance.	4.4	4.6	5.0	4.0	4.8	5.0	
Q6. Board meetings and study sessions provide sufficient opportunity to explore key issues.	4.6	4.2	4.5	4.2	4.8	5.0	
Q7. Board members participate in trustee development activities.	4.2	4.6	4.0	4.2	3.6	3.5	
Q8. (Question eliminated in 2016 because it was identical to Q2.)							
TOTAL (Weighted Grand Mean)	4.6	4.6	4.7	4.4	4.6	4.8	

4.2 Board of Trustees / President Relationship

This section reports results for the *Board of Trustees / President Relationship* theme.

4.2.1 Level of Agreement or Disagreement

Table 3 shows the mean (average) ratings for all *Board of Trustees / President Relationship* items that asked participants to indicate their level of agreement or disagreement on a scale from 1 (strongly disagree) to 5 (strongly agree).

4.2.2 Trustee Comments

There were two trustee comments for the *Board of Trustees / President Relationship* theme:

1. The chair has made suggestions this past year to enhance the outline of chair responsibilities to ensure more clarity going forward, which the President has acted on.
2. We have not had any media or public issues to my knowledge

Table 3. Mean responses for Board of Trustees / President Relationship items scaled from 1 (Strongly disagree) to 5 (Strongly agree).

Item	2012	2013	2014	2015	2016	2017	Trend
Q10. Board members' behavior exemplifies ethical behavior and conduct that is above reproach.			● 4.8	● 5.0	● 5.0	● 5.0	
Q11. New members participate in a comprehensive orientation to the board and college.	● 3.8	● 3.6	● 4.0	● 4.4	● 4.4	● 5.0	
Q12. The Board sets and communicates clear expectations for president performance.*	● 4.6	● 4.8	● 5.0	● 4.6	● 4.8	● 5.0	
Q13. The Board maintains a positive working relationship with the president.	● 4.6	● 4.8	● 5.0	● 4.8	● 5.0	● 5.0	
Q14. The board regularly reviews the president contract to assure appropriate support and compensation.			● 4.8	● 5.0	● 4.0	● 5.0	
Q15. The Board regularly evaluates the president.	● 4.6	● 4.6	● 4.8	● 4.8	● 5.0	● 5.0	
Q16. Disagreements among members are carefully handled by the Board Chair.	● 4.8	● 4.6	● 4.5	● 4.6	● 4.8	● 5.0	
Q17. The Chair serves as the voice of the Board when dealing with the public and media.	● 5.0	● 4.8	● 5.0	● 5.0	● 5.0	● 5.0	
Q18. The roles and responsibilities of the Chair are clear and supported by all trustees.	● 5.0	● 4.6	● 4.5	● 5.0	● 5.0	● 4.8	
TOTAL (Weighted Grand Mean)	● 4.6	● 4.5	● 4.7	● 4.8	● 4.8	● 5.0	

*Q12 was eliminated from the survey in 216 because it was identical to Q5. However, since this item is associated with two different themes the results for Q5 continue to be used for Q12.

Board Meetings and Efficiency

This section reports results for the *Board Meetings and Efficiency* theme.

4.2.3 Level of Agreement or Disagreement

Table 4 shows the mean (average) ratings for all *Board Meetings and Efficiency* items that asked participants to indicate their level of agreement or disagreement on a scale from 1 (strongly disagree) to 5 (strongly agree).

4.2.4 Trustee Comments

There were two trustee comments for the *Board Meetings and Efficiency* theme:

1. I am assuming our board policy is up to date, I have not personally reviewed it prior to this survey therefore my assessment is agree instead of strongly agree. We documented processes and practices for the assistant to the president role last year after the retirement of a long term employees.
2. note: question 26 - change "it" to it's. also might be good to review the policy manual.

Table 4. Mean responses for Board Meetings and Efficiency items scaled from 1 (Strongly disagree) to 5 (Strongly agree).

Item	2012	2013	2014	2015	2016	2017	Trend
Q20. Trustees come to each meeting prepared and ready to debate issues fully and openly.	4.6	4.4	4.8	4.6	4.8	4.8	
Q21. Board members avoid conflicts of interest and the perception of such conflicts.	4.8	4.6	4.8	5.0	5.0	5.0	
Q22. Board meetings are conducted in an orderly, efficient manner.	4.8	4.6	4.8	5.0	5.0	5.0	
Q23. The Board's policy manual is up-to-date and comprehensive.	4.6	4.0	4.0	4.8	4.8	4.3	
Q24. The Board clearly delegates the administration of the institution to the president.	4.8	4.2	5.0	5.0	5.0	5.0	
Q25. The Board regularly receives and reviews reports on the financial status of the institution.	4.8	4.8	5.0	5.0	5.0	5.0	
Q26. Board policies and practices assure effective fiscal management and internal controls.			4.8	4.8	5.0	5.0	
Q27. The Board expects and supports faculty, staff, and student participation in college decision-making.	4.4	4.0	5.0	5.0	5.0	5.0	
Q28. The Board clearly understands its policy role and differentiates its roles from those of the president and college staff.	4.4	4.0	5.0	5.0	5.0	5.0	
Q29. The Board honestly debates the issues affecting its community and speaks with one voice once a decision or policy is made.*	4.8	4.6	5.0	4.4			
Q29a. The Board honestly debates the issues affecting its community.					4.8	4.8	
Q29b. The Board speaks with one voice once a decision or policy is made.					5.0	5.0	
TOTAL (Weighted Grand Mean)	4.7	4.4	4.8	4.9	4.9	4.9	

*Q29 was split into two separate items (Q29a and Q29b) in 2016 since it was a double-barreled question that addressed two issues yet allowed for only one answer.

4.3 Institutional Effectiveness

This section reports results for the *Institutional Effectiveness* theme.

4.3.1 Level of Consideration

Table 5 shows the mean (average) ratings for all *Institutional Effectiveness* items that asked participants to indicate the level of consideration given to a series of indicators over the last three years on a scale from 1 (not considered) to 4 (highly considered).

4.3.2 Trustee Comments

There was one trustee comment for the *Institutional Effectiveness* theme:

1. All metrics related to student success are reviewed and monitored, activities related to Trustee activity in the community is important however is not actively managed. We trust our president to identify activities that would bring the college value and to notify Trustees if our attendance will support the goals of the college.

Table 5. Mean responses for Institutional Effectiveness items scaled from 1 (Not considered) to 4 (Highly considered).

Item	2014	2015	2016	2017	Trend
Q31. Student Achievement Data	3.8	3.8	4.0	4.0	
Q32. Program Review Reports	3.5	3.4	3.8	3.8	
Q33. Trustee activity in the community	3.5	2.4	2.2	2.0	
Q34. Data review (Transfer data, Graduation data, Retention data)	4.0	3.8	3.8	4.0	
Q35. Positive media coverage	3.3	3.5	2.8	2.5	
Q36. Enrollment Monitoring	4.0	3.8	3.8	4.0	
Q37. Disaggregated student cohort data on successful completion of Basic Skills courses	3.8	3.5	3.4	3.8	
Q38. Student data on completion and placement by occupational programs	3.5	2.5	3.6	3.5	
Q39. Data on the effectiveness of customized and/or short-term workforce training	3.5	2.2	3.0	3.3	
Q40. Fostering success and equity	3.8	3.0	3.6	3.8	
Q41. Employee satisfaction	3.5	3.2	3.4	2.8	
TOTAL (Weighted Grand Mean)	3.7	3.2	3.4	3.4	

4.4 Readiness

This section reports results for the *Readiness* theme.

4.4.1 Level of Consideration

Table 6 shows the mean (average) ratings for all *Readiness* items that asked participants to indicate the level of consideration given to a series of indicators over the last three years on a scale from 1 (not considered) to 4 (highly considered).

4.4.2 Level of Agreement or Disagreement

Table 7 shows the mean (average) ratings for all *Readiness* items that asked participants to indicate their level of agreement or disagreement on a scale from 1 (strongly disagree) to 5 (strongly agree).

4.4.3 Trustee Comments

There was one trustee comment for the *Readiness* theme:

1. We have remarkable talent on our board, our knowledge and experience brings tremendous value to the college. We appreciate learning about development opportunities and leverage them if there is benefit to the college. As a Board we are careful and thoughtful about how we spend college resources and monies related to board development opportunities.

Table 6. Mean responses for Readiness: Level of Consideration items scaled from 1 (Not considered) to 4 (Highly considered).

Item	2014	2015	2016	2017	Trend
Q43. The Board regularly receives and reviews reports on student outcomes (OAC, Measuring Up, Surveys).	3.8	3.2	4.0	4.0	
Q44. Board members participate in trustee development activities.	3.3	3.0	2.2	2.7	
Q45. The Board participates in an evaluation process that is used to help enhance its performance.	3.8	3.4	4.0	4.0	
Q46. The Board measures its accomplishments against its goals.	3.3	2.8	3.2	4.0	
TOTAL (Weighted Grand Mean)	3.6	3.1	3.4	3.7	

Table 7. Mean responses for Readiness: Level of Agreement or Disagreement items scaled from 1 (Strongly disagree) to 5 (Strongly agree).

Item	2012	2013	2014	2015	2016	2017	Trend
Q47. The Board is aware that the College routinely evaluates effectiveness of efforts to improve student success and uses the results to improve	4.8	4.8	5.0	5.0	5.0	5.0	
Q48. The Board is aware that there is alignment and extensive collaboration of efforts to improve student success.	5.0	4.6	4.8	4.6	4.6	5.0	
Q49. The Board is aware that the College has established a strategic planning and accreditation process based on data to create objectives for			4.5	4.2	4.4	5.0	
Q50. Decisions about budget allocations are based on evidencing effectiveness and support of mission fulfillment.			4.8	4.8	5.0	5.0	
Q51. The Board is aware that there is training available to the Board, faculty, and staff on using data and research to improve programs and services.	4.4	4.6	5.0	4.0	4.8	4.5	
TOTAL (Weighted Grand Mean)	4.7	4.7	4.8	4.5	4.8	4.9	

4.5 Future Professional Development

This section reports results for the *Future Professional Development* theme.

4.5.1 Level of Agreement or Disagreement

Table 8 shows the distribution of responses for all *Future Professional Development* items that asked participants to indicate *Yes*, *No*, or *Would like more information*.

4.5.2 Trustee Comments

There were no trustee comments for the *Roles and Responsibilities* theme.

Table 8. Frequency distribution for Future Professional Development items.

Item	Yes	No	Would like more information
Q53. Do I understand the role/responsibilities of the president?	4	0	0
Q54. Do I understand the time commitment as a Trustee?	4	0	0
Q55. Am I knowledgeable about Strategic Planning?	4	0	0
Q56. Do I read and understand the organization's financial statements?	4	0	0
Q57. Am I knowledgeable about the institution's programs and services?	4	0	0
Q58. Do I advocate for the institution with local, state, and federal governing bodies?	4	0	0
Q59. Do I understand my roles and responsibilities as a Trustees?	4	0	0
Q60. Do I understand shared governance?	4	0	0
Q61 Do I understand and support the mission of the organization?	4	0	0
TOTAL (Mean)	4.0	0.0	0.0

4.6 Trustee Satisfaction

This section reports results for the *Trustee Satisfaction* theme.

4.6.1 Level of Agreement or Disagreement

Table 9 shows the mean (average) ratings for all *Trustee Satisfaction* items that asked participants to indicate their level of agreement or disagreement on a scale from 1 (strongly disagree) to 5 (strongly agree).

4.6.2 Areas of Expertise

Table 10 reports frequencies of responses for the question, “In what ways, if any, has your Board promoted or addressed student success at your institution in the past year?” (Q69). One trustee also entered the following response for Q69h (Other primary expertise not listed): “passion for accessibility to all students.”

4.6.3 Student Success

There were two comments from trustees when asked, “In what ways, if any, has your Board promoted or addressed student success at your institution in the past year?” (Q70).

1. Continuing to support the administration and faculty pursue the mission of helping our students achieve success in their pursuit of quality education.
2. We have spent quite a bit of time developing strategies around student access, integrated education, a learning center environment and our pluralism initiative integrated learning, and developing new Bachelor programs to support the new jobs in a highly competitive job market.

4.6.4 Trustee Comments

There was one trustee comment for the *Trustee Satisfaction* theme:

1. I am highly satisfied.

Table 9. Mean responses for Trustee Satisfaction: Level of Agreement or Disagreement items scaled from 1 (Strongly disagree) to 5 (Strongly agree).

Item	2012	2013	2014	2015	2016	2017	Trend
Q63. The quality, amount, and frequency of information provided to the board is satisfactory.	4.6	4.4	4.8	4.8	5.0	5.0	
Q64. Overall I receive satisfaction serving as a board member.	5.0	4.6	4.8	5.0	5.0	5.0	
Q65. Board members adhere to confidentiality.	5.0	4.8	4.8	5.0	5.0	5.0	
Q66. My contributions on the Board are valued.	5.0	4.6	4.8	4.8	5.0	5.0	
Q67. Overall effectiveness of board management and organization is satisfactory.	4.8	4.8	4.8	4.8	5.0	5.0	
Q68. My time as a board member is used effectively.	4.8	4.6	5.0	4.8	5.0	5.0	
TOTAL (Weighted Grand Mean)	4.9	4.6	4.8	4.9	5.0	5.0	

Table 10. Frequency distribution for Trustee Satisfaction: Areas of Expertise items.

Item	2014	2014	2016	2017
Q69a. My connections to elected officials as a way to advocate for the College	0	0	1	0
Q69b. Expertise in finance, budget, and management	2	3	3	2
Q69c. My significant experience in education and curriculum development	1	1	1	1
Q69d. Connections to business and industry	4	5	4	4
Q69e. Connections to the local community	3	4	2	1
Q69f. Construction and facilities management	0	0	1	1
Q69g. Raising funds for the College	0	0	0	0
Q69h. Other primary expertise not listed	0	0	0	2
TOTAL (Sum)	10	13	12	11

Cascadia College Board of Trustees

Action Items

Subject: 2018-2019 Board of Trustees Meeting Dates (1st Read/Action)

Background

The Board of Trustees reviews and agrees upon times and dates for scheduled Board of Trustees Meetings for the upcoming year.

The Board is asked to approve the date and time of the Board Meetings for the 2018-2019 academic year. Attached is the proposed schedule of meeting times and dates.

The approved document will be filed with the Code Revisers Office per WAC 132Z-104-010.

Discussion

The January 9th special meeting is a two hour Executive Session.

If the August 7th Summer Retreat meeting is too early in the month, we can move the meeting to August 15th or August 22nd – ***please ask the Trustees to discuss.***

Recommendation

It is recommended that the Board of Trustees approve the 2018-2019 Board of Trustees Meeting Dates.

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
2018-2019 Board of Trustees - Meeting Dates
Third Wednesday of Each Month (unless otherwise noted)

All Meetings will begin at 4:00 p.m. and will take place in Room 260 at Cascadia College, 18345 Campus Way N.E., Bothell, WA 98011.

2018-2019 Board Meeting Dates

Wednesday, September 19, 2018

Wednesday, October 17, 2018

* Wednesday, November 14, 2018

** *Wednesday, December 12, 2018 (Winter Board Retreat)*

*** *Wednesday, January 9, 2019 (Special Meeting)*

Wednesday, January 16, 2019

Wednesday, February 20, 2019

Wednesday, March 20, 2019

Wednesday, April 17, 2019

* Wednesday, May 8, 2019

* Wednesday, June 12, 2019

July 2019 - No Regular Meeting scheduled

**** *Wednesday, August 7, 2019 (Summer Board Retreat)*

* Meeting dates are the second week of the month, not the third week.

** Winter Board Retreat – ***No Regular Board Meeting***

*** ***Special Meeting – Executive Session***

**** Summer Board Retreat – ***No regular Board Meeting***

Cascadia College Board of Trustees

Action Items

Subject: 2018-2019 ASCC Budget (2nd Read/Action)

Background

The Services and Activities (S&A) Budget Committee facilitated an open process whereby student clubs and college departments could request funding for the 2018-19 academic year. The process included completing a detailed application and meeting with the S&A Budget Committee to present their request.

The projected S&A budget for the 2018-2019 academic year is \$628,310. Budget proposals totaled \$672,328.94, requiring \$44,018.94 be removed to meet the target budget. The S&A Budget Committee provided recommendations to the Cascadia Student Government regarding allocations.

Per their recommendations, CSG has provided the attached spreadsheet showing requests and allocations.

Significant budget lines to note:

- Campus Sustainability Coordinator – This will provide an opportunity for a senior year BASSP student to work on campus sustainability projects and initiatives preparing them for the workforce after graduation.
- Food Pantry Program – This will provide resources for lower income students to have access to healthy and fresh food options. It will also teach all students how to cook on a budget and will provide basic recipes.
- Recreation & Intramurals – This program started in Spring 2018 and provides access for all Cascadia students to utilize the UWB outdoor recreation spaces and actively participate in the UWB intramural program. The S&A Budget Committee believes in the value of maintaining student health and wellbeing and wants to see student data regarding usage for one more year.

Discussion

Joo Hye Kim, CSG Director of Budget & Finance, Cassie Rudolph, CSG President and Becky Riopel, Director of Student Life will be available to answer any questions the Board may have on this item.

Recommendation

It is recommended that the Board of Trustees approve the 2018-2019 ASCC Budget.

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			

	14-15 Request	16-17 Request	16-17 Approved	17-18 Request	17-18 Proposed	18-19 Request	18-19 Proposed
Campus Sustainability Coor.						\$ 4,488.00	\$ 4,488.00
Cascadia Activities Board	\$64,500.00	\$ 62,000.00	\$ 60,000.00	\$ 62,000.00	\$ 62,000.00	\$ 71,800.00	\$ 66,000.00
Cascadia Student Government	\$40,000.00	\$ 21,000.00	\$ 21,000.00	\$ 23,500.00	\$ 21,000.00	\$ 26,100.00	\$ 16,500.00
The "Center"	\$12,558.00	\$ 13,260.00	\$ 12,260.00	\$ 15,118.00	\$ 14,618.00	\$ 17,937.50	\$ 16,000.00
Club Council	\$35,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 23,000.00
Community Engagement Officer	\$1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 2,700.00	\$ 2,500.00	\$ 7,604.00	\$ 4,714.00
Contingency Fund	\$30,000.00	\$ 29,250.00	\$ 67,309.46	\$ 31,135.75	\$ 31,135.75	\$ 31,415.50	\$ 31,415.50
Food Pantry Program						\$ 41,228.00	\$ 40,000.00
Jumpstart Orientations	\$13,000.00	\$ 13,000.00	\$ 10,250.46	\$ 8,000.00	\$ 6,000.00	\$ 4,000.00	\$ 4,000.00
Math & Writing/Learning Center	\$56,713.00	\$ 22,971.00	\$ 11,485.50	\$ 21,450.00	\$ -		
MWC Supplemental Instructors		\$ 51,924.00	\$ 25,962.00	\$ 27,406.00	\$ -		
Recreation & Intramurals				\$ 65,261.00	\$ 65,261.00	\$ 60,000.00	\$ 50,000.00
Student Life Director	\$84,100.00	\$ 97,240.00	\$ 47,620.00	\$ 94,242.00	\$ 3,000.00		
Student Life Advisor	\$64,889.00	\$ 63,572.00	\$ 63,572.00	\$ 71,471.00	\$ 70,471.00	\$ 66,471.00	\$ 66,471.00
Student Life Assistant Director		\$ 81,572.00	\$ 81,572.00	\$ 81,488.00	\$ 80,488.00	\$ 76,488.00	\$ 76,488.00
Student Life Operations	\$142,968.20	\$ 161,325.39	\$ 159,325.39	\$ 185,890.75	\$ 183,890.75	\$ 184,796.94	\$ 180,339.00
Student Life Leadership & Civic Engagement				\$ 16,000.00	\$ 16,000.00	\$ 13,000.00	\$ 12,400.00
Student Life Professional Dev.						\$ 11,000.00	\$ 7,500.00
Student Life Speaker Series				\$ 45,000.00	\$ 30,000.00	\$ 20,000.00	\$ 19,000.00
Wetland Day	no request	\$ 1,150.00	\$ 900.00	\$ 1,000.00	\$ 850.00		
Yours Truly/ Creative Arts Club	\$18,500.00	\$ 10,000.00	\$ 9,500.00	\$ 11,000.00	\$ 10,500.00	\$ 11,000.00	\$ 10,000.00
	\$586,028.20	\$ 654,764.39	\$ 597,256.81	\$ 787,662.50	\$ 622,714.50	\$ 672,328.94	\$ 628,315.50
		\$585,000.00	\$585,000.00	\$622,715.00	\$622,715.00	\$628,310.00	\$628,310.00
		\$69,764.39	\$12,256.81	\$164,947.50	\$0.50	\$44,018.94	\$5.50
	current						

Cascadia College Board of Trustees

Action Items

Subject: 2018-2019 College Operating Budget (2nd Read/Action)

Background

The proposed 2018-2019 College Operating Budget is attached for the second read/action by the Board. At this time, the Board will be asked to approve the budget and grant the President authority to adjust the budget during the course of the year without additional approval from the Board, subject to maintenance of a Board Reserve of not less than 7% of total revenues and provision to the Board of quarterly budget updates.

Budget Assumptions

The 2018-2019 revenue budget is based on the SBCTC's estimated allocation of State funds, legislatively authorized tuition increases and the enrollment projections below:

Student Type	17-18 Actuals	18-19 Budget	Change
Academic Transfer	1,406	1,430	24
Pre-College	125	100	(25)
Workforce	150	130	(20)
Bachelor's	25	40	16
Basic Skills	153	162	9
Running Start	572	574	2
College International	273	274	1
ELP International	154	155	1
Total Enrollment	2,858	2,865	7

The budget assumes a Student/Faculty ratio of 23.1, the funding of employee steps, promotions, COLA's and other legally or contractually required expense changes. The College is still negotiating its Collective Bargaining Agreement (CBA) with the Cascadia Community College Federation of Teachers (CCCFT) and its Service Level Agreement (SLA) with UW Bothell with UWB. While neither of these negotiations have concluded, the budget incorporates expense assumptions that we believe are reasonable, given the status of those negotiations. Should those assumptions prove to be incorrect the budget will need to be adjusted to reflect the final outcome of the negotiations, both of which should be concluded by the beginning of June.

The proposed budget funds priorities identified through the budgeting process whereby all members of the college community have the opportunity to propose Action Plans that address areas of need. The Budget Proposal Committee evaluated and prioritized the proposed Action Plans. The E-Team based its budget recommendations on what it has learned through the deliberations of the Budget Proposal Committee. The President

then seeks further feedback on the E-Team's recommendations from the campus community.

The following initiatives are recommended for on-going OPERATIONS funding in this budget. The items with an asterisk (*) also require one-time funding from RESERVES.

See the attached chart for Budget Council ranking and costs.

Disability Services Testing Area *

In order to meet increasing demands for appropriate testing and to remain compliant, the testing area must be expanded.

Cybersecurity Audit *

By law, the College is required to conduct an external information security audit every 3 years. This year the Payment Card Industry (PCI) imposed a new compliance standard for intrusion testing. This budget funds both the cost of the information security audit as well as the cost of complying with the new PCI standard.

Multi-Factor Authentication *

PCI has changed the requirement for accessing our financial systems. If we do not comply with these PCI requirements we are at risk of being unable to accept credit card payments for tuition etc. Multi-factor authentication is a security system that requires more than one method of authentication from independent categories of credentials to verify the user's identity for a login or other transaction. The budget will fund hardware, consulting and licensing and support costs associated with implementing multi-factor authentication.

Academic Advisor

Students rely upon advisors to help them plan their academic futures and resolve issues that arise during the course of the student's educational journey. This item converts multiple part-time positions into a full-time position.

Enrollment Services Customer Services Representative

Similarly, students rely on a "go to" front desk representative to meet their administrative needs. This item converts multiple positions into a full-time position.

Transcript Evaluation Service

This service allows multiple staff members to access the database that identifies course equivalents. It will assist in better advising.

Math Instruction - Full Time Faculty Conversion

This item converts multiple positions into a full-time position.

College 101 Improvement

Money is being set aside to hire a position that will not only teach with the College 101 discipline, but will have other administrative and/or teaching responsibilities. The position is still in the process of being designed.

Instructional and Classroom Support Technician

This support position will allow the college to increase enrollment in certain STEM classes by assisting the full-time faculty.

Outreach and Recruiting

This item permanently allocates an increase in part-time student recruitment staff.

Faculty Council Support

This item allows part-time faculty to be paid for attending shared governance meetings.

Triple Sorting Bins & Mini-Max Bins *

This combination of containers will allow the college to more effectively recycle and compost.

Technology Accessibility

This will allow the college to have site licenses for two tools: a screen reader tool usable by any computer on campus, and a website testing tool for accessibility.

Discussion

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

Recommendation

It is recommended that the Board of Trustees approve the 2018-2019 College Operating Budget.

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			

2018-2019 Action Plans

FUNDED Action Plans	Ongoing	One Time	Tier	On-Going Total	Category
DSS testing		78,920	0	-	Compliance
IS Security Audits	7,000	35,000	0	7,000	Compliance
Multi-Factor Authentication Support	4,000	11,000	0	11,000	Compliance
Academic Advisor Conversion	49,930		1.1	60,930	Student Success
Enrollment Services CSS3 Conversion	44,430		1.2	105,360	Student Success
Transfer Evaluation Service	4,500		1.4	109,860	Student Success
Associate Faculty Conversion 1 - Math	35,220		1.4	145,080	Student Success
Associate Faculty Conversion2 - COLL 101	35,220		1.4	180,300	Student Success
Instruction & Classroom Support Technician	25,079		1.7	205,379	Enrollment
Outreach and Recruiting	15,600		1.7	220,979	Enrollment
Faculty Council Budget	3,900		1.8	224,879	Shared Governance
Triple Stations Across Campus		18,700	2.3	224,879	Sustainability
MiniMax Bins		1,125	2.3	224,879	Sustainability
Technology Accessibility Needs	15,000		2.3	239,879	Student Success
		144,745		239,879	

Cascadia College
Proposed 18-19 Budget

Operations

Revenue	17-18	18-19	Change	%
State Allocation	10,276,016	11,061,479	785,463	108%
Tuition and Excess	5,407,705	5,534,596	126,891	102%
Running Start	3,150,972	3,821,571	670,599	121%
Continuing Education	75,000	37,500	(37,500)	50%
College in the High School	49,175	49,175	-	100%
Adult Basic Education Fee	16,435	16,959	524	103%
Computer and Technology Fees	20,900	21,350	450	102%
Distance Education Fee	265,672	218,200	(47,472)	82%
Science Lab Fees	59,751	60,712	961	102%
Assessment Fees	65,272	65,068	(204)	100%
Application Fees	65,447	65,486	39	100%
Total Operating Revenue	19,452,345	20,952,097	1,499,752	108%

Expense	17-18	18-19	Change	%
Student Learning	7,603,676	8,558,736	(955,060)	-13%
Academic Support	2,149,723	2,254,089	(104,366)	-5%
Library	1,027,154	1,057,969	(30,815)	-3%
Student Success	2,411,089	2,668,310	(257,221)	-11%
Institutional Support	3,437,543	3,575,660	(138,117)	-4%
Plant Operations	2,726,812	2,784,301	(57,489)	-2%
Total Operating Expense	19,355,997	20,899,065	(1,543,068)	-8%
Net Operating Revenue (Loss)	96,348	53,032	(43,316)	-45%

Bachelor in Sustainable Practices	17-18	18-19	Change	%
Revenue (no Allocation)	173,864	121,022	(52,842)	70%
Expense	226,683	174,054	52,629	77%
Net Revenue (Loss)	(52,819)	(53,032)	(213)	0%

International Programs	17-18	18-19	Change	%
Revenue	3,933,575	3,591,940	(341,635)	91%
Expense	3,053,573	2,901,487	152,086	95%
Net Revenue (Loss)	880,002	690,453	(189,549)	-22%

Events	17-18	18-19	Change	%
Revenue	126,429	96,000	(30,429)	76%
Expense	145,207	114,000	31,207	79%
Net Revenue (Loss)	(18,778)	(18,000)	778	-4%

Grand Total	17-18	18-19	Change	%
Revenue	23,686,213	24,761,059	1,074,845	105%
Expense	22,781,459	23,914,552	(1,133,092)	105%
Net Revenue (Loss)	904,754	846,507	(58,247)	-6%

Cascadia College Board of Trustees

Action Items

Subject: 2018-2021 Collective Bargaining Agreement Updates (1st Read/Action)

Discussion

This bargaining session's changes primarily focused around the ability to now be able to bargain local funds. The College is to the point where we are dealing with a more mature contract so many of the changes (with the exception of the first two below) are around compensation related to the flexibility of using local funds.

Division Chairs: This language formalizes in our CBA, the Division Chair model (used by English, Math, Natural Science, Humanities, and Social Science) and specifies how Division Chairs are chosen.

Program Leads: This language formalizes in our CBA, the Program Lead model (used by Environmental Technologies and Sustainable Practices, Web Application Programming, and Network Infrastructure Technology), and specifies how Program Leads are chosen.

Newly-Hired Full Time Faculty Salary: Raises the initial starting salary by \$1,000. Sets the floor at \$54,924. With 3 years of experience and a terminal degree, a new hire would start at \$59,924.

Tenure Promotional Raise: Increases the tenure "bump" from \$2,330 to \$2,830. This makes the current tenure "floor" \$59,424. (The "floors for Tenure 1 and Tenure II have been raised \$1,500, to \$61,424 and \$63,424 respectively).

Additional Compensation for Full Time Faculty: Gives a \$1,000 raise to all non-tenured FTF. Gives a \$1,500 raise to all tenured FTF. "Under the terms of this contract, all current full time faculty will receive, as an increase to their base salary, one-thousand dollars (\$1,000). All current tenured faculty will receive an additional five-hundred (\$500) increase to their base salary, as well."

Cascadia College Commitment Salary Increases: Gives a raise to Senior Tenure II faculty who successfully complete each 5-year post Senior Tenure II review. "After each successful five-year review following attainment of Senior 2 Tenured Faculty status, (a review for which the faculty member has received at least a "satisfactory" rating) the faculty member's base salary shall be increased by two thousand dollars (\$2,000), starting the first academic quarter after the successful review (excluding summer)."

Additional Duties Rate: Increased from \$40.00/hr. to \$44.00/hr.

Internships and Independent Study Rate: Raised from \$90.00 to \$120.00.

Type of Status	Associate Faculty Rate per contact hour (current)	Associate Faculty Rate per contact hour (new)
Probationary	\$802.25	\$849.75
Full Associate Promotional Rate	\$824.25	\$873.44
Priority Hire Promotional Rate	\$877.25	\$951.72

FTF Professional Development Funding: Increases the 3-year total by \$300, from \$2,825 to \$3,125.

AF Professional Development Funding: Increases the total yearly pool from \$5,500 to \$11,000. Increases the maximum an AF may receive over the 3-years of the CBA from \$700 to \$1,000.

19-20 Compensation Changes

Subject to the following conditions:

1. The College's 19-20 State Allocation being equal to or greater than the College's 18-19 State Allocation plus the cost of any State mandated compensation changes for the 19-20 fiscal year.
2. The College enrolling no fewer than 2,865 FTE (excluding CiHS) in 18-19.
3. The legislatively approved Running Start reimbursement rate for 19-20 exceeding \$9,029 per non-vocational AAFTE.
4. OR if the total revenue associated with conditions 1, 2 and 3 is equal to or greater than the revenue the College would realize by meeting those conditions individually, the College agrees to allocate a minimum of \$65,000 for faculty compensation increases beginning in the 2019-2020 fiscal year. The distribution of these funds for faculty compensation will be negotiated by CCCFT and the College; funds will be allocated during the 19-20 fiscal year.

Variable Annual Stipends

The College and CCCFT agree that beginning with the end of the 18-19 fiscal year, when the College's Net Revenue exceeds the amount needed to fund the Reserve Plans* for the following fiscal year, the College shall allocate 25% of the amount by which Net Revenue exceeds the Reserve Plan budgets towards faculty compensation in the form of stipends distributed on a one-time basis after July 1st. Such stipends are temporary in nature and shall not become part of base compensation.

The distribution of these funds for faculty compensation will be negotiated by CCCFT and the College following the calculation of the available funds.

*The College has the following multi-year Reserve Plans:

- Sabbatical
- Facilities Renewal
- Lab Equipment Replacement

- Technology Replacement

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

Recommendation

It is recommended that the Board of Trustees approve the 2018-2021 Collective Bargaining Agreement Updates.

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 Community College Federation of Teachers

Local 6191, AFT

Report to the Board of Trustees

Cascadia College

Meeting Date: June 2018

❖ **Contract Ratification Vote**

The CCCFT and Administrative bargaining teams held their last negotiating meeting on May 24, 2018. Following a series of informational sessions with CCCFT membership, the proposed CBA was submitted to the membership for ratification during the week of May 29, 2018. By the time of the June Board meeting, the results of the ratification vote will be known.

❖ **CCCFT Steering Committee Elections**

CCCFT is holding elections for positions on the CCCFT Steering Committee starting the week of May 29, 2018 and running for about a week. By the time of the June Board meeting, the results of that vote will be known.

Thank you,

David Shapiro, Tenured Founding Faculty

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

Subject: Cascadia Student Government (CSG) Report

No report was submitted from CSG this month.



Washington Public Employees Association

UFCW Local 365

Report to the Board of Trustees

Cascadia College

Meeting Date: June 2018

- WPEA hosted a member meeting on campus May 29th where members discussed next steps with bargaining our new contract and discussed the current court case Janus v. American Federation of State, waiting on final decision.
- WPEA and CCCFT chose the date for their hosted Annual Summer BBQ. All Faculty and Staff are invited. The BBQ will be Friday, August 17th from 1-4 p.m. at Blyth Park in Bothell.

Thank you,

Marah Selves, Administrative Services Manager