



September 13, 2017

Dear Board of Trustees and Campus Community:

Our Trustee meeting this month happens after our All Employee Convocation but before classes start. It's that period of pre-fall activity when our campus employees are preparing for classes, getting caught up on administrative duties, and working to help students enroll. From the perspective of the President's Office, watching these few weeks pass by is like watching a race horse. It has been trained, it is ready to run, and (we hope) it performs well. During the last few years, there have been very few issues with our start up, so I expect our race horse to do just fine. But it is certainly a period of excitement and heightened activity.

Since our August retreat, the leadership team has been preparing to organize and implement the myriad of priorities shared with the Board at the retreat. Our planning has gone fine, but there is a lot to accomplish. We have organized "deep dives" (detailed reviews) into our priorities so that board the is aware of our actions and we have calendared those throughout the year.

We'll see you next week.

Meet and Greets:

Here is a list of events and community activities since we last met in June:

- Active Shooter Tabletop Exercise (UWB/Cascadia)
- Business Advocacy ARCH
- Meeting with President of Lake Washington Institute of Technology
- Meeting with Daryl Campbell of Goodwill Industries
- Bothell Chamber General Meeting (x4)
- CECC/LWIT Meeting (x2)
- SBCTC Marty Brown Retirement Gathering
- Pluralism and Intercultural Development Overview Meeting
- Meeting with Cavoline Facilitators (x3)
- 13th Annual Bothell Chamber Community Open House (Mobius Hall)
- Campus Master Plan Negotiations (UWB/CC)
- Bothell Chamber Executive Committee Meeting (x2)
- "Coffee for Three" breaks with the President (25 coffee breaks with 50 employees)
- Bothell Chamber Luncheon – Legislative Update
- Meeting with Cynthia Klever of Northshore YMCA
- Meeting with Jim Gatens of Sound Publishing
- Campus Master Plan Executive Committee Meeting (UWB/Cascadia) (x2)
- WACTC Retreat Working Lunch and Executive Session
- Foundation Board Meeting Update/Bock Bequest
- Bock Bequest Phone Meeting
- OneRedmond Executive Committee Meeting
- Meeting with Roy Captain on New Trustee Orientation
- FEMA Training (3 days UWB/CC) 50 attendees
- 5 Star President's Breakfast Meeting with WSU President

- E-Team Retreat
- Dinner Meeting with Trustee Emeritus Louis Mendoza
- BOT Retreat
- WACTC Conference Call – Supplemental Budget Requests
- Faculty Leadership Luncheon at Clover Park Technical College
- Lunch Meeting with President Emeritus Bill Christopher
- Leadership Eastside Welcome – Kick-Off Class of 2018-2019
- OneRedmond Nomination Committee Working Lunch
- Mayor’s Luncheon – Mobius Hall

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, Terence Hsiao:

Information Services

Summer months are usually the busiest for IS and this year was no exception. The biggest update that will most likely impact students the most is the upgrade of all student computer labs, laptops, and classroom podiums to Windows 10 or MacOS Sierra (depending upon their platform). In addition to this software upgrade, 111 student PC’s and 12 podium PC’s were replaced, 6 classrooms received all new ePodium systems, and 20 classrooms were upgraded to iPad based control systems, which now makes every Cascadia classroom ePodium system controlled by iPads.

The Helpdesk remodel is complete and has brought new services as well as upgrades to existing services offered. Beginning fall quarter, the helpdesk walk up hours will be extended from 5pm until 7pm to assist faculty, students, and staff who are on campus in the evening. This also extends the time period that students are able to checkout equipment to enhance their learning, including laptops, Surface tablets, video cameras, and digital still cameras.

Facilities

Many facilities projects were completed this summer including a renovation of multiple offices: CC3-328 from a conference room into two small offices, CC1 103/105 from an open area into two private offices, CC2 281B/C from one large office into two standard offices, CC2 170A/180A from one large space into two standard offices to be used for IS and BIT storage, CC2 171 from a break out area and cubicles converted into two offices for Continuing Education and Trajal, and a remodeled IS helpdesk counter including two small media rooms and IS storage.

Additionally, multiple classrooms were equipped with mobile tables to help facilitate student collaboration and learning, and dedicated computer stations were replaced in the Open Learning Center with mobile tables to provide more study and tutoring space.

New walk off mats were installed at the CC1 lower level entry and the CC3 entry providing for a safer environment as well as a much neater appearance.

ctcLink Project and Activities

Cascadia’s project management team has been involved in supporting the “reset” of the ctcLink project plan at the State level. They have been active in the areas of Integrated State Board and College project planning; Project Governance; and Organization Change Management. The State Board plans to complete their reset analysis, finalize the colleges deployment phases (formerly known as Waves), and submit their request for approval for the ctcLink project restart

by December 2017. Prior to December, colleges will be asked to submit for a specific deployment phase. Over the summer several ctLink funded support staff departed Cascadia leaving gaps in project support. Regardless, staff members continued to work hard and have now drafted 71% and finalized 46% of our 410 Legacy (current) business process maps; three staff members have finalized 100% of their maps. Additionally, during July and August, four staff members attended two SBCTC wide common process workshops and remain engaged in testing and evaluating the new PeopleSoft business process procedures.

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

Erin Pankow, Workforce Education Program Specialist, has been connecting with local organizations this summer including Hopelink, Lynnwood Worksource, North Helpline Foodbank, Everett Veterans Center and the UPS Wellness Safety and Outreach Fair. Our goal is to increase awareness about Cascadia's professional technical programs and workforce funding options as a means of identifying interested and eligible new students.

We received good news from one of our recent graduates from the first generation of BAS in Sustainable Practices, Eric Jonsson who has been recently hired by Swedish Medical Center to serve as their Employee Commute Specialist! Eric will be helping to deploy a new software system at Swedish that helps employees find carpool buddies and public transit options.

Two Chemistry faculty redesigned the CHEM139 (Introduction to General Chemistry) class over summer to fit into a 3-day a week schedule so it can be taught in the new MWF block in Fall. This redesign assists the room shortage at the College while addressing instructional needs of students.

To date Enrollment Services has held 58 CORE sessions and together with Student Advising and Support Services have assisted over 780 new students in registering for their first quarter of college. Student Financial Services has awarded aid to approximately 475 students for Fall Quarter.

Student Learning and Student Success collaborated closely to improve retention rates of students. Cascadia's 1-quarter and 1-year retention rates have improved over the past 5 years:

- The 1-quarter retention rate is 95% for the Fall 2016 cohort of full-time state-supported transfer students who entered college at Cascadia. This is an increase of 9% over the last 5 years.
- Similarly, the 1-year retention rate for the Fall 2015 cohort is 67% and has increased 7% over the last 5 years

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

Student Recruiting and Community Outreach

During the months of June, July, and August, the outreach team attended/hosted/offered 32 events and tours yielding **350 points of contact with prospective students**. In addition, we reached over **1,575 friends, family, and community members**.

- Bi-weekly campus tours

- Weekly Fast Track sessions that combine an information session followed by support in registration
- Marched in Bothell July 4th Parade
- Set up and staffed booths at community fairs: Redmond Derby Days, Snohomish Sustainability Fair, Kirkland Summerfest, and Celebrate Woodinville

Marketing

- Added new marketing channel Snapchat to respond to social media trends among our student population
- Multiple website updates including adding Biology and Homeland Security and Emergency Management degrees

Communications

- Created strategic campaign to educate campus constituents about parking and commuter services for Cascadia and UWB. Designed graphic elements. Set to roll out in advance of the beginning of fall quarter.

Emergency Preparedness

- Attended 3-day training (Walker)
- Conducted annual update of crisis communications procedure
- Purchased smart phone for Cascadia PIOs

Other

- Attended board meeting and conference for the CTC Leadership Development Association, marking final responsibility as board member (Walker)
- Attended Social Justice Leadership Institute retreat (Gomez Taylor)
- Held Summer Open House for neighbors and community members to give updates on the Campus Master Plan

International Programs

- IP assisted with the reception after commencement by providing the drinks and international desserts
- Largest number of international students graduated (about 50)
- Welcomed 14 new students for Summer 2017
- Traveled to recruit in Hong Kong, Indonesia, Myanmar and the UK
- Completed the ctLink legacy business process mapping project
- Conducted a pre-departure orientation for CTC students going to Barcelona through the Washington Community College Consortium for Study Abroad in Fall 2017 (Cascadia is managing this study abroad trip for domestic students on behalf of the 34 community and technical colleges).
- Held an IP student leadership off-campus retreat for two days
- Finalizing transfer agreement to University of Washington Bothell for Cascadia's international students
- Search Committee for new Director of International Programs. Yukari Zednick, Associate Director of IP hired.
- All IP employees who are responsible for immigration and student advising attended NAFSA's Association of International Educators annual conference for professional development training.

Development

Grants

A total of 143 potential grantors have been identified in alignment with projects and/or programs that support initiatives listed in the college's strategic plan.

- Worked on proposals currently in development: Veterans, Community Resource Day, and College Goal Cascadia
- In process of fulfilling acceptance criteria for Emergency Preparedness grant award from PSE (\$5,000), and MentorLinks grant (\$20,000) to support the redevelopment of the Environmental Technologies and Sustainable Practices degree
- Conducted quarterly and year-end institutional grant reporting
- Completed business process mapping for institutional grants for ctcLink

Foundation

- Held Quarterly Foundation Board Meeting where the investment spending policy and college's naming policy and procedure were passed
- Renewed contract with Stopwatch Espresso and vending company
- Updated scholarship desk manual
- Worked on existing programs: Book Vouchers for Running Start students, Transition-Completion Scholarship
- Worked on new programs: Emergency Grants for Students
- Developed acceptance process and recognition planning for Bock Bequest

From the Executive Director of Human Resources, Martin Logan:

Human Resources

Exempt Compensation Structure Project: The Executive Team has been working to develop a more consistent and transparent framework for compensating Exempt Employees. Classified and Faculty, as represented units, have very well documented and consistent compensation criteria. Human Resources will accordingly be following a 3-fold process of:

- Conducting an audit of all Exempt Employee job descriptions to determine accuracy.
- Identifying comparable positions from other institutions, where applicable.
- Reviewing a list of job titles to suggest appropriate nomenclature for future recruitments.

HR Team Updates: The HR team processed the Cost of Living Adjustments in collaboration with Finance and Payroll.

- Annual Student and Part-Time Hourly Human Resource Action Forms (HRAFs) - approx. 100 employees.
- Annual Exempt and Classified pay documents (PAs) - approx. 100 employees.
- Annual FT Faculty pay documents (PAs) - approx. 50 employees.
- Quarterly PT Associate Faculty contracts (CPAFs) - approx. 50 employees for summer quarter and 100 for fall quarter.

The team also attended the CUPA-HR Washington annual Chapter Conference in August. Several seminars relevant to the collegiate HR environment were discussed such as Title IX, Preferred Name & Pronoun programs and Ethics.

In other news, Karina Castro has joined the HR staff in a part-time capacity as HR Consultant 1 while she continues her academic pursuits. Karina graduated from Cascadia College in the spring of 2017 and also attends Washington State University (Everett) full-time.

Haley Green continues to assume a team leadership role by managing the annual projects mentioned above, processing quarterly associate faculty benefits and the ctcLink HR Pillar. To that end, all projects and the 41 business process maps for ctcLink have been completed on schedule.

Katherine Kameron continues to focus her efforts on supporting HR investigations and reasonable accommodations. This builds on Title IX and Reasonable Accommodations training she has completed.

Finally, Martin Logan has been leading the process of formally defining Title IX processes, starting with the adoption of the policy and procedure.

Payroll

Payroll Team Updates: The Payroll office has been very busy as well, some of their recent projects have included:

- Issuing new annual contracts to all exempt employees.
- Renewing jobs for all hourly employees for the new fiscal year.
- Processing legislatively approved COLAs for all hourly, classified and exempt employees (classified increase required by WPEA CBA).
- Processing pay documents and contracts for all faculty teaching summer quarter.
- Completion of Business Process Mapping in preparation for ctcLink. Payroll has 80% of their Business Process Maps drafted, and 52% are approved.

Training and Development

Professional Development Updates: Our fall DIA (Day for Inquiry and Assembly) is Wednesday November 1st (non-instructional day). The theme of the DIA is pluralism and we are calling upon members of our campus community to share their talents, expertise, and experiences with others. Employees have been invited to submit a presentation idea on any topic related to pluralism that they think employees should be exposed to. We anticipate more ideas than spots available and will ensure all have a chance to present throughout the year, if not at the DIA.

Additionally, Cascadia is hosting a full-day Undoc Ally training to take place alongside the DIA. The training is provided by UW's Leadership without Borders Department. Thirty employees who may interface with and/or are eager to support undocumented students will be attending Undoc Ally instead of the DIA.

We look forward to seeing you at the board meeting on September 20th.

Respectfully submitted,

Eric



Board of Trustees

Meeting Agenda

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

Regular Meeting
Wednesday, September 20, 2017

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 Materials
Wednesday, September 20, 2017
4:00 p.m. - Room CC2-260**

A G E N D A

1. EXECUTIVE SESSION

- No Executive Session scheduled for this meeting.

Convene to Public Session at 4:00 pm

2. CALL TO ORDER

3. CONSENT AGENDA

- Meeting Agenda
- Minutes from previous meeting – June 14, 2017
 - No regular meeting held in July.
 - A Special meeting was held on August 28th (Summer Retreat).

4. PUBLIC COMMENTS

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

5. INTRODUCTION OF NEW EMPLOYEES/CSG

Administrative Services

Daniel Tran, IT Technician 2

Student Learning & Success

Rosa Pielle, Office Assistant 3 – Basic Education for Adults

Dr. Anne Tuominen, eLearning Instructional Designer Senior

Dr. Azizeh Farajallah, New Tenure Track Faculty, Chemistry

Dr. Seraphine Shen-Miller, New Tenure Track Faculty, Psychology

Jessica Weimer, New Permanent Status Track Faculty, ELP

Cascadia Student Government (CSG) – Swearing in of CSG Members

Cassie Rudolph – President

Maria Martinez – Vice President

Carlos Godinas – Director of Pluralism and Inclusion

Joo Hye Kim – Director of Budget & Finance

Lucia Castro – Director of Government Relations

Atlas Turner – Director of Health & Sustainability (new position)

To be filled in fall quarter – Director of Public Relations & Technology

6. INFORMATION ITEMS

- 2014-2015 Financial Statements Audit Report – (TH)
- 2016-2017 Operating Results – (TH)
- 2016-2017 Capital Project Costs – (TH)
- Strategic Plan Indicator 5A-1c – Master Plan Update – (MW)

7. DISCUSSION/PRESENTATION ITEMS

- 2017-2018 Administrative Sabbatical Report– (EB)
- NWCCU Accreditation Cycle and Strategic Plan Overview – (RS)
- Title IX Policy and Procedure (1st Read) – (ML)

8. RECOMMENDED ACTION ITEMS

- 2017-2018 Election of Board of Trustees Chair and Vice Chair
- 2017-2018 Legislative – Action Committee (BOT Representative)

9. REPORTS

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

10. OTHER BUSINESS OR ANNOUNCEMENTS

11. NEXT MEETING

The next regular meeting of the Board of Trustees is scheduled for Wednesday, **October 18, 2017 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
June 14, 2017**

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

BOARD OF TRUSTEES

Chair Mike Kelly, Vice Chair Nancee Hofmeister, Dr. Julie Miller and Dr. Sabine Thomas present.
Julie McDaniel absent.

EXECUTIVE STAFF

Alan Smith (AAG), Terence Hsiao, Dr. Eric Murray, Vicki Newton, Dr. Rosemary Sutton, and Meagan Walker present.

AREA REPRESENTATIVES

CCCFT Representative – David Shapiro, Founding Faculty
Student Representative – Cassie Rudolph, CSG Director of Government Relations
WPEA Representative – Marah Selves, Administrative Services Manager

AUDIENCE

Erin Blakeney, Lyn Eisenhour, Dr. Todd Lundberg, Neda Rabbanian, Becky Riopel, Dr. Erik Tingelstad, and Yukari Zednick present.

1. EXECUTIVE SESSION

The Board began the meeting at 2:30 p.m. with a 1 hour and 30 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 proposals made in on-going negotiations or proceedings.

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

2. CALL TO ORDER

Board Chair Mike Kelly called the meeting to order at 4:00 p.m.

3. CONSENT AGENDA

The Board Chair asked for approval of the consent agenda. Hearing no objections the consent agenda was approved.

4. PUBLIC COMMENTS

There were no public comments.

5. INTRODUCTION OF NEW EMPLOYEES

The following new employee was introduced to the Board:

Student Learning and Success

Neda Rabbanian, Advisor Basic Education for Adults

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

The Board also complimented Associate Dean Lyn Eisenhour for her excellent work in reorganizing the Basic Education for Adults Program.

6. INFORMATION ITEMS

Strategic Plan New Indicator 5A-1C – Master Plan Update

Meagan Walker, Vice President of College relations and Advancement gave the trustees an update on indicator 5A-1c – Master Plan which included the following future action items:

June:

- Revise draft campus master plan (CMP) and draft environmental impact statement (EIS)
- Meeting: City of Bothell re: negotiations

July:

- Meeting: UWB/CC executives re: final EIS and CMP
- Finalize EIS and CMP
- Host community open house
 - The Board asked Meagan to send them the open house details.

August:

- City prepares for presentation to City Council
- Hold informal drop-ins for community members

September:

- City Council 9.5.17 first read
- UW Board of Regence preliminary approval

October:

- Cascadia Board of Trustees preliminary approval
- City Council decision

7. DISCUSSION/PRESENTATION ITEMS

2016-17 Board Self-Assessment Process

A copy of last year's Board of Trustees Self-Assessment Survey Report was reviewed by the Board and consensus was to move forward with the self-assessment tool as is with no changes.

Since the Board agreed to continue using this same self-assessment tool Glenn Colby, Cascadia's Institutional Researcher, will prepare the survey and send it to the board for a two week review period. Once the Trustees have completed the survey, Glenn will provide an analysis of the results for the Board to discuss at their August 28th retreat.

International Programs Update

The Board received an International Programs update from Meagan Walker, Vice President of College Relations and Advancement and Yukari Zednick, Interim Director.

A copy of their PowerPoint presentation can be made available upon request.

8. RECOMMENDED ACTION ITEMS

Board Resolution 06-14-17 Granting Faculty Emeritus Status to Dr. Catherine Crain

Board Chair Mike Kelly read a Board resolution granting Faculty Emeritus Status to Dr. Catherine Crain. Dr. Crain, Tenured Founding Faculty, officially stated her intent to retire on June 9, 2017. Dr. Crain will be presented with her Faculty Emeritus plaque at convocation on September 18, 2017.

Chair Mike Kelly asked for a motion to approve Resolution 06-14-17. Vice Chair Nancee Hofmeister made a motion to approve the resolution and Trustee Dr. Sabine Thomas seconded the motion. Hearing no objections the resolution was approved and signed by the Board of Trustees and the College President. The resolution will be framed and delivered to Dr. Crain

2017-2018 Board Meeting Calendar

The Board of Trustees reviewed and agreed upon the dates for the regularly scheduled Board of Trustees Meetings for the upcoming year. The approved document will be filed with the Code Revisers Office per WAC 132Z-104-010.

Chair Mike Kelly asked for a motion to approve the 2017-2018 Board Meeting Calendar. Trustee Dr. Julie Miller made a motion to approve the meeting schedule and Vice Chair Nancee Hofmeister seconded the motion. Hearing no objections the 2017-2018 Board Meeting Calendar was approved. The approved calendar will be filed with the Code Revisers Office.

Bachelor of Applied Science – Information Technology Application Development (2nd Read and Action)

The enrollment and financial plan for the Bachelor of Applied Science – Information Technology Application Development degree program was submitted to the SBCTC on March 1, 2017 and is brought before the Board at this time for approval.

Chair Mike Kelly asked for a motion to approve the enrollment and financial plan for the Bachelor of Applied Science – Information Technology Application Development degree program. Vice Chair Nancee Hofmeister made a motion to approve the plan and Trustee Dr. Julie Miller seconded the motion. Hearing no objections the enrollment and financial plan for the Bachelor of Applied Science – Information Technology Application Development degree program was approved.

2017-2018 Associated Students of Cascadia College Budget (2nd Read & Action)

Becky Riopel, Director of Student Life briefed the Board on the projected 2017-2018 Services and Activities Budget.

Chair Mike Kelly asked for a motion to approve the 2017-2018 Associated Students of Cascadia College Budget in the amount of \$622,715.00. Trustee Dr. Sabine Thomas made a motion to approve the budget and Vice Chair Nancee Hofmeister Trustee seconded the motion.

Hearing no objections the 2017-2018 Associated Students of Cascadia College Budget was approved.

2017-2018 Cascadia College Operating Budget (2nd Read and Action)

Terence Hsiao, Vice President of Administrative Services, reviewed the background, base operating budget recommendations, and reserve fund recommendations with the Board. Terence explained if the budget changes, due to actions taken by the legislature, he will bring the budget back to the Board for approval.

Chair Mike Kelly asked for a motion to approve the 2017-2018 Cascadia College Operating Budget. Trustee Dr. Julie Miller made a motion to approve the budget and Vice Chair Nancee Hofmeister seconded the motion. Hearing no objections the 2017-2018 Cascadia College Operating Budget was approved.

9. REPORTS

Cascadia Student Government Report: CSG President Atlas Turner submitted a report that was included in the Board packet. Cassie Rudolph, CSG Director of Government Relations was present and thanked the Board for a good year. Cassie will be attending training in August/September with the other new members of the CSG for the upcoming year and announced that she will be the new Student Government President. The Trustees congratulated her and thanked her for her dedication to Cascadia.

Cascadia Community College Federation of Teachers (CCCFT) Report: David Shapiro submitted a report that was included in the Board packet. David was sorry that he missed graduation this year as he has attended every commencement ceremony since he was hired as a Founding Faculty in 2001. David also shared with the Board that he submitted an essay to the Great American Think Off held in Minnesota. He was chosen as one of the four finalists. The Board offered their congratulations to David and thanked him for his dedication to Cascadia.

Cascadia College Classified Union Washington Public Employees Association (WPEA) Report: Marah Selves submitted a report that was included in the Board packet. Marah was present at the meeting and did not have anything additional to share with the Board on WPEA's activities.

Chair and Individual Board Members Reports: No reports from the Chair and individual Board members.

President's Report:

President Murray thanked Board Chair Mike Kelly for attending the exit meeting with the auditors. Cascadia received an A+ on the audit conclusion. Eric thanked Terence's staff for all their hard work in receiving such an excellent exit report.

Graduation went very well and President Murray thanked the Board members who attended the ceremony and handed out diplomas. "This day reminds us of why we work in higher education!"

President Murray reminded the BOT that he will be traveling to Italy on July 19th and Terence Hsiao will be acting.

President Murray also reminded the BOT of their upcoming August 28th Summer Retreat to be held at his residence and he was looking forward to reviewing the past years achievements and plans for the upcoming year.

10. OTHER BUSINESS/ANNOUNCEMENTS

- No Board Meeting in July!
- Monday, August 28th from 10:00 AM – 3:00 PM BOT Summer Retreat – Location: Dr. Murray's residence.

11. ADJOURNMENT

The Chair adjourned the regular meeting at 5:01 p.m.

Minutes Approved and Adopted on September 20, 2017

Mr. Mike Kelly, Board Chair
Attest:

Dr. Eric Murray, President

Bdminutes061417

INTRODUCTION OF NEW EMPLOYEEE/CSG

Cascadia College Board of Trustees Introduction of New Employees/CSG

Subject

Introduction of New Employees and Student Government Leaders

Background

It gives me great pleasure to introduce the following new employees and student government leaders to the Board of Trustees.

Administrative Services

Daniel Tran, IT Technician 2

Student Learning & Success

Rosa Pielle, Office Assistant 3 – Basic Education for Adults
Dr. Anne Tuominen, eLearning Instructional Designer Senior
Dr. Azizeh Farajallah, New Tenure Track Faculty, Chemistry
Dr. Seraphine Shen-Miller, New Tenure Track Faculty, Psychology
Jessica Weimer, New Permanent Status Track Faculty, ELP

Cascadia Student Government (CSG) – Swearing in of CSG Members

Cassie Rudolph – President
Maria Martinez – Vice President
Carlos Godinas – Director of Pluralism and Inclusion
Joo Hye Kim – Director of Budget & Finance
Lucia Castro – Director of Government Relations
Atlas Turner – Director of Health & Sustainability (new position)
To be filled in fall quarter – Director of Public Relations & Technology

Please Note: Community Engagement Officer's (CEOs) and the Cascadia Activities Board Members (CAB) will be introduced at the October 18th Board meeting.

A brief biography for the new employees is attached.

Discussion

President Murray will acknowledge the respective supervisor who will introduce the new employees and the student government leaders.

Daniel Tran, IT Technician 2

Information Services is pleased to announce we have a new IT Technician 2 on campus. Please help us in welcoming Daniel Tran to the Cascadia team! Daniel, who worked at Edmonds Community College as an Audio/Visual Technician helping support their Faculty in the use of classroom A/V systems, joined Cascadia on Monday, September 11th. Daniel has two Associate's degrees from Edmonds (Computer Information Systems and Network Technology) and also has a Bachelor's degree in Information Technology Administrative Management from Central Washington University. Aside from his work at Edmonds, Daniel has several years of desktop support outside of the SBCTC community making him a well-rounded and experienced desktop support professional. Information Services is extremely excited to welcome Daniel to our team.

Rosa Pielle, Office Assistant 3, Basic Education for Adults

We are thrilled to announce on June 16th Rosa Pielle accepted the full-time Office Assistant 3 position in the Basic Education for Adults program. Rosa has worked in Cascadia's Basic Education for Adults office part-time for the last 10 years, and is known for her warmth, teamwork, and exceptional customer service skills. We are very excited that Rosa has decided to join our team full-time! Her years of experience with this student population set her apart and her enthusiasm for Cascadia's BEdA program impressed the hiring committee. Rosa's references say "her interpersonal skills are top-notch," "working with the public is her strength," and "she makes people feel good."

Dr. Anne Tuominen, eLearning Instructional Designer Senior

It is our pleasure to announce on July 3rd Anne Tuominen accepted the position of eLearning Instructional Designer Senior. Many of you know Anne though you may not know that she holds an MA and PhD in Sociology from the University of Washington where she studied International Studies and Scandinavian Area Studies as an undergraduate. As a Priority Hire Faculty member at Cascadia, she has taught Sociology, Education, and College Strategies. Her course syllabi are primers in integrated learning and community-based learning; her professional development and experience show a strong affiliation for global education and eLearning. For the past two years, Anne has been a full-time temporary faculty member at Cascadia, splitting her time between teaching her classes and supporting her colleagues as an instructional designer. During that time, she became a regular at TLA events and at state meetings of instructional designers. Anne will focus on instructional design and continue to teach classes while implementing new instructional strategies. In early July she facilitated a week-long short course on hybrid design for a select group of Cascadia faculty.

Dr. Azizeh Farajallah, New Tenure Track Faculty, Chemistry

Dr. Farajallah, an immigrant from the West Bank, began her USA education in ESL classes at North Seattle College. She subsequently gained her undergraduate and graduate degrees from the University of Washington and completed her PhD in Organic Chemistry in 2007. She presented several papers and co-authored one article while in graduate school, but also realized that her passion was teaching. She loves "the 'ah-ha' moment when students understand how fascinating studying science can be." Azizeh has taught Chemistry

at Edmonds and North Seattle Colleges for the past four years. Her references said, "Azizeh is one of those faculty who when her name is on a class, the class fills. Students follow her through sections," and that she has, "great rapport with students; cognizant of diversity and gets students to work in groups." Azizeh is committed to using strategies that facilitate student success of diverse groups. She developed a successful ESL mentoring program at Seattle North and also served as a mentor to immigrant ESL students interested in the STEM fields. Azizeh uses "her life story to inspire and guide students."

Dr. Seraphine Shen-Miller, New Tenure Track Faculty, Psychology

We are delighted to announce that Dr. Seraphine Shen-Miller will begin as a full-time faculty member in Psychology in fall 2017. Seraphine earned her BA in philosophy and English from National Cheng-Chi University in Taiwan, and her MA and PhD in psychology from the University of Oregon. From 2009-2016, Seraphine worked at Belmont College in Nashville (Tennessee) as a full time faculty member. She taught a wide variety of psychology classes, advised and mentored students, conducted research, and participated on faculty committees. She recently taught psychology at Highline College. Seraphine is deeply committed to student success in and out of the classroom. She focuses on the "relational component of teaching," "building relationships," and her references describe her as a "gifted teacher" with "fully engaged students," and she has an "interesting cross cultural perspective." At both Belmont and Highline College's Seraphine formed student research teams who worked outside the classroom to investigate relevant problems. She plans to continue this work at Cascadia. Seraphine has also been involved in several mentoring programs serving Chinese international students and students from underrepresented backgrounds in the STEM disciplines.

Jessica Weimer, New Permanent Status Track Faculty, ELP

We are delighted to announce that Jessica Weimer has accepted the position of full time Permanent Status Faculty in ELP. Jessica graduated from Whatcom Community College then transferred to Western Washington for her bachelor's degree in German and her masters in Continuing and College Education. In 2011, she began her career in higher education at Whatcom working in the Running Start program and Registration Advising. Since 2014, Jessica has taught ELP and COLL101 at Cascadia and in the Intensive English program at Edmonds College. Jessica, a priority hire faculty member at Cascadia, has served as an academic coach for struggling international students and assisted with textbook and curriculum review in the ELP program. She is an intercultural scholar and currently serves on the TLA steering committee. Jessica's references described her as "caring for students and their successes," "willingness to help others," and "committed to professional development and service." She is "interested in how people learn and how instruction can be improved." She is described as "collaborative," "the person in the office that everyone goes to," and a "leader."

Cascadia College Board of Trustees Information Item

Subject: 2014-2015 Financial Statements Audit Report

Background

The Northwest Commission on Colleges and Universities (NWCCU) is an independent, non-profit membership organization recognized by the U.S. Department of Education as the regional authority on educational quality and institutional effectiveness of higher education institutions in the seven-state Northwest region of Alaska, Idaho, Montana, Nevada, Oregon, Utah, and Washington. It fulfills its mission by establishing accreditation criteria and evaluation procedures by which institutions are reviewed. In 2013 NWCCU made annual audited financial statements an accreditation requirement.

The College has contracted with the Washington State Auditor's Office (SAO) to have its financial statements audited. SAO has completed its audit of the College's financial statements for 2014-2015 and issued a "clean audit", which is attached to this agenda item. SAO has scheduled audits of the College's 2015-2016 and 2016-2017 financial statements for December 2018.

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



Office of the Washington State Auditor

Pat McCarthy

Financial Statements Audit Report Cascadia College

For the period July 1, 2014 through June 30, 2015

Published May 30, 2017

Report No. 1019236





**Office of the Washington State Auditor
Pat McCarthy**

May 30, 2017

Board of Trustees
Cascadia College
Bothell, Washington

Report on Financial Statements

Please find attached our report on the Cascadia College's financial statements.

We are issuing this report in order to provide information on the College's financial condition.

Sincerely,

Pat McCarthy
State Auditor
Olympia, WA

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**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND
OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

**Cascadia College
July 1, 2014 through June 30, 2015**

Board of Trustees
Cascadia College
Bothell, Washington

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the Cascadia College, King County, Washington, as of and for the year ended June 30, 2015, and the related notes to the financial statements, which collectively comprise the College's basic financial statements, and have issued our report thereon dated May 22, 2017. As discussed in Note 1 to the financial statements, during the year ended June 30, 2015, the College implemented Governmental Accounting Standards Board Statement No. 68, *Accounting and Financial Reporting for Pensions – an amendment of GASB Statement No. 27* and Statement No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date – an amendment of GASB Statement No. 68*.

The financial statements of the Cascadia College, an agency of the state of Washington, are intended to present the financial position, and the changes in financial position, and where applicable, cash flows of only the respective portion of the activities of the state of Washington that is attributable to the transactions of the College. They do not purport to, and do not, present fairly the financial position of the state of Washington as of June 30, 2015, the changes in its financial position, or where applicable, its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing our audit of the financial statements, we considered the College's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial

statements, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control. Accordingly, we do not express an opinion on the effectiveness of the College's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the College's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

COMPLIANCE AND OTHER MATTERS

As part of obtaining reasonable assurance about whether the College's financial statements are free from material misstatement, we performed tests of the College's compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

PURPOSE OF THIS REPORT

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the College's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the College's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. However, this report is a matter of public record and its distribution is not limited.

It also serves to disseminate information to the public as a reporting tool to help citizens assess government operations.

A handwritten signature in black ink that reads "Pat McCarthy". The signature is written in a cursive style with a large initial "P" and "M".

Pat McCarthy

State Auditor

Olympia, WA

May 22, 2017

INDEPENDENT AUDITOR'S REPORT ON FINANCIAL STATEMENTS

Cascadia College July 1, 2014 through June 30, 2015

Board of Trustees
Cascadia College
Bothell, Washington

REPORT ON THE FINANCIAL STATEMENTS

We have audited the accompanying financial statements of the Cascadia College, King County, Washington, as of and for the year ended June 30, 2015, and the related notes to the financial statements, which collectively comprise the College's basic financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the College's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the College's internal

control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Cascadia College, as of June 30, 2015, and the changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Matters of Emphasis

As discussed in Note 1, the financial statements of the Cascadia College, an agency of the state of Washington, are intended to present the financial position, and the changes in financial position, and where applicable, cash flows of only the respective portion of the activities of the state of Washington that is attributable to the transactions of the College. They do not purport to, and do not, present fairly the financial position of the state of Washington as of June 30, 2015, the changes in its financial position, or where applicable, its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

As discussed in Note 1 to the financial statements, in 2015, the College adopted new accounting guidance, Governmental Accounting Standards Board Statement No. 68, *Accounting and Financial Reporting for Pensions – an amendment of GASB Statement No. 27* and Statement No.71, *Pension Transition for Contributions Made Subsequent to the Measurement Date – an amendment of GASB Statement No. 68..* Our opinion is not modified with respect to this matter.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and pension plan information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate

operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

OTHER REPORTING REQUIRED BY GOVERNMENT AUDITING STANDARDS

In accordance with *Government Auditing Standards*, we have also issued our report dated May 22, 2017 on our consideration of the College's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the College's internal control over financial reporting and compliance.



Pat McCarthy
State Auditor
Olympia, WA

May 22, 2017

ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the state's Constitution and is part of the executive branch of state government. The State Auditor is elected by the citizens of Washington and serves four-year terms.

We work with our audit clients and citizens to achieve our vision of government that works for citizens, by helping governments work better, cost less, deliver higher value, and earn greater public trust.

In fulfilling our mission to hold state and local governments accountable for the use of public resources, we also hold ourselves accountable by continually improving our audit quality and operational efficiency and developing highly engaged and committed employees.

As an elected agency, the State Auditor's Office has the independence necessary to objectively perform audits and investigations. Our audits are designed to comply with professional standards as well as to satisfy the requirements of federal, state, and local laws.

Our audits look at financial information and compliance with state, federal and local laws on the part of all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits of state agencies and local governments as well as [fraud](#), state [whistleblower](#) and [citizen hotline](#) investigations.

The results of our work are widely distributed through a variety of reports, which are available on our [website](#) and through our free, electronic [subscription](#) service.

We take our role as partners in accountability seriously, and provide training and technical assistance to governments, and have an extensive quality assurance program.

Contact information for the State Auditor's Office	
Public Records requests	PublicRecords@sao.wa.gov
Main telephone	(360) 902-0370
Toll-free Citizen Hotline	(866) 902-3900
Website	www.sao.wa.gov

Cascadia Community College
Balance Sheet
June 30, 2015

Assets

Current assets

Cash and cash equivalents	8,415,945
Accounts Receivable	2,442,306
Interest Receivable	23,561
Total current assets	10,881,812

Non-Current Assets

Long-term investments	4,976,029
Capital assets, net of depreciation	101,507,465
Total non-current assets	106,483,494
Total assets	117,365,306

Deferred Outflows of Resources

Total Deferred Outflows of Resources	131,154
Total Assets and deferred outflows	117,496,460

Liabilities

Current Liabilities

Accounts Payable	445,123
Accrued Liabilities	2,196,607
Unearned Revenue	1,330,495
Total current liabilities	3,972,225

Noncurrent Liabilities

Compensated Absences	1,344,891
Pension liability	996,333
Total non-current liabilities	2,341,224
Total liabilities	6,313,449

Deferred Inflows of Resources

Total Deferred Inflows of Resources	472,226
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Net Position

Net Investment in Capital Assets	101,507,465
Restricted	109,661
Unrestricted	9,093,658.93
Total Net Position	110,710,785
Total Liabilities, deferred inflow and Net Position	117,496,460

Cascadia Community College
Statement of Cash Flows
For the Year Ended June 30, 2015

Cash flow from operating activities	
Student tuition and fees	6,908,069
Grants and contracts	6,705,237
Payments to vendors	(4,422,879)
Payments for utilities	(80,516)
Payments to employees	(10,486,345)
Payments for benefits	(3,096,208)
Auxiliary enterprise sales	529,631
Payments for scholarships and fellowships	(1,987,401)
Other receipts (payments)	(3,638,629)
Net cash used by operating activities	<u>(9,569,041)</u>
 Cash flow from noncapital financing activities	
State appropriations	8,544,316
Pell grants	1,719,904
Building fee remittance	(452,730)
Innovation fund remittance	(174,036)
Net cash provided by noncapital financing activities	<u>9,637,454</u>
 Cash flow from capital and related financing activities	
Capital appropriations	(48,626)
Purchases of capital assets	(390,642)
Net cash used by capital and related financing activities	<u>(439,268)</u>
 Cash flow from investing activities	
Purchase of investments	(4,972,269)
Income of investments	44,101
Net cash provided by investing activities	<u>(4,928,168)</u>
 Increase in cash and cash equivalents	(5,299,023)
 Cash and cash equivalents at the beginning of the year	<u>13,714,968</u>
 Cash and cash equivalents at the end of the year	<u>8,415,945</u>
 Reconciliation of Operating Loss to Net Cash used by Operating Activities	
 Operating Loss	<u>(11,843,884)</u>
 Adjustments to reconcile net loss to net cash used by operating activities	
Depreciation expense	2,545,817
 Changes in assets and liabilities	
Receivables , net	(440,668)
Other assets	285,697
Accounts payable	(468,798)
Accrued liabilities	(138,231)
Deferred revenue	228,234
Compensated absences	375,748
Pension liability adjustment expense	(112,958)
Net cash used by operating activities	<u>(9,569,041)</u>

Cascadia College Board of Trustees Information Item

Subject: 2016-2017 Operating Results

Background

For the fiscal year ending June 30, 2017 college operations generated total revenues of \$23,903,221 \$1,049,376 (5%) greater than budgeted. Expenses totaled \$22,750,464 \$642,217 (3%) more than budgeted. Net Revenue was \$1,152,757. Reserve expenditures totaled \$2,067,310.

The College accordingly realized a loss of \$914,553 on \$23,903,221 in revenues, equivalent to 3.8% of revenues.

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

Cascadia College
Summary Budget Report
As of June 30th, 2017-Final

Operations

	Budget	Thru 06/30/17	%
Revenue	18,950,442	19,731,019	104%
Expense	18,756,995	19,449,035	104%
Net	193,447	281,984	146%

International

	Budget	Thru 06/30/17	%
Revenue	3,716,731	3,999,662	108%
Expense	3,133,901	3,137,443	100%
Net	582,830	862,219	148%

BASSP

	Budget	Thru 06/30/17	%
Revenue	186,672	172,540	92%
Expense	217,351	163,986	75%
Net	(30,679)	8,554	

Grand Total

	Budget	Thru 06/30/17	%
Revenue	22,853,845	23,903,221	105%
Expense	22,108,247	22,750,464	103%
Net	745,598	1,152,757	155%

Reserve Expenditures

2,067,310

Cascadia College Board of Trustees Information Item

Subject: 2016-2017 Capital Project Costs

Background

During the 2016-2017 fiscal year the cost of several capital projects exceeded the funds allocated by the State, as a result, the College had to expend funds from local reserves to cover the cost of the projects.

The following projects were partially funded with local funds:

CC3 Patio – This project was necessitated by the defective design of the patio area in front of CC3. The entire east side of the patio and the stairs leading up to it were sinking because of insufficient expansion joints and the absence of a drain. This created a safety hazard as it led to electrical boxes protruding from the surface of the patio. It also led to progressive cracking of the stairs leading up to the patio. The State provided a total of \$314,000 in funding for site work for the 2015-2017 biennium, the project ultimately cost \$415,828, necessitating the use of \$101,828 in local funds. Had we not proceeded with the project, the college would have forfeited the \$314,000 in capital funding.

Interior Renovations – This project involved the creation and renovation of multiple offices including CC3-328 (converted from a conference room into a 2 small offices), CC1-103/105 (converted from an open area into 2 private offices), CC2-281B/C (converted from one large office into two standard offices), CC2-170A/180A (converted from one large space into two standard offices to be used for storage by IS and BIT), CC2-171 (break out area and CE/Trajal cubicle converted into two offices, two small media rooms, the new IS helpdesk counter, and IS storage).

The original cost estimate of \$330,000 slightly exceeded the \$315,000 in Capital funding provided by the State for these conversions. The original cost estimate was provided by the Campus Architect employed by the College in 14-15. The process of designing the new and renovated spaces was completed in 15-16 and a bid was prepared. Unfortunately, because of the relatively small size of the project, no contractors bid on the project.

The College then sought to access the Small Works contractor roster, but could not do so because the size of the project exceeded the allowance for Small Works. This left the College with one alternative, the use of a Job Order Contractor (JOC). While a JOC is the highest cost option, there was no alternative. Ultimately, only one JOC was willing to take on the project. Due to these circumstances we were unable to reduce the

scope of the project to bring it in at the planned budget. The final project cost was \$549,295, \$234,295 over the amount of Capital funding provided by the State. Had we not proceeded with the project, the college would have forfeited the \$315,000 in capital funding provided by the State.

Chilled Water Loop – This project involved repairing the chilled water loop that serves the campus. The line has been leaking extensively for the past two years and efforts to locate the source of the leak were uneventful until this year. The total cost of finding the leak and repairing it was \$492,653.

Since the chilled water loop serves the entire campus UWB covered \$261,779 of the cost. Cascadia applied for emergency funding from the State and received \$198,037 to cover the College’s cost. A total of \$32,837 in local funds was required to meet Cascadia’s total obligations.

The cost of these three capital projects totaled \$1,457,776 and the College had to fund \$368,960 of the costs using local funds.

To summarize:

2016/2017 Capital Projects	2015/2017 State Funding	Emergency State Funding	Local Funds	UWB Funds	Total Project Costs
CC3 Patio*	314,000		101,828		415,828
Interior Renovations**	315,000		234,295		549,295
Chilled Water Loop		198,037	32,837	261,779	492,653
	629,000	198,037	368,960	261,779	1,457,776

*Had we not proceeded with this project, the college would have forfeited the \$314,000 in capital funding.

**Had we not proceeded with the project, the college would have forfeited the \$315,000 in capital funding.

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

Cascadia College Board of Trustees Information Item

Subject: Strategic Plan Indicator 5A-1C – Master Plan Update

Background

The Board and President felt this update item should remain on the Board agenda every month to keep the Board apprised of the details and activities surrounding this important topic.

Meagan Walker, the Vice President of College Relations and Advancement will be available to answer any questions the Board may have on this item.

Cascadia Community College Board of Trustees Discussion/Presentation Item

Subject: 2017-2018 Administrative Sabbatical Report

Background

One administrative staff applied for sabbatical leave during the summer of 2017-2018. Their application furthered the goals in the strategic plan; consequently the leave was approved by the President.

A final report from Dean for Student Success Services, Erin Blakeney on her summer 2017 sabbatical will be given to the Board.

Cascadia Community College Board of Trustees Discussion/Presentation Item

Subject: NWCCU Accreditation Cycle and Strategic Plan Overview

Background

Yearly, the administration updates the Board on the process and progress made regarding Accreditation. As it is a vital part of the NWCCU accreditation cycle our Strategic Plan status will also be updated.

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

Cascadia Community College Board of Trustees Discussion/Presentation Item

Subject: Title IX Policy and Procedure (1st Read)

Background

Title IX issues among local colleges and universities have become increasingly controversial and complicated.

Cascadia has a good foundation in place as far as employees with backgrounds and understanding in this area. The majority of our Directors in Student Services as well as many staff in the Human Resources Office have attended extensive training sessions on Title IX.

The next step is to formalize Cascadia's process so we can effectively coordinate our efforts as problems arise. Assistant Attorney General, Alan Smith has worked closely with us to finalize this policy and procedure.

Cascadia's goal is not only to cover Title IX issues that arise but to also cover all issues around discrimination and harassment.

This policy and procedure will be brought back to the Board as a 2nd Read/Action item in the October Board meeting.

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



GRIEVANCE PROCEDURE—DISCRIMINATION AND HARASSMENT

A. INTRODUCTION

Cascadia College recognizes its responsibility to investigate, implement interim and corrective measures, resolve complaints, and monitor the educational environment and workplace to stop, remediate, and prevent discrimination on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal, as required by Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and ADA Amendment Act, the Age Discrimination Act of 1975, the Violence Against Women Reauthorization Act, and Washington State's Law Against Discrimination, Chapter 49.60 RCW, and their implementing regulations.

To this end, Cascadia College has enacted policies prohibiting discrimination against and harassment of members of these protected classes. Any individual found to be in violation of these policies will be subject to disciplinary action up to and including dismissal from the College or from employment. Any employees, students, applicants, or visitors who believe that they been the subject of discrimination, harassment, or retaliation should report the incident to the College's Title IX / EEO Coordinator identified below. If the complaint is against that Coordinator, the complainant should report the matter to the president's office for referral to an alternate designee.

Name: Martin P. Logan

Title: Title IX / EEO Coordinator

Office: Human Resources, CC2-280

Contact info: 425-352-8262; mlogan@cascadia.edu

The Title IX / EEO Coordinator or designee:

- Will accept all complaints and referrals from College employees, applicants, students, and visitors.
- Will make determinations regarding how to handle requests by complainants for confidentiality.
- Will keep accurate records of all complaints and referrals for the required time period.
- May conduct investigations or delegate and oversee investigations conducted by a designee.
- May impose interim remedial measures to protect parties during investigations of discrimination or harassment.

- Will make findings of fact on investigations completed.
- May recommend specific corrective measures to stop, remediate, and prevent the recurrence of inappropriate conduct.

The College encourages the timely reporting of any incidents of discrimination or harassment. Complaints may be submitted in writing or orally. For complainants who wish to submit a written complaint, a formal complaint form is available online at *[INSERT LINK]*. Hardcopies of the complaint form are available at the following locations on campus: *[INSERT LOCATIONS]*.

B. DEFINITIONS

1. **Complainant:** an employee, applicant, student, or visitor of Cascadia College who alleges that the individual has been subjected to discrimination or harassment based on membership in a protected class.
2. **Complaint:** a description of facts that allege a violation of the College's policy against discrimination or harassment.
3. **Consent:** knowing, voluntary and clear permission by word or action to engage in mutually agreed upon sexual activity. Each party has the responsibility to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be at the time of the act of sexual intercourse or sexual contact actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact.

A person cannot consent if the person is unable to understand what is happening or is disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has engaged in nonconsensual conduct.

Intoxication is not a defense against allegations that an individual has engaged in nonconsensual sexual conduct.

4. **Discrimination:** unfavorable treatment of a person based on that person's membership or perceived membership in a protected class. Harassment is a form of discrimination.
5. **Harassment:** a form of discrimination consisting of unwelcome and offensive physical or verbal conduct directed toward an individual based on the individual's membership or perceived membership in a protected class. Harassment occurs when the conduct is sufficiently severe, persistent, or pervasive and so objectively offensive that it has the effect of altering the terms or conditions of employment or substantially limiting the ability of a student to participate in or benefit from the College's educational and/or social programs. Petty slights, annoyances, offensive utterances, and isolated incidents (unless extremely serious) typically do not qualify as harassment. Examples of conduct that could rise to the level of discriminatory harassment include but are not limited to the following:

Epithets, "jokes," ridicule, mockery, or other offensive or derogatory conduct focused upon an individual's membership in a protected class.

Verbal or physical threats of violence or physical contact directed towards an individual based upon their membership in a protected class.

Making, posting, emailing, texting, or otherwise circulating demeaning or offensive pictures, cartoons, graffiti, notes or other materials that relate to race, ethnic origin, gender, or any other protected class.

6. **Protected Class:** persons who are protected under state or federal civil rights laws, including laws that prohibit discrimination on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal.
7. **Resolution:** the means by which the complaint is finally addressed. This may be accomplished through informal or formal processes, including counseling, mediation, or the formal imposition of discipline.
8. **Respondent:** person or persons who are members of the campus community who allegedly discriminated against or harassed another person or persons.
9. **Retaliation:** taking an adverse action against an individual because of the individual's participation in a protected activity, such as reporting concerns formally or informally regarding potential discrimination, harassment, or retaliation; filing a formal or informal complaint regarding discrimination, harassment, or retaliation; or participating in an investigation or a hearing involving allegations of discrimination, harassment, or retaliation.
10. **Sexual Harassment:** a form of discrimination consisting of unwelcome, gender-based verbal, written, electronic and/or physical conduct. Sexual harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's gender. There are two types of sexual harassment.
 - a. **Hostile Environment Sexual Harassment** occurs when the conduct is sufficiently severe and/or pervasive and so objectively offensive that it has the effect of altering the terms or conditions of employment or substantially limiting the ability of a student to participate in or benefit from the College's educational and/or social programs.
 - b. **Quid Pro Quo Sexual Harassment** occurs when an individual in a position of real or perceived authority conditions the receipt of a benefit upon granting of sexual favors.

Examples of conduct that may qualify as sexual harassment include:

- Persistent comments or questions of a sexual nature.
- A supervisor who gives an employee a raise in exchange for submitting to sexual advances.
- An instructor who promises a student a better grade in exchange for sexual favors.
- Sexually explicit statements, questions, jokes, or anecdotes.
- Unwelcome touching, patting, hugging, kissing, or brushing against an individual's body.
- Remarks of a sexual nature about an individual's clothing, body, or speculations about previous sexual experiences.
- Persistent, unwanted attempts to change a professional relationship to an amorous relationship.
- Direct or indirect propositions for sexual activity.

- Unwelcome letters, emails, texts, telephone calls, or other communications referring to or depicting sexual activities.

11. **Sexual Violence:** is a type of sexual discrimination and harassment. Nonconsensual sexual intercourse, nonconsensual sexual contact, domestic violence, dating violence, and stalking are all types of sexual violence.

- Nonconsensual sexual intercourse** is any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a person upon another person, that is without consent and/or by force. Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.
- Nonconsensual sexual contact** is any intentional sexual touching, however slight, with any object, by a person upon another person that is without consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.
- Domestic violence** includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.
- Dating violence** means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.
- Stalking** means intentional and repeated harassment or following of another person, which places that person in reasonable fear that the perpetrator intends to injure, intimidate, or harass that person. Stalking also includes instances where the perpetrator knows or reasonably should know that the person is frightened, intimidated, or harassed, even if the perpetrator lacks such intent.

C. WHO MAY FILE A COMPLAINT

Any employee, applicant, student, or visitor of the College may file a complaint. Complaints may be submitted in writing or verbally. The College encourages the timely reporting of any incidents of discrimination or harassment. For complainants who wish to submit a written complaint, a formal complaint form is available online at *[INSERT LINK]*. Hardcopies of the complaint form are available at the following locations on campus: *[INSERT LOCATIONS]*. Any person submitting a discrimination complaint shall be provided with a written copy of the College's anti-discrimination policies and procedures.

D. CONFIDENTIALITY AND RIGHT TO PRIVACY

Cascadia College will seek to protect the privacy of the complainant to the full extent possible, consistent with the legal obligation to investigate, take appropriate remedial and/or disciplinary action, and comply with the federal and state law, as well as College policies and procedures. Although Cascadia College will attempt to honor complainants' requests for confidentiality, it cannot guarantee complete confidentiality. Determinations regarding how to handle requests for confidentiality will be made by the Title IX / EEO Coordinator.

Confidentiality Requests and Sexual Violence Complaints. The Title IX / EEO Coordinator will inform and obtain consent from the complainant before commencing an investigation into a sexual violence complaint. If a sexual violence complainant asks that the complainant's name not be revealed to the respondent or that the College not investigate the allegation, the Title IX /EEO Coordinator will inform the complainant that maintaining confidentiality may limit the college's ability to fully respond to the allegations and that retaliation by the respondent and/or others is prohibited. If the complainant still insists that the complainant's name not be disclosed or that the College not investigate, the Title IX /EEO Coordinator will determine whether the College can honor the request and at the same time maintain a safe and non-discriminatory environment for all members of the college community, including the complainant. Factors to be weighed during this determination may include, but are not limited to:

- the seriousness of the alleged sexual violence;
- the age of the complainant;
- whether the sexual violence was perpetrated forcibly or with a weapon;
- whether the respondent has a history of committing acts of sexual or other violence or has been the subject of other sexual violence complaints;
- whether the respondent threatened to commit additional acts of sexual violence against the complainant or others; and
- whether relevant evidence can be obtained through other means (e.g., security cameras, other witnesses, physical evidence).

If the College is unable to honor a complainant's request for confidentiality, the Title IX / EEO Coordinator will notify the complainant of the decision and ensure that complainant's identity is disclosed only to the extent reasonably necessary to effectively conduct and complete the investigation.

If the College decides not to conduct an investigation or take disciplinary action because of a request for confidentiality, the Title IX / EEO Coordinator will evaluate whether other measures are available to limit the effects of the harassment and prevent its recurrence, and will implement such measures if reasonably feasible.

E. INVESTIGATION PROCEDURE

Upon receiving a discrimination complaint, the College shall commence an impartial investigation. The Title IX / EEO Coordinator shall be responsible for overseeing all investigations. Investigations may be conducted by the Title IX / EEO Coordinator or designee. Complaints against employees will be investigated by the Human Resources Office; complaints against students will be investigated by the Office of Student Support Services. If the investigation is assigned to someone other than the Title IX / EEO Coordinator, the Title IX /EEO Coordinator shall inform the complainant and respondent(s) of the appointment of an investigator.

Interim Measures. The Title IX / EEO Coordinator may impose interim measures to protect the complainant and/or respondent pending the conclusion of the investigation. Interim measures may include, but are not limited to, imposition of no contact orders, rescheduling classes, temporary work reassignments, referrals for counseling or medical assistance, and imposition of summary discipline on the respondent consistent with the College's student conduct code or the College's employment policies and collective bargaining agreements.

Investigation. Complaints shall be thoroughly and impartially investigated. The investigation shall include, but is not limited to, interviewing the complainant and the respondent, relevant witnesses, and reviewing relevant documents. The investigation shall be concluded within a reasonable time, normally sixty days or sooner barring exigent circumstances. At the conclusion of the investigation the investigator shall set forth findings and recommendations in writing. If the investigator is a designee, the investigator shall send a copy of the findings and recommendations to the Title IX / EEO Coordinator. The Title IX / EEO Coordinator shall consider the findings and recommendations and determine, based on a preponderance of the evidence, whether a violation of the discrimination and harassment policy occurred, and if so, what steps will be taken to resolve the complaint, remedy the effects on any victim(s), and prevent its recurrence. Possible remedial steps may include, but are not limited to, referral for voluntary training/counseling, development of a remediation plan, limited contact orders, and referral and recommendation for formal disciplinary action. Referrals for disciplinary action will be consistent with the student conduct code or college employment policies and collective bargaining agreements.

Written Notice of Decision. The Title IX / EEO Coordinator will provide each party and the appropriate student services administrator or appointing authority with written notice of investigative findings, and of actions taken or recommended to resolve the complaint, subject to the following limitations. The complainant shall be informed in writing of the findings and of actions taken or recommended to resolve the complaint, if any, only to the extent that such findings, actions, or recommendations directly relate to the complainant, such as a finding that the complaint is or is not meritorious or a recommendation that the accused not contact the complainant. The complainant may be notified generally that the matter has been referred for disciplinary action. The respondent shall be informed in writing of the findings and of actions taken or recommended to resolve the complaint and shall be notified of referrals for disciplinary action. Both the complainant and the respondent are entitled to review any final findings, conclusions, and recommendations, subject to any FERPA confidentiality requirements.

Informal Dispute Resolution. Informal dispute resolution processes, like mediation, may be used to resolve complaints when appropriate. Informal dispute resolution shall not be used to resolve sexual discrimination complaints without written permission from both the complainant and the respondent. If the parties elect to mediate a dispute, either party shall be free to discontinue mediation at any time. In no event shall mediation be used to resolve complaints involving allegations of sexual violence.

Final Decision/Reconsideration. Either the complainant or the respondent may seek reconsideration of the decision by the Title IX / EEO Coordinator. Requests for reconsideration shall be submitted in writing to the Title IX / EEO Coordinator within seven days of receiving the decision. Requests must specify which portion of the decision should be reconsidered and the basis for reconsideration. If no request for reconsideration is received within seven days, the decision becomes final. If a request for reconsideration is received, the Title IX / EEO Coordinator shall respond within ten (10) business days. The Title IX / EEO Coordinator shall either deny the request or, if the Title IX / EEO Coordinator determines that the request for reconsideration has merit, issue an amended decision. Any amended decision is final and no further reconsideration is available.

F. PUBLICATION OF ANTI-DISCRIMINATION POLICIES AND PROCEDURES

The policies and procedures regarding complaints of discrimination and harassment shall be published and distributed as determined by the president or president's designee. Any persons who believe they been subjected to discrimination in violation of College policy will be provided a copy of these policies and procedures.

G. LIMITS TO AUTHORITY

Nothing in this procedure shall prevent the College President or designee from taking immediate disciplinary action in accordance with Cascadia College policies and procedures and other applicable law.

H. NON-RETALIATION, INTIMIDATION AND COERCION

Retaliation by, for, or against any participant (including a complainant, respondent, witness, Title IX / EEO Coordinator, or investigator) is expressly prohibited. Retaliatory action of any kind taken against individuals as a result of seeking redress under the applicable procedures or serving as a witness in a subsequent investigation or any resulting disciplinary proceedings is prohibited and such conduct is subject to discipline. Any persons who believe they have been the victim of retaliation should contact the Title IX / EEO Coordinator immediately.

I. CRIMINAL COMPLAINTS

Discriminatory or harassing conduct may also be, or occur in conjunction with, criminal conduct. Criminal complaints may be filed with the following law enforcement authorities:

Bothell City Police Department
18410 101st Ave NE, Bothell, WA 98011
425-486-1254

The College will proceed with an investigation of harassment and discrimination complaints regardless of whether the underlying conduct is subject to civil or criminal prosecution.

J. OTHER DISCRIMINATION COMPLAINT OPTIONS

Discrimination complaints may also be filed with the following federal and state agencies:

[Washington State Human Rights Commission](http://www.hum.wa.gov/index.html), <http://www.hum.wa.gov/index.html>

[US Dept of Education Office for Civil Rights](http://www2.ed.gov/about/offices/list/ocr/index.html), <http://www2.ed.gov/about/offices/list/ocr/index.html>

[Equal Employment Opportunity Commission](http://www.eeoc.gov/), <http://www.eeoc.gov/>

**Discrimination/Harassment
Complaint Form**

This form is designed to assist you with filing a discrimination and/or harassment complaint. Please write clearly and focus on the alleged discriminatory and/or harassing conduct. The complaint should include as much information regarding the incident giving rise to the complaint as possible, including the location, date and time of the alleged incident(s); the name of the individual or group whom the complaint is against, if known; a description of the incident(s); and the remedy sought.

Name filing the complaint: _____ Date: _____

Signature: _____ Date: _____

You may use the back side of this sheet if needed. Please return this form to the Title IX / EEO Coordinator.

Cascadia Community College Board of Trustees Action Item**Subject:** 2017-2018 Nomination of Board of Trustees Chair and Vice Chair**Background**

In the August 28th Board Retreat there was a discussion on who the Board would nominate for the new Chair and the new Vice-Chair for the upcoming year - October 2017 through September 2018.

Action

The Board announces that Trustee _____ will be the new Chair and Trustee _____ will be the new Vice Chair for 2017-2018. An action vote will now take place.

Motion		Vote			
<i>Moved</i>	<i>Second</i>		<i>Yes</i>	<i>No</i>	<i>Abstain</i>
		Kelly			
		Hofmeister			
		McDaniel			
		Miller			
		Captain			

Cascadia Community College Board of Trustees Action Item

Subject: 2017-2018 Legislative Action Committee BOT Representative

Background

The Association of College Trustees (ACT) has requested Cascadia College submit the Legislative Action Committee BOT Representative for the upcoming Legislative Session.

Action

The Board announces that Trustee _____ will be the new Legislative Action Committee BOT Representative for Cascadia College. An action vote will now take place.

Motion		Vote			
<i>Moved</i>	<i>Second</i>		<i>Yes</i>	<i>No</i>	<i>Abstain</i>
		Kelly			
		Hofmeister			
		McDaniel			
		Miller			
		Captain			

ACT 2017-18

Legislative Action Committee Reps. & College Chairs

District	College	Primary Contact	Secondary Contact	Board Chair
28	Bates Technical College	Cathy Pearsall-Stipek	Layne Bladow	Karen Seinfeld
8	Bellevue College	Steve Miller	Jeffrey Callendar	Lisa Chin
25	Bellingham Tech. College	James Cunningham	TBD	James Cunningham
18	Big Bend CC	Jon Lane	Stephen McFadden	Anna Franz
30	Cascadia College	Janet McDaniel	N/A	Mike Kelly
12	Centralia College	Stuart Halsan	Joe Dolezal	Doris Wood- Brumsickle
14	Clark College	Jada Rupley	Rekah Strong	Jack Burkman
29	Clover Park Tech. College	Lua Pritchard	Mary Moss	Bruce Lachney
19	Columbia Basin College	Kedrich Jackson	Duke Mitchell	Kedrich Jackson
23	Edmonds CC	Diana Clay	Carl Zapora	Diana Clay
5	Everett CC	Bob Bolerjack	Betty Cobbs	Bob Bolerjack
2	Grays Harbor College	Fawn Sharp	Art Blauvelt	Art Blauvelt
10	Green River College	Claudia Kauffman	Tim Clark	Claudia Kauffman
9	Highline College	Sili Savusa	Dan Altmayer	Debrena Jackson Gandy
26	Lake WA Inst. of Technology	Bruce Reid	Darrell Mitsunaga	Lynette Jones
13	Lower Columbia College	George Raiter	Steve Vincent	Bob Gregory
3	Olympic College	Jim Page	Steve Warner	Steve Warner
1	Peninsula College	Mike Glenn	Julie McCulloch	Julie McCulloch
11	Pierce College	Jackie Rosenblatt	N/A	Jackie Rosenblatt
27	Renton Technical College	Debra Entenman	Tyler Page	Kirby Unti
6	Seattle Colleges	Louise Chernin	Carmen Gayton	Teresita Batayola
7	Shoreline CC	Tom Lux	Phil Barrett	Phil Barrett
4	Skagit Valley College	Christon Skinner	TBD	Kathryn Bennett
24	South Puget Sound CC	Leonor Fuller	Judy Hartmann	Judy Hartmann
17	Spokane CCs	Bridget Piper	Beth Thew	Beth Thew
22	Tacoma CC	James Curtis	Lois Bernstein	Robert Ryan
20	Walla Walla CC	Miguel Sanchez	Don McQuary	Roland Schirman
15	Wenatchee Valley College	Tamra Jackson	Phil Rasmussen	Phil Rasmussen
21	Whatcom CC	Tim Douglas	John Pedlow	Barbara Rofkar
16	Yakima Valley CC	Rosalinda Mendoza	Patricia Whitefoot	Patricia Whitefoot

June 15, 2017

Cascadia College Board of Trustees Student Report

Subject Cascadia Student Government (CSG) Report

There is no report submitted at this time from the CSG representative because they have been attending extensive training. The CSG representative plans on giving an oral report to the Board during the meeting.

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



***Report to the Board of Trustees
Cascadia Community College
Meeting Date: September 2017***

❖ **Fall Quarter begins**

CCCFT members are gearing up for the start of fall quarter. We look forward to a successful school year and confirm our commitment to support all students regardless of, as stated in our Inclusive Campus Pledge, “race, color, religion, gender and/or sex, disability, age, sexual orientation, veteran’s status, genetic information, or national origin, citizenship or immigration status”.

❖ **COLA**

CCCFT members ratified its model for distributing the COLA that the Washington State Legislature authorized for state employees. We offer our heartfelt thanks to Human Resources and Payroll for their tireless efforts in adjusting salaries and salary schedules to enable CCCFT members to begin receiving the COLA in a timely manner.

Thank you,

David Shapiro, Tenured Founding Faculty



WPEA REPRESENTATIVE

Over the summer WPEA hired a new representative for the north end of Puget Sound, which includes Cascadia College. Casey King comes to us as our new WPEA representative and we wish to thank our past representative Anna Vosk for her continued support. Anna is still with WPEA, but felt she needed to be closer to home so a transition in representatives took place. We are excited that the transition went smoothly. Our last union meeting was August 24th, where we introduced Casey to the membership.

LABOR MANAGEMENT COMMUNICATION COMMITTEE MEETING

WPEA wants to thank Julia Williams and Marah Selves for serving as Cascadia's representatives for the parking team. We want to thank Cascadia's Administration in developing such a smooth communication process.

WPEA AND CCCFT HOST SUMMER BBQ

WPEA and CCCFT hosted a summer BBQ where all employees were welcome. It was fun, excellent food was served and we had good attendance from many faculty and staff. We look forward to seeing more faculty and staff at the BBQ next summer!

Thank you,

Marah Selves, Administrative Services Manager