



October 11, 2017

Dear Board of Trustees and Campus Community:

By way of introduction to this month's meeting, I want to briefly discuss two items: The Campus Master Plan and WACTC.

By the time our meeting rolls around on October 18th, I will have attended two Bothell City Council meetings on the Campus Master Plan. The first meeting on October 3rd was the presentation of the final plan. The meeting went well and the council asked good questions. We spent an hour explaining and answering questions. The second meeting on October 17th will be the Public Hearing. It is on this date that we expect to hear more critical comments from members of our community. Our staff will be on hand to help keep everyone focused on the larger goals, but ultimately the plan must be approved by the Council. It is our hope that we will be able to answer any further concerns adequately. We have spent a long time forging this plan and have had lots of community participation. We hope those most concerned with our continued development will find a way to support the compromises.

Last week I attended my first meeting of the year with my fellow college presidents. Our group is called the Washington Association of Community and Technical Colleges, or WACTC. There are significant issues on the horizon and attending the meetings brings back the difficult reality of higher education in our state. I can get lulled into the harmony of our well-functioning campus and sometimes forget that beyond our gates there is discord. This means I will once again be spending significant time in Olympia and working with state legislators to influence funding and policy. I'll elaborate more at our meeting, but generally WACTC is looking to make up some financial ground lost last year.

Looking forward to seeing you next week.

Meet and Greets:

Here is a list of meetings and community activities since we last met in September:

- E-Team was introduced to the new 17-18 Student Leaders
- Quarterly Meeting with UWB and City of Bothell (CMP)
- All Campus Potluck/Convocation (160 employees attended)
- OneRedmond Board Meeting
- Meeting with Dr. Goings, President of LWIT
- Kenmore Candidates Forum – Bastyr University
- UWB/CC Project Executive Committee Meeting
- Pluralism Committee Meeting
- CECC/LWIT Meeting
- City Council Meeting (Campus Master Plan)
- WACTC Meeting – Wenatchee Valley College
- Navigators Meeting
- Bothell Chamber Board Meeting
- Scholarship Foundation of Northshore Meeting
- Kirkland Business Roundtable
- "Coffee for Three" breaks with the President (9 coffee breaks with 18 employees)

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

Fall quarter brought many changes with new AV systems, new podium I-pad controllers, Windows 10, and a brand new helpdesk. IS spent the first few weeks of fall quarter supporting students, faculty and staff with Windows 10 concerns and classroom walk-throughs demonstrating how to use the new I-pad controllers installed in all of the classrooms, and the new AV system that was installed over the summer in 6 of the classrooms.

The Helpdesk has been productive in their new area with extended hours to support students, faculty, and staff. They have also been busy checking out equipment to students to enhance their learning, including laptops, Surface tablets, video cameras, and digital still cameras.

Facilities

The CC5 Project Requisition Request (PRR) group continues to gather information at their bi-weekly meetings. The group consists of key leadership representatives from all areas of the college. The PRR is scheduled and on track to be submitted by the middle of December.

All facilities renewal projects are complete with the exception of CC2-360 and CC1-002 which will be completed over winter break.

Good news! A full-time facilities assistant has been hired and will begin October 16th. The person in this position will assist the Assistant Director with all areas in facilities including motor pool, mail services, and safety, and will free up the Assistant Director to focus on larger projects (CC4) and remodels.

ctcLink Project and Activities

The State Board is on track to request ctcLink restart approval in mid-December 2017. Cascadia's project management staff remains engaged with other college PM's and the State Board project team to develop the integrated ctcLink project schedule, organization change management activities, and new project governance structure; these efforts will continue through mid-November. An amended SBCTC deployment (Wave) plan and timeline, originally presented in September, will be resubmitted to WACTC showing the schedule changes necessary to ensure completion of project foundational events prior to the first deployment, and enable the State Board to hire and realign project staff to meet their projected implementation and support requirements. Although Cascadia's staff was focused on pre-Fall and Fall quarter 2017 activities, the staff successfully reached the milestone of finalizing 52% of their Legacy business process maps! Over the next month employees from three areas will be preparing to attend four SBCTC common process workshops scheduled for late October and early November.

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

Faculty Updates

Cascadia Faculty continue to be active in their national professional organizations:

- **Erin Richards**, Political Science, begins a three year appointment to the council for the American Political Science Association. She also has a paper, "If I knew then what I know now," accepted for the *Journal of Political Science Education*.
- **Garth Neufeld**, Psychology, was one of 70 participants selected to take part in the APA Summit on High School Psychology Education, held at Weber State University in Ogden, Utah in July.
- **Jared Leising**, English, is hosting a volunteer from UWB's MFA program in his Writing Fiction class this fall.
- **Natasa Kesler**, Biology - **Lelia Olson**, Business & Accounting - **Dr. Anne Tuominen**, eLearning Instructional Designer Senior - **David Ortiz**, Communication Studies/Humanities and **Chris Gildow**, Art participated in the Jumpstart orientation. They met with hundreds of incoming students and offered them a quick simulation of a Cascadia classroom.
- **David Ortiz**, Founding Faculty for Communication Studies/Humanities, is the chair of "The Communities of Color Coalition (C3)" and he shared an article printed by the Everett Herald regarding "Climate Justice" work between "The Communities of Color Coalition (C3)" and 350.org Everett. The article can be found at the link below: <https://www.heraldnet.com/news/groups-to-unite-to-address-a-range-of-issues/>
- Cascadia's 2017 edition of *Yours Truly* won second place in the national competition for the Pacific-Western Division for Small Colleges from the Community College Humanities Association (CCHA). We tied with the *Tidepools* of Peninsula College. Congratulations to **Courtney Putnam**, and her students!

Magazines from Small Colleges: Pacific-Western Division

1ST PLACE: SPINDRIFT

Shoreline Community College
Seattle, WA

Faculty Advisor: Chuck Schultz &
Ryan Bailey



2ND PLACE (TIE): YOURS TRULY

Cascadia College
Bothell, WA

Faculty Advisor: Courtney Putnam

2ND PLACE (TIE): TIDEPOOLS

Peninsula College
Port Angeles, WA

Faculty Advisor: Michael Mills



College Updates

- The Math and Writing Center (MWC) and Open Learning Center (OLC) have merged to form Cascadia's Learning Center, and the renovations associated with this project were completed this summer. The space is designed to support students' academic needs in a variety of ways, but we will require that use of the space be academic in nature. Students looking for recreational space to socialize, play video games, etc. should take advantage of the break out areas. In addition to providing account support, all Learning Center office assistants and tutors are able to answer basic questions related to Canvas navigation and the Microsoft Office suite, particularly Word and Excel.



- Workforce staff have made 12 classroom presentations to start the quarter as a means of sharing eligibility requirements for funding programs like Worker Retraining, Opportunity Grant and Basic Food Employment and Training. The staff target professional technical classrooms and their efforts have already resulted in two more eligible students coming forward for funding.
- October 9th thru the 13th will be Suicide Awareness Week. Disability Support Services (DSS) is running a week long informational campaign to raise awareness on the issue of higher education and suicide. There will be several activities going on during this week ending with a faculty and staff training opportunity with Forefront from the University of Washington. The focus of the training will be on identifying students at risk and working with them to get the support they need.
- October is also Disability History Month and Disability and Employment Month. As such DSS will be spending the month raising awareness of these important issues, primarily through the use of a bulletin board on the first floor which will change weekly and highlight local resources and activities focused on helping those with disabilities access education and employment opportunities.
- The first week of the quarter brought the launch of a pilot program that DSS is running. In this program several students who have varying levels of disability related to executive functions (most of these students are also on the Autism spectrum) will meet with **Catherine Calhoun**, Assistant Director of DSS every other week to work one on one at improving these skills. The students were identified by looking at their past three quarters' GPAs to determine those students most at risk of academic suspension. The goal is to help these students improve these skills and lower their risk of being dismissed for academic reasons. This quarter, there are 5 students who have agreed to meet every other week. If this quarter goes well the plan is to increase the number of students in this program each quarter.
- 307 students attended Jumpstart Orientation this fall quarter – largest ever!
- **Shandy Stomieroski**, Assistant Director of Student Life, is designing a leadership program accessible to the larger student body over the course of Fall Quarter.
- **Becky Riopel**, the Director of Student Life will be a part of a podcast panel of higher education administrators to be shared during Careers in Student Affairs Month.

- Photo of the CSG group being sworn in at the September Board meeting:

Cascadia Student Government (CSG)

Cassie Rudolph – President

Maria Martinez – Vice President

Carlos Godinas – Director of Pluralism & Inclusion

Joo Hye Kim – Director of Budget & Finance

Lucia Castro -Director of Government Relations

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



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

External Relations

Student Recruiting

- In September, prospective student recruiting focused on educating the high school counselors. Cascadia/UW Bothell hosted a fall counselor workshop on campus and attended a second counselor workshop in Seattle. These are attended by hundreds of counselors who advise seniors about their post-graduation options. The combined outreach for these two events totaled more than 150.
- Cascadia also attended its first college fair of the season, presenting to prospective students and their parents at Cedarcrest High School in Duvall. Approximately 40 people learned about our programs at this event.
- We held multiple Fast Track Sessions and campus tours, helping to move the last of the fall quarter prospective students through the application process.
- Outreach has 23 recruiting events on the calendar for October.
- Launched SnapChat campaign to engage students to participate in Cascadia’s newest social media platform.

Campus Outreach

- Produced student success stories video for employee convocation.
- Organized and hosted the first event of the year for Mo, our mobile trailer. More than 300 students and staff stopped by the trailer to get cookies and lemonade, ask questions, and tour the trailer during the first two days of fall quarter.
- Internal education campaigns using posters, social media, web landing pages, and homepage:
 - Welcome to Fall Quarter (reference to crucial support teams and services)
 - Commuting to Campus (new campus shuttle and overflow parking lot)

- Professional Technical Degrees (link to new videos about web, networking, and ETSP)
- Emergency Preparedness (sign up to receive alerts and follow Cascadia on social media)

Marketing

- Search Engine Management campaign on Google, Yahoo, and Bing

Media Releases

- Two media releases were picked up by local outlets: Introducing Roy Captain as Cascadia’s newest trustee and New Degrees Offered at Cascadia

International Programs

- Fall Quarter Enrollment
 - A total of 257 students enrolled in university transfer program (vs. 254 for fall quarter 2016)
 - A total of 130 enrolled in English Language program (vs. 168 for fall quarter 2016)
 - International Programs enrolled 100 new students in fall quarter with 38 in university transfer and 62 in ELP (see country list below). In fall quarter 2016, we enrolled 102 new students for fall quarter with 36 in university transfer and 66 in ELP.

Country	#
Bangladesh	1
Cambodia	2
China	59
Congo (Dem. Rep.)	1
Germany	2
Hong Kong	2
Indonesia	4
Lithuania	1
Mongolia	2
Philippines	1
Russia	1
Singapore	1
South Korea	6
Taiwan	7
Turkmenistan	4
Vietnam	6

- Cascadia has 7 students studying abroad this quarter: 4 in Tokyo and 3 in Barcelona. Cascadia is the program lead for the Barcelona trip. This is the largest number since fall of 2010.
- Recruiting trips included London, Vietnam and United Arab Emirates.

Development

Grants

Design and Planning

- College Goal Cascadia
- Community Resource Days

Administrative

- Preparations for Quarterly and Year-End grant reporting

Foundation

Administrative

- Developed college naming policy and procedure for Bock gift
- Preparations for 2016 audit

Fundraising

- Acceptance processing and recognition planning for Bock gift
- Stewardship and communications plan development

Programs

- Book Vouchers for Running Start students (new)
- Grants for new and transfer students (identifying)
- Transition-Completion Scholarship (developing new promotional plan)
- Emergency Grants for students (potential)

From the Executive Director of Human Resources, Martin Logan:

Human Resources

The beginning of the academic year brings an influx of student employees across the campus. This year was no exception. Some of the major student employee groups hiring for fall included:

- Student Life: Cascadia Student Government, Cascadia Activities Board, and Community Engagement Officers – 18 student employees
- The Learning Center & Language Lab – 35 student employees
- Work-Study – 15 student employees (on-going)
- International Programs – 14 student employees

Well done to Student Life, the Learning Center, Student Financial Services, International Programs and HR and Payroll for ensuring all our new and returning student employees were “up and running” by the start of fall quarter.

With the approved parking/orca rate changes came the revised parking/orca forms. Thanks to all employees who graciously came back to HR to sign a second form for their annual or quarterly parking/orca pass. In total 236 forms were processed within the deadline (more than twice as many as normal). Shawn Stephens, Senior Administrative Assistant to the Executive Director of HR, and Gayle Waddle-Wilkes, Fiscal Technician in Payroll spearheaded this huge project and executed it flawlessly.

The HR/Payroll Team welcomes Carmen Olmedo as our new part-time, Work Study Office Assistant. Carmen plans to complete her pre-requisites at Cascadia then transfer to UW and complete her B.S. in Engineering.

Finally, HR and Payroll would like to congratulate and thank Gayle Waddle-Wilkes for her 13 years of service at Cascadia (the longest tenured employee in the department).

Payroll

Payroll produced and processed contracts for 93 Associate Faculty and 21 Full-Time Faculty with Moonlight assignments for fall quarter who received their first payment for this quarter on

October 10th. Payroll also processed new contracts for 48 full-time faculty (including 4 new full-time faculty) for the new academic year. We also calculated and paid retroactive pay for all faculty who taught summer quarter based on the legislatively approved cost of living adjustment (COLA). It was a very busy month for payroll and thanks to the extra hours worked by Gayle Waddle-Wilkes we were able to make all deadlines and pay our faculty and staff timely and accurately.

Training and Development

Human Resources has been increasing collaborations with other areas to bring important workshops to faculty and staff. For example, Samantha Brown, Manager of Professional Development, and Catherine Calhoun, Assistant Director of Disability Support Services, will coordinate a half-day safeTALK Suicide Prevention training on October 13th as part of a suicide awareness and prevention week. Training is provided by the University of Washington staff using nationally recognized curriculum and the training prepares individuals to help those potentially at risk for suicide.

We look forward to seeing you at the board meeting on October 18th.

Respectfully 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, October 18, 2017

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

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

**Meeting Agenda and Materials
Wednesday, October 18, 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 – September 20, 2017

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/SPECIAL GUESTS

Student Learning & Success

Erica Almeda, Tenure Track Faculty, Adult Basic Education
Jessica Weimer, New Permanent Status Track Faculty, ELP

Community Engagement Officers (CEOs)

Gaby Rojas-Vasquez
Anna Block (Graphic Designer)
Christina (Yuxin) Zhang

Cascadia Activities Board (CAB)

Ellie Boone – Chair
Maddy Groth – Special Events
Eric Espinoza – Social Issues
Jessica Rizk – Health & Wellness
Grace (Yintong) Wang – Global Arts & Culture

6. INFORMATION ITEMS

- Corporate and Continuing Education Yearly Summary - (EM)

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

- Cascadia Community College Federation of Teachers (CCCFT)

8. DISCUSSION/PRESENTATION ITEMS

- Strategic Plan Deep Dive: Completion Rates and Enrollment - (RS)
- Professional Development Update - (ML)

9. RECOMMENDED ACTION ITEMS

- Transforming Lives Nomination – (EM)
- Acceptance of Gift and Naming of Bock Center (1st Read) – (EM)
- Cascadia College Foundation Amended Articles (1st Read) – (MC)
- Campus Master Plan (1st Read) – (MW)
- Title IX Procedure (2nd Read/Action) – (ML)

10. OTHER REPORTS

- Cascadia Student Government (CSG)
- Cascadia Classified Union Washington Public Employees Association (WPEA)
- Board Chair and Individual Board Members
- President

11. OTHER BUSINESS OR ANNOUNCEMENTS

- Thank you to outgoing chair, Mr. Mike Kelly.
- Congratulations to trustee Ms. Janet McDaniel who was approved by the Governor for reappointment as of October 1, 2017 for a term ending September 30, 2022.
- November 15, 2017 Board Meeting from 4-6 with Bock Bequest Reception to follow from 6-7.

12. NEXT MEETING

The next regular meeting of the Board of Trustees is scheduled for Wednesday, **November 15, 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
September 20, 2017**

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

BOARD OF TRUSTEES

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

EXECUTIVE STAFF

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

AREA REPRESENTATIVES

CCCFT Representative – David Shapiro, Founding Tenured Faculty
Student Representative – Cassie Rudolph, CSG President
WPEA Representative – Marah Selves, Administrative Services Manager

AUDIENCE

Erin Blakeney, Lucia Castro, Glenn Colby, Brian Culver, Lyn Eisenhour, Dr. Azizeh Farajallah, Carlos Godinas, Haley Green, Joo Hye Kim, Dr. Todd Lundberg, Maria Martinez, Dr. Seraphine Shen-Miller, Rosa Pielle, Becky Riopel, Dr. Erik Tingelstad, Daniel Tran, Dr. Anne Tuominen, and Atlas Turner were present.

1. EXECUTIVE SESSION

There was no Executive Session scheduled for this meeting.

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

2. CALL TO ORDER

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

3. CONSENT AGENDA

Chair Mike Kelly explained that he had to leave at 4:55 pm so he asked action items be voted upon before he had to leave and he asked Vice Chair Nancee Hofmeister to continue with the remainder of the meeting. Dr. Julie Miller made a motion to approve the consent agenda with the change noted and Janet McDaniel seconded the motion. Hearing no objections the consent agenda was approved.

4. PUBLIC COMMENTS

There were no public comments.

5. INTRODUCTION OF NEW EMPLOYEES/CSG

The following new employees and CSG officers were introduced to the Board:

Administrative Services

Daniel Tran, IT Technician 2

Student Learning & Success

Rosa Pielke, 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

At this time, President Murray asked the new CSG Officers to come forward and be sworn in:

Cascadia Student Government (CSG)

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)

The Board members welcomed the new employees and the new CSG Officers and wished them well in their positions at Cascadia.

6. INFORMATION ITEMS

2014-2015 Financial Statements Audit Report

Terence Hsiao, the VP of Administrative Services explained to the Board that the Washington State Auditor's Office (SAO) had completed its audit of the College's financial statements for 2014-2015 and issued a "clean audit" to Cascadia. Terence thanked the Finance Department staff for all their hard work in assisting with this audit and also let the Board know that the SAO have scheduled audits of the College's 2015-2016 and 2016-2017 financial statements in December 2018.

2016-2017 Operating Results

Terence Hsiao, the VP of Administrative Services explained to the Board 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.

2016-2017 Capital Project Costs

Terence Hsiao, the VP of Administrative Services explained to the Board that during the 2016-2017 fiscal year the cost of three 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 trustees noted that they would appreciate being informed more frequently on cost overruns and it could be as simple as an email to update them.

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

Meagan Walker, the VP of College Relations and Advancement gave the Board an update on the Campus Master Plan approval schedule. The final report will be out at the end of this week and nothing has changed from the preliminary report to the final report. On October 3rd the report will be presented to the Bothell City Council, October 17th will be a Public Hearing and November 14th will be their potential adoption. Meagan proposed that at the October 18th Board meeting we devote time to review the plan then at the November 15th Board meeting

she can answer additional questions the Board may have on the plan and on January 17th the Board can do their final action/vote on the plan.

The UW Board of Regents will do their preliminary approval on October 12th and their final adoption on January 11th.

7. DISCUSSION/PRESENTATION ITEMS

2017-2018 Administrative Sabbatical Report

Erin Blakeney, Dean for Student Success Services, was approved for a sabbatical in summer quarter and she gave the Board a report on her sabbatical highlights. Dean Blakeney has been with Cascadia for 16 years and has been eligible for a sabbatical for a few years, and only now felt with the 4 outstanding Directors she has in her area that she could take a sabbatical. The highlights of Dean Blakeney's sabbatical follow:

- Reviewed and updated over 85 Student Success Services college policies & procedures
- Developed a crisis management protocol handbook:
 - Quick Reference Guide – Student Crisis Protocol was shared
- Researched Bias Incident Response Teams (BIRT) to prepare for potential incidents and support the campus community:
 - Bias-Incident Response Flow Chart was shared

Dean Blakeney thanked the Board for this sabbatical opportunity.

A copy of Dean Blakeney's PowerPoint presentation can be made available upon request.

NWCCU Accreditation Cycle and Strategic Plan Overview

The Board received a NWCCU Accreditation Cycle and Strategic Plan Overview from Dr. Rosemary Sutton, VP of Student Learning and Success.

Dr. Sutton shared the Accreditation Cycle Update, Strategic Plan Priorities from Themes 1-3, and the Strategic Plan Priorities for 2017-18.

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

Title IX Policy (1st Read)

Martin Logan, Executive Director of Human Resources shared with the Board that 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 Cascadia's Directors in Student Services as well as staff in the Human Resources Office have attended extensive training on Title IX.

The next step is to formalize Cascadia's process so the college can effectively coordinate its efforts as problems arise. Assistant Attorney General, Alan Smith has worked closely with the college to finalize the policy and procedure being presented to the Board at this time.

Trustee Roy Captain asked that a "track" changes copy of the policy be presented at next month's meeting.

The policy will be brought back to the Board as a 2nd read/action item at the October 18th board meeting.

8. RECOMMENDED ACTION ITEMS

2017-2018 Nomination of the Board of Trustees Chair and Vice Chair

Each September the Board nominates trustees for chair and vice chair. Once the nominations have been accepted, the Board elects the newly slated officers for the upcoming year and they start their term at the October board meeting.

Chair Mike Kelly announced that trustee Janet McDaniel will be the new Chair and trustee Dr. Julie Miller will be the new Vice Chair for 2017-2018.

Chair Mike Kelly asked for a motion to nominate trustee Janet McDaniel as Chair and trustee Dr. Julie Miller as Vice Chair for 2017-2018. Nancee Hofmeister made a motion to approve the nominations and trustee Roy Captain seconded the motion. Hearing no objections the nominations were approved and the new Chair and Vice Chair for 2017-2018 will be Janet McDaniel and Dr. Julie Miller.

2017-2018 Legislative Action Committee BOT Representative

Annually, the Association of College Trustee's (ACT) requests each college submit their Legislative Action Committee BOT representative for the upcoming Legislative Session.

Chair Mike Kelly asked the trustees who would like to take on this assignment. Trustee Roy Captain agreed to be the 2017-2018 Legislative Action Committee BOT Representative.

Chair Mike Kelly asked for a motion to nominate trustee Roy Captain as the 2017-2018 Legislative Action Committee BOT Representative. Janet McDaniel made a motion to approve the nomination and trustee Nancee Hofmeister seconded the motion. Hearing no objections the nomination was approved and the 2017-2018 Legislative Action Committee BOT Representative will be trustee Roy Captain.

9. REPORTS

Cascadia Student Government Report: CSG President Cassie Rudolph was present and explained to the Board that the new CSG students were undertaking extensive training in their new roles. They have set goals for the year and will be connecting and expanding relations with International Students and have a number of projects to work on.

Cascadia Community College Federation of Teachers (CCCFT) Report: David Shapiro submitted a report that was included in the Board packet. David thanked the Human Resources staff for the hard work they did in getting faculty their new COLA's. David commented that faculty continue to be committed to equity and have voted on a new fairness model. David explained to the Board that he will be teaching Wednesday evenings and will need to leave the meetings before his report can be given. He respectfully asked if the chair would allow him to give his report earlier on the agenda before he has to leave to teach.

The Board agreed this was a reasonable request and the agenda will be reorganized so David can give his report earlier.

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 were given from the Vice Chair and individual Board members.

President's Report:

President Murray handed out a list of discussion items identified at the Board's August retreat that they requested be included in future meetings. The items were listed month by month so the Board knows when to expect the updates.

President Murray thanked Chair Mike Kelly (who had left the meeting by this time) for his continued support of the college and his numerous actions as board chair from the past year. Since Mike Kelly was not present to hear this thank you, trustee Dr. Julie Miller suggested President Murray thank Mike Kelly at the October board meeting.

President Murray noted that classes start next week and faculty are back this week doing their Opening Week activities.

10. OTHER BUSINESS/ANNOUNCEMENTS

11. ADJOURNMENT

The Vice Chair adjourned the regular meeting at 5:21 p.m.

Minutes Approved and Adopted on October 18, 2017

Mr. Mike Kelly, Board Chair

Attest:

Dr. Eric Murray, President

Bdminutes092017

INTRODUCTION OF NEW EMPLOYEES/SPECIAL GUESTS

Cascadia College Board of Trustees Introduction of New Employees/Special Guests

Subject: Introduction of New Employees/Special Guests

Background

It gives me great pleasure to introduce the following new employees and special guests:

Student Learning & Success

Erica Almeda, Tenure Track Faculty, Adult Basic Education

Jessica Weimer, New Permanent Status Track Faculty, ELP

Introduction of students who are Community Engagement Officers (CEOs)

- Gaby Rojas-Vasquez
- Anna Bloch (Graphic Designer)
- Christina (Yuxin) Zhang

Introduction of students on the Cascadia Activities Board (CAB)

- Ellie Boone – Chair (present)
- Maddy Groth – Special Events (present)
- Eric Espinoza – Social Issues (not available)
- Jessica Rizk – Health & Wellness (present)
- Grace (Yintong) Wang – Global Arts & Culture (not available)

A brief biography for the new employees is attached.

Discussion

President Murray will acknowledge the respective supervisor who will introduce the new employees and Becky Riopel, Director of Student Life will introduce the CEOs and members of the CAB.

Erica Almeda, New Tenure Track Faculty, Adult Basic Education

An Edmonds Community College graduate, Erica Almeda has more than 15 years of experience working with ABE students. She earned her BA and Master's in Adult Education from Western Washington University and worked as a part time instructor at Green River, South Seattle, Highline, Edmonds, and Los Angeles Valley College's. Erica, a full time faculty member at Edmonds since 2006, was the department head in the Bridge Department (pre-college English). She advised ABE, HS21, GED and pre-college students and served on numerous college committees. Her teaching is described as "exemplary," as she has "great rapport with students," and an ability to "get students to do the work." Erica is highly committed to social justice and wrote in her application letter "my past personal experiences as an immigrant who was unfamiliar with the American college culture, gives me a special empathy for students who often share this disenfranchised reality." One reference said, "she models for students from diverse backgrounds that they can be a professor in the USA. She inspires students by example, they see themselves in her." Please join us in welcoming Erica to Cascadia College.

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 College 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 Teaching Learning Academy 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." Please join us in welcoming Jessica to her new role at Cascadia College.

Cascadia College Board of Trustees Information Item

Subject: Corporate and Continuing Education – Yearly Summary

Background

The Board will receive an update of the Corporate and Continuing Education Center – Eastside Financial Performance. The attached documents will provide the 2012-2017 financial and partnership performance.

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

Corporate and Continuing Education Center – Eastside Program Performance

2012-2017 Partnership Performance

Partnership Summary for the First 5-Years

As the CCEC-Eastside partnership concludes its 5th year, the following highlights were achieved.

CCEC-Eastside program continues to expand the topics offered, which currently includes; Project Management, Human Resources Management Non-Profit Management, Lean Six Sigma, SQL Server Development, Business Intelligence with SQL Server, Programming, MS Office 2016, MS SharePoint 2016, Software Testing, IT Cloud, Bower BI, Flagging and Traffic Control, and Personal Interest.

- Through June of 2017, CCEC-Eastside served a duplicated headcount of **4,536** in open enrollment, **1,849** through contracted training, totaling **6,385** students served to date.
- Through June of 2017, CCEC-achieved gross revenues of **\$1,094,367** in open enrollment, and **\$638,630** in contract training, totaling **\$1,732,997** from October 22, 2012 – June 30, 2017.

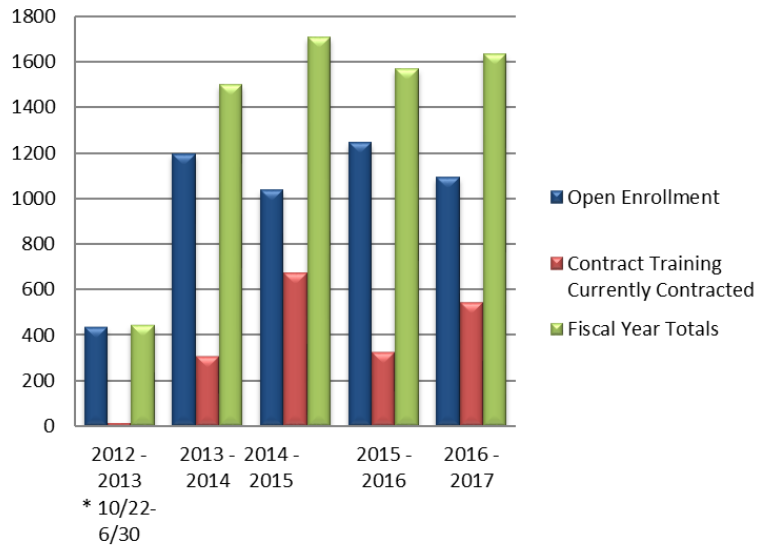
Industry Engagement

CCEC-Everett and LWTech have collaborated to receive Workforce Development Council funding for a TAP grant, designed to create system wide change and upskill incumbent workers for partner companies, as well as to backfill for vacancies through student navigation services from manufacturing programs at LWTech. Incumbent worker training provided through CCEC Eastside via contract and open enrollment programs.

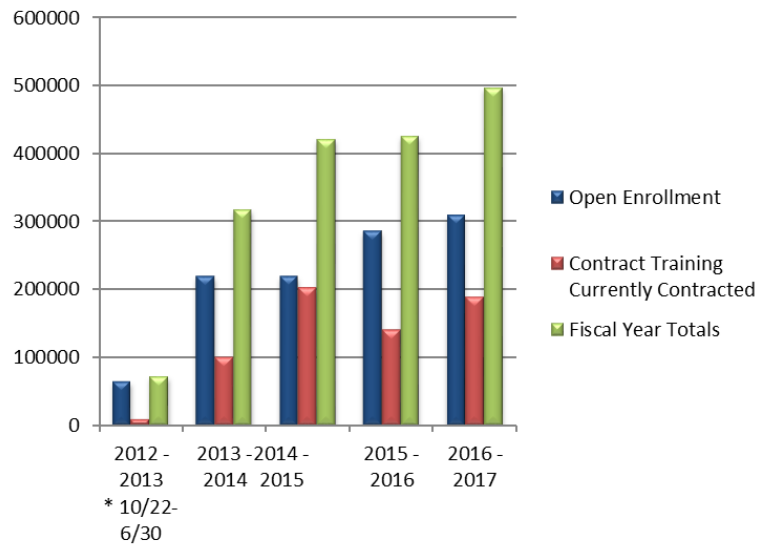
Industry and Community Partnerships Include:

- Aerojet Rocketdyne
- Astonics
- City of Bellevue
- OneRedmond
- Silicon Mechanics
- Sonata Software
- Spectralux
- Terex-Genie
- Vertafore
- KC WDC

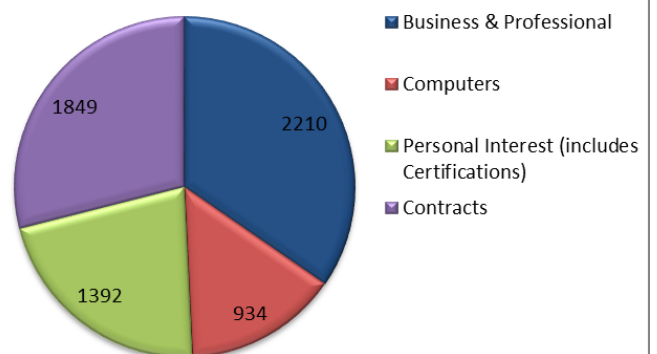
CCEC Eastside Enrollment by Fiscal Year



CCEC Eastside Revenue by Fiscal Year



CCEC Eastside - Enrollments by Program



Open Enrollment Duplicated Headcount Totals

	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	Totals
Cascadia	435	1,192	1,037	1,245	827	4,736
LWTech					266	266
Combined Totals	435	1,192	1,037	1,245	1,093	5,002

5-Year Financial Summary

	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2012-2017 Totals
Revenue	\$72,253	\$317,770	\$420,676	\$404,443	\$494,517	\$1,709,659
Expenditures	\$103,302	\$291,154	\$352,001	\$404,801	\$542,361	\$1,693,619
CCEC Eastside Revenue Transfer	\$0	\$0	\$21,034	\$20,580	\$24,726	**\$65,982
EvCC Net after CCEC Eastside Payment	-\$31,049	\$26,616	\$47,641	-\$20,222	*-\$72,570	\$49,942

**2016-2017 expenditures include salaries and benefits for 50% of the CCEC Eastside Training Delivery Manager and 50% of the CCEC Eastside Program Specialist 2. Both positions added in anticipation of growth in both contracts, grants, and open enrollment program offerings.*

***2014-2017 CCEC Eastside Revenue Transfer made to Cascadia College. LWTech CCEC Eastside Revenue transfers start in the fiscal year 2017-2018.*

2017-2018 Projected Gross Revenue and Profit for Cascadia and LWTech

Gross Revenue	Net Profit	Profit per Institution
\$652,300	\$65,230	\$32,615

JSP Grants and Grant Administration

Through the CCEC Eastside partnership from 2013-2017, Everett Community College and Cascadia College partnered to coordinate and deliver Job Skills Program Grants totaling **\$880,620**, with **\$176,124** paid to Cascadia College for grant administration.

	2013-2014	2014-2015	2015-2016	2016-2017	2012-2017 Totals
JSP Totals	\$78,460	\$177,520	\$199,080	\$425,560	\$880,620
JSP Grant Admin	\$15,692	\$35,504	\$39,816	\$85,112	\$176,124

Companies served through the CCEC Eastside Partnerships through the Job Skills Program include:

- 2013-2014 – Zetron and Vertafore
- 2014-2015 – Terex-Genie
- 2015-2016 – Spectralux, Aerojet, and AMT
- 2016-2017 – Damar, Bridgeways, Achilles, and Terex

**Many JSPs extend over 2 years. JSPs listed for each company indicate the fiscal year the JSPs started.*

Cascadia Community College Federation of Teachers Local 6191, AFT



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

❖ **CCCFT General Membership Meeting**

CCCFT held a general membership meeting on September 26, 2017. We talked about a variety of topics, including the COLA distribution model, plans for the upcoming year, and started to make initial preparations for contract negotiations which will happen in winter and spring quarters.

We were also joined by AFT-WA Internal Organization, Richard Burton, who shared with us ways that AFT and AFT-WA plan to work against ongoing attacks on organized Labor, in particular, the Supreme Court's decision to hear the Janus case, which, if it is decided the way veteran "court-watchers" expect, would end the ability of public sector employee unions to collect "fair share" fees from non-members to cover the costs of negotiating contracts for all employees.

Cascadia College Board of Trustees Information Item

Subject: Strategic Plan Deep Dive: Completion Rates and Enrollment

Background

To continue to keep the Board apprised of the work being done on our Strategic Plan the administration will update the Board this month on completion rates and enrollment.

Discussion

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

Cascadia College Board of Trustees Discussion/Presentation Item

Subject: Professional Development Update

Background

Professional development is an important part of achieving goals and maintaining a sense of job fulfillment and career growth for our employees.

Two annual calendars with professional development offerings will be presented to the Board:

- 2016-2017 Annual Calendar (last academic year)
- 2017-2018 Annual Calendar (new academic year)

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

2016-2017 Annual Calendar Topic	Delivery	Delivery Person	Just In Time	New Hire Packet	Upon Hire	Orientation	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Required by WPEA Contract																		
CPR/AED (on an opt-in basis) <i>WPEA CBA Section 21.5</i>	Class	Bothell Fire									x					x		
First Aid (on an opt-in basis) <i>WPEA CBA Section 21.5</i>	Class	Bothell Fire									x					x		
Inappropriate Workplace Behavior (if requested) <i>WPEA CBA Section 3.2</i>	Class	HR Director	x															
PA/PDP <i>WPEA Section 6.3</i>	Class	PD Manager																x
WPEA Contract for Supervisors (bi-annually + as needed) <i>WPEA CBA Section 9.6</i>	Class	HR Director	x															
Required by WA L&I for All																		
Accident Prevention (new) <i>WAC 296-800-15005</i>	TBD	TBD																
Emergency Plan (new + all when updated) <i>WAC 296-24-567</i>	TBD	TBD																
Required by WA L&I for those Exposed to Chemicals (Deans, FT + Associate Faculty, Lab Techs, Relevant Supervisors, Mail Tree) -- information must also be on intranet																		
Bloodborne Pathogens (new + annual refresher) <i>WAC 296-823-120 (includes PPE training)</i>	Unknown	Unknown																
Emergency Response (new + annual refresher) <i>WAC 296-828-20015</i>	Unknown	Unknown																
Hazardous Chemicals in Labs (new) <i>WAC 296-828-20015</i>	Unknown	Unknown																
Other Required																		
CHIP (new + annual notice) <i>Children's Health Insurance Program Reauthorization Act</i>	1:1 and Email	HR Generalist and PD Manager		x														x
Drug/Alcohol Free Workplace (new + annual notice) <i>WPEA CBA Section 24.6</i>	1:1 and Email	HR Generalist and PD Manager		x														x
Equal Employment Opportunity (new)	1:1	HR Generalist		x														
Ethics (new + annual notice)	Online	State Ethics Board		x	x								x					
FERPA (new + annual notice) <i>20 U.S.C. 1232g; 34 CFR Part 99</i>	Online	U.S. Dep of Ed.			x								x					
Information Security (new + orientation)	Class	IS Manager		x		x												
Investigations (those who will be part of investigations) <i>Executive Order 98-02</i>	Class	ATIXA	x															
NEO 1 (new) <i>WAC 357-34-015</i>	Class	PD Manager						x		x				x		x		x
NEO 2 (new) <i>WAC 357-34-015</i>	Class	PD Manager							x				x		x		x	

Sexual Harassment (within 6 months + every 5 years for employees + every 3 years for supervisors) <i>WAC 357-34-100/105</i>	Class	PD Manager		x						x					x					x		
Supervisor Essentials (new supervisors within 6 months) <i>WAC-357-34-06</i>	Class	PD Manager	See section below																			
Whistleblower Protection (annual notice) <i>RCW 42.40.070</i>	Email	PD Manager																			x	
VAWA (email all, then new + ongoing) <i>Title IV</i>	Online	LawRoom Course																				x
Evacuation Team																						
Earthquake Review/Checklist (Oct 2017, 2019, 2021)	Class	Facilities AD/EPM																				
Emergency Evacuation Operations Plan (Feb 2016, 2018, 2020)	Class	Facilities AD/EPM																				
Evac-U-Trac Training and Practice (Feb 2017, 2019, 2021)	Class	Facilities AD/EPM																				x
Evacuation Team Walk and Talk (Jul 2017, 2019, 2021)	Class	Facilities AD/EPM																				
Evacuation Warden Duties (Oct 2016, 2018, 2020)	Class	Facilities AD/EPM																				x
Fire Extinguisher Training and Practice (every Apr)	Class	Facilities AD/EPM																				x
Independent Study of 100 Class (Jul 2016, 2018, 2020)	Online	Facilities AD/EPM																				x
Safety and Emergency Preparedness																						
Radio Use	Class	Facilities AD		x																		
FEMA Incident Command Team	Class+Online	UWB EPM		x																		
Mail Room Procedures (for those on mail call tree)	Canvas	PD Manager		x																		
Safe Campus/Workplace Violence Prevention	Class	UW Safe Campus		x																		
Skill Building for All -- driven by professional development needs assessment																						
Cognitive Bias	Online	Canvas Course		x																		
Communication/Conflict/Customer Service (varying topics)	Class	PD Manager		x						x											x	
De-Escalation of Students in Crisis	Class	UWB Counselor		x																		
Harassment (beyond sexual harassment)	Class	PD Manager		x																		
Learning Circles - Lynda.com	Class+Online	PD Manager																				
Professional Development Days (fall only in 2016-2017)	Class	PD Manager																				
Professional Development Library	On Own	PD Manager		x																		
Records Retention	TBD	PD Manager/IS		x																		
STTACC Membership for Classified Staff	Class	STTACC		x																		
Strengths Finder 2.0	Class	PD Manager		x																		
Working in Teams	Class	PD Manager		x																		
Supervisor Essentials																						
Leading with Emotional Intelligence	Class	PD Manager		x																		

Learning Circles – Leadership Advantage	Class+Online	PD Manager						x	x	x	x	x	x	x	x	x	x	x	x	x
Leading Teams	Class	PD Manager	x																	
Running Effective Meetings	Class	PD Manager	x																	
Painless Performance Improvement	Class	PD Manager	x																	
Practical Coach	Class	PD Manager	x																	
Situational Leadership	Class	PD Manager	x																	
Other																				
360 Degree Evaluation	1:1	PD Manager											x						x	
Emerging Needs	Varies	Varies	x																	
Intercultural Development Inventory (every 3 years, next 2018)	Online+Meet	PD Manger																		
Prof Dev Needs Assessment (every 3 years, next fall 2017)	Online	PD Manager																		
Team Retreats	Class	PD Manager	x																	
Wellness Activities	Class	PD Manager						x	x	x	x	x	x	x	x	x	x	x	x	x

2017-2018 Calendar	Timing	Delivery	Duration	Delivery Person
Required by WPEA Contract				
CPR/AED (on an opt-in basis) <i>WPEA CBA Section 21.5</i>	Fall, Spring	Class	2 hours	Bothell Fire
First Aid (on an opt-in basis) <i>WPEA CBA Section 21.5</i>	Fall, Spring	Class	2 hours	Bothell Fire
Inappropriate Workplace Behavior (if requested) <i>WPEA CBA Section 3.2</i>	As requested	Class	1 hour	ED
PA/PDP <i>WPEA Section 6.3</i>	Jun	Canvas	1 hour	PD
WPEA Contract for Supervisors (bi-annually + as needed) <i>WPEA CBA Section 9.6</i>	As needed	Class	1 hour	ED
Required by WA L&I for All				
Accident Prevention (new) <i>WAC 296-800-15005</i>	?	?	?	?
Emergency Plan (new + all when updated) <i>WAC 296-24-567</i>	?	?	?	?
Required by WA L&I for those Exposed to Chemicals (Deans, FT + Associate Faculty, Lab Techs, Relevant Supervisors, Mail Tree) - information must also be on intranet				
Bloodborne Pathogens (new + annual refresher) <i>WAC 296-823-120 (includes PPE training)</i>	?	?	?	?
Emergency Response (new + annual refresher) <i>WAC 296-828-20015</i>	?	?	?	?
Hazardous Chemicals in Labs (new) <i>WAC 296-828-20015</i>	?	?	?	?
Other Required				
CHIP (new + annual notice) <i>Children's Health Insurance Program Reauthorization Act</i>	New hire, Jan	1:1 and Email	N/A	Generalist and ED
Drug/Alcohol Free Workplace (new + annual notice) <i>WPEA CBA Section 24.6</i>	New hire, Jan	1:1 and Email	N/A	Generalist and ED
Equal Employment Opportunity (new)	New hire	1:1	N/A	Generalist
Ethics (new)	New hire	Online	1 hour	State Ethics Board
FERPA (new) <i>20 U.S.C. 1232g; 34 CFR Part 99</i>	New hire	Online	1 hour	U.S. Dep of Ed.
Information Security (new + orientation)	New hire	Class	N/A	IS Manager
Investigations (those who will be part of investigations) <i>Executive Order 98-02</i>	As needed	Class	2 days	ATIXA
Mandatory Reporting of Child Abuse (annual notice)	Jan	Email	N/A	ED

2017-2018 Calendar	Timing	Delivery	Duration	Delivery Person
NEO 1 (new) WAC 357-34-015	New hire	Canvas	1 hour	PD
NEO 2 (new) WAC 357-34-015	Jan, Mar, May, Jul, Oct	Class	1.5 hours	PD
Purchasing, Procurement, and Contract Management (those who make purchases, manage procurements, and/or sign contracts)	As needed	Online	Varies	DES
Sexual Harassment (every 5 years for employees + every 3 years for supervisors with deeper content after first time) WAC 357-34-100/105	Quarterly	Class	1.5 hours	PD
Supervisor Essentials (new supervisors) WAC-357-34-06	As needed	Class	Varies	PD
Whistleblower Protection (annual notice) RCW 42.40.070	New hire, Jan	Email	N/A	ED
VAWA (new + ongoing) Title IX	New hire	Online	2 hours	LawRoom Course + ED
Evacuation Team				
Earthquake Review/Checklist (2017, 2019, 2021)	Oct	Class	1 hour	Facilities AD/EPM
Emergency Evacuation Operations Plan (2018, 2020)	Feb	Class	1 hour	Facilities AD/EPM
Evac-U-Trac Training and Practice (2017, 2019, 2021)	Feb	Class	1 hour	Facilities AD/EPM
Evacuation Team Walk and Talk (2017, 2019, 2021)	Jul	Class	1 hour	Facilities AD/EPM
Evacuation Warden Duties (2018, 2020)	Oct	Class	1 hour	Facilities AD/EPM
Fire Extinguisher Training and Practice (annual)	Apr	Class	1 hour	Facilities AD/EPM
Independent Study of 100 Class (2018, 2020)	Jul	Online	1 hour	Facilities AD/EPM
Safety and Emergency Preparedness				
Radio Use	Annual	Class	1 hour	Facilities AD
FEMA Incident Command Team	As needed	Class+Online	Varies	UWB EPM
Mail Room Procedures (for those on mail call tree)	As needed	Canvas	1 hour	PD
Safe Campus/Workplace Violence Prevention	2/year	Class	2 hours	UW Safe Campus
Skill Building for All -- driven by professional development needs assessment				
Communication/Conflict/Customer Service (varying topics)	Quarterly	Class	1-4 hours	PD
De-Escalation of Students in Crisis	Annual	Class	1 hour	UWB Counselor
DIA	Fall	Class	4 hours	PD
DEI	Ongoing	Varies	Varies	Varies
Ethics (ever 3 years, next 2018)	Fall	Class	1 hour	Ethics Board
Lynda.com	Ongoing	Class+Online	Varies	PD

2017-2018 Calendar	Timing	Delivery	Duration	Delivery Person
Professional Development Library	Ongoing	On Own	N/A	PD
STTACC Membership for Classified Staff	Annual	Class	N/A	STTACC
Supervisor Essentials and Leadership Development (being updated as 5 Star collaboration)				
5 Dysfunctions of a Team	As needed	Class	2 hours	PD
Leading with Emotional Intelligence	As needed	Class	1 hour	PD
Painless Performance Improvement	As needed	Class	1.5 hours	PD
Practical Coach	As needed	Class	1.5 hours	PD
Situational Leadership	As needed	Class	1 hour	PD
Other				
360 Degree Evaluation	Annual	1:1	Varies	PD
Emerging Needs	As needed	Varies	Varies	Varies
Intercultural Development Inventory (every 3 years, next summer 2018, fall 2018 group report presentation)	Summer	Online+Meet	Varies	PD
Prof Dev Needs Assessment (every 3 years, next 2020)	Fall	Online	N/A	PD
Team Retreats	As needed	Class	1-6 hours	PD
Mental Health - safeTALK with SASS	Spring	Varies	Varies	Varies
Wellness Activities	Ongoing	Class	Varies	PD

Cascadia College Board of Trustees Action Item**Subject:** 2018 Transforming Lives Nomination**Background**

Every year the ACT (Trustees Association) requests one student nomination from each college to attend the Transforming Lives Awards Dinner in Olympia during the ACT Winter Conference held in January. The ACT deadline to submit nominees is Friday, November 3, 2017.

The Trustees were emailed the nomination recommendation prior to this meeting.

President Murray is available to answer any questions the Board may have on this action item.

Recommendation/Action

It is recommended that the Board of Trustees vote and approve the student nominated to represent Cascadia College at the Transforming Lives Awards Dinner on Monday, January 22, 2018.

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

Cascadia College Board of Trustees Action Item (1st Read)**Subject: Acceptance of Gift and Naming of Bock Center****Background**

For the first time in the College's history, we have the opportunity to accept a gift and name a facility after a long-standing benefactor.

Shortly after marrying in 1949, John and Margaret Bock moved to the Totem Lake area. John was a salesman and Margaret a homemaker. In the late 1960's when the extension of Interstate 405 was slated to run through their property, they sold their home and moved east beyond Redmond.

Before John's death some twenty years ago, the Bocks talked frequently of sharing their good fortune with a student or students seeking a college education. Ms. Bock made a commitment to honor that vision. Although the Bocks did not have children of their own, Ms. Bock decided to establish the endowed scholarship to help Cascadia students reach their dreams. The endowment supports students who demonstrate academic success and are pursuing a degree in the sciences, math, or economics. The endowment has funded multiple scholarships to date.

Ms. Bock established the endowment in 2007 with a gift of \$107,000; the first awards were distributed in 2008. Over the last 10 years, Ms. Bock continued to make generous donations. Upon her death last year, a portion of her estate was entrusted to Cascadia. Creating the endowment, especially one of such significant size, has and will fund dozens of student scholarships each year for generations.

Action

In honor of the Bock's generosity, the college's executive team and the Foundation Board recommend to the Board that, at the November 15th Board meeting:

- A) The college officially accept the 2017 bequest of \$570,000. This brings the approximate value of the endowment to \$885,000. And,

- B) The college name the institution's learning center (currently located in CC2) as the **John & Margaret Bock Learning Center**, or simply the Bock Center. Authority to do so is reflected in Board Policy BP8: 4.10 where the Board of trustees shall take final action on the naming of such facilities, areas or events in honor of an individual, family, group, business, corporation etc. (copy attached)
And,

C) In the November 15th board meeting, upon approval of A) and B), the Trustees will sign a resolution to this effect.

The Bock's desire to help students learn and achieve their goals is best represented by naming the learning center facility after them. The learning center continues to grow as a vital resource to students' success with quality professional staff, tutors, and services. It is an integral facility for Cascadia and will continue to grow and expand in importance as the college itself grows.

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



GOVERNING BOARD POLICY (BP)

Article 8: FACILITIES	Accreditation Standard 8: Physical Resources
Policy: NAME OF BUILDINGS, FACILITIES, CAMPUS AREAS AND EVENTS	Policy Number: BP8: 4.10
Department Contact Facilities	Adopted by the Board of Trustees 9/21/99
Administrative Procedures AP8 4.10. 01	Revised:
Applicable WAC/RCW	Page 1 of 1

BP8: 4.10 Naming of Buildings, Facilities, Campus Areas and Events

College buildings and facilities (such as classrooms, multi-purpose zones, laboratories, student breakouts, etc.), as well as special areas on the campus grounds, and significant events such as guest lectures, seminars, fine arts performances etc. will be named to reflect the usage and function.

Exceptions may be made to name such areas, facilities and events in honor of an individual, family, group, business, corporation etc. Such exceptions shall be considered pursuant to Administrative Procedure AP10: 3.10.01.

The Board of Trustees shall take final action on the naming of such facilities, areas or events in honor of an individual, family, group, business, corporation etc.

Cascadia College Board of Trustees Action Item (1st Read)**Subject: Cascadia College Foundation Amended Articles (1st Read)****Background**

In July of 2017, the Cascadia College Foundation Board of Directors completed a comprehensive legal review and restatement of its Articles of Incorporation. No change alters the Foundation's purpose or mission. Key changes include:

- Limitation of Director Liability (section XV)
- Indemnification (section XVI)
- Director and Officer Insurance Requirement (section XVI, part 7)

The agreement between the College and Foundation prohibits the Foundation from changing its Articles without written consent of the College's Board of Trustees. The Board of Trustees is being asked to review the amendment and restatement to the Foundation's Articles of Incorporation (attached).

Recommendation/Vote:

It is recommended that the Board approve the amendment of and restatement to the Foundation's Articles of Incorporation and take action to accept the amended articles in their November 15th board meeting.

Mark Collins, Assistant Director of Development, will be available to answer any questions the Board may have on this item.

**AMENDED & RESTATED ARTICLES OF INCORPORATION
OF
CASCADIA COLLEGE FOUNDATION
a nonprofit corporation**

Pursuant to the provisions of the Washington Nonprofit Corporation Act (Revised Code of Washington 24.03), the CASCADIA COLLEGE FOUNDATION adopts the following Amended & Restated Articles of Incorporation. Former Article XV was renumbered Article XVII and new Article XV and Article XVI were added.

ARTICLE I

Name

The name of this corporation is Cascadia College Foundation, a nonprofit corporation.

ARTICLE II

Duration

The period of duration of this corporation shall be perpetual.

ARTICLE III

Purposes

The purpose for which this corporation, a nonprofit charitable organization, is formed is to operate as a supporting organization exclusively for the benefit of, to perform the functions of, or to carry out the purposes of Cascadia College, a public educational institution; and to engage in any other lawful activity which may hereafter be authorized from time to time by the Board of Directors in furtherance of its purpose declared herein; provided, however, that the purposes for which the corporation is formed shall at all times be consistent with Sections 501(c)(3) and 509(a)(3)(A) of the Internal Revenue Code of 1986, as it now exists or as hereafter amended (the "Code").

ARTICLE IV

Powers

This corporation shall have the power to do all lawful acts or things necessary, appropriate, or desirable to carry out and in furtherance of its purposes described in Article III which are consistent with the Washington Nonprofit Corporation Act and Sections 501(c)(3) and 509(a)(3)(A) of the Code.

ARTICLE V

Influence Legislation

No substantial part of the activities of this corporation shall be devoted to attempting to influence legislation by propaganda or otherwise, and the corporation shall not participate in, or intervene in (including the publication or distribution of statements with respect to) any political campaign on behalf of or in opposition to any candidate for public office.

ARTICLE VI

Registered Office

The address of the initial registered office of this corporation is 620 Kirkland Way, Box 908, Kirkland, Washington 98083-0908, and the name of its initial registered agent at such address is David E. LaDow. The written consent of such person to serve as registered agent is attached hereto.

ARTICLE VII

Board of Directors

The management of this corporation shall be vested in a Board of Directors. The number of directors, and the method of selecting directors, shall be fixed by the Bylaws of this corporation; provided, that the initial directors shall be four (4) in number and their names and addresses are:

<i>Name</i>	<i>Address</i>
Carol Berg-Christiansen	P.O. Box 877 Quilcene WA 98377
Victoria Munoz Richart	22114 45 th Ave S.E. Bothell WA 98011
Robert P. Tjossem	44320 S.E. Edgewick Rd. North Bend WA 98045
Dianne Campbell	15825 N.E. 90 th Way Redmond WA 98052

ARTICLE VIII

Bylaws

The Board of Directors is authorized to make, alter, amend, or repeal the Bylaws of this corporation.

ARTICLE IX

Limitations

This corporation shall have no capital stock and no part of the net earnings of this corporation shall inure in whole or in part to the benefit of, or be distributable to, any officer, director, or other individual having a personal or private interest in the activities of the corporation, or to any person or organization other than an organization which is exempt from federal income taxation under Sections 501(a) and 501(c)(3) of the Code, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered, to make reimbursement for reasonable expenses incurred in its behalf, and to make payments and distributions in furtherance of the purposes stated in Article III. Notwithstanding any other provision of these Articles, the corporation shall not carry on any activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under Section 501 (c)(3) of the Code or (b) by a corporation the contributions to which are deductible under Section 170(c)(2) of the Code.

ARTICLE X

Transactions Involving Directors

1. No contracts or other transactions between this corporation and any other corporation, and no act of this corporation shall in any way be affected or invalidated by the fact that any director of this corporation is pecuniarily or otherwise interested in, or is a trustee, director, or officer of, such other corporation.

2. Any director, individually, or any firm of which any trustee may be a member, may be a party to, or may be pecuniarily or otherwise interested in, any contracts or transactions of the corporation; provided, that the fact that such director or such firm is so interested shall be disclosed to or shall have been known by the Board of Directors or a majority thereof.

ARTICLE XI

Distributions upon Dissolution

Upon any dissolution of this corporation under provisions of the laws of the State of Washington for nonprofit corporations, all of its assets remaining after payment of creditors shall be distributed to one or more organizations selected by the Board of Directors which are qualified as exempt from taxation under the provisions of Sections 501(a) and 501(c)(3) of the

Code, or any successor statutes, and which further the purposes set forth in Article III. In no event shall any of the corporation's assets be distributed to the officers, directors, or members of the corporation.

ARTICLE XII

Private Foundation

If this corporation becomes a private foundation within the meaning of Section 509 of the Code, as long as its private foundation status continues the following provisions shall apply in the management of its affairs:

1. Each year the corporation shall distribute the income of the corporation, for the purposes specified in Article III, at such time and in amounts at least sufficient to avoid liability for the tax imposed by Section 4942 of the Code;
2. The corporation shall not engage in any act of "self-dealing" (as defined in Section 4941(d) of the Code) which would give rise to any liability for the tax imposed by Section 4941(a) of the Code;
3. The corporation shall not sell, exchange, distribute, or otherwise dispose of any "excess business holdings" (as defined in Section 49453(c) of the Code) which would give rise to any liability for the tax imposed by Section 4943(a) of the Code;
4. The corporation shall not make any investments which would jeopardize the carrying out of any of its exempt purposes (within the meaning of Section 4944 of the Code) and which would, therefore, give rise to any liability for the tax imposed by Section 4945(a) of the Code.
5. The corporation shall not make any "taxable expenditures" (as defined in Section 4945(d) of the Code) which would give rise to any liability for the tax imposed by Section 4945(a) of the Code.

ARTICLE XIII

Amendments

This corporation reserves the right to amend, alter, change, or repeal any provision contained in these Articles of Incorporation by the affirmative vote of a majority of the directors present at a meeting of the Board of Directors.

ARTICLE XIV

No Members

The corporation shall have no members.

ARTICLE XV

Limitation of Director Liability

To the full extent that the Washington Nonprofit Corporation Act (as it exists on the date hereof or as it may hereafter be amended) permits the limitation or elimination of the liability of Directors, a Director of the corporation shall not be liable to the corporation or its members, if any, for monetary damages for conduct as a Director. Any amendments to or repeal of this Article XV shall not adversely affect any right or protection of a Director of the corporation for or with respect to any acts or omissions of such Director occurring prior to such amendment or repeal. If the Washington Nonprofit Corporation Act is amended in the future to authorize corporate action further eliminating or limiting personal liability of directors, then the liability of a director for the corporation shall be eliminated or limited to the full extent permitted by the Washington Nonprofit Corporation Act, as so amended, without any requirement of further action by the corporation.

ARTICLE XVI

Indemnification

1. Right to Indemnification. The corporation shall indemnify and hold harmless, to the fullest extent permitted by applicable law as it presently exists or may hereafter be amended, any person who was or is made or is threatened to be made a party or is otherwise involved in any action, suit or proceeding, whether civil, criminal, administrative or investigative (a "Proceeding"), by reason of the fact that such person, or a person for whom such person is the legal representative, is or was a Director or officer of the corporation or, while a Director or officer of the corporation, is or was serving at the request of the corporation as a Director, officer, partner, trustee, employee or agent of another corporation, or of a foundation, partnership, joint venture, limited liability company, trust, enterprise or other nonprofit entity, including service with respect to employee benefit plans (each such other entity, "Another Enterprise") (such person, an "Indemnified Person"), against all liability and loss suffered and expenses (including attorneys' fees) actually and reasonably incurred by such Indemnified Person in connection with such Proceeding. Notwithstanding the preceding sentence, except as otherwise provided in Section 4 of this Article XVI, the corporation shall be required to indemnify an Indemnified Person in connection with a Proceeding (or part of such Proceeding) commenced by such Indemnified Person only if the commencement of such Proceeding (or part of such Proceeding) by the Indemnified Person was authorized in advance by the Board of Directors.

2. Restrictions on Indemnification. The corporation may not indemnify any Indemnified Person for: (a) acts or omissions of the Indemnified Person finally adjudged to be intentional misconduct or a knowing violation of law; (b) conduct of the Indemnified Person finally adjudged to be in violation of violation of Section 24.03.043 of the Washington Nonprofit Corporation Act in reference to Section 23B.08.310 of the Washington Business Corporation Act; or (c) any transaction with respect to which it was finally adjudged that such Indemnified Person personally received a benefit in money, property or services to which the Indemnified Person was not legally entitled or if the corporation is otherwise prohibited by applicable law

from paying such indemnification; provided, however, that if Section 23B.08.560 or any successor provision of the Washington Business Corporation Act is hereafter amended, the restrictions on indemnification set forth in this Section 2 of this Article XVI shall be as set forth in such amended statutory provision.

3. Expenses Payable in Advance. The corporation shall pay the reasonable expenses (including attorneys' fees) incurred by an Indemnified Person in defending any Proceeding in advance of such Proceeding's final disposition (such expenses, "Advanced Expenses"), provided, however, that, to the extent required by law, such payment of Advanced Expenses in advance of the final disposition of the Proceeding shall be made only upon receipt of an undertaking by the Indemnified Person to repay all Advanced Expenses if it should be ultimately determined that the Indemnified Person is not entitled to be indemnified under this Article XVI or otherwise. Notwithstanding any of the foregoing in this Section 3 of this Article XVI, the corporation shall not be required to pay any Advanced Expenses to a person against whom the corporation directly brings a claim alleging that the corporation is not required to indemnify such person under Section 2 of this Article XVI.

4. Written Statement Required and Right of Indemnified Person to Bring Suit. An Indemnified Person seeking indemnification pursuant to Section 1 of this Article XVI or Advanced Expenses pursuant to Section 3 of this Article XVI must first submit to the Board a sworn statement requesting indemnification or Advanced Expenses, as the case may be, and reasonable evidence of all such amounts requested by such Indemnified Person (such statement, a "Claim"). If (a) a Claim pursuant to Section 1 of this Article XVI above is not paid in full by the corporation within 60 days after such Claim has been received by the corporation, or (b) a Claim pursuant to Section 3 of this Article XVI above is not paid in full by the corporation within 30 days after such Claim has been received by the corporation, then the Indemnified Person may at any time after the expiration of the applicable period bring suit against the corporation to recover the unpaid amount of such Claim. If an Indemnified Person succeeds in whole or in part in any such suit or in a suit brought by the corporation to recover Advanced Expenses pursuant to the terms of an undertaking, then such Indemnified Person is also entitled to receive reimbursement from the corporation for the expense of prosecuting or defending such suit. The Indemnified Person shall be presumed to be entitled to indemnification under this Article XVI upon submission of a Claim (and, in an action brought to enforce a Claim for Advanced Expenses, where the required undertaking has been delivered to the corporation), and, thereafter, the corporation shall have the burden of proof to overcome the presumption that the Indemnified Person is so entitled.

5. Procedures Exclusive. Pursuant to Section 24.03.043 of the Washington Nonprofit Corporation Act in reference to Section 23B.08.560(2) or any successor provision of the Washington Business Corporation Act, the procedures for indemnification and Advanced Expenses set forth in this Article VII are in lieu of the procedures required by Section 23B.08.550 or any successor provision of the Washington Business Corporation Act.

6. Nonexclusivity of Rights. The right to indemnification and Advanced Expenses conferred by this Article XVI shall not be exclusive of any other right that any person may have or hereafter acquire under (a) any statute, (b) provision of these Articles of Incorporation, (c) the Bylaws of the corporation, (d) by general or specific action of the Board of Directors, (e) by

contract or (f) otherwise.

7. Insurance, Contracts and Funding. The corporation shall maintain insurance, at its expense, to protect itself and any Director, officer, partner, trustee, employee or agent of the corporation or Another Enterprise against any expense, liability or loss, whether or not the corporation would have the power to indemnify such person against such expense, liability or loss under the Washington Business Corporation Act. The corporation may enter into contracts with any Director, officer, partner, trustee, employee or agent of the corporation in furtherance of the provisions of this Article XVI and may create a trust fund, grant a security interest or use other means (including, without limitation, a letter of credit) to ensure the payment of such amounts as may be necessary to effect indemnification and Advanced Expenses as provided in this Article XVI.

8. Indemnification of Employees and Agents of the Corporation. The corporation may, by action of the Board of Directors, grant rights to indemnification and advancement of expenses to employees and agents or any class or group of employees and agents of the corporation (a) with the same scope and effect as the provisions of this Article XVI with respect to the indemnification and Advanced Expenses of Directors and officers of the corporation, (b) pursuant to rights granted under, or provided by, the Washington Business Corporation Act, or (c) as are otherwise consistent with law.

9. Persons Serving Other Entities. Any person who, while a Director or officer of the corporation, is or was serving (a) as a Director or officer of another foreign or domestic corporation of which a majority of the shares entitled to vote in the election of its Directors is held by the corporation or (b) as a partner, trustee or otherwise in an executive or management capacity in a partnership, joint venture, trust or other enterprise of which the corporation or a wholly owned subsidiary of the corporation is a general partner or has a majority ownership shall be deemed to be (i) so serving at the request of the corporation and (ii) entitled to indemnification and Advanced Expenses under this Article XVI.

ARTICLE XVII

Incorporator

The name and address of the incorporator are:

Name

Address

David E. LaDow

620 Kirkland Way, Suite 200
Kirkland, WA 98083-0908

These Amended & Restated Articles of Incorporation of Cascadia College Foundation were adopted by the affirmative vote of a majority of the directors present at a meeting of the Board of Directors in accordance with Article XII of the Articles of Amendment prior to this amendment and restatement. The corporation has no members.

The Amended & Restated Articles of Incorporation were unanimously approved by all of the directors of the Board of Directors at a meeting duly convened on July 27, 2017.

Dated: July 27, 2017 CASCADIA COLLEGE FOUNDATION

Signature Alexander K Lee
 Name/Title Alexander Lee - Board Secretary

Adoption and Revision History:

#	Event/Document	Action date	Filed date
1	Incorporation	March 18, 1999	March 19, 1999
2	Amendment (name change)	June 16, 2015	June 22, 2015
3	Amendment and restatement	July 27, 2017	

Cascadia College Board of Trustees Action Item (1st Read)**Subject: Campus Master Plan (1st Read)****Background**

The Campus Master Plan is scheduled to wind its way through the approval process. It must be approved by the Bothell City Council, the University of Washington Regents, and the Cascadia College Board of Trustees.

You will be presented with the highlights of the master plan, including the long-term vision for build out and the college's future partnering commitments with the city and transit agencies. You can access the final draft of the master plan at this link:

http://www.cascadia.edu/discover/about/campus/master_plan/UWB-CC%20CMP_DRAFT_Sept212017.pdf

It is a lengthy document so you may want to look over the executive summary.

Below is the proposed schedule to approve the Campus Master Plan:

Bothell City Council

October 3, 2017 - presentation
October 17, 2017 - public hearing
November 14, 2017 - potential adoption

Cascadia Board of Trustees Meetings

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

UW Board of Regents

October 12, 2017 - preliminary approval
January 17, 2017 - final adoptions

Recommendation/Vote:

It is recommended that the Board review the draft campus master plan in this meeting, have an open discussion in the November 15th board meeting and take action and final adoption in the January 17, 2018 board meeting.

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

Cascadia College Board of Trustees Action Item**Subject:** Title IX Procedure (2nd Read/Action)**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 procedure.

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

The Board reviewed this procedure in their September 20th board meeting and trustee Roy Captain requested a “track changes” copy for final review at 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.

Recommendation/Action

It is recommended that the Board of Trustees vote and approve the Title IX Procedure titled Discrimination Complaint Procedure.

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

GRIEVANCE PROCEDURE—DISCRIMINATION COMPLAINT PROCEDURE AND HARASSMENT

A. INTRODUCTION

Cascadia College recognizes its responsibility ~~for to~~ investigation, resolution, implementation of interim and corrective measures, resolve complaints, and ~~monitoring~~ 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 believes that ~~he or she has they~~ been the subject of discrimination, ~~or~~ harassment, or retaliation should report the incident ~~or incidents~~ 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(s), applicant(s), student(s), or visitors(s) of Cascadia College who alleges that ~~she or he~~ the individual has been subjected to discrimination or harassment ~~due to his or her~~ 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 ~~he or she~~ 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 ~~that denigrates or shows hostility directed~~ toward an individual ~~because of their~~ based on the individual's membership or perceived membership in a protected class ~~or their perceived membership in a protected class~~. Harassment occurs when the conduct is sufficiently severe, persistent, 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 [and/or student housing]. 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.

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~~8-9.~~ **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.

~~9-10.~~ **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 ~~{and/or student housing}~~.

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.

~~40.11.~~ **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.

- a. **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.
- b. **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.
- c. **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.
- d. **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.
- e. **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 ~~Community/Technical~~ 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 ~~his or her~~ 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 ~~his or her~~ 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~~ 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 ~~his or her~~ 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 or interim suspension of~~ 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

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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 ~~his or her~~ 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~~ 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, as applicable. 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 believes ~~he or she has~~ 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 federal, state, and municipal rules and regulations~~ 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 ~~is~~ such conduct is subject to discipline. Any persons who ~~thinks he/she has~~ 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 College Board of Trustees Student Report**Subject: Cascadia Student Government (CSG) Report**

As we began a new academic year, the Student Government has been very busy getting ready to launch the pilot programming of our Textbook Accessibility Program. All in all, we loaned out over 50 books to students, saving hundreds of dollars for the Cascadia student body. We are looking forward to expanding our collections at the end of the quarter and continuing to save student dollars and make all classes accessible for all incomes.

Also in the first couple of weeks, CSG has been collaborating with ASUWB to organize voter registration events before the off-year local elections. With our combined efforts, we were able to register 217 voters on campus, clocking over 60 volunteer hours, and surpassing our previous record by 100 new registered voters. Next, we plan to focus our efforts on getting out the vote for Election Day, which is November 7th, 2017.

The Cascadia Activities Board has also been hard at work creating a fun and welcoming environment for all Cascadia students. The ARC Carnival, a combined CAB and UWB Campus Events Board effort, kicked the new school year off on the first day of the quarter with over 700 people in attendance. Since then, the Activities Board has worked to plan several more events to get students involved on campus, ranging from a DIY Yogurt Parfait Table during Welcome Week to their upcoming Fall Ball on November 1st.

CSG has also been working with our Community Engagement Officers, who are in charge of our Student Life marketing on campus, including a tabling event last week in which we celebrated National Coming Out Day by having our mascot Kody come out as non-binary. We stand in solidarity with our LGBTQIA community members and celebrate what makes them unique and essential to our campus.

Cascadia Student Government has a busy schedule as we look ahead packed full of ideas to help our student body and surrounding community, and we are excited to see what the new year holds.

Thank you,

Cassie Rudolph, CSG President



THERE IS NOTHING TO REPORT THIS MONTH.

Thank you,

Marah Selves, Administrative Services Manager