



November 8, 2017

Dear Board of Trustees and Campus Community:

With October passed and November present, the College seems to be managing well. Staff and Faculty have participated in professional development on many fronts, students are remaining our highest priority, the relationship between UWB, the City of Bothell and Cascadia regarding the Master Plan stays positive and I've almost completed the employee Coffee for Three program. Statewide, efforts to coordinate our messages for legislators have begun and Cascadia continues to work with the 5 Star consortium on multiple initiatives.

We'll be continuing our deep dives at this Board meeting by presenting our plans for marketing efforts. I always look forward to those discussions and I've begun to prep for December's meeting when we'll go through a more in depth review of the initiatives we hoped to accomplish this last calendar year.

I'd like to remind you to keep abreast of the Friday Letters as they are a more detailed look at the weekly events on campus. Looking forward to seeing you next week.

**Meet and Greets:**

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

- Campus Master Plan Presentation to Board of Regents (UW)
- Meeting with CCCFT President Dave Shapiro on Local Bargaining
- Pluralism Committee Meeting (x2)
- Campus Master Plan City Council Meeting
- Parking Planning Meeting with UWB (x2)
- Meeting and tour of Cascadia with new President of Bellevue College, Dr. Jerry Weber
- Meeting with Senator Guy Palumbo
- Moderator for City Council Candidate Forum – Bothell & Kenmore City Councils
- New Employee Orientation Meeting
- Bothell Chamber General Meeting
- Meeting with CEO of Goodwill Industries, Darryl Campbell
- Check-ins with Tenure Track Faculty (x6)
- Cascadia College Foundation Board Meeting
- CSG President Monthly Meeting
- All Employee Day for Inquiry & Assembly (DIA) on Emergency Response Scenario
- President's Lunch with New Faculty
- Bothell Chamber Executive Committee Meeting
- Navigators Meeting
- Hosted Campus Conversation on Current Issues
- WPEA/Management Best Practices/Mandatory Subjects Joint Training
- "Coffee for Three" breaks with the President (15 coffee breaks with 30 employees)
- Lake Washington School District Community Leaders Breakfast

## 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

After a number of summer projects, the IS team is currently in maintenance mode focusing on supporting students and faculty in fall quarter. In October alone, 400 new Helpdesk tickets were created (81 of them for classroom related support – either non-functional A/V equipment or delivering additional technology for use in the classroom) and 436 tickets were closed/completed (66 of them related to classroom support). IS also provided weekly laptop/tablet checkouts to 18 different students totaling 32 equipment checkouts.

### Facilities

The Administrative Services team organized and presented the fall quarter Cascadia College Day for Inquiry and Assembly (DIA) on November 1<sup>st</sup>. The day consisted of a simulated emergency situation that required the attendees to engage in an Emergency Operations Center (EOC). This was an interactive event which allowed faculty and staff to experience possible emergency situations and how to manage the incidents through the Incident Command System and the use of an EOC. Feedback from attendees indicate a need for continued training in emergency preparedness and incident management.

### ctcLink Project and Activities

Although challenged in completing several events, SBCTC remains on track to request restart approval in mid-December 2017. FirstLink college remediation is taking longer than anticipated with the added requirements to complete fiscal year-end closeouts for both 2015-2016 and 2016-2017; expected completion is December. The ctcLink Project Director presented an amended college deployment schedule to WACTC in late October which reduced the total number of deployments by increasing the number of colleges per deployment, this in turn shortened the overall deployment schedule by six months.

In early November WACTC will review and approve the new project resource investment plan covering estimated budgets for software changes and additional staffing requirements at the State Board to ensure successful project implementation and post go-live support. Cascadia's project management team and staff's focus is on analyzing the project schedule to determine staff capability and resource requirements, then to develop a staffing plan and present deployment group option recommendations to Cascadia's Steering Committee. The staff attended one common process workshop in October and are preparing for participation in six additional workshops in November and December.

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

We are in the middle of the fall quarter and Cascadia Faculty excels at teaching and participating in innovative projects.

### Faculty Updates

- Eight faculty members attended the Washington Association for the Education of Speakers of Other Languages (WAESOL) conference on October 22<sup>nd</sup>. **Emily Dvorak** and **Anne Tuominen** presented "Integrate It: English Learning through Interdisciplinary Environments." **Alex Schiff-Bellabiod**, **Lia Preftes**, and **Nataliya**



**Husar** presented "Promoting Diversity and Gender Equity through ELP Novel Reading." **Jessica Weimer** was nominated for WAESOL member-at-large.

- Faculty member **Gail Alexander** and Dean **Erik Tingelstad** participated in the ATE Mentorlinks meeting October 22<sup>nd</sup> and 23<sup>rd</sup> in Washington DC. It was the beginning of a multiyear project for the ETSP program in which Cascadia staff and their mentor, Roger Ebagge of Lane Community College, will work to redefine Cascadia's two year program.
- Faculty members **Nano Tellez**, **Srividhya Venkatraman** and **Mohandas Raj** attended the Pathways to Calculus workshop on October 25<sup>th</sup> at the University of Washington. The event was coordinated by a partnership between the SBCTC and the Dana Center at the University of Texas, Austin.
- Cascadia sent a team of math faculty and staff to participate in the Dana Center's Designing Math Pathways (DMP) workshop October 26<sup>th</sup> in Seattle. The statewide workshop's purpose was to support institutional teams to develop and implement math pathways on a broader scale. Cascadia team members included faculty members **Megan Luce**, **Cynthia Bea**, and **Nano Tellez**. In addition, **Anna Stufano** from Advising and Dean **Erik Tingelstad** attended.
- Cascadia Faculty, **Jared Leising**, **Sarah Zale**, **Brent Schaeffer**, **Louise Spiegler** and **Natalie Serianni** gave a reading at Soulfood Coffee house in Redmond on October 19<sup>th</sup>. It was a fantastic event with a packed audience.
- **Garth Neufeld** has been working on a teaching-focused podcast project, "PsychSessions: Conversations about Teaching N'Stuff." It is available on iTunes or through the website [Psychsessionspodcast.libsyn.com/website](https://psychsessionspodcast.libsyn.com/website) or <https://goo.gl/QbhQbg>



### College Updates

- **Gordon Dutrisac** and **Anna Stufano** (from Advising), **Todd Lundberg** (SL Dean), and **Anne Tuominen** (Instructional Designer) presented "STAQing the Deck" (a program we are offering in our COLL 101 courses) to the National Academic Advising Association (NACADA) in St. Louis.
- Nearly 300 students, faculty and staff from Cascadia and UWB attended a screening of "An inconvenient sequel: Truth to Power" followed by a live screened Q&A with Al Gore on October 26<sup>th</sup>. The event was hosted in Mobius Hall via a partnership effort between the Campus Library, CSG, Cascadia and UWB Sustainability Clubs and Sustainability Offices.
- **Jodie Galvan**, Assistant Director of Sustainable Practices, will give two presentations this fall to promote the BAS in Sustainable Practices program: 1) "Providing Undergraduate Research Opportunities on Campus" will be presented at the SBCTC Baccalaureate Conference on November 14<sup>th</sup>; and 2) "Washington State Applied Baccalaureate Degrees – Overcoming Barriers to Careers in Sustainability for Working Adults, Low-Income Students, First Generation Students, and Students of Color" will be presented at the King County ECO Net Summit on December 6<sup>th</sup>.
- iUrban Teen is a STEM education program that encourages STEM careers for youth (predominantly male youth of color ages 13-18). We welcomed over 100 visitors to campus



on Saturday, October 28<sup>th</sup> for STEM-O-Ween that included STEM workshops and other interactive education forums. Three Cascadia faculty/staff lead workshops: **Craig Duckett** (Karel the Robot – computer programming); **Mohan Raj** (Egg Drop – engineering); and **Jodie Galvan** (Parking planning with Google Earth & iMap).

- Student Success Services hosted a Gender Identity 101 Training for staff and student leaders to help further our understanding and develop ways in which we can better serve students.
- Five staff from Student Success Services and three faculty are attending the Washington Faculty and Staff of Color Conference in Vancouver, WA.
- Cascadia is hosting the first session in our College Goal Cascadia program on November 4<sup>th</sup>. This session will help students and families complete the financial aid application (FAFSA).
- During November, Student Advising & Support Services are offering two Transfer 101 workshops and also are partnering with Evergreen Hospital on a Nursing Information workshop for students interested in the nursing profession.

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

### **External Relations**

#### *Student Recruiting*

- In September, prospective student recruiting focuses 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 new 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.

<b>Country</b>	<b>#</b>
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**

HR completed the **Quarterly Associate Faculty Benefit Process**, assessing 100+ Associate Faculty's FTE (class load) system-wide regarding if they gain or lose the Public Employees Benefits Board Health Care Authority benefits (medical, vision, dental, life insurance and long term disability insurance) and retirement benefits at Cascadia. At this point we have approximately 74% of our part time Associate Faculty covered under benefits.

The HR team is now managing the **Annual Open Enrollment** process for all Classified, Exempt and benefits-eligible Faculty which runs from November 1–30, 2017. Most changes can be done easily through the Health Care Authority's online portal and will be effective January 1, 2018. For more information, look to the weekly e-mail notices during the 5-week Open Enrollment period from either Haley Green or Katherine Kameron, HR Generalists.

The HR/Payroll Office -- with Shawn Stephens, Sr. Admin Assistant, taking the lead -- facilitated the college-wide **Annual Flu Clinic** on October 19<sup>th</sup>. Thirty-four (34) Faculty, Staff and Students participated. Feedback was that it was run smoothly with very little wait time.

Our Executive Director of HR, Martin Logan, introduced an anonymous **HR/Payroll Satisfaction Survey** to the campus. Currently 82% of the 55 participants stated that HR/Payroll either meets or exceeds their expectations of service. We will continue this satisfaction survey via a link at the bottom of all HR/Payroll team members' e-mail. We welcome your feedback and suggestions for improvement!

Finally, HR and Payroll would like to congratulate and thank **Rod Cowley, Payroll Manager**, for his **11 years of service** here at Cascadia.

We look forward to seeing you at the board meeting on November 15<sup>th</sup> from 4:00 – 6:00 pm and immediately after the meeting we will move to the Vista outside of the Board Room for the Cascadia College Foundation Bock Bequest reception from 6:00-7:30 pm.

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, November 15, 2017**

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

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

**Meeting Agenda and Materials  
Wednesday, November 15, 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 – October 18, 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**

**Administrative Services**

Abi Shimono, Facility Assistant

**6. INFORMATION ITEMS**

- First Quarter Financial Update - (TH)

**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: Marketing Efforts - (SGT)

**9. RECOMMENDED ACTION ITEMS**

- Naming of Bock Center (2nd Read/Resolution) – (EM)
- Campus Master Plan Discussion (2<sup>nd</sup> Read) – (MW)

**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

- Board meeting will adjourn at 6:00 pm and move to the Vista for the Cascadia College Foundation Bock Bequest reception from 6:00-7:30 pm.
- Next meeting – December 13, 2017 (4:00-6:00 pm) Board Winter Retreat for the President's Performance Review to be held at Dr. Miller's residence. **No regular Board meeting.**

## 12. NEXT MEETING

The next regular meeting of the Board of Trustees is scheduled for Wednesday, **January 17<sup>th</sup> 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  
October 18, 2017**

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

**BOARD OF TRUSTEES**

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

**EXECUTIVE STAFF**

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

**AREA REPRESENTATIVES**

CCCFT Representative – David Shapiro absent.

Student Representative – Cassie Rudolph, CSG President present.

WPEA Representative – Marah Selves absent.

**SPECIAL GUESTS**

Jennifer Phillips, City Manager for the City of Bothell and Kelly Snyder, Assistant Vice Chancellor, UWB were present.

**AUDIENCE**

Erica Almeda, Erin Blakeney, Glenn Colby, Mark Collins, Lyn Eisenhour, Kirk Heynen, Dr. Todd Lundberg, Becky Riopel, Cassie Rudolph, Shandy Stomierski, Dr. Erik Tingelstad, and Jessica Weimer 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 Janet McDaniel called the meeting to order at 4:00 p.m.

**3. CONSENT AGENDA**

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

**4. PUBLIC COMMENTS**

There were no public comments.

## 5. INTRODUCTION OF NEW EMPLOYEES/STUDENT LEADERS

The following new employees and student leaders were introduced to the Board:

### Student Learning & Success

Erica Almeda, New Tenure Track Faculty, Adult Basic Education

Jessica Weimer, New Permanent Status Track Faculty, ELP

President Murray turned the introductions over to Student Life staff who introduced the following student leaders:

### Community Engagement Officers (CEOs)

Gaby Rojas-Vasquez

Anna Block (graphic Designer) – absent

Christina (Yuxin) Zhang

### Cascadia Activities Board (CAB)

Ellie Boone – Chair

Maddy Groth – Special Events – absent

Eric Espinoza – Social Issues – absent

Jessica Rizk – Health & Wellness

Grace (Yintong) Wang – Global Arts & Culture - absent

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

## 6. INFORMATION ITEMS

### Corporate and Continuing Education Center Yearly Summary

President Murray updated the Board on the Corporate and Continuing Education Center – Eastside Program Performance. One handout provided CCEC Eastside enrollment by fiscal year, revenue by fiscal year and enrollment by program. A second handout provided enrollment duplicated headcount totals, a 5-year financial summary, 2017-2018 projected gross revenue and profit for Cascadia and LWTech, and Job Skills Program grants and grant administration.

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

### Cascadia Community College Federation of Teachers (CCCFT)

Union President, David Shapiro submitted a report in the board packet earlier and was not present to give additional information to the Board.

## 8. DISCUSSION/PRESENTATION ITEMS

### Strategic Plan Deep Dive: Completion Rates and Enrollment Update

Dr. Rosemary Sutton, VP of Student Learning & Success gave the Board an update on fall 2017 enrollment, retention, and graduation data. A copy of Dr. Sutton's presentation can be made available upon request.

### Professional Development Update

Martin Logan, Executive Director of Human Resources gave the Board an update on Cascadia's Professional Development activities. Two annual calendars with professional development offerings were shared with the Board:

- 2016-2017 Annual Calendar for the last academic year
- 2017-2018 Annual Calendar for the new academic year

## 9. RECOMMENDED ACTION ITEMS

### 2018 Transforming Lives Nomination

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 trustees were emailed the nomination of LaShanta Sealy prior to this meeting. The Board of Trustees approved and voted upon the nomination of LaShanta Sealy to represent Cascadia College at the Transforming Lives Awards Dinner on Monday, January 22, 2018 in Olympia.

**Chair Janet McDaniel asked for a motion to approve the nomination of LaShanta Sealy for the Transforming Lives Award on behalf of Cascadia College. Trustee Nancee Hofmeister made a motion to approve the nomination and Trustee Roy Captain seconded the motion. Hearing no objections the nomination of LaShanta Sealy was approved.**

### Acceptance of Gift and Naming of Bock Center

For the first time in the College's history, we have an opportunity to accept a gift and name a facility after a long-standing benefactor. John and Margaret Bock established a scholarship 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 to the endowment. Upon her death last year, a portion of her estate was entrusted to Cascadia for the endowment.

In honor of the Bock's generosity, the college's executive team and the Foundation Board recommends to the Board that:

1. The college officially accept the 2017 bequest of \$570,000 bringing the value of the Bock endowment to \$885,000.

**Chair Janet McDaniel asked for a motion to officially accept the 2017 Bock Bequest of \$570,000 on behalf of the Cascadia College Foundation. Trustee Mike Kelly made a motion to accept the gift and Trustee Nancee Hofmeister seconded the motion. Hearing no objections the 2017 Bock Bequest of \$570,000 on behalf of the Cascadia College Foundation was accepted.**

2. The college name the institution's learning center (currently located in CC2) as the John & Margaret Bock Learning Center, or simply the Bock Center.

President Murray reminded the Board that Policy BP8: 4.10 gives the Board authority to name such facilities, areas or events in honor of an individual, family, group, business, corporation etc. Dr. Murray suggested the Board approve a formal resolution on the naming the Bock Center at the November 15, 2017 board meeting. The trustees agreed and will take final action on the naming of the Bock Center at the next meeting via formal resolution.

### Cascadia College Foundation Amended Articles

In July 2017, the Cascadia College Foundation Board of Directors completed a comprehensive legal review and restatement of its Articles of Incorporation. The changes did not alter the Foundation's purpose or mission. The agreement between the College and the Foundation prohibits the Foundation from changing its Articles without written consent of the College's Board of Trustees. The Trustees were asked to review the amendment and restatement to the Foundation's Articles of Incorporation.

**Chair Janet McDaniel asked for a motion to accept the amended articles. Trustee Nancee Hofmeister made a motion to accept the Cascadia College Foundation Articles of Incorporation as presented and Trustee Roy Captain seconded the motion. Hearing no objections the Cascadia College Foundation Amended Articles were approved.**

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

Meagan Walker, VP of College Relations and Advancement gave the Board an update on the Campus Master Plan approval schedule. The Campus Master Plan must be approved by the Bothell City Council, the University of Washington Regents, and the Cascadia College Board of Trustees.

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 (1<sup>st</sup> read)  
November 15, 2017 – discussion (2<sup>nd</sup> read)  
January 17, 2017 – action (3<sup>rd</sup> touch) and final adoption

**UW Board of Regents**

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

Ms. Walker recommended that the Board review the draft campus master plan in this meeting, have an open discussion in the November 15<sup>th</sup> board meeting, and take action and final adoption in the January 17, 2018 board meeting.

Special guests Jennifer Phillips, City Manager for the City of Bothell and Kelly Snyder, Assistant Vice Chancellor, UWB were present and along with Ms. Walker, they answered questions the Board members raised on the Campus Master Plan.

Ms. Walker also shared a draft 2017 Campus Master Plan – Partnering Commitments report with the Board which gave them more information on partner activities.

Title IX Procedure (2<sup>nd</sup> Read/Action)

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 procedure so the college can effectively coordinate its efforts as problems arise. Assistant Attorney General, Alan Smith worked closely with the college to finalize the procedure being presented to the Board at this time.

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

**Chair Janet McDaniel asked for a motion to approve the Discrimination Complaint Procedure as presented. Trustee Roy Captain made a motion to approve the procedure and Trustee Mike Kelly seconded the motion. Hearing no objections the Title IX Procedure title "Discrimination Complaint Procedure" was approved.**

## 10. REPORTS

Cascadia Student Government Report: CSG President Cassie Rudolph submitted a report that was included in the Board packet. Ms. Rudolph was present and commented to the Board that a few students were at the City Council Meeting testifying on behalf of the Campus Master Plan. She also shared that recently, the students held an involvement fair to get students connected to the different clubs on campus.

Cascadia College Classified Union Washington Public Employees Association (WPEA) Report: Merah Selves noted in the Board packet that there was nothing to report this month on WPEA activities. Merah was not present at the meeting.

Chair and Individual Board Members Reports: No reports were given from the Chair, Vice Chair or trustees.

### President's Report:

President Murray handed out a flyer announcing the Cascadia College/UW Bothell Ride Glide Drive Program to assist commuting to campus. Commuter services began operating the "Truly Express Shuttle Service" which will run from 7:00 am until 10:50 pm every Monday through Thursday. The schedule is posted on websites and students can download the live shuttle app to track the Truly Express. The campus parking spots are clearly labeled and a pay station has been installed.

President Murray handed out the Corporate & Continuing Education Center Business & Industry Solution Newsletter – Eastside Edition to give the Board more information on this valuable partnership.

President Murray shared an invitation from students to invite the Board to the Community & Technical College Student Legislative Networking Reception to be held on November 17, 2017 at 7:30 pm at the Hotel Red Lion in Olympia.

President Murray commented to the Board that he will be in Olympia more this legislative session to bring Statewide Legislative Requests to the attention of the legislators from Cascadia's districts.

## 11. OTHER BUSINESS/ANNOUNCEMENTS

President Murray thanked the outgoing chair, Mr. Mike Kelly for his year as Board Chair. Mr. Kelly stated it was his pleasure fulfilling this role and it felt very natural. He thanked the college for this honor and stated it was a rewarding experience.

President Murray and the Board congratulated Trustee and new Board Chair Ms. Janet McDaniel for her reappointment as a Cascadia College Trustee. It was announced that her new term will go through September 30, 2022.

President Murray reminded the Board that the November 15<sup>th</sup> Board meeting will be from 4-6 pm with the Cascadia College Foundation Bock Reception to follow from 6-7:30 pm. He hoped all Trustees would be able to attend the reception.

## **12. ADJOURNMENT**

The Chair adjourned the regular meeting at 5:45 p.m.

### **Minutes Approved and Adopted on November 15, 2017**

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Ms. Janet McDaniel Board Chair

Attest:

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Dr. Eric Murray, President

Bdminutes101817

## **INTRODUCTION OF NEW EMPLOYEE**

### **Cascadia College Board of Trustees Introduction of New Employee**

**Subject:** Introduction of New Employee

#### **Background**

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

#### **Administrative Services**

Abi Shimono, Facilities Assistant

A brief biography on the new employee is attached.

#### **Discussion**

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



**Abi Shimono, Facilities Assistant**

We are happy to announce that we have a new facilities assistant on campus! Please join Administrative Services in welcoming Abi Shimono. Abi previously worked at Cascadia under College Advancement as a work study student while earning her associates degree in 2015. She went on to obtain her Bachelors in International/Asian Studies from UW Seattle. Abi comes to us with knowledge of our systems and the campus. Abi's first day was Monday, 10/16. Her office is located in CC3-328B. Part of Abi's job duties include motor pool, keys, building signs, and a plethora of other facility related duties.

**Cascadia College Board of Trustees Information Item**

**Subject**

First Quarter Budget Report

**Background**

It is the practice of the Board of Trustees to review expenditures against budget on a quarterly basis. This report updates the Board through September 30, 2017.

Terence Hsiao, VP of Administrative Services will be available to discuss the report with the Board.

**Cascadia College**  
 Summary Budget Report  
 As of September 30th, 2017

**Operations**

	Budget	Thru 09/30/17	%
Revenue	20,105,006	5,526,497	27%
Expense	20,046,416	3,496,652	17%
Net	58,590	2,029,845	

**International**

	Budget	Thru 09/30/17	%
Revenue	3,933,575	1,590,210	40%
Expense	3,053,573	517,651	17%
Net	880,002	1,072,559	

**Grand Total**

	Budget	Thru 09/30/17	%
Revenue	24,038,581	7,116,707	30%
Expense	23,099,989	4,014,303	17%
Net	938,592	3,102,404	

**Current Grants (145 Only)**

Grant Funding			New	
Grant	Prior Grant Total	Adjustment	Grant Total	Grant ID
Basic Food Employment and Training Gr	51,485.00	-	51,485.00	130-BFET-18
BEdA Leadership Block Grant	5,228.00	-	5,228.00	130-BLB-18
BEdA Master Grant	95,717.00	-	95,717.00	130-BEDA-18
Job Skills Program Grant	196,560.00	-	196,560.00	130-JSP-18AR
Job Skills Program Grant	91,210.00	-	91,210.00	130-JSP-18AM
Job Skills Program Grant	151,740.00	-	151,740.00	130-JSP-18ZT
Misc. General Grant	25,000.00	-	25,000.00	130-B2C-18
Misc. General Grant	7,500.00	-	7,500.00	130-A360-18
Perkins Leadership Block Grant	16,000.00	-	16,000.00	130-PLB-18

## **DISCUSSION/PRESENTATION ITEM**

### **Cascadia College Board of Trustees Discussion/Presentation Item**

**Subject:** Strategic Plan Deep Dive: Marketing Efforts

#### **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 marketing efforts.

#### **Discussion**

Meagan Walker, VP of College Relations and Advancement and Sara Gomez-Taylor, Recruitment & Outreach Manager will be available to answer any questions the Board may have on this item.

## **Cascadia College Board of Trustees Action Item (2<sup>nd</sup> Read/Formal Resolution)**

**Subject: Naming of the John and Margaret Bock Learning Center**

### **Background**

For the first time in the College's history, we have the opportunity to 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.

At the October 18<sup>th</sup> Board meeting, the College officially accepted the 2017 bequest of \$570,000 bringing the value of the Bock endowment to \$885,000.

### **Action**

In honor of the Bock's generosity, the college's executive team and the Foundation Board recommend to the Cascadia Board of Trustees that Resolution 11-15-17 be signed to formally agree that:

- 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.

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.



**Resolution  
Cascadia College (District 30)  
Board of Trustees  
11-15-17  
Resolution Naming of Bock Learning Center**

**Whereas**, Ms. Margaret Bock established a scholarship endowment in 2007 with the Cascadia College Foundation to help Cascadia students achieve their dreams; and

**Whereas**, the John and Margaret Bock scholarship endowment supports students who demonstrate academic success and are pursuing a degree in the sciences, math, or economics; and

**Whereas**, since 2007, Ms. Bock continued her generous investment in Cascadia's students; and

**Whereas**, on October 18, 2017, the Board of Trustees at Cascadia College officially accepted Ms. Bock's final contribution through her estate which significantly increased the endowment; and

**Whereas**, in creating an endowment of such magnitude, Ms. Bock has empowered and will empower many Cascadia students each year for generations to come; and

**Whereas**, authority to name facilities, areas or event's in honor of an individual, family, group, business, or corporation rests with the college's Board of Trustees and is reflected in Board Policy BP8: 4.10; and

**Whereas**, the Bock's desire to help students learn and achieve their dreams is best acknowledged by the naming the college's learning center facility in special recognition of these contributions;

**Therefore be it resolved** that the Board of Trustees of Cascadia College is honored to name the college's learning center the John & Margaret Bock Learning Center.

Adopted and Approved on November 15, 2017.

\_\_\_\_\_  
Ms. Janet McDaniel, Chair  
Board of Trustees

\_\_\_\_\_  
Dr. Julie Miller, Vice Chair  
Board of Trustees

\_\_\_\_\_  
Ms. Nancee Hofmeister  
Board of Trustees

\_\_\_\_\_  
Mr. Mike Kelly  
Board of Trustees

\_\_\_\_\_  
Mr. Roy Captain  
Board of Trustees

\_\_\_\_\_  
Dr. Eric Murray  
President

**Cascadia College Board of Trustees Action Item****Subject: Campus Master Plan (2<sup>nd</sup> 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](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 (1<sup>st</sup> read)  
November 15, 2017 – discussion (2<sup>nd</sup> read)  
January 17, 2017 – action (3<sup>rd</sup> touch) and final adoption

**UW Board of Regents**

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

**Recommendation/Vote:**

It was recommended that the Board review the draft campus master plan in their October 18<sup>th</sup> meeting, have an open discussion in this 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 Community College Federation of Teachers  
Local 6191, AFT**



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

❖ **Steering Committee Meeting**

The CCCFT Steering Committee met on November 1, 2017 to discuss ongoing information-gathering efforts in support of contract negotiations (to begin in winter quarter), and to plan for our next CCCFT General Membership meeting.

Thank you,

David Shapiro, Tenured Founding Faculty

**Cascadia College Board of Trustees Student Report**

**Subject: Cascadia Student Government (CSG) Report**

There is nothing to report this month.

Thank you,

Cassie Rudolph, CSG President



**THERE IS NOTHING TO REPORT THIS MONTH.**

Thank you,

Marah Selves, Administrative Services Manager