



March 13, 2019

Dear Board of Trustees and Campus Community:

While my “Meet and Greets” section gives an overview of my activities for the month, I wanted to draw particular attention to the work we’ve been doing with the cities in our district. As of the Board meeting, I will have delivered four State of the College updates to various city councils (Kenmore, Redmond, Bothell, and Woodinville) with only one more remaining to be done (Kirkland). This update has provided an opportunity for me to get in front of the councils and talk about the college. Each presentation has been well-received. It is sometimes a bit difficult for some cities to think of Cascadia as “their” community college since we are located in Bothell, but this update helps remind them that we are here to serve them as well.

In addition to the council presentations, I was part of a video honoring Mayor John Marchione at the Redmond State of the City address and I mc’d the annual Kenmore State of the City address. I finished this month an 8-week long process with the Lake Washington School District helping to provide input for their next strategic plan and I participated in the UW Regents meeting to discuss Cascadia and our joint academic building.

Community involvement has been heavy this winter in addition to all of the time in Olympia. As winter comes to a close, the next priorities will be stewarding the tenure and budget processes.

I look forward to seeing you next week!

### **Meet and Greets**

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

#### **Campus**

- Equity & Inclusion Council Meeting
- Tenure Track Class Visits (x4)
- CSG President Monthly Meeting
- Classified Co-Facilitator Monthly Meeting
- ctcLink Steering Committee Meeting
- UWB Facilities Staff Recognition Event
- ctcLink All Staff Thank You Celebration
- Navigators Council Meeting
- Faculty Council Check-In
- Leadership Group Quarterly Planning Session

#### **Olympia/State**

- Legislative Meetings – February 13<sup>th</sup>
- WACTC Monthly Meeting February 14<sup>th</sup>/15<sup>th</sup> at State Board Office, Olympia
- WACTC Legislative Update Conference Calls (x4)
- UW President Dr. Ana Mari Cauce Meeting with Community & Technical College Presidents
- President Kathi-Hiyane Brown, Whatcom CC Meeting
- WACTC - AGE Biologics Biotech Training Center Conference Call with SBCTC

### Community

- Bothell City Council – State of the College Update
- Woodinville City Council – State of the College Update
- Kenmore City Council – State of the College Update
- Redmond City Council – State of the College Update
- Lake Washington School District – Engagement Forum
- City of Redmond – Video for outgoing Mayor Marchione
- OneRedmond “State of the City” Breakfast
- Coffee Meeting with Russell Joe, Republic Services
- Bothell Chamber Executive Committee Meeting
- Bothell Chamber Board Meeting
- State of Kenmore Luncheon

### UWB

- UWB Chancellor Meeting

### **Senior Staff Reports**

To be informative, yet mindful of your time, I have asked the senior staff to only share their top relevant items for your reading pleasure.

### ***From the Executive Director of Equity & Inclusion, John Eklof:***

#### **Listening Tour:**

Conducted 60 one on one meetings with staff, faculty, and students on campus in regards to the Equity and Inclusion on campus. Two reoccurring patterns expressed by Cascadia employees is the need to diversify the staff and faculty and providing more professional development opportunities about E&I topics/issues.

#### **Day for Inquiry & Assembly (DIA):**

Equity and Inclusion is the focus for the April 18<sup>th</sup> DIA. Staff and faculty will have the opportunity to provide input on the upcoming E&I action plan for the campus.

#### **Equity and Inclusion Council:**

The E&I Council meets twice a month to analyze, strategize, and assess Equity and Inclusion on campus and provides recommendations to E-Team on how to best move forward as a college in an equitable and inclusive manner.

#### **Northshore School District:**

Met with the Northshore School District’s Equity department to begin process of creating a pipeline for the recruitment of students of color to Cascadia.

#### **Plans in Motion:**

Complete listening tour by mid-April. Collect all qualitative data from one on one meetings and assemble a comprehensive list of the recommended changes and improvements for the campus. Categorize list into four designated pillars: student success, employee success, classroom and curriculum, and policies and procedures. Rank and prioritize list from most immediate needs to more long-term efforts. Finally, create E&I action plan for Cascadia.

### ***From the Vice President of Administrative Services, Terence Hsiao***

#### **Facilities:**

Facilities reports that the West Parking Garage is currently in the permit process and the existing Corp Yard will be completely cleared out by June. Following is a general timeline for the garage: the contractor will set up fencing for their staging area behind North parking garage in May, trees will be removed in June, construction will start in July, and the project is scheduled to complete in summer 2020.

The CC1 Elevator Project is on track to begin after graduation with a completion date before fall quarter.

The CC1 Lab tech prep area and LBA reception area are scheduled to complete by June 30<sup>th</sup>.

### **Finance:**

The Cascadia finance department will wrap up the most recent audit with an exit meeting on March 29<sup>th</sup> attended by Trustee Mike Kelly, President Murray, Terence Hsiao, Sharon Waymire, and the state auditors.

### **ctcLink:**

The ctcLink focus of the past month has been Business Process Fit Gap workshops. Beginning February 13<sup>th</sup>, 15 staff subject matter experts (SMEs) spent 10 days attending 15 different BPFG workshops. These SMEs took away 69 local configuration homework assignments to complete within a 1-4 week timeframe

### ***From the Vice President of Student Learning and Success, Dr. Kerry Levett***

### **Math Faculty:**

The thirteenth annual Western Washington Community College Student Mathematics Conference was held Saturday, February 23<sup>rd</sup> at Highline College. Faculty member Srividhya Venkatraman attended with a Cascadia student, Sarah Mwagalwa, who gave a talk about the differences she's observed in U.S. and international math education.

### **ELP Faculty:**

A group of English Language Program faculty (Jessica Weimer, Sofia Marshak, and Leah Schubert) is traveling to the international Teaching English to Speakers of Other Languages (TESOL) convention March 11<sup>th</sup>-15<sup>th</sup> to present the results of their two-year research project on international student retention at Cascadia. Their session is titled, "To Stay or Not to Stay: Student Perspectives on Retention."

### **Student Life:**

A [Video \(Welcome Back Kodiaks\)](#) created by the Community Engagement Officers in Student Life received the NACA (National Association for Campus Activities) Graphic Design competition award for Digital Media in Division I. They were recognized at the national convention in February.

### **Student Clubs:**

Cascadia now has **20 active student clubs** on campus, with more new clubs forming every month. New clubs include the religious group Shield of Faith, cultural group Turkmen Student Union, and special-interest clubs like the Sea Bears club—who learn about boating and maritime activities, and the Dog Walkers Social Club—who walk dogs and socialize.

### **Sustainability:**

This year's WOHESC (Washington Oregon Higher Education Sustainability Conference) took place at the University of Washington/Seattle February 25<sup>th</sup>-27<sup>th</sup>. Stephen Classen (Asst. Director of

Sustainability) led a group of 19 sustainability minded students who participated in panels and workshops.

**Disability Support Services:**

DSS is extremely grateful for the support of the Cascadia's Faculty during the snow closures. We had over 25 exams to reschedule and every Faculty member we dealt with made the process smooth. Faculty went above and beyond to ensure students received their accommodations!

***From the Executive Director of Human Resources, Martin Logan***

**Human Resources & Payroll:**

February continued the hiring processes for: Full Time Tenure-Track Faculty in Math and Business & Information Technology, Instructional & Classroom Support Technician 2 - Biology & Chemistry, Office Assistant 3 - Student Financial Services (non-permanent, ctcLink support), Fiscal Analyst 1 and Business Analyst - Accounts Payable (18-24 months temporary, ctcLink). It also had a lot of snow. And, a lot of Suspended Operations days. And, some confusion but hopefully, in the end, clarity. With all the changes in schedules, our Payroll team had to work extra hours and on the weekend to ensure everyone was paid and paid correctly. The Executive Director of HR and the Executive Team are exploring what went well and how we can improve for next time. We sent out a survey to assess, and so far, the early returns are positive.

Members of the HR/Payroll team attended three February ctcLink Business Process Fit/Gap workshops in Olympia: HR Core, Benefits, and Time & Labor. These were two and three-day workshops that brought HR/Payroll representatives together from Deployment Group 3 with the State Board's Human Capital Management (HCM=HR/Payroll) ctcLink Analysts to start the work of transitioning to the ctcLink Enterprise Resource Planning (ERP), a PeopleSoft product, in 2020.

**Professional Development:**

The annual 360 degree feedback process is underway with a cohort of four Executive Team members (including the President) and two Directors. The aim of the 360 is to provide insights for leadership development. The 360 process at Cascadia has gone through several iterations over the past decade. We used to rely on third-party vendors to administer long, costly surveys. While past surveys did yield useful insights, participants commented they were too corporate in nature and suggested we could scale the survey down to create something more meaningful to their work at Cascadia. The process was simplified considerably in 2018 based on user feedback that only a few key, open-ended questions were needed to provide the desired information and insight. The new process was held in high regard and will be repeated in 2019.

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

**Outreach/Marketing/External Relations:**

**Prospective Student Outreach**

Outreach hosted/attended 7 events (plus 5 that were canceled due to inclement weather) yielding approximately 109 points of contact with prospective students, families, and counselors. Activities included Fast Track and African/African American Resource Night, and participation in a College Fair at Mountlake Terrace High School.

**Design**

An updated and fully accessible campus map was designed and launched in partnership with the University of Washington, Bothell. Program and degree pages on Cascadia's website were redesigned to improve accessibility and engagement, materials for the Foundation Scholarship

campaign were created and distributed, and many other projects were completed for various groups across campus.

### College Relations

The first milestone in Phase 1 of the College's migration to the new ctcLink student management system was marked with a space-themed celebration including ice cream floats and a fun photo booth activity. This "stellar" event to promote conversation and understanding about ctcLink was enjoyed by all. Find more information [here](#) about this project.

### Emergency Management

Campus closures due to snow, as well as a power outage unrelated to weather, resulted in numerous emergency alert communications and activities. Emergency preparedness planning proved to be beneficial, and debrief meetings were held following the closure for continued improvement in these efforts.

### International Programs:

International Student Programs staff are completing assignments related to ctcLink and preparing for that transition. Recruitment is ongoing in Kazakhstan, Lithuania, South Korea, Indonesia, and United Arab Emirates.

### Foundation:

The 2019-20 scholarship application season is in full swing. Inclement weather influenced the decision to extend the application deadline to March 14<sup>th</sup>. The Foundation was awarded \$20,000 by United Way to extend the reach of the newly created Aroha Compassion Grant program. Annual tax letters were mailed to donors, and the Foundation's 2018 tax returns were completed.

We look forward to seeing you at the Board meeting on March 20<sup>th</sup>.

Respectively submitted,

Eric



**Board of Trustees**

**Meeting Agenda**

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

**Regular Meeting**  
**Wednesday, March 20, 2019**  
**4:00 p.m.**

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

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

**Meeting Agenda and Attachments**

**Wednesday, March 20, 2019  
4:00 p.m. - Room CC2-260**

**A G E N D A**

**1. CALL TO ORDER**

**2. CONSENT AGENDA**

- Meeting Agenda
- Minutes from our last meeting – February 20, 2019

**3. EXECUTIVE SESSION**

**The Board will meet in a one hour and thirty minute Executive Session to discuss number 2 below and/or any of the issues listed below:**

- (1) to receive and evaluate complaints against a public officer or employee;
- (2) **to evaluation the qualifications of an applicant for public employment or to review the performance of a public employee:**
- (3) to discuss with legal counsel litigation or potential litigation to which the college is, or is like to become, a party, when public knowledge of the discussion would likely result in adverse consequences to the college;
- (4) to consider, as a quasi-judicial body, a quasi-judicial matter, between named parties;
- (5) to consider matters governed by the administrative procedures act, chapter 34.05 RCW; and/or
- (6) to plan or adopt the strategy or position to be taken during collective bargaining, professional negotiations, or grievance or mediation proceedings, or to review proposal made in on-going negotiations or proceedings.

**4. PUBLIC COMMENTS**

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

**5. EMPLOYEES**

- Introduction of New Employees/Promotions:

**Student Learning & Success**

Bethany Tegt, Instructional Classroom & Support Technician II

- Promotions – E-Team members will share staff promotions with the board:
  - No staff promotions this month to share with the board.

## 6. INFORMATION ITEMS

- STEM 4 MOU – (EM)
- Emergency Team Overview – (EM)

## 7. DISCUSSION/PRESENTATION ITEMS

- Revisit Yearly Topics and Finance Committee - (EM)
- Budget Briefing I - (TH)

## 8. RECOMMENDED ACTION ITEMS

- Summer Technology Replacement Budget Approval (1<sup>st</sup> Read/Action) - (TH)

## 9. OTHER REPORTS

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

## 10. OTHER BUSINESS OR ANNOUNCEMENTS

## 11. NEXT MEETING

- Next regularly scheduled Board meeting is **Wednesday, April 17, 2019**

*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  
February 20, 2019**

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

**BOARD OF TRUSTEES**

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

**EXECUTIVE STAFF**

John Eklof, Terence Hsiao, Dr. Kerry Levett and Dr. Eric Murray present. Marty Logan and Meagan Walker absent.

Alan Smith (AAG) present.

Vicki Newton (recorder) present.

**AREA REPRESENTATIVES**

CCCFT Representative – Sharon Saxton, Senior 2 Tenured Founding Faculty present.  
Student Representative – Seth Smith, CSG President present.  
WPEA Representative – Marah Selves present.

**AUDIENCE**

Glenn Colby, Gordon Dutrisac, Lyn Eisenhour, Dr. Misty Anne Winzenried, and Yukari Zednick present.

**EXECUTIVE SESSION**

No Executive Session was scheduled for this meeting.

**CONVENED TO PUBLIC SESSION AT 4:02 P.M.**

**1. CALL TO ORDER**

Chair Dr. Julie Miller called the meeting to order at 4:02 p.m.

**2. CONSENT AGENDA**

Item added to agenda: Extension of the President's Contract-Dates Corrected, was added as an action item.

**Chair Dr. Julie Miller asked for approval of the consent agenda with one action item added. Trustee Janet McDaniel made a motion to approve the consent agenda and Trustees Mike Kelly seconded the motion. Hearing no objections the consent agenda was approved.**

**3. PUBLIC COMMENTS**

There were no public comments.

**4. INTRODUCTIONS OF NEW EMPLOYEES**

The following new employees were introduced to the Board:

**President's Office**

John Eklof, Executive Director of Equity & Inclusion

## **Student Learning & Success**

Dr. Misty Anne Winzenried, Interim Dean for Student Learning

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

There were no staff promotions announced by E-Team members.

### **5. INFORMATION ITEMS**

#### 2019 President's Work Plan

President Murray shared his 2019 President's Work Plan (January 2019 through December 2019). The plan lists four major sections:

Section 1: Academic Success

Section 2: Strategy and Vision

Section 3: External Engagement

Section 4: Management/Internal Relationships

#### Recommendations for 2019-2020 Faculty Sabbaticals

After the review of four proposals submitted by faculty, it was determined that the sabbatical achievements presented will further the goals in the strategic plan; consequently the sabbaticals were approved by President Murray and shared with the Board at this meeting. Below is information relating to each sabbatical requested:

David Dorratcague, Tenured Faculty, Senior 1, English as a Second Language (ESL)

Quarter: winter 2020

Topic: Course Revisions: TILT & Accessibility

Natasa Kesler, Tenured Faculty, Biology

Quarter: fall 2019

Topic: Multimedia in Science Communication

David Ortiz – Founding Tenured Faculty, Communication Studies

Quarter: spring 2020

Topic: National Museums

Michael Panitz, Founding Tenured Faculty, Business & Information Technology

Quarters: fall 2019; winter and spring 2020

Topic: Return to Industry & Process Orientated Guided Inquiry Learning

#### Second Quarter Financial Update

Terence Hsiao, VP of Administrative Services updated the Board on the college's expenditures through December 31, 2018.

### **6. DISCUSSION/PRESENTATION ITEMS**

#### New Trustees Recommendations

Two current trustees, Dr. Julie Miller and Ms. Nancee Hofmeister will no longer be serving on the Cascadia Board necessitating the assignment of two new trustees. Ms. Hofmeister's last board meeting will be June 19, 2019 and Dr. Miller's last board meeting will be September 25, 2019. Dr. Miller and President Murray met with 6 trustee candidates and they will discuss the candidates with the trustees and together they will come to a decision on which two candidates will be nominated and recommended to the Governor's office as new trustees for the Cascadia College Board of Trustees.

### Strategic Plan Deep Dive: Student Success: Reducing the Transitional Pipeline

A presentation on student success: reducing the transitional pipeline was a collaboration of the Office of Institutional Research, Math, English, Enrollment Services and Transitional Studies was presented to the Board by Dr. Levett, VP of Student Learning & Success. The presentation highlights follow:

- Why this matters to students
- What we have been doing in Placement
- Impact for Students (English)
- Alternative Measures – English
- The presentation also noted the theme, subtheme, goal, indicator and data for Indicators 1A-1a, 1A-1b, 1A-2b, and 1B-2a in the Strategic Plan.

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

### Enrollment Report/Update

Cascadia's enrollment patterns are changing, this presentation provided the Board with an understanding of the College's historic enrollment patterns, how they are changing and the degree to which the College can influence them. Enrollment changes have financial implications which the campus community needs to respond to.

Two presentations were given to the Board. The first related to enrollment, the second was a presentation President Murray gave to all employees on 1-31-19 at the Day of Inquiry and Assembly (DIA) explaining how enrollment patterns are changing.

A copy of both PowerPoint presentations can be made available upon request.

### International Program Markets

In 2015-16, more than 60% of ELP enrollments were made up of Chinese students. The number of Chinese students enrolling has rapidly declined over the last few years, diminishing our numbers in the English program. While the college's international college enrollments have remained relatively stable, we are beginning to see them drop as a result of the dip in our ELP program. Historically, approximately 60% of students enrolled in ELP matriculate into our college program.

Yukari Zednick, Director of International Programs, gave the board an overview of the countries in which Cascadia is currently recruiting and/or planning to recruit. She explained how we are evaluating both our current, new, and prospective markets to determine which markets make sense for Cascadia to focus on.

A copy of Ms. Zednick's PowerPoint presentation can be made available upon request.

### Capital Projects Update

The purpose of the Capital Projects Update PowerPoint presentation was to update the Board on the status and issues associated with the College's current major capital projects, the Corporation Yard, the West Garage and the new STEM building.

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

## **7. RECOMMENDED ACTION ITEMS**

### Extension of the President's Contract- COLA Dates Correction

The Board of Trustees took action on the extension of the President's employment contract in their January 16<sup>th</sup> meeting, however, the dates reflected in the 2019 President's Contract Addendum COLA dates were incorrect. A new addendum with corrected COLA dates was presented to the Board for action at this meeting:

**Chair Dr. Julie Miller asked for a motion to approve the 2019 President's Contract COLA dates corrected addendum. Trustee Janet McDaniel made a motion to approve the corrected addendum and Trustee Mike Kelly seconded the motion. Hearing no objections the 2019 President's Contract COLA dates corrected addendum was approved by the Board of Trustees.**

## **8. REPORTS**

Cascadia Student Government Report: CSG President Seth Smith shared with the Board that some items noted in his report were either cancelled or postponed due to the week of inclement weather closures and the college being closed. Some items will be rescheduled. He explained that the Job Shadowing Program will begin in Winter Quarter and there has been good interest for this program.

Cascadia Community College Federation of Teachers (CCCFT): Sharon Saxton, Senior 2 Tenured Founding Faculty commented that the faculty are looking at ways to be better prepared for teaching alternatives due to inclement weather closures. Faculty did a great job of communicating to students on missed classes and required assignments. They came up with very creative alternatives due to the missed classes.

Cascadia College Classified Union Washington Public Employees Association (WPEA) Report: Marah Selves had nothing further to report to the Board.

Chair and Individual Board Members Reports:  
Nothing to report.

President's Report:

President Murray reminded the Board that next month's Board Meeting will have a 1 hour 30 minute Executive Session (from 4:00-5:30) for (4) tenure track faculty conversations. The regular Board meeting will commence from 5:30-6:30.

## **9. OTHER BUSINESS/ANNOUNCEMENTS**

Tenure Track Faculty Portfolios will be available for the trustees review on Monday, April 1<sup>st</sup>. Tenure Track Faculty Actions for Tenure will take place at the May 22<sup>nd</sup> Board meeting.

## **10. MEETING ADJOURNMENT**

Chair Dr. Julie Miller adjourned the regular meeting at 5:54 p.m.

## **11. Minutes Approved and Adopted on March 20, 2019.**

\_\_\_\_\_  
Dr. Julie Miller, Board Chair

Attest:

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

Bdminutes022019

**Cascadia College Board of Trustees**  
**Introduction of New Employees/Promotions**

**Subject:** Introduction of New Employees/Promotions

**Background**

It gives us great pleasure to introduce the following new employee and to update the Board on staff promotions:

**New Employee**

**Student Learning & Success**

Bethany Tegt, Instructional Classroom & Support Technician II

A brief biography on the new employee is attached.

**Promotions** – There are no staff promotions to share with the Board.

**Discussion**

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

**Bethany Tegt, Instructional Classroom & Support Technician II**

We are delighted to announce that Bethany Tegt will be joining Cascadia College as an Instructional Classroom and Support Technician II. Bethany received her Bachelor of Science degree in Wildlife Ecology and Conservation Sciences from Washington State University and comes to us after having worked most recently as a Wildlife Technician with the Tulalip Tribes' beaver restoration project.

Bethany's references describe her as a hard-working and reliable individual who communicates well with a range of audiences and is passionate about the environment. With her experience in the natural sciences and a variety of campus leadership roles we are excited about the contributions she will make to our existing team of lab technicians.

Bethany's first day on campus will be Tuesday, February 19<sup>th</sup>. Please join us in welcoming Bethany to our Cascadia family.

## Cascadia College Board of Trustees

### Information Items

**Subject:** STEM 4 MOU

#### **Background**

Since the summer of 2018 when UW Bothell informed us of its interest in developing a joint STEM facility we have been working towards developing a shared understanding of how the building would be designed and operated. The MOU which follows was approved by both Cascadia and UW Bothell, we believe that it lays the foundation for a successful collaboration on our joint STEM building.

### **MEMORANDUM OF UNDERSTANDING REGARDING**

#### **A JOINT UW BOTHELL/CASCADIA COLLEGE STEM 4 BUILDING**

This Memorandum of Understanding (**MOU**) regarding a joint UW Bothell/Cascadia STEM 4 Building is entered into as of March 13, 2019, by and between the University of Washington Bothell (**UW Bothell**) and Cascadia College (**Cascadia**), both agencies of the State of Washington, which share a campus in Bothell, Washington.

#### **Background**

UW Bothell and Cascadia have both applied for and received funding from the Washington State Legislature for pre-design and design of science, technology, engineering, and mathematics (**STEM**) buildings to be constructed on their shared campus, and they anticipate receiving construction funding for their respective buildings in the future. The working title for UW Bothell's new building has been UW4, and the working title for Cascadia's new building has been CC4.

UW Bothell submitted a request to the Washington State Legislature to fund construction by combining UW4 and CC4 into a single STEM building with the goals of maximizing enrollment capacity and creating seamless academic pathways, research opportunities, and project learning experiences for students. UW Bothell and Cascadia are strongly committed to working as equal partners in the development and operation of the proposed joint STEM building, should its funding be approved by the Legislature.

#### **Contingent Understandings**

The understandings memorialized herein are contingent upon and assume a single appropriation by the Legislature to the University of Washington for a joint "STEM 4" building as described herein.

#### **Understandings**

**Vision.** The parties envision a joint STEM building that provides a learning environment to inspire students and support faculty collaboration between UW Bothell and Cascadia and to create seamless academic pathways, research opportunities, and project learning experiences for students. The parties further envision managing the joint STEM building in an integrated, fluid, and sustainable manner such that it serves as a national model.

**Goals.** The parties' goals for the joint STEM building are to:

1. Maximize space for instruction and research in a manner consistent with program goals and institutional standards and values;
2. Create learning environments that support collaboration, active learning, and faculty innovation while building community across students and faculty;
3. Design a physical environment that promotes interactions between UW Bothell and Cascadia faculty, staff, and students;
4. Display the shared campus's commitment to environmental and economic sustainability, including by seeking to minimize the joint STEM building's lifecycle costs and carbon footprint; and
5. Redistribute STEM facilities across their shared campus as appropriate to improve both operational efficacy and efficiency, and student access and relationships.

**Building Name.** The current working designation for the building is "STEM 4." The final designation and name of the building should be institutionally neutral and determined by mutual agreement.

**Project Parameters.** The STEM 4 building parameters are subject to change based on Legislative and donor funding. Absent such changes, the parties expect the project parameters to be as follows:

Budget. The total estimated design and construction project budget for 2019-2021 is \$79.438 million. The parties anticipate that that budget will originate from a single Legislative appropriation to UW Bothell.

Schedule. The parties anticipate that the building will be substantially completed during 2022, with the sequence of major project milestones as follows (not necessarily all to occur by 2022):

- Legislative approval
- Design-build team selection
- Design commencement
- Construction commencement
- Substantial completion of construction
- Building occupancy

Site. The joint STEM building will be located on the parties' shared campus in Bothell, with the exact location on campus to be determined.

Scope. The parties expect that the joint STEM building will contain classrooms, science labs, faculty and staff offices, meeting rooms, storage rooms, and common areas. They further expect the building to be approximately 100,000 gross square feet with approximately 64,500 assignable square feet (**ASF**).

Space Assignment. The parties understand that realizing the project's vision and meeting its goals requires that the STEM 4 programming include a mix of spaces shared by both UW Bothell and Cascadia as well as spaces dedicated to each institution's separate use. Dedicated space is understood to be space designed for and exclusively used by a single institution. In contrast, shared space will be designed for use by both Cascadia and UW Bothell, with no delineation of institutionally-dedicated areas within the space. The table below defines which types of spaces are expected to be institutionally dedicated and which would be shared in STEM 4. Institutionally dedicated spaces may be made available for use by the other institution by mutual agreement:



<b>Assignable Space Type</b>	<b>Assignment</b>
Classroom	Dedicated
Laboratory	Dedicated
Laboratory Preparation	Dedicated
Faculty and Staff Offices	Dedicated
Conference Rooms	Some Dedicated, Some Shared
Office Service – Printer/Copier Areas	May be Shared
Office Service – Supplies, Mail, Storage	Dedicated
Office Service – Break Rooms	Shared
Student Collaboration/Breakout	Shared
Tutoring Center	Dedicated (Cascadia)
Research Laboratories	Dedicated (UW Bothell)
Showers and Lockers	Shared
Restrooms	Shared
Data Center, if present	Shared (collocated, physically secured)
Data Closets	Shared
Janitorial Closets and Storage	Shared
Mechanical Rooms	Shared
Non-Assignable Space	Shared

Allocation of Institutionally Dedicated Space. Half of the dedicated space within STEM 4 shall be allocated to UW Bothell and half shall be allocated to Cascadia, assuming no donor funding for design and construction is received by either institution. If donor funding is received for the project, the receiving institution shall have the right to build additional dedicated space for its dedicated use, such space shall not be factored into the 50/50 allocation of dedicated space referenced in the preceding sentence of this section.

Donor Funding. In the event donor funding is received for the project by either institution, those funds would be used for the sole benefit of the institution receiving the funding, unless the use of such funds should materially increase other shared building expenses, such as infrastructure costs. If the use of donor funding results in an increase in other shared building expenses, the institution receiving the donor funding would use a portion of the donor funding to pay for the increase in shared building expenses.

#### Project Governance

UWB and Cascadia shall share the authority in the following areas regarding the design and construction of STEM 4:

- Establishing design standards and owner’s performance requirements
- Establishing criteria for the selection of project team members
- Selecting consultants where directly hired by the owner
- Approving design documents including those provided to contractors for the bidding of public works
- Award of contracts for public works

Decisions shall be reached by mutual agreement using the following project governance structure, unless otherwise agreed to by UW Bothell and Cascadia.

## Project Governance Structure

**Responsible Party.** The Chancellor of UW Bothell and the President of Cascadia must jointly approve any changes to the project outside of the established parameters of the Project (site, budget, schedule, financing).

**Project Executive Committee (PEC).** All major project decisions, recommendations, and trade-offs within the established parameters of the project (site, budget, schedule, financing) will be made by the PEC. The PEC may also engage in collaborative design sessions with the Project Management Team and Project Working Teams. The PEC will meet monthly and as required. The membership of the PEC consists of:

- UW Project Delivery Group Director (1)
- University Architect or University Landscape Architect (1)
- UW Bothell Representatives (2)
- Cascadia Representatives (2)
- UW Bothell Campus Facilities Representative (1)

**Senior Management Team (SMT).** Decisions of the PMT will be overseen by the Senior Management Team, which shall also make human resources management decisions in the interests of the project. In the event the PMT cannot reach agreement on an issue, the SMT will collaborate with the PMT to resolve the issue by consensus, and the PMT will document that resolution of the issue. The membership of the SMT consists of:

- UW Project Delivery Group Director
- Design-Build Team Representatives (2)
- Design-Builder (1)
- Architect (1)

**Project Management Team (PMT).** Management level project oversight will be provided by the PMT, which shall make decisions by consensus. The PMT will work under the guidance and oversight of the SMT. The PMT reports progress and seeks approval of design, cost, and schedule changes from the PEC. The membership of the PMT consists of:

- UW Project Delivery Group Project Manager
- Cascadia Director of Facilities and Capital Projects
- Design-Build Team Representatives (2)
- Design-Builder (1)
- Architect (1)

**Project Working Teams (PWT's).** PWT's are part of the collaborative process of developing the Target Program, Implementation Documents and other deliverables and may be formed temporarily or for the duration of the project. The PWT's are organized by the PMT and are interdisciplinary groups of Design-Build Team Members and representatives of the Owners. Each PWT shall have at least one representative from UW Bothell and one representative from Cascadia.

**Owner Architect Construction Team (OAC).** The OAC will be formed once the construction phase of the project begins and shall address issues that need to be resolved during the construction process. The OAC may request assistance from the PWT's and shall escalate

material change issues through the governance structure. The membership of the OAC consists of:

- UW Project Manager
- Cascadia Director of Facilities and Capital Projects
- Design-Builder
- Architect

*Owner's Representative.* The owner's representative shall administer all contracts, subject to the agreements above, and after consultation with representatives of UW Bothell and Cascadia, and shall have the authority to make timely decisions in accordance with the approvals and agreements of the foregoing project governance structure. The UW Facilities Project Delivery Group shall be the Owner's Representative.

Building Maintenance and Custodial Services. Building maintenance and custodial services shall be provided by UW Bothell in accordance with the service levels specified in the Master Services Agreement between UW Bothell and Cascadia.

The entire cost of STEM 4 maintenance and custodial services shall be borne by UW Bothell. The institutional cost sharing formula in the Master Services Agreement between UW Bothell and Cascadia is not applicable to STEM 4 because the Legislature has appropriated all maintenance and operations (M&O) funding for STEM 4 to UW Bothell.

Furniture, Fixtures, & Equipment (FF&E). Each institution has an FF&E budget specified in its C-100 submission to Washington State's Office of Financial Management (OFM), and these budgets shall form the basis for allocating FF&E expenses. The cost of repairing and replacing furniture, fixtures and equipment for dedicated spaces shall be the responsibility of the institution occupying the dedicated space.

UW Bothell and Cascadia shall be jointly responsible for, and mutually agree upon the repair and replacement of furniture, fixtures and equipment for shared spaces. These costs shall be shared between UW Bothell and Cascadia on a 50/50 basis. Any remaining FF&E funds in the institution's FF&E budgets shall be applied to meeting that institution's dedicated FF&E needs.

Network Maintenance & Management. The design and management of network and wireless infrastructure would be determined during the design phase of the project through a collaborative process involving UW Bothell, Cascadia, and University of Washington Information Technology (*UW IT*) staff. The final design would allow both UW IT and Cascadia to immediately resolve any network issues without being encumbered by the need for another party to provide access to physical infrastructure. The final design would also allow guest access wireless that does not require login. Wireless services would be equivalent to that of each institution in its own managed space. Neither UW Bothell nor Cascadia faculty, staff, or students would need to follow procedures unique to the other institution in order to access the services of their institution.

Building Coordination. A building coordinator would be assigned to STEM 4, and the role would alternate annually between a UW Bothell employee and a Cascadia employee.

Room Scheduling Process. Dedicated space would be scheduled by the institution to which the space is dedicated. Shared spaces would be scheduled through a mutually agreed upon

process/system that enables students, faculty and staff affiliated with either institution to directly schedule the use of shared space on a first come, first served basis.

**Discussion**

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

## Cascadia College Board of Trustees

### Information Items

**Subject:** Emergency Team Overview

#### Background

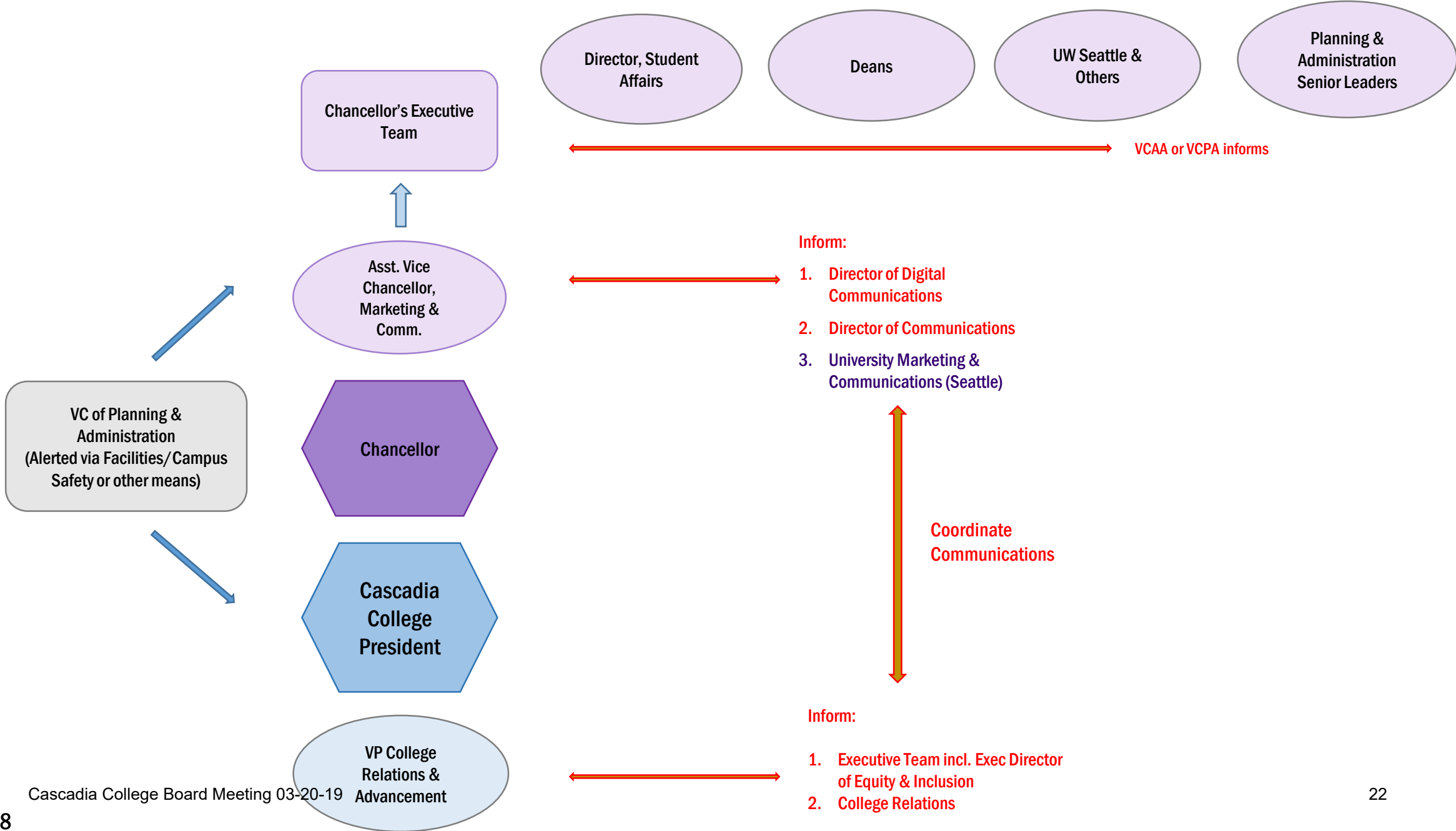
In the event of an emergency or anticipated impact on campus, the following procedure is enacted:

- Event is acknowledged, i.e., we become aware that there is a snow storm on-the-way, the power goes out, or some other emergency is reported. Information is funneled to the Emergency Management office on campus.
- The Campus Emergency Manager (a UWB employee) sends an email and text to the Emergency Team calling for the team to phone into a conference call at a specific time.
  - For weather, Meagan Walker, VP of College Relations & Advancement, is the representative. (During Meagan's medical absence last month, Eric Murray was the representative along with Sara Gomez Taylor, Manager of Recruitment, who handled communications.)
- During the phone call, the team is made aware of available information about the event, decisions are made about how to proceed, and communication strategies are determined.
- The UWB and Cascadia communications teams are informed of the results of the conference call and issue appropriate notices.
  - Notices are sent via text and email.
  - The campus home page has an emergency banner displayed.
  - All communications point individuals to the campus emergency webpage for more information.
  - In the event of power loss, the campus PA system and floor-by-floor in-person messaging is utilized.
- If the event requires longer, more coordinated effort, the campus Emergency Operations Center may be opened.
- The Emergency Team determines at the end of each call when the next check-in will be.
  - During the weather events of last month, these were every 12 hours.
- After the event, a debriefing is held to talk about specifics of the event impact, how we handled it, and how we can improve.
- Attached please find the UW Bothell/Cascadia College Issue/Climate Communication Protocol Flowchart that was developed in May 2018.
  - This protocol was established for crisis communications as they pertain to climate. All other events follow the standard protocol that begins with a phone call to join a bridge call. If it is a weather call, Meagan Walker is authorized to move forward without consulting the President. If it is a different type of event, Meagan would contact the President (or acting designee) and others so they can help guide the initial decision-making process OR the decision would be made on the spot to initiate the emergency operations center.

#### Discussion

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

# UW Bothell/Cascadia College Issue/Climate Communication Protocol



## **Cascadia College Board of Trustees**

### **Discussion/Presentation Items**

**Subject:** Revisit Yearly Topics and Finance Committee Suggestion

#### **Background**

1. Attached is information on future Board topics through June 19<sup>th</sup> to discuss and review with the Board.
2. President Murray would like to discuss his suggestion to convene a Board Finance Committee:
  - Is there enough time at Board meetings to get to the detail and analysis needed by the board this year regarding budget analysis and decision making?
    - If not, should we create a Trustees “Finance Committee” consisting of two trustees that would have some extra time in April and May to go through the details of our budget challenges and recommendations?
    - How much time would be needed? Possibly three 2-hour meetings.

President Murray will be available to answer any questions the Board may have on these two items.

Revisit Yearly Topics – Upcoming BOT Topics through June 19<sup>th</sup>:

April 17, 2019:

1. Executive Session: 15 Minutes – Discussion on Tenure Candidates
2. New Employees (2)
3. Information Items:
  - Kodiak Cave – Cascadia’s Food Resource Center (BR)
  - Accreditation Update (KL)
4. Discussion/Presentation Items:
  - Budget Briefing II (TH)
  - Revenue Report (EM)
5. Action Items:
  - Lab Equipment Replacement Budget (1<sup>st</sup> Read/Action ) – (KL)
  - WAC Revision Chapter 132Z-116 Parking & Traffic Rules (1<sup>st</sup> Read) (AAG/VN)
  - Parking Rates (1<sup>st</sup> Read) (TH)

May 22, 2019:

1. Executive Session: None
2. New Employees
3. Information Items:
  - Third Quarter Financial Update (TH)
  - CC4 STEM Building Update (TH)
  - Cascadia College Foundation Update (MW)
4. Discussion/Presentation Items:
  - 2019-2020 ASCC Budget (1<sup>st</sup> Read) (BR)
  - 2019-2020 College Budget (1<sup>st</sup> Read) (TH)
  - Draft Equity & Inclusion Plan (EM)
5. Action Items:
  - Resolutions to Recognize CSG Officers (1<sup>st</sup> Read/Action) (BR)
  - Tenure Votes (Resolutions Read):
    - Garth Neufeld
    - Lelia Olson
    - Brent Schaffer
    - Srividhya Venkatraman
  - WAC Revision Chapter 132Z-116 Parking & Traffic Rules (2<sup>nd</sup> Read/Action) (AAG/VN)
  - Parking Rates (2<sup>nd</sup> Read/Action) (TH)

June 19, 2019:

1. Executive Session: 1.5 hours 2:30-4:00 President’s Mid-Year Review
2. New Employees
3. Information Items:
  - 2019-2020 Sabbatical Information (Exempt Staff) (EM)
4. Discussion/Presentation Items:
  - 2018-2019 Board Self-Assessment Process
5. Action Items:
  - 2019-2020 ASCC Budget (2<sup>nd</sup> Read/Action) (BR)
  - 2019-2020 College Budget (2<sup>nd</sup> Read/Action) (TH)
  - 2019-2020 Board of Trustees Meeting Calendar (1<sup>st</sup> Read/Action ) (EM/VN)

*NOTE: June is the last meeting for Trustee Nancee Hofmeister. Trustees, we hope you can join us in a “Thank You” reception after the Board meeting for Nancee – location: TBD)*



**Cascadia College Board of Trustees**  
**Discussion/Presentation Items**

**Subject:** Budget Briefing 1

**Background**

This presentation will be the first briefing to the Board on the 2019-2020 budget. The intent of the presentation is to provide the Board with financial context prior to its consideration of the proposed 2019-2020 budget. The following topics will be covered:

- Washington State finances and higher education funding implications
- SBCTC's allocation model for the distribution of State funding to community colleges
- Enrollment projections and revenue implications
- Known non-discretionary expense increases
- Cascadia's replacement plans and opportunities for reducing their cost

**Discussion**

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

## Cascadia College Board of Trustees

### Action Items

**Subject:** Summer Technology Replacement Budget Approval (1<sup>st</sup> Read/Action)

#### Background

The College has a 5 year Technology Replacement Plan that was approved by the Board last year. The cost of the approved plan is below:

*Table 1: 5 year schedule of technology replacement costs*

	<b>18-19</b>	<b>19-20</b>	<b>20-21</b>	<b>21-22</b>	<b>22-23</b>
Equipment Replacement Plan	838,173	940,341	1,414,599	632,502	638,002

The executive team is planning to bring an updated version of plan to a future meeting for Board approval, this will allow the Board to consider the plan in the larger context of the College's finances. However, some technology replacement decisions need to be made now to be implemented in the summer (they cannot be implemented later in the year).

The College currently replaces its ePodium systems (the furniture and equipment faculty use to project information for classes) on a 7 year cycle. This replacement cycle minimizes the chances of instructional disruption due to equipment failures. This year 5 ePodiums are due for replacement. The ePodiums in question are not ADA compliant and we plan to replace them with ADA compliant furniture. The total cost of replacing the ePodiums is \$385,000.

#### Recommendation

It is recommended that the Board approve the use of \$385,000 from the Technology Replacement Reserve to replace ePodiums this summer.

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

#### Vote/Adoption:

Chair asks for motion: \_\_\_\_\_

Trustee makes the motion: \_\_\_\_\_

Trustee seconds the motion: \_\_\_\_\_

All in favor:

	Yes	No	Abstain
Miller			
Captain			
McDaniel			
Kelly			
Hofmeister			



**Cascadia Student Government (CSG)**

***Report to the Board of Trustees***

***Cascadia College***

***Meeting Date: March 2019***

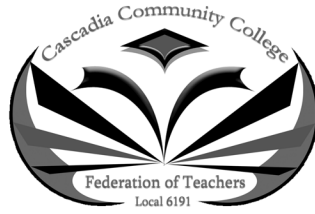
Cascadia Student Government is continuing to stay busy as we end winter quarter. Our S&A committee is getting underway starting to have hearings and review requests for how to spend our student fees. Our textbook accessibility program is getting prepped to start spring quarter.

We are working on our third Kodiak connections event to bring students together, we are working closely with CAB to plan Kody's Birthday Party, as well as spring fest.

I want to highlight our Do No Harm Medical Club this month. They attended a Pre Med conference in DC from March 7<sup>th</sup>–10<sup>th</sup>.

Thank you,

Seth Smith, CSG President



**Cascadia Community College Federation of Teachers**

**Local 6191, AFT**

***Report to the Board of Trustees***

***Cascadia College***

***Meeting Date: March 2019***

- ❖ The Faculty are selecting classes for 2019-2020 and creating their professional development plans for their individual workload meetings in spring quarter. Continued emphasis is on sequencing students successfully through their specific learning pathways while improving learning and teaching.
- ❖ The Steering Committee met to discuss faculty concerns. We are pleased to announce our new page on [go.cascadia](http://go.cascadia).

Respectfully submitted,

Sharon Saxton - Senior 2 Tenured Founding Faculty



**Washington Public Employees Association**

**UFCW Local 365**

***Report to the Board of Trustees***

***Cascadia College***

***Meeting Date: March 2019***

On March 7<sup>th</sup>, we had our quarterly member meeting where we discussed updates to our new contract that starts on July 1, 2019.

Thank you,

Marah Selves, Administrative Services Manager