



May 15, 2019

Dear Board of Trustees and Campus Community:

May has been a bit nerve-racking as we watched the Legislative Session come to a close. For the first time (ever?) the legislature passed a revenue package that would specifically assist higher education. This was an unexpected, but welcomed, outcome. The new package will provide a 3% COLA to all employees, a 5% salary increase for those working in King County, plus money for guided pathways and (we hope) general operations. I am still waiting on the final results from the SBCTC as I write this month's letter but hope to have all the information for our May 22<sup>nd</sup> board meeting.

The executive team has worked diligently to review costs and expenses. They have also pulled their weight as we've undergone leadership changes. The Budget Council as well as the deans & directors leadership group have also been helpful as we've structured the budget and come to conclusions. As soon as we get the budget wrapped up, we will quickly move into "graduation mode".

I look forward to seeing you next week!

### **Meet and Greets**

Since we met in April, here is a list of my campus and community activities:

#### Campus

- CSG President Monthly Meeting (x2)
- Veteran's Center Update Meeting with VetCorps Navigator, Cynthia Anchondo
- BOT Finance Subcommittee Meeting
- Review of Budget Action Plans
- WPEA Stewards Meeting Check-in
- Classified Co-Facilitator Monthly Meeting
- Day for Inquiry & Assembly (DIA) – Over 140 employees attended
- Budget Update to Employees
- 360 Feedback Meeting
- Welcome to Tech Fest participants
- Leadership Group Quarterly Planning Session
- President's Open Forum (x2)
- ctLink Steering Committee Meeting (x2)
- Budget Proposal Council Meeting
- Navigators Council Meeting
- Cascadia College Foundation Board Meeting

#### Olympia/State

- WACTC Legislative Update Conference Call (x2)
- WACTC Monthly Meeting April 25<sup>th</sup> & 26<sup>th</sup> in Pasco, WA
- Finance Documents Secured – West Parking Garage

#### Community

- Phone Meeting Interview – Economic Development Strategy for City of Bothell
- Bothell Kenmore Chamber of Commerce Retreat
- Bothell Chamber Executive Committee Meeting
- Bothell Kenmore Chamber Luncheon
- Kristin Hudson – OneRedmond New Executive Director Meet/Greet
- CCEC Eastside Meeting
- Bothell Chamber Board Meeting

### UWB

- Meeting with UWB Dr. Ruth Johnston
- STEM 4 Meeting with Kelly Snyder

### **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:***

Jeramiah Moses Eklof arrived Saturday, May 4<sup>th</sup> – family are all doing well. There will not be a report from John until he returns from paternity leave.

#### ***From the Interim Vice President of Administrative Services/HR, Martin Logan:***

### **INFORMATION SERVICES**

Winter quarter was a busy quarter for student checkouts at the Helpdesk. Information Services' Helpdesk was able to provide 101 equipment checkouts to students – items like laptops, tablets and cameras that students can use to complete coursework, free of charge. This is up over last year's winter quarter numbers by about 9%.

Since the start of April, Information Services has received 486 requests for service or support and we have successfully closed 509 such requests. During this same time period, we had requests for service or support related to class 52 times and we resolved 55.

Information Services worked with Faculty and Deans for Cascadia's BAS Mobile Application Development to provide students in our first cohort with Macbooks to use for classwork. The Macbooks are preconfigured with all of the software the students will need for the quarter and were delivered to them on the first day of the spring quarter

We also worked with Disability Support Services and Kodiak Corner to implement a new test proctoring service that allows staff to proctor tests in both testing centers from a large monitor setup in the DSS office space or from remote desktops connected to the new system. Implementation of this system was the finishing touch on the new DSS Testing Center.

Information Services has also recently launched a new service designed to keep browsers and browser plug-ins up to date with the latest security patches. This service automates the process, reducing the need for employees to request the updates when the browsers start prompting and helps keep campus PCs and laptops protected from common web-based security breaches.

### **HUMAN RESOURCES**

At the beginning of each quarter, HR assesses benefits eligibility for roughly 100 Associate Faculty based on their percent of Full Time Employment (FTE) teaching at Cascadia College and other state

educational institutions. Along with quarterly benefits assessment, every spring HR assesses Mader and Two-Year Averaging eligibilities to see if an Associate Faculty can maintain summer benefits without a teaching load (Mader) and/or have an extra layer of protection for maintaining benefits the next academic year based on high FTE from the preceding two academic years, while meeting certain teaching criteria under the law (Two-Year Averaging).

Additionally, HR activated the Special Open Enrollment Long-Term Disability (LTD) insurance choices, effective May 1, 2019.

ctcLink: HR & Payroll were busy with data conversation cycle 1 validation, data cleaning for conversation cycle 2 and finishing up the Human Capital Management (HCM) Business Process Fit Gap workshops and homework assignments regarding the following: Payroll, Time & Labor, Absence Management, Benefits, Talent Acquisition and Faculty Workload.

### Payroll

In April payroll worked closely with Student Learning to produce and process Spring quarter contracts for 88 Associate Faculty and 25 Full Time Faculty with Moonlight assignments. Employees received their first Spring quarter payments on April 25<sup>th</sup>.

Payroll also completed the Human Resources component of IPEDS (IPEDS is the Integrated Postsecondary Education Data System). It is a system of interrelated surveys conducted annually by the U.S. Department of Education's National Center for Education Statistics (NCES). IPEDS gathers information from every college, university, and technical and vocational institution that participates in the federal student financial aid programs.

### Professional Development

This is an exciting time for professional development, as we are currently in the midst of reimagining professional development at Cascadia. We want to be able to serve employees better and have been gathering feedback for how professional development could be even more meaningful. For example, in addition to classroom-based learning and funding to attend external events, we envision more accessible opportunities like online courses and one-on-one coaching at an employee's convenience. We envision a leadership development program for those who typically don't have exposure to such programs. We envision a teambuilding train-the-trainer so every team has one person to lead teambuilding efforts. We envision more support for overwhelm/burnout. As a high priority, we envision year-round differentiated equity and inclusion training that includes every suggestion from the recent DIA. Those are just a few examples, and we welcome more.

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

## **STUDENT LEARNING**

### Faculty

Faculty **Dr. Brian Bansenauer** and **Craig Duckett** lead a group to this year's LinuxFest Northwest, an annual open source event. Bellingham Technical College hosted the event April 26-28<sup>th</sup>, the 12 students participating were sponsored by the NextGenIT club.

**Megan Luce** participated in the Math Pathways Forum in Reston VA May 5-7<sup>th</sup> as one of six representatives from K-20 education in Washington State.

**Dr. Soraya Cardenas** was invited by UW Continuum College to speak in their Courageous Conversation Series. Soraya's presentation was entitled: *Social Justice in the Age of Woke"ness: No Hero Wanted.*

English Tenured Faculty member **Natalie Serianni** and Bock Learning Center Assistant Director **Lindsay Burke** have been selected to participate in the 2019 Dartmouth College Summer Seminar

for Composition Research following a competitive application process. Their project is titled, "Creating a Community of Support: The Summary Diagnostic Writing Assignment as the Center of Student Writing, Faculty Development, and Learning Center Support in First Year Composition at the Two Year College."

## **STUDENT SUCCESS SERVICES**

### Student Life

**Becky Riopel**, Director of Student Life, became the Chair of the Board of Directors for the National Association for Campus Activities on May 1<sup>st</sup>. She has been serving on the board for the past couple years and her term as Chair is a one year appointment, but she remains on the board as the Immediate Past Chair until 2021.

### Disability Support Services (DSS)

**DSS** collaborated with the DRS office at UW Bothell on a campus wide survey asking students, staff, and faculty for about their feedback in regards to accessibility issues on the Cascadia/UWB Campus. Both communities were invited to give their feedback in-person to a group of ADA Consultants (with free pizza!). Those who couldn't attend had the option to submit feedback online. Results on this survey will be available later this month and will be shared with campus leadership.

**DSS** presented at the Running Start Information Session at the end of April. We are grateful our colleagues from Running Start are collaborating with us in order to inform high school students about the different supports available in college. This outreach will allow DSS the opportunity to emphasize the importance of registering with the DSS office early if a student has an accessibility need.

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

## **OUTREACH/MARKETING/EXTERNAL RELATIONS**

### Prospective Student Outreach

The outreach team offered, hosted or attended **14 events yielding 193 points of contact** with prospective students, families, and counselors. In addition to Fast Track and College Goal Cascadia sessions and campus tours, activities included college/career fairs and high school visits with Sequoia, Shorewood, and Kamiak.

Cascadia's social media was exceptionally busy this month promoting events like Earth Week and TechFest. Outreach staff report increased likes, shares, posts, and general engagement with students through multiple platforms.

In coordination with local youth organizations, Cascadia hosted the **Young Women Empowered (Y-WE) Career Day and Resource Fair**. The event was **attended by over 200 visitors** and featured speeches, panel discussions and workshops facilitated by accomplished, inspirational women of color representing professions across diverse industry sectors. The event is part of an ongoing effort to attract underserved populations to Cascadia's campus.

### Marketing/Design

The design team has been hard at work developing the fall enrollment campaign, "**Rock Enroll.**" The goal of this high-energy campaign is to positively impact student enrollment and retention through intensive social media and web promotion, along with flyers, lapel badges, yard signs and other visual prompts.

### International Programs

Over **100 students, faculty and staff** celebrated spring and enjoyed Japanese food and culture at the annual **Ohanami** event hosted by International Programs. Other activities this month included a day trip to the Skagit Valley Tulip Festival, and a trail-restoration activity for Earth Week.

International Student Programs awarded **10 Global Achievement Scholarships** to international students who met eligibility requirements, submitted recommendations, and composed winning essays.

International Student Advisors contributed to student recruitment and retention efforts by launching the updated outreach campaign geared toward prospective international students, conducting wellness checks via one-on-one meetings with all newly arrived students and hosting a tax workshop tailored for international students.

### Foundation

Work on **2019-20 Foundation Scholarships** continued with **127 student interviews** conducted by **nine selection committees**. Student stories were compelling and highlighted the importance of scholarship opportunities for these deserving recipients. **54 students were awarded scholarships totaling \$95,000**. All applicants have been notified and post-selection activities are on-going. Employee Service and Recognition Awards and Aroha Compassion Grants coordination work is underway.

## **FACILITIES AND CAPITAL PROJECTS**

### Emergency Prep

The college is investigating new training possibilities for Cascadia employees who are slated to serve in an Emergency Operations Center in the event of a crisis. The joint Campus Safety Advisory committee has been focused on improving communications channels in order to promote campus efforts/opportunities to provide safety education to students and employees. The work has resulted in a **quarterly publication of Campus Safety News**.

### Commuter Services

In addition to all the activities that led to the selection of a parking pass increase plan, Cascadia is helping Commuter Services to formulate a communication plan for the roll-out of a new pay-by-plate system set to begin summer quarter. This iteration will include Cascadia staff and students who will switch from the current quarterly/annual placards to an online system.

### Capital Projects

**Three public drop-in sessions** were held in the library and the ARC allowing campus constituents to learn about the three capital projects Cascadia and UW Bothell currently have underway, and to collect questions and feedback. Permits from the City of Bothell are anticipated so that construction of the loading dock, warehouse, and sheds for the Corporate Yard can begin. In the meantime, **the old Corp Yard is moving to a temporary home on the upper surface parking lot**. This will displace parking spaces through fall quarter. The old Corp Yard is scheduled to break ground this summer in preparation for the campus's **West Garage project**, which **will add approximately 600 parking spaces** and work to alleviate current parking woes. The status of the STEM 4 project is the topic of an information item this month.

We look forward to seeing you at the Board meeting on May 22<sup>nd</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, May 22, 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, May 22, 2019  
4:00 p.m. - Room CC2-260**

**A G E N D A**

**1. EXECUTIVE SESSION**

There is no Executive Session planned for this meeting.

**2. CALL REGULAR MEETING TO ORDER – 4:00 p.m.**

**3. CONSENT AGENDA**

- Meeting Agenda
- Minutes from our last meeting – April 17, 2019

**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
  - There are no new employees to introduce to the Board at this time.
- Promotions – E-Team members will share staff promotions with the board:
  - Lyn Eisenhour – New Dean of Student Learning – Transitional Studies

**6. INFORMATION ITEMS**

- STEM 4 Building Update – (MW)
- Cascadia College Foundation Update – (MC)

**7. DISCUSSION/PRESENTATION ITEMS**

- 2019-2020 ASCC Budget (1<sup>st</sup> Read) – (BR)
- 2019-2020 College Budget (1<sup>st</sup> Read) – (EM)
- 2019-2020 Student Fee Proposals (1<sup>st</sup> Read) – (KL)
- Action Proposal for High School Credit Waiver (1<sup>st</sup> Read/Action) – (LE)

## **8. RECOMMENDED ACTION ITEMS**

- Resolutions to Recognize Cascadia Student Government Officers – (BR)
- Tenure Votes:
  - Full-Time Faculty Tenure Recommendation:  
Garth Neufeld – Psychology  
Read tenure resolution
  - Full-Time Faculty Tenure Recommendation:  
Lelia Olson – Business & Accounting  
Read tenure resolution
  - Full-Time Faculty Tenure Recommendation:  
Brent Schaffer – English  
Read tenure resolution
  - Full-Time Faculty Tenure Recommendation:  
Srividhya Venkatraman – Math  
Read tenure resolution
- Parking Rates (1<sup>st</sup> Read/Action) – (ML)
- WAC Revision – Chapter 132Z-116 Parking & Traffic Rules (2<sup>nd</sup> Read/Action)  
(AAG/VN)

## **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

- Academic Honors & Leadership Ceremony – **Thursday, May 23<sup>rd</sup> 7:00-9:00**
- Commencement – **Friday, June 14<sup>th</sup> (line up at 3:00) 4:00-5:30**

## 11. NEXT MEETING

- Next regularly scheduled Board meeting - **Wednesday, June 19, 2019**
  - Location: CC3 due to no elevator access. Room TBD
  - **Executive Session** from 2:30-4:00 for President's Mid-Year Review
  - Regular Board Meeting 4:00-6:30
  - Trustee Nancee Hofmeister's last Board meeting.
    - "Thank You" reception after the Board meeting – Location: TBD
- No Board meetings in July or August – **Have a great summer break!**
- BOT Summer Retreat – **Monday, September 9, 2019 10:00-3:00** Location: TBD
  - Two new trustees will be attending the retreat.
  - E-Team attending 10:00-1:00 (lunch provided)
- September Board Meeting – **Wednesday, September 25, 2019**
  - 4<sup>th</sup> Wednesday of the month because the 3<sup>rd</sup> Wednesday, September 18<sup>th</sup> is Convocation/President's Pub.
  - Chair Dr. Julie Miller's last Board meeting.
    - "Thank You" reception after the Board meeting – Location: TBD

*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  
April 17, 2019**

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

**BOARD OF TRUSTEES**

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

**EXECUTIVE STAFF**

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

WPEA Representative – Marah Selves present.

**AUDIENCE**

Erin Blakeney, Glenn Colby, Gordon Dutrisac, Kayleen Gill, Danielle Gohr, Lelia Olson, Becky Riopel, Michelle Tan, Dr. Erik Tingelstad, Patrick Wall, and Dr. Misty Anne Winzenried present.

**EXECUTIVE SESSION**

**The Board met for a 15 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.

**CONVENED TO PUBLIC SESSION AT 4:20 P.M.**

**1. CALL TO ORDER**

Chair Dr. Julie Miller called the meeting to order at 4:20 p.m.

**2. CONSENT AGENDA**

***Information Item United Way of King County Low Income Tax Clinic was moved to Discussion/Presentation Items section of the agenda.***

Chair Dr. Julie Miller asked for approval of the consent agenda with this one change. Trustee Janet McDaniel made a motion to approve the consent agenda and Trustee 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:

#### Student Learning & Success

Kayleen Gill, Office Assistant 3, Student Financial Services

#### Administrative Services

Ben Setzer, Fiscal Analyst 1, Finance Department (*Ben was not present so Marty Logan gave the Board information on Ben's background etc.*)

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

#### Kodiak Cave – Cascadia's Food Resource Center

Becky Riopel, Director of Student Life and Danielle Gohr, Graduate Intern gave the Board a snapshot of what the Kodiak Cave, Cascadia's food Resource Center offers our students. They reviewed what types of food the Kodiak Cave offers, student demographics, programming initiatives, community outreach, education initiatives and future plans for the Food Resource Center. The Board was very impressed with the report and thanked Danielle Gohr for her excellent coordination of this important resource for our students.

#### Accreditation Update

Dr. Kerry Levett, VP of Student Learning and Success was not present at this meeting, however she submitted a written accreditation update to the Board. In her submission, she noted the accreditors' visitation dates of April 22-24, 2020, information on the accreditation steering team (AST), other actions, and a Year 7 Self-Evaluation Timeline beginning with spring 2019 and running through June 2020. Dr. Levett also included draft 2020 Standards for Accreditation information.

#### 2018 Audited Financial Statement

Cascadia's financial statement for fiscal year 2018 was audited by the State Auditor's Office and found to be in conformance with Government Auditing Standards. In the auditor's opinion the financial statement fairly reflected the financial position of the College as of the end of the 2018 fiscal year. The complete auditor's report was attached for the Board's review.

Trustee Mike Kelly commented that he attended the Audit Exit Conference on behalf of the Board and there were no problems noted and they gave the college a glowing report.

### 6. DISCUSSION/PRESENTATION ITEMS

#### United Way of King County Low Income Tax Clinic

Tenure Track Faculty Lelia Olson gave the Board a presentation on how each year, United Way volunteers help thousands of low-income people prepare their taxes. From January through April, United Way volunteers offer free, walk-in tax preparation at various sites across King County. A new site was opened this year on the UWB/Cascadia campuses.

On two Saturdays in January, twenty-four UWB and Cascadia students were trained by United Way at Cascadia. These students volunteered for a weekly 4 hour shift at various sites in King County. Two Cascadia students, Patrick Wall and Michelle Tan were present to relay to the Board their experiences on this clinic and Lelia commended the students for all their hard work and coordination of the clinic. The Board had heard about this clinic in Lelia Olson' tenure conversation the month earlier and they were eager to hear from the students what they learned from the clinic. The students gave wonderful examples of what they learned. The Board thanked Lelia and the students for taking the time to come to the meeting and Trustee Janet McDaniel commented that if the students needed a letter of support from the Board for their involvement in this clinic and it would be provided.

#### Revenue Report

President Murray gave the Board a presentation on the research conducted over the past 18 months on possible revenue sources. Interviews were conducted with college stakeholders, including City Managers, the business community, and the campus community. Ideas were generated and reviewed and the Board was given a listing of possible revenue opportunities considered. The President highlighted current college revenue sources, revenue control, and information on how we explore new revenue options.

A copy of President Murray's PowerPoint presentation can be made available upon request.

#### Budget Briefing II

President Murray gave a budget briefing to the Board on the 2019-2020 budget and gave the Board a summary of college revenues for their review. The intent of the presentation was to provide the Board with financial context prior to its consideration of the proposed 2019-2020 budget.

### **7. RECOMMENDED ACTION ITEMS**

#### WAC Revision – Chapter 132Z-116 Parking & Traffic Rules (1<sup>st</sup> Read)

Rules Coordinator, Vicki Newton and AAG, Alan Smith gave the Board an overview of the WAC revisions for the Parking & Traffic Rules. Both UWB and Cascadia are amending their WAC's for Parking & Traffic Rules. A joint public hearing with UWB and Cascadia College's Rules Coordinators will be held at 10:00 a.m. on Wednesday, April 24<sup>th</sup> in the North Creek Events Center. Comments brought forth in the Public Hearing will be shared with the Board for their review at their May 22<sup>nd</sup> meeting before taking final action on the WAC revisions.

#### Summer 2019 Science Lab Maintenance Plan (1<sup>st</sup> Read/Action)

Dr. Kerry Levett, VP of Student Learning & Success presented to the Board the needs for the Summer 2019 Science Lab Maintenance Plan. The Science Lab Maintenance Plan aims at sustaining the level of support the College provides for students in STEM programs. The plan is based on an inventory of equipment across the labs and an assessment of the condition of the equipment. This plan provides for scheduled replacement of the models, simulations, and demonstrations that are part of day-to-day instruction as well as the lab equipment used by students. The schedule also provides for the maintenance and eventual replacement of major equipment such as autoclaves and freezers.

**Chair Dr. Julie Miller asked for a motion to approve the summer 2019 Science Lab Maintenance Plan. Trustee Janet McDaniel made a motion to approve the Summer 2019 Science Lab Maintenance Plan and Trustee Nancee Hofmeister seconded the motion. Hearing no objections the Summer 2019 Science Lab Maintenance Plan for a total of \$8,400 was approved by the Board of Trustees.**

### **8. REPORTS**

Cascadia Student Government Report: CSG President Seth Smith was absent.

Cascadia Community College Federation of Teachers (CCCFT): Sharon Saxton, Senior 2 Tenured Founding Faculty shared that the faculty have their entire teaching year mapped out. The CCCFT is co-sponsoring a Faculty/Classified lunch.

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 shared with the Board that he and Marty Logan, Interim VP of Administrative Services/HR met with the WPEA shop stewards and they stated that there is anxiety around campus due to the changes in leadership and the budget reduction implications. Also, due to low enrollments there have been concerns expressed by faculty because there are 48 less sections being offered this upcoming year. The President expressed his appreciation to the staff and unions and as we move through these challenging times on campus.

**9. OTHER BUSINESS/ANNOUNCEMENTS**

**10. MEETING ADJOURNMENT**

Chair Dr. Julie Miller adjourned the regular meeting at 5:24 p.m.

**11. Minutes Approved and Adopted on May 22, 2019.**

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

Attest:

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

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**Cascadia College Board of Trustees**  
**Information Items**

**Subject:** STEM 4 Building Update

**Background**

Headline

At the end of April, the legislature passed a capital budget that includes funding for the joint Cascadia/UW Bothell STEM 4 building. This project generated a lot of excitement at the capital since it represents a new model for efficiency and budget responsibility.

Project Objectives

- Create learning environments that support collaboration, active learning, and faculty innovation while building community across students and faculty
- Design a physical environment that promotes interactions between UWB and CC faculty, staff, and students
- Display the campus' commitment to environmental and economic sustainability, including by seeking to minimize building life-cycle costs and carbon footprint
- Redistribute STEM facilities across the campus as appropriate to improve operational efficacy, student access, and relationships

Fast Facts

- 100,000 GSF academic STEM facility shared equally by Cascadia and UW Bothell
- \$79.6m project cost
  - Cascadia \$41.1m
  - UW Bothell \$38.5m
- STEM classrooms/labs, student spaces, faculty offices
- Shared infrastructure such as elevators, restrooms, and utilities

Timeline

Site selection	Completed
Select contractor and architects:	Summer-Fall 2019
Design:	Fall 2019-Summer 2020
Construction:	Summer 2020-Spring 2022
Occupancy:	Summer 2022

Site

- Centrally located
- Large enough to accommodate combined facility
- Lessens impact on trees
- Continues Discovery Hall orientation to facilitate access to upper campus
- Less impact on previously installed campus utility infrastructure
- Most cost efficient site
- Maintains view corridors and existing hydrological flows



#### Next Steps

- Issue RFQ/RFP and select contractor
- Issue RFP and select architect
- Define project via working groups with membership from both institutions with respect to classroom design; lab security and management; student, support, and office spaces; sustainability; IT; accessibility, etc.

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

**Cascadia College Board of Trustees**  
**Information Items**

**Subject:** Cascadia College Foundation Update

**Background**

Attached for the Board's review and information is the Cascadia College Foundation three year update.

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





**Cascadia College Foundation  
Three Year Update  
Wednesday, May 10, 2019**

**Operations**

Overall, the Foundation is in good, stable condition. We have a committed Board, though small, and strong administrative and program management support. Since 2016, we have focused on establishing governance best practices – implementing a number of changes from extensive policy review and development activity.

In addition to our four Board of Directors, the Assistant Director provides 50% of his time to day-to-day management of operations as well as oversight of our other resources – including:

- 25% of College Relations and Advancement’s Sr. Admin,
- 15% of Cascadia’s Fiscal Analyst III,
- a nonprofit accountant on contract, other services and consultants
- partnerships across College offices (Student Financial Services, Advising and Support Services, Basic Education for Adults, and Running Start) and the community.

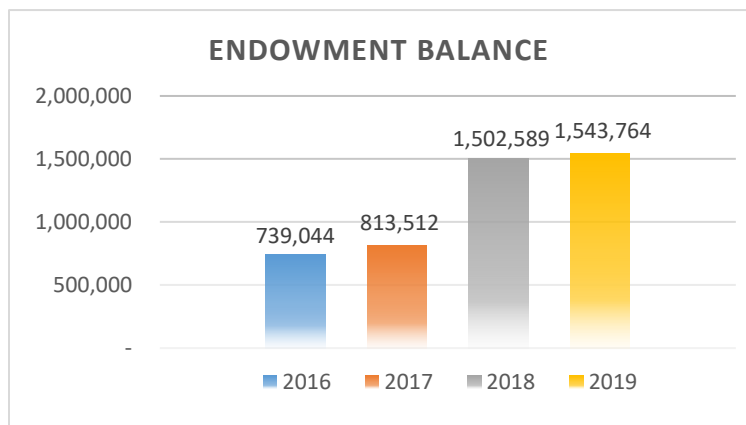
We are undertaking the first strategic planning process conducted in several years. And from it thus far we have come to recognize that our small but mighty team is at capacity.

**Financials**

We have achieved sustainable position and a clearer understanding of our financials. In 2017, we completed a successful audit. Today, we provide clear and comprehensive reporting to the Board and maintain positive cash flow – ensuring programs will be paid for before making commitments.

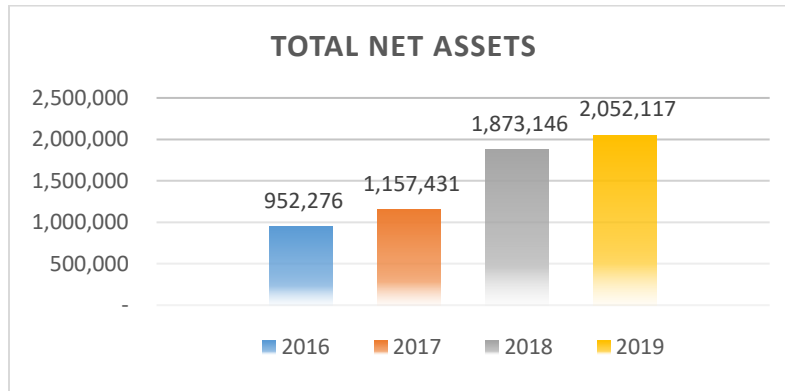
Since 2016, our endowment has seen significant growth – from \$695,000 to \$1,543,764 as of March 31, 2019. We brought three funds to maturity so they can begin producing awards. We also added a new endowment fund.

All in, we awarded six scholarships from our endowment in 2016. By contrast, we just concluded our scholarships process for the 2019-20 academic year and will award thirty-four endowed scholarships.



In 2016, we had accumulated \$150,000 in unrestricted funds (reserves). As of December 31, 2018 we have \$225,000 – and are in the process of developing a reserves policy to support long-term planning and stability of our operations.

In 2016, our total assets neared \$1Million dollars for the first time – at \$952,276. As of March 31, 2019, it has grown to \$2,052,117.

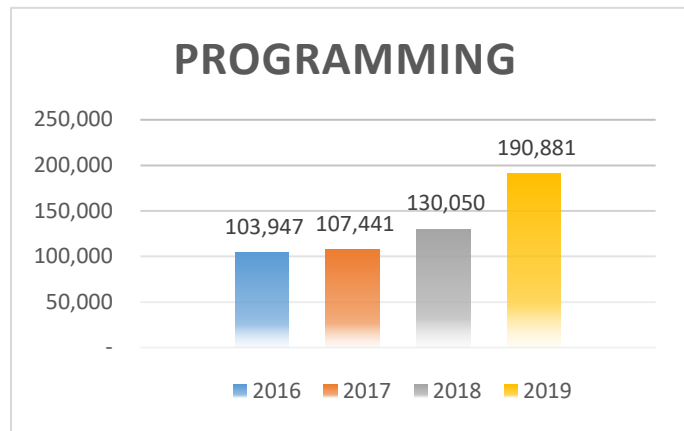


### Programs

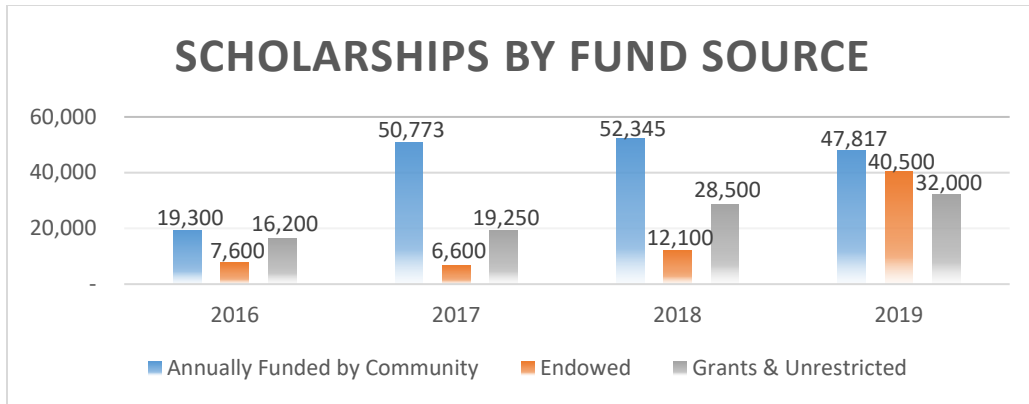
Shifting to “slim mode” in 2014 required a drastic reduction in expenses – including a 62% cut in student support programs. From \$158,000 to \$59,000. In 2016, student support spending alone reached \$66,000. Current year’s spending will surpass 2014 output by \$30,000; and the 2019-20 budget will exceed \$200,000.

Today we are supporting more students and more student populations. We are providing more financial support to the college and our students than in our history. Targeted programming and collaboration with partners across the college has made it possible to support more students-in-need:

- BEdA Transition Scholarships - that help students make the leap to college-level work
- Challenge Scholarships - that support students with academic promise whose academic careers were interrupted by personal challenges
- Running Start Bookstore Vouchers - that help cover the costs of text books and materials for Running Start students who are eligible for free-reduced lunch at their high schools
- Aroha Compassion Emergency grants - that provide timely support to students facing a financial crisis



The composition of our funding sources has shifted as well. In 2014, more than 40% of all programming was self-funded from our reserves. In 2016, that number was 12%. This year, 79% of all program costs, and 96% of scholarships, will be paid for from designated sources – our donors, sponsors, and grantors (see chart on next page).



In 2016, 22 distinct scholarship funds generated 30 awards – valued at \$43,000. This year, 26 funds will generate 76 awards – valued at \$120,000. With this shift, we have increased scholarships output while freeing up reserves to support our more vulnerable student groups.

What we lack at this time is the capacity, and access to data, to fully understand the impact our programming generates. For example, we know anecdotally that financial assistance for students promotes retention. It also creates a positive net benefit to the college’s tuition revenue. But we can’t say to what degree this is the result at Cascadia. Perhaps there are better strategies we should be considering.

### Outreach

In 2017, college oversight of the Foundation transferred from the President’s Office to the newly created College Relations and Advancement area. With Meagan Walker’s leadership, and access to marketing and communications support, we turned toward our community for the first time since 2015. We resumed publishing the Annual Report to the Community and conducted our first employee giving campaign. As a result, we are making new friends and getting reacquainted with others.

To ensure our relationships persist and grow, we see clearly a need to increase communications and relationship management capacity. For example, our roster of donors and friends needs a significant recharge. Developing this database through acquisition activities will be critical. Additionally, the ways nonprofits connect with friends and donors, and solicit support, is shifting. While print and face-to-face interactions remain vital, digital and on-line strategies are growing in importance every year.

### Fundraising

Though we have not been fundraising generally since 2014, minimal efforts have generated new income each year – thanks to major gifts, grants, positive growth in our investments, and increasing income from our enterprise contracts. One example: Dr. Rosemary Sutton provided seed funding for an emergency grants program as part of her retirement. We matched the gift from our reserves. A grant from the United Way of King County, and more importantly, ongoing support from Cascadia’s staff and faculty through our payroll deduction program created a sizeable fund. We now have a nest egg as well as sufficient ongoing support to ensure students at risk of dropping out due to financial crisis will receive the assistance they need to stay in school, stay focused on their studies, and complete their academic goals.

Additionally, we will receive another significant, six-figure bequest in the next six to twelve months – this one coming from the Eva Gordon estate. Where the John and Margaret Bock bequest in 2017 resulted from a longstanding relationship, we did not know Mrs. Gordon. We do not know why she picked us. Gifts of this kind, however impactful, are restricted by the donor to a specific purpose, and do not contribute to the Foundation’s ongoing operational needs nor its long-term stability.

Sustainable operations begin and end with relationships. Where we continue to benefit from ongoing support from Cascadia and its employees, we recognize that other sources of operational support are equally important if we are to increase the impact we generate for our students and increase the value we offer Cascadia.

## **Conclusion**

With established sources of revenue for our costs, and a modest reserve, we are able to maintain programming and operations as they are today. We have reached a point where we are able to shift the focus from day-to-day activities toward addressing our strategic value to the college – and how we can become a more effective partner.

That being said, we are at administrative capacity. To grow will require shifting priorities, obtaining additional resources, as well as taking great care with the resources we have. We believe our best chance of doing so is first, ensuring we are self-sustainable long-term, and second, balancing incremental growth with creating value for Cascadia. Through our strategic planning process we will determine whether there is sufficient internal interest to grow – as doing so will require greater commitment from a larger Board of Directors and an investment in personnel and resources. If the answer is yes, we envision taking the next three years to develop the resources which should facilitate doing something significant for the college in the next five.

## Cascadia College Board of Trustees

### Discussion/Presentation Items

**Subject:** 2019-2020 Associated Students of Cascadia College Budget (1<sup>st</sup> Read)

#### **Background**

The Services and Activities (S&A) Budget Committee facilitated an open process whereby student clubs and college departments could request funding for the 2019-20 academic year. The process included completing the detailed application and meeting with the S&A Budget Committee to present their request.

The projected S&A budget for the 2019-2020 academic year is \$710,467.00. Budget proposals totaled \$763,174.92, requiring \$68,409.03 be removed to meet the target budget and support the legislature-approved 8% Cost of Living Adjustment (COLA) for all King County state employees (25 professional and student staff positions are currently funded via S&A funds).

The S&A Budget Committee provided recommendations to the Cascadia Student Government regarding allocations. Per their recommendations, CSG has provided the attached spreadsheet showing requests and allocations.

#### Significant budget lines to note:

Health & Wellness Resource Center (HaWRC) – This program was funded as a pilot program last year through the S&A fund balance and was approved this year through the annual budget process. This is a partnership with UWB and United Way and has seen a significant impact to student support.

Kodiak Cave – This was a new program this year to provide resources for lower income students to have access to healthy and fresh food options. Due to its success and a desire to increase the capacity of services and donation intake, this year's request includes the addition of a 10-month professional staff position for support.

Outdoor Wellness – This is a new partnership with UWB Recreation & Wellness, similar to last year's partnership with the intramurals program. This will allow Cascadia students to attend outdoor programs, including hikes, camping and service projects. It will also provide a job opportunity for a Cascadia student to join the Outdoor Wellness Leaders (OWLs) team.

In accordance with the Associated Students of Cascadia College Financial Code (Article V, Section 9), the S&A fund balance can be accessed to support one-time allocations. CSG and the S&A Budget Committee agreed to earmark \$20,000.00 for the new Outdoor Wellness collaboration as a pilot program.

The ASCC 2019-2020 Budget Request will be brought forward at the next regularly scheduled Board meeting for approval.

#### **Discussion**

Renée Witherspoon, CSG Director of Budget & Finance, Seth Smith, CSG President and Becky Riopel, Director of Student Life will be available to answer any questions the Board may have on this item.

\* = spent as of 4/30/19

	18-19 Approved	18-19 Spent *	19-20 Proposed	
Campus Sustainability Coord.	\$ 4,488.00	\$ -	\$ 5,000.00	no student hired yet
Cascadia Activities Board	\$ 66,000.00	\$ 58,315.42	\$ 60,815.00	
Cascadia Student Government	\$ 16,500.00	\$ 9,939.26	\$ 16,000.00	
The "Center"	\$ 16,000.00	\$ 6,241.40	\$ 16,476.40	
Club Council	\$ 23,000.00	\$ 11,182.01	\$ 35,000.00	
Community Engagement Officer	\$ 4,714.00	\$ 2,413.49	\$ 5,112.50	
Contingency (mandatory 5%)	<b>\$ 31,415.50</b>	<b>\$ 27,418.00</b>	<b>\$ 35,523.35</b>	
Health & Wellness Resource Ctr	\$ 41,209.00	\$ 19,726.00	\$ 57,514.00	(billed sporadically)
Jumpstart Orientations	\$ 4,000.00	\$ 4,003.35	\$ 5,500.00	
Kodiak Cave/Food Pantry	\$ 40,000.00	\$ 17,206.32	\$ 74,310.60	
Kodiak Leadership Program	\$ 12,400.00	\$ 5,000.00	\$ 12,000.00	
Math & Writing/Learning Center				
MWC Supplemental Instructors				
Outdoor Wellness			\$ -	Use \$20k from fund balance
Recreation & Intramurals	\$ 50,000.00	\$ 52,679.00	\$ 9,600.00	(For FY20 = 60 passes per qtr/4qtrs)
Student Life Director				
Student Life Advisor	\$ 66,471.00	\$ 46,824.65	\$ 74,105.82	
Student Life Assistant Director	\$ 76,488.00	\$ 52,893.85	\$ 86,113.36	
Student Life Operations	\$ 180,339.00	\$ 120,677.22	\$ 180,944.86	
Student Life Professional Dev.	\$ 7,500.00	\$ 4,558.67	\$ 10,000.00	
Student Life Speaker Series	\$ 19,000.00			
Wetland Day			\$ 750.00	
Yours Truly	\$ 10,000.00	\$ 71.53	\$ 10,000.00	(most expenditures happen in June)
	<b>\$ 669,524.50</b>		<b>\$ 694,765.89</b>	

\$15,701.11 (5% COLA)

\$710,467.00

\$20,000 use fund balance for Outdoor Wellness

fund balance: \$ 1,314,086.93

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

**Subject:** 2019-2020 College Operating Budget (1<sup>st</sup> Read)

**Background**

The 2019-2020 College Operating Budget has not been completed. This year, a new budget model was developed and all of the known revenues and expenses were estimated. However, the State Board has not yet delivered the specific allocation numbers or tuition numbers to the colleges even though the legislature has finished their work. The State Board is still trying to determine how the new funds from the legislature will be distributed.

Until those numbers are finalized (around June 1), the college's budget cannot be accurately estimated. At the April Trustee's meeting, estimated revenues were shared with the board based on last year's allocation and estimated enrollment numbers. Today's presentation will update the revenue numbers and include estimated expenses given the information we have to date.

**Discussion**

President Murray and Martin Logan, Interim VP of Administrative Services/HR will be available to answer any questions the Board may have on this item.

## Cascadia College Board of Trustees

### Discussion/Presentation Items

**Subject:** 2019-2020 Student Fee Proposals (1<sup>st</sup> Read)

#### Recommendations for Fee Eliminations

##### Application Fee

- We currently have a \$30 application fee.
- Discussion: The application fee is perceived as an enrollment barrier. The fee does generate approximately \$50,000 in revenue to the general fund. Enrollment Services, Budget Council and E Team support eliminating the fee in order to clear enrollment access barriers.
- **Recommendation:** Eliminate the application fee of \$30 starting October 1, 2019.

#### Recommendations for New Fees

##### Industry Recognized Certification Fee

- Cascadia's Professional Technical Programs may award program credit for specific industry recognized certifications. Networking Infrastructure is the only program that has pre-approved certain certificates for the awarding of credit. Approval of this fee would expand our credit for prior learning options for students. The fee covers a ½ hour of additional duty time for the faculty and some minimal staff processing time to complete the assessment process for the individual student request.
- **Recommendation:** Enact \$35 per 5 credit course fee effective July 1, 2019

##### Replacement Diploma Fee

- At the time of graduation students are issued a diploma for each degree or certificate earned. Students needing replacement diplomas will be assessed a \$5 replacement fee for each diploma needing replaced.
- **Recommendation:** Enact \$5.00 fee effective July 1, 2019 [This approximately covers average costs for document generation and shipping]

#### Recommendations for Fee Changes

##### Art Courses Fee

- Currently assessed: \$12/per studio course
- Discussion: Our new Graphic Design course was added to the Art curriculum in 2018-2019. A popular course with students, it is much more expensive to run than the studio courses. With the addition of ART 120: Graphic Design to our curriculum, our costs outpace the revenue from fees and thus create an unsustainable program. While this is a significant increase in fees, this increase would align Cascadia with what peer institutions charge for course fees (average \$88 for graphic arts courses) and better cover the actual costs for the graphic arts course. This fee would cover:
  - Specialized paper and ink for the plotter (printer)
  - Amortization of the plotter to pay for periodic replacement and upgrade
- **Recommendation:** Increase the course for Art 120 – Intro to Graphic Design from \$12 to \$50.

#### **Discussion**

Dr. Kerry Levett, VP of Student Learning & Success will be available to answer any questions the Board may have on this item.



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

**Subject:** Action Proposal for High School Credit Waiver (1<sup>st</sup> Read)

**Background**

Information is being presented on the Washington State Board of Education application of temporary waiver from High School Graduation Requirements and Lyn Eisenhower, Associate Dean for Student Learning prepared the attached Action Proposal for High School Credit Waiver explaining the background, rationale for applying and benefits to students and the next steps to apply for the waiver.

If the Board does not require further information on this item a Board Resolution will be prepared for signature and action at the June 19<sup>th</sup> Board meeting (which is a requirement for requesting the waiver as noted in the action proposal).

**Discussion**

Lyn Eisenhower, Associate Dean for Student Learning will be available to answer any questions the Board may have on this item.



# THE WASHINGTON STATE BOARD OF EDUCATION

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*An education system where students are engaged in personalized education pathways that prepare them for civic engagement, careers, postsecondary education, and lifelong learning*

## **APPLICATION Temporary Waiver from High School Graduation Requirements Under Chapter 217, Laws of 2014**

### **Instructions**

RCW 28A.230.090(1)(d)(ii) authorizes school districts, private schools, and community colleges to apply to the State Board of Education (SBE) for a temporary waiver from the career and college ready graduation requirements directed by Chapter 217, Laws of 2014 (E2SSB 6552) beginning with the graduating class of 2020 or 2021 instead of the graduating class of 2019. This law further provides:

“In the application, a school district must describe why the waiver is being requested, the specific impediments preventing timely implementation, and efforts that will be taken to achieve implementation with the graduating class proposed under the waiver. The state board of education shall grant a waiver under this subsection (1)(d) to an applying school district at the next subsequent meeting of the board after receiving an application.”

The SBE has adopted rules to implement this provision as WAC 180-51-068(11). The rules provide that the SBE must post an application form on its public web site for use by school districts. The rules further provide:

- The application must be accompanied by a resolution adopted by the district’s board of directors requesting the waiver. The resolution must, at a minimum:
  1. State the entering freshman class or classes for whom the waiver is requested;
  2. Be signed by the chair or president of the board of directors and the superintendent.
- A district implementing a waiver granted by the SBE under this law will continue to be subject to the prior high school graduation requirements as specified in WAC 180-51-067 during the school year or years for which the waiver has been granted.
- A district granted a waiver under this law that elects to implement the career and college ready graduation requirements in WAC 180-51-068 during the period for which the waiver is granted shall provide notification of that decision to the SBE.

Please send the application and school board resolution electronically to:

Parker Teed  
Policy Analyst  
360-725-6047  
[parker.teed@k12.wa.us](mailto:parker.teed@k12.wa.us)

For questions, please contact:

Parker Teed  
Policy Analyst  
360-725-6047  
[parker.teed@k12.wa.us](mailto:parker.teed@k12.wa.us)

## Application

Please complete in full. Please identify any attachments provided by reference to the numbered items below.

1. Name of district: Cascadia College

2. Contact information

Name and title: Lyn Eisenhour, Associate Dean for Student Learning

Telephone: 425-352-8548

E-mail address: leisenhour@cascadia.edu

3. Date of application. May 7, 2019

4. Please explain why the district is requesting a waiver to delay implementation of career and college ready graduation requirements in WAC 180-51-068.

Cascadia College partners with the K12 districts not only in our service area, but also within the region, as students enter our adult high school diploma programs from any high school. We provide instruction to the student population of any of these districts. Many local districts, including Everett, Marysville, Mukilteo, Seattle, and Shoreline, have been approved for temporary waivers. Our program is aligned to state graduation standards and in order to serve the students of our region, we are requesting the waiver in order to keep our program aligned with local high schools which have been granted the waiver to delay implementation of the career and college ready graduation requirements.

5. Please describe the specific impediments preventing implementation of the career and college ready graduation requirements beginning with the graduating class of 2019.

We are largely able to implement the graduation requirements, but are requesting the waiver in order to remain aligned with districts in the region. Our High School 21+ program is also awaiting further support from the State Board's BEdA partners to develop Foreign Language curriculum to meet that requirement for that program.

6. Please indicate below the graduating class for which the district will first implement the career and college ready graduation requirements.

\_\_\_\_\_ Class of 2020

\_\_\_x\_\_\_ Class of 2021

7. Please describe the efforts that will be undertaken to achieve implementation of the career and college ready graduation requirements for the graduating class indicated above.

We have courses available that fully meet the graduation requirements for our High School Completion Program. Our High School 21+ program has developed high school level courses based on OSPI curriculum standards that fulfill all credit requirements except foreign language for

the 24 credit high school diploma. Additionally, student that meet eligibility requirements may take college-level coursework that transfers back into their high school diploma program. Our High School 21+ program is working with the State Board BEdA staff to develop options for foreign language credit and will be able to have that in place for the graduating class of 2021.

**Final step**

Please attach the district resolution required by WAC 180-51-068, signed and dated by the chair or president of the board of directors and the district superintendent.

# Action Proposal for High School Credit Waiver

## Background:

Beginning with the graduating class of 2019, the number of credits required for a high school diploma increases from 20 to 24. Cascadia College can apply for a temporary waiver to allow the classes of 2019 and 2020 to graduate with 20 high school credits in our adult diploma programs. If approved, the new 24 credit requirement will begin with the class of 2021.

## Rationale for Applying and Benefits to Students:

The change to 24 required credits will be a significant burden to any student who struggles in school; leaving no room for them to fail a single class in four years of high school. Colleges will likely see an increase in students without high school diplomas as this change goes into effect. Cascadia College currently offers two adult diploma programs: High School Completion and High School 21+.

Applying for a waiver would enable those programs to help more students' complete high school under the 20-credit requirement and move more quickly into credit-bearing classes and degree completion. This would be true for any future student coming to Cascadia whose original graduating class was 2019 or 2020.

Additionally, students in our adult high school diploma programs come from all over the region. Over 100 school districts in Washington State have received waivers, including Everett, Marysville, Mukilteo, Seattle, and Shoreline. If Cascadia also receives a waiver, students entering our diploma programs from those districts will not experience an increase in required credits at Cascadia.

## Next Steps:

1. **Complete the Application Form.** Lyn Eisenhour, Associate Dean for Student Learning, has drafted the application.
2. **Ask Cascadia's Board of Trustees to pass a resolution requesting the waiver.** The resolution must be passed in order for the application to be submitted. The resolution must include the entering classes for whom the waiver is requested and be signed by the chair of the board and the president. A draft resolution could be:  

Cascadia College requests a temporary waiver from the career and college ready graduation requirements. Cascadia College will implement the career and college ready graduation requirements for the graduating class of 2021 instead of the graduating class of 2019.
3. **Send the completed application and signed resolution to Parker Teed at the Washington State Board of Education.** Lyn Eisenhour can complete this step once the resolution has been passed.

## Cascadia College Board of Trustees

### Action Items

**Subject:** Resolutions to Recognize Cascadia Student Government Officers

#### **Background**

The following individuals have played a major role in the success of the Associated Students of Cascadia College and the Cascadia Student Government. In recognition of their accomplishments we have prepared resolutions to acknowledge their contributions to Cascadia College and their leadership roles:

1. Aylar Atadurdyeva (Fall 2018 – Spring 2019)
2. Melissa Barker (Fall 2018 – Spring 2019)
3. Han Jackson (Fall 2018 – Spring 2019)
4. Evan Schroeder (Fall 2018 – Spring 2019)
5. Seth Smith (Fall 2018 – Spring 2019)
6. Renee Witherspoon (Fall 2018 – Spring 2019)

Becky Riopel, Director of Student Life, will be available to answer any questions the Board may have on this item.

#### **Recommendation**

It is recommended that the Board of Trustees approve Student Resolutions 05-22-19-01 through 05-22-19-06.

#### **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 College Board of Trustees

### Action Items

**Subject:** Tenure

#### Background

Dr. Eric Murray, President of Cascadia College, will present **four** third year candidates who are being considered for tenure. A brief biography of each candidate is noted below:

#### Mr. Garth Neufeld – Psychology

Garth Neufeld has been teaching psychology at community colleges for over ten years. He earned a B.A. in Psychology from the University of Saskatchewan and a M.A. in Marriage and Family Therapy from Fresno Pacific University. He is the founder of *Teaching Introductory Psychology (TIP) Northwest*, a non-profit organization that exists to support teachers of General Psychology in the Pacific Northwest. Outside of the classroom, Garth has served the national psychology community through participation with the *Society for Teaching of Psychology* (APA Division 2), the Advance Placement high school psychology exam reading, and the APA Board of Educational Affairs.

#### Ms. Lelia Olson – Business & Accounting

Ms. Lelia Olson holds an MPACC from Seattle University, a B.A. in Accounting from Washington State University, and an Accounting Certificate from the University of Washington. She is also a Certified Public Accountant (CPA). Lelia's many years of work experience includes auditing and tax accounting in CPA firms, management in non-profit organizations, and as a small business owner. She has served as treasurer on several non-profit boards. She recently taught as an accounting adjunct for Seattle University and Seattle Pacific University, from which she was awarded Business Adjunct Teacher of the Year.

#### Mr. Brent Schaffer – English

Mr. Brent Schaeffer is a proud community college graduate, having earned his A.A in English from Santa Monica College. He is a published poet whose work has been featured in *Poet Lore*, *Green Mountains Review*, and *The New Mexico Poetry Review* among others. In addition to writing, Brent has served as poetry editor for the nationally renowned literary journals *Willow Springs* and the *Squaw Valley Review*. He is currently working on his first book of poetry—*The Less Than Important West*. Brent has taught writing for over ten years, first at the Purple Lotus Buddhist School in Union City, CA, where he was awarded the Distinguished Commitment to the Community Award for his work with international students, and also at Eastern Washington University, North Seattle College and Cascadia. Brent also manages and publishes two blogs: [www.ravinggreen.com](http://www.ravinggreen.com) and [www.journeyintowonder.com](http://www.journeyintowonder.com). The former covers the Seattle Sounders and the latter features essays exploring a cultured nerd's life. Brent earned his M.F.A. in Creative Writing from Eastern Washington University.

#### Ms. Srividhya Venkatraman – Math

Ms. Srividhya Venkatraman has completed Bachelors and Master's degree programs in Mathematics from the University of Madras, India. She began her career as a telecommunications engineer in the Department of Telecommunications, Government of India. Prior to Cascadia, she worked as an adjunct Math faculty at Lake Washington Institute of Technology.

## **Recommendations**

The Board of Trustees will take action on ***four*** third year candidates eligible for tenure.

### **1. Mr. Garth Neufeld**

After having given reasonable consideration to the recommendations of the Tenure Review Committee and the District President, the Board of Trustees grants tenure to Mr. Garth Neufeld at Cascadia College:

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

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

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

All in favor:

	Yes	No	Abstain
Miller			
Captain			
McDaniel			
Kelly			
Hofmeister			

### **Now the Board will read a Tenure Resolution Commending Mr. Neufeld**

### **2. Ms. Lelia Olson – Business & Accounting**

After having given reasonable consideration to the recommendations of the Tenure Review Committee and the District President, the Board of Trustees grants tenure to Ms. Lelia Olson at Cascadia College:

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

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

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

All in favor:

	Yes	No	Abstain
Miller			
Captain			
McDaniel			
Kelly			
Hofmeister			

### **Now the Board will read a Tenure Resolution Commending Ms. Olson.**

### **3. Mr. Brent Schaffer – English**

After having given reasonable consideration to the recommendations of the Tenure Review Committee and the District President, the Board of Trustees grants tenure to Mr. Brent Schaffer at Cascadia College:



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

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

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

All in favor:

	Yes	No	Abstain
Miller			
Captain			
McDaniel			
Kelly			
Hofmeister			

**Now the Board will read a Tenure Resolution Commending Mr. Schaffer.**

#### **4. Ms. Srividhya Venkatraman – Math**

After having given reasonable consideration to the recommendations of the Tenure Review Committee and the District President, the Board of Trustees grants tenure to Ms. Srividhya Venkatraman at Cascadia College:

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

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

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

All in favor:

	Yes	No	Abstain
Miller			
Captain			
McDaniel			
Kelly			
Hofmeister			

**Now the Board will read a Tenure Resolution Commending Ms. Venkatraman.**

**CONGRATULATIONS TO CASCADIA COLLEGES' FOUR NEWLY TENURED FACULTY MEMBERS!**

# Cascadia College Board of Trustees

## Action Items

**Subject:** Parking Rates (1<sup>st</sup> Read/Action)

### Background

The Commuter Services Advisory Committee (CSAC) recommends the following increases in parking rates, effective September 1, 2019:

- Full Week permit:
  - \$10/quarter increase in FY 2020
  - \$10/quarter increase in FY 2021
  - \$11/quarter increase in FY 2022
- 3 Day permit:
  - \$7/quarter increase in FY 2020
  - \$8/quarter increase in FY 2021
  - \$8/quarter increase in FY 2022
- 2 Day permit:
  - \$6/quarter increase in FY 2020
  - \$5/quarter increase in FY 2021
  - \$6/quarter increase in FY 2022
- U-PASS/ORCA:
  - \$6/quarter increase in FY 2020
  - \$5/quarter increase in FY 2021
  - \$6/quarter increase in FY 2022
- Motorcycle:
  - \$4/quarter increase in FY 2020
  - \$4/quarter increase in FY 2021
  - \$4/quarter increase in FY 2022
- Carpool:
  - \$10/quarter increase in FY 2020
  - \$10/quarter increase in FY 2021
  - \$11/quarter increase in FY 2022
  
- Daily parking rates will increase by:
  - \$1.00/day in FY 2020
  - No increase in FY 2021
  - \$1.00/day increase in FY 2022

The CSAC recommends annual increases for all parking and U-PASS/ORCA rates. (Increasing all Parking Pass and U-PASS/ORCA rates considers equity for all commuting students and faculty members of UW Bothell and Cascadia College.)

\*\* Taxes and Fees are included in all rates.

See detailed rates below:

	Current 2019	Projected Quarterly Rates			Dollar Change/Quarter		
		Proposed 2020	2021	2022	2020	2021	2022
Full Week/Quarter	194	204	214	225	10	10	11
3 Day/Quarter	147	154	162	170	7	8	8
2 Day/Quarter	110	116	121	127	6	5	6
U-PASS/ORCA/Quarter	110	116	121	127	6	5	6
Motorcycle/Quarter	74	78	82	86	4	4	4
Carpool/Quarter	194	204	214	225	10	10	11
Daily Rate	8	9	9	10	1	0	1

Marty Logan, Interim VP of Administrative Services/HR will be available to answer any questions the Board may have on this item.

**Recommendation**

If the Board feels a 2<sup>nd</sup> read is not needed for this item, it is recommended that the Board approve the proposed parking and UPASS/ORCA rate schedules for 2020-2022 and the rate changes will become effective September 2019.

**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 College Board of Trustees

## Action Items

**Subject:** WAC Revisions – Chapter 132Z-116 – Parking & Traffic Rules (2<sup>nd</sup> Read/Action)

### Background

- UWB Commuter Services updated their WAC Chapter WAC 478-116 Parking & Traffic Rules.
- UWB and Cascadia mirror each other's WAC's on certain subjects and this is one of them so UWB requested that we revise our WAC 132Z-116 Parking & Traffic Rules to mirror their WAC 478-116 Parking & Traffic Rules.
  - On December 5, 2017 Cascadia College filed the CR-101 for Cascadia Parking & Traffic Rules with the Code Reviser's Office.
    - Filed in Washington State Register 17-24-093
  - On March 1, 2019 Cascadia College filed the CR-102 for Cascadia Parking & Traffic Rules with the Code Reviser's Office.
    - Filed in Washington State Register 19-06-034
- On April 24<sup>th</sup> a joint public hearing with UWB and Cascadia College's Rules Coordinators, with copies of the proposed rules, was held at 10:00 a.m. in the North Creek Events Center.
  - There were members of the public that attended the hearing, but no comments were made by these members.
  - The attendees had questions regarding parking on campus that will be discussed directly with the Commuter Services Manager for UWB and Cascadia.

Attached is Cascadia's WAC Chapter 132Z-116 with track changes that was sent to the Code Revisers' Office. These changes mirror UWB's WAC 478-116.

### Recommendation

Alan Smith, AAG and Vicki Newton, Rules Coordinator will be available to answer any questions the Board may have on this item.

### Recommendation

It is recommended that the Board of Trustees approve the WAC Revisions – Chapter 132Z-116 – Parking & Traffic Rules (copy attached)

### 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			

**PART I**  
**AUTHORITY, GENERAL INFORMATION, AND DEFINITIONS**

AMENDATORY SECTION (Amending WSR 15-07-109, filed 3/18/15, effective 4/18/15)

**WAC 132Z-116-010 Objectives of parking and traffic rules.** The objectives of these rules are:

- (1) To protect and control pedestrian and vehicular traffic on the campus of University of Washington, Bothell and Cascadia College.
- (2) To ~~((assure))~~ ensure access at all times for emergency equipment.
- (3) To minimize traffic disturbances.
- (4) To facilitate the operation of the institutions by ~~((assuring))~~ ensuring access to vehicles.
- (5) To allocate limited parking space for the most efficient use.
- (6) To protect state property.
- (7) To encourage and support travel to the campus by means other than single occupancy vehicle.

NEW SECTION

**WAC 132Z-116-012 Knowledge of parking and traffic rules.** It is the responsibility of all individuals parking or operating a vehicle on the campus to comply with these rules. Lack of knowledge of these rules shall not be grounds for the dismissal of any citation for a violation of the parking or traffic rules.

AMENDATORY SECTION (Amending WSR 15-07-109, filed 3/18/15, effective 4/18/15)

**WAC 132Z-116-020 Definitions.** The following definitions apply to this chapter:

- ~~((1) Campus: The colocated campus of University of Washington, Bothell and Cascadia College.~~
- ~~(2) College: Cascadia College, and collectively those responsible for its control and operations.~~
- ~~(3) Employee: An employee of the college or the university.~~
- ~~(4) Institutions: The college and the university.~~
- ~~(5) Public safety officers: Employees of the college or the university who are responsible for campus security, safety, and parking and traffic control.~~
- ~~(6) Student: A person enrolled in the college or the university.~~

~~(7) University: The University of Washington, Bothell, and collectively those responsible for its control and operations.~~

~~(8) Vehicle: An automobile, truck, motorcycle, motorized scooter, or bicycle.~~

~~(9) Visitor: A person who is neither an employee nor a student of the college or the university.))~~ (1) **Authorized valid payment:** Any payment accepted by commuter services, including the online, mobile application, and pay stations.

(2) **Bicycle:** Any device defined as a bicycle in RCW 46.04.071.

(3) **Campus:** The colocated campus of University of Washington, Bothell and Cascadia College to include those lands and leased facilities where parking is managed or controlled by commuter services.

(4) **Campus safety officers:** Employees of the college or the university who are responsible for campus security, safety, parking, and traffic control.

(5) **Carpool:** A group of two or more employees or students who commute to campus in the same vehicle and complete the campus commuter services carpool registration process.

(6) **Citation:** Formal written notice of a parking violation.

(7) **College:** Cascadia College, and collectively those responsible for its control and operations.

(8) **Commuter services:** The campus department that manages and maintains parking facilities, issues parking products, issues citations, processes citation appeals, and collects fees and fines.

(9) **Day:** Unless otherwise specified, the term "day" refers to a calendar day.

(10) **Disability parking:** See persons with a disability.

(11) **Disability zone/area:** A parking zone designated for exclusive use by persons with a disability and identified with a sign bearing the associated international symbol.

(12) **Electric assisted bicycle:** As defined under RCW 46.04.169.

(13) **Employee:** Any individual hired as or appointed to the faculty, staff, or administration of the college or university.

(14) **Fee:** A charge for the use of services provided and facilities managed by commuter services.

(15) **Fine:** Monetary penalty for a parking violation.

(16) **Immobilization:** The attachment of a device to a parked motor vehicle so that the vehicle cannot be moved.

(17) **Impoundment:** The removal of the vehicle to a storage facility by an authorized agent of campus safety, commuter services, or an authorized agent of commuter services.

(18) **Institutions:** The college and the university.

(19) **License plate recognition (LPR):** Technology that uses optical character recognition to automatically read license plate characters.

(20) **Meter:** A single fixed device that registers and collects payment for the length of time a vehicle occupies a single parking space. A meter does not produce a receipt, physical permit, or virtual permit. A meter is not a permit issuance machine.

(21) **Moped:** As defined under RCW 46.04.304.

(22) **Motorcycle:** As defined under RCW 46.04.330.

(23) **Motor vehicle:** As defined under RCW 46.04.320.

(24) **Nonmotorized vehicle:** A device other than a motor vehicle used to transport persons including, but not limited to, bicycles, skateboards, in-line skates, hover boards, personal conveyance devices, and roller skates.

(25) **Operator or driver:** Every person who drives or is in actual physical control of a motor vehicle or nonmotorized vehicle.

(26) **Overtime parking:** The occupation by a vehicle of a time-limited space beyond the posted time limit or time provided on a permit, meter, or permit-issuance machine.

(27) **Parking product:** A product issued by commuter services to manage motorized and nonmotorized access to the campus. Parking products include, but are not limited to, visual permits, virtual permits, access to bicycle lockers and other bicycle parking facilities, and parking access cards.

(28) **Parking space:** A space for parking one motor vehicle normally designated by lines painted on either side of the space, a wheel stop positioned in the front of the space, a sign or signs, or other markings.

(29) **Pay station:** A commuter services deployed and managed machine that issues virtual permits.

(30) **Permit:** A visual permit or virtual permit.

(31) **Persons with disability:** For the purpose of this chapter, persons with disability shall refer to a person or persons with a disability or disabilities who qualify for a state-issued individual with disabilities parking identification and permit.

(32) **Registered owner:** The person who has the lawful right of possession of a vehicle most recently recorded with any state department of licensing.

(33) **Roller skate/in-line skate:** A device used to attach wheels to the foot or feet of a person.

(34) **Skateboard:** Any oblong board of whatever composition, with a pair of wheels at each end, which may be ridden by a person.

(35) **Student:** A person enrolled in the college or the university.

(36) **Traffic:** The movement of motorized vehicles, nonmotorized vehicles and pedestrians in an area or along a street as is defined in RCW 46.04.590.

(37) **University:** The University of Washington, Bothell, and collectively those responsible for its control and operations.

(38) **Vehicle:** As defined under RCW 46.04.670.

(39) **Virtual permit:** An authorization to park, issued by commuter services, or an authorized agent, that is associated with a vehicle's license plate.

(40) **Visitor:** A person who is neither an employee nor a student of the university or college and who only visits campus on an occasional basis.

(41) **Visual permit:** A physical permit issued by campus commuter services that when properly filled out and displayed according to instructions, authorizes a vehicle to park on campus.

AMENDATORY SECTION (Amending WSR 02-11-048, filed 5/9/02, effective 6/9/02)

**WAC 132Z-116-030 Applicable parking and traffic rules.** The applicable parking and traffic rules upon the campus are:

(1) The motor vehicle and other traffic laws of the state of Washington, Title 46 RCW.

(2) The ~~((traffic code of the city of Bothell.~~

~~(3) The parking and traffic rules in this chapter. If the Washington laws or the Bothell traffic code conflicts with these rules, the Washington laws or the Bothell traffic code shall govern.)~~ parking and traffic rules in this chapter and chapter 478-117 WAC.

NEW SECTION

**WAC 132Z-116-035 Severability—Savings clause.** If any provision of this chapter, or its application to any person or circumstance is held invalid, the remainder of the chapter, or the application of the provision to other persons or circumstances is not affected.

AMENDATORY SECTION (Amending WSR 02-11-048, filed 5/9/02, effective 6/9/02)

**WAC 132Z-116-040 Enforcement of parking and traffic rules.** The institutions share responsibility for parking and traffic management on campus. Duly appointed ((public)) campus safety officers, designated commuter services employees, or independent contractors hired by the institutions are authorized to enforce these parking and traffic rules and may conduct traffic control on campus.

NEW SECTION

**WAC 132Z-116-042 Liability of institutions.** Except for vehicles that the institutions own or operate, the institutions assume no liability under any circumstances for vehicles on the campus. No bailment, but only a license, is created by the purchase and/or issuance of a permit.

**PART II  
PARKING RULES**

NEW SECTION

**WAC 132Z-116-043 General parking regulations.** (1) No person may utilize any vehicle parked on campus as a living unit without specific



approval from the campus safety director. Violators may be cited and/or towed.

(2) Vehicles are to be maintained in operating condition at all times while on campus, except those in a garage, research facility, or automotive shop designated for parking such vehicles by the commuter services manager or designee.

(3) A vehicle which appears to be abandoned, with or without a current parking product or license plate(s), may be impounded after an attempt is made to locate and notify the owner of the impending action.

(4) Stopped or parked vehicles must do so in line with the flow of traffic where they are located.

AMENDATORY SECTION (Amending WSR 02-11-048, filed 5/9/02, effective 6/9/02)

**WAC 132Z-116-050 Permits required for all motorized vehicles parked on campus.** No person shall park(~~(7)~~) or leave any motor vehicle (~~((other than bicycles))~~), whether attended or unattended, upon the campus without a permit issued by the institutions. Permission to park on campus will be shown by the display of a valid visual permit(~~(7)~~

(1) A valid permit is:

~~(a) A current vehicle permit displayed in accordance with WAC 132Z-116-110. Vehicle permits are valid until revoked.~~

~~(b) A temporary permit authorized by the institutions and displayed in accordance with instructions. Temporary permits are valid through the date or time on the permit.~~

~~(c) A parking permit issued by a gate attendant and displayed on the vehicle in accordance with instructions.~~

~~(d) A parking permit dispensed by machine at the campus and displayed in accordance with instructions.~~

~~(2) Parking permits are not transferable, except as provided in WAC 132Z-116-060 and 132Z-116-090.~~

~~(3) The college and university reserve the right to refuse to issue parking permits.~~

~~(4) This section does not apply to vehicles that the institutions own or operate.~~

~~(5) The institutions may allow persons without permits to drive through the campus without parking.~~

~~(6) A public safety officer may require visitors to wait at the entrances to the campus when pedestrian or vehicular traffic congestion is above normal.) or registration of a valid virtual permit. Persons wishing to obtain virtual permits are required to complete a registration process established by commuter services and pay the corresponding fee. A vehicle associated with a virtual permit must have a visible license plate.~~

(1) A valid permit is:

(a) A current unexpired, visual permit issued by commuter services, or an authorized agent designated by commuter services, and displayed in accordance with the instructions given at the time of issuance.

(b) A current unexpired virtual permit issued by commuter services, or an authorized agent, that is associated with a vehicle's license plate.

(i) Vehicles with virtual permits associated with a vehicle's license plate must have the license plate exposed to the lane of travel and be clearly visible, unobstructed, and able to be read by the LPR equipment.

(ii) Parking permits are not transferable, except as provided in WAC 132Z-116-060 and 132Z-116-090.

(2) Commuter services reserves the right to refuse to issue parking products.

(3) The institutions may allow persons without permits to drive through the campus without parking.

(a) This section does not apply to vehicles that the institutions own or operate.

(b) Any vehicle, attended or unattended, must have a valid parking permit when parked on the campus, unless the vehicle is:

(i) Parked in a metered parking space with meter payment;

(ii) Parked in a loading zone in compliance with posted limits;

(iii) Parked in a lot that does not require a permit during specified times as posted;

(iv) Parked in a posted short-term parking space in compliance with posted time limits; or

(v) Public safety or emergency vehicle parked while performing emergency services.

#### NEW SECTION

**WAC 132Z-116-055 Overtime parking violations.** After a motor vehicle has been cited for parking beyond the time posted, the vehicle may be cited at a frequency of one additional citation for each period of time equal to the maximum time limit posted for the space.

AMENDATORY SECTION (Amending WSR 02-11-048, filed 5/9/02, effective 6/9/02)

**WAC 132Z-116-060 Carpool and disability parking permits.** (1) Carpool permits may be issued to employees and students. One transferable permit will be issued by the institutions for each carpool. This permit is transferable only among the registered members of the carpool. This permit must be displayed in accordance with the instructions provided with the permit. A carpool (~~is a group of two or more employees or students who commute to the campus in the same vehicle~~) permit may be used with only one vehicle per day. Members of the campus carpool program must register their carpool with commuter services.

(2) The institutions provide parking for the disabled in accordance with the requirements of federal and state law, including parking spots reserved for persons who display a state of Washington disabled driver permit.

(3) Use of disability accommodation parking on campus requires payment for parking in the form of a campus parking permit issued by commuter services, payment at a pay station, or payment at a parking meter for the designated space to which the vehicle is parked.

AMENDATORY SECTION (Amending WSR 02-11-048, filed 5/9/02, effective 6/9/02)

**WAC 132Z-116-090 Transfer of ((permits)) parking products limited.** (1) As provided herein, a permit holder((s)) may transfer ((one)) a permit between motor vehicles when used by ((the)) that permit holder. Improper transfer of a permit shall include, but is not limited to, the wrongful sale, the resale, lending, or transfer of a parking product or parking permit other than as provided herein. Multiple motor vehicles may be associated with a virtual permit but only one vehicle associated with a specific virtual permit may be parked on campus per calendar day. If more than one vehicle associated with a virtual permit is parked on campus during the course of a day, all additional vehicles are subject to a parking citation unless each additionally parked vehicle has a separate valid permit.

(2) Permits displaying license plate numbers shall be used only in the vehicles whose license number is written on the permit.

AMENDATORY SECTION (Amending WSR 02-11-048, filed 5/9/02, effective 6/9/02)

**WAC 132Z-116-100 Responsibility of person to whom ((permit)) parking product issued.** (1) The ((person)) person(s) to whom a ((permit)) parking product is issued is responsible for ((the vehicle upon which the permit is affixed. He or she shall be held responsible for all violations of this chapter charged to that vehicle. However, the operator of a vehicle will not be relieved of responsibility for violating any rule of this chapter simply because he or she is not also the holder of the permit)) paying for the product until it expires or is returned to commuter services, unless stated otherwise in these rules. All associated outstanding commuter services related fees and fines must be satisfactorily settled before a parking product may be issued, reissued, or renewed.

(2) When requested, a parking permit holder shall provide commuter services with the current valid license plate number of any vehicle(s) with which they intend to use a parking permit.

(3) Subject to WAC 132Z-116-340, the person(s) to whom a parking product is issued is responsible for any violations of this chapter associated with a vehicle with which the product is used during the time the product is valid and up to the date and time the product expires or is reported lost or stolen.

(4) Commuter services may also require proof of a vehicle registration for certain designated parking products.

AMENDATORY SECTION (Amending WSR 15-07-109, filed 3/18/15, effective 4/18/15)

**WAC 132Z-116-110 Display of permits.** (1) (~~Parking permits shall be displayed by hanging from the rear view mirror, affixed to the front window, or displayed face up on the dashboard of the motor vehicle and shall be fully visible from the exterior of the motor vehicle.~~

(2) ~~When applicable, the area designator (numeral, letter or combination) shall be affixed to the vehicle permit and shall be fully visible from the exterior of the motor vehicle.)~~ Visual permits shall be prominently displayed in accordance with the instructions printed in the permit and shall be fully visible from the exterior of the vehicle. Virtual permits are associated with a vehicle's license plate, and accordingly, a vehicle associated with a virtual permit must have its license plate exposed to the lane of travel and be clearly visible, unobstructed, and able to be read by the LPR equipment.

(2) Instructions relating to the display and assignment of a permit to a vehicle(s) will be provided by commuter services at the time of issuance and are located on the commuter services web site.

(3) ~~Motorcycle and scooter permits shall be registered with (the affiliated institution.~~

(4) ~~Permits not fully visible from the exterior of a motor vehicle are not valid and are subject to citation for no valid permit displayed)~~ commuter services.

(4) Commuter services may authorize certain designated virtual permit holders to use a vehicle's license plate as a permit. Certain designated virtual permits may require the completion of a permit registration process. Virtual permit instructions will be provided at the time of permit issuance.

AMENDATORY SECTION (Amending WSR 02-11-048, filed 5/9/02, effective 6/9/02)

**WAC 132Z-116-200 Parking fees.** The institutions' governing boards shall adopt parking fees, specifying the charge per day, quarter, and year. Each institution may set its own rates for quarterly and yearly permits, but the rates for daily parking permits must be uniform for both institutions. (~~Each institution~~) Commuter services, or its designee, shall sell quarterly and yearly permits to the institutions' employees and students (only of its own institution. Each institution). Commuter services, or its designee, may also sell quarterly and yearly permits (in) at its discretion to regular visitors to (that) each institution. A person who parks a vehicle in a metered parking space must pay for time used during posted times of operation.

AMENDATORY SECTION (Amending WSR 02-11-048, filed 5/9/02, effective 6/9/02)

**WAC 132Z-116-220 Parking within designated spaces.** (1) No motor vehicle shall be parked on the campus except in areas designated as parking areas, unless expressly authorized by commuter services or campus safety.

(2) No vehicle shall be parked so as to occupy any portion of more than one parking space as designated within the parking area. The fact that other vehicles may have been so parked as to require the vehicle parked to occupy a portion of more than one space or stall shall not excuse a violation of this section.

(3) No person shall stop, stand, or park any motor vehicle so as to create a safety hazard, obstruct traffic along or upon any street, parking lot drive aisle, or roadway, or obstruct pedestrian movement along any plaza, path, or sidewalk unless expressly authorized by commuter services or campus safety.

NEW SECTION

**WAC 132Z-116-235 Denial or revocation of parking privileges.** Commuter services reserves the right to deny or revoke parking privileges to anyone who has:

- (1) Had a permit revoked.
- (2) Falsified a parking application or registration.
- (3) Counterfeited or altered a permit.
- (4) Failed to pay outstanding citations.
- (5) Been found to be in possession of or using a lost, refunded, or stolen permit.
- (6) Removed an immobilization device without authorization.
- (7) Been banned from campus.
- (8) Failed to comply with commuter services directions.
- (9) Damaged campus property while driving or parking on campus.
- (10) Verbally abused or assaulted staff, including commuter services staff.

AMENDATORY SECTION (Amending WSR 02-11-048, filed 5/9/02, effective 6/9/02)

**WAC 132Z-116-240 Regulatory signs, markings, barricades, etc.** (1) The institutions may erect permanent or temporary signs, barricades, and other structures, and paint marks and other directions upon the streets and parking areas within the campus. Drivers of vehicles shall obey the signs, barricades, structures, markings, and directions. Drivers of vehicles shall comply with directions given to them by ~~((public safety officers in the))~~ commuter services employees, campus facilities employees, campus safety officers, or authorized commuter services contractors in the control and regulation of traffic. Drivers shall also comply with directions given to them by ~~((the traffic guides or parking checkers))~~ commuter services employees, campus

safety officers, or authorized commuter services contractors in the assignment of parking space and in the collection of parking fees.

(2) No person without authorization from the institutions shall move, deface, or in any way change a sign, barricade, structure, marking, or direction that regulates traffic or parking.

### PART III USE OF MOTORIZED AND NONMOTORIZED VEHICLES

AMENDATORY SECTION (Amending WSR 02-11-048, filed 5/9/02, effective 6/9/02)

**WAC 132Z-116-270 Motorcycles, bicycles, scooters.** (1) Motorcycles, bicycles, and scooters are subject to all traffic rules controlling other motor vehicles.

(2) Motorcycles and motorized scooters (~~may~~) must be parked in designated motorcycle parking areas (~~in addition to the regular parking lots~~).

(3) Motorcycles and motorized scooters are not permitted on paths, sidewalks, or authorized bicycle or pedestrian areas, or in buildings at any time.

(4) Bicycles shall be parked in designated areas only. Improperly parked bicycles may be impounded and a citation and fine imposed upon the owner.

(5) No bicycles or foot-propelled devices shall be operated on campus corridors, hallways, or buildings unless their use is required as part of the educational process in an authorized program, or authorized by campus personnel. A "foot-propelled device" is a wheeled device designed or used for recreation or transportation, including but not limited to skateboards, roller skates, and roller blades.

### PART IV FINES, CITATIONS, IMMOBILIZATION, AND IMPOUNDMENT

AMENDATORY SECTION (Amending WSR 02-11-048, filed 5/9/02, effective 6/9/02)

**WAC 132Z-116-300 Issuance of (~~traffic~~) parking citations.** Upon probable cause (~~to believe~~) that a violation of these rules has

occurred, a (~~public safety officer or designated contractor~~) campus safety officer, commuter services employee, or contractor designated by commuter services may issue a citation setting forth the date, the approximate time, the locality, the nature of the violation, the (~~permit~~) license plate number, (~~license number~~) infraction, officer, and the amount of fine(s). The citation shall be served on the person responsible for the violation by: Attaching a copy of the citation to, or placing it prominently within, the vehicle allegedly involved in the violation; mailing a copy of the citation to the person responsible; or serving a copy of the citation personally on the person responsible.

AMENDATORY SECTION (Amending WSR 02-11-048, filed 5/9/02, effective 6/9/02)

**WAC 132Z-116-310 Fines, immobilization, and impounding.** (1) The current schedule of fines shall be published by the institutions and made available for review (~~in the Central Plant Building~~) online and in the commuter services office.

(2) All fines are due upon receipt of the citation and must be paid as designated on the citation within twenty calendar days from the date of the citation. Fines must be delivered in person to the (~~citation hearing office~~) UW Bothell cashier's office, paid online, or postmarked on or before the due date specified in these rules to avoid additional penalties. If any citation has neither been paid nor appealed after twenty calendar days from the date of the citation, the institution shall impose an additional fine of ten dollars per offense and may:

- (a) Withhold the violator's degrees, transcripts, grades, refunds, or credits until all fines are paid.
- (b) Delay registration for the following quarter.
- (c) Impound or immobilize the violator's vehicle.
- (d) Deny future parking privileges to the violator.
- (e) Refuse to issue keys to a violator who is an employee or student.

(f) Refer outstanding balances associated with unpaid fines for collection in accordance with applicable statutes and institutional procedure.

(3) In addition to imposing fines, (~~public~~) campus safety officers (~~may impound or immobilize any vehicle parked on campus in violation of these rules. The expenses of impounding, immobilization, and storage shall be charged to the owner or operator, or both, of the vehicle and must be paid before the vehicle's release~~), commuter services employees, or authorized commuter services contractors or agents may immobilize and/or impound any vehicle parked on campus in violation of these rules. Grounds for impounding or immobilizing vehicles shall include, but not be limited to the following:

- (a) Blocking a roadway so as to impede the flow of traffic.
- (b) Blocking a walkway so as to impede the flow of pedestrian traffic.
- (c) Blocking a fire hydrant or fire lane.
- (d) Creating a safety hazard.
- (e) Blocking another legally parked vehicle.
- (f) Parking in a marked "tow-away" zone.

(g) Leaving a vehicle unattended on campus for longer than two days, unless the vehicle has a valid student housing resident permit.

(h) Failing to pay a fine(s) imposed under this chapter.

(i) Parking a vehicle on campus that has no license plate(s) and no observable vehicle identification number.

(4) Not more than ~~((twenty-four hours))~~ one business day after impoundment or immobilization of any motor vehicle, ~~((the institution))~~ commuter services shall mail a notice to the registered owner of the vehicle and to any other person who claims the right to possession of the vehicle, if those persons can be identified. ~~((The institutions shall not be liable for loss or damage of any kind resulting from impounding, immobilization, or storage. Impounding a vehicle does not remove the obligation for any fines associated with the violation.~~

~~(4))~~ Similar notice shall be given to each person who seeks to redeem an immobilized or impounded motor vehicle. If a motor vehicle is redeemed prior to the mailing of the notice, the notice may not be mailed. The notice shall contain the date of immobilization or impoundment, reason for the action, the location of the motor vehicle if impounded, redemption procedures, and an opportunity to contest the immobilization or impoundment as provided in WAC 132Z-116-320. The institutions shall not be liable for loss or damage of any kind resulting from impounding, immobilization, or storage. All parking fines, fees, the cost of immobilization and/or impoundment (e.g., booting, towing, and storage fees) must be paid prior to the removal of an immobilization device or the release of an impounded motor vehicle. Impounded motor vehicles shall be redeemed only by the registered owner who has a valid driver's license or a person authorized by the registered owner who has a valid driver's license and who produces proof of authorization and signs a receipt for motor vehicle. Proof of ownership may be required before a vehicle is released from immobilization or impound.

(5) An accumulation of traffic violations by a student may be cause for discipline under the student conduct code of the student's institution.

AMENDATORY SECTION (Amending WSR 02-11-048, filed 5/9/02, effective 6/9/02)

**WAC 132Z-116-320 Appeals of fines, immobilizations, and impoundments.** (1) Any immobilization, impoundment, or fine under this chapter may be appealed in writing, or when available, appealed through the online parking portal, within twenty calendar days from the date of the citation ~~((or))~~, the notice of immobilization, or the notice of impoundment. The notice of appeal must be addressed to the location indicated on the citation, notice of immobilization, or notice of impoundment. ~~((The institutions))~~ Commuter services will make appeal forms available at the ~~((university's cashiers office in Room UW1 176 and at the college's cashiers office in Room CC1 103))~~ commuter services office. The notice of appeal must explain the reasons for contesting the citation, immobilization or impoundment. If the person who files a notice of appeal desires an opportunity to make an oral statement in the appeal, the request to make an oral statement must be included in the notice of appeal. Online appeal instructions can be accessed through the commuter services web site.



(2) The hearing on the appeal shall be a brief adjudicative hearing as provided by RCW 34.05.482 et seq. If a request for an oral statement was made, the presiding officer or officers shall provide reasonable notice of the time and place for receiving the oral statement. The presiding officer(s) shall review the notice of appeal and provide a written decision to the person submitting the appeal within ten calendar days of taking action. If the appeal is denied, the decision shall include a brief statement of its reasons and information about the opportunity for further review. Any fine owed on a written decision that is not further appealed as provided in subsection (3) of this section shall be paid within twenty-one calendar days after service of the decision.

(3) A person wishing to contest the written decision may request a review by contacting the institution in writing within twenty-one calendar days after service of the decision. The request for review shall explain why the decision was incorrect. The reviewing officer shall, within twenty calendar days of the date of the request, review the matter and render a final written decision, which shall include a brief statement of its reasons and information about the opportunity to appeal the decision to the district court. Any final decision of the reviewing officer not appealed as provided in subsection (4) of this section shall be paid within ten calendar days after service of the decision.

(4) A person wishing to appeal a final decision of the citation hearing office to the district court may, within ten calendar days of service of the final decision, file a written notice with the institution. Documents relating to the appeal shall immediately be forwarded to the district court, which shall have jurisdiction to hear the appeal de novo. No appeal to the district court may be taken unless the citation has been contested as provided in subsections (2) and (3) of this section.

#### NEW SECTION

**WAC 132Z-116-325 Permit and parking product revocations.** Parking products are the property of the institutions, and may be recalled by the issuer for any of the following reasons:

- (1) When the purpose for which the parking product was issued changes or no longer exists;
- (2) When a parking product is used on an unauthorized vehicle, by an unauthorized individual, or in an unauthorized manner;
- (3) Falsification on a parking product application;
- (4) Multiple or continued violations of parking rules;
- (5) Counterfeiting, altering, or using a lost/stolen parking product;
- (6) Failure to comply with a final decision of the citation review committee, or institutional hearing officer;
- (7) Nonpayment of parking product fees or parking fines.

NEW SECTION

**WAC 132Z-116-330 Right to appeal revocation.** Parking product revocations under this chapter may be appealed pursuant to the procedures in WAC 132Z-116-320.

NEW SECTION

**WAC 132Z-116-340 Motorized vehicles—Responsible parties for illegal parking.** (1) For any motor vehicle citation involving a violation of this chapter where the motor vehicle is registered to a permit holder, there shall be a prima facie presumption that the permit holder was the person who operated the motor vehicle in violation of these rules. Such responsibility does not afford a defense to another person who violated these rules.

(2) For any motor vehicle citation involving a violation of this chapter where the motor vehicle is not registered to a permit holder, there shall be a prima facie presumption that the registered owner of the motor vehicle was the person who operated the motor vehicle in violation of these rules. Such responsibility does not afford a defense to another person who violated these rules.

(3) This section shall not apply to university or college operated motor vehicles. The operator of a university owned or a college owned motor vehicle is personally liable for any citation issued to the motor vehicle.

(4) A third party other than the permit holder or registered owner can assume responsibility for a citation by either paying the citation within twenty calendar days of the date of the citation or submitting a petition where the third party agrees to take responsibility.

(5) When mitigating circumstances exist, authorized commuter services personnel may reduce or dismiss fines.

REPEALER

The following sections of the Washington Administrative Code are repealed:

WAC 132Z-116-070	Permit revocations.
WAC 132Z-116-080	Right to appeal revocation.
WAC 132Z-116-280	Distribution of literature.
WAC 132Z-116-400	Report of accident.
WAC 132Z-116-410	Liability of institutions.



**Cascadia Student Government (CSG)**

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

***Cascadia College***

***Meeting Date: May 2019***

Cascadia Student Government has had a busy month as we approach the end of the quarter.

Our students on the S and A budget committee finalized our student fee budget and it was approved by CSG.

Our Director of Health and Sustainability and Government Relations went to the WACTSA Voice Academy and pitched adding mental health funding to the group's annual legislative "White Paper".

We are currently in the middle of the interview and application process for all student life positions for the upcoming school year.

We are looking forward to the end of the year events such as student appreciation tabling, Pride tabling, and our annual Spring Fest.

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: May 2019***

- ❖ The Full-Time Faculty are having our annual workload meetings with the Deans for Student Learning. These meeting detail our proposed class schedules, professional development, and committee assignments for the 2019-2020 school year. Emphasis is on student learning, program pathways, assessment, and accreditation.
- ❖ The Steering Committee hosted a social gathering during the Day of Inquiry (DIA) in May. CCCFT and WPEA provided lunch for all interested faculty and classified staff.

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: May 2019***

Stacie Leanos, WPEA Staff Representative, was on campus for “office hours” on April 29<sup>th</sup> and got to visit with members and answer questions that they had.

WPEA and CCCFT are excited to come together on DIA day and have lunch, bringing together two communities for conversation and fun.

Thank you,

Marah Selves, Administrative Services Manager