



October 10, 2018

Dear Board of Trustees and Campus Community:

Fall quarter started smoothly. I tried to stay out of everyone's way while they did their great work getting students settled.

As I write the letter, Vicki and I have just finished hosting the CTC system presidents and assistants on campus. These two days of meetings are full of logistics and taxing on the campus, but we made it through. Of special note were visits by Senators Guy Palumbo and David Frockt. They are influential in the legislature and champions of both the system and Cascadia. I appreciate the relationship I've been able to build with both of them.

We also had Ana Mari Cauce, President of UW, and Kirk Schulz, President of WSU, on campus last week as a part of these meetings. Again, I am happy to have built a solid relationship with our UW colleagues and enjoyed the opportunity to get to know the WSU folks.

As the years have progressed, I have taken on more responsibility for helping to lead system efforts with the legislature. This opportunity exists because of the excellent team of leaders at Cascadia that keeps things stable. Also, because of my seniority in the system, I believe it my responsibility to help where I can and legislative messaging is one of those areas. As of this year, 8 presidents are more senior than I am, but two will be retiring this year. That means there are 28 presidents/chancellors who have joined the system since I was hired at Cascadia.

I look forward to seeing you next week!

Meet and Greets

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

Campus

- Classified Staff Meeting – ctcLink Update
- Convocation – All Employees (100+ in attendance)
- Quarterly President's Pub – Sponsored by Cascadia College Foundation (50+)
- Workforce Gap Analyses – Final Presentation - Biotech
- Employees Bowling League Kick-off
- Accessibility Training
- CSG President Monthly Meeting
- Photo Session – Fall 2018 Global Achievement Scholarship Recipients
- Navigators Council
- ctcLink Implementation Phase & Resource Plan Review Meeting

Olympia/State

- SBCTC Katherine Mahoney Phone Meeting RE: BioTech
- Washington Association of Community & Technical Colleges – Board of Presidents (WACTC) Quarterly Meeting hosted by Cascadia (37 President's/17 SBCTC Staff/28 College Representatives)
 - Thursday, the 4th at McMenamans Anderson School - Bothell

- Friday, the 5th at Cascadia
- President' Assistants for Community & Technical Colleges (PACTC) Quarterly Meeting hosted by Cascadia (25 Executive Assistant's)
 - Thursday, 4th and Friday, 5th at Cascadia
- Highline New President Reception – Dr. John Mosby

Community

- CCEC Update
- Welcome - Leadership Eastside Kick-off Event and Mayor's Luncheon
- Meeting with Mike Rue – Bothell Chamber Chair
- Bothell Chamber General Meeting (x2)

UWB

- UWB Phase 4 STEM Building Planning (x3)

Senior Staff Reports

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

From the Vice President of Administrative Services, Terence Hsiao:

Facilities

- The re-carpeting of the hallways and breakout areas has been completed.
- CC1 Elevator Bid has been advertised with work tentatively scheduled to be completed during Spring Quarter.
- CC remodel projects – contracts are in process and design has been completed and approved.
- CC/UWB Parking structure – Design Build team has been selected and contract has been signed.
- CC4 Pre-design – Contract has been signed with on-call Architect and meetings will be starting shortly.
- The installation of lockdown hardware in the classroom in CC1-2 should be complete by the end of October.

Information Services

- IS received 472 requests for help in September (26 of them related to classroom technology) and resolved 465 requests (17 of the classroom technology issues).
- The SQL database failover cluster is complete, which means that when there is a hardware failure, instead of the system failing, it “fails over” to the backup. This will prevent the loss of student services such as ID cards, online class schedule, fee payments, library access, ARC fitness access, and nearly 30 other systems.

ctcLink Project and Activities

- Kickoff for deployment group 3 will take place at Pierce College on November 2nd. Pre-initiation activities are on schedule.

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

- **Congratulations!** Cascadia College's 2018-2019 literary magazine won a 3rd place award from the Community College Humanities Association (CCHA), for best overall magazine in small community colleges at the Pacific Western Division of the U.S. The students along with

Faculty Advisor Courtney Putnam did an outstanding job, beating out dozens of competitors in our region.

- **New Communication Lab:** Cascadia Communication Studies faculty have established a Communication Lab to support students taking public speaking. It is housed in the Bock Learning Center.
- **Student Success is Holistic!** Opening this Fall Quarter in the [Activities & Recreation Center is the Health and Wellness Resource Center](#) (HaWRC) and United Way Benefits Hub, a collaborative effort between Cascadia and UW Bothell. They will also provide emergency grants, free tax preparation, legal services, childcare assistance, access to public benefits, and more!
- **Reduced text book costs:** Cascadia precalculus students were previously required to buy Algebra & Trigonometry text (published by Pearson) at a cost of \$120 new. In 2018-19, Cascadia is scheduled to run 17 sections of Precalculus 1 with open textbooks. With approximately 30 students per section, the projected student savings are estimated at \$61,200.
- **Student Advising & Support Services** will be hosting events to support students' career and transfer exploration during fall quarter, including:
 - University transfer fair on October 9th for students to meet with representatives from universities from across Washington State.
 - Nursing information workshop for students interested in a career in nursing on November 1st.

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

Prospective Student Outreach

Outreach hosted/attended 31 recruiting or community events over the summer, yielding approximately 547 points of contact. These included general information sessions, summer festivals, and hosted campus visits.

Community Outreach and Involvement

Attended four separate meetings about SR 522 Bus Rapid Transit with Sound Transit.

- Two included Metro Transit, Community Transit, Washington Department of Transportation, and city planners from Bothell, Kenmore, Lake Forest Park, Shoreline, and Woodinville. Cascadia and UW Bothell are still negotiating location of a transit center.

International Programs

The department hired three new employees: Sydney Baker was promoted to Program Coordinator, Amy Yi was hired to fill the Program Assistant position, and Heather Mueller was hired as the new International Student Advisor. IP attended an agent fair in UK and met with agents throughout Western Europe, Eastern Europe, and areas of Asia.

Grants & Foundation

Grants

Grant Development has slowed down for a variety of reasons including loss of BASSP director and bandwidth at dean's level. Cascadia is on track to submit to PSE for grant to cover additional emergency preparedness kits in October.

Foundation

We anticipate another strong year from the Foundation. The "slim mode" has proven to be very efficient and has allowed us to focus on developing new scholarships, ensuring the Foundation has systems in place for compliance, and begin new initiatives.

The Foundation Issued a Report to the Community, the first time since entering “slim mode”, and developed digital and print versions. The Largest budget to date was approved by board at summer meeting.

The Foundation is 90% through the design phase of a new Employee Giving Campaign.

From the Executive Director of Human Resources, Martin Logan:

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

- Student Life Cascadia Student Government, Cascadia Activities Board, and Community Engagement Officers - 18 student employees,
- The Bock Learning Center & Language Lab - 30 student employees,
- Work-Study - 7 student employees (on-going hiring),
- International Programs - 5 student employees.

Well done to Student Life, The Bock Learning Center, Student Financial Services, International Programs along with HR and Payroll for ensuring all of our new and returning student employees were ready to go by the start of fall quarter.

Additionally, in collaboration with Student Learning, Payroll recently completed Associate Faculty contracts for Fall Quarter!

HR and Payroll would like to acknowledge and thank Rod Cowley, Payroll Manager, for his 12 years of service here at Cascadia. We wish you all the best in your upcoming retirement!

We look forward to seeing you at the Board meeting on October 17th.

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, October 17, 2018
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, October 17, 2018
4:00 p.m. - Room CC2-260**

A G E N D A

1. CALL TO ORDER

2. CONSENT AGENDA

- Meeting Agenda
- Minutes from previous meeting – September 19, 2018

3. EXECUTIVE SESSION

No Executive Session is scheduled for this meeting.

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/CAB/CEO

Student Learning & Success

Aileen Ibershof, Program Coordinator-Student Support Services
Charles Sapien, Customer Service Specialist 3 in Enrollment Services
Kathleen Brown, Tenure Track Faculty, Art & Visual Communication

Cascadia Activities Board (CAB)

Chair – Maddy Groth
Special Events Coordinator – Eliza Sandoval
Arts & Entertainment Coordinator – Julian Lai
Social Issues & Diversity Coordinator – Maria Gonzalez
Wellness Coordinator – Siv Heang
Public Relations & Outreach Coordinator – Sasha Hanigan

Community Engagement Officers (CEO)

Cecilia Jiao

Eric Espinoza
Sovechea Sophanna
Graphic Designer – Charlotte Offin
Graphic Designer – Daniel Gieszler

6. INFORMATION ITEMS

7. DISCUSSION/PRESENTATION ITEMS

- Strategic Plan Deep Dive: Strategic Data – (KL)
- Emergency Preparedness - (TH)

8. RECOMMENDED ACTION ITEM

- Board Resolution 10-17-18
 - Delegation of Authority to Receive Gifts on Behalf of the College
- Transforming Lives Nomination – (EM)
- ctclink Resources Budget – (TH)

9. OTHER REPORTS

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

10. OTHER BUSINESS OR ANNOUNCEMENTS

11. NEXT MEETINGS

- Next regular meeting of the Board of Trustees is scheduled for **Wednesday, November 14, 2018.**

**Minutes
Regular Meeting
Cascadia College Board of Trustees
September 19, 2018**

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

BOARD OF TRUSTEES

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

EXECUTIVE STAFF

Terence Hsiao, Dr. Kerry Levett, Martin Logan, Dr. Eric Murray, and Vicki Newton present.
Meagan Walker absent.

Alan Smith (AAG) present.

AREA REPRESENTATIVES

CCCFT Representative – absent.
Student Representative – Seth Smith, CSG President present.
WPEA Representative – Marah Selves present.

AUDIENCE

Erin Blakeney, Glenn Colby, Gordon Dutrisac, Bryan Fauth, Haley Green, Ryan Higgins, Dr. Todd Lundberg, Heather Mueller, Becky Riopel, Katie Rousso, Dr. Erik Tingelstad, Jerry Vasquez, Amy Yi, and Yukari Zednick were present.

1. EXECUTIVE SESSION

There was no Executive Session scheduled for this meeting.

CONVENED TO PUBLIC SESSION AT 4:03 P.M.

2. CALL TO ORDER

Chair Janet McDaniel called the meeting to order at 4:03 p.m.

3. CONSENT AGENDA

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

4. PUBLIC COMMENTS

There were no public comments.

5. INTRODUCTIONS OF NEW EMPLOYEES/CSG

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

Human Resources

Karina Castro – HR Generalist Assistant

Student Learning & Success

Dr. Kerry Levett – Vice President of Student Learning & Success

Ryan Higgins – Classroom Support Technician - Chemistry

Katie Rousso – Program Specialist 2 – Workforce Education Office

Bryan Fauth – Assistant Director, Disability Support Services
Jerry Vasquez - Academic Advisor, Completion & Retention Specialist

College Relations & Advancement

Amy Yi – Program Assistant in International Programs
Heather Mueller – International Student Advisor in International Programs

The following staff promotions were shared with the Board by E-Team Members:

Paul Lee – Assistant Director for Student Financial Services (KL)
Sydney Baker – Program Coordinator for International Programs (MW)

President Murray asked the new CSG Officers to come forward and be sworn in:

Cascadia Student Government (CSG)

Seth Smith – President
Aylar Atadurdyeva – Vice President
Renee Witherspoon – Director of Budget & Finance
Melissa Barker – Director of Government Relations (absent)
Han Jackson – Director of Pluralism & Inclusion
Mitch Blanchard – Director of Public Relations & Technology
Evan Schroeder – Director of Healthy & Sustainability

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

6. INFORMATION ITEMS

2017-2018 Operating Results

Terence Hsiao, VP of Administrative Services explained to the Board for the fiscal year ending June 30, 2018 college operations generated total revenues of \$23,481,923 with \$219,621 (1%) less than budgeted. Expenses totaled \$21,835,694 with \$945,766 (4%) less than budgeted. Net Revenue was \$1,646,229. Reserve expenditures totaled \$1,296,900 with \$837,177 less than budgeted. The College accordingly realized a gain of \$349,329 on \$23,481,923 in revenues, equivalent to 1.5% of revenues.

7. DISCUSSION/PRESENTATION ITEMS

2018-2019 Exempt Staff Sabbatical Information.

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

Below are sabbatical highlights Terence Hsiao shared with the Board this month:

- Visited Whatcom, Wenatchee, Centralia and Tacoma Community College's.
- Shared ideas, compared operations and learned about ctcLink implementation issues.

What he found was different choices account for a lot of institutional variation. Cascadia may want to explore:

- IS - Our willingness to accept more risk, older technology and less in the way of information services support.
- Security - Whether, knowing the opportunity costs, our investments in public safety are the tradeoffs we want to make.
- Finance - Whether we need to invest more in the finance function.

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

The second administrative staff member, approved for a summer sabbatical, Meagan Walker, VP of College Relations & Advancement will give her sabbatical highlights at the November board meeting.

NWCCU Accreditation Year 7 Self-Study Plan Overview

The Board received a NWCCU Accreditation Year 7 Self-Study Plan Overview from Dr. Kerry Levett, VP of Student Learning and Success.

Dr. Levett shared Mission, Core Themes, Expectations and Outcomes. She also shared the accreditation cycle, what mission fulfillment means, primary functions to coordinate and an overview of the schedule.

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

8. RECOMMENDED ACTION ITEMS

Amended 2018-2019 Board of Trustees Meeting Dates (1st Read/Action)

The Board of Trustees reviews and agrees upon dates for scheduled Board of Trustees meetings for the upcoming year. Some meeting dates changed due to scheduling conflicts. The Board was asked to approve the amended meeting schedule for the 2018-2019 academic year. The Board made one change to the proposed schedule. They asked the 2019 Summer Retreat be changed from August 21st to September 9th.

Chair Janet McDaniel asked for a motion to approve the Amended 2018-2019 Board of Trustees meeting dates schedule (with the August date change). Trustee Nancee Hofmeister made a motion to approve the Amended 2018-2019 Board of Trustees meeting dates schedule and Trustee Mike Kelly seconded the motion. Hearing no objections the Amended 2018-2019 Board of Trustees meeting dates were approved.

2018-2019 Nomination of the Board of Trustees Chair and Vice Chair (1st Read/Action)

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

Chair Janet McDaniel announced that trustee Dr. Julie Miller will be the new Chair and trustee Roy Captain will be the new Vice Chair for 2018-2019.

Chair Janet McDaniel asked for a motion to nominate trustee Dr. Julie Miller as Chair and trustee Roy Captain as Vice Chair for 2018-2019. Trustee Nancee Hofmeister made a motion to approve the nominations and trustee Mike Kelly seconded the motion. Hearing no objections the nominations were approved and the new Chair and Vice Chair for 2018-2019 will be Dr. Julie Miller and Roy Captain.

2018-2019 Legislative Acting Committee BOT Representative (1st Read/Action)

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

Chair Janet McDaniel agreed to be the 2018-2019 Legislative Action Committee BOT Representative.

Chair Janet McDaniel asked for a motion to nominate herself as the 2018-2019 Legislative Action Committee BOT Representative. Trustee Mike Kelly made a motion to approve the nomination and Vice Chair Dr. Julie Miller seconded the motion. Hearing no objections the nomination was approved and the 2018-2019 Legislative Action Committee BOT Representative will be trustee Janet McDaniel.

9. REPORTS

Cascadia Community College Federation of Teachers (CCCFT): No new CCCFT President has been announced.

Cascadia Student Government Report: New CSG President Seth Smith reported to the Board that their Jumpstart Orientation had 300 new students in attendance. They had icebreakers and learned about student resources available on campus. The Textbook Accessibility Program is in its second year and they have an inventory of over 500 textbooks to distribute. They have been setting their goals for the upcoming academic year and next month he will share the goals in his report to the Board.

Cascadia College Classified Union Washington Public Employees Association (WPEA) Report: Marah Selves was present and had nothing to add to her report that was submitted in the Board packet.

Chair and Individual Board Members Reports:
No reports were shared.

President's Report:
President Murray had nothing to add but that fall classes start next Wednesday.

10. OTHER BUSINESS/ANNOUNCEMENTS

President Murray thanked Chair Janet McDaniel for her excellent leadership this past academic year as Board Chair and he highlighted a few items the BOT acted upon during the year:

- Acceptance of Bock Family Bequest
- Naming of the John & Margaret Bock Learning Center
- Cascadia College Foundation Articles Amended
- Campus Master Plan Approved
- Title IX Procedures
- 5 Tenure Awards
- Protocols for the College President's Absence
- Change in Cascadia College's Value Language
- 7 Strategic Plan Deep Dives
- 2018-2021 College Bargaining Agreement Amendments

11. MEETING ADJOURNMENT

Chair Janet McDaniel adjourned the regular meeting at 4:45 p.m.

12. Minutes Approved and Adopted on October 17, 2018.

Dr. Julie Miller, Board Chair

Attest:

Dr. Eric Murray, President

Bdminutes091918

Cascadia College Board of Trustees
Introduction of New Employees/CAB/CEO's

Subject: Introduction of New Employees/CAB/CEO's

Background

1. It gives us great pleasure to introduce the following new employees:

Student Learning & Success

Aileen Ibershof, Program Coordinator – Student Support Services
Charles Sapien, Customer Service Specialist 3 in Enrollment Services
Kathleen Brown – Tenure Track Faculty – Art & Visual Communication

A brief biography on each new employee is attached.

2. It gives us great pleasure to introduce the following new Cascadia Activities Board (CAB), and Community Engagement Officers (CEO's):

Cascadia Activities Board (CAB)

Chair – Maddy Groth
Special Events Coordinator – Eliza Sandoval
Arts & Entertainment Coordinator – Julian Lai
Social Issues & Diversity Coordinator – Maria Gonzalez
Wellness Coordinator – Siv Heang
Public Relations & Outreach Coordinator – Sasha Hanigan

Community Engagement Officers (CEO)

Cecilia Jiao
Eric Espinoza
Sovechea Sophanna
Graphic Designer – Charlotte Offin
Graphic Designer – Daniel Gieszler

Discussion

President Murray will acknowledge the respective supervisors who will introduce the new employees.

Aileen Ibershof, Program Coordinator – Student Support Services

We are delighted to announce that Aileen Ibershof was hired as the new Program Coordinator in Student Support Services. Aileen will be supporting the Running Start and Veterans programs in Kodiak Corner. Aileen comes to Cascadia from the Riverview School District, where she worked as a Para educator and Family Support Specialist. Aileen also has a background in Software Testing. Please join us in welcoming Aileen to our Cascadia family.

Charles Sapien, Customer Service Specialist 3 in Enrollment Services

We are delighted to announce that Charles Sapien joined Cascadia College on September 17th as a Customer Service Specialist 3 in Enrollment Services. Charles will be working at the front counter in Kodiak Corner, as well as the Welcome Desk in the CC1 building. Charles comes to Cascadia with an Undergraduate Admissions background at the University of Denver, where he also attended, double majoring in German and Geography. Please feel free to ask Charles about studying abroad in Germany or how many tours he gave over his entire time at the University of Denver. Please join us in welcoming Charles to our Cascadia family.

Kathleen Brown, Tenure Track Faculty, Art & Visual Communication

We are delighted to announce that Kathleen Brown will join Cascadia College in fall 2018 as a full time faculty member in Art & Visual Communication. Kathleen earned a BFA in painting from the Tyler School of Art of Temple University and an MFA in painting from the University of Washington. Kathleen is an experienced teacher. She began teaching studio art and art history part time at Hillside Student Community School in 1983 and also has taught art/graphic design at Bellevue and Green River Colleges. Her references describe her as an “amazing teacher,” who is “generous and untiring” and “loved” by students. She is also described as “dedicated” and “good at collaborating.” She has taken classes in eLearning design (including Quality Matters) and accessibility of course materials. A painter by training, she has worked across media and has made extensive use of the principles of design and graphic design software. Kathleen’s artistic work is in many local collections including Tacoma Art Museum, Seattle Office of Arts and Cultural Affairs, Microsoft Corporation, Pilchuck Glass School, and Western Gallery at Western Washington University. Her recent work is in both landscape painting and in public art (e.g., pocket park, bike racks, street banners). Please join us in welcoming Kathleen to our Cascadia family.

Cascadia College Board of Trustees

Discussion/Presentation Items

Subject: Strategic Plan Deep Dive: Strategic Data

Background

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

Discussion

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

Cascadia College Board of Trustees
Discussion/Presentation Items

Subject: Emergency Preparedness

Background

To continue to keep the Board apprised of the college's emergency preparedness the administration will update the Board on Cascadia's emergency preparedness activities.

Discussion

Terence Hsiao, VP of Administrative Services, will update the Board on Cascadia's emergency preparedness activities and will be available to answer any questions the Board may have on this item.

Cascadia College Board of Trustees

Action Items

Subject: Board Resolution 10-17-18
Delegation of Authority to Receive Gifts on Behalf of the College (1st
Read/Action)

Background

Recently the college received notification that the Cascadia was included in Mrs. Eva Gordon's will – along with 16 other community colleges in the state. The will and pertaining documents name the "college" as beneficiary and not the college foundation.

There is no Board policy delegating authority to the President of the college and/or his designee to be the Acting Agent for any bequests the college receives.

We referred this item to our Assistant Attorney General, Alan Smith and he sent us the language included within the attached Resolution 10-18-17 Delegation of Authority to Receive Gifts on Behalf of the College.

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

Action

It is recommended that the Board of Trustees approve and sign Resolution 10-17-18 Delegation of Authority to Receive Gifts on Behalf of the College.

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			



Resolution of the Cascadia College (District 30)

Board of Trustees

Resolution 10-17-18

Delegation of Authority to Receive Gifts on Behalf of the College

Pursuant to RCW 28B.50.140(14), the Board of Trustees of Cascadia College hereby delegates to the College President (or President's designee) the authority under RCW 28B.50.140(8) to receive on behalf of the College such gifts, grants, conveyances, devises and bequests of real or personal property from private sources, as may be made from time to time, in trust or otherwise, together with the authority to execute on behalf of the College such instruments as may be necessary or appropriate to effectuate the College's receipt of such gifts.

ADOPTED at an open public meeting this 17th day of October, 2018.

Dr. Julie Miller, Chair
Board of Trustees

Roy Captain, Vice Chair
Board of Trustees

Janet McDaniel
Board of Trustees

Mike Kelly
Board of Trustees

Nancee Hofmeister
Board of Trustees

Dr. Eric Murray
President

Cascadia College Board of Trustees

Action Items

Subject: 2019 Transforming Lives Nomination (1st Read/Action)

Background

Every year the ACT (Trustees Association) requests one student nomination from each college to attend the Transforming Lives Awards Dinner in Olympia during the ACT Winter Conference held in January. The ACT deadline to submit nominees is Friday, November 2, 2018.

The college's nominee Jordan Barde could not get his essay to us before the deadline of sending you the board packet. We are hoping he will submit it soon and we will forward it on to you to review. If not, his essay will be available for you to review at the board meeting.

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

Action

It is recommended that the Board of Trustees vote and approve Jordan Barde to represent Cascadia College at the Transforming Lives Awards Dinner on Monday, January 21, 2019 (ACT is aware that this is the MLK Holiday).

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: ctcLink Resources Budget (1st Read/Action)

Background

The State Board for Community and Technical Colleges (SBCTC) has committed to replacing its ERP systems (which serve the College) with a PeopleSoft system referred to as ctcLink. SBCTC's system implementation budget is \$150 million, which is being funded through a student fee. However, this budget only covers SBCTC-IT's implementation costs and ongoing software and hardware expenses associated with ctcLink. The cost of implementing the system at each college must be covered by local funds.

The Board of Trustees previously set aside reserve funds to implement ctcLink; at the end of fiscal 2018 a total of \$560,916 in reserve funds remained available to complete ctcLink implementation. Cascadia is scheduled to go-live in January 2020, stabilization and optimization activities are anticipated to continue through project completion in June 2020. Based on the project's current staffing \$139,352 in authorized reserve funding remains available to support other implementation needs such as travel expenses for training, additional staffing and consultants. Because SBCTC pushed back Cascadia's ctcLink Go-Live date back from October 2017 to January 2020 more funds will need to be invested in the implementation of ctcLink.

ctcLink Implementation Support Needs

SBCTC has improved its management of the ctcLink project, we now have a much better (although still incomplete) understanding of the work that needs to be done to successfully implement the system. The project's current staffing consists of the project manager and a database administrator. To determine the remaining project support needs we analyzed the 992 project implementation tasks assigned by SBCTC and projected the work time required to complete them. We then held multiple meetings with the project team, key managers and SMEs and the project steering committee to assess our organizational capacity to do the work. The table on the next page breaks a *subset* of the anticipated project workload down into monthly work hours by major functional area.

	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20
Campus Solutions & IP																
Monthly Total Hours	288	288	288	288	354	328	328	210	210	159	159	159	115	115	115	9
Average Weekly Hours	72	72	72	72	89	82	82	53	53	40	40	40	29	29	29	2
Campus Solutions Financial Aid																
Monthly Total Hours	82	82	82	82	85	64	64	53	53	53	53	53	68	68	68	8
Average Weekly Hours	21	21	21	21	21	16	16	13	13	13	13	13	17	17	17	2
Finance and Campus Solutions/Student Financials																
Monthly Total Hours	216	216	216	216	265	259	259	190	190	158	158	158	117	117	117	3
Average Weekly Hours	54	54	54	54	66	65	65	48	48	40	40	40	29	29	29	1
Human Capital Management																
Monthly Total Hours	136	136	136	136	169	112	112	85	85	85	85	85	68	68	68	7
Average Weekly Hours	34	34	34	34	42	28	28	21	21	21	21	21	17	17	17	2

The table *does not include* the time required for test script development, user acceptance testing, staff training and change management activities, *nor does it quantify* the time needed to coordinate project activities within functional areas and the time needed to report task completion to SBCTC. The table was used as a baseline for college managers to evaluate their staffing needs. Based on this information, and the assumption that their areas would be responsible for reporting on task completion to SBCTC, and their independent evaluation of departmental capacity, department managers identified the following resource needs:

1. *Financial Aid* – A full time OA3 position during the Structure, Construct and Implementation phases of the project to enable exempt staff to do project work.
2. *Finance* – A full time Business Analyst position during the Structure, Construct, Implementation and Optimization and Stabilization phases of the project to do project work.
3. *Finance* – User acceptance test planning and script development expertise.
4. *Finance* – Technical writing expertise to develop procedural/training documentation.
5. *All Areas* – An allowance for overtime associated with project coordination and training and unforeseen issues associated with going live.
6. *All Areas* – Travel funds for Common Process Workshops and system training.

The tables below detail how the overtime, technical writing and test script planning and development time budget needs were determined.

User Acceptance Testing Planning and Script Development	
Finance Value Chains	18
Average # of Roles/Value Chain	4
Average # of Tasks/Role/Value Chain	5
Average # of Scenarios/Task	3
Total # of Test Scripts	1,080
Average Hours/Test Script	1.5
Total Hours	1,620
\$/Hour	50
Total User Acceptance Testing Budget	81,000

Technical Writer Documentation Cost	
Finance Value Chains	18
Average # Reference Guides per Value Chain	10
Total Reference Guides	180
Average Number of Pages/Reference Guide	8
Average Hours/Page	1
Total Hours	1,440
\$ Rate Per Hour	50
Total Technical Writing Budget	72,000

Overtime Allowance	
Staff Headcount	51
Testing and Training Timeframe (3 months)	3
Staff Hours/Month	160
Total Staff Hours Available	24,480
ctcLink capacity within regular work schedule	10%
Hours Available for ctcLink	2,448
Testing Hours	2,482
Training Hours	3,120
ctcLink Testing and Training Hours	5,602
Overtime Hours	3,154
Overtime Rate	30
Total Overtime	95,535

ctcLink Project Budget

In order to support the needs identified by the project team, SME's, department managers and the ctcLink steering committee the ctcLink project budget needs to be increased by \$350,836. The tables on the next page summarizes the resources required to successfully complete the project:

ctcLink Project Expense	Unit Cost	Units*	Total
Organizational Change Manager/Project Manager	9,156	22	201,421
Database Administrator	9,738	22	214,231
Office Assistant 3 -Financial Aid	4,560	15	68,394
Business Analyst - Finance	6,410	15	96,143
Technical Documentation	50	1,440	72,000
User Acceptance Test Script and Plan Development	50	1,620	81,000
Overtime Allowance	30	3,154	95,535
Travel Allowance	350	44	15,400
Total		22	844,124
Unexpended ctcLink Funds as of 8-31-18			493,288
Increase in ctcLink Budget			350,836
*Units are either months, hours or events			

Action

That the Board approve an increase of \$350,836 to the ctcLink project budget to fund ctcLink implementation resourcing requirements.

Vote/Adoption:

Chair asks for motion: _____

Trustee makes the motion: _____

Trustee seconds the motion: _____

All in favor:

	Yes	No	Abstain
Miller			
Captain			
McDaniel			
Kelly			
Hofmeister			



Cascadia Student Government (CSG)

Report to the Board of Trustees

Cascadia College

Meeting Date: October 2018

Cascadia Student Government has hit the ground running this quarter. We have completed our Textbook Accessibility Program which was a huge success. We handed out books throughout those days and helped many more students find their classrooms during the first few days of the quarter. We also finished the voter registration drive and our mobile cart registered students over the time the cart was out. We have projects getting started for student engagement like coffee and tea with CSG and some friending events. Our Activities Board held the ARC carnival on the first day of the quarter with UWB and it was a huge success with the students. We got positive feedback from many students. Our activities board did a great job.

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: October 2018

No report received.



Washington Public Employees Association

UFCW Local 365

Report to the Board of Trustees

Cascadia College

Meeting Date: October 2018

WPEA Bargaining Team has completed their negotiations. Members have voted on the ratified contract for 2019-2021 and it has been approved by the members.

Thank you,

Marah Selves, Administrative Services Manager