



November 7, 2018

Dear Board of Trustees and Campus Community:

October and November are filled with doing what we do best...teaching. That includes the professional development day we had during this month where we brought the campus up to speed on all of our emergency response efforts. We also broke into workshops to talk about the instructional environment in a crisis, active shooter responding, and personal safety during major disasters.

Our work continues on multiple fronts, including discussions of the joint building with UWB, ctcLink transitions, our coordination of the biotech consortium, hiring of the new Equity & Inclusion officer, and the discussion of possible new programs and revenue-generating opportunities. The executive team, the management team, and the faculty and staff all seem to be focused on getting our work done.

I look forward to seeing you next week!

### **Meet and Greets**

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

#### Campus

- Classified Staff – Ted Talk (23 in attendance)
- BioTech Meeting with all HEI's and Katherine Mahoney from the SBCTC
- Organizational Behavior Class Visit – Discussion on the EDEI position
- CSG President Monthly Meeting
- Tenure Track Faculty – Tenure Process Conversation (x8)
- Day of Inquiry & Assembly (DIA): Emergency Response (150 employees in attendance)
- New Employee Orientation (10 new employees in attendance)
- Classified Co-Facilitators Monthly Meeting
- Cascadia College Foundation Board Meeting
- Pluralism Committee Meeting
- ctcLink Steering Committee Meeting (x2)
- Faculty Council Quarterly Check-In
- Navigators Council
- Meeting with new President of Edmonds CC – Dr. Amit Singh
- Exempt Assembly Quarterly Check-In

#### Olympia/State

- SBCTC Katherine Mahoney Phone Meeting RE: BioTech
- Representative Tharinger Campus Visit (UWB/Cascadia)
- Phone conversation: Advisory Committee on Commissioned Policy Force Authority
- WACTC Two Day Meeting – Doubletree by Hilton – Seattle Airport

#### Community

- Parish Leadership Team of First Lutheran Church in Bothell Meeting
- Bothell Chamber General Meeting

- CCEC Update
- Meeting with Rob Karlinsey – Kenmore Re: Possible New Trustee/Other
- Meeting with Allison Raduzine as per introduction by Chair Dr. Julie Miller
- Meeting with James Whitfield – Kirkland Re: Possible New Trustee/Other
- Meeting with Angela Kugler – Redmond Re: Possible New Trustee/Other
- Bothell Chamber Holiday Dinner & Auction
- Bothell Chamber Board Meeting
- Lake Washington School District Community Leaders Breakfast

### UWB

- Emergency Operations Center (EOC) Open House
- UWB, Cascadia College and City of Bothell Quarterly Check-in
- UWB Phase 4 STEM Building Planning Meeting

### Senior Staff Reports

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

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

### Facilities

- Parking garage project - the project is in the schematic design phase which includes making decisions such as the type of garage, placement in the corporation yard, crosswalks (line of sight), and number of stalls. The timeline is still on schedule with construction beginning in June 2019.
- Remodel project – Forma will have the timeline completed by November 6<sup>th</sup>. The affected areas are the CC3 ticket booth, the Science lab prep areas (CC1-310/320), and the LBA 102A testing area. The project will start in the winter and the contractor will do most of the work in the evening and weekends.
- DSS Testing Area – the space has been defined, the furniture vendor has been onsite, and Information Services is working with DSS on electrical and video. This project should be completed by winter quarter.
- CC1 Elevator – the project went out to bid with the due date of November 6<sup>th</sup> for the proposals. The project is scheduled to start summer quarter.

### Information Services

- IS received 540 requests for help in October (65 of those related to classroom support) and resolved 549 requests (68 of the classroom support issues).
- The IS team is working on small projects and prepping for the large project of imaging during winter break.

### ctcLink

- Enrollment services and Student Financial Services staff attended a common process workshop in October. Two additional workshops are scheduled, one for November (Finance) and one for December (Human Resources).
- In late-November (Working Group) and mid-December (Steering Committee) SBCTC's project governance groups will review deployment group three college readiness status and decide if a college is ready to progress to implementation phase beginning February 2019.

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

**Cascadia in the High School** - One of our dual credit programs, recently completed its fall registration cycle and is up approximately 30% over last year. The increase is coming in large part to new math courses being offered at North Creek High School.

**International Programs** hosted a group of Japanese High School students from October 21<sup>st</sup> to 26<sup>th</sup> engaging in a wide variety of science-oriented activities on and off campus. This program was made possible by Dr. Peggy Harbol (Chemistry) and Pat Marek (IS) who connected Yukari Zednick with Japanese scientists in Seattle a year ago, and also by Midori Sakura (Earth and Environmental Sciences) who kindly agreed to provide the wetlands tour to the group.

**Congratulations** to Cascadia alumna Jenni Martinez-Lorenzo who won third place in the Pacific-Western Division of the national Community College Humanities Association Literary Magazine Competition for her short story "Plan B," which was published in [Yours Truly 2017](#). Jenni graduated from Cascadia in June 2018 with an Associates in Integrated Studies with an intent on pursuing social work. Currently she's working on transfer applications and is taking a year to participate in AmeriCorps.

**Disability Awareness Month** - In October we celebrated Disability Awareness Month. Disability Support Services and the Center of Culture, Inclusion, and Diversity hosted a student panel to discuss current issues related to attending college with a disability. The student panel did a fantastic job reflecting on their own experiences and we had a strong turnout from students, staff, and faculty from Cascadia and the library.

**ETSP** faculty Gail Alexander and Erik Tingelstad (Student Learning) participated in the 2018 MentorLinks meeting and Advanced Technology Education (ATE) fall conference in Washington D.C. October 23-26<sup>th</sup>. In 2017 Gail wrote and received a small grant through MentorLinks to review and revise the ETSP program.

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

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

#### *Prospective Student Outreach*

Outreach hosted/attended 15 recruiting or community events in October, yielding approximately 402 points of contact with prospective students, families, and community members.

Fast Track Sessions & Campus Tours:

17 participants

College Fairs at High Schools:

385 students inquired about Cascadia at tabling events in the following high schools:

- Lake Stevens
- Jackson (Mill Creek)
- Lynnwood
- Inglemoor (Kenmore)
- Everett
- Cascade (Everett)
- Lake Washington
- Edmonds-Woodway
- Sno-Isle Tech (Everett)

### *Communications & Marketing*

- Jessica Spowart (with help from Luz Mangaser) coordinated first of two full-day photo shoots with professional photographer to update image library for web site and all marketing materials. Weather cooperated.
- College Relations partnered with Chris Gildow to host the Native Spirit Art Exhibit Opening Reception. The reception was sponsored by Cascadia Foundation and International Programs. More than 150 people attended from our community, students, faculty and staff. The event featured a traditional canoe ceremony with drumming, an artist talk, a history talk (by faculty Jesus Perez), fry breads and fruit, and art from coast and inland Salish artists.

### *Community Outreach and Involvement*

#### Transit

- Ongoing meetings about SR 522 Bus Rapid Transit with Sound Transit

#### SBCTC System

- Attended Public Information Officers Commission meeting

## **INTERNATIONAL PROGRAMS**

### *Inbound Short-Term*

- International Programs hosted a group of 38 students and 4 chaperones from Seisho High School in Nara, Japan. They participated in STEM oriented education activities on the Cascadia campus and in Seattle. Employees from all corners of Cascadia went out of their way to ensure the students' time here was rewarding. Midori Sakura (earth and environmental science faculty) gave the students a wetland tour with support from Sadie Rosenthal, Kris Harrell, and Stephan Classen. Peggy Harbol (chemistry faculty) and Pat Marek (IS staff) connected them with Japanese scientists who work in STEM industries. Bobby Buendia (campus resource officer) talked with students about playing baseball in Nara, Japan. And Akiko Takamatsu (Japanese language faculty) made it possible for her students to spend time interacting with the visiting students. Yukari Zednick coordinated the program, and Seisho would like to return next year with a second group.

### *Programs*

- International Transfer fair was held on October 22<sup>nd</sup> in which approximately 45 universities attended in order to meet Cascadia students.

### *Recruiting*

- Cascadia recruited in Taiwan, Japan, Mexico, Colombia, China, and the United Arab Emirates in October.

## **GRANTS & FOUNDATION**

### *Foundation:*

#### Administration

- Policy development: operating reserve and third party donor processes.
- Quarterly board meeting.
- Interviewing non-profit accountants to backfill financial support previously provided by the college.
- Designed and administered two-part survey to employees in order to gauge behaviors and perceptions regarding the Foundation. This information will be used, in part, to re-launch an employee-giving campaign.

## Fundraising

- Executive Assistants contributed funds for a bench in Dede Gonzales' memory. The Foundation is overseeing commission and installation.
- Notification of pending bequest from unknown benefactor.

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

#### **Human Resources**

HR completed the Quarterly Associate Faculty Benefit Process, assessing 113 Associate Faculty's FTE (class load) system-wide regarding if they gain or lose Health Care Authority benefits and retirement benefits at Cascadia. At this point we have approximately 72% of our part time Associate Faculty covered under benefits.

The HR team is now managing the Annual Open Enrollment process for all Classified, Exempt and benefits-eligible Faculty which runs from November 1 – 30, 2018. Most changes can be done easily through the Health Care Authority's online portal and will be effective January 1, 2019.

The HR/Payroll Office again facilitated the campus-wide Annual Flu Clinic on October 18, 2018. Forty-two (42) Faculty, Staff and Students participated from both Cascadia and UW Bothell—eight (8) more than last year.

Finally, recruitment is well underway for the new Executive Director of Equity & Inclusion, and interviews will begin the first week of December.

#### **Payroll**

On October 11<sup>th</sup> the Payroll Manager attended the Fall Payroll and Personnel Management Association meeting at Tacoma Community College. The meeting included a presentation by representatives of the Washington State Health Care Authority on the upcoming open enrollment period for health benefits as well as a presentation by the Employment Security Department on the new Washington Paid Family Leave Program that will go into effect January 1st.

The Human Resources Department recently hired a new Payroll Manager, Melissa Stoner, to take over for Rod Cowley who is retiring. We were fortunate to have some overlap so Melissa could be brought up to speed on Cascadia's payroll processes and procedures.

#### **Training and Development**

In early November six employees (five Human Resources staff and one Founding Faculty member) attended two days of Search Advocacy training. Search Advocates are external search committee members who promote equity, validity, and diversity during interview and hiring processes. Training was provided for the CTC system by Oregon State University's Search Advocate Program.

We look forward to seeing you at the Board meeting on November 14<sup>th</sup>.

Respectively submitted,

Eric



**Board of Trustees**

**Meeting Agenda**

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

**Regular Meeting**  
**Wednesday, November 14, 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, November 14, 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 – October 17, 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:

**Student Learning & Success**

Tasha Walston, Tenure Track Faculty, First Year Composition/English  
Kira Luchau, Admissions Specialist, Enrollment Services

**Human Resources**

Melissa Stoner, Payroll Manager

- Promotions – E-Team members will share staff promotions with the board.

**6. INFORMATION ITEMS**

- Corporate and Continuing Education – Yearly Summary - (EM)
- First Quarter Financial Update – (TH)

## 7. DISCUSSION/PRESENTATION ITEMS

- 2018-2019 Exempt Sabbatical Report:
  - Meagan Walker, VP for College Relations & Advancement
- Marketing & Technology – (MW)
- Bachelor's Program's – (KL)

## 8. RECOMMENDED ACTION ITEMS

- Canyon Park Master Planning ILA, Cascadia College/City of Bothell Interlocal Agreement (1<sup>st</sup> Read/Action) – (TH)
- First Quarter Grants Approval (1<sup>st</sup> Read/Action) – (TH)

## 9. OTHER REPORTS

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

## 10. OTHER BUSINESS OR ANNOUNCEMENTS

## 11. NEXT MEETINGS

- No regular meeting is scheduled for the month of December – the BOT winter retreat is **Wednesday, December 12<sup>th</sup> from 4:00–6:00 pm**. Location: TBD
- Next regularly scheduled Board meeting is **Wednesday, January 16, 2019**.



**Minutes  
Regular Meeting  
Cascadia College Board of Trustees  
October 17, 2018**

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

**BOARD OF TRUSTEES**

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

**EXECUTIVE STAFF**

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

Alan Smith (AAG) present.

**AREA REPRESENTATIVES**

CCCFT Representative – absent.

Student Representative – Seth Smith, CSG President present.

WPEA Representative – Marah Selves absent.

**AUDIENCE**

Erin Blakeney, Kathleen Brown, Glenn Colby, Lyn Eisenhour, Eric Espinoza, Maria Gonzalez, Haley Green, Maddy Groth, Sasha Hanigan, Kris Heynen, Deann Holliday, Aileen Ibershof, Cecilia Jiao, Julian Lai, Tracy Phutikanit, Dr. Todd Lundberg, Kris Panton, Becky Riopel, Eliza Sandoval, Charles Sapien, Shandy Stomieroski, Anna Stufano, and Dr. Erik Tingelstad were present.

**1. EXECUTIVE SESSION**

There was no Executive Session scheduled for this meeting.

**CONVENED TO PUBLIC SESSION AT 4:01 P.M.**

**2. CALL TO ORDER**

Chair Dr. Julie Miller called the meeting to order at 4:01 p.m.

**3. CONSENT AGENDA**

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

**4. PUBLIC COMMENTS**

There were no public comments.

**5. INTRODUCTIONS OF NEW EMPLOYEES/CAB/CEO**

The following new employees and CAB/CEO students were introduced to the Board:

**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

President Murray asked that the CAB/CEO students be introduced:

**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 (not present)

Public Relations & Outreach Coordinator – Sasha Hanigan

**Community Engagement Officers (CEO)**

Cecilia Jiao

Eric Espinoza

Sovechea Sophanna (not present)

Graphic Designer – Charlotte Offin (not present)

Graphic Designer – Daniel Gieszler (not present)

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

**6. INFORMATION ITEMS**

There were no information items presented to the Board this month.

**7. DISCUSSION/PRESENTATION ITEMS**

Strategic Plan Deep Dive: Strategic Data

Dr. Kelly Levett, introduced Glenn Colby, Director of Institutional Effectiveness, who gave the Board a presentation on creating a data-informed culture at Cascadia College. Mr. Colby shared data examples on Bachelor's Degree Completions, Running Start enrollments in Math 141, GPA's of Running Start students and their graduation rates. He also shared student FTES by student high school district and shared data visualization tools. The Board was very impressed with the shared data and thanked Glenn for all his efforts.

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

Emergency Preparedness

Terence Hsiao gave the Board a presentation on Cascadia's emergency preparedness. Mr. Hsiao presented on Campus Safety, Clery Incident Reporting, Emergency Infrastructure, Public Safety Training, Facilities Staff Training, Crisis Communications, the Emergency Alert System, Evacuation Teams, and the Emergency Operations Center. He also spoke on the Campus Community Emergency Response Team (C-CERT) and other awareness activities.

The Board was very impressed with the information Mr. Hsiao presented and thanked the College for taking emergency preparedness so seriously.

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

Note: The Washington Great ShakeOut will happen on October 18<sup>th</sup> at 10:19 a.m. President Murray explained to the Trustees that if they are signed up to receive emergency alerts, they should receive one on this practice drill. He asked Vicki Newton to check with the Trustees on the 18<sup>th</sup> to make sure they are signed up for the alerts.

**8. RECOMMENDED ACTION ITEMS**

Board Resolution 10-17-18 – Delegation of Authority to Receive Gifts on Behalf of the College (1<sup>st</sup> Read/Action)

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. This resolution delegates the authority under RCW 28B.140 (8) to the President 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.

**Chair Dr. Julie Miller asked for a motion to approve Resolution 10-17-18. Trustee Nancee Hofmeister made a motion to approve Resolution 10-17-18 and Vice Chair Roy Captain seconded the motion. Hearing no objections Resolution 10-17-18 was approved and signed by the Board of Trustees and the College President.**

2019 Transforming Lives Nomination (1st Read/Action)

Every year the ACT (Trustees Association) requests one student nomination from each college to attend the Transforming Lives Awards Dinner in Olympia during the ACT Winter Conference held in January.

The trustees were emailed the nomination of Jordan Barde prior to this meeting and were asked to nominate Jordan Barde to represent Cascadia College at the Transforming Lives Awards Dinner on Monday, January 21, 2019 in Olympia.

**Chair Dr. Julie Miller asked for a motion to approve the nomination of Jordan Barde for the 2019 Transforming Lives Award nomination on behalf of Cascadia College. Vice Chair Roy Captain made a motion to approve the nomination and Trustee Mike Kelly seconded the motion. Hearing no objections the nomination of Jordan Barde was approved.**

ctcLink Resources Budget (1<sup>st</sup> Read/Action)

Terence Hsiao, VP of Administrative Services, gave the Board an overview of the ctcLink Resources Budget. 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.

Mr. Hsiao reviewed the ctcLink implementation support needs and the ctcLink project budget. The college requests that the Board approve an increase of \$350,836 to the ctcLink project budget to fund ctcLink implementation resourcing requirements.

**Chair Dr. Julie Miller asked for a motion to approve an increase of \$350,836 to the ctcLink project budget. Trustee Nancee Hofmeister made a motion to approve the increase and Trustee Mike Kelly seconded the motion. Hearing no objections the motion to increase the ctcLink project budget by \$350,836 was approved.**

## 9. REPORTS

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

Cascadia Student Government Report: CSG President Seth Smith reported to the Board that their Textbook Accessibility Program checked out 50-60 books. The Voter Registration Drive signed up 30-40 students to vote. The 1<sup>st</sup> day of the quarter the Art Carnival took place and the students did a fantastic job on the carnival logistics. Many students participated and all had a great time at the carnival.

Cascadia College Classified Union Washington Public Employees Association (WPEA) Report: Marah Selves was absent so no additional information was presented.

### Chair and Individual Board Members Reports:

Trustee Nancee Hofmeister offered a sincere “thank you” to the College for supporting our students through OERs and open source resources.

### President’s Report:

President Murray shared the photos that were taken of the WACTC President’s Academy group and the PACTC President’s Assistants group that were hosted by Cascadia on October 4-5, 2018. Hosting both groups at the same time, was a significant amount of work and he thanked Vicki Newton for all the details that made the meetings successful.

President Murray also gave a shout out to the Dean’s in the room who have been working with the UWB Dean’s to make processes flow more smoothly for our students and encouraged them to keep perusing these positive steps.

## 10. OTHER BUSINESS/ANNOUNCEMENTS

### 11. MEETING ADJOURNMENT

Chair Dr. Julie Miller adjourned the regular meeting at 5:15 p.m.

The Trustees and President Murray walked over to the Mobius Art Gallery to view the Native Spirit art exhibit.

### 12. Minutes Approved and Adopted on November 14, 2018.

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

Attest:

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

Bdminutes101718

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

**Subject:** Introduction of New Employees

**Background**

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

**Student Learning & Success**

Tasha Walston – Tenure Track Faculty – First Year Composition/English  
Kira Luchau, Admissions Specialist, Enrollment Services

**Human Resources**

Melissa Stoner, Payroll Manager

A brief biography on each new employee is attached.

**Discussion**

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

### **Tasha Walston, Tenure Track Faculty, First Year Composition/English**

We are delighted to announce that Tasha Walston joined Cascadia College in fall 2018 as a full time faculty member in First Year Composition/English. Tasha earned a BA and MA in Foreign Languages (Spanish) from Illinois State University and, in 2006, an MA in Comparative Literature from Pennsylvania State University. Tasha has extensive teaching experience as she began teaching Spanish in 2000 at Illinois State University and continued teaching Spanish at both Seattle Central and University of Washington. She also taught a wide range of English, Cultural Studies, and Women' Studies classes at Pennsylvania State University, Seattle University, Shoreline Community College, and Cascadia College. References report that Tasha is a highly engaging teacher who develops well-organized instructions, uses very up-to-date materials, and can manage productive class conversations about difficult topics. Students describe Tasha as an "enthusiastic" teacher who is very "supportive" and designs classes well. One ENG 101 student said that in Tasha's class "everything was perfect." Tasha has been an active member of the Cascadia Community since she began teaching here in 2016. She was a member of the Faculty Governance DTF, attended Faculty Assembly, participated in the development of common curriculum in English 101 and 102 during the summer of 2017, and also is a Cavoline facilitator. Please join us in welcoming Tasha to our Cascadia family as a full time employee.

### **Kira Luchau, Admissions Specialist, Enrollment Services**

We are delighted to announce that Kira Luchau joined Cascadia College on November 1<sup>st</sup> as the new Admissions Specialist in Enrollment Services. Kira came from the College Relations area where she has been a Program Coordinator involved in outreach and recruitment efforts. Kira completed an Associate in Business here at Cascadia and a Bachelor of Arts in Business Administration, Technology and Information Management next door at UWB. During her time as a Cascadia student she served as the Vice President of CSG and while at UWB she served as their first Building Manager of the Activities and Recreation Center (ARC). We are excited to have Kira join our team and know that her commitment to Cascadia's mission and values and her dedication to enriching student's experiences' will be beneficial to us as we grow and evolve our new student intake and orientation processes. Please join us in welcoming Kira to our Cascadia family as a full time employee.

### **Melissa Stoner, Payroll Manager**

We are delighted to announce that Melissa Stoner joined the HR/Payroll team on October 22<sup>nd</sup> replacing Rod Cowley who will be retiring after 12 years at our college. Melissa is a product of the community college system. While attending Seattle Central Community College, Melissa began as a work study and has taken on progressively responsible roles over the past 17 years with Seattle Colleges. Her roles have included Human Resources Generalist, Human Resources Consultant 2, Human Resources Consultant 1, Payroll Coordinator, and Payroll Technician. She brings with her a keen eye to detail, excellent SBCTC system knowledge, and a passion for customer service. As a lifelong Washington resident, Melissa enjoys rooting for the Sounders and Seahawks in her free time. She also enjoys many outdoor activities including camping, hiking and snowboarding. Please join us in welcoming Melissa to our Cascadia family.

## **Cascadia College Board of Trustees**

### **Information Items**

**Subject:** Corporate and Continuing Education – Yearly Summary

#### **Background**

The Board will receive an update of the Corporate and Continuing Education Center – Eastside Financial Performance. The attached documents will provide the 2012-2018 financial and partnership performance.

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

# Corporate and Continuing Education Center – Eastside Program Performance

## 2012-2018 Partnership Performance

### Partnership Summary for the First 6-Years

As the CCEC-Eastside partnership concludes its 6<sup>th</sup> year, the following highlights were achieved.

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

- Through June of 2018, CCEC-Eastside served a duplicated headcount of **6,086** in open enrollment.
- Through June of 2018, CCEC-achieved gross revenues of **\$1,318,466** in open enrollment, and **\$869,210** in contract training, totaling **\$2,187,676** from October 22, 2012 – June 30, 2018.

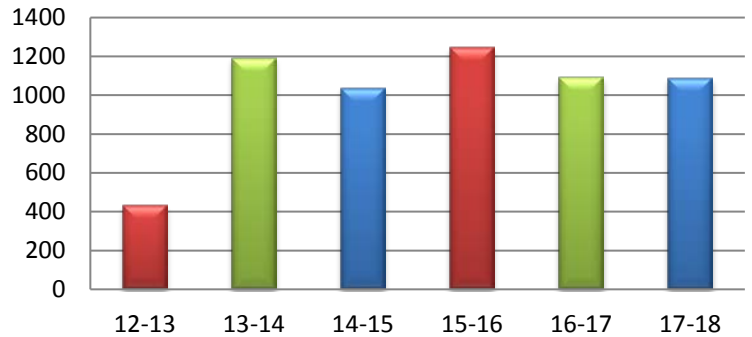
### Industry Engagement

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

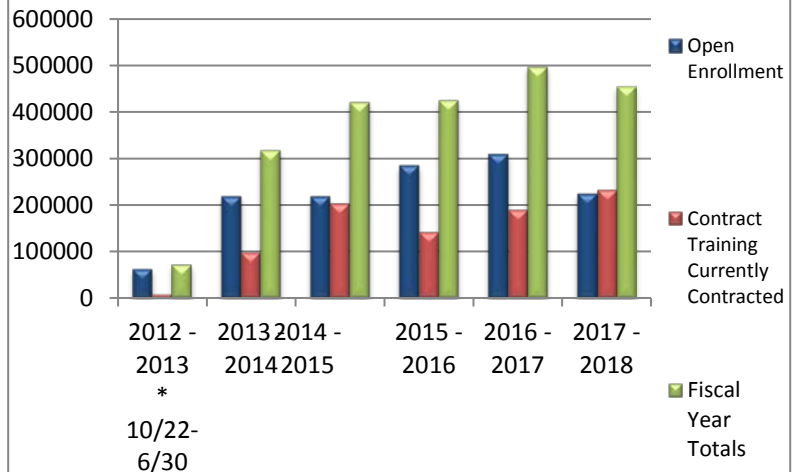
### Industry and Community Partnerships Include:

- |                    |                    |
|--------------------|--------------------|
| Aerojet Rocketdyne | Astronics          |
| City of Bellevue   | One Redmond        |
| Silicon Mechanics  | Sonata Software    |
| Spectralux         | Terex-Genie        |
| Vertafore          | KC WDC             |
| TAP Grant          | Salal Credit Union |

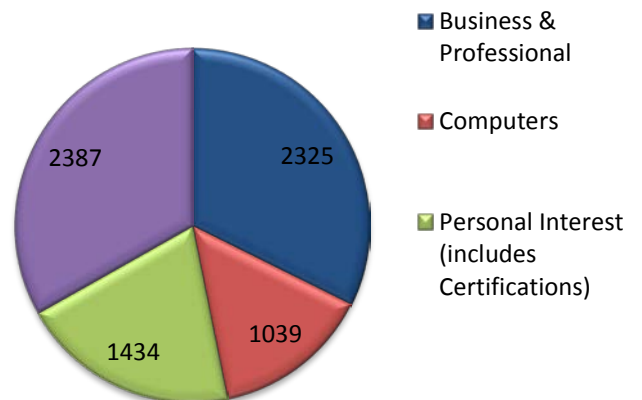
CCEC Eastside OE Enrollment by Fiscal Year



CCEC Eastside Revenue by Fiscal Year



CCEC Eastside - Enrollments by Program





## Open Enrollment Duplicated Headcount Totals

	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	Totals
Cascadia	435	1,192	1,037	1,245	827	711	5,444
LWTech					266	376	642
<b>Combined Totals</b>	<b>435</b>	<b>1,192</b>	<b>1,037</b>	<b>1,245</b>	<b>1,093</b>	<b>1,087</b>	<b>6,086</b>

## 6-Year Financial Summary

	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2012-2017 Totals
Revenue	\$72,253	\$317,770	\$420,676	\$404,443	\$494,517	\$454,679	\$2,255,388
Expenditures	\$103,302	\$291,154	\$352,001	\$404,801	\$542,361	\$425,118	\$2,118,737
CCEC Eastside Revenue Transfer	\$0	\$0	\$21,034	\$20,580	\$24,726	\$23,058	**\$89,040
EvCC Net after CCEC Eastside Payment	-\$31,049	\$26,616	\$47,641	-\$20,222	*-\$72,570	\$6,503	\$47,611

*\*2016-2018 expenditures include salaries and benefits for 50% of the CCEC Eastside Training Delivery Manager and 50% of the CCEC Eastside Program Specialist 2. Both positions added in anticipation of growth in both contracts, grants, and open enrollment program offerings.*

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

**Note:** Marketing costs for 2017-2018 for CCEC Eastside include a printed schedule that is sent quarterly total costs are not included in expenses above and total: \$58,549 (\$38,123.05 schedule/mailer + \$20425.39 postage). This schedule is printed and mailed to Eastside homes and organizations.

## JSP Grants and Grant Administration

Through the CCEC Eastside partnership from 2013-2018, Everett Community College and Cascadia College partnered to coordinate and deliver Job Skills Program Grants totaling **\$1,233,420**, with **\$246,884** paid to Cascadia College for grant administration.

	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2012-2018 Totals
JSP Totals	\$78,460	\$177,520	\$199,080	\$425,560	353,800	<b>\$1,233,420</b>
JSP Grant Admin	\$15,692	\$35,504	\$39,816	\$85,112	70,760	<b>\$246,884</b>

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

- 2013-2014 – Zetron and Vertafore
- 2014-2015 – Terex-Genie
- 2015-2016 – Spectralux, Aerojet, and AMT
- 2016-2017 – Damar, Bridgeways, Achilles, and Terex
- 2017-2018 – Zetron, Absolute, and Aerojet Rocketdyne

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

## **Cascadia College Board of Trustees**

### **Information Items**

**Subject:** First Quarter Budget Report

#### **Background**

It is the practice of the Board of Trustees to review expenditures against the budget on a quarterly basis. This report updates the Board through September 30, 2018.

The format of the report has been revised in response to the Board's request for more detailed comparative information.

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

**Cascadia College**  
**Summary Budget Report**  
As of September 30, 2018

**Operations**

	Budget	YTD	P-YTD	YTD % of Budget	Variance from P-YTD	Percentage Variance from P-YTD
<b>Revenue</b>						
State Allocation	11,010,809	2,918,978	2,753,091	27%	165,887	6%
Tuition and Excess	5,556,321	2,016,948	2,148,807	36%	(131,859)	-6%
Running Start	3,821,571	638	229	0%	409	179%
Continuing Education	37,500	-	-	0%	-	N/A
College in the High School	49,175	-	-	0%	-	N/A
Adult Basic Education Fee	16,959	4,885	4,633	29%	252	5%
Computer and Technology Fees	21,350	7,762	6,652	36%	1,110	17%
Distance Education Fee	218,200	93,054	128,472	43%	(35,418)	-28%
Science Lab Fees	60,712	18,578	19,566	31%	(988)	-5%
Assessment Fees	65,068	15,607	16,946	24%	(1,339)	-8%
Application Fees	65,486	15,830	17,863	24%	(2,033)	-11%
<b>Total Operating Revenue</b>	<b>20,923,151</b>	<b>5,092,280</b>	<b>5,096,259</b>	<b>24%</b>	<b>(3,978)</b>	<b>0%</b>
<b>Expense</b>						
Student Learning	8,558,736	1,450,264	1,456,008	17%	5,743	0%
Academic Support	2,377,611	445,020	449,639	19%	4,619	1%
Library	1,082,794	171,192	30,172	16%	(141,020)	-467%
Student Success	2,664,545	753,211	517,118	28%	(236,093)	-46%
Institutional Support	3,728,494	839,254	816,780	23%	(22,473)	-3%
Plant Operations	2,733,508	459,705	158,106	17%	(301,599)	-191%
<b>Total Operating Expense</b>	<b>21,145,688</b>	<b>4,118,646</b>	<b>3,427,824</b>	<b>19%</b>	<b>690,822</b>	<b>20%</b>
<b>Net Operating Revenue (Loss)</b>	<b>(222,537)</b>	<b>973,634</b>	<b>1,668,435</b>	<b>-438%</b>	<b>(694,800)</b>	<b>-42%</b>

**Bachelor of Applied Science in Sustainable Practices**

	Budget	YTD	P-YTD	YTD % of Budget	Variance from P-YTD	Percentage Variance from P-YTD
Revenue*	121,022	27,042	49,138	22%	(22,096)	-45%
Expense	174,054	17,560	26,280	10%	8,720	33%
<b>Net Revenue (Loss)</b>	<b>(53,032)</b>	<b>9,482</b>	<b>22,858</b>	<b>-18%</b>	<b>(13,376)</b>	<b>-59%</b>

*\*Does not include allocation*

**International Programs**

	Budget	YTD	P-YTD	YTD % of Budget	Variance from P-YTD	Percentage Variance from P-YTD
Revenue	3,591,940	1,545,524	1,594,510	43%	(48,987)	-3%
Expense	2,901,487	418,836	517,651	14%	98,815	19%
<b>Net Revenue (Loss)</b>	<b>690,453</b>	<b>1,126,687</b>	<b>1,076,859</b>	<b>163%</b>	<b>49,828</b>	<b>5%</b>

**Events**

	Budget	YTD	P-YTD	YTD % of Budget	Variance from P-YTD	Percentage Variance from P-YTD
Revenue	96,000	10,298	10,892	11%	(594)	-5%
Expense	114,000	21,322	30,768	19%	9,446	31%
<b>Net Revenue (Loss)</b>	<b>(18,000)</b>	<b>(11,024)</b>	<b>(19,876)</b>	<b>61%</b>	<b>8,852</b>	<b>-45%</b>

**Grand Total**

	Budget	YTD	P-YTD	YTD % of Budget	Variance from P-YTD	Percentage Variance from P-YTD
Revenue	24,732,113	6,675,144	6,750,799	27%	(75,655)	-1%
Expense	24,335,229	4,576,365	4,002,523	19%	(573,842)	-14%
<b>Net Revenue (Loss)</b>	<b>396,884</b>	<b>2,098,779</b>	<b>2,748,276</b>	<b>529%</b>	<b>(649,496)</b>	<b>-24%</b>

## **Cascadia College Board of Trustees**

### **Discussion/Presentation Items**

**Subject:** 2018-2019 Administrative Sabbatical Reports

#### **Background**

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.

Terence Hsiao, VP of Administrative Services was one of the administrative staff members who was approved for sabbatical leave and he gave the Board his report at the September 19<sup>th</sup> Board meeting.

The second administrative staff that was approved for sabbatical leave, Meagan Walker the VP of College Relations and Advancement, will give her report to the Board. She will report on the focus of her six-week sabbatical which consisted of coordinating efforts to bring the public website into compliance with accessibility standards and formulating a plan to complete these efforts, train 25 web users, and maintain necessary levels of compliance.

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**

### **Discussion/Presentation Items**

**Subject:** Marketing & Technology Report

#### **Background**

Meagan Walker, the VP of College Relations and Advancement will give the Board a marketing and technology report.

#### **Discussion**

Meagan's report will highlight the following points:

- An overview of the College Relations budget and staffing.
- A breakdown of how the budget is allocated for marketing and recruiting efforts, and rational for the decisions.
- Technologies currently in use for engaging and tracking prospective students.
- Hopes and needs for future technologies vs. competing departmental and college needs.

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**

### **Discussion/Presentation Items**

**Subject:** Bachelor's Programs

#### **Background**

Dr. Kerry Levett, the VP of Student Learning and Success will give the Board a report on the colleges Bachelor's programs.

#### **Discussion**

This fall, Cascadia launched its second applied bachelor's degree in Mobile Application Development. The BAS in Sustainable Practices is beginning its 4<sup>th</sup> cohort.

This deep dive session will review enrollment trends in the two programs, as well as retention rates and the evolution of the programs. We will also look at lessons learned from our early experiences and how those are influencing future directions and partnerships.

Dr. 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

### Action Items

**Subject:** Canyon Park Master Planning ILA, Cascadia College/City of Bothell Interlocal Agreement (1<sup>st</sup> Read/Action)

#### Background

The College has received a special allocation of \$300,000 from the State to support the efforts of a Biomedical Task Force to attract and retain the biomedical industry in Bothell. The City of Bothell is undertaking a master planning process for Canyon Park that will update the City's Canyon Park Subarea Plan and land use designations to attract and retain bio-technology companies and encourage mixed-use neighborhoods containing housing, amenities, and services that are attractive to employers and employees of the biomedical/life sciences industry. This effort will benefit Cascadia and its students by supporting and attracting the biomedical industry to Canyon Park and will encourage and stimulate workforce development for these industries. The College therefore plans to collaborate with the City of Bothell on the subarea plan's development.

The attached Interlocal Agreement commits the college to supporting the development of the Canyon Park Subarea plan up to a maximum of \$150,000 using funds from the State's Biomedical Task Force allocation.

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

#### Action

It is recommended that the Board approve the attached Interlocal Agreement between the City of Bothell and Cascadia 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			

**Canyon Park Master Planning ILA**  
**Cascadia College/City of Bothell**  
**Interlocal Agreement**  
**Regarding Canyon Park Area Master Planning**

This Interlocal Agreement (“Agreement”) is entered into between the City of Bothell, a Washington municipal corporation, and Cascadia College, a Washington state institution of higher education, for the purpose of implementing Section 601(30) of the State Supplemental Operating Budget, chapter 299, Laws of 2018, and Cascadia’s obligation thereunder to engage in the City’s Canyon Park Subarea Master Planning (i.e. Canyon Park Subarea Plan) process relating to the retention and expansion of the Canyon Park biomedical industry cluster and its workforce.

**I. RECITALS**

1. Whereas, the Interlocal Cooperation Act, chapter 39.34 RCW, permits public agencies to cooperate and form agreements with one another on the basis of mutual advantage; and

2. Whereas, it is a benefit to both Cascadia and the City to attract and retain the biomedical industry, which currently employs thousands of people who need the type of advanced education and training Cascadia provides and many of whom reside within the City of Bothell; and

3. Whereas, the City of Bothell is conducting Subarea Master Planning, also known as the Subarea Plan Update, of the Canyon Park Regional Growth Center, an area containing a number of bio-medical device, bio-technology, and bio-life science companies that engage in both research and manufacturing; and

4. Whereas, the objective of the City’s Canyon Park Subarea Plan is to create the kind of mixed-use neighborhood containing businesses, housing, amenities, and transportation infrastructure that supports both biomedical industry employers and employees; and

5. Whereas, the City and Cascadia believe it will be mutually advantageous for Cascadia to provide funding to the City to be directly utilized in the Canyon Park Subarea Master Planning process; and

6. Whereas, the City has the kind of experience and expertise needed to conduct this type of planning process and has recently completed a Visioning Phase for the Canyon Park Regional Growth Center where the City, employers, employees, property owners,



residents and other interested parties worked together to lay the groundwork for the Canyon Park Subarea Master Planning process; and

7. Whereas, the City also has experience with evaluating and establishing capital facility needs, transportation planning, and construction of capital facilities; and

8. Whereas, Cascadia believes that it will be benefit Cascadia and its students and alumni to support and attract the biomedical industry to Canyon Park and encourage and stimulate workforce development for these industries which is best accomplished through a collaborative process with the City of Bothell.

## II. AGREEMENT

Now, therefore, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

1. Purpose of Agreement. The purpose of this Agreement is to enable Cascadia to provide state-appropriated funds directly to the City in order for such funds to be utilized to support the City's Canyon Park master planning process to ensure that the retention and expansion of the biomedical industry cluster and its workforce are adequately represented in the process. Specifically, the funds will be used to:

- a. Update the City's Canyon Park Subarea Plan and land use designations to attract and retain bio-technology companies and encourage mixed-use neighborhoods containing housing, amenities, and services that are attractive to employers and employees of the biomedical/life sciences industry;
- b. Create zoning regulations to implement the above plan, including creation of building height, scale, and appearance regulations;
- c. Compare the previous Transportation modeling done for the 2015 Comprehensive Plan Update land use designations and the Washington State Department of Transportation's (WSDOT) modeling for the I-405 Express Toll Lanes against the new land use designations and policies created as part of work product 'a'. Further, identify any additional transportation improvements not already planned for the Canyon Park area and include planning level cost estimates; and
- d. Ensure this planning process is conducted in an open and inclusive manner that encourages broad participation from all members of the community.

2. Cascadia's Funding Obligation. Appropriations from the State through Cascadia College are to be provided as defined and authorized in state law. Specifically, Cascadia College will provide the City with incremental payments based upon actual and verifiable expenses incurred by the City up to a maximum of \$150,000 to support the Canyon Park Subarea Master Plan.

3. City's Subarea Master Planning Obligation. The City and its consultants will perform the work identified in II.1 above.

4. Effective Date and Filing. This Agreement is effective on the date of execution of the Agreement by both parties, provided that prior to this Agreement becoming effective, executed copies of this Agreement shall be filed as required by RCW 39.34.040, either by filing with the county auditor or listing by subject on a public agency's website or other electronically retrievable public source.

5. Duration and Termination. The term of this Agreement shall commence upon the effective date. Either party may terminate this Agreement by giving the other party at least twenty (20) days' advance written notice of termination prior to the end of the month.

6. Contingency. The obligations of the City and Cascadia in this Agreement are contingent on the availability of funds through legislative appropriation and allocation in accordance with law. In the event funding is withdrawn, reduced, or limited in any way after the effective date of this Agreement, the City or Cascadia may terminate the Agreement under Subsection 8 of this Agreement, subject to renegotiation under any new funding limitations and conditions.

7. Administration/Notices.

- a. No new or separate legal or administrative entity is created by this Agreement. Neither party is authorized to bind or otherwise obligate the other to any contract or obligation.
- b. The following individuals are deemed administrators for this Interlocal Agreement. All notices given by any party to the other party shall be in writing and shall be deemed to have been duly given if delivered personally or sent by United States certified mail with return receipt requested and postage prepaid. Such notice shall be provided to the following administrators (or other contact upon request):

City of Bothell

Michael Kattermann  
Community Development Director  
18415 101st Ave. NE  
Bothell, WA 98011  
(425) 806-6401  
michael.kattermann@bothellwa.gov

Cascadia College  
Dr. Eric Murray  
President  
18345 Campus Way NE  
Bothell, WA 9801  
425-352-8810  
emurray@cascadia.edu

8. Billing Procedures. The City will invoice Cascadia College on a monthly basis. Invoice documentation shall include a description of the expense(s) and the basis for their calculation. Invoices shall be mailed to:

Cascadia College  
18345 Campus Way NE  
Bothell, WA 98011-8205  
Attn: Accounts Payable

Payment shall be considered timely if made by Cascadia College within thirty (30) days after receipt of properly completed invoices. No payments in advance or in anticipation of services or supplies to be provided under this contract shall be made by Cascadia College. Payment shall be sent to the following City address:

City of Bothell  
Julie Ewijk  
Administrative Services Manager  
18415 101 Ave. NE  
Bothell, WA 98011  
(425) 806-6430  
[julie.ewijk@bothellwa.gov](mailto:julie.ewijk@bothellwa.gov)

9. No Third-Party Beneficiary. This Agreement is entered into for the benefit of the parties to this Agreement only and confers no benefits, direct or implied, on any third parties.

10. Governing Law and Stipulation of Venue. This Agreement, and the rights of the parties hereto, shall be governed by and construed in accordance with the laws of the State of Washington. The parties agree that venue for any dispute shall lie exclusively in King County, Washington.

11. Real and personal property. No real or personal property shall be acquired, held or disposed of in this undertaking.

12. Entire Agreement/Modifications. The entire Agreement between the parties hereto is contained in this Agreement and this Agreement supersedes all of their previous understandings and Agreements, written and oral, with respect to this transaction. This Agreement shall only be modified or amended by a written instrument executed by the parties hereto.

## Cascadia College Board of Trustees

### Action Items

**Subject:** First Quarter Grants Approval (1<sup>st</sup> Read/Action)

#### Background

The grants that the College has received are listed below:

**Current Grants (145 and State)**

Grant Description	Grant ID	Amount
Worker Retraining - Proviso	001-AC1	239,073
Worker Retraining - Earmark	001-011	-
Opportunity Grants (ELTA)	08A-3E0	140,000
Opportunity Grants (GFS)	001-011	29,412
Basic Food Employment and Training Grant	130-BFET-18	51,485
BEdA Leadership Block Grant	130-BLB-18	4,074
BEdA Master Grant	130-BEDA-18	78,108
Job Skills Program Grant	130-JSP-18AR	196,560
Job Skills Program Grant	130-JSP-18AM	90,210
Job Skills Program Grant	130-JSP-18ZT	154,490
Job Skills Program Grant	130-JSP-19PS	37,920
Misc. General Grant	130-B2C-18	25,000
Perkins Leadership Block Grant	130-PLB-18	20,400

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

#### Action

It is recommended that the Board approve the use of the grants awarded to the College through September 2018.

#### 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: November 2018***

Cascadia Student Government is continuing to keep our schedules full for the remaining of the quarter. We have started Coffee and Tea with CSG, where students can come and meet with the CSG team and get to know what we do.

Our Vice-president is tabling weekly for clubs, promoting current clubs for students to join and encouraging new clubs. Our director of Budget and finance is hosting an event to inform students where their fees are being spent, our director of Pluralism and inclusion is hosting Kodiak connections to create a community on campus and create a space for students to develop friendships through games and food.

We are hosting pizza and politics with Professor Erin Richards to answer questions and have a discussion after the Mid Term elections. We have a monthly newsletter and going out that is created by our Director of PR and Technology.

I am hosting an event called Post It's with the President, on Thursday mornings 9am - 11am.

We also wanted to highlight our Community engagement officers. They create and hang the posters for student life that you see around campus, mobile market weekly for events, and manage our Kody costume. They have been doing an awesome job this year.

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: November 2018***

- ❖ Presentation to Cascadia College Foundation Board
  - Brian Bansenauer and Leah Schubert made a presentation to the CCF Board on October 26, 2018.
  
- ❖ Appointment of CCCFT Coordinator
  - The CCCFT Steering Committee appointed Sharon Saxton to the position of CCCFT Coordinator.
  -

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: November 2018***

Nothing to report this month.

Thank you,

Marah Selves, Administrative Services Manager