



September 18, 2019

Dear Board of Trustees and Campus Community:

We are beginning an exciting year at Cascadia and thank you to all of the Trustees for a great retreat earlier this month. We engaged our work in collaboration with two new Trustees, Dr. Meghan Quint and Dr. Colleen Ponto. We are happy to be including them and look forward to the great new synergy of our Board.

The work we have on our agenda includes finishing our current strategic plan, going through our accreditation visit, and writing a new strategic plan. Our work includes the development of our next buildings, STEM 4 and (hopefully) CC5. Our work includes a new era of fiscal transparency and managing our finances. Our work also includes initiatives around equity & inclusion, strategic enrollment management, and Guided Pathways.

This year's board meetings will feature those topics as main themes.

As we begin the new academic year, I'd like to remind our community that these cover letters for the Trustee packets are a way of sharing the highlights of the president's work since the last Trustee meeting as well as highlighting a few items in each of the major divisions. It is not meant to be comprehensive. For more information, I invite the community to attend a Trustee meeting or to meet with the leadership of the college.

I look forward to seeing you next week!

### **Meet and Greets**

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

#### **Campus**

- ctcLink Meetings:
  - Steering Committee Meeting (x5)
  - ctcLink Organization Change Management – Customized Validation Plans
  - SBCTC ctcLink PMO DG3 Site Visit Presentation and Q&A
  - ctcLink Executive Sponsors: Connecting for Success at Highline CC
- CCEC (Continuing Ed) Meetings (x3)
- Finalist Interviews VP-Admin Services & Human Resources (x2)
- Special E-Team Meeting – E&I Plan in Depth Review
- Kodiak Cave Update
- E-Team Summer Retreat
- New Trustee Orientations (x2)
- BOT Summer Retreat
- Introduction of Kim Jones, New Kodiak Cave Program Coordinator
- Photoshoot with International Student from Mongolia
- Meeting with New Board Chair – Roy Captain
- E-Team Meeting with Student Leaders
- Finalist Interviews for New Executive Assistant (x3)
- 2019 Convocation – All Employees

- President's Pub

#### Olympia/State

- WACTC President's Group Summer Retreat 2019 – Blain, WA
- WACTC Summer Retreat 2020 – Salish Lodge Visit

#### Community

- Meeting with Carl Zapora, Zapora Consulting
- Meeting with Dr. Jane Stavem – Lake Washington School District
- OneRedmond Chamber Board Meeting
- Meeting with Alex Lee, Cascadia College Foundation (x3)
- Meeting on Cascadia College Foundation Development Plan
- Meeting with Cascadia College Foundation Board
- Foundation Strategic Planning Task Force Recruitment Meetings (x12)
- Bothell-Kenmore Chamber Executive Retreat
- Bothell-Kenmore Chamber Board Meeting
- Mayor's Luncheon Welcome – Leadership Eastside
- Meeting with Kristin Hudson, OneRedmond

#### UWB

- Dr. Ruth Johnston, Farewell from UWB
- UWB Chancellor Monthly Meeting
- UW Board Prospect Meeting

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

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

#### Equity and Inclusion Action Plan

E-Team has met three times during the summer to review each pillar of the action plan in order to assess and prioritize each individual action item. The next steps are setting tangible metrics and identifying which department will be responsible for each individual action item.

#### Equity and Inclusion Council

The Equity and Inclusion Council welcomes Erica Almeda and Jerry Vasquez as the two newest members of the council. Their perspective and expertise will help the council address how equity and inclusion manifest itself at Cascadia. They both will serve a term of two years.

#### Student of Color Conferences

Lake Washington School District has created a planning committee for their student of color conference in December. Both the Executive Director of Equity and Inclusion and Recruitment & Outreach Manager will serve as the Cascadia representatives on the committee.

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

#### Faculty

Art & Visual Communication faculty Kathleen Frugé Brown presented an exhibition of her most recent paintings in an art gallery in Whidbey Island August 3<sup>rd</sup> to September 3<sup>rd</sup>. The gallery depicted her, as "One of the most remarkable [plein](#) air painters in the Northwest. Choosing her

subject matter carefully Kathleen stays away from the tried and expected and focuses instead on the surprising and unexpected...”

Nine faculty and one staff member completed a Blended Learning Design Camp in July to improve their skills in designing for web-enhanced learning.

Several faculty workgroups completed the following projects over the summer:

- Review of the Cultural Knowledge Requirement outcomes in certain courses;
- Development of common assignments for the Public Speaking course;
- Revisions to College 101 recommended common activities;
- First Year Composition program-level outcomes assessment;
- Embedding Excel into the business pathway;
- Reviewing engineering degree pathways; and
- Reviewing the summary diagnostic assignment used in English 101.

### CIHS

Cascadia in the High School instructors met on-campus September 17<sup>th</sup> for our program’s kick-off meeting. CIHS is adding Statistics (Math&146) at North Creek High School this year.

### CORE

Cascadia’s Orientation & Registration Experience (CORE) sessions are where students learn about resources and register for their first quarter of classes. Represented below is a comparison of sessions for 2018 and 2019:

- Number of CORE Sessions:
  - Summer/Fall 2018: 56
  - Summer/Fall 2019: 60
- Number of Students Attending CORE Sessions:
  - Summer/Fall 2018: 752
  - Summer/Fall 2019: 912

### Disability Support Services

DSS met representatives from the Adult Transition Program (ATP) from the Northshore School District to finalize details creating ATP students access to the Cascadia campus in the fall. ATP supports students who are transitioning out of high school and receiving support for vocational and life skills. Cascadia is hosting three workshops in the fall, which will introduce a small group of ATP students to college life, and to develop soft skills they will need in a collegiate or vocational setting. This collaboration with our community partners will provide access to an underrepresented population who might have never considered college as an option before.

### ***From the Vice President for Administrative Services and HR, Martin Logan:***

#### Human Resources & Payroll

Over the summer, the HR team supported multiple recruitments and new employees in various areas including: the President’s Office, Finance, Enrollment Services, Outreach & Marketing, Student Life’s Kodiak Cave and Student Leaders, Administrative Services and Human Resources, Workforce Education, Student Learning non-faculty, Student Learning Associate Faculty, International’s i-Connectors and The Bock Learning Center.

The WA State HR Office of Financial Management’s (OFM’s) new IT Professional Structure went into effect on July 1, 2019. According to OFM, they developed this structure to ensure

enterprise and organizational alignment and equity; improve opportunities for career growth; and keep pace with the rate of information technology industry change. HR and Payroll worked together to align our IS positions to this new structure and have attended training for the IT Position Evaluation process moving forward.

We successfully completed CtcLink Data Conversation Validation Cycles 2 & 3, each over 3-5 week periods in June-July and Aug-Sept.

We processed the summer's 3-3.2% Cost of Living Adjustments (COLAs) as well as the 5% King County Premium Pay (KCPP) in collaboration with Payroll, Finance and Student Learning.

Members of the HR/Payroll team attended the Washington State College and University HR Association (CUPA-HR) annual conference at Central Washington University. We held several workshops relevant to the higher-education HR environment such as the WA State Paid Family & Medical Leave, FMLA, Diversity & Employee Retention, Ethics, Title IX, Leadership Development, Conflict & Communication, Micro aggressions in the Workplace and Employment Law Updates. Martin Logan, VP for Administrative Services & Human Resources, is the incoming President of the WA State CUPA Chapter this year.

### Information Services

Since July, Information Service has received 758 requests for assistance (36 related to classroom support) and has completed 750 requests (37 related to classroom support). While, overall, this time of the year is slower with requests from students and staff on campus, this is IS's busy time with projects. Projects completed since our last report to the Board of Trustees include:

- Software refresh on all campus classroom and podium PCs and laptops;
- Hardware and software upgrades on student Mac devices to support our BAS - Mobile Application Development and Digital Art coursework;
- All student and staff devices are now running on Windows 10;
- Installed new Xerox printers/copiers and a new print management application (PaperCut) was implemented;
- Information Services has begun tracking actual application usage on student devices so that we can better understand licensing needs and usage of applications by our students. This will allow us to continue to make improvements in our licensing and support models for applications on campus;
- Our old, outdated voicemail system was retired and all campus voicemails are now accessible via email (Office 365);
- Classroom ePodia control systems were upgraded so that they would be more reliable.
- As part of our ongoing sustainability efforts, student and podium PCs have scheduled power on/off cycles now that ensure that the devices are ready for classes daily and that we also shut them down when they are not in use; and
- Upgrades to our virtual infrastructure that support remote desktops for student and employee use on and off campus and a majority of our servers were completed.

### Finance

In addition to getting everything ready for fall quarter, the Finance department is in the midst of getting all the new years' budgets uploaded into our Financial Management System (FMS). The team also continues to prepare for ctcLink with various data validation activities. Lastly, the Finance office continues to prepare for an upcoming Accountability Audit in October.

## ***From the Vice President for External Relations & Planning, Meagan Walker:***

### Outreach/Marketing

#### *Prospective Student Outreach*

The outreach team continues to engage prospective students, families, and counselors. Over the summer months, the team hosted or attended 28 events yielding 227 points of contact. With the help of employee and student volunteers, Outreach participated in three community events: Redmond Derby Days, Celebrate Woodinville and the City of Bothell 4<sup>th</sup> of July Parade where hundreds of eager parade-goers waved specially designed Cascadia College paper fans.

### Design

Cascadia College Foundation's Annual Report to the Community was completed and shared with the public on the college's website. The print version will soon be available. A truly collaborative effort, the report provides data on the college and the Foundation, as well as insightful profiles on donors, faculty and students.

As the team focuses on streamlining the institution's look and brand, completed updates and redesigns are underway for many of Cascadia's promotional materials such as the view book and website for International Programs.

College Relations and Advancement has transitioned to its new name, *External Relations and Planning*, and the division has undergone some organizational changes. Sara Gómez Taylor's title has changed to Outreach and Marketing Manager. Along with additional duties related to strategic enrollment planning and guided pathways, Sara will oversee the work of the design team including the new Lead Graphic and Web Designer, Scott Brown. Scott hit the ground running and has already proven himself a welcome addition to the team. We will introduce Scott to the Trustees at the October Board Meeting.

### International Programs

Along with welcoming 22 new international students, the International Programs staff engaged students in local activities such as Bite of Seattle and Seafair Powwow, kayaking at Sammamish River, and a trip to Wild Waves Water Park. The team is preparing for fall quarter orientation, continuing partnership development with local high schools, and gearing up for the transition to ctcLink.

### Foundation

The Cascadia Foundation Board of Directors approved the program plan and budget for 2019-20 at its meeting on July 25<sup>th</sup>. We have restructured the role of Assistant Director and Mark Collins will now serve as Director of the Foundation.

In collaboration with Art faculty, Chris Gildow, a two-day arts performance event is set for April 2020 featuring musical interpretations of the work of artist Henri Matisse by renowned jazz artists.

### Facilities & Capital Projects

#### *Capital Projects*

Meetings with the City of Bothell and various project teams for three distinct buildings are ongoing. We received building permits for the West Garage in early September and installation of the crane has begun. We selected a contractor for the STEM 4 building project and the design phase begins in January 2020. Expected soon are the permits for the Corp Yard and shortly equipment will be moved.

### *Facilities*

We completed repairs to the CC1 elevator ahead of schedule, with only a few punch list items remaining. The elevator is now operational. Gender-neutral bathrooms have been assigned in CC2 on the 1<sup>st</sup> and 3<sup>rd</sup> floors, with new signs and locks installed.

### Planning

#### *Emergency Preparedness*

We have identified Individuals to serve important roles in the Cascadia Emergency Operations Center (EOC). We recently developed a process for training and tracking EOC staff and emergency preparedness planning is ongoing.

### ***From the Program Manager for ctcLink, Scott McKean:***

### Schedule

Deployment Group 3 (DG3) remains on schedule. Upon DG3 college requests, SBCTC included two project schedule blackout periods: one for Thanksgiving (1-week) and another for Christmas/New Year's Holidays (2-weeks). This created a 3-week shift in project activities that, if approved by SBCTC's Steering Committee on September 10<sup>th</sup>, delays the DG3 Go-Live date from February 19<sup>th</sup> to March 9<sup>th</sup>.

### Data Conversion

It was an intense summer of conversion work for Cascadia's project team and staff subject matter experts. In all they completed data error file cleanup for conversion cycle #2. They spent three intense weeks reviewing thousands of lines of converted Legacy data to validate its accuracy and usability in PeopleSoft. They reported all data validation errors in Oracle Test Manager for resolution; participated in many WebEx's to discuss and update local data configurations correcting where data didn't convert accurately; then, repeated these activities for data conversion cycle #3 which began late August and runs through late September.

### Workshops

Our teams participated in a variety of workshops this summer. In June, Student Financial Services participated in a 3-day ctcLink common process workshop (CPW) on financial aid authorization, disbursement and reconciliation at Edmonds Community College. In July, Human Resources and Payroll attended a 3-day CPW on payroll processing, post-processing, maintenance and faculty workload in Olympia. In August, our Schedule and Curriculum Manager attended the first of six 4-day workshops building Cascadia's course and class schedule in PeopleSoft for "dual maintenance" of that data in both the Legacy and PeopleSoft production environments. We scheduled the five remaining dual maintenance workshops for late in September and early December.

We look forward to seeing you at the Board meeting on September 25<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**  
**Dr. Meghan Quint**

**Regular Meeting**  
**Wednesday, September 25, 2019**  
**4:00 p.m.**

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

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

**Wednesday, September 25, 2019  
4:00 p.m. - Room CC2-260**

**A G E N D A**

**1. EXECUTIVE SESSION**

No executive session planned for this meeting.

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

**3. CONSENT AGENDA**

- Meeting Agenda
- Minutes from our last meeting – June 19, 2019

**4. PUBLIC COMMENTS**

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

**5. EVENTS & ADVOCACY BOARD (EAB's) and NEW EMPLOYEES/PROMOTIONS:**

- Introduction of new Events & Advocacy Board (EAB's):

**Student Life**

Programming Chair – Eliza Sandoval

Advocacy Chair – Aarushi Sahai

Art & Entertainment Coordinator – Angela Wu

PR & Outreach Coordinator – Angelina Offin

Health & Sustainability Coordinator – Siv Heang

Clubs Coordinator – Jewel Thacker

Special Events Coordinator – Dahlia Bergen

Treasurer – application coming soon

Social Issues & Inclusion Coordinator – Deja Harris

- Introduction of New Employees/Promotions:

**Student Learning & Success**

Nureni Adeyemo, BIT Tenure Track Faculty Member

Kim Jones, Kodiak Cave Program Coordinator, Student Life

Abigail Lowrie, Customer Service Specialist 3, Enrollment Services

Kris Van Dyke, ABAWD (Able-Bodied Adult without Dependents) Navigator

Kristina Young, Dean for Student Learning, Transfer/General Education



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

## **6. INFORMATION ITEMS**

- Bock Learning Center 2018-2019 Annual Report (KL/LB)

## **7. DISCUSSION/PRESENTATION ITEMS**

- Monthly Financial Reporting: 2018-2019 Operating Budget – (ML)
- Accreditation/Strategic Plan Update – (KL)
- Cascadia College Foundation Update – (MW/MC)

## **8. RECOMMENDED ACTION ITEMS**

- 2019-2020 Election of BOT Chair and Vice Chair (1<sup>st</sup> Read/Action) – (EM)
- 2019-2020 Legislative Action Committee BOT Representative (1<sup>st</sup> Read/Action) – (EM)

## **9. OTHER REPORTS**

- Cascadia Events & Advocacy Board (EAB)
- 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**

- Thank you to Board Chair Dr. Julie Miller for 10 years of service to Cascadia College – (EM)
  - “Thank You” dinner after the Board meeting – Location: Barking Frog - Woodinville

## **11. NEXT MEETING**

- Wednesday, October 16, 2019

*The facilities for this meeting are free of mobility barriers. Interpreters for hearing-impaired individuals and taped information for visually impaired individuals will be provided upon request when adequate notice is given.*

**Minutes  
Regular Meeting  
Cascadia College Board of Trustees  
June 19, 2019**

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

**BOARD OF TRUSTEES**

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

**EXECUTIVE STAFF**

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

Alan Smith (AAG) present.

Vicki Newton (recorder) present.

**AREA REPRESENTATIVES**

CCCFT Representative – Sharon Saxton, Senior 2 Tenured Founding Faculty absent.

Student Representative – Seth Smith, CSG President present.

WPEA Representative – Marah Selves absent.

**AUDIENCE**

Erin Blakeney, Glenn Colby, Mark Collins, Gordon Dutrisac, Lyn Eisenhour, and Dr. Erik Tingelstad present.

**EXECUTIVE SESSION**

**The Board met in a 1 hour 30 minute Executive Session from 2:30-4:00 p.m. to discuss number 2 below:**

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

**CONVENED TO PUBLIC SESSION AT 4:00 P.M.**

**1. CALL TO ORDER**

Chair Dr. Julie Miller called the meeting to order at 4:05 p.m.

**2. CONSENT AGENDA**

There was an agenda change request to include one Action Item: To amend the President's Contract to include the cost-of-living adjustments provided for exempt staff effective July 1, 2019.

**Chair Dr. Julie Miller asked for approval of the consent agenda with the change noted. Trustee Janet McDaniel made a motion to add the action item to amend the President's Contract and Trustee Nancee Hofmeister seconded the motion. Hearing**

**no objections, the Board approved the consent agenda with the one added action item.**

### **3. PUBLIC COMMENTS**

There were no public comments.

### **4. INTRODUCTIONS OF NEW EMPLOYEES**

There were no new employees to introduce to the Board and there were no employee promotions to share with the Board by E-Team members.

### **5. INFORMATION ITEMS**

None

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

#### 2018-2019 Board Self-Assessment Process

Two years ago, Mr. Glenn Colby, Director of Institutional Research, spent time reviewing assessment tools and produced an on-line assessment for the Trustees to use. The Board received the survey report analysis from last year asking if they wished to change anything on the survey. The Board had no changes and agreed to continue using the document as presented. Mr. Colby will open the survey for Board response on Wednesday, June 24<sup>th</sup> and will close it on Friday, July 12<sup>th</sup>. He will then provide a comparison review for the Board to discuss at their September 11<sup>th</sup> summer board retreat.

#### Equity & Inclusion Action Plan Update (1<sup>st</sup> Read)

John Eklof, Executive Director of Equity & Inclusion (EDEI) gave the Board an update of the E&I Action Plan with the following highlights:

The E&I Action Plan information came from five components:

- Qualitative data gathered from previous DIAs and Cavolines
- Qualitative data gathered by the EDEI on a campus wide listening tour
- Campus-wide input from Cascadia's recent DIA
- Official recommendations and action items to the EDEI from the E&I Council
- The EDEI wrote the E&I Action Plan considering all recommendations and action items brought forth from the E&I Council

The E&I Action Plan contains four areas of foundational pillars:

- Student Success
- Employee Success
- Classroom and Curriculum
- Policies and Practice

Under each pillar, there are action items as follows:

- A brief description
- Area of responsibility
- Prospective start and end date
- How it will be accomplished
- Intended outcome

Currently, the Executive Team is evaluating which college area will be responsible for each action item and prioritizing the order of implementation of each action item. The EDEI will present to the Board an example action item in each pillar and will present a draft E&I Plan to the Board at the October 16<sup>th</sup> Board meeting.

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

#### President's Contract Amendment

**Action item added to the agenda.** The President's Contract will be amended to include the cost-of-living adjustments to be provided for exempt staff effective July 1, 2019.

**Chair Dr. Julie Miller asked for a motion to amend the President's Contract to include the cost-of-living adjustments provided for exempt staff effective July 1, 2019. Trustee Nancee Hofmeister made a motion to amend the President's Contract and Vice Chair Roy Captain seconded the motion. Hearing no objections the Board of Trustees approved the amendment to the President's contract.**

2019-2020 College Operating Budget (2<sup>nd</sup> Read/Action)

The 2019-2020 College Operating Budget is complete. This year, a new budget model was developed and all revenues and expenses estimated. The State Board delivered specific allocation numbers and tuition numbers. Below are the projected numbers for the College Operating Budget for 2019-2020:

	PROJECTED 18-19	PROJECTED 19-20
<b>GENERAL OPERATIONS</b>		
<b>Revenue</b>		
State Allocation	11,061,479	11,874,638
Tuition	9,890,618	9,992,067
Bachelor's	121,022	287,865
International	3,591,940	3,094,162
Other	96,000	958,400
<b>TOTAL</b>	<b>24,761,059</b>	<b>26,207,132</b>
<b>Expenses 2019-20</b>		
Salaries		13,557,682
Benefits		4,842,275
Operations		7,613,072
Operating Increases		222,000
Operating Savings		(78,890)
<b>TOTAL</b>	<b>24,338,421</b>	<b>26,156,139</b>
<b>GRAND TOTALS</b>		
<b>Revenue</b>	<b>24,761,059</b>	<b>26,207,132</b>
<b>Expenses</b>	<b>24,338,421</b>	<b>26,156,139</b>
<b>NET</b>	<b>422,638</b>	<b>50,993</b>
<b>CURRENT DRAW DOWN ON RESERVES:</b>		<b>601,518</b>

President Murray explained that this worksheet would include a variance column when presenting quarterly budget updates to the Board at future meetings.

**Chair Dr. Julie Miller asked for a motion to approve the 2019-2020 College Operating Budget. Trustee Nancee Hofmeister made a motion to approve the 2019-2020 College Operating Budget as presented and Trustee Mike Kelly seconded the motion. Hearing no objections the Board of Trustees approved the 2019-2020 College Operating Budget.**

2019-2020 Student Fee Proposals (2<sup>nd</sup> Read/Action)

Dr. Kerry Levett, VP of Student Learning & Success requested the Board approve the following student fees.

**Fee Elimination:**

Application Fee

- **Recommendation:** Eliminate the application fee of \$30 starting October 1, 2019.

### **New Fees:**

Industry Recognized Certification Fee.

- **Recommendation:** Enact \$35 per 5-credit course fee effective July 1, 2019.

Replacement Diploma Fee

- **Recommendation:** Enact \$5.00 fee effective July 1, 2019 [This approximately covers average costs for document generation and shipping].

### **Fee Change:**

Art Courses Fee

- **Recommendation:** Increase the course for Art 120 – Intro to Graphic Design from \$12 to \$50.

**Chair Dr. Julie Miller asked for a motion to approve the student fees as presented. Vice Chair Roy Captain made a motion to approve the student fees and Trustee Janet McDaniel seconded the motion. Hearing no objections the Board of Trustees approved the student fees as presented.**

### **2019-2020 Board of Trustees Meeting Dates (1<sup>st</sup> Read/Action)**

The Board of Trustees reviews and approves the proposed meeting schedule for the upcoming academic year.

**Chair Dr. Julie Miller asked for a motion to approve the 2019-2020 Board of Trustees meeting dates as presented. Trustee Janet McDaniel made a motion to approve the 2019-2020 Board of Trustees meeting dates and Trustee Mike Kelly seconded the motion. Hearing no objections the Board of Trustees approved the 2019-2020 meeting dates.**

## **7. REPORTS**

Cascadia Student Government Report: CSG President Seth Smith commented that one of his favorite parts of being president was attending the BOT meetings. He thanked the Board for the experience and he publicly thanked Becky, Shandy, and Kirk for all their support, dedication and guidance throughout this past year to all of Student Government.

Cascadia Community College Federation of Teachers (CCCFT): Sharon Saxton absent.

Cascadia College Classified Union Washington Public Employees Association (WPEA) Report: Marah Selves absent.

Chair and Individual Board Members Reports:  
Nothing to report.

President's Report:

President Murray reminded the Board that after this meeting, there will be a dinner to thank Trustee Nancee Hofmeister for her 5 years of service to the college. He also thanked Chair Dr. Julie Miller for offering to hold the September 11<sup>th</sup> Board Summer Retreat at her residence. More information will be forthcoming on the retreat via email.

## **8. OTHER BUSINESS/ANNOUNCEMENTS**

President Murray announced and acknowledged the newly established ***“Miller-Hofmeister Scholarship for Women in STEM”*** through the Cascadia College Foundation. He thanked Chair Dr. Julie Miller and Trustee Nancee Hofmeister for this wonderful offering to the college and our students. In addition, the foundation gave Chair Miller and Trustee Hofmeister a certificate of appreciation for establishing this new scholarship.

President Murray explained that the **Board letter to the University of Washington, Board of Regents** needed a couple changes before finalizing it. The Board letter to the President of the University of Washington comments on the great relationship Cascadia College has with the University of Washington, Bothell. The letter highlights a number of UWB staff who have been instrumental in making sure Cascadia College is included in important decision making for a number of co-location efforts.

President Murray thanked the Trustees who attended the **“Legislative Thank You Reception”** at his residence and thanked Trustee Kelly and Trustee Hofmeister for their work on the **Board Finance Sub Committee**. He appreciated their efforts and questions on the process.

President Murray **publicly thanked Trustee Nancee Hofmeister** for her 5 years of service to Cascadia College and wished her well in her retirement. Other trustees offered the following comments to Trustee Hofmeister:

- Chair Miller thanked Trustee Hofmeister for her competence in decision-making and her perspective on difficult issues and how to resolve those issues effectively.
- Vice Chair Captain thanked Trustee Hofmeister for being an exceptional mentor to a new Trustee.
- Trustee McDaniel thanked Trustee Hofmeister for the outstanding professionalism that she brought to the Board.
- Trustee Kelly thanked Trustee Hofmeister for her involvement on the Board and was pleased to work with her over the past 5 years.
- Trustee Hofmeister stated that she appreciates the direction that President Murray is taking the college and that she enjoyed the experience of being a Board Trustee for Cascadia College and she wished the Board success with the new trustees.

## 9. MEETING ADJOURNMENT

Chair Dr. Julie Miller adjourned the regular meeting at 4:55 p.m.

## 10. Minutes Approved and Adopted on September 25, 2019:

---

Dr. Julie Miller, Board Chair

Attest:

---

Dr. Eric Murray, President

Bdminutes061919

## Cascadia College Board of Trustees

### Introduction of New Employees/Promotions

**Subject:** Introduction of the New Events & Advocacy Board (EAB's), and New Employees/Promotions

#### **Background**

It gives us great pleasure to introduce the following new members of the Student Life Events & Advocacy Board (EAB's), newly hired employees and update the Board on staff promotions.

Student Life launched a NEW pilot program that will combine the work of the former Cascadia Student Government and the Cascadia Activities Board. In an effort to better serve and support the students at Cascadia, Student Life is excited to introduce the Cascadia **Events & Advocacy Board** (EAB). This board will provide the student voice to administration through regular meetings with key college leaders, legislators and serve on campus-wide committees, while also holding the standard of high quality and engaging students in campus events.

Stay tuned for more information and an unveiling of the new logo in the fall! In addition, Student Life still has a fantastic team of Community Engagement Officers (CEOs) supporting their marketing and social media efforts. We will introduce the new CEOs to the Board at the October 18<sup>th</sup> meeting.

#### **Events & Advocacy Board Members (EAB's):**

Programming Chair – Eliza Sandoval  
Advocacy Chair – Aarushi Sahai  
Art & Entertainment Coordinator – Angela Wu  
PR & Outreach Coordinator – Angelina Offin  
Health & Sustainability Coordinator – Siv Heang  
Clubs Coordinator – Jewel Thacker  
Special Events Coordinator – Dahlia Bergen  
Treasurer – application coming soon  
Social Issues & Inclusion Coordinator – Deja Harris

#### **New Employees:**

##### Student Learning & Success

Nureni Adeyemo, BIT Tenure Track Faculty Member  
Kim Jones, Kodiak Cave Program Coordinator, Student Life  
Abigail Lowrie, Customer Service Specialist 3, Enrollment Services  
Kris Van Dyke, ABAWD (Able-Bodied Adult without Dependents) Navigator  
Kristina Young, Dean for Student Learning, Transfer/General Education

Attached is a brief bio on the new employees.

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

#### **Discussion**

President Murray will introduce Becky Riopel, Director of Student Life who will introduce the new EAB's to the Board and he will then acknowledge the respective supervisor who will introduce the new employees.

## New Employee's Bio's

### Nureni Adeyemo, BIT Tenure Track Faculty Member

We are delighted to announce that Nureni Adeyemo is our new BIT tenure track faculty member. Nureni comes to Cascadia from Florida and recently completed his Master of Science in Applied Engineering (MSAE) in Information Technology from Georgia Southern University in Statesboro, Georgia. While at GSU Nureni worked as both a Research Assistant and Teaching Assistant. He also has a Bachelor of Technology (Computer Science), Second Class Upper (2009) from the Federal University of Technology, Nigeria. His industry background includes approximately seven years of experience collecting, interpreting, and analyzing data in IT in his home country of Nigeria. The committee was impressed with his breadth of experience including data management; programming and technical support, which allows him to teach BIT courses in both the Networking and Web Applications pathways. One of his references described him as a pleasure to work with and someone with a strong desire to do better. Nureni will be a great addition to our community, serving both our program and students well. Please join us in welcoming Nureni to our Cascadia family.

### Kim Jones, Kodiak Cave Program Coordinator, Student Life

We are delighted to announce that Kim Jones joined the Student Life team as the Kodiak Cave Program Coordinator. This 10-month position will support the Kodiak Cave food resource center, providing food, education and community resources for Cascadia students. Kim comes to us from Spokane Falls Community College where she was a Program Coordinator, working with their campus food bank for almost 8 years (as a student employee and professional staff member). In that role, she also supported their LGBTQ Center, Multicultural Center and Student Government. Kim is a former student at Spokane Falls and recently received her Bachelor's degree from Eastern Washington University in Race and Culture. She will begin pursuing a master's degree in cultural studies at University of Washington Bothell this fall. In addition to her many years of experience at SFCC, Kim was also a cook at Mukogawa Fort Wright Institute where one of her roles was to find creative ways to serve leftover food and she was responsible for designing the weekend brunch menu. Please join us in welcoming Kim to our Cascadia family.

### Abigail Lowrie, Customer Service Specialist 3, Enrollment Services

We are delighted to announce that Abigail Lowrie is our new Customer Service Specialist 3 in Enrollment Services. Abigail's first day was Monday, August 26<sup>th</sup>. She will be working at the front counter in Kodiak Corner, as well as the Welcome Desk in CC1 building. Abigail joins us from Yelm, WA and has recently graduated from Saint Martin's University, majoring in Communication Studies with a minor in Gender Identity Studies. Her experience in Housing and Residence Life, as well as the student run Newspaper will be a welcome addition to our team. Please join us in welcoming Abigail to our Cascadia family.

### Kris Van Dyke, ABAWD (Able-Bodied Adult without Dependents) Navigator

We are delighted to announce that Kris Van Dyke has accepted the ABAWD (Able-Bodied Adult without Dependents) Navigator position located within our Workforce Education team. The ABAWD Navigator is a new, grant-funded position tasked with outreach and engagement to SNAP/basic food recipients in our surrounding communities regarding their work and educational requirements. Kris's name may sound familiar to some of you in that he is a Cascadia graduate and former student government president from 2009-10. After Cascadia, Kris transferred to Western Washington University where he earned a combined PPE degree (Politics/Philosophy/Economics) from Western's College of Business and Economics. Since 2015, he has worked for Hopelink, a local non-profit serving low-income families and seniors in King and Snohomish Counties. As an Eligibility and Resource Specialist, he would perform intake and eligibility screening of applicants requesting energy assistance. As the Snoqualmie Valley Mobility Coordinator, Kris was responsible for connecting transportation services and stakeholders in the eastern side of the county, including Duvall. Please join us in welcoming Kris back to our Cascadia family.



Kristina Young, Dean for Student Learning, Transfer/General Education

We are delighted to announce that Kristina Young is Cascadia's new Dean for Student Learning over Transfer and General Education. Kristina brings to Cascadia a significant and unique combination of faculty and administrative experiences. In addition to her faculty role in the Humanities and Written Communications, she is currently the Honors and Global Studies Coordinator at Tacoma where she was instrumental in the creation of their [distinction pathways](#). She coordinates the TCC's celebration of student learning event and she has been a leader in their implementation of Guided Pathways work, and in working with faculty on blended design. Kristina also has significant experience with assessment of student learning at the course and program level; at Cascadia, she will be working closely with our new Assessment Committee chaired by Tori Saneda. Kristina's education includes a Master's in Teaching – Language Arts, Social Science and Drama from The Evergreen State College and a Bachelor's Degree in Political Science/English from University of California – Davis. She has been teaching in the community college system for nearly 20 years and has 10 years of high school teaching experience. Kristina feels Cascadia was a good choice because of our commitment to student learning, environmental stewardship and global education. Please join us in welcoming Kristina to our Cascadia family.

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

**Subject:** Bock Learning Center 2018-2019 Annual Report

**Background**

Attached for the Board's review and information is the Cascadia College Bock Learning Center 2018-2019 Annual Report and a Annual Report Comparison for 2018-2019 and 2017-2018.

Lindsay Burke, Assistant Director of the Bock Learning Center and Dr. Kerry Levett, VP for Student Learning & Success will be available to answer any questions the Board may have on this item.

## Contents

The Bock Learning Center 2018-2019 Year in Review.....	3
Mission .....	3
Services.....	3
2018-2019 Tutoring Services.....	4
Services.....	4
2018-2019 Student Use by Service.....	5
2018-2019 Student Resource Use .....	5
2018-2019 Student Use by Course .....	6
Staff .....	7
Employment Requirements.....	7
Training and Continuing Development.....	7
Assessment of Services.....	8
Quantitative Assessments .....	8
Qualitative Assessments.....	8
Survey Findings.....	8
Survey Comments.....	9
Language Learning Center .....	10
Tutoring .....	10
Events .....	10
Study Space .....	10
Online Tutoring through the Western E-Tutoring Consortium .....	11
Services.....	11
Staff .....	11
2018-2019 Student Use by Service.....	11
Supplemental Instruction (SI).....	12
Services.....	12
Staff .....	12
2018-2019 Student Use and Classes Served .....	13
2018-2019 SI Assessment.....	14
Quantitative Assessment.....	14
Qualitative Assessment .....	14

Assessment Findings..... 14  
What Students Say About SI..... 14

# The Bock Learning Center 2018-2019 Year in Review

## Mission

- ❖ To provide a space that supports formal and informal modes of learning.
- ❖ To provide support that addresses student needs from multiple pedagogical perspectives in a judgment and assessment free environment.
- ❖ To provide a holistic approach to student support.
- ❖ To provide a space that enables access by centralizing support resources.



## Services

Cascadia's Learning Center offers a comprehensive and flexible academic space for students. Services include

- ❖ Math, chemistry, physics, programming, and writing tutoring
- ❖ Public speaking coaching
- ❖ In-class tutor support for select English and ESL courses
- ❖ Supplemental Instruction (SI) for select courses
- ❖ Online tutoring in a range of disciplines through the Western eTutoring Consortium (WeTC)
- ❖ Access to computing resources: computers, printers, photocopiers, and scanners
- ❖ Assistance using computing resources and programs
- ❖ Assistance setting up and accessing student email and Canvas accounts
- ❖ General workspace for students to study individually or in small groups
- ❖ ID card creation
- ❖ Calculators and textbooks for checkout

*With the exception of long-term calculator rentals, all services are free and available to currently enrolled Cascadia students.*



## 2018-2019 Tutoring Services

### Services

The Bock Learning Center provides tutoring on a drop-in and appointment basis free of charge to all currently enrolled Cascadia students. We provide support for most Cascadia math, chemistry, physics, and programming coursework. The Writing Center provides support for all academic writing projects, college admission and scholarship essays, and also hosts the ELP coaching service.

While the bulk of tutoring took place in the Learning Center, services extended beyond this space for the 2018-2019 academic year:

- ❖ *Embedded Tutoring:* to provide an additional layer of support for students, tutors were placed in select writing and ESL courses to facilitate small group work and provide additional one-on-one support. In 2018-2019, this support was provided for all sections of ENGL 099, a co-requisite course to ENGL&101, and 3 sections of a combined ESL 020/030 course.
- ❖ *Summary Diagnostic Review:* Writing tutors partner with English faculty each quarter to review and score summaries written as part of a mandatory diagnostic assignment in ENGL&101. Students were encouraged to take advantage of writing tutor services as they reviewed these scores and participated in follow-up skill building activities. In total, writing tutors reviewed 930 summaries during the 2018-2019 academic year.



## 2018-2019 Student Use by Service

	Summer	Fall	Winter	Spring	Annual Total
<b>Account Help</b>					
Visits	101	551	361	264	1277
Unique Visitors	N/A	326	182	155	N/A
<b>Programming Tutoring</b>					
Visits	41	182	134	91	448
Unique Visitors	N/A	83	67	49	N/A
<b>ELP Coaching</b>					
Visits	26	78	75	59	238
Unique Visitors	N/A	47	34	33	N/A
<b>Math Tutoring</b>					
Visits	128	656	573	436	1793
Unique Visitors	N/A	231	165	143	N/A
<b>Public Speaking Coaching</b>					
Visits	16	102	44	60	222
Unique Visitors	N/A	63	31	42	N/A
<b>Chemistry/Physics Tutoring</b>					
Visits	51	299	179	212	741
Unique Visitors	N/A	86	72	71	N/A
<b>Private appointments for math/chemistry/physics</b>					
Visits	15	18	31	11	75
Unique Visitors	9	17	24	8	
<b>Writing Tutoring</b>					
Visits	80	403	344	310	1137
Unique Visitors	N/A	172	131	129	N/A
<b>Studying-No Tutor</b>					
Visits	765	6467	5142	5365	17,739
Unique Visitors	N/A	1108	827	831	N/A
<b>Total Unique Visits</b>	1224	8441	6883	6537	23,085
<b>Total Unique Visitors</b>	308	1388	1061	1046	N/A

## 2018-2019 Student Resource Use

The Learning Center has graphing calculators available for long and short-term checkout, select textbooks available for in-room use, and computers, printers, and scanners available for student use.

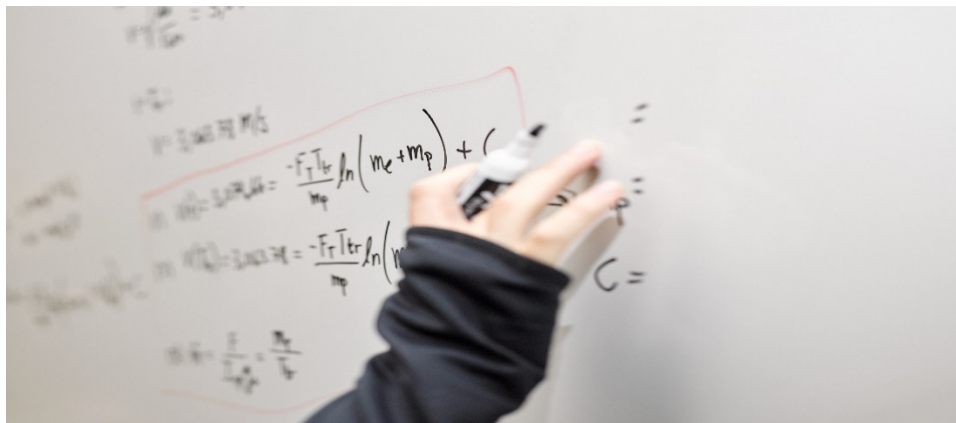
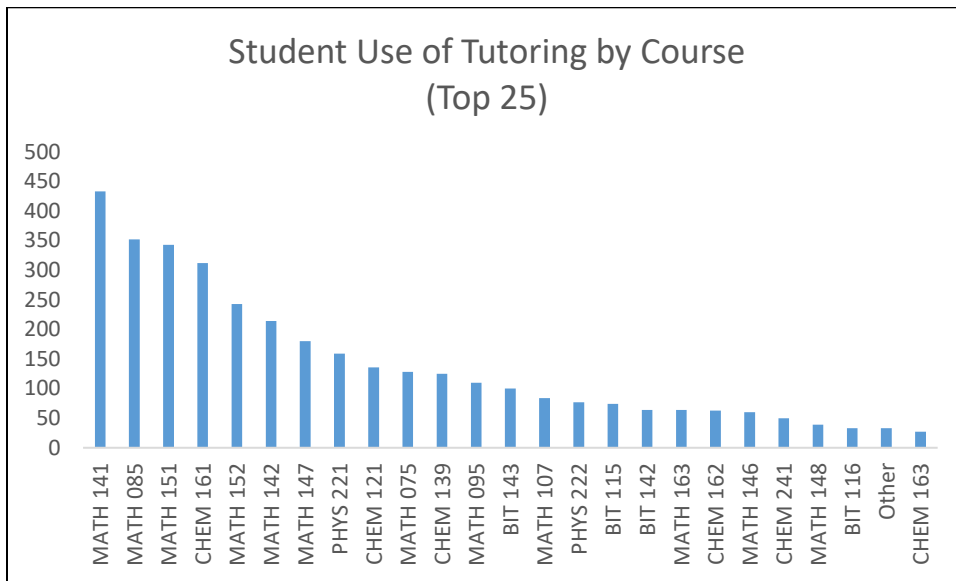
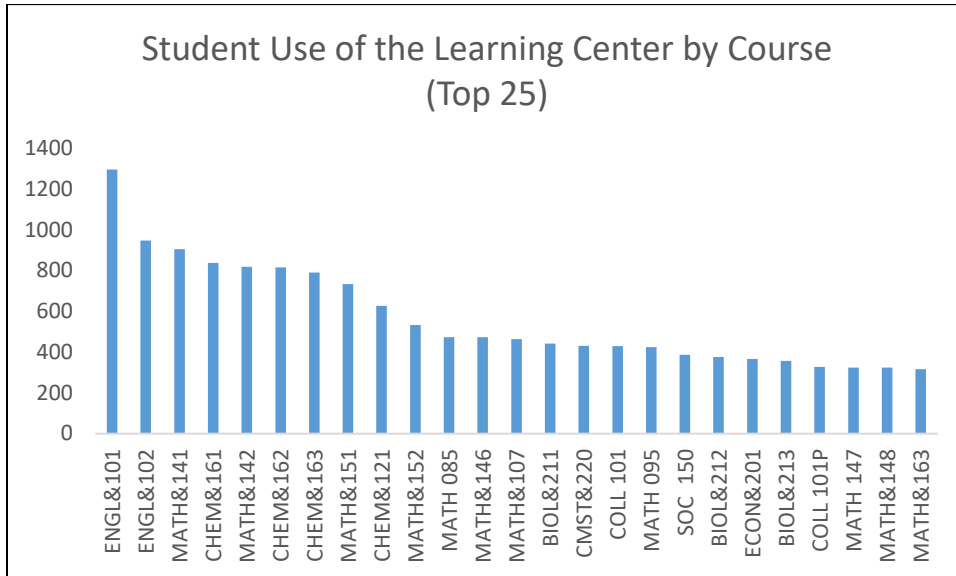
Resource	Student Use
Daily Calculator Checkouts	664
Long Term Calculator Rentals	141
In-Room Resource Checkout	426

## HIGHLIGHTS

18% of Cascadia's student body made use of the Learning Center's tutoring services in 2018-2019.

Quarterly student return rates for 2018-2019 ranged from 1 visit to 89.

For 2018-2019, the Learning Center was open 49 hours each week and tutoring was available 45-46 of these hours with reduced hours in the summer.



## HIGHLIGHTS

Students from 285 different courses made use of The Bock Learning Center in the 2018-2019 academic year, 87% of the courses offered.

ENGL&101 and 102 are the courses most likely to bring students into the Learning Center, but students in MATH&141 and MATH 085 were most likely to make use of tutoring services.



## Staff

The Learning Center employs a combination of peer and professional tutors with professional tutors taking on leadership responsibilities in the Center. For 2018-2019, 12-25 tutors were employed each quarter with approximately 35% holding professional tutor positions.

## Employment Requirements

Peer Math Tutors	Professional Math Tutors	Peer Writing Tutors	Professional Writing Tutors
Completion of MATH&142 with a 3.0 or better	Completion of MATH&152 with a 3.0 or better	Completion of ENGL&101 with a 3.0 or better	Completion of ENGL&102 with a 3.0 or better
Cumulative GPA of at least 3.0 in tutoring area	Cumulative GPA of at least 3.0 in tutoring area	Cumulative GPA of at least 3.0 in tutoring area	Cumulative GPA of at least 3.0 in tutoring area
Faculty recommendation	At least 75 hours of tutoring experience	Faculty recommendation	At least 75 hours of tutoring experience

Most of the 2018-2019 tutoring staff exceeded these minimum requirements:

- 91% of the math tutors could provide support through at least MATH&151
- 64% of the math tutors could provide support in upper division math courses like Calculus 3 and 4, linear algebra, and differential equations
- 68% of the math tutor staff was able to provide tutoring for chemistry courses
- 55% of the math tutor staff could support students in physics courses
- All of the writing tutor staff completed ENGL&102, and most are were able to provide support in a specialty area such as personal statements or creative writing.
- Tutors exceed the 3.0 GPA requirement with the majority of the staff holding a 3.5 or above

## Training and Continuing Development

The Center holds certification from the College Reading and Learning Association (CRLA). As they do every year, all tutors participated in a certified training session, a two day workshop held on campus. To earn CRLA certification themselves, tutors must complete 3 additional hours of training and 25 hours of active tutoring. At the end of the 2018-2019 academic year, 57% of the staff had earned CRLA certification.



As part of their ongoing professional development in 2018-2019, Learning Center tutors took part in the following activities:

Workshops	Projects
Working with Students on the Autism Spectrum	Observe a fellow tutor
Dealing with Conflict and Courageous Conversations	Reflect on your tutoring practice
Rhetorical Analysis in English 101	
Supporting Students in MATH 085	
Reviewing Rhetorical Analysis Papers	
De-Escalation Training	
Concepts from MATH 151&152	
Using Accessible, Inclusive Language in Writing Tutoring Sessions	

## Assessment of Services

The Learning Center assesses services throughout the academic year using a variety of quantitative and qualitative approaches.

### Quantitative Assessments

Approach	Method
Usage reports	The Learning Center's sign-in system, Accudemia, is used to generate quarterly and annual reports that indicate how many students use the Center each quarter, the courses that bring them in, and the services that they use. These number are compared from quarter to quarter and year to year to identify trends, asses use, and set goals.
Collaboration with Cascadia's Institutional Researcher	The Learning Center collaborated with Cascadia's Institutional Researcher to gain a better understanding of the demographic groups that use (and don't use) the Center. This project is still underway.

### Qualitative Assessments

Approach	Method
End-of-Year Surveys	Students and faculty are surveyed at the end of each academic year regarding Learning Center services. All students who registered for a course during the given year are invited to participate, and separate surveys are sent to writing faculty (English, Social Science, ELP, and College 101) and those who teach STEM courses (Math, natural science, and BIT).
In-Center Surveys	In-Center surveys are conducted throughout the quarter using Survey Monkey on the Learning Center's iPads. There are two versions of the survey, one focused on the student's experience with a tutor and the other on their use of the Learning Center. These surveys provide specific information about students' day-to-day experience in the Learning Center.

### Survey Findings

- 97% of students surveyed said working with a tutor helped them better understand material
- 98% of students surveyed said that their tutor listened and seemed engaged when they spoke
- 92% of students surveyed said that their math/science tutor's questions and explanations were clear and easy to understand
- 97% of students surveyed said that their writing tutor's questions and explanations were clear and easy to understand
- 38% of students using the Learning Center were working on their personal devices while 27% came to use Learning Center computers
- 93% of students rate their Learning Center experience as a 4 or 5 out of 5

## Survey Comments

- “[The tutor] doesn't do the work for you or give you answers... rather challenge you with questions leading to your own answers.”
- “[The tutors] have helped me a lot in the past and always check that I understand the information after going through it with them. Very thorough.”
- “I was able to make a lot more progress than would be possible working on my own. They explained things in a way that I understood and found very helpful.”
- “Tutors are very concise when guiding you through the problem without solving it themselves.”
- “We figured it out together which made me feel not so dumb about the content.”
- “I am very happy that this opportunity is given to students. As a running start student I was scared to get help but the tutors are very friendly and kind. Thank you so much for this opportunity.”
- “I love coming here to study and do my homework independently, it is easier to focus in here.”
- “This is a great place to get your work done! The staff are always friendly and helpful!”



## Language Learning Center

Located in Cascadia's Global Learning and the Arts Building (CC3-125), the Language Learning Center (LLC) provides Japanese and Spanish tutoring and a variety of language-learning resources. The LLC also hosts events and activities each quarter to support language learning and foster cultural engagement.

### Tutoring

The Language Learning Center provides tutoring on a drop-in basis to Cascadia students enrolled in 100- and 200-level Japanese and Spanish courses.

The LLC tutors had over **300 visits** from **139 unique student visitors** in 2018-2019, and supported students enrolled in all levels of Spanish and Japanese courses.



### Events

World Language Café: Tutor-led, drop-in sessions where students can engage with peers and professionals from across campus through conversation groups and skill-building games and activities. Seven sessions were held in 2018-2019.

International Film Screenings and Discussions: The LLC offers scheduled viewings of foreign language films followed by a tutor-led discussion. The 2018-2019 sessions included:

- *Castle in the Sky* (Japanese)
- *Ferdinand* (Spanish)
- *Mirage* (Spanish)
- *Tokyo Sonata* (Japanese)

Días de los Muertos Sugar Skull Decorating: The LLC sponsors this free, campus-wide activity to help commemorate the important Days of the Dead holiday every fall.

Origami Workshops: The LLC provided informal, drop-in origami lessons in the winter and spring quarters.



### Study Space

The LLC serves as a workspace where students can work on homework, projects, and practice their language skills. Learning games and academic resources are available to students as are books and magazines in Japanese and Spanish. The LLC also promotes global learning opportunities off campus such as Cascadia's study abroad programs, the Seattle International Film Festival, Japan Fair, and a variety of other festivals, speakers and arts events to encourage cultural engagement beyond campus.

## Online Tutoring through the Western E-Tutoring Consortium

### Services

All currently enrolled Cascadia students have access to free online tutoring through the Western E-Tutoring Consortium (WeTC). Students have access to 3 different eTutoring services:

**eWriting lab:** An asynchronous service that allows students to submit papers for review by an online writing tutor.

**eChat:** A synchronous tutoring service that allows students to interact with a tutor one-on-one in a virtual, real time environment. This service is available for all subjects except writing.

**eQuestion:** An asynchronous service that allows students to pose a question to a tutor in their discipline.

### Staff

The WeTC is staffed by tutors from participating colleges and universities. Each institution is required to provide tutor hours commensurate with their usage of the service. For 2018-2019, Cascadia provided 5 hours per week of writing tutoring.

### 2018-2019 Student Use by Service

While eChat was the most popular online service with a total of 172 sessions logged for the academic year, students accessed eTutoring for support in math, science, accounting, and computer science coursework during the 2018-2019 academic year.

Sessions	Summer	Fall	Winter	Spring	Total
eWriting Lab	N/A	18	6	11	35
eChat	N/A	114	22	36	172
eQuestions	N/A	12	14	5	31
<b>Total</b>	N/A	144	42	52	238

## TUTORING SUBJECTS

- Accounting
- Anatomy and Physiology
- Biology
- Chemistry
- Economics
- Engineering (Circuits & Digital Systems only)
- Math (Developmental through Calculus)
- Microsoft Office
- Physics
- Spanish
- Statistics
- Web Development (xHTML, CSS and Adobe Dreamweaver)
- Writing

## Supplemental Instruction (SI)

### Services

Supplemental Instruction (SI) is a national best practice in the field of learning assistance. The program offers organized group study sessions outside of class for students in high risk courses: those with high DFW rates, gateway classes, and/or courses that are traditionally challenging. These sessions focus on building content knowledge as well as independent and group study skills, and they are facilitated by an SI leader, a student who has successfully completed the course and excelled academically. This program was piloted during the spring 2014 quarter, and Cascadia has since offered SI for four to nine classes each quarter of the regular academic year.



### Staff

The SI program staffs four to nine SI leaders each quarter. They are assigned to a specific section of their designated course and attend all classes. They hold three separate one hour SI sessions each week and are responsible for planning and facilitating these sessions. While SI leaders align their session plans with content from the class they attend, students enrolled in other sections of the course are able to participate in the sessions.

The program also employs one senior SI leader each quarter. This is a former SI leader who provides additional support for the SI leader staff by holding weekly office hours, conducting regular observations, and reviewing SI leader session plans.

SI leaders are current students at Cascadia or UW

who have successfully completed their SI course or its equivalent with at least a 3.0 and who have maintained a cumulative GPA of 3.0 or better in their SI discipline area. Most of our SI staff exceed these minimums. SI leaders complete an intensive 2 day training to prepare for this role.

Fall 2018		Winter 2019		Spring 2019	
Course	Sections Served	Course	Sections Served	Course	Sections Served
BIO 211	4	BIT 143	1	MATH 141	3
BIT 142	1	CHEM 161	3	MATH 146	2
CHEM 139	2	MATH 151	3	MATH 151	3
MATH 151	1	MATH 152	2	MATH 152	2
		PHYS 221	2	PHYS 221	3
		PHYS 222	2	PHYS 222	2
<b>SI Sections</b>	<b>8</b>	<b>SI Sections</b>	<b>13</b>	<b>SI Sections</b>	<b>15</b>
<b>SI Leaders</b>	<b>4</b>	<b>SI Leaders</b>	<b>6</b>	<b>SI Leaders</b>	<b>6</b>
<b>Total Sections Served in 2018-2019</b>	<b>36</b>				

## 2018-2019 Student Use and Classes Served

Fall 2018			Winter 2019			Spring 2019		
Course	Students who attended 1+ SI session	Students who attended 3+ SI sessions	Course	Students who attended 1+ SI sessions	Students who attended 3+ SI sessions	Course	Students who attended 1+ SI session	Students who attended 3+ SI sessions
BIO 211	21	6	BIT 143	3	0	MATH 141	16	7
BIT 142	3	0	CHEM 161	8	3	MATH 146	5	1
CHEM 139	18	4	MATH 151	10	1	MATH 151	5	1
MATH 151	4	2	MATH 152	6	2	MATH 152	12	4
			PHYS 221	8	3	PHYS 221	10	4
			PHYS 222	12	6	PHYS 222	18	10
<b>Total</b>	<b>46</b>	<b>12</b>	<b>Total</b>	<b>47</b>	<b>15</b>	<b>Total</b>	<b>66</b>	<b>27</b>



## 2018-2019 SI Assessment

### Quantitative Assessment

Approach	Method
Quarterly section-by-section assessment	SI is assessed section by section each quarter using session attendance records and final course grades. SI participants' retention rates and final grades are compared to those who did not use the service. SI participants are also organized into groups according to how many sessions they attended, and this provides insight into how frequency impacts performance.

### Qualitative Assessment

Approach	Method
Quarterly student surveys	All students enrolled in a section with an assigned SI leader are surveyed at the end of the quarter. There are two version of the survey, one for students who attended at least 1 SI session and one for students who did not attend.

### Assessment Findings

While results vary by section and quarter, the following conclusions can be drawn based upon the collected data:

- Students who attend SI have significantly lower withdrawal rates than those who do not attend
- Students who regularly attend SI sessions (attend 3+ sessions in a quarter) generally earn grades higher than those who do not attend by .2-1.5 grade points
- Students who attend 6-9 sessions in a quarter generally see the strongest results

### What Students Say About SI

- “[SI] helps you know [what] you don't know.” (BIO&211)
- “It's a great way to study and engage in the material. It helps your grade a lot!” (BIO&211)
- “[SI sessions] are good for identifying problems you may have not thought of.” (CHEM 139)
- “Working on problems in small groups and then as a whole helps you talk out problems and get a better understanding.” (CHEM 139)
- “[SI] was super helpful to me and I think a lot of people could benefit. Helps you learn in an independent way.” (CHEM 161)
- “[SI] was extremely helpful to be able to review the material and practice it. It helped solidify what we were learning.” (MATH&141)
- “The group work helped us find the answer ourselves.” (MATH&151)
- “[SI] helps with conceptual understanding.” (PHYS&222)
- “[SI] helps to reinforce material.” (PHYS&221)





## Bock Learning Center 2018-2019 Annual Report Notes

2017-2018 Comparison

### Changes in services

- *Embedded Tutoring:* We chose to reduce our range of offerings for this program to focus on the English co-requisite course, ENGL 099, for 2018-2019. A tutor was assigned to each section of ENGL 099, and they worked closely with faculty to provide support for students both in and outside of the classroom. This support for co-requisite courses will extend to math beginning Fall 2019. Embedded tutoring for ESL was the exception to our reduction, and it continued for its 4<sup>th</sup> consecutive year.
- *Public Speaking Coaching:* The Learning Center collaborated with CMST faculty Debra Waddell to pilot this program in 2018-2019. It is staffed by student volunteers and provides support for students enrolled in CMST&220: Public Speaking. The service was heavily used and will continue into 2019-2020 with plans to expand support to other courses and disciplines.
- *Summary Diagnostic Review:* Writing tutors began reviewing Summary Diagnostic submissions in Fall 2016, and student participation has increased significantly in the past two years. Writing tutors reviewed a total of 930 summaries in 2018-2019, 199 more than they reviewed in 2017-2018.
- *Language Learning Center Page:* While not a change in services, we added a page describing LLC services to this year's report. While this space is primarily managed by language faculty, it falls under the Learning Center's umbrella and language tutors participate in our training program.

### Changes in student use of services

#### *Learning Center use by visits*

	2017-2018	2018-2019	Difference
<b>Account Help</b>	1118	1277	14.22%
<b>Programming Tutoring</b>	599	448	-25.21%
<b>ELP Coaching</b>	303	238	-21.45%
<b>Math Tutoring</b>	2455	1793	-26.97%
<b>Chemistry/Physics Tutoring</b>	1164	741	-36.34%
<b>Writing Tutoring</b>	1201	1137	-5.33%
<b>Studying-No Tutor</b>	18,317	17,739	-3.16%
<b>Total Visits</b>	24,231	23,085	-4.73%

#### *SI Sections Served*

	2017-2018	2018-2019	Difference
<b>Fall</b>	11	8	-27.27%
<b>Winter</b>	8	13	62.5%
<b>Spring</b>	10	15	50%

## SI Session Attendance

	2017-2018	2018-2019	Difference
<b>Fall</b>	76	46	-39.47
<b>Winter</b>	56	47	-16.07
<b>Spring</b>	84	66	-21.43

## Analysis of Changes

### Increases

- *Account Help*: While the Learning Center saw an increase in students signing in for account help, at least some of this increase is a result of students not signing in correctly. 'Account Help' is at the top of the list of services students select from when signing in, and changes to our sign-in process for tutoring may be leading students to choose this first option rather than reviewing the full list of tutoring services.
- *SI Sections Served*: Prior to 2018-2019, SI sessions were only marketed to students enrolled in a course with an instructor who had an SI leader. This year, we began marketing to all students enrolled in a course that offered SI, regardless of whether or not the SI leader was working with their instructor. To share information about SI with students, anyone enrolled in a course with an SI offering (e.g. all MATH&151 students, all BIO&211 students) were added to an SI Canvas page for that course. The SI leader used that page to share information about session times and locations and post documents used in the sessions. While this expanded marketing allowed us to reach more students, it did not result in higher attendance numbers (see below). However, we did see students from a wider range of sections participating in SI.

### Decreases

There are decreases in student use across our tutoring and SI services. We are looking closely at these numbers, and our preliminary assessment has identified the following as some possible influences:

- *Decreased enrollment*. Cascadia enrollment decreased by 6% in 2018-2019, and that means fewer students on campus to make use of our services. Our total decrease in visits to the Learning Center was 4.76%, so the percentage of enrolled students who made use of our services was slightly up for the year even though the total number of visits was down.
- *Sign in errors*. There are significant decreases in use of math and science tutoring, and sign-in errors likely account for some of this. 'Account Help' is the first service in the list students choose from when signing in, and changes to our sign-in process for tutoring in math/science may be leading students to select their service too quickly. With this in mind, we have made some adjustments to our sign-in process.
- *SI offerings for new courses*: While we expanded our SI offerings to more class sections, attendance is down across many classes. Some of this is due to the fact that we offered several unsuccessful pilots for new courses (BIT 142, BIT 143, MATH 146). Attendance was particularly low for these sessions, and we will explore other supports for students in these courses for 2019-2020.
- *Winter snow closures*. The snow closures impacted attendance across our programs. In addition to reducing the overall quarterly hours services were offered, attendance for SI and tutoring never fully recovered to anticipated levels once classes resumed.

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

**Subject:** Monthly Financial Reporting: 2018-2019 Operating Budget

**Background**

For the fiscal year ending June 30, 2019 college operations generated total revenues of \$20,945,164.26 with \$1,492,819.26 (7.67%) more than budgeted.

Expenses totaled \$21,200,291.82 with \$1,846,294.82 (9.54%) more than budgeted. Net Revenue was (\$257,127.56).

Attached is a summary for the Board's review.

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

		Budget	Actuals	Variance
<b>Revenue Sources</b>				
	State Allotments	10,276,016.00	11,805,083.00	1,529,067.00
	Operating Tuition	5,407,705.00	4,886,811.81	(520,893.19)
	Running Start	3,150,972.00	3,150,972.00	0.00
	Continuing Education	75,000.00	0.00	(75,000.00)
	College in the High School	49,175.00	49,175.00	0.00
	Adult Basic Education Fee	16,435.00	14,616.33	(1,818.67)
	Computer & Technology Fees	20,900.00	20,900.00	0.00
	Distance Education Fee	265,672.00	265,672.00	0.00
	Science Lab Fees	59,751.00	59,751.00	0.00
	Assessment Fees	65,272.00	65,272.00	0.00
	Application Fees	65,447.00	65,447.00	0.00
	International Students	0.00	547,222.50	547,222.50
	Investment Interest Earned	0.00	14,241.62	14,241.62
		<u>19,452,345.00</u>	<u>20,945,164.26</u>	
<b>Expenditures:</b>				
	Student Learning	7,603,676.00	8,626,353.93	1,022,677.93
	Academic Support	2,149,723.00	1,937,009.06	(212,713.94)
	Library	1,027,154.00	1,080,687.88	53,533.88
	Student Success	2,411,089.00	3,027,216.42	616,127.42
	Institutional Support	3,437,543.00	4,099,437.29	661,894.29
	Plant Operations	2,726,812.00	2,431,587.24	(295,224.76)
		<u>19,355,997.00</u>	<u>21,202,291.82</u>	
	<b>Net Operating Revenue (Loss)</b>	<u>96,348.00</u>	<u>(257,127.56)</u>	

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

**Subject:** Accreditation/Strategic Plan Update

**Background**

Dr. Kerry Levett, VP for Student Learning & Success will use this time each month to give the Board an update on the process associated with Accreditation and the Strategic Plan.

The previous Strategic Plan (2012-2019) will be coming to an end during this academic year. Simultaneously, the campus is working on multiple planning efforts that will comprise the new Strategic Plan (2020-2027). The Board will receive information on both of these efforts and be included throughout the process.

The college's 7-year Accreditation site visit occurs in April 2020. The Board will receive information on how the Strategic Planning process fits into this visit and subsequent assessment. As well, we will prep the Board on the activities that have occurred during the cycle, the background necessary for the visit, and the future directions of the college that will be important for the next accreditation cycle (2020-2027).

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

**Subject:** Cascadia College Foundation Update

**Background**

The Board will receive an update on the development of a new strategic direction for the Cascadia College Foundation.

Mark Collins, Director of the Foundation and Meagan Walker, VP for External Relations and Planning will give the Board an update on the Cascadia College Foundation and will be available to answer any questions the Board may have on this item.

**Cascadia College Board of Trustees**

**Action Items**

**Subject:** 2019-2020 BOT Chair and Vice Chair (1<sup>st</sup> Read/Action)

**Background**

In the September 11<sup>th</sup> Summer Board Retreat the Board determined who would be the new Chair and the new Vice Chair for the upcoming year – October 2019 through September 2020.

**Action**

The Board announces that Trustee \_\_\_\_\_ will be the Chair and Trustee \_\_\_\_\_ will be the Vice Chair for 2019-2020.

**Vote/Adoption:**

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

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

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

All in favor:

	Yes	No	Abstain
Miller			
Captain			
McDaniel			
Kelly			
Quint			

## Cascadia College Board of Trustees

### Action Items

**Subject:** 2019-2020 Legislative Action Committee BOT Representative (1<sup>st</sup> Read/Action)

#### Background

The Association of College Trustees (ACT) has requested Cascadia College submit the Legislative Action Committee BOT Representative for the upcoming Legislative Session.

#### Action

The Board announces that Trustee \_\_\_\_\_ will be the Legislative Action Committee BOT Representative for Cascadia College for 2019-2020.

#### Vote/Adoption:

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

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

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

All in favor:

	Yes	No	Abstain
Miller			
Captain			
McDaniel			
Kelly			
Quint			





***Cascadia Events & Advocacy Board (EAB)***

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

***Cascadia College***

***Meeting Date: September 25, 2019***

Cascadia student leaders in Student Life began training on August 26<sup>th</sup>. 13 students returned to campus to learn how to be Community Engagement Officers (CEOs) and members of the new Events & Advocacy Board (EAB).

During training, we had the opportunity to attend the Council of Unions and Student Programs (CUSP) leadership conference from September 7<sup>th</sup> to 9<sup>th</sup> in Pasco. As a team, we met with other students in similar roles to us around the state and shared programming ideas and advocacy strategies. Here, I also learned about the Washington State Community and Technical College Student Association (WACTCSA). This year's legislative agenda focuses on providing open educational resources and training incentives for educators, while decreasing international student tuition to encourage more international student enrollment, as well as other issues that have an impact on Cascadia's community.

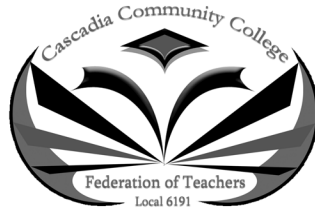
As the Events & Advocacy Board has been assembling and preparing for their responsibilities, we have also started arranging our Welcome Week offerings for students, such as tabling for the Textbook Accessibility Program (TAP) and planning for the ARC Carnival. Under EAB's Public Relations and Outreach Coordinator, TAP will start fall quarter.

Our Programming Chair is working closely with the Campus Events Board of UW Bothell (CEB) to organize a Harry Potter themed ARC Carnival, in which we will provide butter beer, wand making activities and a "Chamber of Secrets" escape room. Both events will be held during the first week of classes.

Many thanks for your time.

Appreciatively,

Aarushi Sahai, EAB Advocacy Chair



**Cascadia Community College Federation of Teachers**

**Local 6191, AFT**

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

***Cascadia College***

***Meeting Date: September 25, 2019***

- ❖ Classes are complete for Pre-fall 2019. Faculty are working hard on classes for fall quarter and are gearing up for the Accreditation visit later this school year.
- ❖ Faculty participated in Convocation and various professional development activities this month including a potluck lunch with WPEA and classified staff.

Respectfully submitted,

Sharon Saxton - Senior 2 Tenured Founding Faculty



**Washington Public Employees Association**

**UFCW Local 365**

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

***Cascadia College***

***Meeting Date: September 25, 2019***

We are excited and ready to start the year!

To kick things off we had a lunch with the CCCFT to bring together faculty and staff before the start of fall.

The stewards are in planning mode to create a schedule for the year for the quarterly meetings.

Thank you,

Marah Selves, Administrative Services Manager, M.Ed.