



October 9, 2019

Dear Board of Trustees and Campus Community:

We are well under way. Thanks to the Trustees for the smooth transition with our two new members. I feel like we are getting everyone up-to-speed, adjusting our agendas appropriately, and making some good changes with our reporting on accreditation, strategic planning, and finance.

As you have probably read in the Friday Letter, our new Equity & Inclusion Policy has been approved. This marks a milestone in our efforts to keep the campus at the forefront of this work. At the Board meeting we will present on why this work is important and our goals for 19-20.

Although this is a “short” month (our last meeting was 3 weeks prior to this one), we have been steadily working on managing our fall enrollment, getting classes started, standing in cues for parking spots, and getting the work done.

I look forward to seeing you next week!

Meet and Greet

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

Campus

- Meeting with New Board Chair, Roy Captain
- Special E-Team Meeting: Finalize E&I Plan
- Special E-Team Meeting – Life Maps
- Navigators Council Monthly Meeting
- ctcLink Steering Committee Meeting

Olympia/State

- WACTC President’s Group Quarterly Meeting – Peninsula College

Community

- Moderator at Redmond Mayor’s Candidate Forum
- City of Bothell/UWB/Cascadia Quarterly Meeting
- Centro Cultural Mexicano Lunch Invite – US Congresswoman Suzan DelBene Speaker
- Moderator at City of Bothell Candidates Forum
- Moderator at City of Kenmore Candidates Forum
- Bothell Chamber Board Meeting

UWB

- UWB – Deans Meeting with Dr. Murray and Dr. Levett
- Western Washington University/UWB Meeting Re: Co-Location

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

The Executive Team has identified sixteen action items that will be the priority for this academic school year. Each prioritized action item has been assigned a point person(s) that is charged with its execution.

Student Advisory Committee

The Office of Equity and Inclusion has started a student advisory committee. It is comprised primarily of students, along with two staff advisors. The focus for the committee is to advocate for student related issues regarding equity and inclusion. The committee will serve as a complementary appendage to the Equity and Inclusion Council.

Student of Color Conference

Lake Washington School District has sent out workshop proposals for their conference. The ideal number would be between 10-12 presenters. Several Cascadia faculty members have expressed interest in presenting.

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

Faculty

In addition to the summer faculty projects mentioned in the September report, projects were also completed by faculty in the English Language Program and Basic Education for Adults to improve curriculum and the student experience in those programs. Projects included a Level 6 curriculum redesign and the creation of grammar diagnostic tests in ELP, and integrating WAMAP into the Math Fundamentals curriculum in BEdA.

Dartmouth Summer Seminar

Natalie Serianni (Faculty, English) and Lindsay Burke (Asst. Director of the Bock Learning Center) attended the Dartmouth Summer Seminar to explore the Summary Diagnostic Writing Assignment used in English 101. They shared their findings on the last day of the seminar in a presentation entitled, "Educational Pathways into First Year Composition and Student Approaches to Cascadia College's Diagnostic Assessment." They will be sharing those findings with members of our campus community over the next few months.

SBCTC Grant Approvals

The SBCTC recently approved two new Job Skill Program grants, which provide specific on-site training for area businesses and are coordinated through our partnership with Everett's Corporate and Continuing Education program. The grants exceed 350K to work with Genie-Terex and several companies that are part of Senior Aerospace.

The SBCTC also approved a small Perkins grant amounting to \$16,400 for a digital marketing campaign of our two-year professional technical programs that will be coordinated through External Relations and Planning.

Health & Wellness Resource Center (HWRC)

Attached is a data summary of the HWRC (Health & Wellness Resource Center) usage.

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

Information Services

The first two weeks of fall quarter are always a busy time on campus for everyone. Thankfully, the Helpdesk and Analyst teams in Information Services have been able to reduce some of the stress by making sure that the classroom technology is in peak performance, reducing the number of classroom support calls to the Helpdesk and the number of classes delayed because the technology needed wasn't available. During the first two weeks of fall quarter in 2018, we responded to 30 requests for support in a classroom for broken technology and, in the same timeframe in 2019, we responded to only 13. This was accomplished through a year's worth of ongoing process improvement in our testing processes, ongoing training and education in how the systems work and changes to the technology configuration to improve their reliability.

Additionally, Cascadia students continue to increase their use of services at the Helpdesk. In the first two weeks of 2018's fall quarter, we provided 59 devices to students for checkout. During the same timeframe this fall, we have provided 63. Additionally, we've seen increased traffic for assistance with student accounts (Cascadia and UW NetID) due to the implementation of the new parking permit system.

One of our campus mobile labs was replaced – a set of 30 newly configured laptops is now available for class use in CC1/2 (and is already in heavy use). The students approved the funding of these laptops as part of their regular replacement plan.

Human Resources

With October here and November around the corner, we are pleased to be bringing on board two new Exempt staff members this fall, including Lily Allen, the new Executive Assistant to the President, and Rebecca Chen as our new Director of Finance. Each of them brings with them experience in higher education from other schools, and we are eager to have them both at Cascadia.

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

- Student Life Community Engagement Officers (CEOs) & Events & Advocacy Board (EAB) – 14 student employees,
- ARC & Outdoors Wellness Leaders (OWL)- 6 student employees,
- The Bock Learning Center & Language Lab – 30 student employees,
- Work-Study – 5 student employees (on-going hiring),

Student Learning was also no exception. With the beginning of Fall we welcomed 8 new Associate Faculty to join our English, Math, Political Science Earth Science disciplines.

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

HR and Payroll would like to acknowledge and thank Gayle Waddle-Wilkes, Payroll Coordinator, for her 15 years of service here at Cascadia.

Training and Development

In addition to being Manager of Professional Development, Samantha Brown also serves as ctcLink Organizational Change Manager (OCM). One way she supports the people side of change is through OCM chats. The chats serve as a way to gather information about what kinds of support people want and need as they do the heavy lifting to get ctcLink up and running at Cascadia. Chats are held with Steering Committee members, Project Management Team members, and others

taking on leadership in areas such as testing, training, and security. As ctcLink works expands, the number of people enjoying an OCM chat will grow. Samantha gathers common themes emerging from the chats and shares them with the Steering Committee so the group can strategize around messaging, communications, and support. The chats have been an invaluable source of information about how to best support people through this change.

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

Outreach/Marketing

Prospective Student Outreach

The outreach team attended a new event with International Programs partners. The Seattle Education Fair was held in Redmond and hosted by the Nanhai Art Center. The team engaged in meaningful conversations and the College's participation resulted in increased visibility in a service area where Cascadia is often overlooked. The team continued to engage prospective students, families, and counselors in September by hosting or attending 9 events yielding 178 points of contact. The outreach team welcomes new part-time hourly outreach coordinator, Meima Edjehah.

Communications

An Opinion-Editorial piece co-authored by President Murray and President Morrison of Lake Washington Technical College was published in the Bothell/Kenmore Reporter. The article focused on the passing of HB 2158 and the importance of investing in student success. A Media Release training session was facilitated by Vice President Walker, resulting in successfully published media releases authored by Assistant Director of Sustainability Stephan Classen regarding Cascadia/UWB's shared environmental stewardship practices

Design

The print version of Cascadia College Foundation's Annual Report to the Community was completed and is being shared on campus and with our external partners. Updates to the BEdA program website were completed giving the site a fresh new look. Posters and signage were also created to help promote the program.

International Programs

Despite continuing VISA problems for students from China, India, Turkmenistan and Vietnam (all of which have previously represented at Cascadia), International Programs welcomed 47 new international students representing 19 countries. Some of these are new to Cascadia such as Egypt, France, Belarus, Bosnia-Herzegovina, Kenya, and Zambia. International Programs staff engaged students with a successful four-day International Student Orientation. Recruiting continues in locations such as the United Kingdom, Japan, Taiwan, and the United Arab Emirates with education fairs, agent partner visits and seminars. The Study Abroad program is also going strong with five students in Tokyo, Japan and one in Barcelona, Spain.

Foundation

Cascadia College Foundation in partnership with United Way of King County awarded a \$25,000 grant to assist students at risk of stopping or dropping out due to a financial crisis. Foundation Director, Mark Collins, in collaboration with College executive leadership, continues the work needed for the Foundation Board of Directors to increase their membership and develop and implement a strategic plan focused on fundraising to support the College' Strategic Enrollment Management initiatives and ultimately benefit our more vulnerable student populations.

Facilities and Capital Projects

Capital Projects

Permits for the West Garage are in place and construction is underway. Completion is expected at the end of summer 2020. The new Corporation Yard is also moving forward. The loading dock and warehouse will be able to store supplies, receive deliveries, and serve as the HQ for mail services. Lease Crutcher Lewis, the construction management team who did UWB's Discovery Hall, have been identified for the STEM 4 project. Small work teams from both institutions will be formed after the New Year to help design the building.

Facilities

Efforts are underway to ensure that individuals with disabilities are able to obtain accurate information about the existence and location of accessible routes. A series of small projects are being planned for summer 2020 that will address route barriers such as replacement of concrete panels on campus paths. An interactive GIS map and new wayfinding signage are being developed.

Events

Rabia Ramzan will fill in as Events Coordinator while Paula Molina is away on family leave. Rabia has already started working with and learning from Paula. A smooth transition is expected and the team is wishing Paula the best with her new baby girl set to arrive at the end of October.

Planning

Emergency Preparedness

The Emergency Preparedness team presented workshops at the College's Convocation event. Staff and faculty were introduced to the team and provided with information and resources to be aware of heading into the 2019-20 academic year. Emergency Preparedness training and planning are ongoing.

From the Program Manager for ctcLink, Scott McKean:

Although deployment group 3 (DG3) remains on schedule, on September 10th the SBCTC ctcLink Steering Committee approved the 3-week delay in DG3 Go-Live from February 19th to March 9th thereby providing DG3 colleges relief from ctcLink activities during our Thanksgiving and Christmas/New Year holiday breaks.

All departments completed their quarterly Legacy data error cleanup and PeopleSoft data validation for cycle #3. New data cleanup error files for Legacy to PeopleSoft data conversion cycle #4 will be received mid-October.

In late September early October, our Schedule and Curriculum Manager and Director of Enrollment Services attended a 4-day workshop to build academic year 2020 class schedules into the PeopleSoft "dual maintenance" Production environment.

We look forward to seeing you at the Board meeting on October 16th.

Respectively submitted,

Eric

HEALTH & WELLNESS RESOURCE CENTER

SEPTEMBER 26, 2018 – JUNE 14, 2019

UNITED WAY BENEFITS HUB

YEAR 1 SERVICES

Financial Coaching & Paying For College
 - FAFSA/WASFA & scholarship assistance
 - Financial literacy education through individual coaching and workshops

Homelessness Prevention & Housing Navigation

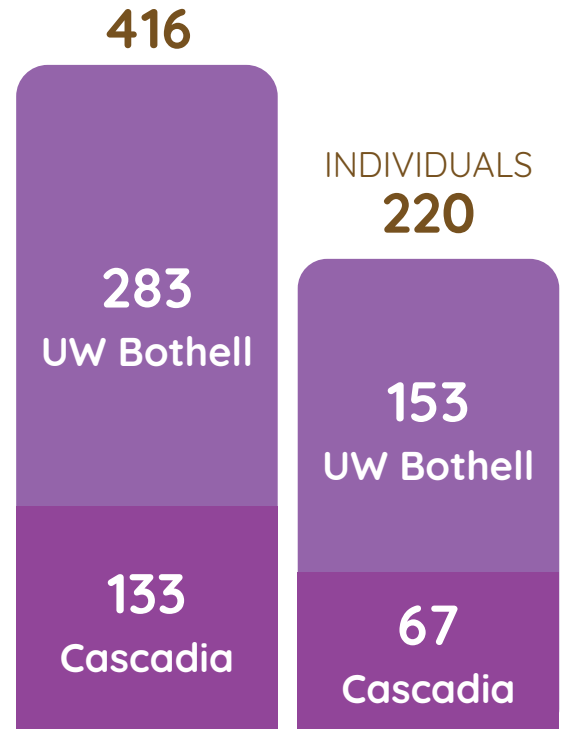
Public Benefits Access
 - Health insurance, reduced fare bus pass, and food assistance (EBT) enrollment

Other Resources & Referrals to Support Student Wellbeing

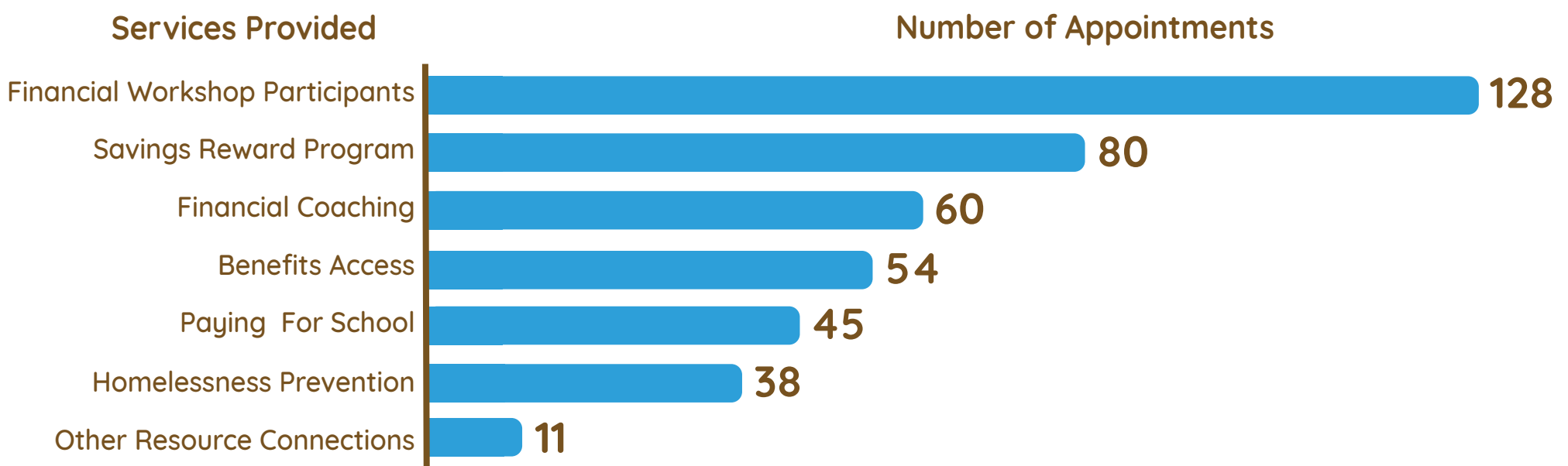
Free Tax Preparation

Savings Reward program
 - \$2 earned for every \$1 saved, through a partnership with United Way of King County & the Washington State Employees Credit Union

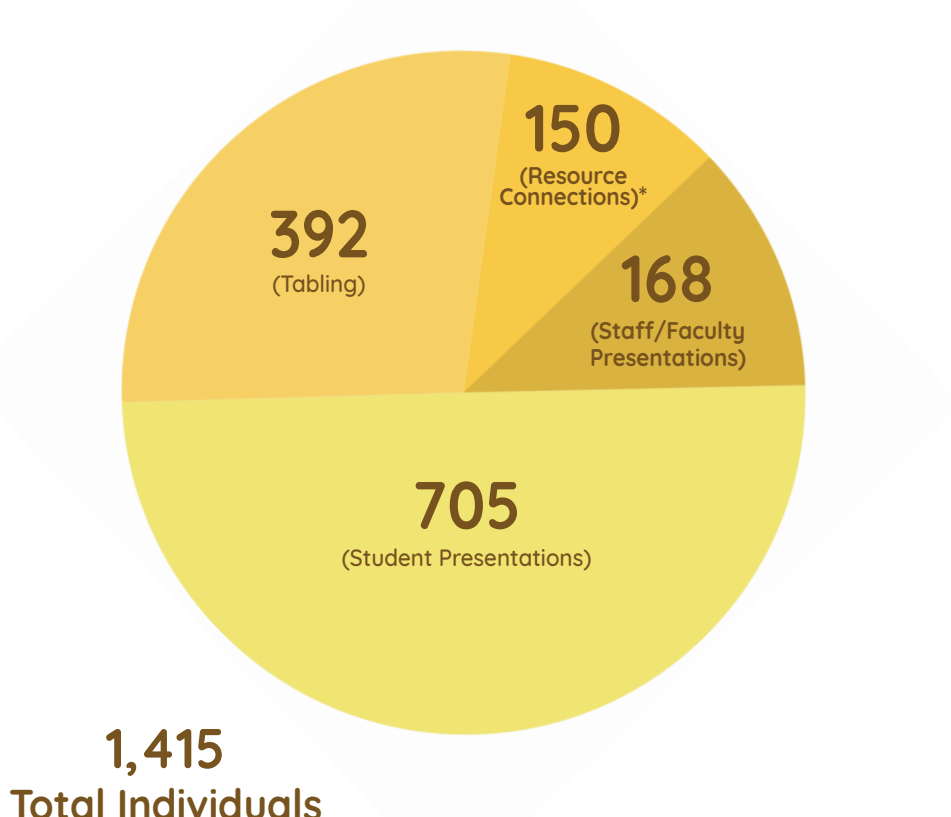
APPOINTMENTS



RESOURCE UTILIZATION



OUTREACH



TAX PREPARATION

155 individuals served, for a total of \$175,467 in refunds

OTHER

- + 37 students tested for HIV
- + 128 students attended Wellness Fest
- + 3,500+ condoms distributed
- + 200+ doses of emergency contraceptives distributed

Cascadia College Board Meeting 10-16-19
 *Includes email, phone, and in-person assistance



Board of Trustees

Meeting Agenda

Mr. Roy Captain, Chair
Ms. Janet McDaniel, Vice Chair
Mr. Mike Kelly
Dr. Meghan Quint
Dr. Colleen Ponto

Regular Meeting
Wednesday, October 16, 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, October 16, 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. CAMPUS TOUR – 4:00-4:45 p.m.

4. CONSENT AGENDA

- Meeting Agenda
- Minutes from our last meeting – September 25, 2019

5. 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.

6. 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 – applications being reviewed

Social Issues & Inclusion Coordinator – Deja Harris

- Introduction of New Employees/Promotions:

President's Office

Lily Allen, Executive Assistant to the President

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

7. INFORMATION ITEMS

- Disability Support Services 2018-2019 Annual Report (KL)
- Enrollment Update – (KL)
- Corporate and Continuing Education Plan – (EM)
- BOT Topics Since 2016 – (EM)

8. DISCUSSION/PRESENTATION ITEMS

- Monthly Financial Reporting: Philosophy on Reserves – (ML)
- Accreditation/Strategic Plan Update – (KL)
- E&I Action Plan – (JE)
- Emergency Preparedness – (MW)

9. RECOMMENDED ACTION ITEMS

- None

10. 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

11. OTHER BUSINESS OR ANNOUNCEMENTS

12. NEXT MEETING

- Wednesday, November 20, 2019
- No regular board meeting in December
- Wednesday, December 11, 2019:
 - Special Meeting – Board Winter Retreat
 - Discussion: President's Self-Assessment
 - Time: 4:00-6:00 p.m.

- Location: TBD

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

**Minutes
Regular Meeting
Cascadia College Board of Trustees
September 25, 2019**

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

BOARD OF TRUSTEES

Chair Dr. Julie Miller, Vice Chair Roy Captain, Mike Kelly, Janet McDaniel and Dr. Meghan Quint present.

EXECUTIVE STAFF

John Eklof, Dr. Kerry Levett, 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 – Aarushi Sahai, EAB Advocacy Chair absent.

WPEA Representative – Marah Selves, Administrative Services Manager present.

AUDIENCE

Nureni Adeyemo, Alan Arevalo, Erin Blakeney, Lindsay Burke, Patrick (Fung Pak) Chiu, Glenn Colby, Mark Collins, Lyn Eisenhour, Rose Haskell, Kirk Heynen, Kim Jones, Alex Lee, Abigail Lowrie, Becky Riopel, Dr. Erik Tingelstad, Phu Tran, Kris Van Dyke, and Kristina Young present.

EXECUTIVE SESSION

There was no Executive Session planned for this meeting.

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

1. CALL TO ORDER

Chair Dr. Julie Miller called the meeting to order at 4:00 p.m.

2. CONSENT AGENDA

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

3. PUBLIC COMMENTS

There were no public comments.

4. INTRODUCTIONS OF NEW COMMUNITY ENGAGEMENT OFFICERS (CEOs) AND NEW EMPLOYEES/PROMOTIONS:

- Introduction of new Community Engagement Officers (CEOs):

President Murray asked Becky Riopel to introduce the new Community Engagement Officers (CEOs). Ms. Riopel turned the introductions over to the students' advisor Kirk Heynen. Mr. Heynen introduced the following CEOs to the Board.

Student Life

Clara Petersen, Digital Engagement (absent)
Patrick (Fung Pak) Chiu, Outreach & Marketing
Alan Arevalo, Outreach & Marketing
Phu Tran, Graphic Design
Rose Haskell, Graphic Design

- The following new employees were introduced to the Board:

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

- There were no employee promotions to share with the Board by E-Team members.

5. INFORMATION ITEMS

Bock Learning Center 2018-2019 Annual Report

The Board received the Bock Learning Center 2018-2019 Annual Report and an Annual Report Comparison for 2018-2019 and 2017-2018. Lindsay Burke, Assistant Director of the Bock Learning Center was present to answer any questions the Board had on this information. The Board had no questions on the material presented and they thanked Ms. Burke for the thorough and informative reports.

6. DISCUSSION/PRESENTATION ITEMS

Monthly Financial Reporting: 2018-2019 Operating Budget

President Murray offered the following information on the operating budget: 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). President Murray gave the Board a presentation on the operating budget.

A copy of the President Murray's PowerPoint presentation is available on request.

Accreditation/Strategic Plan Update

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) is ending this academic year. Simultaneously, the campus is working on multiple planning efforts that will comprise the new Strategic Plan (2020-2027). The Board received information on both of these efforts and the college is hopeful that the Board will participate 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, Dr. Levett and President Murray 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).

A copy of Dr. Levett's PowerPoint presentation is available on request.

Cascadia College Foundation Update

VP for External Relations, Meagan Walker, introduced Mark Collins, the Director of the Foundation who gave the Board an update on the development of a new strategic direction for the Cascadia College Foundation. Mr. Collins reported on the foundations strategic priorities:

- Program Alignment with Missions
- Operational Stability
- Resource Development & Fundraising
- Board Development, Performance & Retention

Mr. Collins also shared that a Strategic Planning Task Force and a Strategic Plan were developed and he reviewed the work plan and the timeline for these activities with the Board. The Board was extremely pleased with the update and they commented that they liked the direction the Foundation is heading. Foundation Board Chair, Alex Lee, was present and the Board thanked him for his 9 years of involvement in the Foundation. The Board commented that the new direction he is taking the Foundation is excellent!

A copy of Mr. Collins PowerPoint presentation is available on request.

7. RECOMMENDED ACTION ITEMS

2019-2020 Nomination of the Board of Trustees Chair and Vice Chair (1st Read/Action)

At the Board Summer Retreat, the Board nominates trustees for chair and vice chair. Once the nominations are accepted, the Board elects the newly slated officers for the upcoming year and they start their term at the October board meeting. Chair Dr. Julie Miller announced that trustee Roy Captain will be the new Chair and trustee Janet McDaniel will be the new Vice Chair for 2019-2020

Chair Dr. Julie Miller asked for a motion to nominate trustee Roy Captain as Chair and trustee Janet McDaniel as Vice Chair for 2019-2020. Trustee Janet McDaniel made a motion to approve the nomination of Chair and trustee Dr. Meghan Quint seconded the motion. Trustee Roy Captain made a motion to approve the nomination of Vice Chair and trustee Mike Kelly seconded the motion. Hearing no objections the Chair and Vice Chair for 2019-2020 will be Roy Captain and Janet McDaniel.

2019-2020 Legislative Acting Committee BOT Representative (1st Read/Action)

Annually, the Association of College Trustee's (ACT) requests each college submit their Legislative Action Committee BOT representative for the upcoming Legislative Session. Trustee Janet McDaniel agreed to be the 2019-2020 Legislative Action Committee BOT Representative.

Chair Dr. Julie Miller asked for a motion to nominate Janet McDaniel as the 2019-2020 Legislative Action Committee BOT Representative. Chair Dr. Julie Miller made a motion to approve the nomination of Janet McDaniel and trustee Dr. Meghan Quint seconded the motion. Hearing no objections, the 2019-2020 Legislative Action Committee BOT Representative will be trustee Janet McDaniel.

7. REPORTS

Cascadia Events & Advocacy Board (EAB): Advocacy Board Chair Aarushi Sahai absent.

Cascadia Community College Federation of Teachers (CCCFT): Sharon Saxton, Senior 2 Tenured Founding Faculty commented that the faculty are back, doing professional development activities, getting to know the new faculty and learning how to operate the new copiers.

Cascadia College Classified Union Washington Public Employees Association (WPEA) Report: Marah Selves reported that the faculty are back and are settling in for their first week of teaching.

Chair and Individual Board Members Reports:
Nothing to report.

Presidents Report:

President Murray commented that the college is meeting the ctcLink benchmarks but SBCTC is still managing the project. All of campus will be involved with ctcLink in winter quarter. Trustee Kelly asked if it would be helpful if the Board wrote a letter to the SBCTC regarding their concerns on the funding of this project. President Murray explained that he will be attending the October WACTC President's Meeting and they will be discussing this same issue and he will report to the Board on that discussion. After that meeting, the President and Board Chair will determine if a letter would be helpful.

8. OTHER BUSINESS/ANNOUNCEMENTS

President Murray *publicly thanked Trustee Dr. Julie Miller* for her 10 years of service to Cascadia College and presented her a signed Board Resolution 09-25-19-01 that highlighted the following items during Dr. Miller's time with the college:

- Elected Board Chair twice
- Involved in awarding tenure to 34 candidates
- Involved in two Master Planning processes
- Involved in Continuing Education and the Foundation, as well as serving on the Cascadia College Foundation Board
- Participated in the approval of two college Bachelor's degrees
- Provided sound governance and decision-making through an evolving Northwest Accreditation Cycle
- Championed the College during years of merger discussions
- Co-established the "Miller-Hofmeister Scholarship for Women in STEM" through the Cascadia College Foundation

All trustees thanked Dr. Miller for the outstanding professionalism she brought to the Board and stated they truly enjoyed working with her over the past 10 years.

Chair Dr. Miller thanked everyone for the kindness and professionalism she received while a Cascadia College Trustee and stated she truly enjoyed the experience. She is excited in the direction that the College is heading and she wished the Board success with the new trustees.

9. MEETING ADJOURNMENT

Chair Dr. Julie Miller adjourned the regular meeting at 5:05 p.m.

10. Minutes Approved and Adopted on October 16, 2019:

Roy Captain, Board Chair

Attest:

Dr. Eric Murray, President

Bdminutes092519

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. The new CEOs were introduced to the Board at the October 18th 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 – applications being reviewed
- Social Issues & Inclusion Coordinator – Deja Harris

New Employee:

President's Office

Lily Allen, Executive Assistant to the President and Rules Coordinator

Attached is a brief bio on the new employee.

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 introduce his new Executive Assistant.

New Employee Bio

Lily Allen, Executive Assistant to the President and Rules Coordinator

We are delighted to announce that Lily Allen is the new Executive Assistant to the President and Rules Coordinator. Lily's first day at Cascadia was October 14th. Lily comes to Cascadia from South Seattle College where for the past 4 years she worked as the Executive Assistant for the Vice President of Administrative Services. Before working at South Seattle College Lily worked at DigiPen Institute of Technology as a Marketing & Events Coordinator and worked on youth development and continuing education. Lily received her B.A. in Communications from Linfield College in May 2012. Please join us in welcoming Lily to our Cascadia family.

Cascadia College Board of Trustees
Information Items

Subject Disability Support Services 2018-2019 Annual Report

Background

Attached for the Board's review and information is the Cascadia College Disability Support Services 2018-2019 Annual Report.

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

Disability Support Services Annual Report 2018-19

Mission:

Disability Support Services (DSS) provides reasonable accommodations support services to students with accessibility needs in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities (ADA) Act of 1990 including Amendments made in 2008. Our mission is to provide equal access and opportunity while promoting self-determination.

By the Numbers:

Table 1: Student Information

Students Served:	Average students served per quarter:	Average GPA of a student registered w/DSS:
257 students	147 students	2.95

Table 2: Frequently Used Accommodations

Year:	2018-19	2017-18
Number of exams proctored:	1,054 exams	792 exams
Textbooks provided in Accessible Formats:	49 textbooks	65 textbooks
Notetakers in classes:	48 notetakers	30 notetakers

Table 3: Student Demographic by Diagnosis

Diagnosis Type	Number of Students
Learning Difference	104
Psychological or Emotional difference	57
Chronic or Acute Health Condition	28
Autism Spectrum	25
Neurological or Nervous System Condition	18
Deaf and/or hard or hearing	9
Mobility Condition	7
Blind or Vision Difference	5
Speech and Language Difference	4

Table 4: Reasonable Accommodations Determined Per Quarter (Average)

Accommodations	Average Number Determined per Quarter
Extended time on exams/quizzes	126
Note taker	84
Permission to record audio lectures	62
Breaks during class	38
Accessible Digital Textbooks	35
Flexibility in Attendance	31
Extended time on in-class assignments	21
Preferential Seating	21
Laptop use in class (internet disabled)	18
Copy of overheads/PowerPoints for in class use	16
Captioned Videos	7
Food & Beverage allowed in class	7
Provision to take breaks during exams	6
Classroom Furniture Modification	6
Memory Aid during exams	5
ASL Interpreters in the classroom	4
Provision to sit, stand, & move around in class	4
Large Print Handouts	3
1-3 days extension of assignments	2
Submitting written assignments instead of typed	2

Highlights:

The New DSS Testing Center

In January, DSS was able to add nine additional spaces to the DSS Testing Center by remodeling CC1-130F. This gave DSS fifteen total workstations for students to utilize when accessing their testing accommodations. The additional space was necessary, as the demand for the DSS Testing Center had seen a sharp increase over the past several years. Not only did DSS acquire nine additional workstations but we also revamped our existing space in CC1-130D by remodeling the six existing workstations with a height adjustable desk, new computers equipped with assistive technology, and an increased sense of privacy. The New DSS Testing Center has allowed us to better support students with exam accommodations and we are very appreciative of the efforts given by IT, Finance, Student Success Services, and the Budget Council to allow for this expansion.



Figure 1:CC1-130D



Figure 2:CC1-130F

Stop, Think, & Reflect Panel

To acknowledge Disability Awareness Month, DSS collaborated with the Center of Culture, Inclusion, and Diversity to host the Stop, Think, & Reflect Panel. The panel consisted of students discussing current issues related to attending college with accessible needs as well as the overall culture towards individuals with disabilities. The panel did an amazing job of giving insightful and thoughtful responses to questions, which are difficult to answer in front of an audience. The event had a strong turnout from both students, staff, and faculty at Cascadia.



Stop, Think, & Reflect Panel

Sonocent Pilot Program

During the spring quarter, DSS was able to pilot an innovative assistive technology tool. The software was free for the pilot and 13 students volunteered to be a part of the pilot.

[Sonocent is a note-taking software](#), which allows students to record lectures on a laptop or mobile device while highlighting important information by color to organize their notes in an effective way. DSS met with the students and trained them on how to use the software. DSS has received great feedback about Sonocent with one student commenting, "I had no idea I was a good note-taker".

DSS Website Update

With the help of College Relations, [DSS updated their website](#) with a new format, new logo, and a new student handbook. We also posted all of our policies on the website to improve communication between students, faculty, staff, and the outside community.

Outreach:

DSS participated in a number of outreach events. Some were to inform the public about the services offered at Cascadia and others were to inform students, staff, and faculty about supporting those accessibility needs. Below are the outreach events DSS took part in:

- 2018 Opening Week for Faculty
- Stop, Think, & Reflect: Disability Awareness Student Panel
- Bock Learning Center Workshop: Working with students diagnosed w/Autism Spectrum
- Bellevue High School Visit
- DSS College Success 101 Presentation
- Inglemoor High School College & Career Night
- 12th Annual King County Transition Fair
- Woodinville High School College & Career Night

Survey Results:

During the fall and spring quarters DSS surveyed students registered with our office and faculty members who taught those students. Our goal was to hear feedback on what we did well, what we could improve on, and if there is anything we could be doing differently. The feedback from the fall survey led us to make the following changes.

Positive Signs:

- 100% of students either "strongly agreed" or "agreed" that DSS is welcoming and respectful. 90% of faculty shared the same sentiment.
- 84% of students either "strongly agreed" or "agreed" that working with DSS has led them to feel more independent and better able to advocate for themselves.
- 88% of students felt "extremely satisfied" or "satisfied" with services received from DSS. 89% of faculty shared the same sentiment.

Comments:

- "I am extremely thankful for the DSS office. It's an amazing service, without it I likely wouldn't be able to succeed in my educational aspirations." (Student)
- "I really appreciate both Bryan and Fi. They are very helpful to both faculty and students." (Faculty)

- “Very welcoming and understanding of my circumstances. From my first meeting until my final exam. This was my first quarter working with DSS, I was very nervous at first but so glad I reached out to them for help!” (Student)
- Thank you for all of your hard work! It's evident that you care about our students and are flexible with both students and faculty to foster student success.” (Faculty)
- “My instructors have always been warm and understanding about my needs at Cascadia” (Student)

Factors to Consider:

- Only 60% of faculty who took the survey in fall and spring reports DSS policies and procedures as being “extremely clear”.
- Several comments were made about expanding DSS Testing Center hours to accommodate evening and Friday classes.
- Several faculty members requested more face-to-face interaction with DSS staff to better understand the accommodation process and to gain strategies on supporting students with accessibility needs.

Moving Forward:

DSS is proud of the work that has been accomplished over the past year and will continue to maintain the standards that have been set. We also recognize there are still areas that can be improved upon. We will be addressing the following items of improvement for our department over the next academic year:

- Continue to strengthen policies by collaborating with other support departments in the CTC system. Our policies must ensure equal access and eliminate barriers.
- Ensuring all of our procedures regarding accommodations and procedures our posted on our website. DSS is creating “one-sheet” forms for each accommodation in order to provide clear and concrete information to the community.
- DSS students had a retention rate of 54% from fall to spring quarter. The services provided by DSS are designed to eliminate barriers. We will explore possible engagement strategies we can provide to increase the retention rate of registered students.
- This academic year we had 78 notetaking requests and could only fulfill 61% of those requests. Even though Faculty would make weekly announcements to recruit note takers, students were not interested in being a note taker. This is a problem since students count on note takers as an accommodation. Sonocent is a great solution to this problem and we will explore different possibilities to permanently acquire the software,
- DSS will create a quarterly newsletter. The newsletter will focus on best practices for Universal design, updates to any departmental changes, and highlight student success stories.
- DSS will promote disability as another form of diversity instead of individuals with medical conditions. We will introduce Cascadia to the “Social Model of

Disability" where a person is not disabled but instead society has put up barriers that restrict access to individuals.

- Communication between students and faculty regarding accommodations needs to improve. Faculty have expressed frustration when students are not sharing their accommodations with them during the beginning of the term. Starting in the fall, DSS will be sending student's Letters of Accommodation to faculty as well in hopes of improving communication between the two parties.
- Networking with surrounding school districts to clarify the difference between accommodations in high school versus school. This will also support us in defining documentation required to determine reasonable accommodations, thus creating sustainable transition outcomes for students entering Cascadia.

Thank you!

DSS would like to thank all of the students, faculty, staff, and community members who supported our office throughout the year. It is humbling to be a part of a community that strives to be inclusive and we could not do our work without the collective efforts of everyone involved.

Cascadia College Board of Trustees
Information Items

Subject Enrollment Update

Background

The 10th day of the term provides the college with a snapshot allowing us to compare our current enrollment to past enrollment. Changes and trends will be demonstrated in a data display.

Discussion

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

Cascadia College Board of Trustees
Information Items

Subject: Corporate and Continuing Education

Background

The Board will receive an update of the Corporate and Continuing Education Center (CCEC).

Attached is a strategy that outlines their various initiatives for the next few years.

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



Continuing Education CCEC - Eastside



2019-2022 VISION

Corporate & Continuing Education Center

Authored by: Kristen McConaha

Executive Director, CCEC



**LAKE WASHINGTON
INSTITUTE OF TECHNOLOGY**



**EVERETT
COMMUNITY COLLEGE**

Corporate & Continuing Education Center – Eastside (CCEC- Eastside)

2019 -2022 Vision

Cascadia College, Lake Washington Institute of Technology, and Everett Community College are partnered together to offer courses and certificates to individuals who live and work in the cities of Bothell, Mill Creek, Woodinville, Redmond, Kirkland, Bellevue, Sammamish, and surrounding areas. Corporations, businesses, non-profits, and public agencies can also request customized training which can be delivered on-site or at any of our training locations.

Guiding principles for this strategic alliance include:

- ▶ *leveraging strengths and assets of all partners*
- ▶ *shared respect, recognition, and rewards*
- ▶ *commitment to expanding services to the community in an accelerated time frame*

CCEC Team Member Core Values and Expectations

Respect, encourage and empower others

Work together to deliver excellence

Act with integrity in all things

Overcome problems with mindful, effective solutions

2019-2022 Vision

The next three years the two priorities are as follows:

1. Financial and fiscal progress.
2. Growth of service and connections.

Action Items

In the next three years, action on the following new and continued areas include but are not limited to:

- SEIU 775 for Home Health Aide Education
- Eastside municipalities training engagement
- Rapid track systems in open enrollment
- Added contract training to increase options for smaller companies through JSP and non-JSP funded programs
- New program exploration for bio tech, real estate and other new continuing educational areas
- CCEC staff transitions and adjustments

Open Enrollment

Continuation of individual courses and certificates will be offered at Cascadia College's Bothell campus. Available CCEC programs are tailored to expressed needs of the community, and include:

- Business Intelligence & SQL
- High Performance Management
- Human Resources Management
- Leadership/Supervision
- Lean Six Sigma
- Personal Interest
- Software Testing & Quality Assurance
- Project Management
- Manufacturing Operations
- Supply Chain Management
- Microsoft Office (Access, Excel, etc.)
- Microsoft Sharepoint
- Data Analytics
- Web Developer

Contract Training

The Corporate & Continuing Education Center will continue to serve as the single point of contact for business and industry to access training designed and tailored to their specific needs. Continued effort this next year will be to keep organizations competitive and profitable with industry-recognized employee training programs. We offer a wide range of high quality training solutions for businesses, non-profits, and government agencies throughout the region. We will do this work by the following:

Our Promise

- We listen carefully, ask questions, and work with organizations to understand their training needs
- We recommend training programs designed for results needed by the organization or work with them to design a customized solution
- We match business needs with qualified, experienced instructors who have real-world industry experience
- We deliver training producing expected results, at their location or ours
- We engage our knowledgeable administrative team to make the experience easy for the organization seeking training. This is from inception to completion of each contract.

Get Results

Professional development is important for employee retention and is crucial to the success of businesses. After our contract training programs, results are real in the workplace. This comes in the form of better teamwork and employee morale, improved efficiency and productivity, quality service to your customers, and a better bottom line.

Business sectors served:

- Space & Aerospace
- Hospitality
- Tech
- Government
- Manufacturing
- Service
- Healthcare
- Non-Profit
- Transportation

Clients include:

Fluke Corporation, Boeing, Esterline - Korry, Terex, Spectralux, TECT Aerospace, Safron - Labinal, Senior Aerospace AMT, ABW, Onamac, Jamco, Monogram, Cascade Coffee, Charlie's Produce, Port of Everett, Radia, SeaCast, Teague, Tulalip Resort Casino, and many other businesses and organizations.

Cascadia College Board of Trustees
Information Items

Subject Board Topics Since 2016

Background

The attached list outlines the various topics discussed at Board meetings since 2016. The “annual” topics are once again scheduled for 2019-20. The “one time” topics are a list of occasional items, some of which will be repeated in 2019-20.

Discussion

President Murray will be available to answer any questions the Board may have on this item and hear suggestions about altering the yearly discussion schedule for 2019-20.

Board Topics History (2016-2020)

EXECUTIVE SESSION TOPICS (Annual)

- Tenure
- President's Eval & Work Plan
- Bargaining

INFORMATION & DISCUSSION ITEMS

ANNUAL

- Accreditation Updates
- Bachelor's Degrees
- Board Policy Review
- Cascadia College Foundation Updates
- Continuing Ed Yearly Summary
- ctcLnk
- Emergency Preparedness
- Enrollment Updates
- Marketing
- Sabbaticals
- Financial Updates
 - Grants
 - Fees
 - Annual Budget
- Strategic Plan Updates
 - Strategic Enrollment Management
 - Academic Achievement (Guided Pathways)
 - Equity & Inclusion
 - Our Community Report: Overview
 - Our Community Report: Non Traditional Students
 - Our Community Report: Basic Education for Adults
 - Our Community Report: High School Students

ONE-OFF TOPICS (*those in italics scheduled for 19-20*)

Bock Learning Center

Disability Support Services

- International Programs
- Kodiak Kave Food Resources
- Professional Development Update
- School District Relations
- Technology Accessibility
- Title IX Procedures

Veterans' Services

- Facilities
 - Campus Master Plan
 - Commuter Services & Parking

Capital Project Updates

Student Presentations

Tax Clinic

Sustainability

Students of Color Conference

Student Government

Cascadia College Board of Trustees
Discussion/Presentation Items

Subject: Monthly Financial Reporting: Philosophy on Reserves

Background

The college has reserves that are unencumbered. The attached PowerPoint presentation will be reviewed at the Board meeting to help guide the Trustees through a discussion on their use.

Discussion

President Murray and Marty Logan, VP for Admin Services & HR, will be available to answer any questions the Board may have on this item. Ultimately the Board should provide direction to the use of the reserves and this will be the first of several discussion towards that outcome.

Budget Workshop: Philosophy on Reserves

October 2019

Presentation Outline

- What's in the bank?
- Known Priorities
- Unknown Priorities
- Summary
- Tactics

How much do we have?

- Roughly 4.5 million is encumbered.
- Roughly 7.5 million is available.

Known Priorities

- IT
- Lab Replacements
- Facilities
- ctcLink

Information Technology

- Have R&R cycle. Moved last year from 3 years to 4 years. Now from 4 to 5.
- Have 1.3 in encumbered dollars.
- Expenses for next 2 years will be from this account.

Lab Replacements

- Equipment replacement process can be supported (not 100%) through an existing fee.
- Proposal to alter fee in 2020 to start generating revenue.
- Must reconcile replacement plan (needs) with financial realities.
- For 20-21, draw from unencumbered dollars.

Facilities

- Capital expenses coming for ADA compliance – start setting aside \$\$ for this.
- Must reconcile internal replacement plan (needs) with financial realities.
- Joint expenses with UWB must be outlined.

ctcLink

- We “go live” in March.
- SBCTC has told us that there will be post-go live work.
- Need to assess what this work is and appropriate staffing.

Unknown Priorities

- Community Assessment Survey
- Rainy Day Fund
- STEM 4

Community Assessment Survey

- Survey results in Winter.
- Will inform programmatic decisions.
- Programmatic decisions will inform how much money we need to invest to make them happen.

Rainy Day Fund

- We spent \$270,000 to balance 18-19.
- How much do we protect for this purpose?

STEM 4

- Not sure what equipment costs will go unfunded.
- Need to be prepared to equip the building

**Summary:
six
sub-categories
currently
need definition**

- **IT** use encumbered money
- **Labs** spring recommendations
- **Facilities** spring recommendations
- **ctcLink** spring recommendations
- **Community Survey** spring recommendations
- **Rainy Day Fund**
- **STEM 4**

Tactics

- Continue to search for grants to offset costs.
- Create joint legislative requests for items that affect CC and UWB
- Create strategy to balance long term replacement with year-to-year realities.

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.

October 2019 will focus on the relationship of strategic planning to accreditation, the strategic planning process, the Board of Trustees' role in the process, and a review of the timeline.

Cascadia College Board of Trustees

Discussion/Presentation Items

Subject: Equity & Inclusion Plan

Background:

The college has worked for years to launch a comprehensive Equity & Inclusion Plan. Since the hire of the new Executive Director for Equity and Inclusion in January 2019, the college has made significant progress at solidifying the plan. The E&I Plan will become a chapter of the college's new holistic Strategic Plan in 2020, but the first phase is ready for launch.

As the executive team shares out this operational plan, we thought it would be a good launching point to discuss common vocabulary that is a part of this work, rationales for this work, and the action items for 2019-20.

As the Trustees become familiar with the plan, they can help shape the outcomes for eventual inclusion in the 2020 Strategic Plan.

Discussion:

John Eklof, the Executive Director for Equity and Inclusion will present the information and be prepared for discussions and questions.

Vocabulary:

Diversity: individual differences (e.g. personality, learning styles, and life experiences) and group/social differences (e.g., race/ethnicity, class, gender, sexual orientation, country of origin, and ability as well as cultural, political, religious, or other affiliations).

Equity: Access to conditions that are necessary for students to accrue the same desirable outcomes as others, as measured by the proportional distribution or parity of such outcomes across groups. Equity requires giving students what they need in order to succeed.

Inclusion: the active, intentional, and ongoing engagement of diversity—in the curriculum, in the co-curriculum, and in communities (intellectual, social, cultural, geographical) with which individuals might connect—in ways that increase awareness, content knowledge, cognitive sophistication, and empathic understanding of the complex ways individuals interact within systems and institutions.

Intersectionality: the analytical framework through which the relationship among systems of oppression can be understood. For example, African American women made an early contribution to this analysis in the 19th century. They recognized that they experienced racism and sexism differently from both black men and white women even while they shared commonalities with both, they argued that struggle that did not simultaneously address sexism and racism would only perpetuate both.

Marginalization: the experience of groups who are denied political, economic, and social equity in society, and hence, relegated to its margins. It can also refer to an individual who is rendered voiceless or irrelevant in particular social context.

(Definitions assembled by Cheryl Nunez, Vice President of Equity and Inclusion, Olympic College.)

Cascadia College Board of Trustees

Discussion/Presentation Items

Subject: Emergency Preparedness

Background

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

Discussion

Cascadia has invested a significant amount of time in the past four months to bring the college to a new level of Emergency Preparedness. This work, undertaken by employees across multiple departments, includes:

- Building an Emergency Preparedness site on the go.cascadia intranet and updating the pages on Cascadia.edu
- Creating four accessible PowerPoints in English, Spanish, and Mandarin: general campus safety, earthquake, evacuation, and active shooter. These PPTs are available on our website, on go.cascadia, and on Canvas.
- Updating our Suspended Operations Plan.
- Training on AlertUs, OmniAlert, and Rapid Responder.
- Producing and submitting our Campus Annual Security & Fire Safety Report per the Cleary Act.
- Creating a roster of employees who will staff an Emergency Operations Center and begun the process of training them.
- Presenting Emergency Preparedness overview to educate faculty and staff at Convocation.

We are also in the process of updating our Emergency Evacuation Plan and establishing protocols for the President/Acting President in the event of a crisis.

Meagan Walker, VP of External Relations & Planning will give an overview to the Board on how the protocol will be communicated.



Cascadia Events & Advocacy Board (EAB)

Report to the Board of Trustees

Cascadia College

Meeting Date: October 16, 2019

Cascadia's student leaders have completed a lot in these first few weeks of the quarter. Over 200 new students have signed up for digital alerts either via text message or our regular virtual updates via Kody's Weekly Newsletter.

The Events and Advocacy Board's (EAB) Textbook Accessibility Program (TAP) was able to hand out 24 textbooks over the first days of the quarter, saving those students about \$1,600 in textbook costs. We recognized a gap in the textbook inventory we had available versus the ones students were looking for, so we collected a list of all the textbooks from more than 70 students to potentially increase our inventory in the future. We are hoping to build the Textbook Accessibility Program into a more robust resource for the next years.

Over 500 students from Cascadia and UWB attended the ARC Carnival on September 25th. It was a great programming start to the quarter and EAB's Arts and Entertainment Coordinator is currently planning our next large event, the annual "Spooktacular", our family friendly Halloween themed event on October 22nd, from 5pm to 7:30pm in the ARC.

In my advocacy role, I am planning a "Pizza and Politics" series with a faculty member to be held once a quarter, as well as a civic engagement drive to connect students with their government representatives on salient issues.

Many thanks,

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: October 16, 2019

- ❖ Faculty have finalized their committee assignments for the year and are working to embed assignments into strategic courses to collect for Program Assessment.
- ❖ Faculty look forward to participating in the October DIA (Day for Inquiry & Assembly) at the end of this month.
- ❖ The Steering Committee has met and welcomed a replacement member on the committee. We will be replacing two more positions on the board this quarter.

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: October 16, 2019

The stewards are in planning mode to create a schedule for the year for the quarterly meetings and information sessions for our members.

Thank you,

Marah Selves, M.Ed, Administrative Services Manager