November 13th, 2019

Dear Board of Trustees and Campus Community:

We are entering an important chapter of Cascadia's history this month. Both our ctcLink transition and our accreditation efforts are in full swing. We will present on both of these topics this month as well as financial modeling and strategic planning.

I wanted to take a moment to emphasize that we are on track with these initiatives. They take a tremendous amount of effort for a small campus because each employee who is involved in ctcLink is also involved with multiple other initiatives. It's "one of those years" and I want to thank you for showing your support to the college and staff. On the bright side, Clark College just "Went Live" with their ctcLaunch and it happened with only minimal negative impact. Our "Go Live" is in March and I am hopeful we will have similar success.

Please note in the cover sheet for each item in this board packet that we have added a line called "Justification." It's our one word for "Why are we presenting this to the Trustees?" Given we have two new trustees learning the system, we thought this would help give direction as to why we cover various items. Your feedback on the helpfulness of this and its fine-tuning are welcomed.

I look forward to seeing you next week!

Meet and Greets

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

Campus

- Foundation Quarterly Board Meeting
- Foundation Monthly meeting with Board Chair
- DIA Quarterly Meeting
- Special E-Team Meeting – Strength Finders
- Seattle King County Workforce Development Council Meeting
- ACT Fall Conference
- Opening reception Beyond Borders: Oaxacan Printmaking

Olympia/State

- Meeting with State Senator Marko Liias

Community

- Woodinville Rotary Meeting w/ featured speaker UW President: Dr. Ana Mari Cauce
- Everett Community College, New President Daria Willis Meeting
- Bothell-Kenmore Chamber Auction
- Bothell Chamber Board Meeting

UWB

- UWB- Vice Chancellor for Planning and Administration Hiring Committee
- Chancellor & President Monthly 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
The E&I Plan has been officially launched at Cascadia. Each action item for year one has been assigned to their respective point person/group. The next step of the process will be strategizing how to best set the action item into motion.

New Employee Orientation
The Office of Equity and Inclusion partnered with Human Resources with organizing the first cohort of the E&I New Employee Orientation. There were six employees that were part of the inaugural group. The focus of the orientation was to share common E&I definitions, introduce the cohort to the E&I Plan, and start a dialogue about the different E&I topics that impact Cascadia.

Student of Color Conference
The Lake Washington School District has decided to push back their student of color conference to March 27, 2020. The postponement will allow for the district to build more institutional support and infrastructure around the event.

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

Program Updates
Cascadia College Bachelors of Applied Science, Mobile Development students served as mentors at the Congressional App Challenge with Suzan DelBene. Juanita Aguilar, Roberto Ramirez, and Silvio Guiso worked with fifteen teams of middle and high school students turning new mobile app ideas into reality. The event was held October 26th and 27th at the University of Washington Bothell.

Registration in our dual credit program Cascadia in the High School is up more than 17% over last year with approximately 630 students signing up at our five partnering high schools. The increase was partly due to a new offering of Statistics, Math&146 at North Creek High School.

Financial Aid & Enrollment Services
Financial Aid and Enrollment Services staff are visiting with high schools this quarter to help high school seniors complete their financial aid applications (FAFSA and WASFA). They have visited with two high local high schools thus far (Inglemoor and Bothell) and will be doing a session on November 16th at Cascadia, inviting the community to come to campus for assistance with the process. The FAFSA is the Free Application for Federal Student Aid (FAFSA) and the Washington Application for State Financial Aid (WAFSA) is a free application in Washington State for students who are not eligible for federal aid because of immigration status, including undocumented students.

Food Resource Center
Kodiak Cave Food Resource Center is starting a curbside pick-up program allowing students to select their food online and then pick it up after classes or when they can secure transportation home.

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

Information Services

The Information Services staff is diligently working to support ctcLink User Acceptance Testing that is set to begin this week. I.S. is not only responsible for ensuring each tester has the proper security access, but is also involved in staging the testing rooms with computers and dual monitors, coordinating over thirty testers, and providing a triage team to help testing go more smoothly. The IS staff not involved in the testing are maintaining operations and fielding help desk requests.

Human Resources

In addition to managing a number of recruitments, the HR/Payroll team has been in the thick of preparing for ctcLink. This includes, data validation and user acceptance testing. Everyone in the department will be set up to start to use/test the system beginning November 12th. While the whole team is contributing, thanks to the great work from our co-leads, Haley Green (HR) & Melissa Stoner (Payroll), we are moving right along. Change management is an important part of the process, our Professional Development Manager, Samantha Brown continues to lead this charge, helping to keep our employees calm and supported.

Finance

Welcome to our new Director of Finance, Rebecca Chen! Rebecca jumped right in and attended Western Association of College and University Business Officers (WACUBO) workshops and the Budget Accounting & Reporting Council commission meeting all in her first week. Rebecca comes to Cascadia from the University of Washington where she has been working as a Tax Analyst forthe last 3+ years.

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

Outreach/Marketing

The outreach team attended, hosted or offered 17 events resulting in 909 points of contact. Prospective students and their families, as well as high school counselors, were engaged through the team's participation in college and career fairs, workshops, parent nights and college tours. The team partnered with Disability Support Services to provide an Intro to Cascadia presentation for the Adult Transition Program, hosted a table at the Pacific Northwest Association for College Admission fair at Lynnwood High School, and attended grand openings for the Centro Cultural Mexicano and the SeaMar Chicano/a Latino/a Museum, providing targeted outreach to the Latino/a/x community.

Communications

Messaging through phone, website, and social media is ongoing. Daily content regarding events, notices, tours, and job postings is shared through platforms such as Facebook, InstaStory and Snapchat and the team is exploring an opportunity to partner with UW Bothell's social media department. Cascadia's Basic Education for Adults (BEdA) program was included in an article in the Bothell-Kenmore Reporter. The item focused on non-native English speakers pursuing careers in a second language and featured Cascadia ESL instructor Dave Dorratcague and student Amineta Sy, whose story was also recently highlighted in the Cascadia Annual Report to the Community. This local paper also published Cascadia's announcement of two newly appointed Trustees.

Design

The design department has been busy updating the college's website with fresh new slider images on the homepage and creating engaging promotional materials for events such as "Why Accessibility Matters" and the Oaxacan Printmaking exhibit in Mobius Gallery. The team also designed a clever logo for use in messaging and planning for Cascadia's accreditation site visit in March 2020.

International Programs

International Programs hosted a Japanese Nara Seisho High School for the second time for their STEM-themed educational tour. Thirty-one junior students and three chaperones were welcomed and engaged in a wide variety of educational activities, such as visits to Boeing, the Burke Museum, University of Washington and downtown Seattle, and a trip to Fred Hutchinson Cancer Research Center. On campus activities included a wetland tour and several interesting lectures. Recruitment is ongoing in Japan, Taiwan, China, United Arab Emirates, Vietnam, South Korea, and Mongolia through education fairs, agent partner visits, seminars and other activities. The annual WACTC Faculty and Staff of Color Conference took place October 31-Nov 1 in Spokane, WA. The conference was a great success and Cascadia's own IP Advisor Doug Raiford was instrumental in the planning.

Foundation

The first distribution of a bequest from Ms. Eva Gordon in the amount of $550,000 was processed. Ms. Gordon's estate of approximately $10 million was equally divided among seventeen community and technical colleges in the Puget Sound region and counts as one of the largest single gifts ever made to community colleges in the state. Cascadia College Foundation Board of Directors met on October 25 to continue their work on strategic planning. A strategic planning task force is being formed and orientation materials and online resources are in development. The 2019 Cascadia Team Giving Campaign design is set to kick off on December 3, which is Giving Tuesday. The first $4,000 of support from Cascadia's employees will be personally matched by members of the Foundation's Board of Directors.

Facilities and Capital Projects

Capital Projects

Construction continues on the West Garage with Bellevue Police aiding in traffic redirection due to road closures through November 6 as a detention tank was delivered and installed. A total of nineteen firms submitted their statement of qualifications for the STEM 4 project and the UWB/UWS/CC team are in the process of narrowing these down to the final three who will be submitted to the Architectural Selection Committee for review. In minor improvements, the CC2 boiler is planned for replacement by summer 2020. The CC1 elevator repair punch list is complete and a new floor will be installed by winter 2020.

Planning

Emergency Preparedness

The Emergency Preparedness team participated in the Great Washington Shake Out on October 17 to raise awareness about earthquake readiness. The team continues to partner with UWB on improving emergency communication efficiency. A weekend power outage was another opportunity to practice campus communications, which went smoothly.

From the Program Manager for ctcLink, Scott McKean:

ctcLink Deployment Group 3 colleges remain on schedule. October has been an extremely busy month and established the 'new normal" for high operational tempo workload for the foreseeable future. Department subject matter experts (SMEs) are busy preparing for User Acceptance Testing, or UAT. UAT will be conducted in four two-week long Sprints, Sprint 1 runs from November 12-22 and almost 40 SMEs will be simultaneously testing end-to-end business processes in three classrooms set aside for and equipped for UAT. The next three UAT Sprints (#'s 2-4) essentially run the first two weeks of each month December 2019 through February 2020. The three UAT testing rooms are equipped with live online connection to SBCTC for assistance (8 am-5 pm, daily during UAT), and will be supported by a 'Triage Team' in each testing room comprised of assigned Information Security employees to assist testers, manage, troubleshoot and fix local issues, and coordinate with SBCTC for remote or system issues.

In addition to UAT preparation, our Project Team began the first of four Security Mapping phases (Phase 1, 2A, 2B, 2C). Security mapping establishes individualized employee security permissions and enables access for them to perform their specified business process job roles and tasks. Phase 1 established basic security access to primary functions (e.g. grant access to Employee or Manager Self-Service portals for time and leave, travel and expenses, etc.). Phase 1 was competed October 25th. Phases 2A and 2B will be completed in early and mid-November so UAT testers can test business processes. Phase 2C, to be completed in December, establishes security for all remaining Cascadia employees so they can train on their tested business processes beginning January 2020.

In mid and late October five departments received, and began working on, data cleanup and local configuration homework assignments for conversion cycle 4. Data cleanup was due November 7th, and local configuration homework is due November 15th and 20th. Additionally, two Instruction and Enrollment SMEs will attend a four-day workshop mid-November to build Cascadia's enrollment requirements into the PeopleSoft Production environment.

We look forward to seeing you at the Board meeting on November 20th.

Respectively submitted,

Eric

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, November 20th, 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, November 20th 2019
4:00 p.m. - Room CC2-260

A G E N D A

1. CALL TO ORDER

2. CONSENT AGENDA

- Meeting Agenda
- Minutes from our last meeting – October 16th, 2019

3. 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.

4. NEW EMPLOYEES/PROMOTIONS:

- Introduction of New Employees/Promotions:

  Administrative Services- Finance Office
  Rebecca Chen, Director of Finance

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

5. INFORMATION ITEMS

- Legislative Ask for Funding Consideration (EM)
- Accreditation/Strategic Plan –Student Achievement Framework (KL)
- Bachelor's Program Update (KL)
- CTC Link Update (EM)

6. DISCUSSION/PRESENTATION ITEMS

- Equity and Inclusion Plan Feedback – (JE)
- Strategic Enrollment Management Update (MW/KL)
- Monthly Financial Reporting: Methodologies/Presentation Styles (ML)
- SBCTC Vision Statement – (EM)
- Policy Review Worksheets – (EM)

7. RECOMMENDED ACTION ITEMS

- First Quarter Grants Approval – (ML)
- Transforming Lives Award Nomination – (EM)

8. 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

9. OTHER BUSINESS OR ANNOUNCEMENTS

10. NEXT MEETING

- No regular board meeting in December.
    - December 11, 2019: Special Meeting – Winter Retreat 4:00-6:00
    - Discussion: President's Self-Assessment
    - Location: TBD

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

Minutes
Regular Meeting
Cascadia College Board of Trustees
October 16, 2019

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

BOARD OF TRUSTEES
Chair Roy Captain, Mike Kelly, Dr. Meghan Quint and Dr. Colleen Ponto present. Vice Chair Janet McDaniel absent.

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 present.
Student Representative – Aarushi Sahai, EAB Advocacy Chair present.
WPEA Representative – Marah Selves, Administrative Services Manager present.

AUDIENCE
Lily Allen, Dahlia Bergen, Erin Blakeney, Glenn Colby, Lyn Eisenhour, Bryan Fauth, Deja Harris, Siv Heang, Shandy Stomieroski, Angela Wu, 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 Roy Captain called the meeting to order at 4:00 p.m.

   The trustees took a campus tour from 4:00-4:45 p.m.

2. **CONSENT AGENDA**

   President Murray asked that the E&I Action Plan noted in the discussion/presentation items section be the first item discussed on the agenda.

   Chair Roy Captain asked for approval of the consent agenda, with the one item moved as requested by President Murray. Trustee Mike Kelly made a motion to approve the consent agenda and Trustee Dr. Meghan Quint seconded the motion. Hearing no objections the trustees approved the agenda.

3. **PUBLIC COMMENTS**
   There were no public comments.

4. **INTRODUCTIONS OF NEW EVENTS & ADVOCACY BOARD (EAB's) AND NEW EMPLOYEES/PROMOTIONS:**

   - Introduction of new trustee and EAB Advocacy Chair:

President Murray introduced and welcomed our newest trustee Dr. Colleen Ponto and Aarushi Sahai the EAB Advocacy Chair who sits on the board as the student representative.

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

  President Murray introduced Shandy Stomieroski, Assistant Director of Student Life, and asked her to introduce the new Events & Advocacy Board (EAB's). Ms. Stomieroski introduced the following EAB's to the Board.

  Student Life
  Programming Chair – Eliza Sandoval (absent)
  Advocacy Chair – Aarushi Sahai (present)
  Art & Entertainment Coordinator – Angela Wu (present)
  PR & Outreach Coordinator – Angelina Offin (absent)
  Health & Sustainability Coordinator – Siv Heang (present)
  Clubs Coordinator – Jewel Thacker (absent)
  Special Events Coordinator – Dahlia Bergen (present)
  Treasurer – applications being reviewed
  Social Issues & Inclusion Coordinator – Deja Harris (present)

- The following new employees were introduced to the Board:

  President's Office
  Lily Allen, Executive Assistant to the President and Rules Coordinator

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

5. DISCUSSION/PRESENTATION ITEM (moved as first item on agenda)

E&I Action Plan

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.

John Eklof, Executive Director of E&I presented the operational plan, 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.

A copy of Mr. Eklof's PowerPoint presentation is available upon request.

6. INFORMATION ITEMS

Disability Support Services 2018-2019 Annual Report

The Board received the Disability Support Services 2018-2019 Annual Report. Bryan Fauth, Assistant Director of Disability Support Services, was present to answer any questions the Board had on this information. The Board had no questions on the material presented and thanked Mr. Fauth for the thorough and informative report.

Enrollment Update

The 10th day of the term provides the college with a snapshot allowing us to compare our current enrollment to past enrollment. Dr. Kerry Levett, VP for Student Services and Success offered the following enrollment information to the Board:

- Overall decline of 73.3 FTES (-2.8%) from Fall 2018
- Third consecutive year of declining enrollment
- Some significant changes by enrollment type
  - Running Start increased by 17.3% from Fall 2018
  - State supported, international, and workforce decreasing trends

- Student outcomes vary
    - Steady 60% over all retention trend rate (fall to fall enrollment)
    - 3 year graduation rate down 10.2% over last 2 years
        - Equity gap increases
    - Overall success rate (transfer out + graduation) down 6.8%
        - Equity gap slightly narrows

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

Corporate and Continuing Education

The Board received an update from President Murray of the Corporate and Continuing Education Center (CCEC) and he shared the CCEC 2019-2022 Vision with the Board.

CCEC is the partnering/collaborating of Cascadia College, Lake Washington Institute of Technology, and Everett Community College 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 their 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

BOT Topics Since 2016

President Murray shared a Board topics listing since 2016. The listing was broken down into annual topics scheduled for 2019-20 and one-off topics of occasionally scheduled topics for 2019-20. President Murray asked for suggestions about altering the yearly discussion schedule for 2019-20. Only Trustee Kelly asked that we add the School District Relations topic to the annual schedule.

7. DISCUSSION/PRESENTATION ITEMS (continued)

Monthly Financial Reporting: Philosophy on Reserves

The college has unencumbered reserves. The Board received a presentation by Marty Logan, VP of Administrative Services and HR, with the following points offered:

- What is in the bank?
    - Roughly, 4.5 million encumbered
    - Roughly, 7.2 million available
- Known Priorities
    - IT (use encumbered money)
    - Lab Replacements (spring recommendations)
    - Facilities (spring recommendations)
    - ctcLink (spring recommendations)
- Unknown Priorities
    - Community Assessment Survey-conducted in Winter Quarter (spring recommendations)
    - Rainy Day Fund (E-Team emergencies)
    - STEM4 (SBCTC approved – usually short funded)
- Tactics
    - Continue to search for grants to off-set costs
    - Create joint legislative requests for items that affect both CC and UWB
    - Create strategy to balance long term replacement with year-to-year realities

Ultimately, the Board should provide direction to the use of the reserves and this was the first of several discussions towards that outcome.

A copy of the Mr. Logan'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.

This month's update focused on the relationships of strategic planning to accreditation, the strategic planning process, the Board of Trustees' role in the process, and a review of the timeline.

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

Emergency Preparedness
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 gave an overview to the Board on communicating out the protocol.

A copy of Ms. Walker's PowerPoint presentation is available on request.

7. RECOMMENDED ACTION ITEMS
None

8. REPORTS
Cascadia Events & Advocacy Board (EAB): Advocacy Board Chair Aarushi Sahai was present but did not have anything more to add to her report included in the Board packet.

Cascadia Community College Federation of Teachers (CCCFT): Sharon Saxton, Senior 2 Tenured Founding Faculty was present but did not have anything more to add to her report included in the Board packet.
Cascadia College Classified Union Washington Public Employees Association (WPEA) Report: Administrative Services Manager, Marah Selves was present but did not have anything more to add to her report included in the Board packet.

Chair and Individual Board Members Reports:
Nothing to report.

President's Report:
President Murray asked that the Board address any questions they may have on the E&I Plan at the next Board meeting.

Presidents acting protocols changed to include all trustees to the email announcing any President's absences.

9. OTHER BUSINESS/ANNOUNCEMENT

Dr. Ponto requested that we add a sentence at the beginning of every presentation page explaining the objective of the presentation.

President Murray asked the Board bring their completed Board policy worksheets (given out at the summer retreat) to the next meeting.

President Murray asked the Board to read the SBCTC vision statement included in this month's notebook. We do not have the authority to change this, but will use it to inform our own strategic thinking. We will discuss briefly at next month's Board meeting.

10. MEETING ADJOURNMENT

Chair Roy Captain adjourned the regular meeting at 6:10 p.m.

11. Minutes Approved and Adopted on November 20, 2019:

_____
Roy Captain, Board Chair

Attest:

_____
Dr. Eric Murray, President

Bdminutes101619

Cascadia College Board of Trustees

Introduction of New Employees/Promotions

Subject: Introduction of New Employees/Promotions

Background:

It gives us great pleasure to introduce the following new employees and to update the Board on staff promotions:

Administrative Services
Rebecca Chen, Director of Finance

A brief biography on Rebecca is attached.

Discussion:

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

New Employee Bio

Rebecca Chen, Director of Finance

Rebecca comes to us from the University of Washington where she has been working as a Tax Analyst for the last 3+ years. She is also currently filling in as Tax Director while her supervisor is on leave. Prior to working at the University of Washington, Rebecca worked with the Washington State Department of Revenue for 9 years. Her other experience includes roles at Bellevue College and The University of California. She brings with her a B.A. in International Studies: Political Economy from University of California, Irvine, she is a candidate to become a CPA, and she is also finalizing her project management certificate.

Cascadia College Board of Trustees

Information Items

Subject: Legislative Ask for Funding Consideration

Justification:

This item has financial and legislative implications. The Trustees should be aware of these actions and provide guidance.

Background:

The legislature of 1994 purchased and allocated the Truly Farm for the purpose of a joint campus with the University of Washington's newest and thriving branch, Bothell, and the Community and Technical College's newest campus, Cascadia.

As UWB and Cascadia forged this co-located relationship, efficiencies were sought. It made sense to have only one grounds department, one security department, one custodial department, one parking department, etc. There was little sense in duplicating efforts and dividing the campus. We decided to put these activities under UWB's umbrella given their vast infrastructure and larger campus footprint on the Truly Farm location.

As well, certain features of the campus like the Library and Bookstore necessitated the use of the existing UW infrastructure for the benefit of the UW students. Cascadia students similarly benefitted from the high quality of these services. Because of this situation, Cascadia and UW agreed to a Service Agreement by which Cascadia would pay UWB yearly for the joint services under UWB's supervision. UWB would oversee the employment, hiring, salaries, and benefits of the employees in these services while allowing Cascadia to co-manage their effectiveness. This relationship has allowed our students to see this co-location as "one campus". Probably more for the benefit of Cascadia students than the UWB students, it allows them to experience university life, a university library, and university amenities while being a community college student. We firmly believe that this is one of the reasons for Cascadia's highly successful transfer rate.

However, herein lies an unanticipated funding problem that was not foreseen by the legislature of the 1990's.

The community college system is awarded a sum of funding by the legislature. That sum is then divided by the system among the 34 colleges. Inherent in the allocation by the legislature is the funding for salaries, benefits and COLA's for all community college employees. As articulated above, many of Cascadia's services are provided by UWB employees on the joint campus. These employees are not considered in the allocation from the legislature or subsequently by the SBCTC. When UWB assigns COLA's, merit raises, and benefit increases, or when UWB hires additional staff, needs equipment, or has administrative overhead, those costs are passed along to Cascadia.

On any other community college campus in Washington, those costs are anticipated by the legislature and reflected in additional funding for employees and/or services, AND tuition is

adjusted to assist with those costs. Cascadia is the exception to this paradigm in that Cascadia's costs increase without the parallel revenue increases. Cascadia is at the mercy of UWB's ability to help, which is certainly limited.

The administration of Cascadia College wishes to pursue a legislative request supported UWB and the SBCTC to rectify this funding situation. After consultation with UWB, the college President will present the Trustees a draft letter to the SBCTC and to our local legislators pursuing such a request. While this letter and the process is now outlined, getting UWB's support will be critical before moving ahead. All of these materials will be ready to review at the January meeting.

Dr. Murray will answer questions about the letter and the process at the November meeting. It would be ideal to present this to the State Board in January and to the Legislators in February.

Cascadia College Board of Trustees

Information Items

Subject: Accreditation/Strategic Plan – Student Achievement Framework

Justification:

The review of this draft document is part of the regular focus on Accreditation and Strategic Planning at each Board of Trustee meeting. The board will review the framework and identify questions or items for follow up.

Background:

This month's focus is on new accreditation standards 1.D.2-4 which require colleges to identify a set of success metrics to guide decision-making and explore equity gaps.

With a new emphasis on student success and equitable success outcomes for students, the Northwest Commission on Colleges and Universities have embedded requirements throughout the newly adopted (August 2019) standards ensuring colleges and universities operationalize this priority of the Commission. With three new standards explicitly pertaining to success and equitable outcomes, we have constructed a framework of metrics to guide our newly emerged strategic chapters: Strategic Enrollment Management, Equity & Inclusion, and Student Achievement through Guided Pathways. These metrics will help affiliated councils and staff responsible for these plans direct resources and actions facilitating student success and addressing identified equity gaps.

The attached document outlines our rationale and metrics, indicating their alignment with regional and national metrics as required within the standards. Our plan is to construct a set of data dashboards around these metrics in order to make the data accessible and transparent to the community. This project will commence following our implementation of ctcLink (data collected through ctcLink will feed the dashboards) this spring and summer. As a result, starting next academic year, regular reports on these metrics will be provided to the Board of Trustees and the community.

Cascadia College Board of Trustees

Information Items

Subject: Bachelor's Program Update

Justification:

This updates progress of Cascadia's two Bachelor of Applied Science Degrees.

Background:

Cascadia's applied bachelor programs (Sustainability and Mobile App Development) are four and two years old respectively. Enrollment has been lighter than originally projected and the programs are responding with new efforts to market and outreach.

Cascadia College Board of Trustees

Information Items

Subject: CTC Link Update

Justification:

This item relates to Cascadia's financial situation as well as employee capacity. It is for awareness only.

Background:

The college is scheduled for "Go Live" implementation in March 2020. There are certain benchmarks that need to be achieved by this time (e.g., data validation, training, and security). However, certain factors can jeopardize the ability for the college to make these deadlines.

- The State Board is continually changing project schedules, not providing enough support, managing too many implementation groups, and creating an environment that is making progress tough. We've been told that they are doing the best they can, and we need to adjust to them. We are adjusting, but it is taking a toll. We do not believe any influence from the Trustees will be helpful at his time.
- Of the three implementation pillars, the Finance pillar at Cascadia is struggling because of employee change-over and lack of coordinated leadership. This should hopefully improve now that the new Finance Director is on board.

It is still the intent of the college to make satisfactory progress towards "Go Live". To that extent, the President of the college is now the executive sponsor, work groups are active, and on-going help is being organized for the Finance pillar.

The months of November, December and January are particularly tough as all of the validation and data clean-up is happening as well as massive systems training efforts. The staff is at capacity.

At this point, there is no action needed by the Trustees.

Cascadia College Board of Trustees

Discussion/Presentation Items

Subject: Equity & Inclusion Plan Feedback

Justification:

To provide the opportunity for Board members to ask any follow up questions about the Equity and Inclusion plan.

Background:

On October 16, 2019, the Executive Director of Equity and Inclusion (EDEI) presented the Equity and Inclusion Plan to the Board of Trustees. The presentation focused on the following:

- How the plan was created
- Why there is a need for a plan
- Identifying the first year priorities of the plan

If Board members had any follow up questions about the plan, the EDEI would provide answers at the November Board meeting.

Discussion:

John Eklof, Executive Director of Equity & Inclusion will be available to answer any questions the Board may have on this item.

Cascadia College Board of Trustees

Discussion/Presentation Items

Subject: Strategic Enrollment Management Update

Justification:

Informational presentation so Trustees can track the progress and intent of the college's SEM plan.

Background:

A group of stakeholders from different college departments have been meeting to work on a Strategic Enrollment Report for Cascadia. This report will be designed to help the college intentionally recruit and retain students in alignment with its strategic goals.

Discussion:

Erin Blakeney, Dean of Student Success Services, will present and review objective, process and schedule.

STRATEGIC ENROLLMENT MANAGEMENT

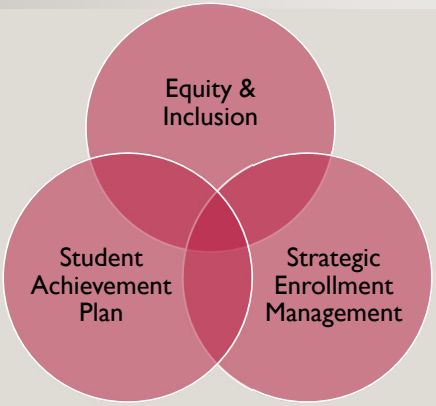
CASCADIA'S APPROACH

OVERVIEW

Strategic Enrollment Management

- Why SEM is important
- Process for creating plan
- Timeline for deliverables

CONTEXT



= Strategic Plan

GOAL

To produce an actionable report that establishes a process for implementing initiatives designed to increase Cascadia's enrollment and retention

PROCESS
Strategic Enrollment Management
Student Experience
Connecting
Starting Right
Progressing
Completing Goals

PROCESS
Strategic Enrollment Management
mission
data/research
mission
data/research
best practices
ROI
alignment
mission
data/research
best practices
ROI
alignment
resources
budget, facilities, staffing

TIMELINE

Strategic Enrollment Management

December	January	February	…	2020-21
geographic assessment scan	**prospective student survey**	**send funding opportunities to Foundation**	**implement and track short-term operational plan**	**write & publish final SEM plan**
create tool for prioritizing list	**prioritize list of initiatives**	**establish short-term SEM operational plan**	develop next strategic plan	
			refresh college mission, vision & values	

QUESTIONS?

Cascadia College Board of Trustees

Discussion/Presentation Items

Subject: Monthly Financial Reporting: Methodologies/Presentation Styles

Justification:

Clarify level of detail provided in monthly budget updates.

Background:

With a continued emphasis on transparency in the budget process, the college would like to revisit what method the Board of Trustees would like to be presented financial reports/budget updates. Attached you will find the report we have used as our annual summary budget report as well a common SBCTC template for your review/reference.

Discussion:

Martin Logan, VP for Administrative Services & HR will be available to answer any questions the Board may have on this item.

2018 - 2019 General Operating Fund Budget-to-Actual Report
July Budget Report as of July 31, 2018

Sources:	2016-17	2017-18				2018-19		
	ACTUAL	BUDGET	ACTUAL 2017/18	7/31/2017	% Rec'd	BUDGET	7/31/2018	% Rec'd
Sources:								
State Allocation	$ 25,920,304	$ 26,030,940			#DIV/0!	$ 27,686,129		0.0%
Approved Use of Fund Balance	2,365,627	130,000			#DIV/0!	0	NA	
CTClink	0	300,000				300,000		0.0%
GP/SEM						712,702		0.0%
Excess Enrollment	0							
International	2,359,865	2,350,000			#DIV/0!	2,350,000		0.0%
Running Start	5,686,094	5,881,150			#DIV/0!	7,665,000		0.0%
U3 Program						500,000		0.0%
Interfund Transfers	865,356	448,522			#DIV/0!	617,350		0.0%
Local Revenues:								
Student Tuition	13,990,797	14,720,876			#DIV/0!	14,900,000		0.0%
Student Fees	3,222,587	3,178,178			#DIV/0!	3,109,417		0.0%
Self-Support Programs	6,087,293	6,383,061			#DIV/0!	5,725,579		0.0%
Other (Rent, interest income	1,979,924	1,676,125			#DIV/0!	1,531,486		0.0%
Total Local Revenues	$ 25,280,602	$ 25,958,240	$ -	$ -	#DIV/0!	$ 25,266,482	$ -	0.0%
Total Sources	**$ 62,477,848**	**$ 61,098,852**	**$ -**	**$ -**	#DIV/0!	**$ 65,097,663**	**$ -**	**0.0%**

Uses by Type:	2016-17	2017-18				2018-19		
	ACTUAL	BUDGET	ACTUAL 2017/18	7/31/2017	% Spent	BUDGET	7/31/2018	% Spent
Salaries/Wages	$ 34,917,783	$ 37,588,520			#DIV/0!	$ 39,907,990		0.0%
Employee Benefits	11,775,728	12,960,997			#DIV/0!	13,810,919		0.0%
Personal Services	183,566	116,500			#DIV/0!	196,850		0.0%
Goods & Services	7,939,848	7,148,165			#DIV/0!	7,406,463		0.0%
Travel	276,046	204,698			#DIV/0!	278,095		0.0%
Equipment	1,797,945	642,672			#DIV/0!	903,570		0.0%
Grants-Students	2,048,657	1,539,131			#DIV/0!	1,674,097		0.0%
Debt Service	2,018,472	1,873,383			#DIV/0!	1,879,108		0.0%
Cost Recoveries	(931,623)	(975,214)			#DIV/0!	(917,154)		0.0%
Total Uses by Type	**$ 60,026,421**	**$ 61,098,852**	**$ -**	**$ -**	**#DIV/0!**	**65,139,938**	**-**	**0.0%**

Uses by Program:	2016-17	2017-18				2018-19		
	ACTUAL	BUDGET	ACTUAL 2017/18	7/31/2017	% Spent	BUDGET	7/31/2018	% Spent
Instruction	$ 33,314,603	$ 34,652,779			#DIV/0!	$ 36,671,403		0.0%
Primary Support Services	3,395,558	3,577,835			#DIV/0!	3,788,042		0.0%
Library	1,332,665	1,344,410			#DIV/0!	1,430,867		0.0%
Student Services	4,956,205	5,462,793			#DIV/0!	5,970,977		0.0%
Institutional Support	11,015,561	9,343,357			#DIV/0!	10,089,140		0.0%
Plant Oper & Maintenance	6,011,830	6,717,678			#DIV/0!	7,189,509		0.0%
Total Uses by Program	**$ 60,026,421**	**$ 61,098,852**	**$ -**	**$ -**	**#DIV/0!**	**$ 65,139,938**	**$ -**	**0.0%**

Cascadia College

Summary Budget Report

As of June 30, 2018

Operations

Revenue	Budget	YTD	P-YTD	YTD % of Budget	Variance from P-YTD	Percentage Variance from P-YTD
State Allocation	10,291,347	10,553,121	10,140,419	103%	412,702	4%
Tuition and Excess	5,407,705	5,159,230	5,414,317	95%	(255,087)	-5%
Running Start	3,150,972	3,340,057	3,107,218	106%	232,838	7%
Continuing Education	75,000	22,734	24,300	30%	(1,566)	-6%
College in the High School	49,175	85,020	86,930	173%	(1,910)	-2%
Adult Basic Education Fee	16,436	19,822	19,766	121%	56	0%
Computer and Technology Fees	20,900	20,854	21,074	100%	(220)	-1%
Distance Education Fee	265,672	302,366	284,996	114%	17,370	6%
Science Lab Fees	59,751	57,713	58,911	97%	(1,198)	-2%
Assessment Fees	65,272	54,659	59,999	84%	(5,340)	-9%
Application Fees	65,447	78,539	78,539	120%	-	0%
Total Operating Revenue	19,467,676	19,694,115	19,296,470	101%	397,646	2%
Expense						
Student Learning	7,603,676	7,812,141	7,461,761	103%	(350,380)	-5%
Academic Support	2,149,723	1,851,362	1,736,158	86%	(115,204)	-7%
Library	1,027,154	800,536	1,290,426	78%	489,890	38%
Student Success	2,411,089	2,616,550	2,212,072	109%	(404,478)	-18%
Institutional Support	3,437,543	3,551,149	3,439,727	103%	(111,422)	-3%
Plant Operations	2,726,812	2,370,340	2,852,974	87%	482,635	17%
Total Operating Expense	19,355,997	19,002,077	18,993,119	98%	8,959	0%
Net Operating Revenue (Loss)	111,679	692,038	303,351	620%	388,687	128%

Bachelor of Applied Science in Sustainable Practices

	Budget	YTD	P-YTD	YTD % of Budget	Variance from P-YTD	Percentage Variance from P-YTD
Revenue*	173,864	141,032	172,540	81%	(31,508)	-18%
Expense	226,683	175,580	163,986	77%	(11,594)	-7%
Net Revenue (Loss)	(52,819)	(34,548)	8,554	65%	(43,102)	-504%

**Does not include allocation*

International Programs

	Budget	YTD	P-YTD	YTD % of Budget	Variance from P-YTD	Percentage Variance from P-YTD
Revenue	3,933,575	3,529,921	3,999,662	90%	(469,741)	-12%
Expense	3,053,573	2,537,146	3,137,443	83%	600,297	19%
Net Revenue (Loss)	880,002	992,775	862,219	113%	130,557	15%

Events

	Budget	YTD	P-YTD	YTD % of Budget	Variance from P-YTD	Percentage Variance from P-YTD
Revenue	126,429	116,855	86,689	92%	30,165	35%
Expense	145,207	120,891	108,057	83%	(12,834)	-12%
Net Revenue (Loss)	(18,778)	(4,036)	(21,367)	21%	17,331	-81%

Grand Total

	Budget	YTD	P-YTD	YTD % of Budget	Variance from P-YTD	Percentage Variance from P-YTD
Revenue	23,701,545	23,481,923	23,555,361	99%	(73,438)	0%
Expense	22,781,460	21,835,694	22,402,605	96%	566,911	3%
Net Revenue (Loss)	920,085	1,646,229	1,152,756	179%	493,473	43%

Cascadia College Board of Trustees

Discussion/Presentation Items

Subject: SBCTC Vision Statement

Justification:

This item is for Trustee awareness only so that the Trustees can see how our local Strategic Plan will fit into the state-wide vision and mission.

Background:

The Vision Statement and Strategic Plan included in this packet were distributed by the SBCTC for consideration by the colleges and Trustees. It will be approved this winter by the State Board. It illustrates the State Board's perspective on the goals for our entire system. Our college must align with this vision through our actions.

Discussion:

The Trustees should feel prepared to reference these documents as we formalize our local strategic plan over the next year. Are there ways to help the Trustees with this task? Do the Trustees feel that the college has been including them in the process of the 3-pronged strategy (i.e., Equity & Inclusion, Student Achievement / Guided Pathways, and Enrollment Management)? Are their ways that the Trustees could be more helpful?

2019 SBCTC SYSTEM VISION STATEMENT

September 25, 2019

On June 27, 2019, the governor-appointed Washington State Board for Community and Technical Colleges unanimously approved the following vision statement:

> *"Leading with racial equity, our colleges maximize student potential and transform lives within a culture of belonging that advances racial, social, and economic justice in service to our diverse communities."*

The vision statement is meant to inspire us, to challenge us, and to capture the heart of our mission so well that we are restless to improve. It also answers a fundamental question: What do we hope to achieve for our students and the world they create?

Statement of Intent

From 2006 to 2019: An Evolving Vision

Our college system's last vision statement dates back to 2006, a time when our nation was on the brink of the Great Recession. The statement focused on raising the prosperity of individuals, communities and our economy. However, it was silent in recognizing that we can only achieve those goals by improving outcomes for our diverse student population.

This 2019 vision statement grew from months of data analysis and facilitated conversations among State Board members and with a system-wide Equity Vision Work Group. The work group was made up of representatives from the State Board, trustees, presidents, students, faculty and college diversity and equity officers. Also participating on the work group were State Board staff who serve on the agency's Diversity, Equity and Inclusion Committee.

This document records the thought process behind the wording of the 2019 vision statement so the intent remains clear as leaders change and colleges create local plans to support the state-wide vision.

Words Matter: A Phrase-by-Phrase Analysis of This Vision Statement

Leading with racial equity…

This vision statement immediately focuses on racial equity, which raises an important question: Why start with race? The answer: To provide an excellent education for all our students, we must remove the institutional barriers that weigh down students of color, who make up 45 percent of our student population.

SBCTC research shows students of color are less likely to be retained through completion. This is not because of a lack of talent, ambition or work ethic on the part of students, but because of racist and discriminatory practices that have funneled away opportunity and income over generations.

Throughout our history, institutional racism blocked people of color from getting well-paying jobs, buying houses and pursuing education. Families of color have been less able to save, become economically stable, and accumulate wealth to pass onto future generations. Students of color are living with disadvantages that are deeply rooted in discriminatory practices, many intentional and others created through privilege or unconscious bias.

Any system produces what it is designed to produce. Our community and technical colleges are producing white graduates at a higher rate than graduates of color. The answer lies not in "fixing" students, but changing our institutions to better serve students of color.

While history may have created inequalities in systems long before we were born, we are all part of the system now and it's our job to change it.

The destiny of our students is linked. The strategies that produce racial equity for students of color also work for other students, creating an invigorated campus community and better educational outcomes overall.

"Leading with race is very intentional in this statement. Other things will follow, but if we don't start here, everything else will be watered down." — Work group member

"Many of us were raised not to see race, but when we do that, we actually do more harm to students of color." – Work group member

...our colleges maximize student potential and transform lives...

"Potential" means several things: students' earning potential, potential to participate in communities and our nation's democracy, and potential to see their own vast capabilities. This phrase also recognizes that our colleges transform lives with students, family members, community members, and employers alike.

...within a culture of belonging...

Students thrive where they feel they belong. This section challenges colleges to create a culture where all students and educators feel welcomed, valued and acknowledged. Colleges should hire more employees of color so students see themselves reflected in those around them. Staff of all races should understand racial equity and translate it into effective practice.

"We need to change the culture of our organizations, so our responsibility is beyond shedding light on the students and instead look at their entire experience, like an ecosystem." — Work group member

...that advances racial, social and economic justice in service to our diverse communities.

This final phrase answers one of the work group's biggest questions: To what end are we helping students achieve their maximum potential? Certainly, it's to elevate students, communities and our economy, but it's also to turn all students into standard-bearers for racial, social and economic justice within their own diverse communities, leading the way for others.

"We aspire to create not just a skilled nurse, but a socially just and socially responsible nurse." — Work group member

Community and Technical College System Vision and Strategic Priorities

D R A F T 3

Updated: September 25, 2019

Introduction

To be written

Problem Statement

Washington Student Achievement Council educational attainment goals:

- All adults in Washington, agenda 25-44, will have a high school diploma or equivalent.
- At least 70 percent of Washington adults, ages 25-44, will have a postsecondary credential.
- Goals adopted by State Legislature

Washington Roundtable education goal:

- 70 percent of Washington students will earn a post-secondary credential by age 26.

Educational attainment is Increasing but not fast enough

- Just over 90 percent of Washington's population aged 25-44 holds a high school diploma or equivalent, a one percentage point increase over the baseline year of 2011.
- 52.5 percent of adults aged 25-44 have a postsecondary degree, certificate or apprenticeship credential, and a two percentage point increase over the baseline year of 2011.
- 40 percent of young adults have completed a college credential compared to 31 percent in 2006.

Washington's Community and Technical College Role

- To achieve the Washington Student Achievement Council goal, community and technical colleges would need to complete an additional 228,000 credential holders over 10 years.
- This is 60 percent of the overall Washington Student Achievement Council goal of 340,000 new credential holders based on the populations whose education attainment needs to increase and where they are likely to enroll. https://www.sbctc.edu/colleges-staff/research/reports/socioeconomic-research.aspx
- Serving more people, increasing completions and eliminating equity gaps are all required to close gaps in the state's skilled labor force and maximize career pathway opportunities for all Washingtonians. https://www.sbctc.edu/resources/documents/colleges-staff/research/socioeconomic-research/wsac-goals-access-and-completion-research-brief.pdf

DRAFT

Community and Technical College System Vision Statement 2019

Leading with racial equity, our colleges maximize student potential and transform lives within a culture of belonging that advances racial, social and economic justice in service to our diverse communities.

Principle Goals to Raise Educational Attainment and Close Skills Gaps

Close equity gaps. Consistent with the values in the Board's vision statement, we must eliminate inequities in transitions to college, retention, completion, wage and transfer outcomes for students historically underrepresented in higher education.

Improve completion rates for all students. The largest contribution to increasing educational attainment by community and technical colleges will come from improving completion rates for students we already enroll across all programs, associate degrees both transfer and workforce, certificates including apprenticeships, and transitions from basic skills to college level programs.

Increase enrollment. College enrollment can increase from populations with lower educational attainment rates, including young adults, low income adults, people of color, immigrants and single parents.

Key Strategies

1. **Pursue actions, policies and investments through an equity lens.**

   - Disseminate new system vision statement and discuss its implications with college system stakeholders.
   - Redesign and implement equity minded, college system-level leadership development programs for aspiring and senior college administrators and professional development for faculty, and staff to support retention and career advancement.
   - Institutionalize applying an equity lens across all strategies.

2. **Fully implement Guided Pathways and other proven student success strategies across the college system.**

   Guided pathways is a research-based framework to redesign college programs and services in order to put students on career and educational paths and support their retention through to completion. The System will need to scale up pathways from early adopters to all community and technical colleges.

   - Expand technical assistance to colleges on guided pathways implementation.
   - Embed equity throughout pathways implementation.
   - Expand partnerships with private foundations and research organizations to scale guided pathways and evaluate outcomes.

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- Identify accountability metrics for college implementation focused on increasing student completions across student demographics.

3. Implement Strategic Enrollment Plan

- Expand dual credit across all high school demographic groups.
- Implement an outreach campaign for low income, young adults, underemployed and working adults, and people of color, in collaboration with the launch of the new Washington College Grant.
- Implement a simplified online admissions application.
- Seek federal approval to implement a standard process for Ability to Benefit, to increase participation in I-BEST programs and basic skills transitions to college level programs.

4. Implement Career Connect Washington

The state is implementing a new youth apprenticeship system designed to launch young adults into careers through a combination of work based learning and classroom instruction leading to college credentials. The college system received a small appropriation to begin implementing Career Launch programs.

- Develop Career Launch endorsement process
- Award grants to colleges for Career Launch program equipment and implementation.
- Develop partnerships with industry associations and labor organizations.
- Negotiate accountability metrics and targets.

5. Advocacy and community engagement

- Implement long-term strategic advocacy plan including outreach, branding and marketing.
- Build relationships with new legislators and legislative leaders.
- Increase external stakeholder engagement, partnerships, and alliances with communities of color, business associations, labor organizations, K-12 and higher education, and local community leaders.
- Increase student engagement in advocacy efforts.

Metrics

- Use metrics identified in the Strategic Enrollment Plan to track progress towards increasing enrollments, including demographic disaggregation to analyze equity gaps.

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- Use measures for the Student Achievement Initiative to track progress towards increasing completion rates, including demographic disaggregation to evaluate progress on closing equity gaps.

- Negotiate measures for Career Connect Washington to include number of Career Launch programs, number of students served, and employment outcomes.

- Establish annual targets for the college system required to achieve the state's educational attainment goals by 2030.

DRAFT

Cascadia College Board of Trustees

Discussion/Presentation Items

Subject: Policy Review Worksheets

Justification:

The Trustees review 1/3 of the College's Board policies each year as required by accreditation. The worksheets completed as homework fulfill this requirement.

Background:

Each year the Trustees review approximately 1/3 of the College's Board policies. These are over-arching governance policies for which the Board is responsible. The college also has "College Policies" for which the executive team is responsible. With regard to the Board Policies, the Trustees must indicate if each policy seems accurate to the best of their knowledge. If so, it is approved. This first cycle of review also requires us to point our Board Policies to existing RCW's if they exist, and this is also to be indicated on the worksheet.

Discussion:

Homework is to be completed by the Board meeting. We will discuss with the college's Assistant Attorney General if any changes need to be made.

Cascadia College Board of Trustees

Action Items

Subject: First Quarter Grants Approval (1st Read/Action)

Justification:

The Trustees are asked each year to approve the annual grants for the college.

Background:

The grants that the College has received are listed below:

Program Name	Grant Number	Amount
Worker Retraining – Proviso	001-AC1	254,448
Worker Retraining – Earmark	001-011	-
Opportunity Grants	08A-3E0	169,412
Basic Food Employment and Training Grant	130-BFET-19	61,810
BEDA Leadership Block Grant	130-BLB-20	4,074
BEDA Special Projects Grant	130-BSP-20HS	257
Job Skills Program Grant	130-JSP-20CCC	145,260
Job Skills Program Grant	130-JSP-20JA	139,182
Misc. General Grant	130-B2C-20	15,000
Perkins Leadership Block Grant	130-PLB-20	20,400
BEDA Master Grant	130-BEDA-20	86,250
ABAWD Navigation Design Funds	130-ABAWD-19	13,000

Martin Logan, VP for Administrative Services & HR will be available to answer any questions the Board may have on this item.

Action:

It is recommended that the Board approve the use of the grants awarded to the College through November 2019.

Vote/Adoption:

Chair asks for motion: _____
Trustee makes the motion: _____
Trustee seconds the motion: _____

All in favor:

	Yes	No	Abstain
Captain			
Kelly			
McDaniel			
Ponto			
Quint			

Cascadia College Board of Trustees

Action Items

Subject: Transforming Lives Award Nomination

Justification:

The Trustees are asked each year to nominate a student from the college for this state- wide award.

Background:

Per the Trustees' request, the college staff finds a qualified student for this award and nominates them to the Board. This year's nominee is Lily Giroux and her essay is attached. The college president will report on the new directions for this banquet and award during the meeting.

Action:

The Board should move to accept this nomination for the Transforming Lives Award.

Vote/Adoption:

Chair asks for motion: _____
Trustee makes the motion: _____
Trustee seconds the motion: _____

All in favor:

	Yes	No	Abstain
Captain			
Kelly			
McDaniel			
Ponto			
Quint			

Transforming Lives Scholarship Essay

What compelled me to attend a community college was not only its affordability relative to a 4-year university, but also the fact that attending a community college would mean that I would not have to leave the network of people I had grown up with immediately after high school. Attending Cascadia College meant being able to continue working with the friends I made in my first job, being able to bike from my home to my college campus, and always being able to find people to support me through the transition from high school to college.

At Cascadia College, the individual who contributed most to my success was Bryan Fauth, the director of the Disability Support Services program at Cascadia College. He introduced me to Google Calendar, an app for computers at smartphones that sends notifications to its users to remind them of events: when the events take place, where they are, and any other important details the user enters into the calendar. After I started using Google Calendar, I became a much more organized person, because Google Calendar helped me handle the two most difficult aspects of the transition from high school to college. For me, the most challenging aspect of college was that suddenly, students were held accountable for keeping track of when their assignments were due, rather than being reminded day after day about them and encouraged to write them down in a district-provided planner. The second most challenging aspect of college for me was the changing class schedules from quarter to quarter, and even within a quarter itself when classes were canceled unexpectedly. However, as long as I put the times I had to be in class in Google Calendar and the room numbers of my classes, I wouldn't be in danger of forgetting that I had classes on a given day.

Although few barriers prevented me from attending a community college after graduating high school, one obstacle that limited my college attendance was that it was very challenging for me to take college courses while in high school. Since I was not a student of the school closest to my house, I would need to sign many forms and meet with many people in order to attend college while in high school. Thus, I decided to wait until I graduated from high school to attend college courses, and earned college credit in high school through taking Advanced Placement exams instead.

As for my goals for the future, I plan on transferring to Western Washington University in the fall of 2020 to major in Special Education. As a former student of grade school with high-functioning autism, a former volunteer in a classroom for students with disabilities, and a current recipient of disability support services, I care deeply about making education accessible for all students.

Aside from the typical advice given to college students (don't plagiarize, write emails professionally, and don't procrastinate), the lesson I have learned that I am most adamant about passing on to other students is that they must put a system in place for themselves that reminds them where they need to be, when they need to be there, and when their assignments are due. Google Calendar, in my opinion, is the best organizational system for college students, but several other alternatives exist that may work better for other students. It is not important what technological organizer students use, as long as students find a system that works for them and sends them notifications before the deadline of their assignments.

Cascadia Events & Advocacy Board (EAB)

Report to the Board of Trustees

Cascadia College

Meeting Date: November 20, 2019

Cascadia Student Life has been keeping our fall quarter schedules full. On Tuesday, October 15th, EAB hosted the Beauty & the Beast Domestic Violence Awareness event. Participants watched the Disney Movie and engaged in a panel discussion on the examples of domestic violence in the movie, as well as steps to take when facing such violence and on campus resources to use. Cascadia students met our new Violence Prevention & Advocacy Program Manager, Elizabeth Wilmerding, who will provide free and confidential Victim Advocacy services and support for Cascadia students who have experienced or are currently experiencing relationship or sexual violence as well as presenting informative workshops.

Our annual family friendly Halloween themed event, Spooktacular, occurred on October 22nd, from 5pm to 7:30pm in the ARC overlook. Around 400 students were able to participate in bingo, pumpkin decorating, pancake artists and a virtual reality haunted house.

EAB has filled their Treasurer position. Juan Maldonado is an Army veteran from Sultan, WA, studying computer science & software engineering. He joined EAB on October 25th and we are excited to have a full team.

I have been tabling for voter registration and awareness for the recent general election which took place on November 5th. I spoke to around 100 people in total. I have also finalized the Pizza & Politics fall quarter event on navigating today's political information and media landscape. This will be a part of a quarterly series held in partnership with a faculty member. The fall quarter event will be held on Wednesday, November 20th from 4pm to 5pm.

Each fall the National Association for Campus Activities (NACA) West Region holds its annual conference, a three-day event featuring educational programs, networking opportunities, diversity and leadership initiatives and a wide variety of entertainment and vendors who provide tools needed to program events on campus. EAB will be attending from November 14th to the 16th, we will be leaving a day earlier to reach the Ontario Convention Center in Ontario, CA.

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: November 2019

- Faculty are engaging in discussions on Guided Pathways, accreditation, scheduling, and Program Assessment in various committees and hallways.

- Faculty participated in the October DIA (Day for Inquiry & Assembly).

- The Steering Committee met and brainstormed ways to increase faculty involvement on campus.

Respectfully submitted,

Sharon Saxton - Senior 2 Tenured Founding Faculty

Washington Public Employees Association

UFCW Local 365

Report to the Board of Trustees

Cascadia College

Meeting Date: November 2019

We have an upcoming meeting on November 14 to cover how to enroll in the new Flex Spending Account, as well as discuss the new roll out of paid FMLA(Family Medical Leave Act), both go live in January. Given time, we will go over other current events.

Thank you,

Marah Selves, M.Ed, Administrative Services Manager