



March 11<sup>th</sup>,2020

Dear Board of Trustees and Campus Community:

Our March meeting will be full and I appreciate the Board's dedication to assuring all of our business receives its due attention. We will start the meeting in executive session with three amazing tenure candidates, all dedicated professionals and effective in their classrooms. We will have the opportunity to discuss with them their progress and meet with their Tenure Committee chair.

In public session, we will focus on the campus's most pressing issues. Coronavirus, ctcLink, accreditation and STEM4 top the list of topics to discuss and review with the Trustees. We are managing well under the difficult circumstances.

The legislative session will be wrapping up soon which means we can start our intensive budget writing. There are no surprises for us in the current legislation, but our continued enrollment and legislative support means that we will continue on a tight budget. We'll review the timeline for this development with you at the meeting.

I look forward to seeing you at the meeting.

### **Meet and Greets**

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

#### **Campus**

- ETeam Book Club, Reading *Freedom is a Constant Struggle* by Angela Davis
- Cascadia College Foundation Task Force
- Great Cascadia Bake Off
- Quarterly Leadership Group Meeting

#### **Community / State**

- Joint Legislative Committee Conference
- February WACTC Meeting
- ACT Conference
- Bothell Kenmore Chamber Luncheon
- Bothell Chamber Board Meeting
- District 1 Legislative Town Hall (moderator)
- District 48 Legislative Town Hall (attended)
- Friends of Youth Meeting
- Legislative Meetings in Olympia

#### **UWB**

- UWB- Vice Chancellor for Planning and Administration Hiring Committee
- Chancellor & President Monthly Meeting
- City and Campus Leadership 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:***

Student of Color Conferences

Due to concerns surrounding COVID-19, the Northshore and Lake Washington school districts have decided to postpone the student of color conferences. Currently, contingency plans for both districts are being finalized for potential dates in either late spring or early fall.

Human Resources Collaboration

Samantha Brown, Manager of Professional Development, will be collaborating with the Office of Equity and Inclusion in specific projects aimed to further the Equity and Inclusion Plan such as E&I New Employee Orientation, Affinity Groups, and professional development opportunities related to E&I.

Equity and Inclusion Plan

The Executive Director of Equity and Inclusion is in the beginning stages of creating the E&I Plan 2.0. This process entails reviewing all of the action items under the current E&I Plan, examining E&I initiatives and efforts from different colleges in the SBCTC system, and researching best practices from the field of diversity, equity, and inclusion.

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

Cascadia Natural Science Lab scored 89% overall in the Green Laboratory Certification Program, achieving Gold Level certification. Our labs scored highly in the following categories: Energy, Purchasing, and Work-Related Travel and Field Work.

Political Science Faculty Erin Richards is a former member of the committee for the status of community colleges in the profession for the American Political Science Association (APSA), and currently the first and only community college faculty member serving on the governing council for APSA. She was asked to contribute to a special section in the Journal of Political Science Education (JPSE) titled "Careers in Political Science at Community Colleges". That special symposium has been published in the most recent version of JPSE and includes a piece she co-authored with a colleague from California titled "[THE APPLICATION AND HIRING PROCESS FOR COMMUNITY COLLEGE FACULTY.](#)"

Cascadia's Sustainability Club took 13 students to the [WASHINGTON-OREGON HIGHER ED SUSTAINABILITY CONFERENCE \(WOHESC\)](#) at the University of Oregon, in Eugene, March 2-4. Two of the featured speakers at the conference are Sustainability Club president Joao Vilca Soto, and the club's advisor, Cascadia's Assistant Director of Sustainable Practices Stephan Classen.

Cascadia has recommend Natalie Serianni (Senior Faculty 2, English) for the Assessment, Teaching, Learning, and Equity award. Natalie's work and contributions to Cascadia support the success of all student populations, including and especially some of our most vulnerable groups. She has demonstrated a clear commitment to breaking down institutional barriers around placement, pre-college pathways, and assessment. She works to dismantle stereotypes and build relationships.

Cascadia submitted its Guided Pathways work plan to the State Board on February 28. Several members of faculty and staff contributed input to the plan. We expect to receive feedback from the State Board in early April.

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

Human Resources/Payroll

February 2020 saw the continued hiring processes for Full Time Tenure-Track Faculty for Mathematics, Assistant Director of Enrollment Services, Director of Institutional Effectiveness, and an Academic Advisor - Retention and Completion Specialist, in addition to various student and hourly positions. Interviews will be held throughout the months of March and April, and we anticipate making several quality hires this spring. Additionally, we made two Associate Faculty hires for Spring quarter in Natural Sciences and Astronomy.

The Human Resources team continues to prepare for ctcLink, as we now anticipate a May 11 go-live date. Several members of the team attended the quarterly Winter PPMS meeting on February 27-28, where there was further discussion and learning opportunities shared by the Tacoma staff from their experience with ctcLink. Plans are currently being arranged for our HR/Payroll team to travel to Tacoma in April to visit and discuss in further depth best practices they recommend.

Information Services

Information Services are busy working on a number of projects in addition to working with staff and students to ensure they have the resources needed if a complete online presence is warranted in this uncertain time. As a team, Information Services has received 769 requests for assistance winter quarter and have resolved 660 of them. There have been 52 classroom support requests, which is still a reduction since the same time period last year.

Finance

The Washington State Auditors were on campus the past month to audit Cascadia's financial statements. Though the final report is not available, we are confident that the audit does not have any material findings. Many thanks to the Finance Team for working on top of ctcLink and their regular duties to provide assistance to the auditors. The Finance Team has been hunkering down to finish the UAT testing and gain training in a live environment. The team went down to Tacoma Community College to work hand in hand with the Tacoma's finance team to see how ctcLink works in a real-live environment. Nermalyn, Nor and Ed (team Tacoma) were incredible with their information sharing and the team came back empowered with knowledge and confidence to use the new system. With that experience, we are working on developing a training plan for the rest of campus.

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



Outreach/Marketing

The Outreach Team attended, hosted or offered 8 events in February, yielding 37 points of contact with prospective students, families, and counselors. This included trips to schools in Mill Creek and Mukilteo. The team continues to push information out to students and the public including promoting Foundation Scholarships, the Legislative Town Hall and special events such as the Museum of Special Art exhibit titled *Illumination* at Mobius Art Gallery. Design projects included continuing production of weekly videos with captioning for the Great Cascadia Bake Off, formatting of Standards 1 and 2 of the accreditation

Report, and Prof/Tech programs web pages and video edits. The team also revised and rolled out the high-energy registration campaign called “Rock Enroll.”

## Foundation

The deadline for Foundation Scholarship Applications has been extended to March 20 to allow for a sufficient pool of candidates. The Foundation Board approved \$21,000 in additional awards for spring quarter based on the gift received from the estate of Eva Gordon. These funds will assist students from diverse backgrounds, facing specific challenges who otherwise may not have been able to finish out the year. The Foundation Board Task Force will meet March 13 to continue the work that will inform the Foundation Board’s strategic plan.

## International Programs

International Programs collaborated with the Marketing team to design and publish a new set of student testimonials for the upcoming recruitment trips. Unfortunately, trips to Japan and South Korea were cancelled due to the recent outbreak of COVID-19. While ctcLink testing is ongoing, International Programs staff are finalizing the orientation schedule for a cohort of Trajhal Hospitality and Tourism College students arriving on March 7, as well as a new group of international students arriving for spring quarter. Tax workshops are being held to assist students file their U.S. tax returns for 2019. Several students attended an outing to the Museum of Pop Culture (MoPop).

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

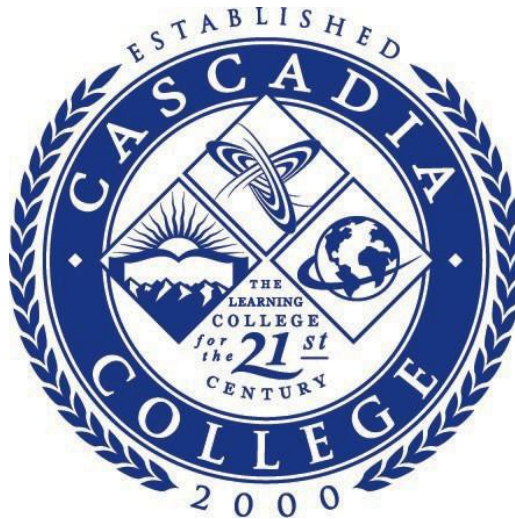
Cascadia is now in Deployment Group Three B (DG3-B) with a new Go-Live date of May 11, 2020. On February 18<sup>th</sup> SBCTC’s ctcLink Steering Committee approved the split of DG3 into two groups, DG3-A and DG3-B, after the state’s project team admitted they were unable to support all six colleges but were capable of supporting one to three colleges going live simultaneously March 9<sup>th</sup>. Additionally, SBCTC’s delays in providing the employee training environment and associated security access mapping and management training further warranted the delay in Go-Live to May as there was insufficient time to train employees on the new PeopleSoft business processes before March 9<sup>th</sup>.

Lower Columbia and Olympic Colleges remain in the original deployment group, now DG3-A, and expect to Go-Live on March 9, 2020. SBCTC’s project team focus will remain on DG3-A until March 20<sup>th</sup> then shift to DG3-B. Peninsula College and Pierce District join Cascadia in DG3-B. With the two-month delay Cascadia’s project team redirected efforts towards: 1) completing user acceptance testing (UAT); 2) identifying employee security access requirements; 3) training our security administrators and coordinators to input and manage employee security in the training environment; 4) re-planning and preparing for employee training in April; and 5) preparing and training helpdesk triage teams for their employee training, Go-Live, and post Go-Live support requirements.

We look forward to seeing you at the Board meeting on March 18<sup>th</sup>.

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, March 18<sup>th</sup> 2020**  
**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, March 18<sup>th</sup> 2020  
4:00 p.m. - Room CC2-260**

**AGENDA**

**1. Executive Session**

**The Board will meet in a one hour and thirty minute Executive Session to discuss number 2 below and/or any of the issues listed below:**

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

**2. CALL TO ORDER (5:30pm)**

**3. CONSENT AGENDA**

- Meeting Agenda
- Minutes from our last meeting – February 19<sup>th</sup>, 2020

**4. PUBLIC COMMENTS**

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

**5. NEW EMPLOYEES/PROMOTIONS:**

- Introduction of New Employees/Promotions:  
No new employees to announce.
- Promotions – E-Team members will share staff promotions with the board.  
No promotions to announce.

## **6. INFORMATION ITEMS**

- Capital Projects Update – (MW)
- Accreditation & Strategic Plan Update – (KL)
- Strategic Plan Update: SEM Plan – (MW/EB)

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

- COVID-19 Update – (EM)
- Our Community: Hanover Research Part One – (KL/MW)
- Monthly Finance Workshop – (ML)

## **8. RECOMMENDED ACTION ITEMS**

- Student Fees (1<sup>st</sup> Read) – (KL)
- Use of Facilities and Expressive Activity Policy (1<sup>st</sup> Read) – (MW)
- COVID-19 Expenses (1<sup>st</sup> Read) – (EM)
- Naming Opportunity: Tjossem Board Room (1<sup>st</sup> Read) – (EM)

## **9. OTHER REPORTS**

- Cascadia Events & Advocacy Board (EAB)
- Cascadia Community College Federation of Teachers (CCCFT)
- Cascadia Classified Union Washington Public Employees Association (WPEA)
- Board Chair and Individual Board Members
- President

## **10. OTHER BUSINESS OR ANNOUNCEMENTS**

## **11. NEXT MEETING**

- Next regularly scheduled Board meeting is Wednesday, April 15<sup>th</sup> 2020

*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  
February 19<sup>th</sup>, 2020**

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

**BOARD OF TRUSTEES**

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

**EXECUTIVE STAFF**

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

Alan Smith (AAG) present.

Lily Allen (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**

Erin Blakeney, Sara Gomez Taylor, Erik Tingelstad, Kristen Buck, Scott McKean, David Shapiro, Chris Byrne, Corbin Quint, Katherine Horine, Peg Harbol, present.

**EXECUTIVE SESSION**

**The Board will meet in a thirty minute Executive Session** to discuss number 2 below and/or any of the issues listed below:

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

**CONVENED TO PUBLIC SESSION AT 4:30 P.M.**

**1. CALL TO ORDER**

Chair Roy Captain called the meeting to order at 4:00 p.m.

**2. CONSENT AGENDA**

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



### 3. PUBLIC COMMENTS

There were no public comments.

### 4. INTRODUCTIONS OF NEW EMPLOYEES/PROMOTIONS:

- The following new employees were introduced to the Board:

**Student Learning – Curriculum and Scheduling Office**

Jacqueline Webb, Office Assistant 3

**Student Learning - Transfer**

Katherine Horine, Administrative Assistant 3

- Kristen Buck is the new Academic Advisor and Career & Transfer Specialist and will oversee the development of Career and Transfer resources for our students. She is not new to Cascadia, she has been a part-time Advisor here for the past four years, and before that worked in Enrollment Services for eight years. She is a graduate of UW Bothell, and was a student in Cascadia's inaugural year in 2000. She lives in Duvall with her husband and two young boys. Congratulations to Kristen.

### 5. INFORMATION ITEMS

Tenure Update

President Murray gave a tenure update to the board, including the three candidates and the tenure timeline.

Recommendations for 2020-2021 Faculty Sabbaticals

The Board received recommendations for the 2020-2021 Faculty Sabbaticals. The College has had the ability in recent years to set aside money for faculty sabbaticals from the revenues generated by the International Programs division of the college. The current year sabbaticals (2019-20) were written into the operating budget. Next year's sabbaticals will be funded out of "reserves".

The current eight sabbatical requests have been approved, for a total of \$75,000. Eight requests are a lot for one year, but we have spaced them out over the year so as not to have a huge impact on any one quarter. The chart below will indicate each faculty member, their discipline, the number of quarters of sabbatical and a brief summary of their activity.

Faculty Discipline	Qtrs Away Summary		
Gail Alexander	ETSP	1	Prepare for and obtain two sustainability credentials offered through International Society of Sustainability Professionals (ISSP) and develop her community engagement skills by completing a training in the Pomegranite Method.
Dr. Lindsay Custer	Soc Sci	1	Contemporize Gender and Society course materials; develop the IL component of the Contemporary Japan course; reengage with specialization: Feminism in Japan, publish; push academic comfort zone to renew love of teaching
Marc Hyman	Bus	2	Complete Data Science coursework recommended by the Institute for Management Accountants (IMA) that will satisfy continuing education requirements for Marc's CMA license.
Mohan Raj	Nat Sci	2	Complete an OER text for Linear Algebra engineering classes.
Sadie Rosenthal	Nat Sci	2	Complete training in photography to create a free lab manual for Cascadia students; complete scholarly studies in Biology pedagogy, particularly with multimedia supports and resources; present at a scholarly conference.

Midori Sakura	Nat Sci	2	Stanford 4-7 week scholarly collaboration on Environmental science; Envs 120 curriculum update using IL principles, research in Japan on soil; update general earth science knowledge; create video series on soils and geology
Dr. Brian Bansenauer	BIT	3	Research and writing a book on teaching as a generative activity, building connections between area businesses and our MoBAS program, including the continued development of his own App Building skills
Dr. Peg Harbol	Nat Sci	3	Conduct chemical research with a local university; review successful undergraduate research and faculty to plan an experiment-based general

Dr. Eric Murray, President was there to answer questions on the information provided to the Board. The Board had no questions on the material presented.

ctcLink Update

The Board received an update on ctcLink.

- March 9<sup>th</sup> go live has been changed to May 11<sup>th</sup>.
- 2 colleges will still be going live on March 9<sup>th</sup>, we have been moved to Deployment group 3b.
- There will be a 2 to 5 day black out period before May 11<sup>th</sup> and then a few days after.
- We are still going live, our staff has been working really hard trying to implement the new systems.
- For the Board meeting in April, we will discuss the finances surrounding ctcLink.
- May 11<sup>th</sup> is right in the middle of the quarter and right before the registration for summer quarter.

Dr. Eric Murray and Scott McKean, ctcLink Project Manager was there to answer questions on the information provided to the Board.

Accreditation/Strategic Plan Update: Standards and Summaries

In preparation of our peer-review visit in April, summaries of each of the accreditation standards were provided to the board highlighting strengths, vulnerabilities, and opportunities. These documents are for informational purposes and question raising.

Dr. Kerry Levett, Vice President for Student Learning and Success, and Meagan Walker, Vice President for External Relations and Planning was there to answer questions.

**5. DISCUSSION/PRESENTATION ITEMS**

2018-2019 Post Sabbatical Presentations

As part of the sabbatical contractual requirements, the faculty are asked to submit a final report sharing the value of their leave as it relates to their initial sabbatical objective. Four reports are attached for the Board’s review. Two of the faculty members, David Shapiro and Dr. Chris Byrne presented their sabbatical experience.

Dr. Kerry Levett, Vice President for Student Learning and Success was there to answer questions.

Monthly Finance Report

Marty Logan, VP for Administrative Services & HR presented a finance report to the board which included information on the current budget spend down and an audit report. Currently we are 48.85% spent for the allocation this fiscal year, which is on par with the normal spending at this time. Regarding the audit findings, “The College did not have adequate internal controls to ensure it complied with state requirements to adequately safeguard its small and attractive assets.” The College had spoken to the auditors before they began letting them know about the lack of internal controls for small and attractive assets. Alan Smith (AAG) commended the College for being open with the auditors and letting them

know ahead of their search. To address the lack of internal controls for small and attractive items, Marty and his team will:

- Communicate with campus about the centralized purchasing model
- Designate a Procurement Specialist
- Complete Physical Inventory Check
- Update our Policy to reflect SAAM Policy

Comments/Questions:

- Mike would like to have the PowerPoint Presentations before the meetings from here on out so he can review.

Marty Logan, VP for Administrative Services & HR was there to answer questions.

## 6. RECOMMENDED ACTION ITEMS

### Extension of President's Contract

**Chair Roy Captain asked for approval of the use of the grants awarded to the College through November 2019. Trustee Mike Kelly made a motion to approve the President's Contract and Vice Chair Janet McDaniel seconded the motion. All in favor, no abstains.**

## 7. REPORTS

Cascadia Events & Advocacy Board (EAB): Advocacy Board Chair Aarushi Sahai was present and added she is attending legislative meetings in Olympia with President Murray next week and is looking forward to that experience.

Cascadia Community College Federation of Teachers (CCCFT): Sharon Saxton, Senior 2 Tenured Founding Faculty was present and added that faculty really went above and beyond during the snow closures. Faculty are still trying to improve the process, but they were student centered and carried out decisions to ensure they were equitable.

Cascadia College Classified Union Washington Public Employees Association (WPEA) Report: Administrative Services Manager, Marah Selves was present and did not have anything to add to the report.

### Chair and Individual Board Members Reports:

Trustee Dr. Meghan Quint talked about her experience at the ACT Conference. She would like to propose that the trustees use their Cascadia email only, rather than their personal email. She learned at the conference that if using your personal email and a request for information is submitted, they can gain access to your personal email account. Also, we should be using the BCC line in emails to ensure we are not replying to all as that could be considered a meeting.

President Murray will reach out to the trustees individually and figure out what their email preference would be.

### President's Report:

- President Murray asked for clarification from Alan Smith (AAG) about open meetings. Alan said that EAS meeting and BOT are subject to the open meeting policy, but all other college meetings are not. President Murray will continue this conversation with the ETeam.

- Lake Washington, Northshore and Riverview School Districts will be sending reps to meet with President Murray and he would like to have trustees attend these meetings.
  - Lake Washington: Roy & Colleen
  - Northshore: Mike & Meghan
  - Riverview: Janet & whoever is available during that timeframe.
- Bothell Town Hall 3-5pm at Mobius Hall on 2-22-2020
- In Fall of 2020 we will have a comprehensive review of all fees here on campus.
- Regarding the Allocation model, we have confirmed we are receiving compensation for the shared employees we have with UWB.
- Bob Tjossem has an endowment for Cascadia College, his wife passed away and we would like to do something for them to honor everything they have done for this school.
- We do have a formal naming policy, but naming the Board Room after them might be a great option.

**8. OTHER BUSINESS/ANNOUNCEMENT**

None.

**9. MEETING ADJOURNMENT**

Chair Roy Captain adjourned the regular meeting at 6:07pm

**10. Minutes Approved and Adopted on March 18th, 2020:**

\_\_\_\_\_  
Roy Captain, Board Chair

Attest:

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

Bdminutes03182020

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

**Subject:** Capital Projects Update

**Justification:**

The purpose of this information item is to keep the Trustees in touch with the status of our major Capital Projects, the Corporation Yard, the West Garage and the new STEM building.

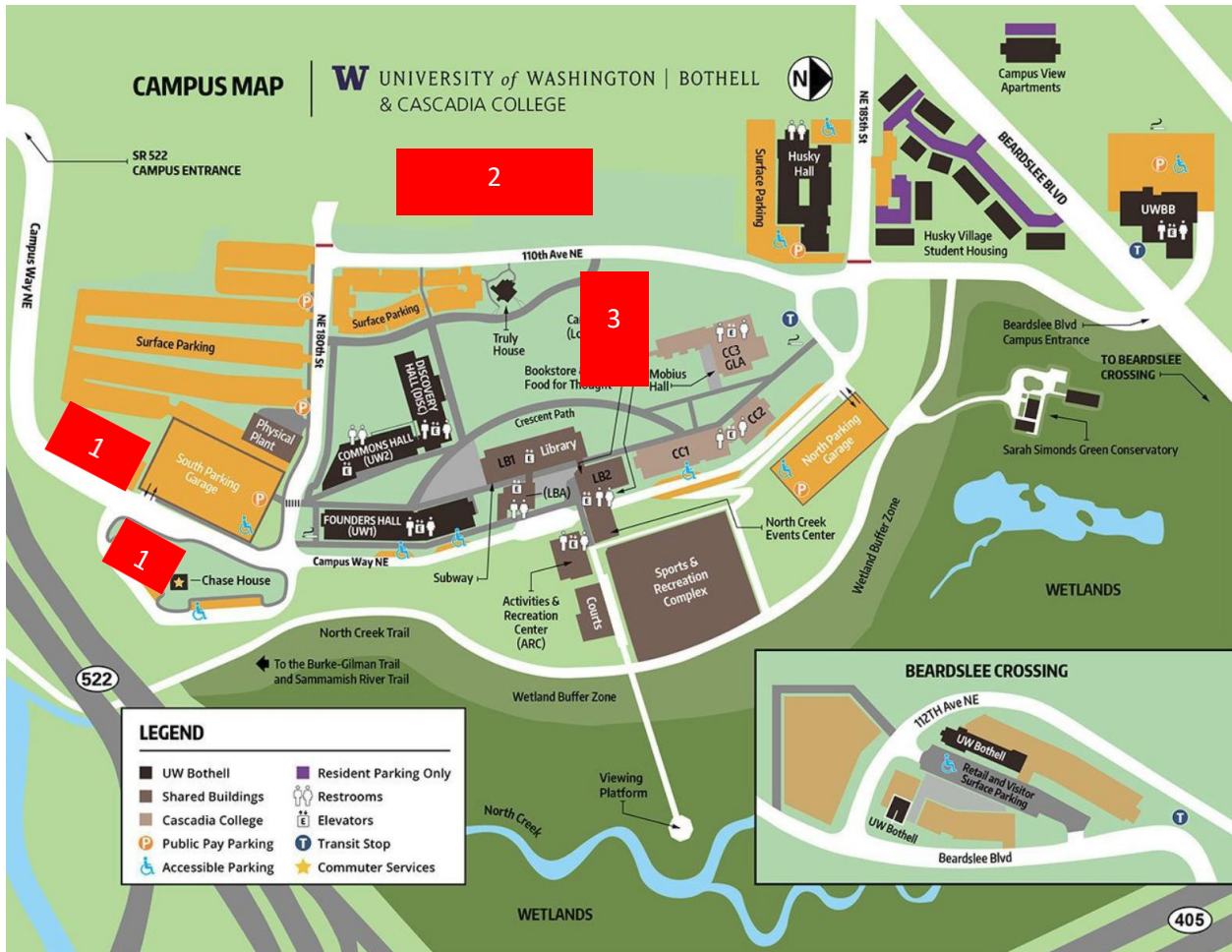
**Background:**

Attached is information outlining the current state of the Capital Projects.

## Information Item: Capital Projects

The purpose of this information item is to keep the Trustees in touch with the status of our major capital projects.

Cascadia and UW Bothell have three shared capital projects currently under construction: the Corp Yard (1), West Garage (2), and STEM 4 (3).



### Corp Yard

This is a \$5.74 million project that will relocate all campus facilities and maintenance vehicles and supplies from the former site on the west hill to a site on the southeast corner of our campus. The structure, which will be completed by late April or early May, will serve as a warehouse with loading dock, storage, shop space, mailroom, etc. Campus pick-ups, cranes, and other large vehicles or equipment will be enclosed in a fenced area just south of the south garage. The fencing that is currently in place is only temporary. UW Bothell financed the project and Cascadia is making a payment on a monthly basis.

### West Garage

The 600-space garage is on target for completion by the end of summer. It will be four stories high, have two elevator “towers”, and an entrance with an arm. The garage is currently built up to 2.5 floors. After completion, we will replant the buffer along the western boundary to better protect our neighbors’ outlook from their back yards. Our goal is to have it in use by fall quarter 2020. Cascadia took out a \$30 million loan from the state (known as a Certificate of Participation or COP). We will repay the loan using fees generated from that and other parking garages.

#### **STEM 4**

This is a groundbreaking building in that it is the first known academic building built to serve two higher education institutions. The plan is for 100,000 gross square foot project that will be shared 50/50 between Cascadia and UW Bothell. At the end of February, we moved into the project definition phase in which the project management team (builder: Lease Crutcher, Lewis; architect: Mithun; project delivery group: UW) engages the faculty, staff, and employees to help define needs. STEM 4 was funded \$79.6 million by the legislature. The target for completion is fall 2022.

## **Cascadia College Board of Trustees**

### **Information Items**

**Subject:** Accreditation and Strategic Plan Update

**Justification:**

The Board will be involved in the annual accreditation visit scheduled for April 22-24. This is the latest information.

**Background:**

We are engaged in three simultaneous processes:

- Preparing for our **7-year accreditation review** April 22-24. Our documents are submitted and we have two months to prepare for the visit. See the update page that follows.
- Finishing our **2012-2020 Strategic Plan** (reformatted in 2016 after our mid-year review). In the report that follows is a link that allows you to see the progress we made on our action items and goals during that time frame. This is the summary of all the content and information we provided you over the last seven years. We are approaching strategic planning differently this coming year and you have already been exposed to the Equity & Inclusion pillar of the new plan.
- Putting together the new **2020 Strategic Plan**. The information item that follows next updates you on the 2<sup>nd</sup> of three pillars, the Strategic Enrollment Management efforts.

Dr. Kerry Levett and President Murray will be available to answer questions on the first two bullets.



# Accreditation and Strategic Planning Report

March 2020

Dr. Kerry Levett

## Accreditation Status Update:

- Peer-review Submission
  - We have successfully submitted our peer-review documents to NWCCU including our year 7 report, “Making Room for Change: A Self-Review of Institutional Effectiveness” ([Standard 1](#), [Standard 2](#))
- Peer Review Site-Visit: April 22-24, 2020
  - We are currently working with our peer-review chair, Chris Bragg, Associate Dean of Institutional Effectiveness at the College of Southern Idaho, on our schedule.
  - We know that COVID-19 precautions will likely impact the Site-Visit. Postponing the visit and peer-review is not an option. The current strategy is to plan a schedule that will facilitate either an on-campus or virtual visit.
  - NWCCU is monitoring each state and their guidance, and will continue to provide updates to us as we near our visit.

## Strategic Planning Update

- The Strategic Plan 2016-2020 Report is complete and submitted to NWCCU along with our self-evaluation reports.
- Below is a brief summary. [The full report is also available.](#)

Over the past 7 years, Cascadia has made enormous progress in coordinating and simplifying its mission, planning and assessment. Numerous faculty and staff have been involved. The campus community and Board of Trustees have been regularly updated. The planned “closing the loop” annual event ensured that the College conducts a careful review of assessment data, and that changes for the subsequent years are based on these data. This cycle will ensure that Cascadia makes significant progress towards mission fulfillment and sustainability.

## Completion Summary of Goals & Indicators

Theme	Sub-Themes	Status	Indicators	Status			
				Green	Yellow	Red	Unable to Complete
1 Access	3	11	19	12	6	0	1
2 Integrated Education	3	10	22	13	8	0	1
3 Learning-Centered Environment	4	12	33	20	8	0	5
4 Assessment of Student Success	3	11	21	12	12		7
5 Institutional Sustainability	5	11	35	33	0	0	2
<b>Totals</b>	<b>18</b>	<b>35</b>	<b>130</b>	<b>90</b>	<b>24</b>	<b>0</b>	<b>16</b>

NOTE: “Unable to complete” represents indicators that were scheduled beyond 2020 or where data was not available.

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

**Subject:** Strategic Plan Update: Strategic Enrollment Management

**Justification:**

The Board will need to approve the 3-part Strategic Plan in Fall 2020. This is an update on one of the three pillars.

**Background:**

Like with the Equity & Inclusion Plan, a work group has been focused on preparing a Strategic Enrollment Management Plan. The information that follows updates the Board on progress to date. The final version will be ready for review in Fall 2020. As you recall, increasing enrollment was the major focus on also trying to increase revenue. All of the action items under consideration work towards that end.

## Information Item: Strategic Enrollment Management

We will be updating the board about our work on SEM on a regular basis since the plan formulated by this group will constitute part of our new Strategic Plan.

### Purpose:

The purpose of the SEM task force is to increase enrollment and reduce the retention and completion gap among all student groups. It will produce a plan in late spring, although we will not wait for plan completion to implement recommendations we can put into practice now.

The SEM committee has been meeting regularly. It has membership from faculty and deans, as well as staff that directs or works closely with advising, financial aid, student recruiting, Running Start, International, Basic Education for Adults, and Professional-Technical Programs.

### Progress:

We are working to align our plan with the SEM plan developed by the State Board of Community & Technical Colleges. We are organizing the content around four focus areas:

- Onboarding and entry
- K-12 alignment
- Adult re-engagement
- Retention and Persistence

At this point, we have passed on some suggestions to our Foundation Task Force, which will discuss which initiatives it might help to support. We are now finishing the work of:

- Identifying our top strategies and action steps for each focus area
- Including actions identified in Equity & Inclusion Plan
- Including actions from the Academic Achievement Plan (in progress)
- Incorporating information from Hanover Research about our service area (in progress)

Once that has been concluded, we will develop cost estimates and funding sources, identify timelines and individuals/departments responsible, and then prioritize. All of this will then be translated into a final SEM plan.

## **Cascadia College Board of Trustees**

### **Discussion/Presentation Items**

**Subject:** COVID-19 Update

**Justification:**

This is to apprise the Board of the current status regarding campus operations in light of the virus.

**Background:**

The President will update the Trustees on current tactics for communication and preparations in light of this emerging threat to business continuity. There are no materials in the packet. The Trustees are asked to refer to the college home page ([cascadia.edu](http://cascadia.edu)) and click on the coronavirus banner to review the current information. The Trustees have also received the President's daily update (via email) and have access to the Daily Health Update provided to all employees via the [cascadia.edu](http://cascadia.edu) email address.

We will be presenting the Trustees a plan for extending spring break by one week, making it a total of two weeks. The second week will involve a stipend for faculty based on how many classes they teach in order to allow them time to fully prepare for an online environment. This will be a significant cost and would need to come from reserves. The Board will need to decide at the meeting (under the Action section) if they approve of this direction. This was a fast moving recommendation given the current environment so does not allow for the "3-touch" philosophy we have. Details currently being worked on by the faculty union and the administration will be provided at the Board meeting.

## **Cascadia College Board of Trustees**

### **Discussion/Presentation Items**

**Subject:** Our Community: Hanover Research Part One

**Justification:**

The college had a market survey conducted that is informing strategic planning decision making. This is the first of several sessions to share those results.

**Background:**

The college contracted with the Hanover Research Group to conduct an all-district market survey. The data is being conveyed in several parts. This session will orient the Trustees to Part One, which is a gap analysis of market and job trends in our service district. This information will help inform program development. Other parts will include more detailed analysis into our clientele and their demographics.

We were not able to put the final touches on this report for today's packet due to the COVID-19 response efforts. It will be presented at the board meeting.

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

**Subject:** Monthly Finance Workshop

**Justification:**

To ensure financial transparency with the Board of Trustees.

**Background:**

Regular updates provided to the Board to keep the governing body up to date on the Colleges' budget/finances.

**Discussion:**

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

# FISCAL WORKSHOP

March 18, 2020

# FISCAL WORKSHOP

1. Budget Timeline
2. Financial Statement Audit Update

## TIMELINE

- **March 18** – **BOT** Student Fees (1<sup>st</sup> Read)
- April 1 – Due from eTeam:
  - Reserve Summary
  - Renewal Plans (Labs, IS, Facilities)
  - Sub-Budgets (BAS, International, Library, UWB)
  - Guided Pathways
- April 3 – 1<sup>st</sup> Budget Council Meeting
- **(April 13)** – **BOT** Sub-Committee Detailed Meeting
- **April 15** – **BOT** Renewal Plans and Reserves (1<sup>st</sup> Read)
- April 22 – Enrollment Projections Complete (10<sup>th</sup> day Spring Quarter)
- **(May 18)** – **BOT** Sub-Committee Detailed Meeting
- **May 20** – **BOT** College Budget (1<sup>st</sup> Read) / Associated Students Budget (1<sup>st</sup> Read)
- **(June 15)** – **BOT** Sub-Committee Detailed Meeting
- **June 17** – **BOT** Approvals

## AUDIT FINDINGS

### Finding

No Findings

### Updates

The College has an exit interview with the Auditors the day of the Board meeting. We will share information from the interview at the Board meeting.



**Cascadia College Board of Trustees**  
**Action Items**

**Subject:** Use of Campus Facilities for Expressive Activities policy (1<sup>st</sup> Read)

**Justification:**

Policies considered “Board Policy” or tied to the Washington Administrative Code must be approved by the Board.

**Background:**

This is a 1<sup>st</sup> Read (no action required) of the Use of Campus Facilities for Expressive Activities policy. We attempted to write this policy as a joint campus policy covering both UWB and Cascadia facilities. However, the process to get this type of policy approved within UW and specifically for UWB and the joint campus is taking much longer than anticipated. The UW’s policy is over 40 years old and in need of updating. The policy presented here is specific to Cascadia’s buildings. The college needed this new perspective approved so that we could implement best practice.

College legal counsel (Alan Smith) helped design and write the policy and has reviewed this final form.

UW’s standing policy will be in effect for all jointly occupied buildings and UWB buildings until their process can catch up.

The Trustees can ask for a 2<sup>nd</sup> reading and a final reading (3 touches) or approve now if deemed appropriate.

**Recommendation (if desired):**

A Trustee should move that the Use of Campus Facilities for Expressive Activities policy be approved.

**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  
USE OF CAMPUS FACILITIES FOR EXPRESSIVE ACTIVITY  
(WAC #)**

**#-010 Purpose.**

This chapter contains the policies of Cascadia College concerning the use of campus facilities by campus and non-campus groups for engaging in free speech and other expressive activities. The college as an academic institution values freedom of inquiry and expression, civil discourse, and tolerance of competing viewpoints. At the same time, campus facilities are intended primarily for use by campus groups for educational and related institutional purposes. The college intends to open the campus for expressive use by non-campus groups to the extent that such usage does not substantially and materially interfere with institutional purposes. It is further intended, both with respect to campus and non-campus groups, that these expressive activity policies shall be interpreted and applied consistently with applicable constitutional law.

**#-020 Definitions.**

(1) **Campus facilities—Grounds and buildings.** The term “campus facilities” as used in this chapter means the grounds and buildings of the college’s campuses in Ellensburg and at other locations throughout the state.

(a) **Grounds.** The campus “grounds” consist of those outdoor areas of the campus that are generally open and accessible to the public, including any commons, public square, plaza, patio, pedestrian mall, thoroughfare or walkway, multipurpose field, lawn, or open space.

(b) **Buildings.** The “buildings” of the campus consist of any academic or administrative building, student union, library, museum or gallery, auditorium, theater, concert or recital hall, laboratory, dining or residence hall, athletic or recreational facility, conference or event center, maintenance or storage facility, parking lot, and any other structure reserved by the college for designated institutional uses.

(2) **Campus and non-campus groups.** The term “campus groups” means individuals or groups of individuals affiliated with the college as students, alumni, faculty or staff, or invited guests sponsored by a recognized student organization, academic department, or administrative office of the college. A “non-campus group” means individuals or groups of individuals who are not so affiliated with the college.

(3) **Expressive activity.** The term “expressive activity” means the exercise of those rights of speech, petition, and assembly protected under the federal and state constitutions, including but not limited to public speech or other expressive conduct, the circulation of petitions or distribution of literature, protests, demonstrations, rallies, picketing, and other gatherings to share information, ideas, beliefs, or viewpoints.

(4) **Public form—Designated or limited.** A “public forum” for purposes of this chapter is either “designated” or “limited.” A designated public forum is available for expressive use both by campus and non-campus groups. A limited forum is available for expressive use only by campus

groups and may be limited to designated purposes.

**#-030 Use of campus facilities for expressive activity.**

(1) **Campus grounds.** The grounds of the campus constitute designated public forums available for use for expressive activity both by campus and non-campus groups, as those terms are defined in WAC 106-141-020.

(2) **Campus buildings.** The buildings of the campus constitute limited public forums available for use for expressive activity only by campus groups, as those terms are defined in WAC 106-141-020, and may be limited to designated purposes. Campus buildings and other facilities are available for rent by non-college groups in accordance with the college's facility rental policies.

(3) **Limits on usage.** The use of campus facilities by campus or non-campus groups for expressive activities is subject to reasonable time, place, and manner regulations as set forth in WAC 106-141-040.

(4) **Exception—Open public meetings.** Nothing in these rules is intended to apply to public participation in meetings of the college's governing board or associated student body that are required to be open to the public under the Open Public Meetings Act, chapter 42.30RCW.

**#-040 Limitations on use of campus facilities.**

Campus or non-campus groups using campus facilities for expressive activities shall be subject to the following rules governing the time, place, and manner of the expressive activity.

(1) **Disruption or interference.** The expressive activity must not substantially and materially disrupt or interfere with the college's essential academic or administrative functions or with the rights and privileges of the college's students, employees, or invitees.

(2) **Hours of activity.** Expressive activity on the campus grounds as defined in WAC 106-141-020 must be limited between the hours of 8:00 a.m. and 10:00 p.m. Expressive activity in campus buildings must be limited in accordance with the normal hours of operation and other rules applicable to the particular building.

(3) **Scheduling conflicts.** Campus facilities, including both "grounds" and "buildings" as defined in WAC 106-141-020, are not available for unscheduled expressive activities that conflict with previously scheduled uses of the facility.

(4) **Sound amplification.** Sound amplification, whether by artificial means or otherwise, must be maintained at a volume that does not substantially and materially disrupt or interfere with the college's essential academic or administrative functions.

(5) **Traffic obstruction.** The expressive activity must not be conducted in such a manner as to obstruct vehicular, bicycle, pedestrian, or other traffic, including but not limited to access by emergency vehicles or personnel. The activity must not otherwise interfere with access to

campus facilities or to other campus activities or events.

(6) **Health and safety.** The expressive activity must not create health or safety hazards or pose safety risks to others. The activity must be conducted in compliance with applicable fire, health, safety, and sanitation regulations.

(7) **Advance notice requested.** Campus and non-campus groups are requested, but not required, to notify the college reasonably in advance of a planned or scheduled expressive activity. Such notice does not involve any permit application or approval process. Advance notice is requested solely for the purpose of avoiding scheduling conflicts and making appropriate security arrangements. Groups providing the requested notice are encouraged to provide the name and contact information for their group; the date, time and place of the activity; and the estimated number of participants.

(8) **Cleanup; Repairs.** Campus facilities used for expressive activities should be cleaned up after the activity and left in their original condition. Reasonable charges may be assessed against responsible parties for the cost of any extraordinary cleanup or for repairing damaged property.

(9) **Camping prohibited.** There shall be no overnight camping anywhere on or in campus facilities, except as expressly authorized by the college for designated institutional purposes. Camping is defined to include sleeping, cooking, or storing personal belongings, for personal habitation, or the erection of tents or other shelters or structures used for purposes of personal habitation.

(10) **Other applicable policies or rules.** The expressive activity must otherwise be conducted in compliance with any other applicable college policies and rules, local ordinances, and state or federal law.

#### **#-050 Solicitation—Distribution of materials—Posting.**

(1) **Solicitation.** Commercial solicitation generally is not permitted on college property. Solicitation by campus and non-campus groups for other than commercial purposes is permitted to the same extent applicable to the distribution of materials under subsection (2) of this section. Space in campus buildings may be rented to non-campus groups for commercial or non-commercial purposes in accordance with college policies applicable to the particular campus facility.

#### **(2) Distribution of materials.**

(a) **Definition.** The term “materials” for purposes of this subsection means free literature, other than commercial advertising, and includes handbills, pamphlets, petitions, surveys, questionnaires, and other printed matter that is otherwise lawful.

(b) **Distribution on campus grounds.** Campus and non-campus groups may distribute materials anywhere on the campus grounds as defined in WAC 106-141-020, provided such distribution does not substantially and materially interfere with essential college functions and is otherwise in

compliance with applicable time, place, and manner regulations under WAC 106-141-040.

(c) **Distribution in campus buildings.** The distribution of materials in campus buildings as defined in WAC 106-141-020 is limited to campus groups in accordance with college policies applicable to the particular facility.

(d) **Littering—Parking lots.** Littering is prohibited. The general distribution of materials by placing them on vehicle windshields in college parking lots is deemed to constitute littering.

(3) **Posting.** The posting by campus groups of non-commercial advertising or other printed announcements is permitted in designated locations and for designated purposes in accordance with policies applicable to the particular campus facility. Posting of non-commercial announcements by non-campus groups is permitted in areas designated for publicizing community events.

#### **#-060                    Violations—Trespass—Appeals**

(1) **Violations by students or employees.** College students or employees violating these rules, or whose conduct jeopardizes the health or safety of others, will be advised of the specific nature of the violation and, if the violation persists, may be asked to leave the campus, or designated areas of the campus, and may be reported to the appropriate college authorities for potential corrective or disciplinary action in accordance with applicable college policies.

(2) **Violations by non-college persons.** Persons other than college students or employees violating these rules, or whose conduct jeopardizes the health or safety of others, will be advised of the specific nature of the violation and, if the violation persists, may be directed by college police to leave the campus or designated areas of the campus. Such direction will be in the form of a written notice of trespass withdrawing the license or privilege of such persons to enter onto or remain on college property and subjecting such persons to arrest for criminal trespass under chapter 9A.52 RCW or applicable municipal ordinance.

(3) **Appeal of trespass notice.** When the college under subsection (2) of this section revokes the license or privilege of any person to be on college property, whether temporarily or for a stated period of time, such person may request review of the decision by the college president or designee. The request must be made in writing within ten calendar days of receiving the trespass notice and must explain why the person disagrees with the trespass decision. The trespass notice will remain in effect pending administrative review. The administrative decision should be issued within five business days and will constitute the final decision of the college.

#### **REPEALER**

The following sections of the Washington Administrative Code are repealed:

**Cascadia College Board of Trustees**

**Action Items**

**Subject:** Student Fees (1<sup>st</sup> Read/Action)

**Justification:**

The Board reviews and approves student fees.

**Background:**

The Art instruction at Cascadia is lively and responsive to current techniques and core principles in both studio and non-studio courses. Whether our courses are survey level or more advanced studio classes, all provide our students hands-on, active learning experiences.

Our art classes are committed to both quality and accessibility for students. This includes a good faith effort to provide the best learning experiences with the least financial burden we can. Area colleges charge much more in many cases for comparable courses, some up to four times our current rates.

However, software costs, materials, and life drawing costs have risen and must be reflected in the course fees in order to make the courses more self-sustaining. What we ask is still less than most of our peer colleges but is more accurate for the costs of running the course sections.

Therefore, we ask for the following adjustment to our fees to begin with the 2020-2021 academic year:

Non-studio courses= \$35

Studio courses= \$55

*Additional information and course comparisons can be provided upon request.*

**Recommendation:**

It is recommended that the Board of Trustees approve fee adjustments for our studio and non-studio labs to cover increased expenses, materials, and model stipends.

**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:** COVID-19 Update (1<sup>st</sup> Read/Action)

**Justification:**

This is to approve funding for alternative needs given the COVID-19 outbreak.

**Background:**

Based on information presented at the board meeting, the Trustees will need to decide if additional funding should be authorized.

**Recommendation:**

A Trustee should move that the funding for COVID-19 related expenses be approved.

**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:** Honorary Naming (1<sup>st</sup> Read/Action)

**Justification:**

Per the attached Naming Policy, the Board will approve of any Cascadia-held asset to be named in honor of someone.

**Background:**

This is a 1<sup>st</sup> Read (no action required) of the proposal to honor Robert (Bob) and Linda Tjossem.

Bob Tjossem was actively involved with community and technical colleges during a long career as an attorney and community leader. As an assistant attorney general 50 years ago, he helped craft legislation that created the community college system and incorporated the technical colleges. He became the head of the education division for Community and Technical Colleges soon thereafter. Bob also served on advisory and planning groups that spearheaded the creation of Cascadia College, as a founding trustee for Cascadia College and director for the Cascadia College Foundation in the 1990s, Bob remained committed to ensuring that Washington students had access to top-quality education.

Bob married his classmate and sweetheart Linda Tjossem in 1964. They have three children Russell, Julianne, and Vance. Bob and Linda loved to travel. Bob also sailed competitively with long-time friend John Bock (John & Margaret Bock Learning Center).

Together with Linda, herself a school teacher, they committed to supporting higher education. After 30 years of living in Bothell where they raised their three children, all of whom graduated from Bothell High School, Bob said they wanted to “give back to the community that has done an awful lot for us.” That’s why they endowed the **Tjossem Family Scholarship** in 2005, awarding scholarships annually to students in the sciences, math, or economics.

In honor of the Tjossem family’s commitment to the Cascadia campus, the administration recommends to the Board of Trustees that the room in which the Board meets be forever entitled the “Tjossem Board Room”.

The Trustees can ask for a 2<sup>nd</sup> reading and a final reading (3 touches) or approve now if deemed appropriate.

**Recommendation (if desired):**

A Trustee should move that the room in which the Board meets be forever entitled the “Tjossem Board Room”.

**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			



**Administrative Procedure (AP)**

<b>Administrative Procedure:</b> <b>NAMING OF BUILDINGS, FACILITIES, CAMPUS AREAS AND NON-PHYSICAL ASSETS</b>	<b>Procedure Number:</b> AP10: 3.10.01
<b>Governing Board Policy:</b> Naming of Buildings, Facilities, Campus Areas, and Events	<b>Adopted by TBD:</b> CP8.4.10
<b>Governing College Policy:</b> Naming of Buildings, Facilities, Campus Areas, and Non-Physical Assets	<b>Adopted by TBD:</b> TBD
<b>Applicable WAC/RCW:</b>	<b>Page 1 of 2</b>

**Philanthropic Naming of Buildings, Facilities, Campus Areas and Non-Physical Assets**

“Philanthropic” naming requests of a College asset for the purposes of commemorating an individual, family, group, business, corporation etc. – be it physical, non-physical, permanent, semi-permanent, or temporary, whether existing, new, or under construction, development or proposed – shall be proposed in writing to the Foundation Board of Directors for review and initial approval, and are subject to Foundation gift acceptance policies and procedures.

The Foundation Board of Directors shall take timely action on proposals and forward qualifying opportunities to the College President – whom shall consult with College leadership, and/or convene a Naming Committee to review, approve, or reject proposed naming activities before forwarding recommendations to the Board of Trustees for final action. Nominations will be kept for a period of two years in the Foundation office. Approved proposals shall be retained seven years by same after the underlying agreement expires.

**Honorary/Non-philanthropic Naming of Buildings, Facilities, Campus Areas and Non-Physical Assets**

“Honorary/Non-philanthropic” naming of a College asset for the purposes of commemorating an individual, family, group, business, corporation etc. – be it physical, non-physical, permanent, semi-permanent, or temporary, whether existing, new, or under construction, development or proposed – shall be proposed in writing to the College President. College President shall consult with College leadership, and/or convene a Naming Committee to review and recommend proposed naming activities before forwarding recommendations to the Board of Trustees for final action. Nominations will be kept for a period of two years in the office of the

Vice President of Administrative Services. Approved proposals shall be retained by same seven years after the underlying agreement expires.

### **Naming Committee**

Naming Committees shall operate within the College's philosophy of shared governance. Consisting of at least one representative from the following, the Naming Committee shall convene and timely review and forward their recommendation to the College President. Community/Other Stakeholders shall be invited to participate at the College President's discretion – and shall be provided a level of authority appropriate to their role.

- Cascadia College Foundation
- Administrative Services
- Student Learning and Success Services

### **Authorization**

Proposed gifts subject to naming activity generally constitute gifts of an unusual type or nature, or gifts made with unusual restrictions or conditions, and are subject to College and Foundation Gift Acceptance policies and procedures.

Proposals are generally derived from Foundation development activity, however, members of the College community may, in the College's sole discretion, submit proposals using a form provided by the College.

In instances where proposals do not propose specific College asset(s), the Naming Committee will recommend up to three assets per opportunity to the College President. The President shall consider and consult advice as appropriate from College, community stakeholders, and interested parties, and may 1) forward his/her recommendation to the Board of Trustees, reject all recommendations, initiate a new process, or terminate the opportunity.

#### Physical/Permanent Assets:

The President shall consider recommendations of the Committee and refer timely one or more recommendations to the Board of Trustees for approval.

#### Non-Physical/Temporary Assets:

The president, retaining sole authority to select among the recommendations from the Committee, shall timely name the subject asset.

**GOVERNING BOARD POLICY (BP)**

<b>Article 8: FACILITIES</b>	<b>Accreditation Standard 8:</b> Physical Resources
<b>Policy: NAME OF BUILDINGS, FACILITIES, CAMPUS AREAS AND EVENTS</b>	<b>Policy Number:</b> BP8: 4.10
<b>Department Contact</b> Facilities	<b>Adopted by the Board of Trustees</b> 9/21/99
<b>Administrative Procedures</b> AP8 4.10. 01	<b>Revised:</b>
<b>Applicable WAC/RCW</b>	<b>Page 1 of 1</b>

**BP8: 4.10 Naming of Buildings, Facilities, Campus Areas and Events**

College buildings and facilities (such as classrooms, multi-purpose zones, laboratories, student breakouts, etc.), as well as special areas on the campus grounds, and significant events such as guest lectures, seminars, fine arts performances etc. will be named to reflect the usage and function.

Exceptions may be made to name such areas, facilities and events in honor of an individual, family, group, business, corporation etc. Such exceptions shall be considered pursuant to Administrative Procedure AP10: 3.10.01.

The Board of Trustees shall take final action on the naming of such facilities, areas or events in honor of an individual, family, group, business, corporation etc.



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

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

***Cascadia College***

***Meeting: March 2020***

Dear Trustees:

Cascadia Student Life is gearing up for the start of spring quarter. The Welcome week WYSIWYG (What You See Is What You Get) is on the first day of spring quarter, March 30th, to be followed by EAB's annual Textbook Accessibility Program (TAP) on March 31st and April 1st which allows students to save on class textbooks. We are looking forward to our other spring quarter events, such as the Involvement Fair, Kody's Birthday, and Springfest, where we have planned to partner with our Cascadia clubs and Campus Events Board of UW Bothell (CEB).

To finish off this quarter Cascadia Student life held a Just Mercy movie screening on March 3rd, which was followed by a discussion moderated by Cascadia's Executive Director of Equity and Inclusion, John Eklof. This discussion was focused on how students can take action on issues in their communities that stem from or are similar to the issues raised in the movie. The week before, on February 27th, EAB partnered with the Kodiak Cave, Cascadia's On Campus Food Resource Center for students to enjoy a Grocery Bingo event, where students had the opportunity to play multiple rounds of bingo and win prizes consisting of free groceries and kitchen accessories each round.

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: March 2020***

- ❖ Faculty have worked tirelessly to support student learning while transitioning classes to alternative formats in the wake of the current health situation. Emphasis on equity and inclusion for all students has been made a priority.
- ❖ Faculty are engaging in professional development on best practices for on-line learning.
- ❖ Faculty have been reviewing software to proctor on-line assessments and hold virtual classes.

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: March 2020***

Members have been worried about the recent public records request that includes birthdays, full name, including middle initial, work mailing address and work email address. We understand being public employees our information is public records, but the extent of information requested was troublesome to many. We are excited to see HB1888 pass in the House and move to the Senate. HB1888 protects public employees the same way that law enforcement are protected, meaning only the day of the month is disclosable, not the month and year. Additionally, it protects our demographic details when attached to a person. We are excited to see momentum in the bill and hope that our members will remain protected by the Senate. More to come as information is presented.

Thank you,

Marah Selves, M.Ed, Administrative Services Manager