



April 8, 2020

Dear Board of Trustees and Campus Community:

The last two months have certainly been a challenge for every part of our society. I am exceptionally proud of the hard work by our employees to help the college retain operational continuity. It has meant stress, extra funding, problem-solving and persistence, but our folks have stepped up. All processes, from class/content delivery, to financial aid, to advising, to on-going campus construction have had only minor hiccups. I will collect for the Board a list of some of the extraordinary examples of ingenuity and present those in May and April.

I am writing this cover letter on the first day of classes in our new format. It will hopefully go as well as the last 4 weeks; I'll give an update at the meeting.

As far as our current focus, both the ctcLink Go Live process and our accreditation process happen in the month after the April meeting. As you'll hear, we are prepared for this. We will continue those preparations alongside our adaptation to the COVID environment. Again, we have no worries about how this will unfold.

Knowing when we will return to "normal" operations is a question many employees have asked. Currently, we are in the remote delivery mode through the end of spring quarter. We will operate this way through commencement on June 19. If all goes well in the world, we will return to "in office" status after that date.

I appreciate the Board's support over the last 6 weeks and look forward to seeing you in our Zoom environment next week.

Meet and Greets

Since we met in March, here is a list of my campus and community activities. Note that many meetings were cancelled this month due to COVID.

Campus

- ETeam COVID-19 Daily Check-ins
- Cascadia College Foundation Task Force
- ETeam Open Forum
- Budget Council Meeting
- ctcLink Steering Committee

Community / State

- Friends of Youth Meeting
- 3x/week President's Conference Call with WACTC

UWB

- UWB- COVID-19 Communications Meeting
- 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:

New Employee E&I Orientation

There have been two cohorts (ten employees total) begin the yearlong New Employee E&I Orientation program. The program consists of an initial orientation with the entire group and four individual follow up meetings with the Manager of Professional Development and the Executive Director of Equity and Inclusion. The follow up meetings provide new employees the opportunity to share their observations working at Cascadia, receive coaching about how to further their understanding of E&I, and build a sense of institutional support from both Human Resources and the Office of Equity and Inclusion.

Mid-Year E&I Plan Update

Cascadia has been able to make great progress in the first-year action items of the E&I Plan. The college has already accomplished 9 of the 18 action items. Despite COVID-19 altering some of the approaches to the remaining action items, there will be a big push spring quarter to complete the rest of the first year plan.

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

The Student Learning Deans want to acknowledge the amazing efforts of our faculty these last few weeks. Changing modalities has presented many challenges, new approaches and extra work. Working with the Teaching and Learning Academy and Learning Technologies and Design team as well as seasoned peers, faculty have engaged with each other in exemplary collaborations to make Spring quarter work for our students in this propulsion to online learning. Faculty have been up to the task reimagining labs, teaching styles and assessment approaches and we are grateful for their contributions.

Soraya Cardenas’s winter course, Research Design and Methods in Sustainable Practices did some research on the waste reduction efforts by Cascadia College, such as the triple bins, the reusable markers/pens and the mini-trash and recycling bins in our offices. We conducted surveys, did interviews and even did a content analysis of trash left behind in the classroom.



In preparation for our online modality in spring quarter, the TLA offered over 30 hours of “Sounding Board Sessions” via Zoom during the week of March 23-27. Folks who hosted sessions included: **Garth Neufeld, Sharon Saxton, Jessica Ketcham, Robyn Ferret, Tori Saneda, Kristina Young, Mohan Raj, Natasa Kesler, Debra Waddell, Emily Dvorak, and Samy Elangovan.** Thank you all for leading the collaboration. The deans and LTD are preparing a full menu for next week as well.

Student Success Services is online! Students have been accessing services through zoom sessions and email. During the first week of spring quarter, we will begin offering “zoom rooms” for drop in sessions with advising, disability services, VA services and other vital success support services.

The Kodiak Cave Food Resource Center is still open during this time. Students can go online and fill out a “curbside service form” and schedule a time to pick up curbside, also we will be doing home deliveries!

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

Human Resources/Payroll

March came in like a lion and left...like an even bigger lion! As we are all aware of by now, every college employee, except critical staff, is teleworking due to COVID-19 . This was a herculean collaborative effort done by Info Services, HR, Payroll, supervisors, teams and, truly, every employee. We are grateful and impressed with how everyone has risen to the occasion to do the best they can, in a short timeframe, with what was handed to them. Cascadia employees rock!

Recruiting: The College continues to hire which means all interviews are now being pushed to Zoom. In addition to various part time positions being in progress, the colleges is getting to the final stages for a Full Time Math Faculty, Director of Institution Effectiveness and Asst. Director of Enrollment Services.

Benefits: We are coordinating with WA State's HR Managers (OFM), Society for Human Resources Management (SHRM), College and University HR Association (CUPA HR) and the 34 SBCTC HR teams to implement for all employees the Family First Coronavirus Response Act. This new federal law includes emergency paid sick leave and an expanded family and medical leave program until December 2020.

Payroll spent the month of March planning on how to process timesheets, leave requests, etc. electronically in order to process payroll remotely. Employees and supervisors are now submitting their information to payroll via email for processing and the first payroll of April is being processed remotely.

Professional Development: For several years Cascadia has provided employees with a list of E-Team approved professional development that can be completed at home in the case of inclement weather. That list has been expanded to include additional opportunities that are also approved during this time of teleworking. Though the list is several pages, we are aware more will be needed to keep meaningful professional development going through an entire quarter. Coursera.com is a global online learning platform that has risen to the challenge of meeting educational needs. Coursera is partnering with colleges and universities around the world and offering its college courses and professional certifications for free. Cascadia has entered into this generous partnership with Coursera and starting soon employees will have access to the entire Coursera catalog of classes. Employees may also work with their supervisors to establish professional development goals and plans that meet their unique needs and interests.

Information Services

As a team, Information Services has received and responded to 530 requests in the month of March, this is up from our typical average of 360 in the previous two years. Additionally, here are some of the ways Information Services has extended support for remote assistance in the month of March (and beyond):

Information Services bolstered our VPN presence with a second server so that the increased number of VPN users required by Work from Home could be supported.

IS worked with vendors to acquire special, short term licenses so that:

- Employees had access to software that allowed them to make and receive calls on their campus extensions from home.
- Students who needed access to Adobe Creative Cloud had that access, even without access to campus PCs.
- Employees could all have Zoom Pro licenses to host online meetings or classes.

The campus was introduced to our forthcoming Help Desk ticketing system with two portals (one for employees and one for students) that allow equipment lending requests to be made from anywhere, including dashboards that show what Information Services currently has in inventory to lend. These portals will continue to expand in functionality with the next big release expected to align with ctcLink support needs.

Information Services has configured and lent 134 devices to employees in the last month, with 66 of them being laptops requiring special configuration and end user training (previously, our inventory included 3 laptops for employee checkout). We are currently in the process of getting our students the equipment they need to be successful with online classes for Spring Quarter. This includes scheduling and coordinating distribution of devices via curbside pickup events. We have widely expanded the resources available for both employees and students, now offering over 427 devices for lending.

During the month of March, Information Services Frontline Staff (Help Desk and IT Support Analysts) performed 147 remote support sessions using our newly adopted service that includes chat and remote control capabilities on any internet connected device. After every session, our employees and students are presented with an exit survey and we are very pleased to report 100% positive feedback. We are looking forward to continuing to reap the benefits of this tool way beyond our current global pandemic to help support employees and students from anywhere.

Even with all of the remote working capabilities that have been enabled and deployed for Cascadia employees, Information Services has maintained an on campus presence for support that can only be handled on campus or in person. Information Services continues to support ctcLink Security, Support and Data needs as that project moves forward towards our Go Live date in May with more intensity.

Finance

Money never sleeps. This is the best way to think about the world of Finance and it's not any different within the realm of Higher Education. Though the world may be going through a pandemic, the Finance team is making sure that vendors are getting paid, we're collecting on our Account Receivable and we are forging ahead with CTCLink. Not only did we complete our annual Financial Audit with flying colors (major thanks to Marian Paananen!), we have moved up to the #1 spot for percentage completion of our CTCLink User Acceptance Testing (UAT). To put this in perspective, Cascadia had 522 UAT tests that we had to complete. Of those 522, 290 belonged to finance. Which means over 50% of ALL the User Acceptance Testing had to be done by our team of five. This was on top of the daily work we had to do support the college and go through our annual financial audit. The work that the Finance team has pulled these past few months was nothing short of incredible. Looking ahead we are finalizing our security workbook and end user training, working on the budget for the following Fiscal Year, doing a bit of housekeeping, and making sure that we are in a fiscally

sound position as we prepare for the unknown. Even the Pandemic couldn't stop team Finance from success. Way to go Finance!

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

Outreach/Marketing



Outreach and Marketing shifted direction in March to focus primarily on COVID-19. With all staff teleworking, the crisis communication office tracked and sent information and updates to all relevant stakeholders, created new signage for several essential areas, met daily with the UWB/Cascadia Crisis team and set up a virtual Emergency Operations Center (EOC). The team also disseminated the VP's Bothell Daily Health Update, updated the college's website homepage and emergency alert banner, and created new pages for COVID-19 and teleworking related resources such as the [Coronavirus Landing Page](#), the [Temporary Resources Page](#), and the [Employee Resources Page](#). Social media content was updated with a social distancing campaign, online resources, and changes in the academic calendar. Work continued on the Spring Enrollment push through social media channels, and the Career Reboot Campaign for Professional Technical degrees. Design projects include a beautiful [Digital Art Gallery](#).

Foundation

The deadline for Foundation Scholarship Applications was extended to March 20 to allow for a sufficient pool of candidates. An additional 14 awards focused on underrepresented students were processed for spring quarter based on the gift received from the estate of Eva Gordon. Year-end financial processes including tax returns were completed. Online processes for emergency grants were established to support students in need while the college delivers instruction online. Basic Education for Adults (BEa) transportation assistance grants were re-directed to support students in need of internet access. Strategic planning continued with a Task Force meeting on March 13.

International Programs

Travel itineraries were shortened due to COVID-19. Recruitment trips to Taiwan, Colombia, and Brazil ended successfully and staff members returned home safely despite global travel policy changes. The Study Abroad trip to Berlin, Germany is being rescheduled for spring quarter 2021. As instruction shifted to online modality, IP staff adapted quickly to create a virtual orientation for a cohort of Trajal Hospitality and Tourism College (TJHC) students. The team also assisted a new group of international students who arrived for spring quarter. IP staff are working to find innovative ways to continue providing services and create an international student community remotely.

Facilities

The STEM 4 workshop meetings are in progress to discuss space utilization and program needs. Decisions regarding Fixed, Furniture, & Equipment (FF&E) are being made, while lab needs are still being defined. ADA parking and accessibility routes on campus are also points of discussion. The West Garage project is still on schedule for completion August 2020. This has been identified as an essential project under the governor's directive and Department of Enterprise Services (DES). Anderson has put together a safety plan and so far there have been no delays with subcontractors.

From the Program Manager for ctcLink, Scott McKean:

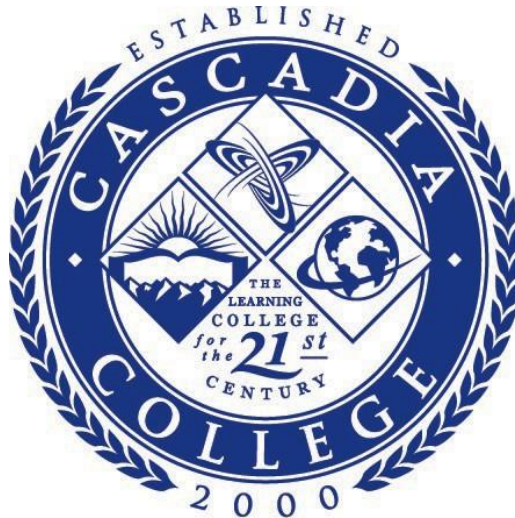
Cascadia and DG3-B colleges are still focused on a May 11, 2020 Go-Live. In April, Cascadia will: complete Payroll and Financial Aid Parallel Testing (April 3rd); complete User Acceptance Testing and ctcLink security setup (Apr 10th); initiate Student Financial Parallel Testing (April 6-13) and End-user Training (Apr 13th); submit Go/No-Go readiness status (Apr 17th); and, prepare for and support a “Dry Run” of our May 8-11th conversion/Go-Live weekend (April 20-24). Additionally, the spring quarter Day of Inquiry and Assembly on April 16th has been set-aside to launch ctcLink training for all Cascadia employees.

DG3-A colleges (Olympic and Lower Columbia) went live on March 9th and experienced a few challenges in the Student facing and Student Financials areas which delayed student access to ctcLink for two and a half weeks. These issues further delayed the SB project team’s direct support to DG3-B colleges until the last week of March causing project activity compression and the return of short notice, short turn-around tasks and due dates.

With Governor Inslee’s extension of Stay Home, Stay Healthy order through May 4th, and Cascadia’s Executive Team decision to extend employee’s work at home through spring quarter and commencement in mid-June, Cascadia will be going live May 11th remotely. Remote work for all DG3-B colleges and the SB project team brings new challenges. According to Christy Campbell, ctcLink Project Director with over 25 years of Oracle/PeopleSoft implementation experience, is unaware of any software implementation world-wide that has been fully performed remotely. This challenge may impact Go-Live so discussions on a Plan-B Go-Live date have been initiated. Cascadia took lead on developing a standardized resource capabilities template (technology, resource capability, resource capacity, and challenges to overcome) and the process and timeline to gather data and analyze to ensure DG3-B and the SB project team are capable of going live remotely. This analysis will assist in determining individual agency Go/No-Go status which is due on April 17th. On April 21st the SB ctcLink Steering Committee will review each entities status and make the formal decision for DG3-B to Go-Live on May 11th or delay to a later date.

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, April 15th 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, April 15th, 2020
4:00 p.m.
Room CC2-260**

AGENDA

1. Executive Session

The Board will meet in a fifteen 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 (4:15pm)

3. CONSENT AGENDA

- Meeting Agenda
- Minutes from our last meeting – March 18th, 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:
There are no new employees to report at this time.
- Promotions – E-Team members will share staff promotions with the board.

6. INFORMATION ITEMS

- Operating Update – (EM)
- Strategic Plan Update: Student Achievement Plan - Guided Pathways Update – (KL)

7. DISCUSSION/PRESENTATION ITEMS

- Accreditation Peer-Review Visit Preparation – (KL)
- Our Community: Part II, K-12 – (MW)
- Monthly Finance Workshop – (ML)

8. RECOMMENDED ACTION ITEMS

- Lab, Facilities, Technology Replacement Budgets (1st Read/Action) – (ML)

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, May 20th 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
March 18th, 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 absent.

Student Representative – Aarushi Sahai, EAB Advocacy Chair present.

WPEA Representative – Marah Selves, Administrative Services Manager present.

AUDIENCE

Becky Riopel, Dave Shapiro, Erik Tingelstad, Erin Blakeney, Kristina Young, Lyn Eisenhour, Donna Sullivan

EXECUTIVE SESSION (4:00-5:30)

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.

CONVENED TO PUBLIC SESSION AT 5:30 P.M.

1. CALL TO ORDER

Chair Roy Captain called the meeting to order at 5:32 p.m.

2. CONSENT AGENDA

Trustee Mike Kelly asked for approval of the consent agenda. Trustee Colleen Ponto made a motion to approve the consent agenda and Trustee 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 EMPLOYEES/PROMOTIONS:

There were no introductions of new employees or promotions

5. INFORMATION ITEMS

Capital Projects Update

COVID-19 poses no impact to the current construction projects. STEM 4 is in the pre-design phase we have moved all meetings to virtual options. All projects are currently on schedule.

Accreditation & Strategic Plan Update

Our visit will be a virtual visit, which to our knowledge is the first time an accreditation review has been held online. The Zoom meetings will have large and small groups throughout the April 22nd through April 24th visit. Trustees Captain and Ponto will be working with Dr. Levett to plan meetings with the accreditors.

Strategic Plan Update: SEM Plan

The SEM team has been meeting regularly working on aligning Cascadia's SEM plan with the State Board's SEM Plan. The content we are looking to align includes Onboarding and entry, K-12 Alignment, Adult re-engagement, and Retention and Persistence. Once this current phase is completed, work on developing cost estimates and funding sources will continue. The SEM Committee will also be identifying timelines and individual/departments responsible and then prioritize.

5. DISCUSSION/PRESENTATION ITEMS

COVID-19 Update

President Murray is very impressed with the staff and faculty on campus and all the work everyone has been doing to help our institution during this unprecedented time. There have been ongoing daily updates and we are trying to stay ahead of the curve. The governor has given us an allowance to get online and remain completely online for an extended period.

We extended spring break to two weeks and are asking the Board today to authorize up to \$250,000 from reserves to meet immediate salary needs for the faculty as well as other supplies needed for employees. Given the potential economic impact, it is hard to predict where our institution will be in the coming months regarding enrollment, but our online courses are strong.

Comments/Questions:

What has the community said about this?

There was inquiry in the beginning from the community about moving courses online earlier than we did. But there has been a significant drop off when it comes to questions about the closure and changes on our campus this past week. No major concerns as many other institutions are moving towards this.

Any insight about students not having access to internet?

We are working on a case by case basis. We have some hot spots and we're trying to keep spaces on campus available for students for as long as we can with proper social

distancing. IS has been super helpful by getting students (and staff) laptops to take home over the closure.

Chair Roy Captain commends the communications team at Cascadia, their work has been very successful, especially knowing how everyone is stretched thin right now.

Trustee Dr. Meghan Quint also shares her thanks to the entire communications team in their efforts.

What has been the current status of recruitment and advertising during this time?

We have a few campaigns that are occurring right now. One is advertising for professional and technical programs. We usually have a big campaign at the same time we open the summer and fall catalog, a lot of energy is going into that right now. Spring quarter recruiting has been different, we have been down about 1.5 to 2 % in comparison to last year.

We have a weekly fast track information session; those have been happening in person and will have them moved completely online. Once the student has applied for admissions, they connect with Kira who will sign the potential student for a follow-up session. These are all moving to online through ZOOM.

Vice Chair Janet McDaniel: thinks we are doing a great job and everyone seems to be doing all that they can. The sustainability of our processes is something we will need to continue to work on as we are working in this new modality.

Do we have any help coming from the governor?

There is a request from State Board to the governor that if enrollment is down, can we get support to continue work? President Murray will update the Board on this request when he gets more information.

Thank you again to everyone involved!

Our Community: Hanover Research Part One

The college had a market survey conducted that is information strategic planning decision making. This is the first of several sessions to share those results. Part One includes a gap analysis of market and job trends in our service district.

Key Findings:

Expand current computer science-related program offerings

- Projections for fastest job growth in King County 2017-2027.
- Largest number of job postings for 6 months prior to Feb. 2020.
- Software and application development in highest demand.

Assess viability of marketing-related program offerings

- Projections for second highest job growth in King County 2017-2027
- Third highest number of job postings for 6 months prior to February 2020.
- Marketing managers sought after by large companies; interested in candidates with BA degrees and professional certificates in marketing and communication areas.

Next Steps:

- Survey prospective students in service area.
- Incorporate findings into Strategic Enrollment Management Plan (where to focus recruiting efforts).
- Incorporate findings into Guided Pathways (Potential development of new programs).

Comments/Questions:

Meagan Walker is doing an amazing job, kudos to her hard work.

Monthly Finance Workshop

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

Below is the updated timeline of the Budget Process:

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

The College had a state audit exit interview earlier today in which there were no findings and had a clean audit.

Comments/Questions:
None to report

6. RECOMMENDED ACTION ITEMS

Student Fees (1st Read)

Chair Roy Captain asked for approval of the student fees. Vice Chair Janet McDaniel made a motion to approve the student fees and Trustee Dr. Meghan Quint seconded the motion. All in favor, no abstains.

Use of Facilities and Expressive Activity Policy (1st Read) Postponed.

COVID-19 Expenses (1st Read)

Chair Roy Captain asked for approval of the COVID-19 Expense Request. Trustee Vice Chair Janet McDaniel made a motion to approve the COVID-19 Expenses and Trustee Mike Kelly seconded the motion. All in favor, no abstains.

Naming Opportunity: Tjossem Board Room (1st Read)

Chair Roy Captain asked for approval of adopting the Tjossem Board Room name wherever the Board congregates. Trustee Mike Kelly made a motion to approve the Tjossem Board Room name 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 nothing to add.

Cascadia Community College Federation of Teachers (CCCFT): Sharon Saxton, Senior 2 Tenured Founding Faculty was not present.

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:
Nothing to add.

President's Report:
President Murray will be ending the daily reports to the trustees as of today unless something significant happens.

8. OTHER BUSINESS/ANNOUNCEMENT

9. MEETING ADJOURNMENT

Chair Roy Captain adjourned the regular meeting at 6:47pm

10. Minutes Approved and Adopted on April 15th, 2020

Roy Captain, Board Chair

Attest:

Dr. Eric Murray, President

Bdminutes03182020

Cascadia College Board of Trustees

Information Items

Subject: Operational Update

Justification:

Given impactful events on the college, this serves to inform the Trustees as to the college's stability and operating status.

Background:

The college has been positioning itself for two major, impactful processes: ctcLink and accreditation.

The good news: BOTH of these are successfully on track. The college has no concerns about our preparedness for either process. Our accreditation visit will happen first from April 22-24. Vice President Levett will update the Trustees on this process at the Board meeting. Our transition to ctcLink will happen on May 11. We have made amazing progress in all areas, but it's important to note that Finance and Financial Aid have had heavy burdens this last month and successfully made it to the finish line.

Both of these are happening in between the April and May Board meetings.

The other good news: COVID has impacted everyone. However, with on-going problem solving, Cascadia continues to master those challenges. Enrollment has stayed healthy, all faculty have worked diligently to create remote learning environments, and staff have successfully designed alternative ways to accomplish our work.

The remote environment is not ideal for everyone's work. Those that have less to do because of the new environment are being re-tasked to help student success and other college processes. Because we are an "essential" service per the Governor's order, we have a handful of employees on campus continuing to provide "on-the-ground" support.

Both accreditation and ctcLink will happen remotely. This may not go as smoothly as we hope since we cannot control every aspect of the process, but we are hopeful. Also note that every ctcLink launch to date has had major post-Go Live challenges. We hope that our work up front will keep those at a minimum, but, again, we must rely on our partners to make sure these happen smoothly.

Cascadia College Board of Trustees
Information Items

Subject: Strategic Plan Update: Student Achievement Plan - Guided Pathways Update

Justification:

This information item is presented to the Board of Trustees to provide an overview and update on the Student Achievement Plan – Guided Pathways of the emerging strategic plan.

Background:

As one of the three pillars of our emerging strategic plan (Equity & Inclusion, SEM, and Student Achievement), the Student Achievement Plan represents the focus of instruction and student success through our implementation of Guided Pathways. The SBCTC has invested in Guided Pathways with the community colleges by providing guidance, professional development, and consultative support through development of a multiple year action plan. This report provides a summative overview of our progress and plan for the spring quarter with a timeline. A full overview of the action plan will be shared in the fall.

Cascadia College Board of Trustees
Discussion/Presentation Items

Subject: Accreditation Peer-Review Visit Preparation

Justification:

Provide an informational overview of the planned visit and allow for questions.

Background:

The Peer-Review visit is April 22-24 reviewing our two reports of standards 1 and 2. The visit will include a session with the Board of Trustee's sub-committee focusing on the role of the Trustees in governance and specific standards including, but not limited to: 2.A.1-2.A.4; 2.D; 2.E.

Discussion:

Dr. Kerry Levett, VP of Student Learning and Success will be available to answer any questions the Board may have on this topic.

Cascadia College Board of Trustees
Discussion/Presentation Items

Subject: Our Community: Part II, K-12

Justification:

Understanding the different populations in our service area supports our efforts to forecast, recruit, and retain students. It is integral to our Strategic Enrollment Plan, Academic Plan (Guided Pathways), and Equity & Inclusion Plan – which combined will constitute the college's next Strategic Plan.

Background:

In March, we looked at an overview of our service area based on research about our geographic area. The report will be presented at the board meeting.

Discussion:

The presentation will take a close look at our top K-12 feeder school districts and data that shows where graduating seniors have been enrolling in college.

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

April 15, 2020

FISCAL WORKSHOP

1. Reserves Update
2. Fees Update
3. Replacement Plans (see packet, each VP provided update)

RESERVES UPDATE

SUMMARY BALANCE SHEET		
ASSETS	Cash	\$ 3,250,311
	Investments	\$ 8,428,208
	Accts Receivable	\$ 526,561
	Govt Receivables	\$ 37,764,204
	TOTAL	\$ 49,969,284
LIABILITIES	Accts Payable	\$ 1,299,132
	Accrued Salaries Pay	\$ 347,927
	Due to State Treasurer	\$ 3,009,456
	Due other Agency	\$ 212,340
	Sales/Use Tax	\$ 670
	Accrued Liabilities	\$ 2,356
	TOTAL	\$ 4,871,881
CASH BALANCE		\$ 45,097,403
DEDICATED	Grants and Contracts (145, 146)	\$ 6,692,327
BALANCES	Local Capital/Plant Account (147)	\$ 353,072
	Dedicated Local Account (148)	\$ 47,209
	Students' S&A (522)	\$ 1,509,062
	Grants in Aid (846)	\$ 122,415
	Student Loan Account (849)	\$ 108,362
	Work Study Account (850)	\$ -
	3.5% Student Need Aid (860)	\$ 196,419
	Internal Services (443, 460)	\$ 1,485,352
	Enterprise Funds (528, 570)	\$ 34,496,278
	CTC Innovation (561)	\$ 19,453
	TOTAL	\$ 45,029,949
	Operating Reseves Balance	\$ 67,454

We will review the purpose of each dedicated fund at the meeting and indicate which balances are at the discretion of the Board, (i.e., making up our “General Reserves”).

FEES UPDATE

TITLE	PRIOR YEAR REVENUE	CASH BALANC AT FY 1819	CURRENT YEAR REVENUE
APPLICATION FEE	66,460.21	\$ 498,913.31	\$ 13,080.05
NSF CHECK	400.00	\$ 8,945.00	\$ 20.00
PRINTING,>STNDRD ALLOC	52.50	\$ 3,310.43	\$ 41.00
DISTANCE ED - ONLINE	-	see below	\$ -
LAB, ART	4,446.00	\$ 46,971.82	\$ 3,762.00
LAB, COMPUTER & TECH	15,465.00	\$ 57,369.89	\$ 12,352.75
LAB,INTENSVE COMP&TECH	4,719.99	see above	\$ 3,558.14
LAB, SCIENCE	44,148.50	\$ 46,971.82	\$ 35,073.37
TECHNOLOGY FEE	335,380.57	\$ 547,313.20	\$ 253,307.18
COURSE CHARGE	127,140.00	\$ 391,121.89	\$ 130,075.00
ARC FEE	651,867.95	\$ 413,753.90	\$ 544,766.54
CCC DISTANCE LEARNING	1,207.25	see below	\$ 116.95
LAB, HUMAN ANATOMY	5,924.50	see above	\$ 4,059.00
LAB, HUMAN PHYSIOLOGY	-	see above	\$ -
LAB, MICROBIOLOGY	2,610.00	see above	\$ 464.00
MATH LAB FEE	-	\$ (84.00)	\$ -
E-LEARNING ONLINE	161,415.19	\$ 823,147.35	\$ 125,877.66
E-LEARNING HYBRID	66,746.75	see above	\$ 50,376.25
INT'L STUDENT APPL	10,000.00	\$ 147,529.21	\$ 5,995.00
LATE EQUIPMENT INITIAL	30.00	\$ 2,419.41	\$ 515.75
LATE EQUIPMENT WEEK 1	490.00	see above	\$ 315.00
LATE EQUIPMENT WEEK 2	520.00	see above	\$ 455.00
EQUIPMENT REPLACEMENT	419.75	see above	\$ 390.00
LATE REGISTRATION	2,100.00	\$ 11,850.00	\$ 1,550.00
PAY PLAN FEE	3,370.00	\$ 10,940.00	\$ 3,280.00
ASSESS-PRI LRNG/COURSE	33.25	\$ 646,954.94	\$ -
STUDENT ID CARD,REPLAC	1,034.00	see above	\$ 605.00
TRANSCRIPT	26,775.00	see above	\$ 18,815.00
COMPASS/ASSET TEST	26,792.00	see above	\$ 14,416.00
ABE COMPASS TST-NO FEE	-	see above	\$ -
INT'L COMPASS NO FEE	57.00	see above	\$ 19.00
ST EMP & NAT GUARD TUI	640.00	\$ 17,707.50	\$ 300.00
TECHNOLOGY CLASSES	1,100.40	\$ (109,391.46)	\$ -
SEN CIT - AUDIT STATUS	40.00	see above	\$ 42.50
CALCULATOR RENTALS	3,400.00	\$ 20,580.38	\$ 2,350.00
	1,564,785.81	3,586,324.59	1,225,978.14

Cascadia College Board of Trustees

Action Items

Subject: 2020-2021 REPAIR & REPLACEMENT BUDGETS

Justification:

The Board will need to approve both the 2020-21 operating budget and expenses from reserves. This item begins the process of suggesting what could be expended from reserves.

Background:

As the detailed budget review begins, the Board will ultimately need to determine (by June) how much money can be expended from reserves (one time only expenditures) and if they are comfortable with the projected operational budget (the base or “on-going” budget).

At the May meeting, a complete list of items to be covered from reserves will be suggested. This list will include how much leadership recommends we spend on repair and replacement, new marketing initiatives, on-going ctcLink salaries, etc.

A large component of the suggested reserve expenditures comes in the form of repair and replace schedules (R&R) in three categories:

- Labs (Exhibit A)
- Facilities (Exhibit B)
- Information Services and Technology (Exhibit C)

Each VP is responsible for one R&R plan, comprising a total of 3 exhibits. Each exhibit will convey the needs and the current available resources. For example, there are certain dedicated lab fees that can help defray the cost of the Lab R&R request, thereby reducing the impact on the general reserves. Alternatively, there are no dedicated accounts for Facilities, meaning the entirety of the R&R plan must come from general reserves.

As described in this meeting’s Budget Workshop, the college currently has in excess of \$6M in the general reserves.

Recommendation:

Review the R&R plans and understand the possible impact on the general reserves. Retain this information as we formalize the entire reserve expenditures that will be suggested next month.

Action:

None recommended at this time.

Cascadia College Board of Trustees

Repair and Replacement Plans: Exhibit A - Science Labs

This plan provides for scheduled replacement of the models, simulations, and demonstrations that are part of day-to-day instruction, as well as the lab equipment used by students. The schedule also provides for the maintenance and eventual replacement of major equipment such as microscope sets and freezers. We have deferred maintenance and replacement on a number of items for the last two years. With the as yet undetermined programming needs and consequent facilities/equipment for STEM 4, projections beyond 2022-2023 are difficult and would be inaccurate resulting. Consequently, a three year projected plan of needed equipment needed to maintain safe labs meeting the course learning outcomes is presented.

Background:

The College's Science Lab Maintenance Plan aims at sustaining the level of support the College provides for students in STEM programs. The plan is based on an inventory of equipment across the labs and an assessment of the condition of the equipment. The schedule for repair and replacement is acknowledged as approximate. The plan also acknowledges that STEM 4 plans may greatly impact the budget asks once these plans become more concrete in terms of structure and program.

The tables below summarize our current resources, projected costs for needed equipment and repairs at levels 1 (ideal) and 2 (critical), and then a summary in the final table.

Table 1 provides an overview of funding available through the collection of course fees related to science labs. Course fees are designated and assessed to meet the financial need for consumables used during each class such as specimens and supplies not currently assessed to include the repair and replace budget items.

Table 1 Resources Available

Funding Sources	Amount
Science lab fee reserves	\$ 42,700
19-20 Projected revenue	\$ 39,500
Science lab fee expended through winter 2020*	\$ 31,800

*Represents fees expended on consumable goods and services

Table 2 Proposed "Three-year plan"* (IDEAL)

Category	20-21	21-22	22-23
Equipment Maintenance	\$ 10,036	\$ 8,366	\$ 14,766.00
Facilities Equipment	\$ 4,700	\$ -	\$ -
Models and Demos	\$ 12,481	\$ 1,143	\$ 2,063.73
Student Lab Equipment	\$ 25,953	\$ 11,968	\$ 18,520.24
Subtotal	\$ 53,170	\$ 21,477	\$ 35,349.97
Tax	\$ 5,051	\$ 2,040	\$ 3,358.25
Shipping~	\$ 10,102	\$ 4,081	\$ 6,716.49
Total	\$ 68,323	\$ 27,598	\$ 45,424.71

*A three year plan is presented rather than a year plan accounting for the currently unknown impact of STEM 4

Table 3 represents the absolute minimum for 20-21 in order to meet the baseline function of the lab science program. This does not account for unexpected replacements, such as 2018-2019's autoclave replacement.

Table 3 Critical Budget for 20-21(CRITICAL)

Category	20-21	21-22	22-23
Equipment Maintenance	\$ 7,786	\$ 8,366	\$ 14,766.00
Facilities Equipment	\$ 700	\$ -	\$ -
Models and Demos	\$ 1,491	\$ 1,143	\$ 2,063.73
Student Lab Equipment	\$ 10,023	\$ 11,968	\$ 18,520.24
Subtotal	\$ 20,000	\$ 21,477	\$ 35,349.97
Tax	\$ 1,900	\$ 2,040	\$ 3,358.25
Shipping~	\$ 3,800	\$ 4,081	\$ 6,716.49
Total	\$ 25,700	\$ 27,598	\$ 45,424.71

Table 4 Summary

	Critical	Ideal
Reserves on Hand	\$ 42,700	\$ 42,700
Carry-Over from 19-20 (?)	\$ -	\$ -
20-21 Requested Expenses	\$ 25,700	\$ 68,323
Needed from General Reserves	none	\$ 25,623

Cascadia College Board of Trustees

Repair and Replacement Plans: Exhibit B - Facilities

Last year, we decided to push the facilities renewal plan back one year. We did move forward with a very modest request in 2019-20 so that we would have a pieces of furniture to use as replacements or for new employees.

This year's request is organized in two columns: **Original** denotes all the items initially requested for 2019-20 which would allow us to maintain our facilities in the condition we are accustomed to and; **Critical** indicates that these items are necessary because existing furniture is either out of stock but frequently needed, broken, in very poor condition. Items with asterisk mean indicate stock items. Items without an asterisk indicate they are replacement items.

In addition to the request below, Cascadia will have expenses during the 2020-21 fiscal year related to ADA interiors and joint facilities maintenance that we are not yet able to calculate.

Requested for 2020-21					
Category	Type	Original	Cost	Critical	Cost
Furniture	Office chairs*	20	11,091	5	2,773
	Classroom chairs*	15	14,456	5	4,819
	3-Drawer Pedestals*	5	2,607	5	2,607
	LB1-215 chairs	38	9,213	38	9,213
	LB1 215 tables	18	12,852	18	12,852
	LB1 215 ADA table	1	1,182	1	1,182
	Computer chairs for seven labs	230	84,618	230	84,618
	Replacement tables for LLC	2	1,732	0	0
	L-shaped desks with pedestals*	6	10,402	3	5,201
Painting	CC3 lobby and center stairs	n/a	13,310		0
	CC3 3 rd floor hallways	n/a	38,610		0
	CC3 LLC	n/a	1,800		0
	CC1 and CC3 kitchens	n/a	2,180		0
	CC2 LL Bock Learning Center	n/a	13,871		0
	LBA 1 st floor hallway	n/a	12,155		0
Total			230,079		123,265
Carry-Over			106,814		

2021				
Category	Type	Areas	Quantity	Cost
Furniture	Single garage	CC1-230, CC1-231, CC1-210, CC1-211	29	\$ 32,480
	Single ADA garage	CC1-230, CC1-231, CC1-210, CC1-211	4	\$ 4,928
	Double garage	CC1-230, CC1-231, CC1-210, CC1-211	64	\$ 111,616
	Double ADA garage	CC1-230, CC1-231, CC1-210, CC1-211	4	\$ 7,944
	Office Chairs	Replacement chairs	10	\$ 5,550
	Classroom stool chairs	Replacement chairs	10	\$ 9,638
	U shaped desks w/ped	CC1/2 2nd and 3rd floor staff/faculty desks	14	\$ 47,152
			Subtotal	
Carpet	Carpet	CC1 2nd floor Classrooms (not 202), Faculty Office/hallways, and 220 bullpen		\$ 36,526
		CC1/2 3rd floor Classrooms (not Chem or Bio labs or lab prep areas), Offices, Offices suites/hallways, Bullpen, lunchroom.		\$ 37,066
		LBA 1st floor (all areas)		\$ 18,167
		Subtotal		\$ 91,759
Painting	Standard White	CC3 Classrooms		\$ 30,245
	Standard White	CC1 1st floor Kodiak Conference and Workroom		\$ 1,788
	Standard White	CC1/2 2nd & 3rd floor classrooms and conference rms		\$ 55,562
	Standard White	CC Bullpens		\$ 10,439
		Subtotal		\$ 98,034
			Total	\$ 409,101
2022				
Category	Type	Areas	Quantity	Cost
Furniture	Misc	CC1 Kodiak corner - office furniture and open area	1	\$ 175,000
	2D file cabinet	Replenish stock	6	\$ 3,033
	3D file cabinet	Replenish stock	6	\$ 4,146
	Classroom tables	Replenish stock	5	\$ 3,570
	Office Chairs	Replacement chairs	10	\$ 5,550
	Classroom stool chairs	Replacement chairs	10	\$ 9,638

		Subtotal		\$ 200,937
Carpet	Carpet	CC2 2nd floor offices and suite for 280 and 281		\$ 42,328
		Subtotal		\$ 42,328
Painting	Standard White	Special Areas: CC1-004		\$ 2,717
	Standard White	Special Areas: CC1-002		\$ 2,574
	Standard White	CC3 BO areas/conference rm/meditation rm		\$ 6,595
	Standard White	CC3 3rd floor lobby and hallways		\$ 11,530
	Standard White	CC1 1st floor Kodiak hallways and Lobby		\$ 12,370
		Subtotal		\$ 120,442
			Total	\$ 363,707

2023

Category	Type	Areas	Quantity	Cost
Furniture	LBA 1st floor	All offices	8	\$ 121,963
	U shaped desks w/ped	CC1/2 LL and 1st floor staff/faculty desks (not Kodiak)	21	\$ 70,728
	Office Chairs	Replacement chairs	10	\$ 5,550
	Classroom stool chairs	Replacement chairs	10	\$ 9,638
		Subtotal		\$ 207,879
Carpet	Carpet	Kodiak Corner		\$ 49,578
		Subtotal		\$ 49,578
Painting	Standard White	CC1/2 LL & 1st floor hallways, bathrooms, BO areas, and Vista		\$ 24,954
	Standard White	CC3 Lobby, 1st floor, and 2nd floor hallways		\$ 42,471
	Standard White	CC3 All bathrooms		\$ 5,005
		Subtotal		\$ 72,430
			Total	\$ 329,887

2024

Category	Type	Areas	Quantity	Cost
Furniture	Computer classroom	Replace existing CC3 desks	84	\$ 129,600
	Computer classroom	Replace existing CC3 ADA desks	4	\$ 5,440
	BO area	Single computer desks	18	\$ 18,180
	BO area	Single ADA computer desks	2	\$ 2,400
	BO area	CC3 BO center tables	6	\$ 4,236

	U shaped desks w/ped	CC1/2 2nd and 3rd floor staff/faculty desks	26	\$ 87,568
		Subtotal		\$ 247,424
Carpet	Carpet	Mobius/Chair storage/Ticketbooth		\$ 66,578
		Subtotal		\$ 66,578
Painting	Standard White	CC1/2 2nd & 3rd floor hallways, bathrooms, BO areas and vistas		\$ 37,582
	Standard White	CC1/2 LL & 1st fl classrooms and conference rooms		\$ 37,752
		Subtotal		\$ 75,334
			Total	\$ 389,336

Cascadia College Board of Trustees

Repair and Replacement Plans: Exhibit C - Information Services & Technology (I.S.)

Last year Cascadia moved from a four-year to five-year replacement plan to decrease annual spending. This plan provides for the minimum required replacements in the upcoming year. We were able to cut \$335,000 out of this year by holding off on our phone system replacement. This project has been put on-hold as we are currently re-evaluating alternative cost saving phone system options.

The funding source for this is a dedicated fee account that can be used for no other purpose. The balance of that account is over \$1.3M. No general reserves would be used.

Martin Logan, VP for Administrative Services & HR will be available to provide more data and answer any questions the Board may have on the summary below.

	2020-2021	2021-2022	2022-2023*
Wireless Infrastructure	\$50,000.00	\$100,000.00	
Networking	\$50,000.00	\$120,000.00	
Ongoing	\$3,500.00	\$3,500.00	\$3,500.00
Field Replaceable Units			
Class replacements	\$400,000.00	\$160,000.00	\$160,000.00
Server Updates	\$200,000.00	\$200,000.00	
Phone System	\$335,000.00		
Roundtable			
Hardware	\$76,000.00	\$76,000.00	\$76,000.00
Cascadia Student desktops (paid via student fees, not in total below)	\$140,000.00	\$140,000.00	\$140,000.00
Library			\$5,500.00
Total	\$1,254,500.00	\$659,500.00	\$245,000.00
Revised Total	\$779,500.00		

*2022-23 numbers are not finalized, we will provide more information as it becomes available



Cascadia Events & Advocacy Board (EAB)
Report to the Board of Trustees
Cascadia College
Meeting: April 2020

Cascadia Student Life is preparing on keeping our Spring quarter opportunities available for students. As all classes and activities are moved to virtual online formats, it is important that we all work together to provide students with ways to stay involved, encouraged, and motivated virtually. We recognize the importance of making connections during this time and how students are looking to become better engaged through a variety of platforms. From organizing daily/weekly social media challenges and virtual event series to ensuring we are able to reach out to students personally to inform them of the resources Cascadia offers that might better serve them at this time, we are shifting away from our planned on-campus events to virtual engagement opportunities that hopefully can provide an outlet to help students minimize the impacts of this strenuous situation.

Many thanks,

Aarushi Sahai, EAB Advocacy Chair

**Cascadia Community College Federation of Teachers
Local 6191, AFT**



Report to the Board of Trustees

Cascadia Community College

Meeting Date: April 2020

❖ Prepping for Spring Quarter

CCCFT members have been working incredibly hard to prepare for the College's all-online class offerings for spring. Members have participated in numerous professional development activities in support of doing so and have spent countless hours converting face-to-face classes to the fully online environment. We appreciate the support the College has given us in this effort and look forward to working together on behalf of our students going forward.

❖ MOUs related to COVID-19 response

CCCFT and the College have agreed to several MOUs related to the COVID-19 response. One of these covers issues related to converting classes and our one-week-extended spring break. Another moves the date for first- and second-year tenure candidates to submit their portfolios from the first Monday in May to the first Monday in June.



Washington Public Employees Association

UFCW Local 365

Report to the Board of Trustees

Cascadia College

Meeting Date: April 2020

WPEA members are figuring out their working from home office space while supporting our students through this time.

WPEA is working with agencies to ensure that members are safe and stay in pay status, working with many agencies to protect and support public employees and their families, ensuring that all members are kept up to date and aware of critical updates and protective measures.

Lastly, WPEA is providing the stewards a weekly conference call that creates much need communication between members and their union. This ensures that the members are being well taken care of both while on campus as essential members and off campus supporting the faculty, staff and students during this time.

Thank you,

Marah Selves, M.Ed, Administrative Services Manager