



May 13th, 2020

Dear Board of Trustees and Campus Community:

It has been a long month for Kodiaks. Spring quarter classes have launched, we've been through a successful accreditation review, and we are launching ctcLink...all since our last meeting. In addition, the world is different, we are trying to predict enrollment and budget, and Zoom fatigue is real.

You'll notice that my Meet and Greets are lower in number. I am staying in touch with key stakeholders, but the normal routine of community activism is dramatically reduced. In its place, and maybe not completely noticeable, is management of COVID and campus operations as well as my emerging leadership role with WACTC. These two activities require a lot of management, in addition to the accreditation and ctcLink focus. In a sense, maybe this is a good thing. It has allowed me to focus on these important tasks without the constraints of constant travel and competing issues.

Beyond all else. I am thinking about fall enrollment. I had a phone call the night before I wrote this with the superintendent of Lake Washington schools. They do not know their fall operational modality so we are planning to dramatically ramp up Running Start availability to help their seniors. This morning, I got a call that a major employer in Bothell may be letting go 400 employees and is in need of worker retraining resources. It is very possible that predicted shortfalls from the state and budget cuts may be offset by an enrollment surge. We are gearing up for that possibility.

There is a lot of unknown in our work right now. Staying flexible is the mantra. I wish I had learned how to ride rodeo bulls when I lived in Montana.

Meet and Greets

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

Campus

- Accreditation Visit meetings
- New Employee Orientation
- Weekly ETeam Drop-in Conversations
- ctcLink Mock Launch
- ctcLink Launch meetings
- Budget Council Meetings
- Classified Co-Facilitator Meeting
- Foundation Task Force Meeting
- Foundation Chair 1:1
- Navigators

Community / State

- BeCulture Meeting / WACTC Retreat Facilitators
- WACTC Retreat development meetings
- April WACTC Meeting
- Bothell Chamber Board Meeting
- 3x/week WACTC President meetings
- LWSD Superintendent meeting

UWB

- Chancellor & President Monthly Meeting

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

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

E&I Internship

Sebastian Zhao is the Office of Equity & Inclusion's student intern for Spring Quarter. His internship focuses on the intersection between equity and sustainability in higher education. Sebastian is the president of the LGBTQIA student club and is passionate about advocating for the LGBTQ community and creating a more sustainable world.

E&I Initiatives

The Office of Equity & Inclusion went before the S&A Fee Board to make a request for additional funding for several E&I initiatives for the upcoming academic year. The S&A Board agreed to allocate funding for the following initiatives: bringing E&I guest speakers to campus for programming, menstrual products in the men's bathrooms for transgender and non-binary students, and provide half of the funding for an exempt position to support the student pillar of the E&I Plan.

Equity & Inclusion Plan

The E&I plan, one of three components of the Strategic Plan, was rolled out in a 1.0 Version this year and action items have been successfully implemented. The 2.0 Version, or the one that will be submitted next Fall for Trustee approval, is currently being developed along with the assessment measures to document progress. This draft will be submitted alongside the Enrollment Management Plan and the Student Achievement Plan.

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

The college's Guided Pathways work plan was approved by SBCTC. The plan earned praise as "a logical, organized, effectively designed plan with accountability, goals, and timelines." The Guided Pathways co-leads created a Canvas site to share information and answer questions about Guided Pathways with the college. We are finalizing our work group structure and preparing for our next steps in program mapping.

Brian Bansenauer and Chris Cuneo (faculty) met (virtually) with Ian Duggan, internship Recruiter for Costco on May 7th to share information about our Networking Infrastructure and Web/Mobile Application Development programs.

Earth Week for Cascadia College/UWB moved to virtual events - we engaged over 230 participants, and joined with colleges in both Washington State and across the nation to engage students and the public for sustainable events. Cascadia community members participated in trivia, the ECOChallenge, a book club, and sustainable option seminars!

Applications for the Mobile Application Development program are up significantly for next fall as our first cohort is busy finishing up their capstone projects and looking ahead to graduating in June.

Student Success will be hosting an Instagram Live session for students in mid-May to talk about strategies for success in an online environment and will be answering questions about classes, services, and support.

Registration for summer/fall will begin on June 1st for continuing students and June 8th for new students. This will be the first registration cycle with the new ctcLink system. Cascadia's Orientation and Registration Experience (CORE) will be all online to assist students with registration and to ensure they become familiar with all the online resources/services available to students during this time.

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

Human Resources/Payroll

April was a whirlwind; where has the time gone? The HR team continues to successfully work remotely during this time, which has turned out to be an exceptionally busy work season this year. Activities keeping us busy include the ctcLink transition into PeopleSoft this month, full time and part time recruiting, spring quarter Associate Faculty benefits eligibility assessment, AF Summer Mader assessments, and AF 2-year averaging assessment, among various other projects and activities. We are truly thankful for the team effort and widespread understanding across campus of the unique challenges we have been working to overcome during the past couple of months.

Recruiting:

- Full Time Tenure-Track Math Faculty (hired in April, starts Fall 2020)
- Academic Advisor/Retention & Completion Specialist (hired in April)
- Assistant Director of Enrollment Services (hired in May)
- Director of Institutional Effectiveness (hired in May)
- PTH Educational Technologist to support STEM Faculty (hired in May)
- Full Time 1-Year Temporary English Language Program (ELP) Faculty (hire in June)

CtcLink Go-Live is nearly a "go" for May 11th! The HR and Payroll team (along with many other staff) will be participating in go-live validation activities on Sunday, May 10th for several hours to ensure the modules are ready to go, security permissions are appropriately set up, and data is being converted accurately. It has been quite the journey with much "blood, sweat and tears" put into this work, but we are at long last, nearly there!

Payroll has completed all of the necessary processes in Legacy to prepare for the transition to ctcLink and has been working on providing training materials and assistance remotely to employees in preparation for go live. We are looking forward to seeing the many months and years of work on this project come together in our new system.

Information Services

Information Services have been extremely busy setting up ctcLink security/permissions and assembling triage teams for our go live date of May 11th. In addition, IS continues to support students, faculty, and staff for fully remote operations throughout spring and summer quarters.

Finance

The Finance team has been fully focused on preparations and training for ctcLink this month. Additionally, they were required to fast track a month end close in preparation for the ctcLink implementation on May 11th. It has been a very busy month!

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

Outreach/Marketing

Internal and external communications have centered on the COVID-19 response. Updates and directives from the Governor's office, quick links to important student resources, and virtual student services are being coordinated and maintained on various webpages such as [Cascadia Coronavirus](#); [Virtual Student Services](#) and [Temporary Resources](#). Inquiries and daily health updates are being managed through healthycampus@cascadia.edu. Building access is being tracked through an [online sign-in form](#) and cross-verified with Campus Safety.



Outreach staff are keeping Cascadia connected to its service districts, campus community, and prospective students. The team gave a well-attended presentation on community and technical colleges at the Strive Scan Virtual College Fair, in partnership with several local CTC system colleges. Regular communication with K-12 partners continues through the Quarterly Newsletter to Counselors.

Planning is underway for the digital Summer/Fall enrollment campaign, "Coming Out of Hibernation," to include social media, email marketing, and audio streaming.

As the "go live" date for ctclink approaches, the design team has created engaging communications and developed resources to keep the college community informed and moving forward.

Foundation

In response to the public health crisis operational and policy changes were implemented including increased online collaboration and project management, ongoing research on state/federal programs, monitoring of impacts to endowment and review of investment policy, and research on emergency preparedness resources and options for Foundation specific infrastructure and processes. Adjustments were made to the emergency grant award criteria to address the spike in need from COVID-19 circumstances. Funding for all scholarships was finalized. The scholarship selection committee process was conducted online with twenty-eight volunteers. Work was completed on time and notifications to all applicants have been sent.

International Programs

International Programs (IP) conducted a needs assessment survey with international students in April. Approximately fifteen percent went back to their home country and are enrolled remotely this spring. Out of twenty-seven Trajal Hospitality and Tourism College students who arrived in March, nine students decided to stay and enroll in English Language Program. The International Programs staff continue to provide student advising, workshops, and activities remotely while finalizing the data validation, testing, and self-training for ctclink. IP's marketing team has been in close communication with partner agencies overseas to continue closely monitoring the public health situation and travel advisory in each market, and to offer virtual seminars for prospective students.

Facilities

All three capital projects are progressing. The Corp Yard warehouse should be in use by early spring and the West Garage by September. The STEM 4 project is still in the discovery phase, collecting information from multiple stakeholders to begin the design phase.

Facilities is engaged in multiple projects related to COVID including preparing Mobius Hall for the state to use as a call center for tracking cases and developing the facility re-entry plan.

From the Program Manager for ctcLink, Scott McKean:

As you read this Cascadia will have been live on ctcLink since May 11th. So, I'll recap April and project forward in May so this is relevant for your May 20th meeting.

How did we get here? Five years and tens of thousands of hours of dedicated hard work by Cascadia's project team, department subject matter experts and college leadership – what a TEAM!

April: Our project team completed many significant activities: User Acceptance Testing; Payroll Parallel Testing; Security mapping; and, finalized all local configuration assignments. Additionally:

- April 17th, Cascadia submitted a GO for go-live May 11th
- April 21st, the State Board ctcLink Steering Committee approved Deployment Three Group B (DG3-B) colleges to go-live May 11th
- April 24th, 30 employees conducted a four-hour Dry Run system verification exercise to check our security and configurations in the PeopleSoft environment; this activity was completed remotely verifying our ability to continue providing quality services remotely to our employee customers and students
- April 28th, departments began to finalize and close out business process activities in the Legacy system, most automated business processes were paused from April 27th to May 11th

May: The month we've all been waiting for and working towards

- May 7-8, with minor exception, Cascadia employee's permissions to Legacy changed to read-only, Legacy was shut down overnight to take a data snapshot for the conversion over to PeopleSoft
- May 10th, 31 project team members worked Mother's Day afternoon/evening to conduct the final go-live system verification and meet with other DG3-B colleges and the State Board's ctcLink project team for final Go/No-Go decision
- May 11th, Cascadia went live on ctcLink/PeopleSoft
- May 11-29, engaged SBCTC's Customer Support team for enhanced Tier 2 help desk services via daily open Webex's, one for each Pillar: Campus Solutions, Finance and Human Capital Management

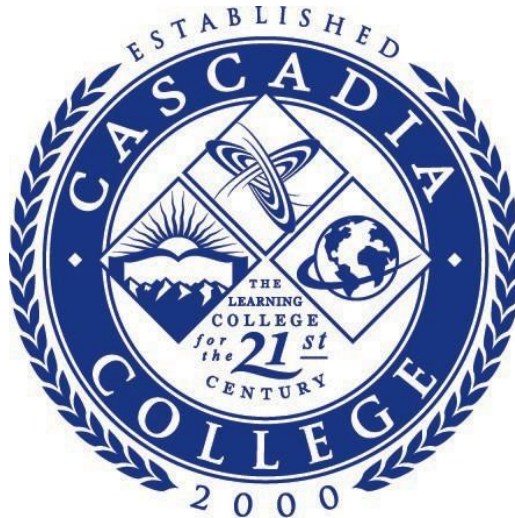
System rollout – Cascadia implemented a five-phase ctcLink system rollout:

- May 11th, Phase 1 – open to staff members (about 35-40 employees) who use ctcLink everyday, their focus is verifying security, system configurations and data accuracy
- May 12th, Phase 2 – open to all employees and faculty, the focus was 1) employee access and training for May 15th payroll, and 2) faculty training for entering grades and how to accept summer quarter classes and students
- May 26th, Phase 3 – open to students for login and familiarization
- June 1st, Phase 4 – open summer/fall term enrollment to current students
- June 8th, Phase 5 – open summer/fall term enrollment to new students

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

Respectively submitted,

Eric



Board of Trustees Meeting Agenda
Mr. Roy Captain, Chair
Ms. Janet McDaniel, Vice Chair
Mr. Mike Kelly
Dr. Meghan Quint
Dr. Colleen Ponto

Regular Meeting
Wednesday, May 20th, 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, May 20th, 2020
4:00 p.m.
ZOOM**

AGENDA

1. CALL TO ORDER (4:00pm)

2. CONSENT AGENDA

- Meeting Agenda
- Minutes from our last meeting – April 15th, 2020

3. PUBLIC COMMENTS

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

4. NEW EMPLOYEES/PROMOTIONS:

- Introduction of New Employees/Promotions:
 - Ericka Morales, Academic Advisor –Completion and Retention
 - David Berner, Assistant Director –Enrollment Services
 - Michael Horn, Director –Institutional Effectiveness
- Promotions – E-Team members will share staff promotions with the board.

5. RECOMMENDED ACTION ITEMS

- Tenure Votes (resolutions read):
 - Dr. Azizeh Farajallah
 - Dr. Seraphine Shen-Miller
 - Erica Almeda

6. INFORMATION ITEMS

- Operational Update – (EM)
- Accreditation Review - (KL)
- Strategic Enrollment Management – (MW)

7. DISCUSSION/PRESENTATION ITEMS

- 2020-2021 ASCC Budget (1st Read) – (BR)
- Financial Workshop: 2020-2021 College Budget (1st Read) – (ML)

8. OTHER REPORTS

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

9. OTHER BUSINESS OR ANNOUNCEMENTS

10. NEXT MEETING

- Next regularly scheduled Board meeting is Wednesday, June 17th, 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
April 15th 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 – David Shapiro, 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, Donna Sullivan, Erik Tinglestad, Erin Blakeney, Kristina Young, Lyn Eisenhour, Sara Gomez-Taylor,

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.

CONVENED TO PUBLIC SESSION AT 4:19 PM

1. CALL TO ORDER

Chair Roy Captain called the meeting to order at 4:19pm.

2. CONSENT AGENDA

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

Operating Update

There are three major areas we are focusing on right now:

- ctCLink
 - Stress is high right now, people are working very hard. Working from home during a pandemic is stressful, President Murray commends the team for continuing to move things forward.
 - Mock run will take place next week during accreditation.
 - Go-live is still scheduled for May 11th.
 - SBCTC reports we are on track for moving forward.
- Accreditation
 - Roy and Colleen met with Kerry to prepare for the accreditation visit.
- Response to COVID
 - Everyone is working harder. Many, many Zoom meetings, working with students on phones.
 - Enrollment held steady.

Comments/Questions:

Do you anticipate any delays based on the group of colleges that went live prior to May?

No. Two colleges went already and are struggling mostly around student financials, they didn't have a chance to finish testing, but we have. Our process is matching outcomes, it doesn't seem we will encounter the same difficulties.

Do you anticipate support issues from resources being diverted to the other colleges?

No.

Do you anticipate any delay past May 11?

There is a slight chance, but it would be based on SBCTC. We'll know more after our trial run next week. We are as ready as we can be.

Trustee Mike Kelly gives his thanks and gratitude to all the staff who have worked so hard.

President Murray suggested that the Board could pass a resolution that could be published and read at the All Employee event, though we're not sure at this point where/if it will take place - maybe a reception and appreciation event in June or when we aren't bound by social distancing. Trustee Captain seconded this idea.

Strategic Plan Update: Student Achievement Plan –Guided Pathways Update

- Report didn't make it into the packet, Lily will email out the report after the meeting.
- Three pillars:
 - Equity and Inclusion
 - Strategic Enrollment Management
 - Student Achievement

Strategic Plan Update: Student Achievement Plan –Guided Pathways Update (continued)

- Guided Pathways is a student-centered approach to redesigning the community college experience with an equity-minded focus to promote student access, retention and completion of programs that support their academic and employment goals.
- Cascadia is part of a cohort of 22 community and technical colleges who were asked to develop a five-year implementation plan for Guided Pathways.
- In 2019, the State Legislature provided funding for the current biennium to assist community colleges implement Guided Pathways.
- Building on upon years of ad hoc work, a summer workgroup was created in June 2019 to review GP activities to that point and plan early implementation of Guided Pathways at Cascadia. The Summer Workgroup organized a campus event at the fall DIA introducing Guided Pathways to faculty and staff.
- In January 2020, a group of faculty, administrators and other stakeholders developed a five-year implementation plan for guided pathways organized around 16 essential practices. The plan was submitted to the SBCTC in early March. Feedback on the plan is expected on April 30, 2020.
- Beginning Spring Quarter, the GP Leadership Team, consisting of two faculty and two administrators will begin implementing the five-year plan. Work during the Spring and Summer Quarters will focus on:
 - Developing a leadership structure to implement essential practices and coordinate implementation with other campus initiatives
 - Engage students, faculty and staff to review areas of study that help study identify academic paths
 - Continue communication of GP implementation to the campus community.
 - Engage students, faculty, and staff to define structure and begin developing program maps that provide a comprehensive quarter by quarter outline of relevant academic courses, career and transfer information, academic and student supports, and co-curricular activities that students can follow in order to achieve their academic and/or employment goals.

Comments/Questions:

No comments or questions.

5. DISCUSSION/PRESENTATION ITEMS

Accreditation Peer-Review Visit Preparation

- Overarching focus of NWCCU
 - Student Achievement
 - Equity-Equity mitigating equity gaps
- Outcomes of the Evaluation
 - Evaluator's primary responsibility is to make a considered and informed judgement with respond to the criteria of standards
 - Commendation- positive recognition
 - Recommendation- non-binding peer evaluator suggestion to the Board of Commissioner.
- Timeline
 - April: We will get a preview of the commendation and recommendations
 - May: We receive the review teams report to the commission and will have the opportunity for correction
 - June: NWCCU Commission Meeting and can accept or amend the report, ad hoc report required.
 - July: We received the final outcome letter from the commission

Accreditation Peer-Review Visit Preparation (Continued)

- Fall: Begin refreshing our mission statement, operationalize strategic plan chapters through unit planning

Comments/Questions:

No comments or questions.

Our Community: Part II, K-12

- Enrollment projections:
 - LWSD 9.2% increase from 2019-2024
 - NSD 9-10% increase from 2019-2024
- College Choice
 - Top 8 feeder districts and percentage of students who enroll in Cascadia.
 - Northshore (17%), Monroe (14%), Snohomish (8%), Riverview (7%), Everett (6%), LWSD (4%), Edmonds (3%), Mukilteo (3%).
 - These numbers do not include running start.
 - The biggest opportunity is in LWSD, only 4% of students from LWSD come to Cascadia, about 16% go to Bellevue College, with the rest going to UW or Private schools.

Comments/Questions:

Is there a possible thought as to why only 4% of LWSD students are coming to our campus? Because of the demographics and the higher median income is not community college material?

A huge percentage is going to Bellevue College, so there is a need there for community colleges, but more students are straying away from our school. We would like to speak to High School Counselors so they would recommend us more.

Is there a possibility that it might be to our advantage to invite high school counselors to our campus to show them our environment?

They have come to campus to meet with our advisors on a couple of occasions.
Washington Council for High School-College Relations (WCHSCR)

Trying to think of different ways to touch these counselors. When faculty speak, they have a great way to convey the strengths of Cascadia. It would be great to have them continue the face to face connections with future students and high school counselor.

If we could have a counselor of the year award to interview them and connect them to our campus in a personal way.

We have 2 more studies with Hanover right now, so we are putting that on hold for now and then we pick it up again in the coming months.

Monthly Finance Workshop

- We are committed to staying on track with giving you the information we have promised to you.
- The categories and tracking will be easier as the same sections and categories in our current system will be the same in ctcLink.
- The college has never taken on debt, we are doing really well at maintaining our reserves.

Monthly Finance Workshop (Continued)

Comments/Questions:

How much do we currently have in our reserves?

About 5 Million

Knowing how much we have in our reserves (what is unencumbered and available) would be really helpful for future decision making.

Next BOT meeting, we will have that number for you.

6. RECOMMENDED ACTION ITEMS

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

The facilities piece was something that was discussed last year, Schedule a meeting with Mike, Janet, Marty & Eric the week before the May Board meeting.

Non-voting discussion, 1st ready only.

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): David Shapiro, Tenured Founding Faculty was present and wanted to say thank you to the Board for approving the additional funds for faculty members.

Cascadia College Classified Union Washington Public Employees Association (WPEA) Report: Administrative Services Manager, Marah Selves was present and wanted to add that the stewards got together last week and are going to get a classified member meeting next week.

Chair and Individual Board Members Reports:
Nothing to add.

President's Report:

A state wide meeting with the section lead for AAG 's is next week to discuss our compliance with remote Board meetings. Lily will be in attendance and will report back.

Chair of the WACTC has been ramping up and I will keep everyone informed of my time spent.

Thank you to everyone for working hard and keeping us moving forward.

8. OTHER BUSINESS/ANNOUNCEMENT

9. MEETING ADJOURNMENT

Chair Roy Captain adjourned the regular meeting at 5:43 PM

10. Minutes Approved and Adopted on May 20th, 2020

Roy Captain, Board Chair

Attest:

Dr. Eric Murray, President

Bdminutes04152020

Cascadia College Board of Trustees
Introduction of New Employees/Promotions

Subject: Introduction of New Employees/Promotions

Background:

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

New Employees:

Completion and Retention

Ericka Morales, Academic Advisor

Enrollment Services

David Berner, Assistant Director

Institutional Effectiveness

Michael Horn, Director

Brief biographies on Ericka, David and Michael are attached.

Promotions:

There are no staff promotions to share with the Board.

Discussion:

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

New Employee Bio

Ericka Morales, Academic Advisor, Completion and Retention

Ericka is Cascadia's newest Academic Advisor – Completion and Retention Specialist. Ericka will provide general advising to transfer students as well as work collaboratively with campus stakeholders to develop and implement focused interventions to address outcome and equity gaps within student achievement. She originally come from southern California and graduated from Washington State University with a B.A. in Sociology and in Anthropology with a minor in Spanish. While attending WSU, she became a McNair Scholar which granted her the opportunity to do her own research and have it published. She also had the opportunity to study abroad at the University of Liverpool in England. She has experience working as a Washington State certified interpreter and most recently worked as a substitute teacher. Previously, she worked at Pierce College as the student retention manager. She enjoys traveling, dancing, singing and learning new languages.

New Employee Bio

David Berner, Assistant Director, Enrollment Services

David is the new Assistant Director of Enrollment Services. He oversees the Enrollment staff who serve at the Welcome Desk and the front counter at the Kodiak Corner. David most recently served as the Enrollment Advisor / Team Leader at City University. Prior to that, he served as Assistant Director of Admissions at the Art Institute of Seattle for many years, partaking in many of the design and media courses, earning a diploma in Web Design and Interactive Media, and later teaching some workshops for students. David holds a Bachelors degree in English from the University of Washington, a Master of Arts degree in Creative Writing from Southern New Hampshire University, and an Ed.D. in Organizational Leadership from North Central University. He loves to read, write, illustrate, hike, travel, and spend as much time as he can with his family, despite there being only 24 hours in a day.

New Employee Bio

Michael Horn, Director Institutional Effectiveness

Michael Horn is the new Director of Institutional Effectiveness. Michael has followed Husky path from beginning to end by having earned his BS in Psychology, Masters in Social Work and Doctoral degree in Social Welfare all from the University of Washington.

Michael brings with him a variety of experiences in higher education, government and non-profits work. He served as the Director of Institutional Research at Renton Tech and Assistant Dean for Accreditation at Seattle University's College of Education. He also served as the WorkSource Accountability and Performance Manager for YMCA and the Chief of Management, Accountability and Performance at the Department of Health and Human Services. Most recently he's worked as an independent consultant with a client list that includes 501 Commons, Hopelink, the Washington State Bar Association and the Washington Department of Commerce.

Cascadia College Board of Trustees

Action Items

Subject: Tenure

Justification:

It is the Board's responsibility to review and approve the tenure candidates.

Background:

Dr. Eric Murray, President of Cascadia College, will present three third year candidates who are being considered for tenure. A brief biography of each candidate is noted below:

Azizeh Farajallah, PhD – Chemistry

Dr. Azizeh Farajallah, an immigrant from Palestine, began her education in ESL classes at North Seattle College (NSC). She subsequently gained a Bachelor in Science in 2000, a Master in Science in 2003 and a Ph. D. in Organic Chemistry in 2007 all from the University of Washington. She has taught all levels of Chemistry as an associate faculty at NSC, Everett Community College (EvCC) and Edmonds Community College (ECC).

Seraphine Shen-Miller, PhD – Psychology

Dr. Seraphine Shen-Miller joined the faculty at Cascadia in Fall 2017. Prior to coming to Cascadia, she was an Associate Professor of Psychological Science at Belmont University in Nashville TN, and a full time faculty member at Highline College in Des Moines, WA. Dr. Shen-Miller earned bachelor's degrees in Philosophy and English from National Cheng-Chi University in Taiwan, and a masters and doctoral degree in Social/Personality Psychology from the University of Oregon. In her most recent research, she focuses on relations between human beliefs and values (e.g., belief in a just world, materialism), personal well-being, interpersonal relationships, and prosocial behaviors.

Erica Almeda – Adult Basic Education

Prior to joining Cascadia, Erica was a tenured faculty and Department Chair of the Bridge (Pre-College English) department at Edmonds Community College, where she taught basic skills and developmental English for 12 years. She had also taught at various community colleges in the Seattle and Los Angeles areas. Erica holds a Master of Education in Adult Education and a Bachelor of Arts in Anthropology/Biology from Western Washington University.

Recommendations/Action:

The Board of Trustees will take action on **three** third year candidates eligible for tenure.

Now the Board will read a Tenure Resolution Commending Azizeh Farajallah

1. Azizeh Farajallah, PhD – Chemistry

After having given reasonable consideration to the recommendations of the Tenure Review Committee and the District President, the Board of Trustees grants tenure to Dr. Azizeh Farajallah at Cascadia College:

Chair asks for motion: _____

Trustee makes the motion: _____

Trustee seconds the motion: _____

All in favor:

	Yes	No	Abstain
Captain			
Kelly			
McDaniel			
Ponto			
Quint			

Now the Board will read a Tenure Resolution Commending Seraphine Shen-Miller

2. Seraphine Shen-Miller, PhD – Psychology

After having given reasonable consideration to the recommendations of the Tenure Review Committee and the District President, the Board of Trustees grants tenure to Dr. Seraphine Shen-Miller at Cascadia College:

Chair asks for motion: _____

Trustee makes the motion: _____

Trustee seconds the motion: _____

All in favor:

	Yes	No	Abstain
Captain			
Kelly			
McDaniel			
Ponto			
Quint			

Now the Board will read a Tenure Resolution Commending Erica Almeda

3. Erica Almeda – Adult Basic Education

After having given reasonable consideration to the recommendations of the Tenure Review Committee and the District President, the Board of Trustees grants tenure to Ms. Erica Almeda at Cascadia College:

Chair asks for motion: _____

Trustee makes the motion: _____

Trustee seconds the motion: _____

All in favor:

	Yes	No	Abstain
Captain			
Kelly			
McDaniel			
Ponto			
Quint			

CONGRATULATIONS TO CASCADIA COLLEGES' NEWLY TENURED FACULTY MEMBERS!

Cascadia College Board of Trustees

Information Items

Subject: Operational Update

Justification:

To keep the Board informed of current operational challenges the College is facing.

Background:

This update includes reports on both COVID and ctcLink.

COVID:

The campus continues to operate in a remote fashion and will do so through summer quarter. Fall quarter is yet to be determined. Health and State guidance will determine the operating modality for Fall.

To prepare for as many classes as can possibly return to campus in the Fall, the staff and faculty are preparing a Facilities Re-Entry Plan and an Instructional Re-Entry Plan. These two comprehensive plans will guide the physical, behavioral, and class delivery changes that need to occur for Fall to be successful. As employees are allowed to come back to campus during the summer, these action items will be implemented.

Costs for the COVID response have been tracked. The initial \$250,000 approved by the Board has been (and currently is being) spent. However, CARES Act funding will reimburse these costs.

We do not yet know the effects of COVID on enrollment for Summer and Fall. Enrollment periods begin after ctcLink GoLive has been completed. The Outreach and Marketing departments are planning an aggressive campaign to our community for the summer.

The changes to current operations have affected some planning. The remaining Hanover Research Study chapters cannot be implemented at this time, limiting the Enrollment Management portion for the Strategic Plan. A "1.0" version will be delivered in August. As well, Guided Pathways implementation money from the State is no longer expected. This will result in a modification of the Academic Achievement portion of the Strategic Plan. Again, a "1.0" version will be delivered in August.

Regular communication with UWB, SBCTC and various system workgroups continue and inform future directions.

CTCLINK:

This report is being written on May 13. ctcLink GoLive began on Sunday, May 10 with systems being activated on May 11. The "dry run" in April went well and pending problems were identified and resolved. The SBCTC guaranteed support with GoLive and so the process has

launched. As of this report, it is too early to give details on successes and continuing challenges, but a more complete verbal report will be available at the meeting on May 20.

Note that, due to GoLive, our former systems are now “read only”. This means that no data can be manipulated. As the Board begins the review of the 2020-21 budget, there might be certain gaps in predictive data.

Student facing systems, human resources and payroll, and financial systems will all be live again approximately May 26.

Note that a new “add-on” to the system, called *Mystic*, will be acquired by the state and implemented at Cascadia in July. This is budgeting assistance software that will help analyze and help model good budget forecasting. The irony is not lost on the name of the program and its function.

Cascadia College Board of Trustees

Information Items

Subject: Accreditation Peer-Review: Post-Visit Review

Justification:

This item is part of a regular series of items and report on our accreditation process.

Background:

With our Peer-review visit complete, we have draft commendations (5) and recommendations (3), we look toward the next steps in the Year 7 Review process, and how we will respond recommendations.

Accreditation Peer-Review: Post-Visit Review

Summary of Draft Findings

<p>The evaluation team <u>commends</u> Cascadia College:</p>	<p>The evaluation team <u>recommends</u> that Cascadia College:</p>
<p>...for its strong partnership between Cascadia’s administration and faculty and the University of Washington Bothell’s library staff. Throughout the visit, this collaborative effort was demonstrated in the widespread integration of information literacy skills across the college’s curriculum and in the ongoing provision of exemplary library services.</p>	<p>...use an ongoing and systematic evaluation and planning process to inform decision making and resource allocation, toward improving institutional effectiveness and achieving mission fulfillment. (1.B.1; 1.B.2)</p>
<p>...for its commitment to professional development for faculty and staff. Throughout the visit, employees expressed appreciation for the college’s commitment to financially supporting professional development opportunities, including during the COVID-19 pandemic.</p>	<p>...engage in an effective system of assessment to evaluate the quality of learning in its programs. These assessment efforts should be used to inform academic and learning support-planning and practices to continuously improve student learning outcomes. (1.C.5; 1.C.7)</p>
<p>...for its pervasive focus on diversity, equity, inclusion, and social justice. Board members, administrators, faculty, staff, and students shared numerous examples of activities, programming, support services, and resources dedicated to establishing and maintaining a welcoming environment and sense of belonging.</p>	<p>...establish and share widely a set of indicators for student achievement that are disaggregated and compared to regional and national peer institutions in a manner that identifies and removes barriers to academic excellence and success (equity gaps), and promotes student achievement. (1.D.2; 1.D.3)</p>
<p>...on its shared governance structure which ensures that stakeholders have input into decision-making processes. Throughout the visit, board members, administrators, faculty, staff, and students indicated that they not only have a voice, but that they have a structural pathway to ensure their views and ideas are heard.</p>	
<p>...for its perseverance. Given the monumental impacts that the rapidly evolving COVID-19 pandemic had on the college in the weeks leading up to the visit, the need to move from a face-to-face visit to a virtual visit, and the shift to the new 2020 NWCCU Standards, the college did an exemplary job of organizing and conducting an evaluation visit that was collaborative, substantive, and meaningful.</p>	

Process Steps

- President Murray and Dr. Levett reviewed and responded to the draft report from the Peer-Evaluation Team. (5.10.2020)
- The Peer-Evaluation report is submitted to the NWCCU Commissioners for action at their June 2020 meeting. The Commissioners can accept the outcomes as drafted by the Peer-Review Team, or amend the outcomes. We have the opportunity to address the Commissioners during the discussion of our report.
- We will receive a final outcome letter in July with recommendations and timelines for reporting

Recommendation Action Plans

We will develop action plans for each recommendation to review over the fall quarter.

	Recommendation for Standards 1.B.1; 1.B.2	Recommendation for Standards 1.C.5; 1.C.7	Recommendation for Standards 1.D.2; 1.D.3
<i>Responsible Staff</i>	Kerry Levett, VPSLS Michael Horn, DIE	Kerry Levett, VPSLS Kristina Young, Dean	Kerry Levett, VPSLS Michael Horn, DIE
<i>Affiliated Council/Committee(s)</i>	<ul style="list-style-type: none"> • Institutional Effectiveness Council • Budget Council 	<ul style="list-style-type: none"> • Assessment Committee • Student Learning Council, • Guided Pathways 	<ul style="list-style-type: none"> • Intuitional Effectiveness Council • Equity and Inclusion Council

Cascadia College Board of Trustees
Information Items

Subject: Strategic Enrollment Management Update

Justification:

This information item is presented to the Board of Trustees to provide an overview and update on the Strategic Enrollment Management.

Background:

The timeline for the SEM Plan is adjusting for ctcLink, COVID, and the on-boarding of our new Director of Institutional Effectiveness.

The college contracted with Hanover Research to conduct three studies: an overview of our service area, a survey of prospective students, and a third study to be determined. (We are currently considering a review of our enrollment funnel.) Only the first was completed before we went into a COVID quarantine. We will resume the studies once society has partially re-opened.

Looking ahead, we will produce two versions of the SEM Plan. 1.0 will be ready in time for the August Trustees' retreat. 2.0 will follow once we have been able to complete the Hanover studies and update data with the assistance of our new IE Director.

Cascadia College Board of Trustees

Discussion/Presentation Items

Subject: 2020-2021 Associated Students of Cascadia College Budget (1st Read)

Justification:

The Board must approve all budgets, including that from the Associated Students.

Background:

The Services and Activities (S&A) Budget Committee facilitated an open process whereby student clubs and college departments could request funding for the 2020-21 academic year. The process included completing the detailed application and meeting with the S&A Budget Committee to present their request.

The projected S&A budget for the 2020-2021 academic year was initially \$615,612. Budget proposals totaled \$830,829.22, requiring \$215,217.22 be removed to meet the target budget.

As a note: following budget allocations being determined, an updated S&A projection was shared requiring an additional \$7,600 be cut. The S&A Budget Committee decided since this was likely due to the impact of Covid-19, they would exercise the right to use their Fund Balance in cases of, “disaster, calamity or revenue shortfall” (Associated Students of Cascadia College Financial Code (Article V, Section 9)).

The S&A Budget Committee provided recommendations to the Events & Advocacy Board (EAB) regarding allocations. Per their recommendations, EAB has provided the attached spreadsheet supporting the allocations.

Significant budget lines to note:

Kodiak Cave – Due to the success of this program providing resources and support for students with food insecurity and for those looking for food education, a request to increase the professional staff position from 10 months to 12 months was approved.

In accordance with the Associated Students of Cascadia College Financial Code (Article V, Section 9), the S&A fund balance can be accessed to support one-time allocations. Included below are a few requests that will be utilizing this option.

Earth Week – This program was funded as a pilot program this year through the S&A fund balance. This is to support programming for Cascadia and jointly with UWB.

Professional staff position for The Center for Culture, Inclusion & Community – This request was to pay for half of a professional staff person to provide more support to The Center (the other half is being requested from other college funds). Since this is a pilot program, the funding would come from S&A fund balance.

Equity & Inclusion Initiatives –This money will fund additional menstrual products on campus and programming initiatives. Since this is a pilot program, the funding would come from S&A fund balance.

The ASCC 2020-2021 Budget Request will be brought forward at the next regularly scheduled Board meeting for approval.

Discussion:

Juan Maldonado, EAB Treasurer and Becky Riopel, Director of Student Life will be available to answer any questions.

	2018-2019 Allocated	2019-2020 Allocated	Spent as of 5.4.20	2020-2021 Request	2020-2021 Proposed	
Yours Truly	\$ 10,000.00	\$ 10,000.00	\$ 41.53	\$ 11,000.00	\$ 1,000.00	
Campus Sustainability Coord.	\$ 4,488.00	\$ 5,250.00	\$ 3,397.31	\$ 8,438.40	\$ 6,000.00	
Community Engagement Officer	\$ 4,714.00	\$ 5,112.50	\$ 3,161.16	\$ 3,425.00	\$ 1,700.00	
Earth Week				\$ 2,000.00	\$ -	\$1,600 fund balance
Student Life Advisor	\$ 66,471.00	\$ 76,752.46	\$ 72,651.00	\$ 72,961.00	\$ 72,961.00	
Student Life Assistant Director	\$ 76,488.00	\$ 89,188.84	\$ 86,783.60	\$ 86,481.00	\$ 86,481.00	
Student Life Professional Dev.	\$ 7,500.00	\$ 10,000.00	\$ 4,925.16	\$ 8,000.00	\$ 2,000.00	
The "Center"	\$ 16,000.00	\$ 16,696.40	\$ 3,262.17	\$ 32,996.35	\$ 18,350.45	
Center Professional Staff				\$ 46,000.00	\$ -	\$46,000 fund balance
Equity & Inclusion Initiatives				\$ 4,000.00	\$ -	\$2,300 fund balance (no photo campaign)
Outdoor Wellness		\$ 20,000.00	\$ 5,719.11	\$ 19,307.72	\$ 17,100.00	
Club Council	\$ 23,000.00	\$ 35,000.00	\$ 21,746.53	\$ 40,000.00	\$ 20,000.00	
Student Life Operations	\$ 180,339.00	\$ 188,667.10	\$ 108,460.20	\$ 182,170.00	\$ 150,000.00	
Wetland Day		\$ 750.00	\$ -	\$ 750.00	\$ 500.00	
Kodiak Cave/Food Pantry	\$ 40,000.00	\$ 76,326.23	\$ 47,084.63	\$ 90,942.00	\$ 78,000.00	
Jumpstart Orientations	\$ 4,000.00	\$ 5,500.00	\$ 6,158.24	\$ 6,000.00	\$ 4,000.00	
Kodiak Leadership Program	\$ 12,400.00	\$ 12,000.00	\$ -	\$ 6,000.00	\$ -	did not fund
Events & Advocacy Board (EAB)	\$ 82,500.00	\$ 75,800.00	\$ 51,411.93	\$ 85,800.00	\$ 60,000.00	
Health & Wellness Resource Ctr	\$ 41,209.00	\$ 57,514.00	\$ 78,996.00	\$ 59,156.00	\$ 52,000.00	
Victim Advocate		\$ 26,820.00	\$ 8,410.00	\$ 28,621.00	\$ 14,310.50	
Recreation & Intramurals	\$ 50,000.00	\$ 9,600.00	\$ 1,560.00	\$ 6,000.00	\$ 1,200.00	
				\$ 800,048.47		
Contingency (automatic 5%)				\$ 30,780.75	\$ 30,780.75	
				\$ 830,829.22	\$ 616,383.70	
			Allocation:	\$ 615,612.00	\$ 615,612.00	
				\$ (215,217.22)	\$ (771.70)	(will be a melt during the year)
					\$ 7,600.00	additional projected deficit to be taken from fund balance

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.

The proposed 2020-21 College Operating Budget will be presented and discussed for the first reading by the Board of Trustees. At the regular June 17th meeting the Board will be asked to approve the budget with the understanding that the budget may need to be revisited in the fall once we have final allocation and enrollment numbers.

Discussion:

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



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

No report was submitted at the time of publication.

Cascadia Community College Federation of Teachers Local 6191, AFT



*Report to the Board of Trustees
Cascadia Community College
Meeting Date: May 2020*

❖ **Call for CCCFT Steering Committee Nominations**

CCCFT is holding elections this spring for positions on the Steering Committee. The call for nominations notice went out to membership at the end of April. Elections will take place at the end of May for terms beginning fall quarter 2020 and running through the end of summer quarter 2022.

❖ **General Membership meeting**

CCCFT scheduled an online General Membership meeting for May 13, 2020. Topics on tap for discussion included the upcoming Steering Committee elections, ongoing faculty and administration responses to Covid-19, and other items from the digital “floor.”



Washington Public Employees Association

UFCW Local 365

Report to the Board of Trustees

Cascadia College

Meeting Date: May 2020

We had a member meeting on April 22nd. It was well attended and conversations ranged from checking in on the members to concerns when we are able to come back to campus. Members are ready to hear the plans to get back to campus.

WPEA leadership continues to hold a weekly conference call to support and be there for the members around the state.

Thank you,

Marah Selves, M.Ed, Administrative Services Manager