



June 10, 2020

Dear Board of Trustees and Campus Community:

This has been a difficult month operationally and emotionally.

- The campus went live with ctcLink and brought the systems up on June 1; student registration also began on this date and there were some glitches.
- The campus continues to respond to COVID; decisions for summer and fall were made, responses to state guidelines were developed, remote operations continued.
- The budget continued to be reviewed and refined; relationships with school districts are blossoming as a sense of cooperation about choices for students in the fall are foremost in everyone's mind.
- And George Floyd's murder.

As you've read in the Friday Letter and Special Letter, this latest event has (hopefully) changed the nation. Our campus was emotionally present and duly upset. These past few weeks affirm for me just how important our equity & inclusion plans are and how invested our campus is. Employees from every corner responded to help students and each other process these events. As Trustees, I know you join me in affirming that our campus stands united. We will not tolerate racism, bias, and prejudice. We will continue to improve our systems, policies, and monetary priorities to rectify centuries of injustice such that our employees are supported and our students can meet their educational goals.

I look forward to seeing you next week.

### **Meet and Greets**

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

#### Campus Meetings

- DIA Spring
- DIA Planning 2020-2021
- Workforce Development Grant
- Weekly ETeam Drop-in Conversations
- Foundation Strategic Plan
- ctcLink Steering Committee
- Navigators

#### Community / State

- BeCulture Meeting / WACTC Retreat Facilitators
- WACTC Retreat Development Meetings
- June WACTC Meeting
- Bothell Chamber Board Meeting
- 3x/week WACTC President meetings
- State of Kenmore 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:***

**Affinity Groups**

The Office of Equity & Inclusion is launching campus Affinity Groups on June 11, 2020. Affinity Groups are voluntary associations of people who have common interests such as shared identity, characteristics, or life experiences. Affinity Groups have many recognized benefits including: employee retention, promoting an inclusive work environment, increasing employee satisfaction and morale, fostering learning and development, and providing support.

**Student Advisory Committee for E&I**

The Student Advisory Committee for E&I organized a three-day campus wide programming to commemorate Pride Month from June 2-4 . Students from both Cascadia and UWB engaged in discussions about the history of Pride, challenges faced by trans and non-binary students in higher education, and what allies can do to support the LGBTQ community.

**Foundations of E&I Course**

The Office of Equity & Inclusion will be launching a six-part beginner level course for people just entering into E&I work. This series will provide people with the opportunity to grow in their understanding of E&I more broadly and also learn how they can help advance E&I at Cascadia.

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

Several Cascadia faculty mobilized quickly to develop teach-ins for students to process events around the racist killings of Black and Brown people at the hands of police. A second teach-in is scheduled for June 12, 2020. Faculty in Anthropology, English, Humanities, Biology, Sociology, Art, History, Psychology, and Economics planned and organized the events in support of students.

The Aroha grant has supported 29 students this past year, totaling approximately \$20,000. The CARE team works with the students to support them through the application process and then the United Way Hub helps them find additional resources and support through community agencies. You can support the Aroha Grant program through [The Cascadia College Foundation emergency grants program](#).

139 students applied for and will be receiving CARES Act – Higher Education Relief Fund for the spring quarter. The college received these funds to provide emergency financial aid grants to students whose lives have been disrupted due to campus classes/operations going online, and who are facing financial challenges.

Cascadia's Workforce Education Program Specialist was involved in a King County Worker Retraining virtual event (5.21). The colleges that participated want to hold this type of event quarterly. There were also community organizations such as Employment Security, DSHS and the ABAWD Navigator team.

Workforce program Advisors hosted a 1 hour Virtual Information Session for Cascadia students on the BAS programs offered. They have also participated in Virtual Transfer Fairs for Shoreline/Edmonds Students, and are also registering for other college virtual transfer fairs as they become available.

Workforce is partnering with Northshore Human Services Consortium, through Northshore School District (NSD), Cascadia's Workforce Education grant funding opportunities will be highlighted on NSD's Covid-19 [Community Assistance](#) page, as well as NSD's [Connections](#) newsletter.

The King County Library System is renewing its two-year MOU with Cascadia's Basic Education for Adults program. Typically the MOU involves providing space for an ESL class at the Bothell Library, but the renewal will include provisions for remote instruction so that we can continue our partnership.

With the transition to ctclink, our Enrollment Services and Student Advising & Support Services staff – along with Basic Education for Adults and Workforce Education staff members have been answering lots of student email questions. Teya Viola and Shawn Miller have been working extremely hard to resolve issues and work with the state board to get support with the system. Thank you to our Student Learning & Success staff!

I would like to express my appreciation to Chris Byrne (Faculty Council/Assembly Coordinator) and David Shapiro (Faculty Union Coordinator) for their strong leadership and partnerships in addressing numerous instructional issues over the last few months.

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

#### Human Resources/Payroll

May was ctcLink "Go Live" month! And, we are still alive! We were not kidding last month when we said ctcLink has taken years of "blood, sweat and tears". And this month continued the hard work. Once Cascadia went "live" on May 11, the HR/Payroll team started training various employee groups on their new Human Capital Management (HCM) Self Service platforms for managing personal information, payroll, absences, benefits and teams. We presented at the Exempt Assembly, Classified Assembly and, in collaboration with Student Learning, the Faculty DIA session. In addition, HR/Payroll hosted two full-day Zoom Room sessions at the end of each pay period to support employees in reporting/approving time and absences in the new system. We will continue to hold HR/Payroll Zoom drop-ins, on a smaller scale, in June and as needed. Finally, at the same time as training employees, HR/Payroll is continuing to learn ctcLink in real time. We found many variants from how we were told the new system would work. Much appreciation to the excellent ctcLink Project Management, Finance and Info Services teams who helped us, and all employees, through many issues the first month of this new enterprise-wide system.

#### Professional Development

Employees recently provided valuable feedback to guide professional development in our remote work environment. Based on their stated interests and needs, in coming months employees can expect: 1) A calendar of offerings pertaining to communication, dealing with conflict, teambuilding, supervision, mindfulness/relaxation, trauma-stewardship, and coping with overwhelm. 2) An equity and inclusion program that will include a number of options for employees based on their level of equity and inclusion experience and analysis. 3) Workshops for those who provide instruction, instructional support, and/or student services. 4) Social Zooms for lighthearted community building and connection. 5) Other sessions based on emerging needs.

#### Information Services

Information Services had a busy May!

- ctcLink went live for both employees and students some highlights on how Information Services has supported this long awaited transition include:
  - Information Services has been the first point of contact for resolving issues, resulting in a huge surge of inbound requests. ctcLink related issues generate 446 requests in the month of May (this is more than we had for the entire month of May in 2019, see below).

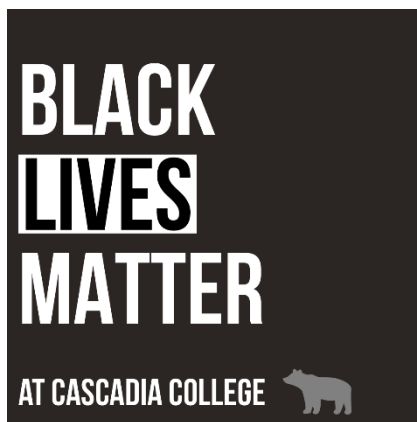
- Data feeds that keep our integrated systems with the University of Washington were updated to work with the new system.
- The tool used to create and manage student network/email accounts was changed/updated/recreated using a different tool set.
- A new Help Desk ticketing system was introduced to the campus to help better keep track of types of issues, find patterns and automate parts of our processes.
- In May, Information Services received 808 requests for assistance and resolved 630 of them. Compared to May of 2019, when we received 319 requests total, we have more than doubled the number of requests we are responding to.

#### Finance

May 2020 is one for the books as the Finance Team was in the very center of our new ctcLink software implementation. All our hard work was not for naught as we were the ONLY college that had NO ERRORS for combo codes and our conversion issues pale in comparison to the other DG3B schools! Perhaps it was because we had and did more UAT testing, but it is clear that we are handling our conversion with success! SBCTC has repeatedly indicated how impressed they were with our team. We have spent the past month preparing for launch and managing conversion issues all while doing our regular business process of month end, submitting grant deadlines and answering customer service inquiries. We can't thank our campus partners enough for their understanding as we transition into this new software. Sadly, this is also the month that Venus Pettersen, our amazing and talented Business Analyst, left for another opportunity. We will miss her!

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

#### Outreach/Communications



To support Cascadia's students and community members of color, the homepage banner and social media content were updated to reflect Cascadia's values regarding equity and social justice. Resources were also added to the [Diversity, Equity, & Inclusion](#) webpage. Communications continued to center mostly on the COVID-19 response. Updates were made to the [Cascadia Coronavirus](#) and [Temporary Resources](#) webpages. Edits and adjustments are continuing on the [Virtual Student Services webpage](#). Daily health updates and inquiries are being managed through [healthycampus@cascadia.edu](mailto:healthycampus@cascadia.edu). The [Building Access Form](#) was renamed and updated to include employee health attestations.

#### Marketing

Several campaigns are active including *Career Reboot* promoting Professional/Technical programs, *Come Out of Hibernation*, which expands the institution's use of social media, audio streaming, and email to increase summer/fall enrollment. Additional materials and resources to support the ctcLink launch were created or redesigned.

#### Foundation

The Strategic Planning Task Force concluded phases one and two of this advisory group's work, which included developing innovative program recommendations that align with the college's strategic priorities, as well as identifying important relationships and fundraising strategies to support these programs. The Foundation Board met in May to consider how those recommendations might be incorporated into the strategic plan. Work on the Annual Report to the Community is underway. Continuing the theme of "Belonging at Cascadia" the report will feature some of Cascadia's amazing

faculty, celebrate the Eva Gordon bequest, and introduce our community to a few scholarship recipients.

#### International Programs

International Programs staff has worked hard to ensure that the ctcLink transition goes as smoothly as possible and they continue to learn how to navigate in the new system. A survey has been sent out to collect international students' enrollment, graduation and transfer plans this summer and fall, and to advise on immigration accordingly. Cascadia is due for recertification for the Student and Exchange Visitor Program system under the Department of Homeland Security this August. The recertification application was successfully submitted to the agency this May, thanks to the timely additional support of Dr. Kerry Levett and Lily Allen-Richter. IP's marketing team has been conducting virtual seminars with Education USA and agent partners overseas, and continue to monitor the global public health and travel restriction situations.

#### Facilities

Measurements have been taken for all the help desks (Kodiak Corner, CC1 Welcome, Tech, Bock Learning Center, International Programs, LBA) for custom-fit plexiglass. Classroom podiums will also be outfitted. Eventually, employees who work directly with students will also be equipped with desktop plexiglass upon their return to campus. All the areas needing floor markers for six-foot distancing have been identified. Stakeholders continue to be involved. Orders have been placed for face shields and no-contact digital thermometers. Facilities is in the process of putting together cleaning kits to be distributed to classrooms, meeting rooms, and work spaces.

#### Capital Projects

The first round of working groups for the STEM 4 project are finished. Information from this work pertains to landscape, building shell, and programming of the building. The West Garage project still underway with completion scheduled for August 2020. There will be additional van-accessible parking in the Discovery surface lot, a new crosswalk lane-light system at the north garage north crosswalk, and a digital antenna system (required by Bothell city/fire code for any new building) which will benefit the campus for existing buildings and future growth.

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

Cascadia has been live on ctcLink since May 11<sup>th</sup> and our staff continues to become more familiar with the software, the new business processes, and how data 1) interacts with our local configuration setup, 2) flows end-to-end through the system, and 3) is displayed for use. Cascadia rolled-out ctcLink to primary staff on May 11<sup>th</sup>, all staff and faculty on May 12, and all students on May 26<sup>th</sup>. Enrollment for summer and fall quarter was opened to current students on June 1<sup>st</sup>, ctcLink roll-out to and registration for new students starts June 8<sup>th</sup>. At the time of writing (June 3<sup>rd</sup>), almost all 203 staff and all 127 faculty working during spring quarter have activated their ctcLink accounts, however, only 44% of the 2825 current students have activated accounts.

While many business processes are running fairly smoothly not everything is working as planned or intended. New issues are continually found as staff, faculty, and students perform business processes for the first time; these issues are brought to Cascadia's Tier 1 Triage Help Desk. Prior to student engagement, the majority of issues raised to Tier 1 were lack of employee system access due to security permissions, but after May 26<sup>th</sup> student roll-out, this changed to issues with student's activating their ctcLink accounts (forgetting new student ID and password).

Tier 1 support consists of nine Information Services staff who trained and practiced ctcLink triage during implementation user acceptance testing (UAT) and security permissions setup. After go-live, our Tier 1 Help Desk efficiently coordinated triage of new issues with department leads to quickly resolve most problems as they arose. Between May 11<sup>th</sup> and June 3<sup>rd</sup>, staff, faculty and students raised 521 Tier 1 issues with only 61 issues (10.7% of total) requiring escalation to SBCTC's Tier 2

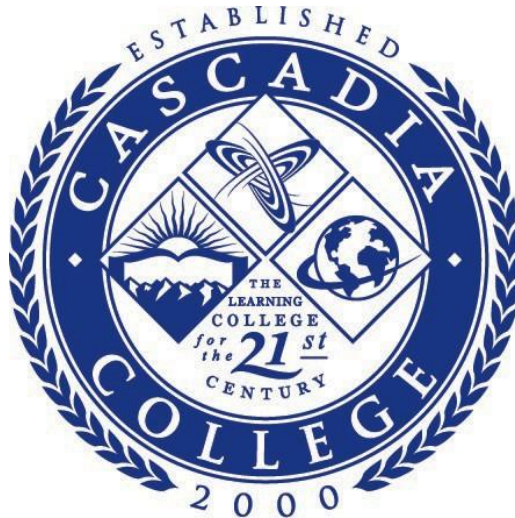
Customer Support. Of the 521 total Tier 1 tickets, 139 remained open (26.7% of total) with 41 of those still open at Tier 2 (7.8% of total). The relatively low number of tickets, compared to previous deployment groups, speaks volumes about the quality of work our project team and SBCTC's project team put into preparing Cascadia for go-live.

ctcLink implementation work does stop after go-live. In June and July Cascadia will be conducting UAT for two new ctcLink software updates (Campus Solutions and Human Capital Management), one new global configuration change (Grants Management budget tree), and two support applications (budget planning, and class and conference room scheduling and event planning).

We look forward to seeing you at the Board meeting on June 17<sup>th</sup>.

Respectively submitted,

Eric



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

**Regular Meeting**  
**Wednesday, June 17<sup>th</sup>, 2020**  
**4:00 p.m.**

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

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

**Wednesday, June 17<sup>th</sup> 2020  
4:00 p.m.  
ZOOM**

**AGENDA**

**1. CALL TO ORDER (4:00pm)**

**2. CONSENT AGENDA**

- Meeting Agenda
- Minutes from our last meeting – May 20<sup>th</sup>, 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
  - There are no new employees to introduce at this time.
- Promotions – E-Team members will share staff promotions with the board.

**5. INFORMATION ITEMS**

- Operational Update - (EM)
- Cascadia/UWB Joint STEM 4 Capital Project - (MW)
- Summer Marketing Campaigns - (MW)

**6. DISCUSSION/PRESENTATION ITEMS**

- Strategic Plan Timeline – (KL)

**7. RECOMMENDED ACTION ITEMS**

- Tenure Resolutions – (EM)
- ctclink Resolution – (EM)



- General Conduct Code – (LA)
- 2019-2020 Board Self-Assessment Process – (EM)
- 2020-2021 eLearning Fees – (KL)
- 2020-2021 College Budget (2<sup>nd</sup> Read & Action) – (ML)
- 2020-2021 Board of Trustees Meeting Calendar (1<sup>st</sup> Read/Action) – (EM)

## 8. OTHER REPORTS

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

## 9. OTHER BUSINESS OR ANNOUNCEMENTS

## 10. NEXT MEETING

- Next regularly scheduled Board meeting: TBD

## 11. EXECUTIVE SESSION

**The Board will meet in a one hour and thirty minute Executive Session AFTER the public 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.

*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  
May 20<sup>th</sup>, 2020**

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

**BOARD OF TRUSTEES**

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

**EXECUTIVE STAFF**

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

Alan Smith (AAG) present.

Lily Allen (recorder) present.

**AREA REPRESENTATIVES**

CCCFT Representative – 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**

Donna Sullivan, Erik Tinglestad, Erin Blakeney, Kristina Young, Lyn Eisenhour, Erika Morales, David Berner, Michael Horn, Erica Almeda, Azizeh Farajallah, Seraphine Shen-Miller, Deann Holliday, Lyn Eisenhour, Haley Green, Juan Maldonado, Scott McKean, Becky Riopel, Kris Harrell,

**1. CALL TO ORDER**

Chair Roy Captain called the meeting to order at 4:02pm.

**2. CONSENT AGENDA**

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

**3. PUBLIC COMMENTS**

There were no public comments.

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

- Introduction of New Employees/Promotions:
  - Ericka Morales, Academic Advisor –Completion and Retention
  - David Berner, Assistant Director –Enrollment Services
  - Michael Horn, Director –Institutional Effectiveness

## 5. RECOMMENDED ACTION ITEMS

- Tenure Votes (resolutions read):

- Dr. Azizeh Farajallah

**Vice Chair Janet McDaniel made a motion to grant tenure to Dr. Azizeh Farajallah and Trustee Dr. Meghan Quint seconded the motion. Hearing no objections, the trustees grant tenure to Dr. Azizeh Farajallah.**

**Congratulations to Dr. Azizeh Farajallah!**

- Dr. Seraphine Shen-Miller

**Vice Chair Janet McDaniel made a motion to grant tenure to Dr. Seraphine Shen-Miller and Trustee Dr. Meghan Quint seconded the motion. Hearing no objections, the trustees grant tenure to Dr. Seraphine Shen-Miller.**

**Congratulations to Dr. Seraphine Shen-Miller!**

- Erica Almeda

**Trustee Colleen Ponto made a motion to grant tenure to Erica Almeda and Vice Chair Janet McDaniel seconded the motion. Hearing no objections, the trustees grant tenure to Erica Almeda.**

**Congratulations to Erica Almeda!**

## 6. INFORMATION ITEMS

### Operational Update:

#### 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.

#### ctcLink

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

## 6. INFORMATION ITEMS (Continued)

### Operational Update (continued):

Comments/Questions:

Kudos from the Board to Scott and the Team on all of their work on ctcLink. Congrats on the hard work.

What is the plan to reopen?

We have been trying to tell students what our plan is. We haven't had a lot of questions for fall yet. June 1<sup>st</sup> we will have all of the information for the Re-Entry plan.

Have you heard feedback from students on how the quarter is going?

Yes, we sent out a survey to students and asking how the process is going for them thus far, what barriers are you facing, etc. We got over 300 students to reply to us. Technology wasn't the issue which was great, but there was mention on how hard it is for lots of students who are working and who have families. We will be sending out another survey post quarter to get additional feedback from the students. Another issue that we have been dealing with is learning and assessment in the new environment, for example, some institutions have decided to go with a pass/fail method.

Could we add to a Friday letter what Erin and her department have been doing during these particular times? Sometimes making the work more known is extremely beneficial.

Great job to the Cascadia team and navigating the community during these specific times.

### Accreditation Review:

- We have gotten through some major hurdles over the past few months with the launch of ctcLink and accreditation. Our work is not over yet. We have our list of recommendations and commendations.
- The commissioners will review the draft report from the peer review team. They could amend the outcome, they could add or subtract. We were very transparent and open about weaknesses. We will receive a final outcome letter in July which will include a timeline of when the recommendations will be completed by us.
- 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

Comments/Questions:

Thank you for all the hard work and leadership, especially Kerry. The outcome is outstanding, congratulations. To experience your leadership, it was exemplary you set the college up for success. Thank you to you and your team!

Where there any surprises in the results?

No, I think everything was accurate and valid.

### Strategic Enrollment Management Update:

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

## 6. INFORMATION ITEMS (Continued)

### Strategic Enrollment Management Update (continued):

- 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 September 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.
- Formal adoption of these plans will come about in the November meeting.

Comments/Questions:

No questions or comments.

## 7. DISCUSSION/PRESENTATION ITEMS

### 2020-2021 ASCC Budget (1<sup>st</sup> Read):

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

## 7. DISCUSSION/PRESENTATION ITEMS (Continued)

### 2020-2021 ASCC Budget (1<sup>st</sup> Read) (continued):

#### Comments/Questions:

Some things got more money than original request, please tell us more about that.

For the most part, because we had a budget deficit we had to cut quite a bit. We did our best not to cut salary positions

For COVID -19 are there expenses that we are not incurring?

Yes, some of our program funding. We don't have to pay for room rentals. We are still having programs for students, but now we can use money to get additional software. For the most part, there are only a few things that won't be able to happen for example the wetlands.

**The Board was ready to approve the presented ASCC Budget.**

**Trustee Mike Kelly made the motion to approve the 2020-2021 ASCC Budget that was presented to us today. Vice Chair Janet McDaniel second the motion. Hearing no objections, the trustees approved the 2020-2021 ASCC Budget.**

### Financial Workshop: 2020-2021 College Budget (1<sup>st</sup> Read)

Eric went through the Budget summary in detail. Cascadia currently has a 2.6 Million dollar deficit and about \$17.4 million in reserves.

We have 6 additional expense requests from the Reserves that will need to be reviewed by the Board in June. We are open to authorizing a range or an "up to" amount to anticipate additional costs that may come up from COVID.

Eric will be sending out the spreadsheet that was presented today to the board.

The Board authorized the \$250,000 for COVID expenses in Spring, but we also received CARES funding for college support of \$586,000. There is an additional CARES fund of \$586,000 dedicated to student assistance, but the criteria for accessing those funds is very narrow. We are staying within federal guidelines.

While we are fine for now, we are going to have to revisit in Fall to see where the allocation and enrollment are going. Our current funding model has been going down for years, we have been much more successful than other colleges, but we need to be strategic and proactive to maintain a sustainable budget for here and the future. We are the best off financially in comparison to other colleges in the area.

#### Comments/Questions:

I like the idea of taking a look at the budget in the summer and then a revamp in the Fall. I appreciate the conservative approach.

It is great to know we are not going to need to make any drastic measures.

I am comfortable with the proposed budget. Being conservative is a smart business move.

## 8. 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 commend the Board and Eric to take it slowly is really commendable. Thank you for your willingness to proceed carefully and thoughtfully.

People are worried about being asked to do things that they feel will endanger them or compromise their health. We are not sure about the modalities in Fall, but as long as people know that they are not asked to do things that would make them feel uncomfortable.

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. We have another member meeting tomorrow. We are reminding our team that we are in much better shape than many of our sister schools.

Chair and Individual Board Members Reports:  
Nothing to add.

President's Report:

### **Commencement and Graduation**

We are trying to mirror the in person ceremony as much as possible. I think it would be special to hear from the trustees. There is flexibility there to include more people or just have Roy make a speech.

### **Online E-Learning Fees**

Re restructuring the E-Learning Fee: we are interested in charging a small amount across all students rather than just charging the online student a large fee. Dr. Murray asked if the Board was willing to hear and possible approve a proposal in June. The Board would be open to discuss a change at the next board meeting.

### **ACT Dues**

Do the trustees value the membership of the ACT? Would you like to continue paying the dues? Comments from the Trustees:

I think the Board should take on more responsibility to participate in these meetings.

I don't think it would be good to become a renegade in this particular scenario.

While we may not attend they are a lobbying organization and support our efforts.

We need to build connections right now more than ever. Be a leader and set an example.

The dues will be paid.

## 9. OTHER BUSINESS/ANNOUNCEMENT

## 10. MEETING ADJOURNMENT

Chair Roy Captain adjourned the regular meeting at 6:14 PM

## 11. Minutes Approved and Adopted on June 17<sup>th</sup>, 2020

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Roy Captain, Board Chair

Attest:

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Dr. Eric Murray, President

Bdminutes052020



## **Cascadia College Board of Trustees**

### **Information Items**

**Subject:** Operational Update

**Justification:**

This information item is presented to the Trustees to provide an overview and update on this month's campus operations.

**Background:**

These operational updates have been a new trend recently in the Board meetings due to the critical nature of several initiatives. Much of what is reviewed is also available via the Friday Letters.

**COVID**

- The decision for fall was made to be mostly remote. We are following state health guidelines for opening what we can.
- Facilities and Instructional plans are continually being worked on and updated each day to continue this process.
- Due to the evolving nature of universities and K-12 schools for fall, we have begun two efforts:
  - High Schools and Cascadia are working to offer special info sessions regarding Cascadia being their school for the "gap year" if they don't want to immediately go off to university. At the High Schools' recommendations, we are focusing on at-risk students who might drop out permanently without on-going encouragement to continue.
  - We are working with Lake Washington School District to increase Running Start options for those students who may not be able to meet graduation requirements due to the new modality.
- We continue to monitor financial responsibilities and impacts.

**CTCLINK**

- You'll have read in the cover letter some of the details.
- As a high level summary, we have launched. This does not mean the intense work is done however.
- We are working to determine how we will manage after our Project Manager's contract comes to an end this month.

**EQUITY**

- Our equity and inclusion plan is more important than ever. We need to continue the short and long term efforts to make Cascadia a more equitable and inclusive place.
- We must also continue to close the achievement gap and be better than the national average.
- George Floyd's killing had a major effect this month on the campus.

## Cascadia College Board of Trustees

### Information Items

**Subject:** Cascadia/UWB Joint STEM 4 Capital Project

**Justification:**

To inform the trustees about factors that are impacting the scope of the project.

**Background:**

In early 2020, after identifying the project architect, we moved into the planning phase. It was a period of intensive meetings with various stakeholders including faculty, deans, leadership and students from Cascadia and UW Bothell to understand:

- how faculty uses classrooms and labs deliver curriculum,
- what works and what doesn't work in our existing classrooms and labs,
- what academic programs, offices, etc. we want to locate in the new building,
- what portion of the space will be shared between the two institutions and what portion will be dedicated,
- and much more.

We have a total project budget of \$79.4 million and were targeting a 100,000 gross square foot building. In the time between when the project costs were estimated and now, a few factors arose which are causing the project team to revisit the targets. First, the targets were estimated based on construction costs increasing at a rate of 3% per year. Against all odds, construction costs have been rising more than 5% and we no one knows how this will persist. Second, this project will be held to new LEED standard requirements which are more costly than the ones they replaced. Third, the City of Bothell is requiring a transportation impact fee which is assessed every time we begin a project. This fee, however, was not assessed when UW Bothell built Discovery Hall because it was considered an add-on building. The city has decided to assess for both projects now, totaling \$1,100 x 1,000 student FTEs. In light of the reduction of GSF, the project team is revisiting our student FTE estimates.

While it is possible that the construction costs could decrease before we break ground, we have decided to pursue a reduction of gross square footage. Each institution has agreed to identify how to reduce 6,000 gross square feet. For Cascadia that means not relocating our two physics labs as initially planned, cutting back on the number of standard classrooms, and reducing some of the office space. This moves our target to approximately 81,000 gross square feet.

The project team agreed it would be better to reduce the square footage than to build to maximum size and end up with an inferior project. Cascadia will gain eight labs and seven classroom, plus faculty offices, student break-out areas, and common areas.

Additionally, we are revising our timeline for building occupancy to August of 2023 since the size of construction crews allowed on site is smaller than usual and the city's permitting process is longer than usual due to COVID.

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

**Subject:** Summer Marketing Campaigns

**Justification:**

This is an information item to address recent questions raised by Trustees.

**Background:**

VP Meagan Walker will present a brief of overview of some of the strategies being used to market the college this summer.

## **Cascadia College Board of Trustees**

### **Discussion/Presentation Items**

**Subject:** Strategic Plan Timeline

**Justification:**

The Board holds the President accountable for appropriately responding to our accrediting agency. This is a presentation about that response.

**Background:**

The NWCCU Year 7 Peer-Review has made a draft recommendation to the NWCCU Commissions on strategic planning for Cascadia:

*The evaluation team recommends that Cascadia College 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)*

Cascadia College needs to develop an action plan later this month to meet this recommendation within the timeframe set by the NWCCU.

As such, the Institutional Effectiveness Council (IEC) at Cascadia has been charged with:

- monitoring progress toward mission fulfillment through an evidence based approach,
- coordinating strategic planning implementation, required accountability reporting,
- providing decision support, and
- supporting ongoing connections between unit planning and institutional planning.

The IEC plans to focus on four primary tasks:

1. Creating a cohesive master strategic plan with the three emerging chapters: Enrollment Management, Equity and Inclusion, and Student Achievement.
2. Planning for a college-wide review of the College's mission.
3. Identifying college-wide indicators of mission fulfillment.
4. Constructing a clear process for operationalizing strategic tasks at a department/division level as part of annual planning.

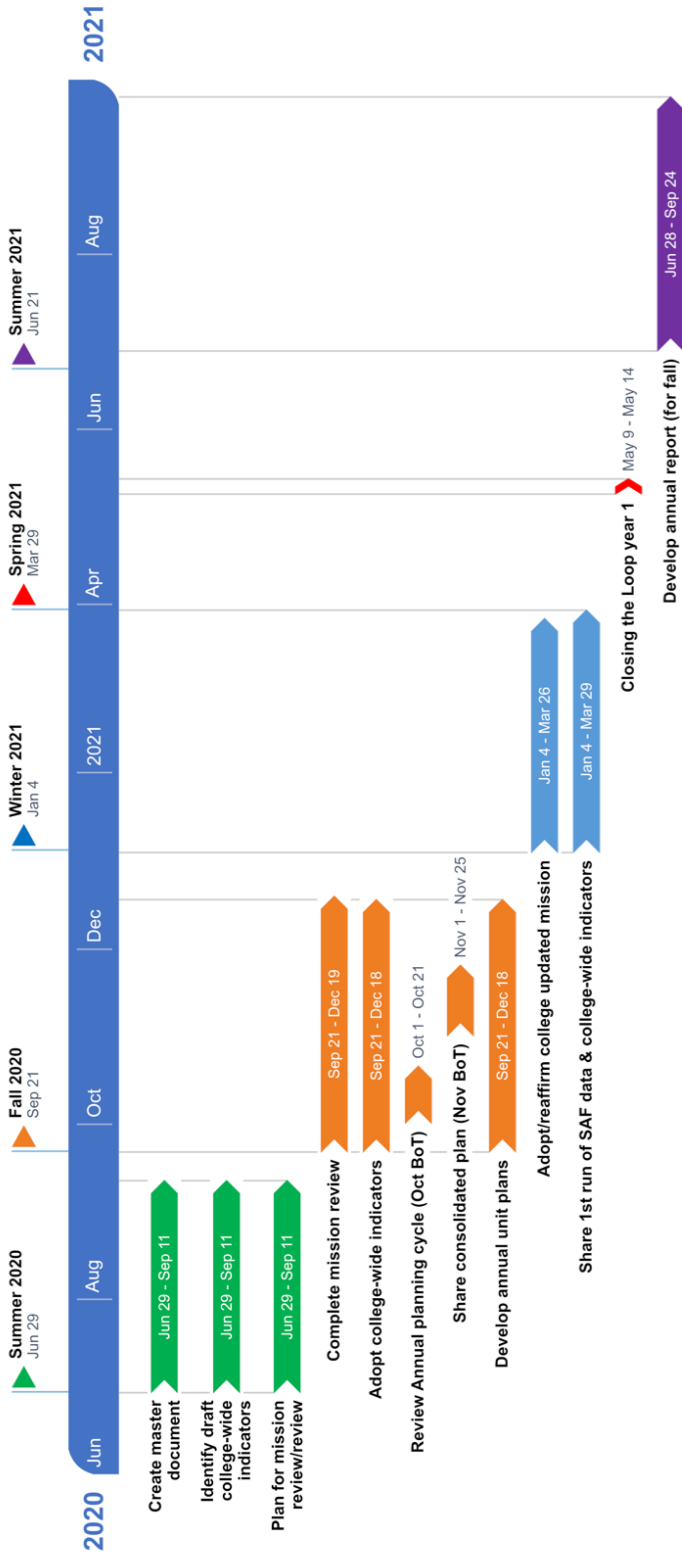
A draft timeline of actions is presented in Appendix 1. The IEC will share a more detailed action plan for 2020-2021 later this year.

**Discussion:**

Kerry Levett, Vice President of Student Learning and Success, and Michael Horn, Director for Institutional Effectiveness will be available to answer questions.

Appendix A: Draft Strategic Planning Calendar

# DRAFT Strategic Planning Calendar 2020-2021



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

**Subject:** Tenure Resolutions 6-17-20-1, 6-17-20-2, 6-17-20-3

**Justification:**

After the Board's May vote, the Trustees annually approve resolutions honoring the newly tenured faculty.

**Background:**

N/A

**Recommendation:**

The President recommends to the Board the approval of the attached resolutions as written.

**Action:**

Chair asks for motion: \_\_\_\_\_

Trustee makes motion: \_\_\_\_\_

Trustee seconds motion: \_\_\_\_\_

All in favor:

	Yes	No	Abstain
Captain			
Kelly			
McDaniel			
Ponto			
Quint			



**Resolution of the Cascadia College (District 30)  
Board of Trustees  
06-17-2020**

**Resolution Commending  
Dr. Azizeh Farajallah  
Cascadia College Tenured Faculty**

*Whereas*, Dr. Azizeh Farajallah has demonstrated her ability to be a successful teacher and an instrumental part of the fabric of Cascadia College with her hard work and diligence, and

Dr. Azizeh Farajallah has provided excellence in teaching and learning by cultivating a supportive classroom environment based on mutual respect and collaboration, by providing students hands-on experiences that promote active learning, and as demonstrated by receiving the 2019 Excellence in Teaching, Learning, and Service award, and

Dr. Azizeh Farajallah has provided leadership by mentoring associate faculty in her discipline, updating the existing laboratory curriculum, creating new labs that provide a cohesive theme to the entire sequence and that focus on safety and environmental concerns, and demonstrating collegiality throughout the process in supportive collaboration with lab technicians, and

Dr. Azizeh Farajallah has demonstrated a commitment to teaching, learning, and assessment through a process of on-going course revision that uses student and colleague feedback and her own professional development, leading to such changes as adoption of the CHEM101 active learning platform and the expansion of guided inquiry-based undergraduate research, and

Dr. Azizeh Farajallah has demonstrated a commitment to excellence in teaching, learning and assessment as well as excellence in leadership and service by making sustained extensive investments in professional development related to her discipline and in areas that provide valuable contributions to equity and inclusion work on our campus and in the community,

*Therefore be it resolved* that the Board of Trustees of Cascadia College commends and applauds the efforts and accomplishments of Dr. Azizeh Farajallah, as Faculty of Cascadia College and awards her the status of Tenured Faculty.

Adopted and Approved on June 17<sup>th</sup>, 2020

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Chair, Roy Captain  
Board of Trustees

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Vice Chair, Janet McDaniel  
Board of Trustees

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Mike Kelly  
Board of Trustees

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Dr. Meghan Quint  
Board of Trustees

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Dr. Colleen Ponto  
Board of Trustees

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Dr. Eric Murray  
President



**Resolution of the Cascadia College (District 30)  
Board of Trustees  
06-17-2020**

**Resolution Commending  
Ms. Erica Almeda  
Cascadia College Tenured Faculty**

*Whereas*, Ms. Erica Almeda has demonstrated her ability to be a successful teacher and an instrumental part of the fabric of Cascadia with her hard work and diligence, and

Ms. Erica Almeda has demonstrated commitment to excellence in teaching, learning, and assessment by collaborating with ESL colleagues and gaining a deeper understanding of where her Basic Education for Adults (BEa) students come from, and

Ms. Erica Almeda has developed and fostered a student-centered learning environment through her contemplative practices that bring her authentic self to her teaching through deeper identity work and awareness of marginalized students which has led to the development of classroom spaces that are more inclusive and equitable than they had been previously, and

Ms. Erica Almeda has reimagined and revised the Math Fundamentals course through the use of technology giving students exposure to WAMAP which will provide students with a seamless transition to pre-college and college-transfer level math courses, and

Ms. Erica Almeda has provided leadership as the lead faculty in the BEa program working towards designing inclusive, equitable, and accessible spaces for students on Cascadia’s campus, in working with Stephan Classen, Assistant Director of Sustainable Practices, to bring rich, dynamic experiential learning to ABE students, and in collaborating with colleagues to improve the BEa program, and

Ms. Erica Almeda has demonstrated her dedication to professional development by participating in the Assessment, Teaching and Learning (ATL) Conferences which has helped shaped her equity and inclusion lens, recognizing different learning models in her ABE and ESL classes, and by bringing journaling and storytelling assignments and activities into the class, and through sharing stories of your own prior learning experiences, you continue to deeply connect with your ABE and ESL students,

*Therefore be it resolved* that the Board of Trustees of Cascadia College commends and applauds the efforts and accomplishments of Ms. Erica Almeda, as Faculty of Cascadia College, and awards her the status of Tenured Faculty.

Adopted and Approved on June 17<sup>th</sup>, 2020

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Chair, Roy Captain  
Board of Trustees

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Vice Chair, Janet McDaniel  
Board of Trustees

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Mike Kelly  
Board of Trustees

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Dr. Meghan Quint  
Board of Trustees

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Dr. Colleen Ponto  
Board of Trustees

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Dr. Eric Murray  
President





**Resolution of the Cascadia College (District 30)  
Board of Trustees  
06-17-2020**

**Resolution Commending  
Dr. Seraphine Shen-Miller  
Cascadia College Tenured Faculty**

*Whereas*, Dr. Seraphine Shen-Miller has demonstrated her ability to be a successful teacher and an instrumental part of the fabric of Cascadia College with her hard work and diligence, and

Dr. Seraphine Shen-Miller has demonstrated commitment to excellence in teaching and learning by embracing active, student centered learning, by creating a caring, positive, and respectful learning environment, and by inspiring students to discover their intrinsic motivation and love of learning through her thoughtful and intentional practice, and

Dr. Seraphine Shen-Miller has provided excellence in teaching, learning, and assessment by implementing innovative teaching practices in multiple modalities, by renovating existing courses with an emphasis placed on contemplative practice, and by creating new collaborative undergraduate research opportunities based on the Course-Based Undergraduate Research Experience (CURE), and

Dr. Seraphine Shen-Miller has provided leadership and service through her role on several committees, co-leadership in her discipline, the development of new courses and Course Outcome Guide (COG) revisions for existing courses, and support for her colleagues through class observations, and

Dr. Seraphine Shen-Miller has demonstrated a commitment to excellence in teaching, learning and assessment by making sustained and extensive investments in professional development that centered on pedagogical skills and curriculum development, building and strengthening inclusive community in and out of the classroom, and enhancing student research opportunities.

*Therefore be it resolved* that the Board of Trustees of Cascadia College commends and applauds the efforts and accomplishments of Dr. Seraphine Shen-Miller, as Faculty of Cascadia College and awards her the status of Tenured Faculty.

Adopted and Approved on June 17<sup>th</sup>, 2020

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Chair, Roy Captain  
Board of Trustees

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Vice Chair, Janet McDaniel  
Board of Trustees

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Mike Kelly  
Board of Trustees

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Dr. Meghan Quint  
Board of Trustees

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Dr. Colleen Ponto  
Board of Trustees

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Dr. Eric Murray  
President

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

**Subject:** ctcLink Resolution **6-17-20-4**

**Justification:**

The Board must approve any “resolutions” submitted for consideration by the President.

**Background:**

After years of hard work and dedication, the staff of Cascadia launched ctcLink. This was a huge milestone for the college requiring years of dedication by those who helped with the launch. This resolution honors and recognizes those employees for their hard work.

**Recommendation:**

The President recommends to the Board the approval of the resolution as written.

**Action:**

Chair asks for motion: \_\_\_\_\_

Trustee makes motion: \_\_\_\_\_

Trustee seconds motion: \_\_\_\_\_

All in favor:

	Yes	No	Abstain
Captain			
Kelly			
McDaniel			
Ponto			
Quint			

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

**Subject:** General Conduct Code

**Justification:**

The Board must approve all policy changes.

**Background:**

The four documents attached (1) Explanatory Statement, (2) Public Hearing Notice, (3) General Conduct Code, (4) Repealed Rules are in regards to implementation of the General Conduct Code.

**Recommendation:**

It is recommended to the Board to approve the General Conduct Code.

**Action:**

Chair asks for motion: \_\_\_\_\_

Trustee makes motion: \_\_\_\_\_

Trustee seconds motion: \_\_\_\_\_

All in favor:

	Yes	No	Abstain
Captain			
Kelly			
McDaniel			
Ponto			
Quint			

June 17, 2020

Board of Trustees

Lily Allen-Richter, Rules Coordinator

**PROPOSED GENERAL CONDUCT CODE—  
PUBLIC HEARING SUMMARY AND EXPLANATORY STATEMENT  
WSR 20-09-106**

Cascadia College in October 2019 filed with the State Code Reviser under WSR 19-21-05 a “Preproposal Statement of Inquiry” (CR-101) notifying the public of the College’s intent to adopt a General Conduct Code, chapter 132Z-110 WAC, applicable to students, faculty/staff, and the general public.

The notice of “Proposed Rule Making” (CR-102) was filed with the Code Reviser on April 16, 2020, under WSR 20-09-106. The rule-making notice included a copy of the proposed rules and scheduled a public hearing on the proposed rules for 3:30 p.m., June 1, 2020, to be conducted virtually due to the COVID-19 pandemic.

Presiding at the hearing was the above-signed Rules Coordinator for Cascadia College. Other College representatives assisting with the hearing included Meagan Walker, Vice President for External Relations & Planning, and Alan Smith, AAG. After convening the public hearing, the Rules Coordinator called on the AAG to describe the rule-making process and provide an overview of the proposed rules. The floor was then opened for questions and comments.

In response to a question about enforcement of the proposed rules, attention was drawn to proposed WAC 132Z-110-070, Violations—Trespass—Appeals, which outlines the enforcement procedures applicable to staff, students, and non-campus individuals, as well as an appeal procedure for persons subject to trespass orders.

A question was asked whether the exemption for personal protection spray devices under proposed WAC 132Z-110-060, Weapons, would also apply to other personal protection devices such as kubatons. The response was that the proposed rules are not intended to modify existing state laws regarding weapons or the lawful possession of personal protection devices under RCW 9.91.160.

Two concerns were raised about proposed WAC 132Z-110-030, Animals on Campus. The first was that the proposed rule should clarify the exception for service animals assisting persons with disabilities. The second was that the rule should align with existing College policy permitting animals on campus grounds. The response was that the proposed rules were not intended to modify existing College policies regarding service animals or animals on College grounds. The proposed rule has been modified to clarify that intent.

Several other questions or concerns were raised about matters not within the scope of the proposed rules, including wetlands protection, personal protective equipment relating to the coronavirus pandemic, and the availability of over-the-counter medications such as Tylenol and aspirin in first aid kits used by staff and students. Vice President Walker stated that these matters would be referred to the College administration for further consideration.

The proposed rules are on the agenda for the regular meeting of the Board of Trustees scheduled for June 17, 2020. The rules would become effective 31 days after filing the “Rule-Making Order” (CR-103) with the Code Reviser.

#### Enclosures

cc: Eric Murray, President  
Meagan Walker, Vice President, External Relations & Planning  
Alan Smith, Assistant Attorney General



# PROPOSED RULE MAKING

## CR-102 (December 2017) (Implements RCW 34.05.320)

Do NOT use for expedited rule making

CODE REVISER USE ONLY

OFFICE OF THE CODE REVISER  
STATE OF WASHINGTON  
FILED

DATE: April 16, 2020

TIME: 1:42 PM

WSR 20-09-106

Agency: Cascadia College District No. 30

Original Notice

Supplemental Notice to WSR \_\_\_\_\_

Continuance of WSR \_\_\_\_\_

Preproposal Statement of Inquiry was filed as WSR 19-21-05 ; or

Expedited Rule Making--Proposed notice was filed as WSR ; or

Proposal is exempt under RCW 34.05.310(4) or 34.05.330(1); or

Proposal is exempt under RCW \_\_\_\_\_.

Title of rule and other identifying information: (describe subject) General Conduct Code

### Hearing location(s):

Date:	Time:	Location: (be specific)	Comment:
June 1, 2020	3:00 p.m.	Cascadia College Board Room CC2-260 18345 Campus Way NE Bothell, WA 98011	The public hearing may need to be conducted remotely due to COVID-19, in which case a virtual meeting link and phone number will be provided to the public. For updates call the President's Office at 425-352-8252 or visit: <a href="http://www.cascadia.edu/discover/governance/trustees.aspx">www.cascadia.edu/discover/governance/trustees.aspx</a>

Date of intended adoption: June 17, 2020 (Note: This is NOT the effective date)

### Submit written comments to:

Name: M. Lily Allen, Rules Coordinator, Office of the President

Address: 18345 Campus Way NE, Bothell, WA 98011

Email: lallen@cascadia.edu

Fax: 425-352-8265

Other:

By (date) \_\_\_\_\_

### Assistance for persons with disabilities:

Contact Gordon Dutrisac, Director, Student Advising & Support Services

Phone: 425-352-8288

Fax:

TTY:

Email: gdutrisac@cascadia.edu

Other:

By (date) \_\_\_\_\_

**Purpose of the proposal and its anticipated effects, including any changes in existing rules:** The proposed rules would establish a general code of conduct for Cascadia College applicable to students, faculty/staff, visitors, and the general public regarding alcohol, drug and tobacco use on campus, offenses against persons or property, disruptive conduct, animals on campus, and weapons, including enforcement procedures, trespass notices, and appeals. Overlapping existing rules would be repealed.

**Reasons supporting proposal:** The proposed rules would provide public notice of prohibited conduct, enforcement procedures, and appeal rights.

**Statutory authority for adoption:** RCW 28B.50.140 and Administrative Procedure Act, chapter 34.05 RCW.

**Statute being implemented:**

**Is rule necessary because of a:**

Federal Law?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Federal Court Decision?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
State Court Decision?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

If yes, CITATION:

**Agency comments or recommendations, if any, as to statutory language, implementation, enforcement, and fiscal matters:**

**Name of proponent:** (person or organization) Cascadia College

<input type="checkbox"/> Private
<input checked="" type="checkbox"/> Public
<input type="checkbox"/> Governmental

**Name of agency personnel responsible for:**

	Name	Office Location	Phone
Drafting:	Meagan Walker	External Relations & Planning	425-352-8491
Implementation:	Meagan Walker	External Relations & Planning	425-352-8491
Enforcement:	Meagan Walker	External Relations & Planning	425-352-8491

**Is a school district fiscal impact statement required under RCW 28A.305.135?**  Yes  No

If yes, insert statement here:

The public may obtain a copy of the school district fiscal impact statement by contacting:

Name:  
Address:  
Phone:  
Fax:  
TTY:  
Email:  
Other:

**Is a cost-benefit analysis required under RCW 34.05.328?**

Yes: A preliminary cost-benefit analysis may be obtained by contacting:

Name:  
Address:  
Phone:  
Fax:  
TTY:  
Email:  
Other:

No: Please explain: The proposed rules are not "significant legislative rules" as defined under RCW 34.05.328(5).

**Regulatory Fairness Act Cost Considerations for a Small Business Economic Impact Statement:**

This rule proposal, or portions of the proposal, **may be exempt** from requirements of the Regulatory Fairness Act (see chapter 19.85 RCW). Please check the box for any applicable exemption(s):

This rule proposal, or portions of the proposal, is exempt under RCW 19.85.061 because this rule making is being adopted solely to conform and/or comply with federal statute or regulations. Please cite the specific federal statute or regulation this rule is being adopted to conform or comply with, and describe the consequences to the state if the rule is not adopted.

Citation and description:

This rule proposal, or portions of the proposal, is exempt because the agency has completed the pilot rule process defined by RCW 34.05.313 before filing the notice of this proposed rule.

This rule proposal, or portions of the proposal, is exempt under the provisions of RCW 15.65.570(2) because it was adopted by a referendum.

This rule proposal, or portions of the proposal, is exempt under RCW 19.85.025(3). Check all that apply:

RCW 34.05.310 (4)(b)  
(Internal government operations)

RCW 34.05.310 (4)(e)  
(Dictated by statute)

RCW 34.05.310 (4)(c)  
(Incorporation by reference)

RCW 34.05.310 (4)(f)  
(Set or adjust fees)

RCW 34.05.310 (4)(d)  
(Correct or clarify language)

RCW 34.05.310 (4)(g)  
((i) Relating to agency hearings; or (ii) process requirements for applying to an agency for a license or permit)

This rule proposal, or portions of the proposal, is exempt under RCW 19.85.025(4).

Explanation of exemptions, if necessary: The proposed rules do not affect small businesses.

**COMPLETE THIS SECTION ONLY IF NO EXEMPTION APPLIES**

If the proposed rule is **not exempt**, does it impose more-than-minor costs (as defined by RCW 19.85.020(2)) on businesses?

No Briefly summarize the agency's analysis showing how costs were calculated. \_\_\_\_\_

Yes Calculations show the rule proposal likely imposes more-than-minor cost to businesses, and a small business economic impact statement is required. Insert statement here:

The public may obtain a copy of the small business economic impact statement or the detailed cost calculations by contacting:

- Name:
- Address:
- Phone:
- Fax:
- TTY:
- Email:
- Other:

**Date:** 4/16/2020

**Name:** M. Lily Allen

**Title:** Rules Coordinator / Executive Assistant to President

**Signature:**





**Chapter 132Z-110 WAC  
CASCADIA COLLEGE GENERAL CONDUCT CODE**

NEW SECTION

**WAC 132Z-110-010 Scope and application—Definitions.** (1) **Scope and application.** This chapter constitutes the general conduct code of Cascadia College applicable to college students, faculty, staff, and visitors. Except as otherwise indicated, the conduct set forth in this chapter is prohibited anywhere on campus grounds or in college facilities.

(2) **Definitions.** Unless otherwise indicated, the terms "campus," "college," and "college facilities" for purposes of this chapter shall have the same meanings as those terms defined in WAC 132Z-140-010. The term "college grounds" for purposes of this chapter shall mean any parts of the campus subject to college control.

[]

NEW SECTION

**WAC 132Z-110-020 Prohibited conduct.** Prohibited conduct includes engaging in, attempting to engage in, or encouraging or

assisting another person to engage in, any of the conduct set forth in this section. As applicable, the term "conduct" includes acts performed by electronic means. The term "includes" or "including" as used in this section means "without limitation."

(1) **Alcohol, drug, and tobacco violations.**

(a) **Alcohol.** An "alcohol violation" includes using, possessing, delivering, selling, or being under the influence of any alcoholic beverage, except as permitted by law and applicable college policies.

(b) **Marijuana.** A "marijuana violation" includes using, possessing, delivering, selling, or being under the influence of marijuana or the psychoactive compounds found in marijuana and intended for human consumption, regardless of form. While state law permits the recreational use of marijuana, federal law prohibits the possession or use of marijuana on college premises or in connection with college activities.

(c) **Drug.** A "drug violation" includes using, possessing, delivering, selling, or being under the influence of any legend drug or other controlled substance under chapter 69.50 RCW, except as prescribed by a licensed practitioner. The abuse, misuse, or unlawful

sale or distribution of prescription or over-the-counter medications may also constitute a drug violation.

(d) **Tobacco.** A "tobacco violation" means smoking or using tobacco products, electronic smoking devices (including e-cigarettes or vape pens), or other smoking devices in any area of college premises where smoking or tobacco use is prohibited by law or college policy.

(2) **Personal offenses.** The term "personal offense" is an offense against the safety or security of any person and includes physical assault, reckless endangerment, physical or verbal abuse, threats, intimidation, harassment, bullying, stalking, invasion of privacy, or other similar conduct that harms any person, or that is reasonably perceived as threatening the health or safety of any person, or that has the purpose or effect of unlawfully interfering with any person's rights.

(3) **Property violations.** The term "property violation" includes the theft, misappropriation, unauthorized use or possession, vandalism, or other nonaccidental damaging or destruction of college property or the property of another person. Property for purposes of this subsection includes computer passwords, access codes, identification cards, personal financial account numbers, other

confidential personal information, intellectual property, and college trademarks.

(4) **Disruptive or obstructive conduct.** The term "disruptive or obstructive conduct" means conduct, not protected by law, that interferes with, impedes, or otherwise unreasonably hinders the normal teaching, learning, research, administrative, or other functions, procedures, services, programs, or activities of the college. The term includes disorderly conduct, breach of the peace, violation of local or college noise policies, lewd or obscene conduct, and obstruction of pedestrian or vehicular traffic.

(5) **Failure to comply.** The term "failure to comply" means refusing to obey the lawful directive of authorized college officials, including a failure to identify oneself upon request, refusing to comply with a disciplinary sanction, or violating any no-contact or other protective order issued by or on behalf of the college.

(6) **Other unlawful activity.** Persons subject to this chapter must also comply with any other applicable college policies and with any applicable federal, state, or local laws, regulations, or ordinances.

[]

NEW SECTION

**WAC 132Z-110-030 Animals on campus.** Animals are not permitted in college facilities, except for service animals assisting individuals with disabilities and animals used for authorized college purposes. Animals are permitted on college grounds if licensed, leashed, and under the owner's direct control. Animal owners or handlers must clean up after their animals, must ensure their animals are not disruptive, and must comply with any applicable posted regulations.

[]

NEW SECTION

**WAC 132Z-110-040 Weapons.** Cascadia College prohibits the possession, display, or use of any firearm, explosive, dangerous chemical, or other weapon anywhere on college grounds or in college facilities, except for authorized college purposes, unless prior written approval has been obtained from the college president or president's designee in consultation with the director of campus

safety. This prohibition does not apply to authorized law enforcement officers or to the lawful possession of any personal protection spray device authorized under RCW 9.91.160.

[]

NEW SECTION

**WAC 132Z-110-050 Violations—Trespass—Appeals.** (1) **Violations by students or employees.** College students or employees violating these rules, or whose conduct jeopardizes the health or safety of others, will be advised of the specific nature of the violation and, if the violation persists, may be asked to leave the campus, or designated areas of the campus, and may be reported to the appropriate college authorities for potential corrective or disciplinary action in accordance with applicable college policies.

(2) **Violations by noncollege persons.** Persons other than college students or employees violating these rules, or whose conduct jeopardizes the health or safety of others, will be advised of the specific nature of the violation and, if the violation persists, may be directed by campus security to leave the campus or designated areas

of the campus. Such direction will be in the form of a written notice of trespass withdrawing the license or privilege of such persons to enter onto or remain on college property and subjecting such persons to arrest for criminal trespass under chapter 9A.52 RCW or applicable municipal ordinance.

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

[]

REPEALER

The following sections of the Washington Administrative Code are repealed:

- WAC 132Z-140-060      Trespass.
- WAC 132Z-140-070      Prohibited conduct.
- WAC 132Z-140-080      Pets.



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

**Subject:** 2019-2020 Board Self-Assessment Process

**Justification:**

According to policy, the Board must approve their annual self-assessment tool and timeline.

**Background:**

The Trustees annually conduct a self-assessment of their engagement and effectiveness every summer. The survey tool has been used for approximately 10 years based on national guidance. When the company who administered the tool discontinued service, Cascadia retained a modified version of the tool and started administering the survey in-house. Minor changes have been made each year, usually during the review of the results in September. At the June meeting, the Trustees can ask for changes to the survey and must vote to re-affirm its use. After approval, the Director of Institutional Effectiveness will email the final survey to the Trustees. The Trustees will have approximately one month to complete the survey and return to the Director. The results of the survey will be reviewed during the Trustee's annual summer retreat in September.

**Recommendation:**

The President recommends to the Board the approval of the survey after discussion and incorporation of any recommended changes.

**Action:**

Chair asks for motion: \_\_\_\_\_

Trustee makes motion: \_\_\_\_\_

Trustee seconds motion: \_\_\_\_\_

All in favor:

	Yes	No	Abstain
Captain			
Kelly			
McDaniel			
Ponto			
Quint			

## Cascadia College Board of Trustees Self-Assessment: 2019 Questions

**Roles and Responsibilities:** items scaled from 1 (Strongly disagree) to 5 (Strongly agree)

- Q1. The Board understands and adheres to its roles and responsibilities.
- Q2. The Board relies on board policy in making decisions and in guiding the work of the institution.
- Q3. The Board ensures that the institutions plans are responsive to the community needs.
- Q4. Agenda items provide sufficient information to enable good board decision-making.
- Q5. The Board sets and communicates clear expectations for president performance.
- Q6. Board meetings and study sessions provide sufficient opportunity to explore key issues.
- Q7. Board members participate in trustee development activities.
  - Q7a. Trustee development activities are available to the Board members.
- Q8. (Question eliminated in 2016 because it was identical to Q2.)

**Board of Trustees / President Relationship:** items scaled from 1 (Strongly disagree) to 5 (Strongly agree)

- Q10. Board members' behavior exemplifies ethical behavior and conduct that is above reproach.
- Q11. New members participate in a comprehensive orientation to the board and college.
- Q12. The Board sets and communicates clear expectations for president performance.
- Q13. The Board maintains a positive working relationship with the president.
- Q14. The Board regularly reviews the president contract to assure appropriate support and compensation.
- Q15. The Board regularly evaluates the president.
- Q16. Disagreements among members are carefully handled by the Board Chair.

Q17. The Chair serves as the voice of the Board when dealing with the public and media.

Q18. The roles and responsibilities of the Chair are clear and supported by all trustees.

**Board Meetings and Efficiency:** items scaled from 1 (Strongly disagree) to 5 (Strongly agree)<sup>1</sup>.

Q20. Trustees come to each meeting prepared and ready to debate issues fully and openly.

Q21. Board members avoid conflicts of interest and the perception of such conflicts.

Q22. Board meetings are conducted in an orderly, efficient manner.

Q23. The Board's policy manual is up-to-date and comprehensive.

Q24. The Board clearly delegates the administration of the institution to the president.

Q25. The Board regularly receives and reviews reports on the financial status of the institution.

Q26. Board policies and practices assure effective fiscal management and internal controls.

Q27. The Board expects and supports faculty, staff, and student participation in college decision-making.

Q28. The Board clearly understands its policy role and differentiates its roles from those of the president and college staff.

Q29. The Board honestly debates the issues affecting its community and speaks with one voice once a decision or policy is made.\*

Q29a. The Board honestly debates the issues affecting its community.

Q29b. The Board speaks with one voice once a decision or policy is made.

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<sup>1</sup> Q29 was split into two separate items (Q29a and Q29b) in 2016 since it was a double-barreled question that addressed two issues yet allowed for only one answer.

**Institutional Effectiveness:** items scaled from 1 (Not considered) to 4 (Highly considered)

- Q31. Student Achievement Data
- Q32. Program Review Reports
- Q33. Trustee activity in the community
- Q34. Data review (Transfer data, Graduation data, Retention data)
- Q35. Positive media coverage
- Q36. Enrollment Monitoring
- Q37. Disaggregated student cohort data on successful completion of Basic Skills courses
- Q38. Student data on completion and placement by occupational programs
- Q39. Data on the effectiveness of customized and/or short-term workforce training
- Q40. Fostering success and equity
- Q41. Employee satisfaction

**Readiness: Level of Implementation:** items scaled from 1 (Not implemented at all) to 4 (Completely implemented)

- Q43. The Board regularly receives and reviews reports on student outcomes (OAC, Measuring Up, Surveys).
- Q44. Board members participate in trustee development activities.
- Q45. The Board participates in an evaluation process that is used to help enhance its performance.
- Q46. The Board measures its accomplishments against its goals.

**Readiness: Level of Agreement or Disagreement:** items scaled from 1 (Strongly disagree) to 5 (Strongly agree)

- Q47. The Board is aware that the College routinely evaluates effectiveness of efforts to improve student success and uses the results to improve policy and practice.

Q48. The Board is aware that there is alignment and extensive collaboration of efforts to improve student success.

Q49. The Board is aware that the College has established a strategic planning and accreditation process based on data to create objectives for measuring student success.

Q50. Decisions about budget allocations are based on evidencing effectiveness and support of mission fulfillment.

Q51. The Board is aware that there is training available to the Board, faculty, and staff on using data and research to improve programs and services.

### Future Professional Development

Q53. Do I understand the role/responsibilities of the president?

Q54. Do I understand the time commitment as a Trustee?

Q55. Am I knowledgeable about Strategic Planning?

Q56. Do I read and understand the organization's financial statements?

Q57. Am I knowledgeable about the institution's programs and services?

Q58. Do I advocate for the institution with local, state, and federal governing bodies?

Q59. Do I understand my roles and responsibilities as a Trustees?

Q60. Do I understand shared governance?

Q61. Do I understand and support the mission of the organization?

**Trustee Satisfaction: Level of Agreement or Disagreement:** items scaled from 1 (Strongly disagree) to 5 (Strongly agree).

Q63. The quality, amount, and frequency of information provided to the board is satisfactory.

Q64. Overall I receive satisfaction serving as a board member.

Q65. Board members adhere to confidentiality.

Q66. My contributions on the Board are valued.

Q67. Overall effectiveness of board management and organization is satisfactory.

Q68. My time as a board member is used effectively.

#### Trustee Satisfaction: Areas of Expertise items by Frequency distribution

Q69a. My connections to elected officials as a way to advocate for the College

Q69b. Expertise in finance, budget, and management

Q69c. My significant experience in education and curriculum development

Q69d. Connections to business and industry

Q69e. Connections to the local community

Q69f. Construction and facilities management

Q69g. Raising funds for the College

Q69h. Other primary expertise not listed

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

**Subject:** elearning Fees – Winter 2021 forward

**Justification:**

The Board is responsible for reviewing and approving any changes to student fees.

**Background:**

With the emergence of full remote learning during to the COVID-19 pandemic, the elearning fee has temporarily been suspended. This discussion focuses on determining who should be assessed the student elearning fee. It also will determine the fee amount required to provide adequate technological learning structures for students while creating greater parity for all students accessing elearning support.

Student Learning and Success is conducting a review of student fees throughout 2020 with the goal of aligning the fee to students who benefit from the student, and confirm the fee amount supports the desired benefits. The student elearning fee revenue predominately supports two exempt staff positions (Assistant Director of eLearning and the elearning Instructional Designer) and the Learning Management Systems (Canvas) used in face-to-face, hybrid and remote instruction. All students benefit from the elearning fee. It is recommended that the fee be assessed to the majority of students as opposed to students only taking online and hybrid courses.

Prior Year Revenues under current fee structure

	Online Rate	Hybrid Rate
Current Fee	\$35	\$30

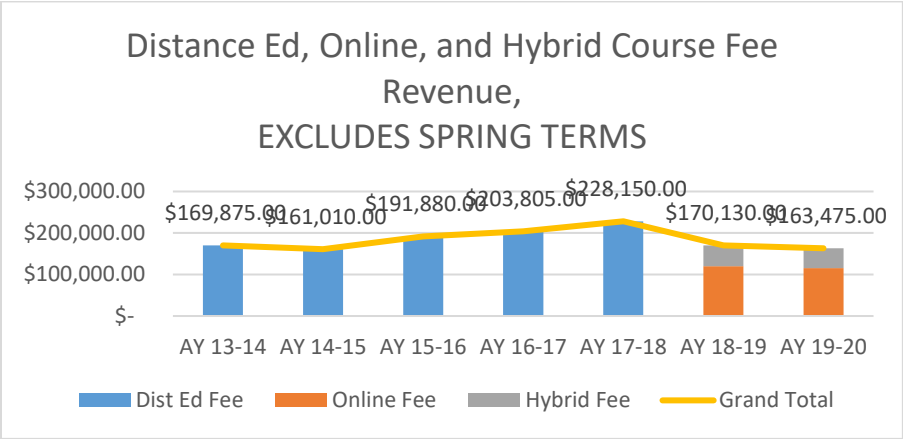
**Table 1 e-Learning Fee Revenue 2013-2020**

YR	Dist Ed Fee	Online Fee	Hybrid Fee	Grand Total
AY 13-14	\$ 169,875.00	\$ -	\$ -	\$ 169,875.00
AY 14-15	\$ 161,010.00	\$ -	\$ -	\$ 161,010.00
AY 15-16	\$ 191,880.00	\$ -	\$ -	\$ 191,880.00

AY 16-17	\$ 203,805.00	\$ -	\$ -	\$ 203,805.00
AY 17-18	\$ 228,150.00	\$ -	\$ -	\$ 228,150.00
AY 18-19	\$ -	\$ 119,700.00	\$ 50,430.00	\$ 170,130.00
AY 19-20	\$ -	\$ 115,745.00	\$ 47,730.00	\$ 163,475.00

Prior to 2018-2019 there was one \$45 Distance Ed fee (online or hybrid). That was reduced to \$35 for online and \$30 for hybrid courses starting in 2018-2019.

**Table 2: Graph of fee revenue 2013-2020**



**Actions Taken by the Executive Team:**

**Summer Quarter:**

- All e-learning fees were waived for summer quarter, as they were for spring 2020.

**Fall Quarter:**

- Students will be charged a \$15 fee per class on **everything** EXCEPT Basic Skills, International ELP, and the 197/297/397/497 Independent Study Internship sections.
- Students will see this charge as an “e-learning class fee” on each section for which they’ve enrolled, so a student taking three classes will be charged \$45.00.
- This interim measure was approved by the Board Chair at the beginning of the month for Fall Only because ctLink had to be reprogrammed to reflect the new structure. The re-programming could not wait for the June BOT meeting.

With the decrease in revenue due to declining enrollment, we anticipate the \$15/course fee will meet our expected expenses for the 20-21 academic year.



**Recommendation:**

- ***The Board of Trustees approve the permanent change to the elearning fee beginning Winter 2021. Students will be charged a \$15 fee per class on everything EXCEPT Basic Skills, International ELP, and the 197/297/397/497 Independent Study Internship sections.***

**Action:**

Chair asks for motion: \_\_\_\_\_

Trustee makes motion: \_\_\_\_\_

Trustee seconds motion: \_\_\_\_\_

**All in favor:**

	Yes	No	Abstain
Captain			
Kelly			
McDaniel			
Ponto			
Quint			

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

**Subject:** 2020-2021 College Budget (2<sup>nd</sup> Read & Action)

**Justification:**

The Board is responsible for approving the College's annual budget.

**Background:**

The proposed 2020-21 College Operating Budget was presented and discussed for the first reading by the Board of Trustees at the May 20<sup>th</sup> meeting. At the regular June 17<sup>th</sup> 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.

**Recommendation:**

Approve the presented 2020-21 college operating budget as is with the understanding that the budget may need to be revisited in the fall once we have final allocation and enrollment numbers from the state legislature.

**Action:**

Chair asks for motion: \_\_\_\_\_

Trustee makes motion: \_\_\_\_\_

Trustee seconds motion: \_\_\_\_\_

All in favor:

	Yes	No	Abstain
Captain			
Kelly			
McDaniel			
Ponto			
Quint			

<b>REVENUES - Operating Budget</b>	<b>19-20 Projected</b>	<b>19-20 Actual *</b>	<b>Difference</b>	<b>20-21</b>
SBCTC Allocation	\$ 11,874,638	\$ 12,288,247	\$ 413,609	\$ 10,472,279
Tuition (State Students)	\$ 5,408,646	\$ 4,785,701	\$ (622,945)	\$ 4,959,520
Tuition (Contract Students)	\$ 7,965,447	\$ 6,744,940	\$ (1,220,507)	\$ 6,940,566
Other	\$ 958,400	\$ -	\$ -	\$ -
	\$ 26,207,131	\$ 23,818,888	\$ (1,429,843)	\$ 22,372,364

<b>EXPENSES - Operating Budget</b>	<b>19-20 Projected</b>	<b>19-20 Actual *</b>		<b>20-21</b>
	\$ 26,145,138	\$ 24,298,879	\$ (1,846,259)	\$ 25,052,144

<b>REVENUES (minus) EXPENSES</b>	<b>19-20 Projected</b>	<b>19-20 Actual *</b>		<b>20-21</b>
	\$ 61,993	\$ (479,991)	\$ (416,416)	\$ (2,679,780)

**RESERVES - Available OTO Funds**

Fees Unencumbered	148	\$ 4,884,364	
Cash Balance	146	\$ 4,181,326	
Cash Balance	460	\$ 26,559	
Local Govt Investment Pool	841	\$ 2,131,344	
Long Term Investments	841	\$ 6,269,833	
	SUM	\$ 17,493,426	includes CARES act
Cash Forward		\$ 9,092,249	

**RESERVES - Critical Expenses**

	One-Time	On-going
Continuing Online Support	27,300	27,300
Facilities Critical	123,285	
COVID Re-Opening	100,000	
ADA	125,000	Reduced from \$300,000
Balance 19-20 Budget	479,991	
SUM	\$ 855,576	

**RESERVES - Suggested Expenses**

	One-Time	On-going
Violence Prevention & Advocacy Program	14,310	14,310
Student Support Software	38,490	19,500
Labs R&R	25,700	
Facilities R&R	106,794	
Guided Pathways	300,000	
Marketing	100,000	
Technology Replacemnt	779,500	Paid via Technology Fund (443)
SUM	585,294	

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

**Subject:** 2020-2021 Board of Trustees Meeting Calendar (1<sup>st</sup> Read/Action)

**Justification:**

According to policy, the Board must approve their annual schedule of meetings.

**Background:**

Attached are two calendars for the 2020-2021 academic year. The first calendar includes the Board meetings only. The second calendar includes additional events the Board attends, such as Transforming Lives.

**Recommendation:**

The President recommends to the Board the approval of the calendar.

**Action:**

Chair asks for motion: \_\_\_\_\_

Trustee makes motion: \_\_\_\_\_

Trustee seconds motion: \_\_\_\_\_

All in favor:

	Yes	No	Abstain
Captain			
Kelly			
McDaniel			
Ponto			
Quint			

**Draft 2020-2021 BOT Meeting Dates**

Month	Date	Time	Location*	Item
July '20				<b><i>No board meeting this month.</i></b>
Aug. '20				<b><i>No board meeting this month.</i></b>
Sept.	Wed. 9 <sup>th</sup>	10:00-3:00	TBD	<b>BOT Summer Retreat</b>
Sept.	Wed. 23 <sup>rd</sup> (4 <sup>th</sup> Wed.)	4:00-6:30	Cascadia CC2-260	Regular Board Meeting
Oct.	Wed. 21 <sup>st</sup>	4:00-6:30	Cascadia CC2-260	Regular Board Meeting
Nov.	Wed. 18 <sup>th</sup>	4:00-6:340	Cascadia CC2-260	Regular Board Meeting
Dec.	Wed. 9 <sup>th</sup>	4:00-6:00	TBD	<b><i>No board meeting this month.</i></b> <b>Executive Session</b> <i>President's Self-Assessment</i>
Jan. '21	Wed. 6 <sup>th</sup>	4:00-6:00	Cascadia CC2-261	<b>Executive Session</b> Presidents Evaluation Review by Trustees <i>EA Available for Support</i>
Jan.	Wed. 20 <sup>th</sup>	4:00-6:30	Cascadia CC2-260	Regular Board Meeting
Feb.	Wed. 17 <sup>th</sup>	4:00-6:30	Cascadia CC2-260	Regular Board Meeting
Mar.	Wed. 17 <sup>th</sup>	4:00-6:30	Cascadia CC2-260	Regular Board Meeting
Apr.	Wed. 21 <sup>st</sup>	4:00-6:30	Cascadia CC2-260	Regular Board Meeting
May	Wed. 19 <sup>th</sup>	4:00-6:30	Cascadia CC2-260	Regular Board Meeting
June	Wed. 16 <sup>th</sup>	2:30-4:00 4:00-6:30	Cascadia CC2-260	<b>Executive Session:</b> Presidents Mid-Year Review Regular Board Meeting

\*Will conduct meetings via Zoom if needed.

### Draft 2020-2021 BOT Meeting & Event Dates

Month	Date	Time	Location*	Item
July '20				<b>No board meeting this month.</b>
Aug. '20				<b>No board meeting this month.</b>
Sept.	Wed. 9 <sup>th</sup>	10:00-3:00	TBD	<b>BOT Summer Retreat</b>
Sept.	Wed. 23 <sup>rd</sup> (4 <sup>th</sup> Wed.)	4:00-6:30	Cascadia CC2-260	Regular Board Meeting
Oct.	Wed. 21 <sup>st</sup>	4:00-6:30	Cascadia CC2-260	Regular Board Meeting
Nov.	Wed. 18 <sup>th</sup>	4:00-6:340	Cascadia CC2-260	Regular Board Meeting
Dec.	Wed. 9 <sup>th</sup>	4:00-6:00	TBD	<b>No board meeting this month.</b> <b>Executive Session</b> <i>President's Self-Assessment</i>
Jan. '21	Wed. 6 <sup>th</sup>	4:00-6:00	Cascadia CC2-261	<b>Executive Session</b> Presidents Evaluation Review by Trustees <i>EA Available for Support</i>
Jan.	Wed. 20 <sup>th</sup>	4:00-6:30	Cascadia CC2-260	Regular Board Meeting
Feb.	TBD		TBD	Transforming Lives Dinner
Feb.	Wed. 17 <sup>th</sup>	4:00-6:30	Cascadia CC2-260	Regular Board Meeting
Mar.	Wed. 17 <sup>th</sup>	4:00-6:30	Cascadia CC2-260	Regular Board Meeting
Apr.			Info only	PDC Form F-1 Due <i>Trustees &amp; President get notification via email.</i>
Apr.	Wed. 21 <sup>st</sup>	4:00-6:30	Cascadia CC2-260	Regular Board Meeting
May	Wed. 19 <sup>th</sup>	4:00-6:30	Cascadia CC2-260	Regular Board Meeting
May	TBD		TBD	Academic Honors & Leadership Ceremony
June	TBD		TBD	End of the Year Celebration <i>Employee service awards.</i>
June	TBD		TBD	Commencement <i>Line up 3:15 – ceremony begins at 4:00 pm</i>
June	Wed. 16 <sup>th</sup>	2:30-4:00 4:00-6:30	Cascadia CC2-260	<b>Executive Session:</b> Presidents Mid-Year Review Regular Board Meeting
July '21				<b>No Board meeting this month.</b>
Aug. '21				<b>No Board meeting this month.</b>

\*Will conduct meetings via Zoom if needed.



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

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

***Cascadia College***

***Meeting: June 2020***

Dear Trustees:

We finish this year by recognizing the hard work and determination of our students. In the last few months, students have been feeling a lot of anxiety in this virtual environment. They are doing their best to adapt to fostering relationships with classmates and instructors and learning in a different way. Among the recent deaths of Black Americans and protests that call for an end to police brutality, students are dealing with more than they already were when the Covid-19 pandemic started. Knowing that Fall quarter is going to mostly online and knowing that the election is coming up, this emotional turmoil for students may continue. We understand that students are struggling more during this time than they would normally and are reaching out to them to hear what could be gone better and doing our best to share that information where needed.

EAB wrapped up some of our virtual programming that was focused on trying to best engage with students in this new challenging environment. Our past zoom trivias' and Instagram challenges have seen plenty of success. 50 people have signed up for our Paint Party and we are looking forward to connecting with students through zoom to find community and excited for them to discover new hobbies and talents in art.

Appreciatively,

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: June 2020***

❖ **Steering Committee 2020-2022**

CCCFT has selected Steering Committee members for the 2020-2022 terms. Terms begin in fall quarter 2020 and run through summer of 2022. Here are the members of the 2020-2022 Steering Committee:

**Coordinator**

- David Shapiro

**Historian**

- Tasha Walston

**Treasurer**

- Lelia Olson

**Membership/Communications Co-Chairs:** one associate (AF) and one full-time (FT) faculty

- Gail Alexander - FT
- Chari Davenport – AF

**Contract Management Co-Chairs:** one associate (AF) and one full-time (FT) faculty

- Sharon Saxton - FT
- Greg Campbell – AF

**Conflict Resolution Co-Chairs:** one associate (AF) and one full-time (FT) faculty

- Robyn Ferret - FT
- Cathy Yu - AF

**Activities and Opportunities Co-Chairs:** one associate (AF) and one full-time (FT) faculty

- Jessica Ketcham - FT (20-21), Marc Hyman - FT (21-22)
- Getachew Eshete - AF



❖ **Statement from CCCFT Acting Coordinator, David Shapiro**

Dear Board of Trustee Members, President Murray, and Cascadia E-Team,

I am primarily, as a member of the Cascadia Community College Federation of Teachers (CCCFT), in my professional life, an educator. But, I am also a citizen of a country in which systemic racism is endemic, in which Black people are subject to killing by the very police forces that are meant to protect them, and in which the deep social inequities fostered by our nation's "original sin" of slavery persist to this day.

Because of this, my heart, like those of so many of my fellow CCCFT colleagues, is heavy, and my back is bowed by the burden of carrying on in these incredibly trying times.

But in spite of this, I, like my colleagues, continue to show up every day for my students, doing my best to provide meaningful and relevant educational experiences even under conditions occasioned by the Covid-19 pandemic that are far different from what I am used to and far more challenging for maintaining the delicate and precious relationship among students and teachers that we have long been able to foster in the classroom.

And like most of my colleagues, I am also, in unprecedented ways, being called on to support my students emotionally, as they deal with their own experience of living in a country whose dark underbelly of racism and injustice has been revealed so starkly by the murders of George Floyd, Ahmaud Aubery, Breonna Taylor, not to mention, in our own backyard, Charleena Lyles, Manuel Ellis, and John T. Williams.

As are all my CCCFT colleagues, I am committed fully to offering this support; it can be overwhelming at times to do so, but it's a small price to pay for the inspiration I receive from students as a witness to their courage, dedication, and willingness to carry on in spite of challenges greater than I have ever experienced.

In that light, I want to remind the Board of Trustees, President Murray, and the Executive Team—as the College faces and address the many challenges before us precipitated by the Covid-19 pandemic and its attendant budget shortfalls—who we are all here for.

Every single student in all of our classes is, in their own way, overcoming what few, if any of us, have had to overcome in our own educational careers. We therefore owe them our own very best efforts, and the fullest measure of support in terms of funding and resources for all of us who have the privilege of being their teachers.

Thank you,

David Shapiro  
Acting CCCFT (AFT local 6191) Coordinator



**Washington Public Employees Association**

**UFCW Local 365**

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

***Cascadia College***

***Meeting Date: June 2020***

WPEA Stewards have continued monthly meetings with members to make sure we can answer questions and listening to concerns. We will continue the meetings through the summer and fall as we stay remote.

Thank you,

Marah Selves, M.Ed, Administrative Services Manager