



June 9<sup>th</sup> 2021

Dear Board of Trustees and Campus Community:

This is the final meeting of the Trustees until we gather again in September for the annual retreat. We have concluded a successful academic year despite the challenges of working in the pandemic environment. The budget is stable, increasing enrollment continues to be a paramount task, the detailed work of developing a new Strategic Plan has been finished, and our multiple efforts to improve the learning experience at the college for all students is being pursued.

Over the summer, we will continue to design a new plan for Campus Safety (you'll hear about this at the meeting), we will continue moving our Strategic Plan action items forward, we will relentlessly pursue new students, we will break ground for the new STEM4 building (July 29), we will start implementing the Foundation's Strategic Plan, and..., and..., and...

The work of the college does not end with commencement each year. In fact, summer is our opportunity to reset and optimistically focus on new plans that will help us become more effective. Thank you for your support this year.

I look forward to seeing you at the meeting.

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

Campus

- May ETeam Retreat
- ETeam Book Club
- Navigators Council
- Classified Co-Facilitator Meeting
- Monthly Foundation Meetings
- May All Employee Drop-in
- Budget Council
- Faculty & Family Celebration
- All Employee Service Awards
- Constituent Leadership Training Meetings

Community / State

- CCEC Eastside Meeting
- Bothell Chamber Board Meeting
- OneRedmond Board Meeting
- Leadership Eastside Council
- Joint Legislative Committee Meetings
- State Board Meeting
- WACTC

UWB

- Chancellor & President Monthly Meeting

- Chancellor Candidate Meetings
- Campus Safety Listening Sessions

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:***

Cascadia Land Acknowledgement

The Land Acknowledgement Task Force has completed Cascadia's Land Acknowledgement. The task force was intentional in creating a meaningful land acknowledgement that honored the Indigenous peoples of this land. The task force accomplished this aim by conducting research of the Indigenous tribes in the region, reading *The Indigenous People's History of the United States* by Roxanne Dunbar Ortiz, and seeking counsel and guidance from the Tulalip and Snoqualmie tribes in the writing process. The final Land Acknowledgement will officially be introduced to the college this upcoming fall.

Pride Event

The Center held its final campus wide event for the year on June 2, 2021. Devan Rogers was the keynote speaker. They presented on the history of the LGBTQ movement in the United States and different intersecting issues facing Black trans and non-binary people.

Cascadia Scholars Program

The Cascadia Scholars Program Lead job posting has gone live. Dean of Student Learning, Kristina Young, is chairing the hiring committee for this position. The goal is to hire someone by the end of July. This position will be instrumental in the execution of the program because they are the nexus between the students, mentors, and greater campus community.

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

Kodiak Cave

The Kodiak Cave hosted a virtual cooking class in partnership with the Northwest Indian College (NWIC). Participants learned about the history of salmon and its importance to indigenous communities. The salmon given to the 28 students who participated came from a local fisherman who provides food to the Lummi nation near Bellingham. It was great conversation and cooking with students from NWIC, leaders of the Lummi nation and Cascadia students. The Kodiak Cave will have services available for pickup and delivery of food during Summer Quarter for students enrolled in summer classes.

Commencement 2021

Over 400 students signed up to be included in the virtual commencement ceremony. Students who signed up will receive a grad gift box including a diploma cover, graduation program, and a few small gifts with the Cascadia/Kodiak images.

Student Leadership Awards

Congratulations to our Cascadia students who earned the following Student Leadership Awards for the 2020-2021 academic year.

- **Founders Environmental Stewardship Award:** Camilla Palmer and Sarah Blechner
- **Founders Community Award:** Lavani Sharma and Celine Xu
- **Founders Service Award:** Madeleine Hodgson and Sydney Griner
- **Founders Diversity Award:** Sam Pozen
- **Academic Commitment Award:** Clara Petersen and Ericka Maddock

Disability Support Services (DSS) participated in Northshore School District's Adult Transition Services presentation in late April. The presentation was directed towards to students and their family members regarding disabled students transitioning out of high school services. This was a fantastic opportunity to inform potential students on what supports and services DSS offers. The presentation also turned out to a great way to connect with other community partners (Division of Vocational Rehabilitation, Community Homes) who provide programs and resources for young disabled adults.

#### Teaching & Learning Awards

Congratulations to the four faculty who received Excellence in Teaching & Learning awards this year: Nureni Adeyemo (BIT), Cindy Bea (MATH), Robyn Ferret (ENGL and HUM), and Faye Houshyari (ECON).

#### The Book Center

The Book Center has served students in new and innovative needs this year—alternative proctoring for Natural Science and Math students, virtual tutoring, embedding tutoring, and online SI sessions. Next year, it will offer graduated campus-based returns to service through expanded SI sessions, study hall options, and continued virtual tutoring and SI services. Kudos to Lindsay Burke, Kathrine Raines, and Bethany Tegt for coordinating this year's services, as well as all of the folks who stepped up to proctor this year.

#### The Global Education Committee

The Global Education Committee has prepared and presented a full slate of virtual events this past school year that have led to meaningful conversations and a revitalization of the global education perspective at Cascadia. Working through three subcommittees (Instruction, Events, & Community Engagement), they shared workshops, community conversations, and interactive panels such as the Decameron Project Story Discussion, The Motorcycle Diaries, culinary passports, Treaty of Point Elliot, and how to adopt the Global Studies outcomes to get a course designated as GS. Congratulations to Chelsea Nesvig and Dianne Fruit who piloted the committee through a productive, engaging year.

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

##### Human Resources/Payroll

We are pleased to announce Laura Heddal as our new Director of Information Services (I.S.). Laura came to Cascadia College eight and a half years ago after spending nine years at Renton Technical College as a Computer Systems Technician and then the Client Services Manager. As a Cascadia employee, you have known her primarily as the Technology Support Manager where she has supervised the Help Desk and Analyst teams, provided project support for large Information Services projects on campus and contributed to the overall operations of the Information Services department. HR continues to recruit for our Director of Finance (ongoing), Fiscal Analyst 1 (Permanent) and Cascadia Scholars-BIPOC Student Recruitment & Retention Specialist. We are starting to work on the Fall search for the permanent Executive Director of Equity & Inclusion, as well as two full-time temporary Exempt positions for Outreach and Marketing. Thank you, Chari Davenport – long time Priority Hire Associate Faculty - for agreeing to be the Interim Executive Director of Equity & Inclusion until the end of December 2021!

In May, we assessed the 2021 Summer Mader (pre-payment of summer benefits) and the 2021-2022 Two-Year Averaging extra benefits protection for all Associate Faculty who are currently benefits eligible. Out of the 24 eligible Associate Faculty who applied, 22 received the Two-Year Averaging based on at least 50% teaching load (FTE) for each of the last two years. For summer Mader, however, we typically have about 50 Associate Faculty who are eligible based on having at least 50%

FTE total over their last three quarters. This year we only have 38. Many AFs lost benefits or transferred benefits out to another college this year because of low FTE here – mostly likely the result of COVID on our enrollment this past academic year.

Payroll is working on the pre-payments of summer benefits in June (Summer Mader) for all those faculty and cyclic staff that are not working during the summer yet qualify for continued benefits. Payroll is also managing the balloon payments for the Full Time Faculty that elected that in the fall. This is where Faculty who chose it get paid a bit less each pay period during the academic year so that they can receive a big “balloon payment” in June to help them financially during summer when they are not teaching.

#### Organizational & Professional Development

Nothing new to report this month.

#### Information Services

Requests for support from Information Services have slowed (it’s that time of year) but the team still managed to respond to and complete 319 requests in April, with 76 of them being from students.

In addition to responding to those requests, Information Services completed the following campus-wide changes and projects:

- Nick Eddington assisted our Outreach and Marketing team in launching a new chat feature on the public website. Now students can get immediate responses to their questions, directly from our homepage.
- The Information Security Team began the process of logging instances of social security numbers and EMPLIDs (ctcLink IDs) being sent via unencrypted email. The intent of this initial logging is to determine a baseline to work from when trying to reduce this behavior but in extreme situations, the team has reached out to employees to offer some education on alternatives to unencrypted email. This work is a small chunk of a larger project that is ongoing and more changes and education will be coming to the campus shortly.

#### Finance

Nothing new to report this month.

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

##### Communications/Outreach/Marketing



Along with creating and managing high energy summer/fall marketing campaigns, that included a video appearance by President Murray, The C/O/M team successfully hosted the first on-campus event since the transition to the remote work environment. The Admissions Pop-Up event was held on May 26 and gave the team good practice for conducting safe in-person events on campus in coming quarters. Along with virtual office hours, online college fairs, Live Chat connections, and email

correspondence, the team’s coordinated efforts resulted in contact with over 170 prospective students.

#### Facilities

The CC2 Boiler project has resumed and is scheduled to be completed by June 30, 2021. The City of Bothell has released the permit. The STEM4 design team has released the 80% design review. More

work group meetings will occur in June. The team has prepared for the ancestors to being moved in June to their temporary locations behind the North Parking Garage. They will stay in this location to be assessed by the Arts commission during construction. The goal is to place them close to their previous location. The Arts Commission and the design team have selected artist [Volkan Alkonoglu](#) for STEM4.

## FOUNDATION

Cascadia's Foundation kicked off the scholarships program management platform implementation project. AwardSpring came highly recommended from the state's community and technical college foundations. It will improve access for applicants and offer program management efficiencies that allow the addition of a fall cycle to better support first year students. The spring scholarships cycle successfully concluded despite several challenges presented by the remote work environment. Thirty-two scholarships valued at \$66,500 were awarded and reports for donors and supporters are being prepared. Year-end activities that also began in May included completing annual nonprofit registrations with Washington State's Secretary of State's office, renewing insurance policies, working with StopWatch Espresso to plan their re-opening in the fall, and beginning budget planning for next year.

## International Programs

With the new Summer and Fall class schedule and modality information, IP launched a marketing campaign for Fall 2021. Communication containing class modality, U.S. immigration guidance, application fee waiver, vaccine availability in WA, U.S. travel policy, and Cascadia safety measures is being sent to our prospective students, partner agents and schools by email, social media posts, and IP webpage. IP continues to put efforts in creating digital marketing content this summer.

International Student Advisors are reaching out to current students to encourage fall registration and to learn their future academic plans and locations of enrollment.

Respectively submitted,  
Eric



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

**Regular Meeting**  
**Wednesday, June 16<sup>th</sup> 2021**  
**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 16<sup>th</sup> 2021**

**4:00 p.m.**

**ZOOM**

**AGENDA**

**1. Executive Session (2:30pm-4:00pm)The Board will meet in a 1 hour and 30 minute Executive Session** to discuss number 2 below and/or any of the issues listed below:

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

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

**3. CONSENT AGENDA**

- Meeting Agenda
- Minutes from our last meeting – May 19<sup>th</sup> 2021

**4. PUBLIC COMMENTS**

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

**5. NEW EMPLOYEES/PROMOTIONS:**

- Introduction of New Employees/Promotions:
  - Ketra Embleton
    - Development Specialist - Foundation
- Promotions – E-Team members will share staff promotions with the board.
  - Kerry Levett

## **6. INFORMATION ITEMS**

- None

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

- Campus Safety and Bothell PD
- Cascadia's Marketing Push
- Mission Fulfillment: Institutional Effectiveness Annual Calendar

## **8. RECOMMENDED ACTION ITEMS**

- 2021-2022 BOT Self-Assessment
- 2021-2022 Board of Trustees Meeting Calendar (1<sup>st</sup> Read/Action)

## **9. OTHER REPORTS**

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

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

## **11. NEXT MEETING**

- Next regularly scheduled Board meeting is TBD

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



**Minutes  
Regular Meeting  
Cascadia College Board of Trustees  
May 19<sup>th</sup>, 2021**

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

**BOARD OF TRUSTEES**

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

**EXECUTIVE STAFF**

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

Alan Smith (AAG) present.

Lily Allen-Richter (recorder) present.

**AREA REPRESENTATIVES**

CCCFT Representative – David Shapiro, Senior 2 Tenured Founding Faculty present.

Student Representative – Angela Tang EAB Advocacy Chair present.

WPEA Representative – Marah Selves, Administrative Services Manager present.

**AUDIENCE**

Becky Riopel, David Ortiz, Erik Tingelstad, Erin Blakeney, Kari McGie, Kristina Young, Lyn Eisenhour, Michael Horn, Bryan Fauth, Sam Brown, Tasha Walston, Kathy Brown, Shyla Hansen, Robyn Ferret, and Sara Gomez Taylor

**1. CALL TO ORDER**

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

**2. CONSENT AGENDA**

**Chair Roy Captain asked for approval of the consent agenda with the movement of the tenure vote to directly after the new employee introduction and announcement of promotions. Trustee Dr. Meghan Quint made a motion to approve the consent agenda with the above movement of the tenure vote. Trustee Vice Chair Mike Kelly seconded the motion. Hearing no objections, the trustees approved the consent agenda.**

**Note: Roy Captain will be leaving at 5:15pm and passing the gavel over to Mike Kelly.**

**3. PUBLIC COMMENTS**

No public comments for the agenda.

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

- Shyla Hansen, new Fiscal Specialist 1
- Marty Logan announced a Promotion in his area.
- Dr. Kerry Levett, announced a Promotion in her area.

Recommended Action Items:

### **Tenure Votes**

Kathleen Brown - Art

After having given reasonable consideration to the recommendations of the Tenure Review Committee and the District President, the Board of Trustees grants tenure to Kathleen Brown at Cascadia College and supports the attached tenure resolution.

**Chair Roy Captain asked for approval to grant Kathleen Brown Tenure. Trustee Janet McDaniel makes a motion to grant Kathleen Brown Tenure and Dr. Colleen Ponto seconds the motion. All in favor, no abstains.**

Tasha Walston – English

After having given reasonable consideration to the recommendations of the Tenure Review Committee and the District President, the Board of Trustees grants tenure to Tasha Walston at Cascadia College and supports the attached tenure resolution.

**Chair Roy Captain asked for approval to grant Tasha Walston Tenure. Vice Chair Mike Kelly makes a motion to grant Tasha Walston Tenure and Trustee Janet McDaniel seconds the motions. All in favor, no abstains.**

### Comments/Questions:

- From the Board
  - So impressed by both of you.
  - You make our job easy with the work that you do.
  - We appreciate how you have positively impacted the educational journey of Cascadia students. THANK YOU!

## **5. INFORMATION ITEMS**

### **BOT Retreat Date**

- Proposing BOT Retreat date of Thursday, September 9<sup>th</sup> from 10:00am to 3:00pm in person.
- Lily will follow up with an email.

### Comments/Questions:

- No questions or comments.

## **6. DISCUSSION/PRESENTATION ITEMS**

### **Faculty Focus: English/FYC Update**

- What has been done?
  - 2016-19:
    - Developed common curriculum in First-Year Composition courses
    - Shortened pre-college pathway from a 3-course sequence to one course
    - Offered co-requisite option for pre-college
  - 2020-21: English 95: designed to
    - Address gaps in reading
    - Help students transition from HS
    - Target digital and information literacy skills for returning students
  - Increased placement options for students
    - From only Accuplacer => HS transcripts, writing samples and more
  - Increased successful completion of college-level English in a student's first year
    - From 52% in 2010 to 64% in 2019.

### Comments/Questions:

- Not all next courses require English 101, but they require English 95. Very few students are taking 95, so they place into English 101. Our goal is to get more of them in 95 rather than skipping.

### **Measuring Mission Fulfillment: Alignment of Strategic Initiatives to Metrics**

- Building the data infrastructure: Categories of mission fulfillment metrics
  - Access (Enrollment)
    - Access refers to the number of students enrolled, with a focus on assessing enrollment gaps across ethnic and other student groups. The following indicators are also assessed across Programs.
  - Achievement Milestones
    - Educational achievement Milestones are recognized accountability and mission fulfillment indicators in postsecondary education. We track the following milestone metrics, each reported by race/ethnicity and other groups, with a focus on assessing equity gaps across student groups.
- Continued: Categories of mission fulfillment metrics
  - Sense of Belonging
    - Students who report a higher sense of belonging at the end of their first year do better and persist more in their second and third years. Sense of belonging will be assessed using a yet to be development Climate/Engagement survey.
  - Student Learning Outcomes
    - Student Learning Outcomes indicator metrics ensure that Cascadia monitors and continuously improves learning. These outcomes are: Learn Actively; Think Critically, Creatively, & Reflectively; Communicate with Clarity and Originality; Interact in Diverse and Complex Environments.
  - Organizational Learning and Growth
    - Cascadia's ability to continuously improve is supported by employee growth. Assessing mission fulfillment must necessarily include indicator of the organization's reduction of internal equity gaps and capacity for continuous improvement in a dynamic environment.

### Comments/Questions:

- Dashboard, when we will have a chance to look at that data?
  - They will be live, but depending on the metrics you are looking for we may not have active.
  - We'd also like to get into a routine on when we present data to the Board. Kerry and Eric will sit down to confirm a schedule.
- Very impressive work, looking forward to reviewing this in September.
- It is important for Kerry and the ETeam to do this work on a routinely basis.
- IEC, BOT Subcommittee and Michael on their work with this.

## **7. RECOMMENDED ACTION ITEMS**

### **2021-2022 College Budget (1<sup>st</sup> Read)**

- Operating Budget
  - Running Start has continued to do well for us.
  - Our ESTIMATED deficit this year is going to be between \$500k-\$600k, we will bring the final number to the Board retreat in September.
  - ctcLink line item is a buffer for the year end budget close out.
- Reserves
  - Current reserves are \$8.5 million (not including stimulus funding).
  - Stimulus funding we have received (that will need to be spent down over the next two years) is 6 million.
- Budget Council has approved the following:
  - Student Support Software
    - It looks like we will be able to fund this through Guided Pathways

- Faculty Sabbatical Funding
- Office of E&I Funding
- Foundation Development Specialist Position
- Roughly \$100k to the general operating budget.
- Communication/Outreach/Marketing
  - \$110k request to the Board for a full-time recruiting/marketing specialist and communication specialist.
  - Eric encourages the Board to fully support this funding.
- Facilities Renewal
  - Options 1-5
  - Eric encourages the Board to support Option 5.

Comments/Questions:

- “Spending down the stimulus funding”
  - The money spent needs to be used for “lost revenue” trying to add in \$5k for a COVID Memorial to that could be tricky.
- Can the facilities spending be fulfilled through stimulus spending?
  - We don’t think so. There are improvements to Mobius to help
- We have to be able to maximize
- Stimulus projected expenses in 2022-2023 are we going to allocate anything to that yet?
  - It is unknown for now, it depends on the enrolment numbers. We could get this funding extended as that has happened in the past, but unsure how long we will have this for.
- Will STEM 4 incur any additional expense that we need to be prepared for.
  - It is hard to know what additional expenses we need to think about.
- COVID 19 memorial
  - If the students want that, we should support them and do what is best to get them back to normal.
- The repair and replacement cost have a strong tie to recruitment and enrollment, so Trustee Dr. Ponto would
- There could be an additional \$150k due to the ctcLink project.
- What do you need to know before the meeting June?

**2021-2022 ASSC Budget (1<sup>st</sup> Read & Approval)**

***Vice Chair Mike Kelly asked for approval of Cascadia College’s 2021-2022 ASSC Budget. Trustee Dr. Meghan Quint made a motion to approve Cascadia College’s 2021-2022 ASSC Budget and Trustee Janet McDaniel second. All in favor, no abstains. Roy absent.***

**2021-2022 Campus Budget (1<sup>st</sup> Read & Approval)**

***Vice Chair Mike Kelly asked for approval of Cascadia College’s 2021-2022 Campus Budget as presented today including the upcoming ctcLink charges, as well as the items highlighted in yellow that was prioritized by the Budget Council, in addition to the COVID-19 budget highlighted in grey and the upper estimate for the marketing budget and the repair and replacement budget.***

**All approved, no abstains. Roy absent**

Comments/Questions:

Thank you for making the motions so quickly.

**8. REPORTS**

Cascadia Events & Advocacy Board (EAB): Angela Tang, Advocacy Board Chair was present and doesn’t have anything to add to her report.

Cascadia Community College Federation of Teachers (CCCFT): David Shapiro, Tenured Founding Faculty was present and wanted to say thank you for the support of our tenure teachers and approving the sabbatical funding.

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

## **8. REPORTS (Continued)**

### Chair and Individual Board Members Reports:

Janet and Mike attended the Spring Parent Campaign remote presentations for parents at Northshore School District. Thank you to Heather and Sara for their work with it as well.

### President's Report:

- Tuesday, May 25<sup>th</sup> 4:30pm-5:30pm. Faculty and Tenure Event
- Tuesday, June 1<sup>st</sup> 2:00pm-4:00pm. All Employee Celebration Event
- Graduation on June 11<sup>th</sup>
- We have no idea about the vaccine mandate. UWB has send something out for students, but doesn't have any details. The CTC system is waiting for the governor to mandate it, but we won't know anything about this. More information to come, but we are working through it.
- Campus Safety. Our contract with Bothell PD. We have completed all listening sessions and then will meet with the chancellor at UWB to discuss the decision. Next month we will bring this back to the Board.
- Palestine and Israel conflict has been brought up and impacting our students and staff. We are going to bring the E&I council together to add something into the Friday letter this week.

## **9. OTHER BUSINESS/ANNOUNCEMENT**

**None**

## **10. MEETING ADJOURNMENT**

Chair Roy Captain adjourned the regular meeting at 5:49 PM

## **11. Minutes Approved and Adopted on June 16<sup>th</sup> 2021**

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Roy Captain, Board Chair

Attest:

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Dr. Eric Murray, President  
Bdminutes05192021

**Cascadia College Board of Trustees**  
**Introduction of New Employees/Promotions**

**Subject:** Introduction of New Employees/Promotions

**Background:**

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

**New Employees:**

Ketra Embleton  
Development Specialist – Foundation

A Brief biography on Ketra is attached.

**Discussion:**

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

## New Employee Bio

### Ketra Embleton Development Specialist – Foundation

Ketra Embleton has joined our community - as the Foundation's Development Specialist. This is a new position for the Foundation – and a key role as we expand our capacity to serve Cascadia College and its students. Ketra will oversee the Foundation's office, manage our student financial assistance programs, and help us grow our fundraising efforts as our donor database guru. Ketra was born and raised in Seattle and absolutely love the Pacific Northwest. She graduated from Whitworth College in Spokane and moved back to Seattle shortly after to begin her career in student services at the University of Washington, Seattle. Most recently Ketra worked as part of a small team running a school for international students on the Highline College campus. She enjoyed working in an educational environment and has a special interest in issues of diversity, equity, and inclusion, and how these issues pertain to the pursuit of a college education. Ketra enjoys learning and wants to see all people have an equitable opportunity to pursue higher education. Outside of work, Ketra enjoys reading non-fiction, watching documentaries, and listening to podcasts.

## Cascadia College Board of Trustees

### Discussion Item

**Subject:** Campus Safety and Bothell PD

**Justification:**

To inform the Trustees of an important negotiation and decision to be made by Cascadia and UWB.

**Background:**

Approximately four years ago, the campus entered into a contracted relationship with Bothell Police Department to have a Campus Safety Officer (CSO), i.e., a commissioned Bothell police officer, present on campus for 40 hours each week. Up until the pandemic, this presence worked relatively well.

The reasons for this contract were 2-fold: 1) the increase in school shootings led us to think that a CSO would be beneficial, and 2) the Bothell Police Department informed us that they didn't have enough officers to handle the campus's on-going non-emergency needs.

Over the four years, our nation has experienced events that have led many to question the effectiveness of an armed police presence.

The contract for the CSO is now up for renewal.

In order to determine the best path forward for the Campus Safety Department, the campus has held two joint (Cascadia/UWB) listening sessions, Cascadia has solely held a listening session, the students have created a website with database information, and a survey requesting input has been distributed. The ultimate decision forward is a negotiation between UWB and Cascadia based on all this input.

The current timeline is:

- Week of June 7: Campus Safety Advisory Committee will deliver results of survey to Chancellor Yeigh and President Murray.
- Week of June 14: Chancellor Yeigh and President Murray will have lunch and discuss the information received. We will determine a tentative plan for moving forward.

Important considerations:

- Chancellor Yeigh is hesitant to make a final decision on behalf of UWB given that new leadership will take over in September.
- A "new" Campus Safety Department with updated priorities and expectations will take some time to formulate and design.
- The benefits of the CSO (e.g., report-taking, First Responder liaison, social services point of contact) must be considered in light of the concerns raised by the majority of



campus (is an *armed* officer necessary as opposed to a better training campus safety team or a non-commissioned officer, what does this say about the campus's understanding of the social justice issues present?).

The decision on how to move forward will not be final as of the June Trustees' meeting. President Murray will update the Trustees on information collected between the writing of this summary and the actual meeting.

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

**Subject:** Cascadia's Marketing Push

**Justification:**

An update on how the college spent the money allocated by the BOT for the spring 2021 marketing campaign and how it plans to use the additional money allocated for fall 2021 marketing.

**Background:**

The Board invested \$50,000 to supplement the spring campaign (which nearly doubled the budget for the department. Prior to this, Communications/Outreach/Marketing had to allocate its \$60,000 for web improvements, sponsorships, cost for attending recruiting events, graphics and editing software packages, IT and camera equipment, supplies, etc in addition to advertising. This infusion allowed us to beef up our paid advertising.

**Discussion:**

Sara Gomez Taylor and Meagan Walker will break down how the money was used for spring quarter and the results. They will also preview how the Board's additional investments are being used for fall quarter.

# Cascadia's Marketing Push

Marketing video will be shown here at BOT meeting

Marketing video will be shown here at BOT meeting

#### ROY CAPTAIN, CHAIR



Mr. Roy Captain was appointed to the Board in July 2017. Mr. Captain is a highly respected local leader and real estate agent serving Seattle, and Eastside communities including Lake Sammamish, Redmond, Bellevue and Kirkland. His extensive market knowledge, strong negotiating expertise, deep community connections and friendly disposition make him a sought after real estate broker o Michigan, Illinois and Virginia, ar area more than a decade ago, he areas. He served multiple terms Teacher Student Association and Washington School District PTS, Commission.

#### MIKE KELLY, VICE CHAIR



Mr. Kelly was appointed to the B Processing, Inc. in Seattle. He is Chair of Industry Government Re Association of Metal Finishers, E Industrial Council, Board Scouts Chairman of Friends of Olympic College, Mount Vernon, WA.

#### JANET MCDANIEL



Ms. McDaniel was appointed to the board in October 2012. She is a Claim Manager for PEMCO. Her former employment was with Bank of America as a Customer Service Representative. Ms. McDaniel has a BA in Psychology from Western Washington State University; and a Certificate, from the Business Administration and Management Program, Foster School of Business University of Washington. She is also a current Board Member with the Pacific Claim Executive Association. Ms. McDaniel has served as a board member with the Fire Protection Policy Board; Office of Insurance Commissions Fraud Advisory Board. She is currently the Founder and President of Puget Sound Special Investigators

#### DR. MEGHAN QUINT



Dr. Quint is a resident of Bothell who recently accepted an adjunct teaching role at Cascadia College's co-located partner, University of Washington, Bothell. She is involved in the community including membership on the advisory board for Snohomish County Tomorrow. Dr. Quint is Director of Strategy Management for Premera Blue Cross, and this experience will serve Cascadia well as the College begins its next accreditation cycle and continues developing its strategic plan.

#### COLLEEN PONTO



Dr. Ponto, a resident of Kenmore, is a leadership and organizational effectiveness consultant working to address complex changes at Providence St. Joseph Health. She has been instrumental in community activities including environmental education efforts at St. Edwards State Park. Dr. Ponto brings considerable experience in higher education including 22 service as a faculty member at Seattle University and as a Dean at Pinchot University.

# Campaign Overview

## Objective:

- Increase enrollment

## Tactic:

- Big digital presence with clear CTAs

## Messages:

- What You Do at Cascadia College Matters (GenZ)
- Why Wait? (Adult Learners)

# SPRING QUARTER

## Audience

GenZ



Adult Learners

## Platforms

Old Faves



Radio and YouTube videos

## Ad Frequency

Light



Medium rotation

## Other

Standard



PTH assistance, Landing pages, Zoom



Marketing video will be shown here at BOT meeting

Marketing video will be shown here at BOT meeting



**At Cascadia College,  
what you do matters.**

- Be an advocate
- Design a Mobile App
- Learn new skills
- Build career connections
- Start your own business

Enroll Now for Spring

CASCADIA  
COLLEGE  
BOTHELL



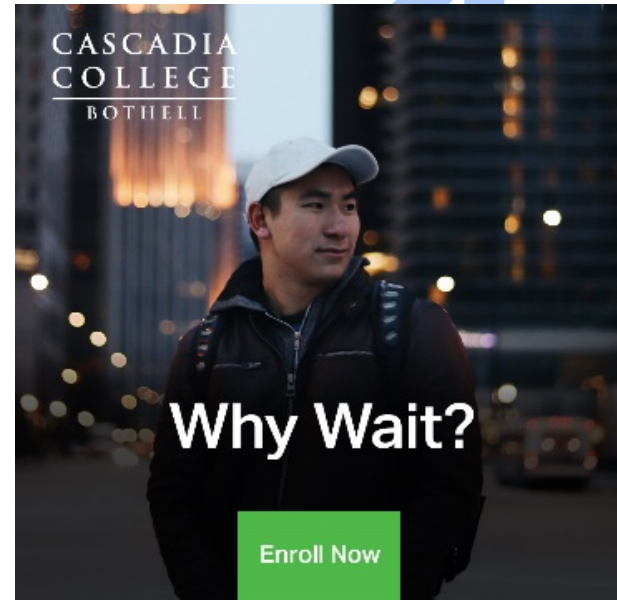
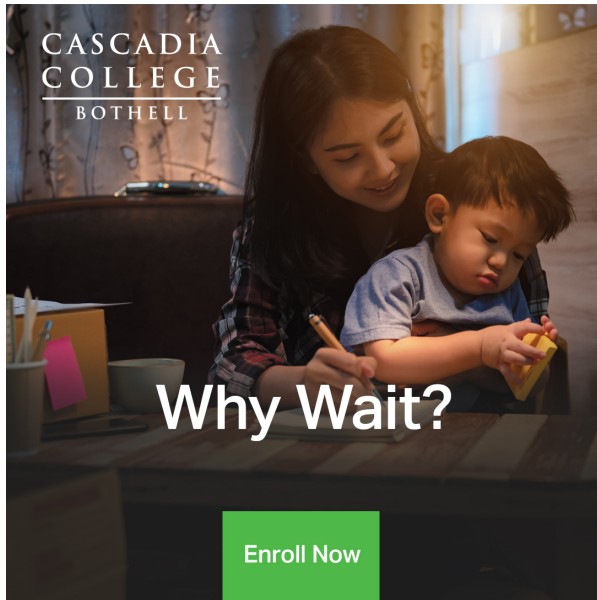
YouTube 928,675 impressions and 1,527 clicks

Spotify 117,045 impressions and 84 clicks

Re-targeting 230,941 impressions and 300+ clicks per ad

Email 166,668 impressions and 3,513 clicks

Cascadia College Board of Trustees Meeting 06-16-2021  
Social Media engagement increased 13% and 4,000 new visitors to website



Facebook 253,878 impressions and 413 clicks

Retargeting 233,876 impressions and 435/464 clicks respectively

# SUMMER/FALL QUARTERS

## Platforms

Same



Three new YouTube videos

## Ad Frequency

Same



Front-loaded ad buy

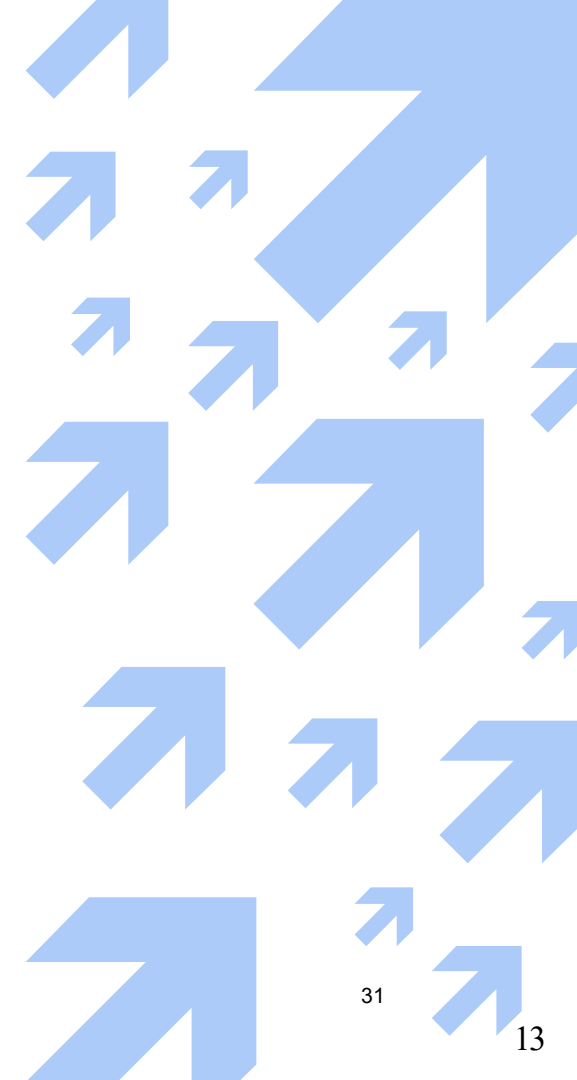
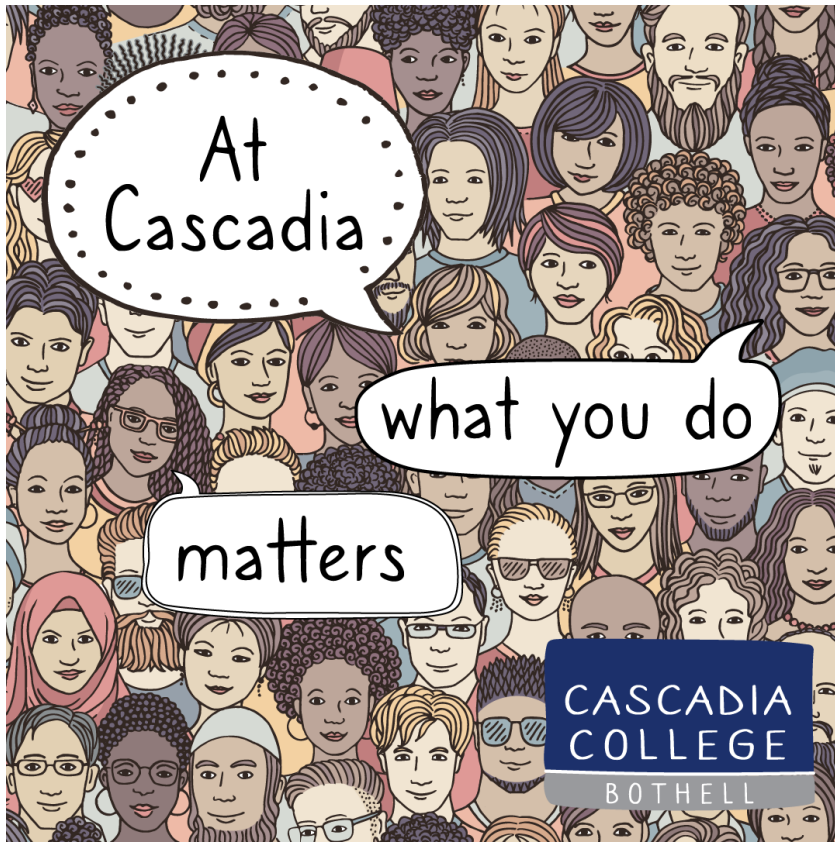
## Other

Same



Live chat; parent presentation; pop-up;  
Free Parking or Orca Card in fall

Marketing video will be shown here at BOT meeting



# FALL QUARTER

## Ad Frequency



Add late Aug early Sept ad buy

## Other



Two new FT employees (2-yr contract)  
Marketing CRM





# Questions?

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

**Subject:** Mission Fulfillment: Institutional Effectiveness Annual Calendar

**Justification:**

The institutional effectiveness process centers on continuous improvement. As a key stakeholder in the process, the proposed calendar integrates updates and data reviews for the Trustees throughout the year.

**Background:**

During the first year of the new accreditation cycle, we have completed a refresh of our mission statement, adopted a strategic plan and measurement system using mission metrics. The proposed calendar represents moving forward by integrating continuous improvement information into a systematic cycle building Trustee engagement with the College's strategic work.

**Discussion:**

The proposed calendar is presented below in two versions, and a discussion presentation is provided overing the elements included in the calendar.

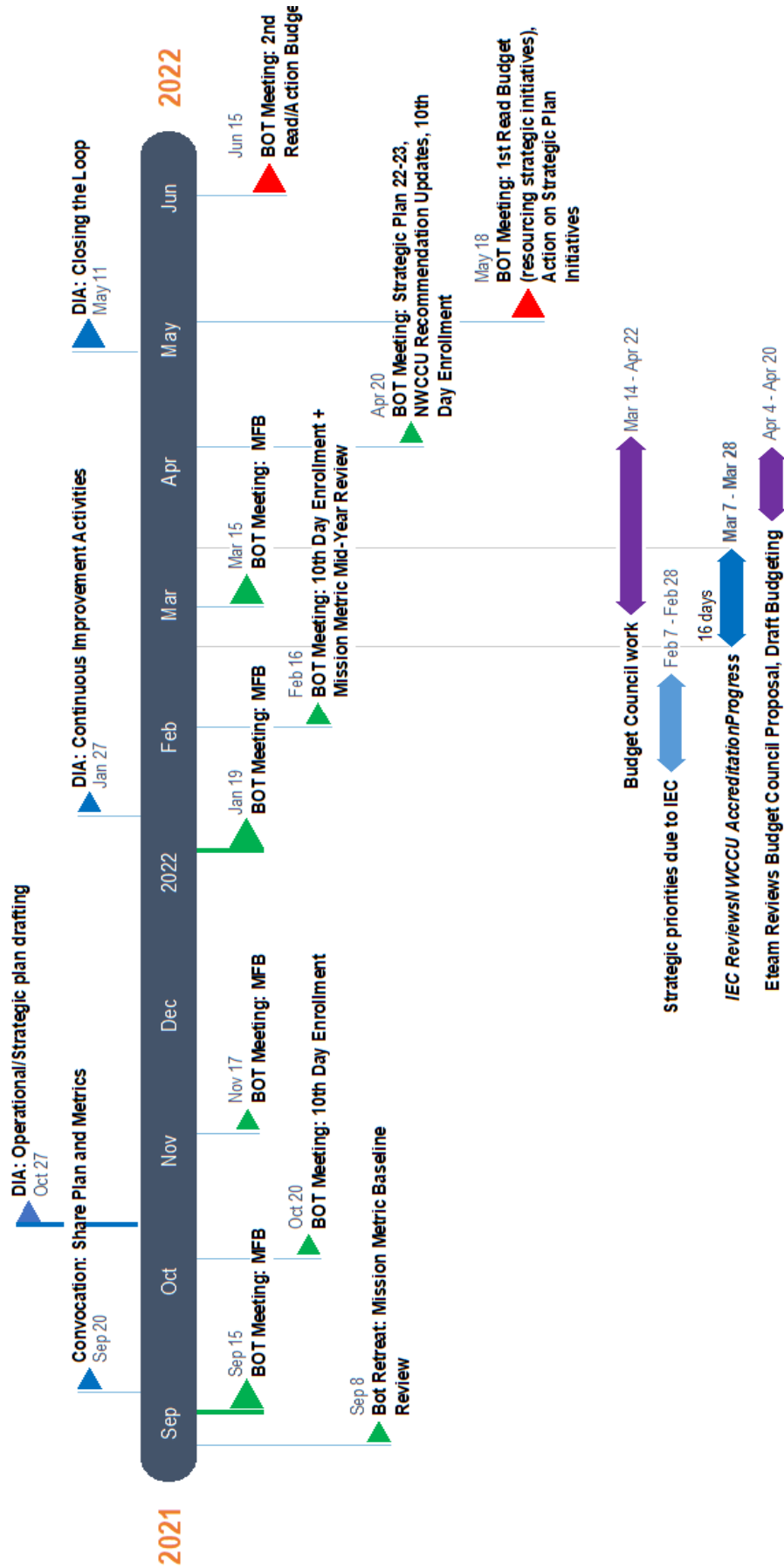
Dr. Kerry Levett, Vice President for Student Learning and Success, and Dr. Michael Horn, Director of Institutional Effectiveness will be available to present the information and answer questions.

*Calendar A: List view*

<b>Proposed Board Mission Fulfillment Annual Calendar</b>	
<b>September '21</b>	Retreat <ul style="list-style-type: none"> <li>• Mission metrics overview</li> </ul> BOT Meeting <ul style="list-style-type: none"> <li>• Mission Fulfillment byte</li> </ul>
<b>October</b>	10 <sup>th</sup> Day Enrollment
<b>November</b>	Mission Fulfillment byte
<b>December</b>	No public BOT meeting
<b>January '22</b>	Mission Fulfillment byte
<b>February</b>	10 <sup>th</sup> Day + Mission Metric Mid-Year Review
<b>March</b>	Mission Fulfillment byte
<b>April</b>	Strategic Plan Forward Look 22-23 Accreditation recommendation updates 10 <sup>th</sup> Day Enrollment Report
<b>May</b>	Mission Fulfillment byte First read of proposed 22-23 plan update
<b>June</b>	Mission Fulfillment byte Approve proposed 22-23 plan update
<b>July</b>	No meeting
<b>August</b>	No meeting
<b>September '22</b>	Retreat: <ul style="list-style-type: none"> <li>• Annual Metrics Summary Overview</li> <li>• Evaluation of strategic plan activities</li> </ul> BOT: <ul style="list-style-type: none"> <li>• Annual summary report</li> </ul>

*Calendar B: Timeline View*

# Mission Fulfillment: Annual IE Calendar



KEY: Blue = College Work, Green = BOT Information, Red = BOT Actions



# Mission Fulfillment: Institutional Effectiveness Annual Calendar

Cascadia College  
Board of Trustees  
June 2021

# Presentation Overview

## Describe

- Describe the intent of our proposed calendar

## Identify

- Identify elements in the proposed calendar

## Overview and discuss

- Overview and discuss proposed calendar
  - 2 versions are included

## Preview

- Preview content for Board of Trustee Retreat

# Intent



Utilize Effectiveness  
& Efficiency



Coalesce areas of  
the college



Integrate data



Demonstrate a new  
model



Meet NWCCU  
expectations

# Elements within the Annual Calendar



MISSION METRIC REVIEW  
(ANNUALLY AT BOT RETREAT)



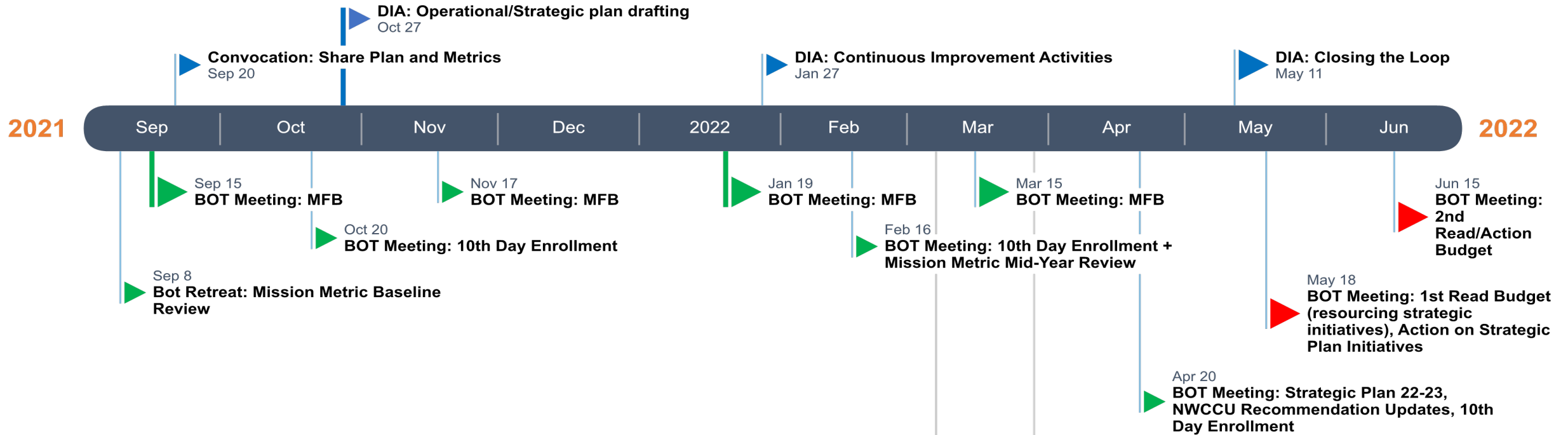
QUARTERLY 10<sup>TH</sup>  
ENROLLMENT REPORTS



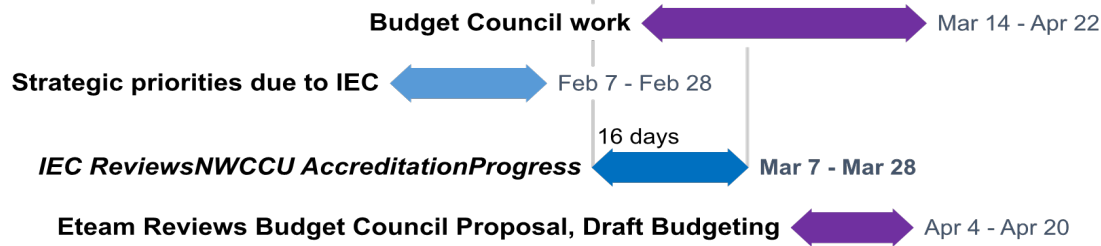
MISSION FULFILLMENT BYTES



# Working Institutional Effectiveness Calendar



**KEY:**  
 Green Flags: BOT Information  
 Red Flags: BOT Action  
 Blue: College work  
 Purple: Budget Council  
 MFB: Mission Fulfillment Bytes



Cascadia College Board of Trustees Meeting 06-16-2021

# Calendar Overview

Proposed Board Mission Fulfillment Annual Calendar	
<b>September</b>	Retreat <ul style="list-style-type: none"> <li>Mission metrics overview</li> </ul> BOT Meeting <ul style="list-style-type: none"> <li>Mission Fulfillment byte</li> </ul>
<b>October</b>	10 <sup>th</sup> Day Enrollment
<b>Nov</b>	Mission Fulfillment byte
<b>December</b>	No public BOT meeting
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<b>February</b>	10 <sup>th</sup> Day + Mission Metric Mid-Year Review
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<b>May</b>	Mission Fulfillment byte First read of proposed 22-23 plan update
<b>June</b>	Mission Fulfillment byte Approve proposed 22-23 plan update
<b>July</b>	No meeting
<b>August</b>	No meeting
<b>September '22</b>	Retreat: <ul style="list-style-type: none"> <li>Metrics Overview</li> <li>Evaluation of strategic plan activities</li> </ul> BOT: <ul style="list-style-type: none"> <li>Annual summary report</li> </ul>

# Coming Attractions: BOT Retreat



Mission Metric  
Baseline Data



Updated strategic  
plan document

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

**Subject:** BOT Self-Assessment

**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**  
**Action Items**

**Subject:** 2021-2022 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 2021-2022 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 2021-2022 BOT Meeting Dates**

Month	Date	Time	Location*	Item
July '21				<b><i>No board meeting this month.</i></b>
Aug. '21				<b><i>No board meeting this month.</i></b>
Sept.	Thurs. 9 <sup>th</sup>	10:00-3:00	TBD	<b>BOT Summer Retreat</b>
Sept.	Wed. 22 <sup>nd</sup> (4 <sup>th</sup> Wed.)	4:00-6:30	Cascadia CC2-260	Regular Board Meeting
Oct.	Wed. 20 <sup>th</sup>	4:00-6:30	Cascadia CC2-260	Regular Board Meeting
Nov.	Wed. 17 <sup>th</sup>	4:00-6:340	Cascadia CC2-260	Regular Board Meeting
Dec.	Wed. 8 <sup>th</sup>	4:00-6:00	TBD	<b><i>No board meeting this month.</i></b> <b>BOT Winter Retreat</b> <i>President's Self-Assessment</i>
Jan. '22	Wed. 5 <sup>th</sup>	4:00-6:00	Cascadia CC2-261	Special Meeting Presidents Evaluation Review by Trustees <i>EA Available for Support</i>
Jan.	Wed. 19 <sup>th</sup>	4:00-6:30	Cascadia CC2-260	Regular Board Meeting
Feb.	Wed. 16 <sup>th</sup>	4:00-6:30	Cascadia CC2-260	Regular Board Meeting
Mar.	Wed. 16 <sup>th</sup>	4:00-6:30	Cascadia CC2-260	Regular Board Meeting
Apr.	Wed. 20 <sup>th</sup>	4:00-6:30	Cascadia CC2-260	Regular Board Meeting
May	Wed. 18 <sup>th</sup>	4:00-6:30	Cascadia CC2-260	Regular Board Meeting
June	Wed. 15 <sup>th</sup>	2:30-4:00 4:00-6:30	Cascadia CC2-260	Executive Session: Presidents Mid-Year Review Regular Board Meeting

\*Will conduct meetings via Zoom if needed.

## Draft 2021-2022 BOT Meeting & Event Dates

\*Will conduct meetings via Zoom if needed.

Month	Date	Time	Location*	Item
July '21				<b>No board meeting this month.</b>
Aug. '21				<b>No board meeting this month.</b>
Sept.	Thurs. 9 <sup>th</sup>	10:00-3:00	TBD	<b>BOT Summer Retreat</b>
Sept.	Wed. 22 <sup>nd</sup> (4 <sup>th</sup> Wed.)	4:00-6:30	Cascadia CC2-260	Regular Board Meeting
Oct.	Wed. 20 <sup>th</sup>	4:00-6:30	Cascadia CC2-260	Regular Board Meeting
Nov.	Wed. 17 <sup>th</sup>	4:00-6:340	Cascadia CC2-260	Regular Board Meeting
Dec.	Wed. 8 <sup>th</sup>	4:00-6:00	TBD	<b>No board meeting this month.</b> <b>BOT Winter Retreat</b> <i>President's Self-Assessment</i>
Jan. '22	Wed. 5 <sup>th</sup>	4:00-6:00	Cascadia CC2-261	Special Meeting Presidents Evaluation Review by Trustees <i>EA Available for Support</i>
Jan.	Wed. 19 <sup>th</sup>	4:00-6:30	Cascadia CC2-260	Regular Board Meeting
Feb.	TBD		TBD	Transforming Lives Dinner
Feb.	Wed. 16 <sup>th</sup>	4:00-6:30	Cascadia CC2-260	Regular Board Meeting
Mar.	Wed. 16 <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. 20 <sup>th</sup>	4:00-6:30	Cascadia CC2-260	Regular Board Meeting
May	Wed. 18 <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. 15 <sup>th</sup>	2:30-4:00 4:00-6:30	Cascadia CC2-260	Executive Session: Presidents Mid-Year Review Regular Board Meeting
July '22				<b>No Board meeting this month.</b>
Aug. '22				<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 2021**

Dear Trustees,

As we finish off the academic year, EAB reflects on what we have accomplished. EAB hosted over thirty events over the year, providing programming to students. All together, we served on 15 campus-wide committees representing the voice of the students.

One of our final events of the year was SpringFest. This is our end of the year celebration in collaboration with UWB where events are held from May 26th - May 28th. We offered a variety of events, including 6 virtual events and 1 take and make event. On May 26th, there will be a caricature artist and a comedian on zoom. On the 27th, there will be a trivia night hosted by Kevin from the Office. A Cascadia student won first place at this Office Trivia! There was also a planned outdoor movie on the Cascadia/UWB field, however this was canceled due to inclement weather. We plan to push this event to fall quarter of the next school year. For the last day, students will be able to pick up terrarium kits and tie dye making kits. With our combined attendance with UWB, we had about 200 students participate in at least one of the SpringFest events.

The last event we held was Picnic and Pride, in honor of June being pride month. This was a joint event with the LGBTQ+ club. Students could sign up to pick up some baked goods and take the items on a picnic. A focus of this event was supporting local businesses that were also LGBTQ+ owned. The bakery we sourced our items from were LGBTQ+ businesses and we also offered suggestions of locations of places that students could go to support LGBTQ+ business owners.

Through the Advocacy Question of the Week on Instagram, EAB used to gather student feedback, we received a total of 120 throughout the weeks. We have found that this was a valuable way to learn from students and hope to host a similar program in the following year. Our plans for the discord is to create an alumni network by asking students that have graduated Cascadia to still remain in the discord but restricting their access to the text channels. Through this, we hope to build a strong support system at Cascadia where current students can ask previous students for help as well as learn from their experience.

As of currently, the Student Life applications are open. The deadline will be on June 16th and interviews will be conducted in the last week of June.

Sincerely,  
Angela Tang  
EAB Advocacy Chair



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



***Report to the Board of Trustees  
Cascadia Community College  
Meeting Date: June 2021***

### **❖ Newly-tenured faculty**

CCCFT congratulates newly-tenured faculty, Tasha Walston and Kathy Brown, and thanks their TRC for all their support in leading their colleagues through the tenure process.

### **❖ End of 2020-21 Academic year**

CCCFT would like to acknowledge the efforts of all Cascadia faculty during this strange and challenging academic year. We look forward to the “new normal” going forward into the 2021-22 academic year and anticipate many collaborations with fellow faculty, staff, and students as we all adjust.



**Washington Public Employees Association**

**UFCW Local 365**

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

***Cascadia College***

***Meeting Date: June 2021***

WPEA stewards are excited to be invited to the first Cascadia's Constituent Leadership Program. We look forward to this next year!

WPEA is also excited to be part of the Working In the New Normal (WINN) Task Force and currently have 5 members representing Classified staff and WPEA.

Thank you,

Marah Selves, M.Ed, Administrative Services Manager