



October 14th, 2020

Dear Board of Trustees and Campus Community:

October is here with rain and falling leaves. It also brings us almost one month into Fall quarter. As anticipated, enrollment is down. We had hoped for better, but we know now that there will be implications to our revenue due to this national trend among the community colleges. We will have a full analysis for you at the meeting.

October also means that we are fully in our third quarter of mostly remote learning. Last Spring and Summer quarters were delivered this way and our faculty are good at it. Not all parents and/or students embrace what we have to do, and this could be a part of the enrollment trend. Another hypothesis is that many workers who would normally return to a community college in a “down” economy are holding off because they haven’t fully lost their jobs yet. They are furloughed or have hopes to return to their industry that is currently being decimated by COVID.

Cascadia has fully embraced and enacted all of the government’s safety requirements. Mask requirements, cleaning requirements, social distancing requirements...these are all in place. To date, we have not had a reported case of COVID among Cascadia employees or students. We will continue to take safety precautions seriously and hold classes (mostly) remote through Winter and probably Spring quarters. One executive and one dean are always on campus when we have students, so protocols, crises, and logistics are well-managed day-to-day.

My biggest concern is Zoom fatigue and remote “drain”. It is difficult to manage kids-in-school and whole families around as you do your work. It is difficult to be a single person in a small studio apartment without feeling claustrophobic. It is difficult to maintain the social connectivity with your co-workers that is so helpful to problem-solving and good will. These are all factors affecting the workplace. We have a plan to help with this, but this is the reality of our current world, and it affects the college.

We will work through it and I appreciate the on-going support of the Board.

Meet and Greets

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

Campus

- Convocation
- Service Award Celebration
- E&I Intern Orientation Welcome
- Classified Co-Facilitator Meeting
- Navigators Meeting
- DIA Planning Group
- Door Entry assignment every Monday

Community / State

- Weekly WACTC President Meetings
- Governor Inslee: College Presidents and DOH meeting
- Bothell Chamber Board Meeting
- OneRedmond Board Meeting

- Northshore School District Superintendent & Trustees Meeting
- Tune In & Turn Up “Working Across the Aisles” Event (moderator)
- Leadership Eastside Meeting
- 5-Star Consortium Meeting

UWB

- Chancellor & President Monthly Meeting
- Campus Safety Meeting
- Sync up Meetings

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 SCHOLARS

The program development team is meeting with different stakeholders at Cascadia to get their input and feedback on the mentorship program. The conversations have been insightful and helpful in further developing the program structure. The next step will be to finalize the Program Coordinator position that will be the point person for the entire program.

STUDENT ADVISORY COMMITTEE FOR EQUITY & INCLUSION

On October 7, the Student Advisory Committee met for the first time this academic year. The group is excited to pick up where they left off from last spring quarter. The committee’s focus this year will be expanding its understanding of E&I related issues and growing the committee through recruitment of more students.

E&I INTERNSHIP PROGRAM

The Office of E&I would like to formally welcome the first E&I Intern Cohort: Karina Mercado, Sierra Campbell, Laura Olmos, and Treyon Reche. The E&I interns will be supporting the Office of E&I for this academic year. The cohort comes from UW Seattle’s School of Education. Their primary focus will be helping develop both the Cascadia Scholars Program and the upcoming E&I Campus-wide Town halls.

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

Kodiak Cave Food Resource Center’s blog is up and we are back to offering curbside pickup and delivery beginning the week of October 5th. Kim Jones leads this vital work in addressing food insecurity.

New student Jumpstart orientation from Student Life (Becky Riopel and Shandy Stomieroski) and our Admissions Specialist (Kira Luchau) had 100 students enrolled in the Canvas Course. 30 – 50% of those enrolled attended the live sessions offered.

This summer, Cascadia hosted 59 Cascadia Orientation & Registration Experience (CORE) sessions for Summer/Fall registration, and 800 students attended. Thank you to Kira Luchau (Admissions Specialist) and members of our Enrollment Services and Advising teams for working with all our new students to help them through the registration process for their first quarter!

The initial transition to virtual academic advising meetings had its share of challenges from navigating new technologies to learning how to create supportive connections with students. Cascadia's

academic advisors and Student Advising & Support Services team (Gordon Dutrisac, Anna Stufano, Ben Sugg, Kris Panton, Kristen Buck, Ericka Morales, Aileen Ibershof, Kristen Buck, Nancy Verbeck, Lisa Hagar, Laurie Godfrey, Samantha Penjaraenwatana, Analisa Gonzalez, Anna Tran, Fi Walters, and Bryan Fauth) demonstrated resilience and creativity in ensuring that students have the support they need to succeed at Cascadia. After Kodiak Corner returns to normal operations, we plan to continue offering virtual advising appointments as well as evening virtual appointments to provide Cascadia's students more access to academic advising.

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

HUMAN RESOURCES/PAYROLL

Fall quarter is finally here!

We processed the annual 2.8 - 3% **Cost of Living Adjustments (COLAs)** as well as adding back in the 5% King County Premium Pay (KCPP) in collaboration with Payroll, Finance and Student Learning.

- Annual Student and Part Time Hourly human resource action forms (HRAFs) - approximately 50 employees
- Annual Exempt and Classified pay changes - approximately 100 employees
- Annual Full Time Faculty pay changes - approximately 50 employees
- Quarterly Part Time Associate Faculty contracts - approximately 55 employees for Summer Quarter and 100 employees for Fall Quarter

The beginning of the academic year always brings an influx of **student employees** across the campus. This year was no exception, even with COVID's mostly remote work. Some of the major student employee groups hiring for fall included:

- Student Life Community Engagement Officers (CEOs) & Events & Advocacy Board (EAB) – 10 student employees
- ARC & Outdoors Wellness Leaders (OWL)- 5 student employees
- The Bock Learning Center & Language Lab – 16 student employees

Student Learning was also no exception. With the beginning of Fall we welcomed 5 new **Associate Faculty** to join our BIT, Communications, English and Environmental Science disciplines.

Well done to Student Learning, Student Life, The ARC, The Bock Learning Center, and Student Financial Service along with HR/Payroll for ensuring all of our new and returning student employees were ready to go by the start of fall quarter.

The HR/Payroll Team would like to acknowledge and thank **Gayle Waddle-Wilkes**, Payroll Coordinator, for her 16 years of service and **Karina Castro**, HR/Payroll Assistant, for her 5 years here at Cascadia.

INFORMATION SERVICES

In September, Information Services received 845 requests for assistance (this is double what was typical of this time last year). While we don't find ourselves as busy with on-site Classroom Support, we do find that we are supporting students more and in ways we hadn't before. Of that 845 requests last month, 415 of them were requests submitted from students, primarily to get help with their ctcLink access or their Cascadia network/email accounts. With fall quarter not starting until September 28th, the expectation is that October will continue this trend.

September was also a busy month for Information Services to assist with the return to campus plan. Staff worked to help get the contact tracing software ready to go, assisted students with getting

equipment checked out for the quarter, helped establish social distancing in the open study spaces and the computer labs in use this quarter and tested to ensure that all of the classroom audio visual systems were ready to go for the start of class.

Finance

Reset and recharge. Those are the two words that echoed throughout the month of September as the Team was pushed to its limit in the months prior. From the launch of CTC, the pandemic, then year-end close, the work that Finance had to do was incredibly heavy. The team, per usual, stepped up to the challenge and made sure we were able to close the books for the year. In the month of September, the team geared up for the fall, adjusted to the new normal and created a new way of distributing the Orca Cards. Working across campus, the team discovered new solutions for gap areas caused by the conversion. In the months ahead, we are offering training to campus on purchasing and expense as well as budget review. October and November brings the season of preparing the financial statement. The work never ceases but with September allowing us to reset and recharge, we are ready!

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

OUTREACH/MARKETING/COMMUNICATIONS

The team has been hard at work designing, delivering and installing **cohesive signage and posters for directional information, health and safety instructions, and social distancing reminders**. The visual theme was carried across platforms. The effort has been well-received by our campus partners and those visiting Cascadia since limited re-entry began.



**WELCOME
BACK!**

The **Healthy Campus Mobile Tool** was successfully implemented and has been running as designed with all employees and students enrolled for in-person classes receiving a daily health attestation survey verifying eligibility to come to campus. The ERP team coordinated 24 staff to schedule rotating duties as **volunteer door monitors** who safely check-in each person arriving at Cascadia's entry.

A video titled ***What to Expect When You Return to Campus*** was created and shared at Convocation. The video is posted on

the [Readiness page](#) of the public website, as well as the go.Cascadia [homepage](#).

The Outreach team participated in a **virtual college fair** hosted by the 5-Star group of colleges, presenting to approximately 50 attendees, and following-up with emails to more than 90 who registered for the event. Outreach efforts have focused intensely on **marketing across several social media platforms** (Facebook, Instagram and Twitter) and have reached approximately **2.4 million impressions**.

The [Election 2020/Tune In & Turn Up page](#) was launched on the public website to house and promote information brought forward through the Election Task Force.

FACILITIES

Facilities crew have been managing many aspects of the re-entry effort including providing every employee and student with **personal protective equipment (PPE)**, preparing and



HOW TO PROPERLY WEAR A FACE COVERING



- 1** Always wash your hands before and after wearing a face covering.
- 2** Use the ties or loops to put your mask on and pull it off.
- 3** Face covering should cover from just under the bridge of your nose to under your chin.
- 4** Tighten the loops or ties so it's snug around your face without gaps.
- 5** Wash and dry your cloth face covering daily.

disseminating **cleaning kits** to classrooms and other spaces, and even rolling up their sleeves to put together and install **protective plexiglass barriers** which were delivered disassembled!

INTERNATIONAL PROGRAMS

International Programs was busy getting ready to welcome new students for Fall 2020. The team successfully **conducted remote orientation for 14 new international students** despite all the current external challenges and focused on ensuring students become comfortable using Canvas, ctclink, and remote student services. **Three new students arrived in the US and 11 new students are taking classes remotely from other locations** in and outside of the US. **Virtual recruitment activities** are ongoing with overseas partner and government organizations.

FOUNDATION

Fall is the busiest in terms of **scholarship awards** with 60% of the year's budget being disbursed this quarter. This year, the process will be managed through a single, shared disbursement schedule which provides instructions to Student Financial Services, tracks individual issues and exceptions, and facilitates timely reconciliation of awards and related financials. Higher than usual demand for **emergency grants** is also expected and a similar resource will track those activities.

Steady progress continues on a **new direction for the foundation**. Key goals for each phase of the five-year strategic plan have been established and the structure and action items needed for achieving them are in development. For example, the details of a staffing plan have been completed and work has begun on creating the vision for a new and larger board. Technology investments that could improve operational efficiency and general program management, such as an integrated donor management/financial records system and a scholarship management system, are being considered.

This year's **Annual Report to the Community** is in progress and the website is being built and populated with relevant content. Continuing the theme of "Belonging at Cascadia" from prior reports, we are incorporating this timely and mission-critical message into much of the content which will feature some of Cascadia's amazing faculty, celebrate the Eva Gordon bequest, and introduce our community to a few scholarship recipients. This year's edition will be an important tool for Cascadia College Foundation as Dr. Murray and the Foundation Board begin recruiting new board members.

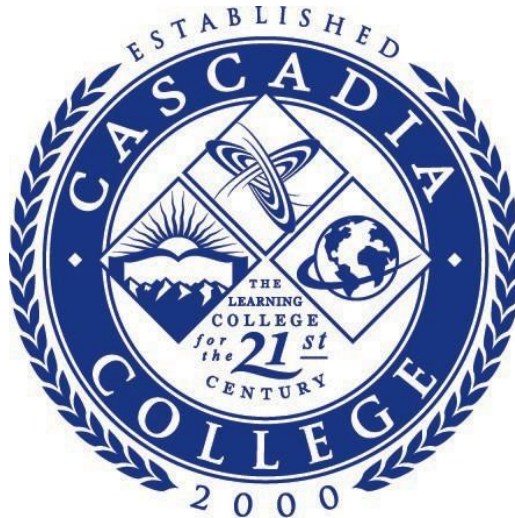
CAPITAL PROJECTS

The **West Garage** is complete. The team continues to work through the last of the punch list items; however, the Garage was signed-off by the City of Bothell and turned over to the College for use.

The **STEM 4** project is moving forward with its second round of working group sessions to narrow down the design, location of spaces, and functionality of all areas with University of Washington, Bothell and Cascadia faculty, staff, and students. Meetings with the City of Bothell to begin the permitting process are also in the works.

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, October 21st 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, October 21st, 2020
4:00 p.m.
ZOOM**

AGENDA

1. CALL TO ORDER (4:00pm)

2. CONSENT AGENDA

- Meeting Agenda
- Minutes from our last meeting – September 23rd, 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:
 - Samantha Penjaraenwatana, Student Life Advisor
 - Linda Richard, Full-Time Faculty Math Instructor

Promotions – E-Team members will share staff promotions with the board.

5. INFORMATION ITEMS

- Adoption of OER's (Open Educational Resources) by the Math Discipline (KL)

6. DISCUSSION/PRESENTATION ITEMS

- The Bock Learning Center – supporting students during a pandemic (KL/LB)
- Monthly Finance Report: Fall Enrollment and 20-21 Projections (ML)
- Strategic Plan: Draft Mission Statement Review (KL)

7. ACTION ITEMS

- Distance Education Approval (KL)

8. OTHER REPORTS

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

9. OTHER BUSINESS OR ANNOUNCEMENTS

10. NEXT MEETING

- Next regularly scheduled Board meeting is Wednesday, November 18th, 2020

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

**Minutes
Regular Meeting
Cascadia College Board of Trustees
September 23rd 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 present.

Student Representative – Angela Tang EAB Advocacy Chair present.

WPEA Representative – Marah Selves, Administrative Services Manager present.

AUDIENCE

Becky Riopel, Lyn Eisenhour, Deann Holliday, Angela Tang, Dahlia Bergen, Safa Jamal, Angelina Offin, Kasey Lee, Kristina Kellermann, Madison Collins.

1. CALL TO ORDER

Chair Roy Captain called the meeting to order at 4:03pm

2. CONSENT AGENDA

Chair Roy Captain asked for approval of the consent agenda with edits to pages 7, 20 and 21 to include the correct spelling of Kellermann. Trustee Roy Captain 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

No public comments for the agenda.

4. INTRODUCTIONS OF NEW EMPLOYEES/PROMOTIONS:

- Introduction of New Employees/Promotions:
 - Kristina Kellermann, Temp Full-Time Faculty English Language Program (ELP)
 - Madison Collins, Director of the Activities & Recreation Center at Cascadia/UW Bothell
- Promotions – E-Team members will share staff promotions with the board.
No promotions to discuss
- Introduction of new EAB members – (BR)
 - Advocacy Chair – Angela Tang

4. INTRODUCTIONS OF NEW EMPLOYEES/PROMOTIONS (Continued):

- Introduction of new EAB members – (BR) (continued)
 - Programming Chair – Dahlia Bergen
 - Clubs Coordinator – Rola Eltantawy
 - Advocacy Coordinator – Safa Jamal
 - PR & Outreach Coordinator – Angelina Offin
 - Social Issues & Inclusion Coordinator – Nikky Nguyen
 - Arts & Entertainment Coordinator – Tori Chen
 - Health & Sustainability Coordinator – Kasey Lee

5. INFORMATION ITEMS

- **Zoom Platform**
 - This was something that came up in the retreat. What happens when Zoom fails?
 - We do have several alternatives in place.
 - Microsoft Teams
 - Canvas has some video capabilities as well.
 - All faculty also have a snow mode where they can communicate with their classes via CANVAS.
 - Just make sure we all show patience during this time.
 - Faculty do not use ZOOM for exams. If there was an issue during public speaking then faculty would be sure to show grace during that time.

Comments/Questions:

No questions or comments.

6. DISCUSSION/PRESENTATION ITEMS

- Monthly Finance Report
 - The executive team covered end of year financials, state finances as known to this point, and that more information will be available next month after we have a better understanding of our enrollment.

Comments/Questions:

No questions or comments.

- Working Strategic Plan Chapter priorities 2020-2021

Student Achievement: Guided Pathways

- In addition to the PowerPoint shared, additional notes are below:
 - Cascadia's Guided Pathways Work plan
 - Approved by the SBCTC April 3, 2020
 - Financially Support by HB 2158 Workforce Investment
 - Built on the Foundation of Essential Practices
 - Student Achievement Strategies and Priority Actions for 2020-2021
 - Fostering student sense of belonging
 - Creating transparency in our curriculum

Strategic Enrollment Management

- In addition to the PowerPoint shared, additional notes are below:

6. DISCUSSION/PRESENTATION ITEMS (Continued)

- Working Strategic Plan Chapter priorities 2020-2021 (continued)
 - a. Strategic Alignment
 - i. Strategic Zones
 - ii. Strategic Goals
 - iii. College Indicators
 - b. Parallel SBCTC's Enrollment Plan Pillars
 - i. K-12
 - ii. Adult Re-Engagement
 - iii. Onboarding & Entry
 - iv. Retention & Persistence
 - c. Matching Cascadia's Strategic Plan Priorities
 - i. Improve evaluation & practice
 - ii. Foster sense of belonging

E&I

- In addition to the PowerPoint shared, additional notes are below:
 - Close the achievement gap and raise retention and graduations rates of historically marginalized students through the Cascadia Scholars Program.
 - Increase Employee Diversity through revamping Cascadia's hiring process.
 - Create a collective approach to addressing E&I issues; improving transparency in E&I related decisions via Campus-Wide Town halls.

Comments/Questions:

Loved the phrase: "*collaborate to integrate*" that was in Meagan's PowerPoint.

- ctcLink Update
 - In addition to the PowerPoint shared, additional notes are below:
 - 25 Live is due to go live in November 2020
 - SBCTC Support has failed to meet their SLA targets, closing more tickets than were opened in only one of the five months.
 - In an attempt to improve support, the start board has been approved to hire 12 new positions across the pillars and in the training and documentation group. Hiring for these positions has begun, but it will be some months before we see improvements.

Comments/Questions:

We have finished 1st in Payroll every time in comparison to other institutions, so we seem to have the process down well.

Deann is leading the state board rather than the state board leading us. She has been a wonderful asset to the ctcLink implementation.

On behalf of the Trustees, thank you so much to you (Deann) and everyone else that has been working so hard. These student problems are bad, we don't want this to affect the students so we hope the state board will step up.

I am frustrated it now requires three people to be involved to get a response. I understand that they are busy, but these are directly affecting our students. If we as a Board need to communicate to the powers that be, I would be more than happy to sign it.

Commend the staff who is working on ctcLink, thank you!

7. RECOMMENDED ACTION ITEMS

2020-2021 Election of BOT Chair and Vice Chair (1st Read/Action) – (EM)

Chair Roy Captain has been nominated by Trustee Mike Kelly to continue to serve as the Chair for the Board of Trustees for 2020-2021. Trustee Dr. Colleen Ponto seconded the nomination.

Chair Roy Captain has accepted the nomination.

Trustee Mike Kelly has been nominated by Chair Roy Captain to serve as the Vice Chair for the Board of Trustees for 2020-2021. Trustee Dr. Meghan Quint seconded the nomination.

Trustee Mike Kelly has accepted the nomination.

Chair Roy Captain asked for approval of the 2020-2021 Election of BOT Chair and Vice Chair as nominated above. Trustee Janet McDaniel made a motion to approve the 2020-2021 Election of BOT Chair and Vice Chair, Trustee Dr. Meghan Quint seconded the motion. All in favor, no abstains.

AAG Alan Smith asked the Board to nominate a Treasurer/Fiscal Officer for the Board. AAG Alan Smith added that the VP of Administrative Services and HR typically hold this position.

Martin Logan VP of Administrative Services & HR has been nominated by Trustee Mike Kelly to serve as the Treasurer/Fiscal Officer for the Board of Trustees, Chair Roy Captain seconds this nomination.

Martin Logan has accepted the nomination.

Chair Roy Captain asked for approval of the Treasurer/Fiscal Officer for the Board of Trustees as nominated above. Trustee Janet McDaniel made a motion to approve the Treasurer/Fiscal Officer for the Board of Trustees, Trustee Mike Kelly seconded the motion. All in favor, no abstains.

Comments/Questions:

No comments or questions.

2020-2021 Legislative Action Committee BOT Rep (1st Read/Action) – (EM)

Trustee Janet McDaniel has been nominated by Chair Roy Captain to serve as the Trustee Mike Kelly to serve as the 2020-2021 Legislative Action Committee BOT Representative. Trustee, Dr. Meghan Quint seconds this nomination.

Trustee Janet McDaniel has accepted the nomination.

Chair Roy Captain asked for approval of the 2020-2021 Legislative Action Committee BOT Rep. Trustee Mike Kelly made a motion to approve the 2020-2021 Legislative Action Committee BOT Rep and Vice Chair Janet McDaniel seconded the motion. All in favor, no abstains.

Comments/Questions:

No Comments or questions.

7. RECOMMENDED ACTION ITEMS (Continued)

STEM 4 (1st Read/Action) – (MW)

Chair Roy Captain asked for approval of the STEM 4 allocation. Trustee Mike Kelly made a motion to approve the STEM 4 allocation and Trustee Colleen Ponto seconded the motion. All in favor, no abstains.

Comments/Questions:

The ground floor is going to be co-branded with UWB and Cascadia. With the additional funds awarded it retains the building as 50/50 equity so there wouldn't be a power struggle on who owns the majority of the building.

Meghan and Eric will continue to work with UWB to ensure that the new building is equality distributed. Cascadia would like use of the ground floor. Once we have some more answers, they will be shared with the Board.

Title IX (1st Read/Action) – (ML)

Chair Roy Captain asked for approval of the Title IX Employee Disciplinary Procedures and Grievance Procedures. Vice Chair Janet McDaniel made a motion to approve the Title IX Employee Disciplinary Procedures and Grievance Procedures and Trustee Dr. Colleen Ponto second the motion. All in favor, no abstains.

Comments/Questions:

No Comments or questions.

Expressive Activities (2nd Read) – (MW)

The Board has been given the Expressive Activities Policy to review again, approval will come at the November Board meeting after the Public Hearing.

Comments/Questions:

No Comments or questions.

8. REPORTS

Cascadia Events & Advocacy Board (EAB): Angela Tang, Advocacy Board Chair was present and wanted to share in addition to her report that social media platforms are being reviewed, welcome week information is available through discord and the EAB is sharing voter registration information and planning a virtual Halloween celebration.

Cascadia Community College Federation of Teachers (CCCFT): David Shapiro, Tenured Founding Faculty was present and wanted to add his and the faculties appreciate for Marah and all of the amazing work she has been doing to help them.

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

Chair and Individual Board Members Reports:

I really appreciated Kerry's section of the letter that had specific names of people called out for their great work.

8. REPORTS (Continued)

President's Report:

We are moving forward with individual trustees to meet with NSSD and their trustees. Tentatively set for October 14th. Regarding annual discussion topics, we cover most of what is historically covered. If there is a specific topic you'd like please send it my way and I can update our topics list. We are ready for Fall quarter on Monday and everyone is doing the best they can. A small number of students are going to be on campus each day. We will have a limited number of staff on campus. We will move into this method for Winter Quarter as well and will make the decision for Spring Quarter in December.

9. OTHER BUSINESS/ANNOUNCEMENT

10. MEETING ADJOURNMENT

Chair Roy Captain adjourned the regular meeting at 5:54PM

Minutes Approved and Adopted on October 21st, 2020

Roy Captain, Board Chair

Attest:

Dr. Eric Murray, President

Bdminutes092320

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:

Student Success Services

Samantha Penjaraenwatana, Student Life Advisor

Instruction

Linda Richard, Full-Time Faculty Math Instructor

Brief biographies on Samantha and Linda are attached.

Promotions:

Any promotions will be shared by the respective VP.

Discussion:

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

New Employee Bio

Samantha Penjaraenwatana, Student Life Advisor

Samantha received her Bachelor's degree from the University of Washington-Bothell and her master of education in Student Development Administration from Seattle University. Prior to her time at Cascadia in Student Advising and Support Services, she worked with first-generation college student initiatives at Seattle U and was an intern in their Center for Community Engagement. After graduation from UWB, Samantha also worked as a Program Coordinator in their division of Student Affairs supervising their student marketing and graphic design team.

New Employee Bio

Linda Richard, Full-Time Faculty Math Instructor

Linda earned her BA in Mathematics from Carleton College and an MS in Operations Research from the University of North Carolina. She then spent nine years at IBM as a Logistics and Supply Chain Project Leader working to improve planning processes for worldwide server manufacturing. About twelve years ago, Linda made the decision to change careers and earned her Master's in Teaching from Seattle University. She spent the next six years with the Lake Washington and Shoreline School Districts as a high school math teacher and math department chair. While doing so she also earned her national board certification. Since then, she has worked as a math curriculum writer and consultant for Illustrative Mathematics, and is currently the Associate Director of Instructional Leadership at the Washington Alliance for Better Schools.

Cascadia College Board of Trustees
Information Items

Subject: Adoption of OER's (Open Educational Resources) by the Math Discipline


Justification:

Curricular Update (Information Only)

Background:


Recently, Math faculty have made a concerted to transition to the use of OER's in a majority of Cascadia's math sections resulting in significant, ongoing savings to our students.

Discussion: Megan Luce, Senior II Tenured Faculty, Math Discipline Chair, will be presenting and available to answer any questions the Board may have on this item.



Adoption of OERs (open educational resources) within the Math Division

Presented to Cascadia College Board of Trustees
Megan Luce, Senior Tenured Math Faculty / Math Division Chair
October 21, 2020



Timeline of OER Math Adoptions at Cascadia

- *Spring 2018:* none of our math courses were using OERs so every math student spent approximately \$150 on a textbook
- *Summer 2018:* work group funded to develop common WAMAP courses and convert Pre-calculus sequence, Business sequence, and Math in Society to OER (cost = \$3000 to VP office)
- *Summer 2020:* work group funded to convert Developmental Math and Calculus sequences to OER (cost = \$2700 to VP office and \$2500 to BEdA funding)
- *Fall 2020:* 32/39 or 82% of math sections are using OER materials **saving students approximately \$120,000** in fall quarter alone
- *20-21 Academic Year:* **Students will save approximately \$250,000** by using OER materials in math courses

Cost to Cascadia College was less than \$10,000

Savings to students is \$250,000 (approximately) per academic year

Cascadia College Board of Trustees
Discussion/Presentation Items

Subject: The Bock Learning Center – supporting students during a pandemic

Justification:

To provide Trustees with an overview of student learning support as requested.

Background:

The Bock Learning Center provides both general and targeted (i.e. specific course) learning support to students. While the pandemic has presented challenges, the Bock Center staff have re-imagined their work to meet the needs of students in our remote reality.

Discussion:

Lindsay Burke, Assistant Director of the Learning Center, will provide an overview of services and answer questions.

Cascadia College Board of Trustees
Discussion/Presentation Items

Subject: Monthly Finance Report: Fall Enrollment and 20-21 Projections

Justification:

To ensure financial transparency with the Board of Trustees.

Background:

Regular updates are provided to the Board to keep them up to date on the Colleges' budget/finances. This month, we are hoping to share the 10th day enrollment numbers, a PowerPoint presentation will be shared at the meeting.

This data was not yet available at the time of the publication of the packet. We hope for it to be ready by the board meeting and, if not, VP Logan and President Murray will call for a special meeting with the Board's finance sub-committee.

Discussion:

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

Cascadia College Board of Trustees

Discussion/Presentation Items

Subject: Strategic Plan: Draft Mission Statement Review

Justification:

The Board is responsible along with the executive staff for framing a new strategic plan, which involves reviewing the mission statement.

Background:

Review of the mission statement involves multiple conversations among the broad Cascadia Community. During Convocation in September, the employees began the conversation. Other conversations are planned throughout fall term including during the October DIA (Oct 27), with our Professional Technical Advisory Councils, and our students. This month affords the Trustees the opportunity to provide feedback through a public discussion. The Institutional Effectiveness Council is responsible for gathering and making sense of all the collected data.

Discussion:

The Trustees are invited to discuss the following questions (note: These are the same questions that were discussed during Convocation):

Cascadia’s current mission statement: *Transforming lives through integrated education in a learning-centered community.*

- How well does our mission statement answer these questions:
- Who we are?
- To whom is our work directed?
- Where we engage?
- Our impact?
- What matters most to us?
- What matters most to the people in our district?

Strategic Planning planned Board of Trustee Meeting Topics

<u>Month</u> <u>2020-2021</u>	<u>Topic</u>	<u>Type</u>
October	Mission statement Draft Review	Discussion
November	2020-2023 Strategic Plan Draft Review	Discussion
January	Review and Approve revised Mission	Discussion + Action
February	Review and Approve 2020-2023 Strategic Plan	Discussion + Action
March	Review college-wide indications	Discussion
April	NWCCU Recommendation Updates	Information
June	Strategic Plan 2020-2021 Priority Updates & 2021-2022 Priority Previews	Information

CASCADIA COLLEGE

BOTHELL • OUR COMMUNITY'S COLLEGE

ON OUR MISSION

MISSION VS. VISION



A mission statement is...

Intended to drive our core work and align our employees with a clear and primary purpose

Designed to shape our culture and help us find meaning in our work

Focused on today



A vision statement...

Gives Cascadia its direction

Describes what we aspire to be in the future

EXAMPLES OF MISSION STATEMENTS

We inspire, educate and outfit for a lifetime of adventure and stewardship

REI

To inspire and nurture the human spirit – one person, one cup and one neighborhood at a time

Starbucks

We ignite opportunity by setting the world in motion

Uber

To give customers the most compelling shopping experience possible

Nordstrom

Spread ideas

TED

EVOLUTION OF CASCADIA'S MISSION STATEMENT

Cascadia is a community college whose caring culture supports creative, comprehensive, culturally rich, technologically advanced and learner-centered education that is environmentally sensitive, globally aware and seamlessly linked with the community, area enterprise and other educational institutions



Transforming lives through integrated education in a learning-centered community

ELEMENTS OF A STRONG MISSION STATEMENT

STRONG

WEEK

Language is same as our constituents use

Language contains jargon our audience may not understand

The message is emotionally stirring

The message is logical

Communicates why

Communicates only the what and how

One concise powerful sentence

A long rambling paragraph

It is memorable and fun

It is forgettable and boring

It is actionable

It isn't quantifiable

It sets us apart from our competition

It is interchangeable with competition's

PROCESS FOR DRAFTING NEW MISSION



College Community reviews, reflects, and reconsiders



Institutional Effectiveness Council (IEC) will summarize comments and feedback and share out for College Community review



Board of Trustees Review and Approve/Affirm (January 2021)



QUESTIONS FOR DISCUSSION

How well does our mission statement answer these questions:

Who we are?

To whom is our work directed?

Where we engage?

Our impact?

What matters most to us?

What matters most to the people in our district?

CONFIRMING NEXT STEPS

1

Institutional Effectiveness Council (IEC) will summarize comments and feedback and share out for College Community review

2

Board of Trustees Review and Approve/Affirm (January 2021)

Cascadia College Board of Trustees

Action Items

Subject: NWCCU Approval for Distance Learning

Justification:

The federal Department of Education had extended some flexibilities for operating during the pandemic through December 31, 2020. Our ability to offer online (synchronous/asynchronous classes excluding hybrid) courses for any and all of our programs is a flexibility that is set to expire in December 2020 unless we have approval from our accrediting body (NWCCU). Cascadia is not currently approved to offer program and applicable courses online.

Background:

The NWCCU process for gaining authorization for programs to be delivered through distance education (online) requires we complete the “substantive change process” that includes governing body approval. As the appropriate academic body, the Student Learning Council has considered, approved, and forwarded a motion for the Board of Trustees to consider.

Recommendation:

Consistent in supporting the mission and values of Cascadia, the Student Learning Council (SLC) affirms that our students benefit from distance or online education programs as an effective and accessible educational option, and that the College has:

- Provided training and support for faculty teaching in distance education programs resulting in the necessary skills needed to teach in an online learning environment,
- Ensured on-campus faculty have a substantive role in the design and implementation of distance education programs,
- Delegated to the on-campus faculty the responsibility to determine appropriate rigor, outcomes, assessment of distance education courses and programs, and are comparable to on-campus and hybrid programs and courses.

Therefore, the Student Learning Council affirms (10.15.20) that all Cascadia programs and applicable courses meet requirements to be offered in an online modality and recommends that the Board of Trustees approve all Cascadia College academic programs for distance education per the NWCCU substantive change process.

Action:

Motion: We approve Cascadia College academic programs for distance education per the NWCCU substantive change process.

Chair asks for motion: _____

Trustee makes motion: _____

Trustee seconds motion: _____

All in favor:

	Yes	No	Abstain
Captain			
Kelly			
McDaniel			
Ponto			
Quint			



BOTHELL

Cascadia Events & Advocacy Board (EAB)

Report to the Board of Trustees

Cascadia College

Meeting: October 2020

Dear Trustees,

We just had our first event, Playlist Bingo, on September 29th as a part of our welcome week celebration. Students were able to win \$50 per round and 30 people participated. We've received positive feedback on it. Welcome week is also a celebration of the ARC's 5th birthday with events sponsored by different departments at UWB and Cascadia. The Kodiak Cave shared a video on how to make a strawberry shortcake so people would be able to celebrate from home.

On October 14th, we will be having an Involvement Fair where 10 clubs are currently confirmed for the quarter. This is an event for students to learn about clubs and other opportunities outside of class to build a community.

The campus Elections Task Force is planning several events prior to the November election. EAB is focusing on some events to happen after election day. There is more information to follow

about this.

In addition, three members of EAB attended the Speak Out Youth Summit, "A day-long virtual summit on racial justice, leadership development, and radical imagination.

" They attended sessions from multiple speakers and participated in a Q&A with political activist Angela Davis. I will also be attending the Washington Student Engagement Networks Summit on October 17th which will include workshops and presentations for college students wanting to connect with legislators, advocates, and other college students.

Thank you,
Angela Tang
EAB Advocacy Chair



Washington Public Employees Association

UFCW Local 365

Report to the Board of Trustees

Cascadia College

Meeting Date: October 2020

Conversations continue with administration and WPEA about the re-entry plan, remote work plan, and the safety of our members while they are on campus supporting staff, faculty, and students. Understanding the re-entry is ever growing, there has been some miscommunication amongst our members and supervisors around expectations of remote work and re-entry. Conversations continue on the best way to support all of campus during this time and we are thankful for the trainings that the HR department have provided us during the pandemic.

WPEA had a member meeting, most members were in attendance where we discussed remote work, work/life balance, and bargaining. Work/life balance is still difficult.

We ask for the Board to support our needs to finalize the conversations in regards to the remote work plan, re-entry plan, and bargaining.

Thank you,

Marah Selves, M.Ed, Administrative Services Manager

Cascadia Community College Federation of Teachers Local 6191, AFT



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

❖ No news to report

As the academic school year begins, faculty remain deeply engrossed in the ongoing effort to create engaging and meaningful learning experiences for students under conditions occasioned by the pandemic. Consequently, CCCFT has nothing to report; we're too busy with our classes (and our lives and the lives of our communities) to have any new news.