



October 13, 2021

Dear Board of Trustees and Campus Community:

We are fully in the swing of Fall Quarter with students on campus, courses being taught in person, and plenty of mask-wearing. The staff and faculty brought about a great start to fall on-campus teaching and very few problems with our Fall COVID Plan were reported. Parking lots were surprisingly full, the campus was buzzing with activity, and we're doing ok.

As we move forward, we must consider our decreased enrollment and its financial implications. At the Board meeting, we'll review both those variables and discuss what impact this might have for the long term.

Other issues need to be resolved as well, such as the employee vacancies we face and how to recruit qualified individuals.

With every problem to resolve, there exists a joy to celebrate. This week, the academic and senior leadership of both UWB and Cascadia met for a social hour off-campus to kick off our newly revitalized (and in-person) relationship. Chancellor Esterberg and I saw each other multiple times this month and the vision we hold at Cascadia for a true partnership with UWB on all levels seems to be on our horizon.

I look forward to seeing you at the meeting. A summary of my activities this month is below.

Respectfully, Eric

Campus

- E-Team drop-ins (x2)
- Foundation Board / Planning meetings (x2)
- Jumpstart Orientation Introduction
- Planning Meeting with Trustee Ponto
- Exit Meeting with Trustee Captain
- ETeam Lunch with New Employees
- Navigators
- Campus Remembrance Event
- Constituent Leadership Training Facilitation
- Foundation Board Recruitment meetings (x2)

Community / State

- Kenmore-Bothell Chamber Meetings (x2)
- Together Center (Redmond) Tour
- Finance Check-in with SBCTC
- Moderated Candidates Forum for Kenmore City Council Candidates
- Moderated Candidates Forum for Bothell City Council Candidates
- Developed questions for Candidates Forum for Redmond City Council Candidates
- Eastside Small Business Roundtable Event with Eastside leaders
- WACTC Monthly Meetings

UWB

- Planning meeting with UWB Staff for Community College social hosted at Eric's for Chancellor Esterberg
- 1:1 with Chancellor Esterberg (x2)
- Leadership Social with Cascadia and UWB

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 Interim Executive Director of Equity & Inclusion, Chari Davenport:

Lake Washington School District has asked to join with Cascadia for a Student of Color Conference in May 2022. The event will bring a large number of high school students to our campus. In addition to workshops, the students are hoping to learn what life is like on a college campus, so we will have tours and a couple of 'sample' classes for them (BIT and STEM). The Office of E&I will work with the campus community (faculty, staff, student life) to provide a well-rounded college campus experience; this will be a wonderful recruiting opportunity for both Cascadia and the Cascadia Scholars Program.

Cascadia Scholars Program – We currently have three applications as of Wednesday, 10.7.21. However, we have communicated with an additional ten students who expressed an interest through the Foundations Office and an additional seven students who were referred to us from a faculty. In addition, our Cascadia Scholars Program Lead (Hao Cheng) along with the E&I interns staff a table each week of the fall orientation events; they are also facilitating a weekly workshop and drop-in session (via Zoom) for students interested in learning more about the program. Finally, Hao and the interns staffed an information table at the Cascadia Involvement Fair and had several, wonderful discussions with students interested in the Scholars Program.

Equity and Inclusion Student Advisory Committee – The E&I Student Advisory Committee will resume for fall 2021. This is a group of students who are dedicated to advancing Cascadia's E&I goals through student advocacy, campus-wide programming, and ongoing discussions about how different E&I related issues affect students at Cascadia. The Cascadia Scholars Program Lead, Hao Cheng, will chair the committee, which will have a total of seven students from various areas including UWB, Cascadia student government, and International Programs.

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

College and Career Foundations Division

The new College and Career Foundations Division launched classes this fall, including English Foundations classes that serve resident and international English language learning students. Students report enjoying the return to in-person learning, and the increased diversity in the classroom.

Guided Pathways

Guided Pathways work groups this year will focus on curriculum mapping, placement practices, and progress monitoring. Guided Pathways co-leads are Lyn Eisenhour, Gordon Dutrisac, and Natalie Serianni. We're looking forward to increasing connections between GP and the Office of Equity and Inclusion and the Office of Institutional Effectiveness this year.

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

Human Resources/Payroll

Fall quarter 2021-2022, hybrid style, is underway!

HR/Payroll processed the annual compensation for all employees in collaboration with Finance and Student Learning:

- Annual Student and Part Time Hourly pay - approximately 77 employees
- Annual Exempt and Classified pay - approximately 100 employees
- Annual Full Time Faculty pay - approximately 50 employees
- Quarterly Part Time Associate Faculty contracts - 60 employees for Fall Quarter; approximately 127 active Associate Faculty total

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

- Student Life Community Engagement Officers (CEOs) & Events & Advocacy Board (EAB) - 8 student employees
- ARC & Outdoors Wellness Leaders (OWL) - 6 student employees
- The Bock Learning Center & Language Lab - 14 student employees
- International Programs - 4 student employees

HR continues to recruit for various full-time positions such as: Director of Financial Services, Controller, Fiscal Specialist 1 - Accounts Payable, Executive Director of Equity & Inclusion, Instruction & Classroom Support Technician 3, Administrative Services Manager A/Faculty Support Liaison, Administrative Assistant for the Deans of Student Learning, Executive Assistant to the Vice President for Student Learning & Success, Vice President for Administrative Services & Human Resources. Stay tuned for more searches coming soon.

We also remain focused on the COVID vaccine mandate for all state employee effective Oct 18, 2021. Employees, including Board of Trustee members and on-site volunteers, must have either uploaded proof of full vaccination status in Healthy Campus' Daily Health Check In or applied for a religious or medical exemption with HR to remain employed.

And finally, HR/Payroll Team would like to acknowledge and thank **Gayle Waddle-Wilkes**, Payroll Coordinator, for her 17 years of service and **Karina Castro**, HR/Payroll Assistant, for her 6 years here at Cascadia.

Organizational & Professional Development

The new Constituent Leadership Training program kicks off this month with a cohort of 12 faculty and staff. The purpose of this program is to: meet a need for people who fill constituent leader positions to receive ongoing training to effectively lead within a shared governance structure; provide those appointed to constituent leader positions with the tools necessary to facilitate communication and problem solving; provide valuable professional development, comradery, and support; and provide access to members of E-Team. The hope is that in fulfilling this purpose participants gain insight into leadership while also becoming positive forces for organizational change and growth. The Constituent Leadership Training program provides year-round training and coaching, with fall quarter focusing on shared governance and adaptive leadership.

Information Services

During the month of September, the return of faculty, staff and students to campus led to a lot of support requests. Information Services received 944 requests for assistance (with only 288 of them coming from students). Some highlights:

- I.S. hosted 12 curbside equipment pick-up/drop-off events, allowing the return of equipment by 27 students and pick-up of equipment from another 39 students, ahead of fall quarter.
- 18 webcams and 26 headsets were delivered to faculty and staff on campus to enable hybrid meetings and classes from campus offices
- All classroom A/V systems were tested for functionality ahead of the start of the quarter. Several classrooms were found in a broken state (we hadn't been regularly using them, but it doesn't mean the technology didn't suffer) and have been repaired or are in the state of repair now.
- I.S. assisted with locating and installing specialized A/V equipment in two classrooms to assist with accommodations requests that came in through the DSS office.
- I.S. hosted sessions for faculty during opening week to review use of the wireless or hands-free mic systems in the classrooms as these are becoming more necessary while faculty are required to wear masks. Walk throughs were recorded and shared with faculty who could not include the in-person sessions.
- A Microsoft security patch to prevent printer drivers from being used maliciously meant that many faculty and staff needed assistance installing printer drivers upon their return to campus.
- Students' primary support needs were related to account activation or UW NetID creation so that they could get access to resources on campus. That accounted for more than half of the student requests for the month.

General ctcLink support continues to be a significant contributor to requests every month. In September, I.S. responded to 107 ctcLink related requests (62 of those were from students).

Finance

Nothing new to report this month.

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

COVID-19

Shawna Pitts was hired on a temporary basis to serve as Cascadia's COVID-19 Response Manager. Approximately 73% of employees have registered their vaccination status and COVID processes are running smoothly.

Communications/Outreach/Marketing

Communication

The team designed, printed, and posted all color-coded signage for COVID-19 protocol including motivational arrows, A-frame check-ins, cling reminders for facial covering and vaccination requirements, and classroom and hallway posters. Other notable communications included a [media release](#) to highlight new students on campus (jumpstart) and promote enrollment, a special page for virtual and in-person events and resources called [Welcome Weeks](#), and social media posts for which the highest topic of engagement proved to be COVID-19 vaccinations.

Outreach

The Outreach team is continuing with Virtual Visits, dropping off materials in-person then meeting with students online. This month there were 312 visits, zoom drop-ins, emails, and live chat connections.

The team also participated in the Fall Counselor Workshops virtual visit with counselors from all over Washington State.

Marketing

The Fall Enrollment Campaign came to an end with initial results showing new TikTok ads performed best with a 1.30% CTR (Click-Through-Rate). Full results are expected by mid-October. Promotions included eye-catching flyers to support programs such as Cascadia Scholars.

Facilities/Capital Projects

Despite setbacks from COVID, rising labor and materials costs, and delays in city permitting, the STEM 4 project is only 1% above what the contractor estimated more than 16 months ago. Lease Crutcher Lewis, in consultation with Mithun (architects) has done an outstanding job of managing our financial risk. Work is now in the ground. Next, construction workers will begin digging a channel eastward across campus to connect to storm water system and will build a platform for the crane.

Foundation

Work on the 2020-21 fiscal year close-out continued and preparations for the new year are underway. The Board is set to welcome two new Directors and kick-off the next round of recruiting for members. Board Directors are also taking small projects that leverage their skills and interests. Progress continued with the roll out of the new scholarships management platform, AwardSpring. Foundation collaborations included work with Student Success Services and Student Financial Services to increase enrollments this fall and winter; adjusting to the new requirements from the United Way of King County with the Emergency Grants administrative team; and ongoing work with a handful of Foundation friends and donors to develop new scholarships – including support for adult students as well as students impacted by the corrections system – planned for the 2022-23 academic year.

International Programs

IP welcomed a group of new students for Fall 2021. Students enjoyed being on campus and studying in in-person classes. The team’s focus has now shifted to the retention efforts including academic and transfer advising, COVID-19 vaccine compliance, and reintegration of all students who were remotely enrolled this past year. Ongoing marketing and recruitment efforts include creating more robust digital content to tell students’ stories and developing group programs for 2022 intake.

CASCADIA SCHOLARS PROGRAM

want to feel like you belong?

Cascadia Scholars Program provides BIPOC students:

- Mentoring
- Academic and Career Support
- Community and Resources

Contact: cascadiascholars@cascadia.edu
To apply: tinyurl.com/CascadiaScholarsApply
Website: www.cascadia.edu/equity

Cascadia College
Office of Equity & Inclusion



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

Regular Meeting
Wednesday, October 20th 2021
4:00 p.m.
Via ZOOM

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 20th 2021
4:00 p.m.
ZOOM**

AGENDA

1. EXECUTIVE SESSION (4:00pm)

The Board will meet in a thirty-minute Executive Session to discuss number 2 below and/or any of the issues listed below:

1. to receive and evaluate complaints against a public officer or employee;
2. **to evaluate 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 likely 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 process act, chapter 34.05 RCW; and/or
6. to plan or adopt the strategy or position to be taken during collective bargaining, professional negotiations, or grievance or mediation proceedings, or to review proposal made in on-going negotiations or proceedings.

2. CALL TO ORDER (4:30pm)

3. CONSENT AGENDA

- Meeting Agenda
- Minutes from last meeting – September 22, 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 (None)
- Introduction of new EAB members
 - Becky Riopel

6. INFORMATION ITEMS

- Faculty Sabbatical Focus (KL)
- Student Focus (EM)
- Policy Review (EM)

7. DISCUSSION/PRESENTATION ITEMS

- Strategic Plan Byte (KL)
- Monthly Finance Report (ML)
 - *10th Day Enrollment (KL)*

8. RECOMMENDED ACTION ITEMS

- Transforming Lives Nomination

9. OTHER REPORTS

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

10. OTHER BUSINESS OR ANNOUNCEMENTS

11. NEXT MEETING

- Next regularly scheduled Board meeting is Wednesday, November 17th 2021

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 22nd 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, Chari Davenport and Dr. Eric Murray present.

Alan Smith (AAG) present.

Kari McGie (recorder) present.

AREA REPRESENTATIVES

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

Student Representative – Tamara Wood EAB Advocacy Chair present.

WPEA Representative – WPEA Rep absent.

AUDIENCE

Hso Cheng, Ken McLean, Andrea Angel-Hilgendorf, Becky Riopel, Donna Sullivan, Erik Tingelstad, Erin Blakeney, Haley Green, Lyn Eisenhour, Minerva Butler, Nina Jouval, Noah Overby, Sara Gomez Taylor, Samantha Brown, Satarupa Joardar, and Shawna Pitts

1. CALL TO ORDER

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

2. CONSENT AGENDA

Chair Roy Captain asked for approval of the consent agenda. Trustee Janet McDaniel made a motion to approve the consent agenda. Trustee Dr. Meghan Quint seconded the motion. Hearing no objections, the trustees approved the consent agenda. Chair *Roy Captain Absent.*

3. PUBLIC COMMENTS

No public comments for the agenda.

4. INTRODUCTIONS OF NEW EMPLOYEES/PROMOTIONS:

- Andrea Angel-Hilgendorf, new Fiscal Specialist 1 in Finance.
- Ken McLean, temporary interim Director of Finance.
- Martin Logan, announced a Promotion in his area.
- Hao Cheng, new Cascadia Scholars Program Lead – BIPOC Student Recruitment and Retention in the Office of Equity and Inclusion
- Nina Jouval, new Outreach Specialist for Outreach and Marketing
- Satarupa Joardar, new Communications Specialist for Outreach and Marketing
- Tamara Wood, new EAB Advocacy Chair
- Minerva Butler, new Trustee on the Board of Trustees

5. INFORMATION ITEMS

Enrollment Report

- Five-year enrollment trends as well as where we are at for fall:
 - Enrollment drives strategic and operation decisions and decisions for winter quarter. Overall FTE for academic year 2020-21 was down 15.6%.
 - The economic cycle has changed so it is difficult to predict where we will be at the end of fall and winter but this is not different from other colleges.
 - Transfer degree enrollment is on the decline. There is an increase of undecided students which could be attributed to the pandemic, or incorrect coding in ctcLink. This may be representative of students that are not as sure why they are at college. This is helpful information for advisors so they can help students pick their specialties.
 - Enrollment is up in returning students which is a positive trend. Two students made phone calls over the summer and this is thanks to their work.
 - Fall quarter is down 18% but it is predicted that most students are waiting until the start of the quarter to register.
- Five-year recovery plan:
 - K-12 enrollment is strong which is good for both running start and for the traditional pipe line of students graduating from area high schools.
 - Student Learning will work with UWB enrollment to create pathways for students.
 - Foundation is strong and has donated \$25,000 to call former students to get them enrolled and donated \$25,000 to the E&I Scholars program.
 - New UWB leadership that is engaged and collaborative.

Comments/Questions:

- Is it feasible to study why undecided student numbers are up?
 - It is the goal of Guided Pathways to get students into their programs within 30 credits; those in a program are more likely to stay in school.

Strategic Plan

- Three guiding principles of the strategic plan (what matters most for demonstrating mission fulfillment): accessible, equitable, superior educational experiences.
- Mission fulfillment outcomes are to increase student success
- Each initiative has owners, governance, and short-term and long-term outcomes.
- The three groups of owners are the Guided Pathways team, Strategic Enrollment Management team, and the Equity and Inclusion office.
- Looking forward:
 - Strategic initiative development with a continuous improvement process of thinking, planning, doing, and assessing.
 - Each month we will focus on one of the elements.
 - Link initiatives to our budget process as part of final budget adoption.

Comments/Questions:

- None

COVID Update

- A comprehensive Fall Quarter Plan can be found on Cascadia's website and attached to the Wednesday Health Campus update.
- Introduction of Shawna Pitts, Cascadia's new COVID response manager.
- Thank you to Alan Smith for assisting with all the difficult processes related to COVID.

Comments/Questions:

- None

6. DISCUSSION/PRESENTATION ITEMS

Strategic Plan Byte

- FTE broken down by student race/ethnicity:
 - Breaks down students to a manageable grouping and are easier to track.
 - In the past year, we lost 5 years of gains in enrollment with Hispanic or Latino and Black or African American populations.
 - We find from this data that we need to reengage with students in our communities of color.

Comments/Questions:

- None

Change Management

- Three levels of change: tell/communicate, teach/educate, engage.
- Important to have one person focused on the project, and one person focused on the people involved.
- Understanding change through the fear of loss is key.

Comments/Questions:

- Samantha's strengths have been utilized more and more during the pandemic.
- Well done presentation, very visual.
- In total agreement of the method of tell, teach, and engage.

Monthly Finance Report

- We ended the year in the positive due to employee turnover and lack of travel. 3.5 million in stimulus funds will carry us through this year without having to touch our reserves. For the 5-year recovery plan, we will need to think strategically about using reserves. We are not looking at changing our staffing structure at this point.
- Next month we will project 21-22 numbers after the 10th day enrollment numbers come in and will present at the October meeting.
- New Trustee Minerva Butler has been voted on to the Finance subcommittee, which matches her background. She will meet with Eric/Marty to get into details, then represent at the larger meeting.

Comments/Questions:

- None

7. RECOMMENDED ACTION ITEMS

2021-2022 Election of BOT Chair and Vice Chair (1st Read/Action)

Chair Roy Captain asked for approval of the recommendation that Trustee Mike Kelly will be the 2021-22 Chair of the Board and Trustee Dr. Colleen Ponto will be the 2021-22 Vice Chair of the Board. Trustee Dr. Meghan Quint made a motion to approve Trustee Mike Kelly as the 2021-22 Chair of the Board and Trustee Dr. Colleen Ponto as the 2021-22 Vice Chair of the Board and Trustee Janet McDaniel second. All in favor, no abstains.

2021-2022 Legislative Action Committee BOT Representative (1st Read/Action)

Chair Roy Captain asked for approval of the recommendation that Trustee Janet McDaniel will be the Legislative Action Committee BOT Representative for Cascadia College for 2021-22. Trustee Mike Kelly made a motion to approve Janet McDaniel as the Legislative Action Committee BOT Representative for Cascadia College for 2021-22 and Trustee Dr. Colleen Ponto second. All in favor, no abstains.

Comments/Questions:

- None.

8. REPORTS

Cascadia Events & Advocacy Board (EAB): Tamara Wood, Advocacy Board Chair was present and gave a brief introduction. She added:

- 7 new student employees that began training on September 14th.
- Jumpstart orientations took place for 120 students both in the ARC and virtual.
- The ARC will host a student services resource fair tomorrow, September 23rd.

Cascadia Community College Federation of Teachers (CCCFT): David Shapiro, Tenured Founding Faculty was present and expressed how wonderful it is to be back on campus and encouraged the Board to come to campus in the fall and visit one of his classes. He doesn't have anything to add to his report.

Cascadia College Classified Union Washington Public Employees Association (WPEA) Report:
None

Chair and Individual Board Members Reports:

- Chair Roy Captain gave a heartfelt farewell speech to his fellow Trustees and the Executive Team thanking them for 4 years of learning and respect.
- Trustee Mike Kelly shares that Roy has been an outstanding representative on this Board.
- Trustee Janet McDaniel shares that Roy brought heart and wisdom to the Board.
- Trustee Dr. Colleen Ponto shares that Roy is an excellent teacher and helped improve her service to the Board.
- Trustee Dr. Meghan Quint shares that Roy was welcoming and encouraging and generous with his time and talents.
- Chair Roy Captain handed the gavel to Trustee Mike Kelly for the next action item.

President's Report:

- Thank you and cheers to Chair Roy Captain for his many years of service, for his good work and valued perspective.
- Happy that Roy will be joining the Cascadia Foundation Board to help further the college's mission in a different way.

9. OTHER BUSINESS/ANNOUNCEMENT

- Welcome Minerva Butler, Cascadia's newest Trustee
- Reminder for validation of vaccination after the meeting.
- There will be some homework for policies in October.
- Meeting will continue by Zoom. Donna will assist with Board Packet and meeting.

10. MEETING ADJOURNMENT

Chair Roy Captain adjourned the regular meeting at 6:02 PM

11. Minutes Approved and Adopted on September 22nd 2021

Roy Captain, Board Chair

Attest:

Dr. Eric Murray, President Bdminutes

09222021

Cascadia College Board of Trustees
NEW EMPLOYEES and/or PROMOTIONS

Subject: New Employees and/or Promotions

Background:

The Board has requested to meet all new employees to campus and become aware of those who have received promotions.

Details:

The following employees have joined Cascadia since the last Board meeting. Their bios are attached:

- None at this meeting.

The following employees have been promoted since the last Board meeting. Their transitions are attached.

- None at this meeting.

The following Events & Advocacy Board members (student government) have joined Cascadia since the last Board meeting.

- Tamara Wood – Advocacy Chair
 - Tamara is working on a sustainability degree and hopes to work as an intersectional sustainability consultant.
- Nika Salimi (she/her) – EAB Coordinator
 - Nika is a Running Start student from Jackson High School and is working towards an AA in Biology. She plans to transfer to the University of Washington and study to become a pediatrician.
- Amy Walesby (she/her) – EAB Coordinator
 - Amy is a Running Start student from PARADE at the Riverview Learning Center and is working towards an AA in Integrated Studies. She hopes to then transfer and study forensic psychology.
- Madelynn Sakay (she/her) – EAB Coordinator
 - Madelynn is a Running Start student from North Creek High School and is working towards an AA in Integrated Studies. After graduating from Cascadia, Madelynn plans to pursue a major in environmental studies and a minor in economics at the University of Washington. Eventually, her plan is to go to law school and study to become a litigator.

Cascadia College Board of Trustees
Information Items

Subject: Faculty Focus – Asynchronous Faculty Sabbatical Report

Justification: Cascadia's practice is to have faculty share out their sabbatical experiences in January of each year. During the 2020-2021, 8 faculty participated in sabbatical. As a result, we are providing reports using a combination of modalities: asynchronous and during meetings.

Background:

This month, **Marc Hyman, Senior 2 Tenured Faculty in Business & Accounting** shares his sabbatical podcast created through the Teaching and Learning Academic podcast series.

[Marc Hyman Sabbatical Podcast](#)

Cascadia College Board of Trustees

Information Items

Subject: Student Focus

Justification:

The Trustees requested to hear a monthly student success story or achievement.

Background:

Each month we'll bring the Trustees a highlight from our student successes. This month we bring you Shyla Hansen and her mom Tinia. The Trustees were recently introduced to Shyla. But the story of the Hansen family's 20 year association with the college, Shyla's path from toddler to student to employee, and Tinia's path as Associate Faculty and mom of multiple Cascadia students is worth hearing in its entirety.

Cascadia College Board of Trustees

Information Item

Subject:

Policy Review

Justification:

NWCCU requires that the Trustees periodically review all Board policies.

Background:

The policy review process systematically began four years ago. The process is broken up into three equal parts covering three years and last year (2020) was supposed to conclude the three-year cycle. Last year's review was postponed for a number of reasons. This fall, the Trustees are asked to complete the cycle.

Discussion:

One reason for the postponement was that information was lost as to where we left off in the process from 2019 to 2020 when the President's Executive Assistant changed. A review this last 12 months has accomplished the following:

- Identification of what was approved in 2018 and 2019.
- Identification of what still needs approval in 2021.
- Renumbering of all policies such that they are sequential. (Archival records of previous numbering has been maintained.)
- Rewriting of policies that refer to RCW's or WAC's. (Any policy that directly refers to an RCW or WAC simply links to that RCW or WAC.)
- Rewriting or correction of policies that were not current.
- Deleting of policies that were redundant.

Trustees will receive an email after the Board meeting with instructions on how to view the policies and the changes. Any changes to content have been identified. The Trustees are asked to review all designated policies and new content. Trustees should come prepared at the November meeting to approve or recommend changes to the policies.

Cascadia College Board of Trustees
Information Items

Subject: Mission Fulfillment Byte

Justification:

The Northwest Commission on College and Universities' (NWCCU) Standards for Accreditation support the organization's mission to accredit institutions of higher education on a seven-year cycle by applying evidence-informed standards and processes to support continuous improvements and promote student achievement and success.

The NWCCU provides guidance clarifying their expectations for how colleges can demonstrate mission fulfillment through purposeful planning.

Criteria to demonstrate Mission Fulfillment	Target	Aspiration
The institution sets meaningful goals, objectives, and indicators to define mission fulfillment and improve effectiveness.	The institution assesses progress toward achieving its mission fulfillment objectives over time, using longitudinal data and analyses. Both standardized and program-specific data and performance measures are used to inform unit planning, program review, and institutional plans.	Mission fulfillment objectives, indicators, goals, and outcomes are widely distributed, discussed, analyzed, and used to determine strategic priorities.

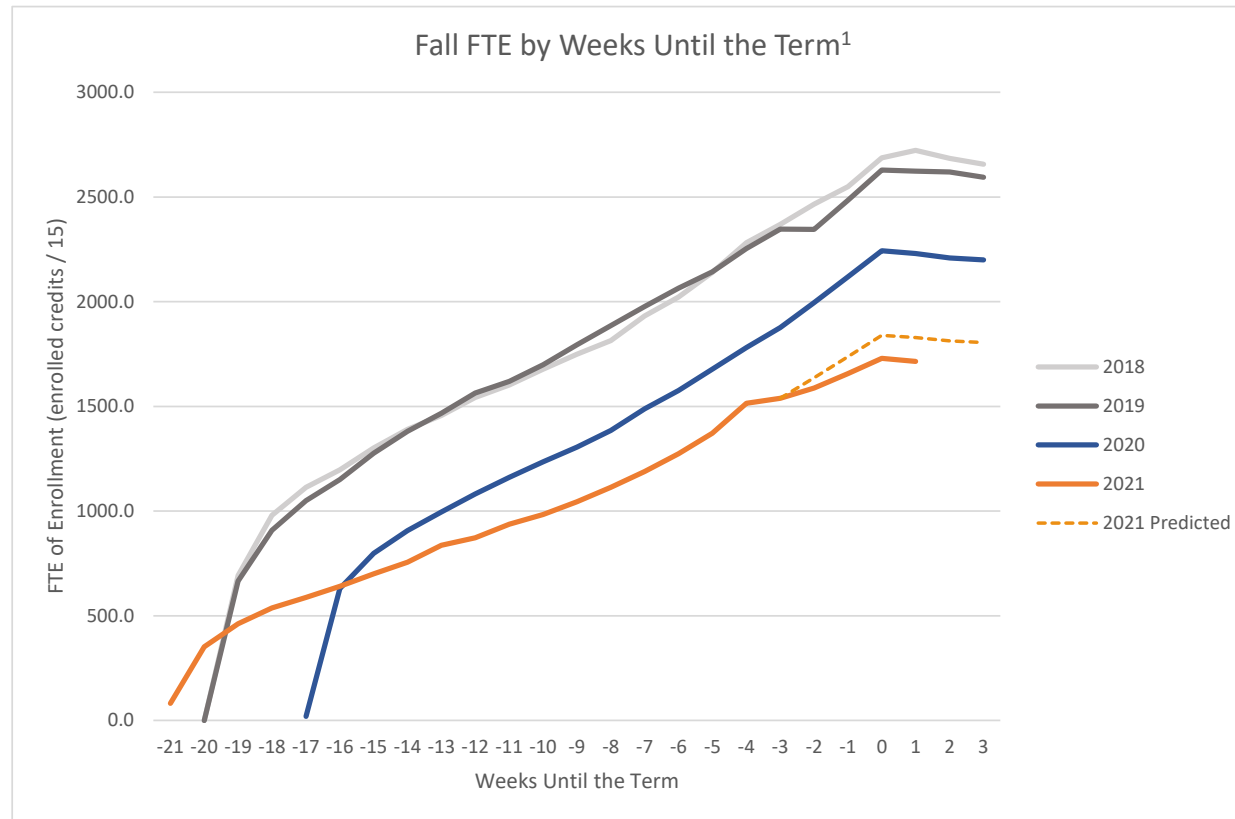
Background:

Mission Fulfillment Bytes (MFB) provide a “close in” data examination of one of our mission metric areas. MFBs will focus on helping us to better understand how strategic actions are driving our mission metrics. A different MFB will be explored at each meeting throughout the year.

The October MFB previews enrollment by academic program.

FTE Fall 2021

Fall 2018 – Fall 2021
as of 10/6/2021



At 1 week after the start of the fall term, FTE for 2021 is **down 22.9%** (-513.1 FTE) compared to last Fall.

This Fall's enrollment is **down 34.2%** (-899.6 FTE) compared to 2019, a year that reflected more typical enrollment patterns.

Predicted: Previously, we predicted FTE down **18%**, for fall. Enrollment slowed relative to last year leading up to the term, and we ended up down **5 percentage points more** than projected.

¹Excludes CiHS and Educational Interview in BEdA.



FTE Fall

Fall 2016 – Fall 2021
as of 10/7/2021



Enrollment Funding Source	Kind of Enrollment	Fall 2016	Fall 2017	Fall 2018	Fall 2019	Fall 2020	Fall 2021	% Δ 1-year	% Δ 5-year
Contract Enrollment		1,006.8	969.8	983.6	1,021.0	917.7	657.4	-28.4%	-34.7%
	Running Start Enrollment	565.0	569.7	638.0	750.7	776.1	582.1	-25.0%	3%
	Int'l (Academic) Enrollment	243.8	240.1	220.6	185.3	128.3	64.6	-49.6%	-73%
	Intl (CCF) Enrollment	198.0	160.0	125.0	85.0	13.3	10.7	-20.0%	-95%
State-Supported Enrollment		1,838.1	1,843.6	1,674.4	1,574.3	1,288.7	1,058.8	-17.8%	-42%
	College & Career Foundatons (State-Supported)	148.7	151.7	123.4	127.8	80.5	57.7	-28.3%	-61%
	Bachelor of Applies Science (State-Supported; 300 & 400 level courses)	37.7	28.5	18.3	21.3	22.4	26.0	16.0%	-31%
	State Excluding CCF & BAS Courses	1,651.7	1,663.4	1,532.7	1,425.2	1,185.8	975.1	-17.8%	-41%
No Funding Source Listed		-	-	-	-	1.8	-	-	-
Self-Support Enrollment		-	-	-	-	-	-	-	-
TOTAL		2,844.9	2,813.4	2,658.0	2,595.3	2,208.2	1,716.2	-22.3%	-40%

Contract-Funded enrollment is **down 28.4%** compared to last year.

State-Supported enrollment is **down 17.8%** compared to last year, fairing better than contract enrollment.

Despite declines in College and Career Foundations and Regular State enrollment, **FTE increased 16%** in Bachelor of Applied Science courses.

Cascadia College Board of Trustees

Information Items

Subject: Fall Term Enrollment Update

Justification: Each quarter the Board of Trustees reviews the enrollment as of the 10th day (post census) for changes in patterns and impact to budget.

Background:

Tenth day enrollment provides a snapshot of our current position compared to previous years.

The following slides are included in the packet:

1. Summary of all overall FTE
2. Summary trend line by Race/Ethnicity
3. Summary data table by Race/ethnicity

Kerry Levett and Michael Horn will be available to respond to questions.

CASCADIA COLLEGE

BOTHELL • OUR COMMUNITY'S COLLEGE

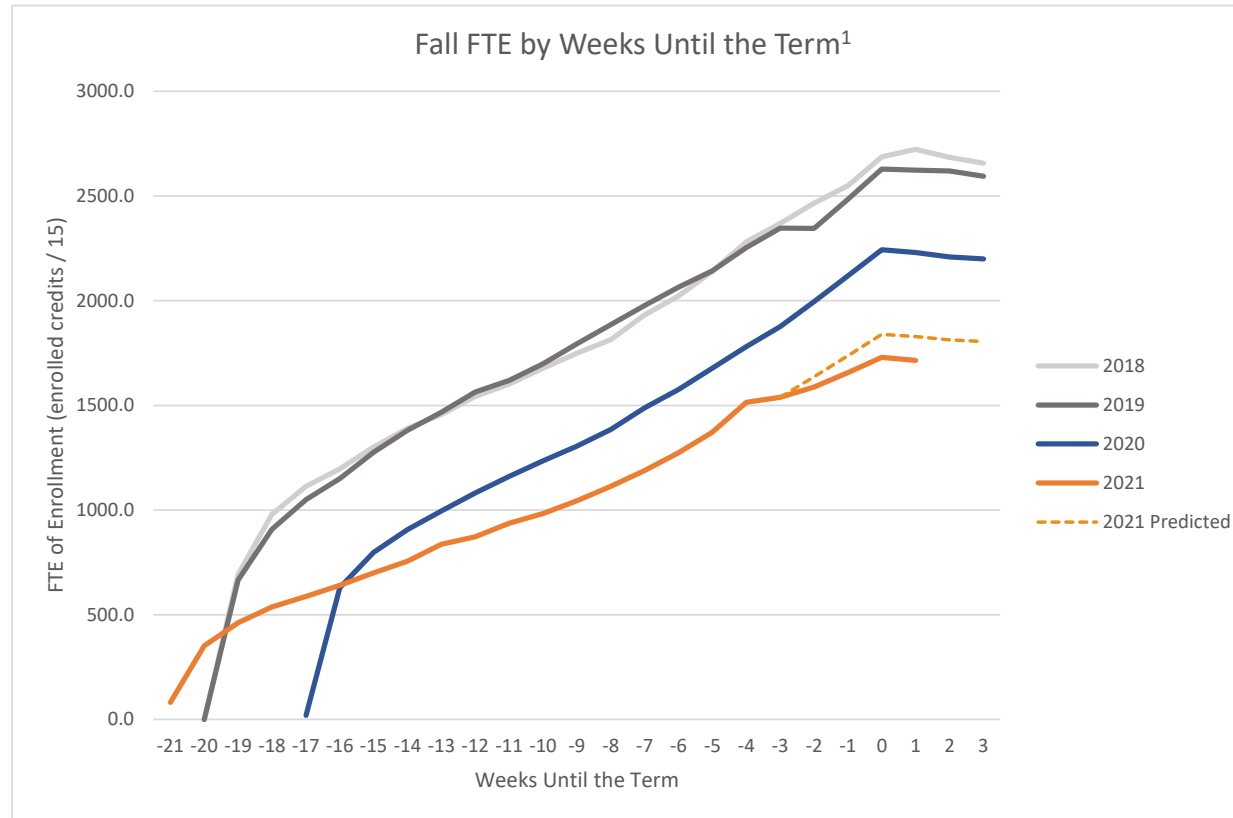
Fall 2021 Enrollment & Trends

Office of Institutional Effectiveness

10/11/2021

FTE Fall 2021

Fall 2018 – Fall 2021
as of 10/6/2021



¹Excludes CiHS and Educational Interview in BEdA.

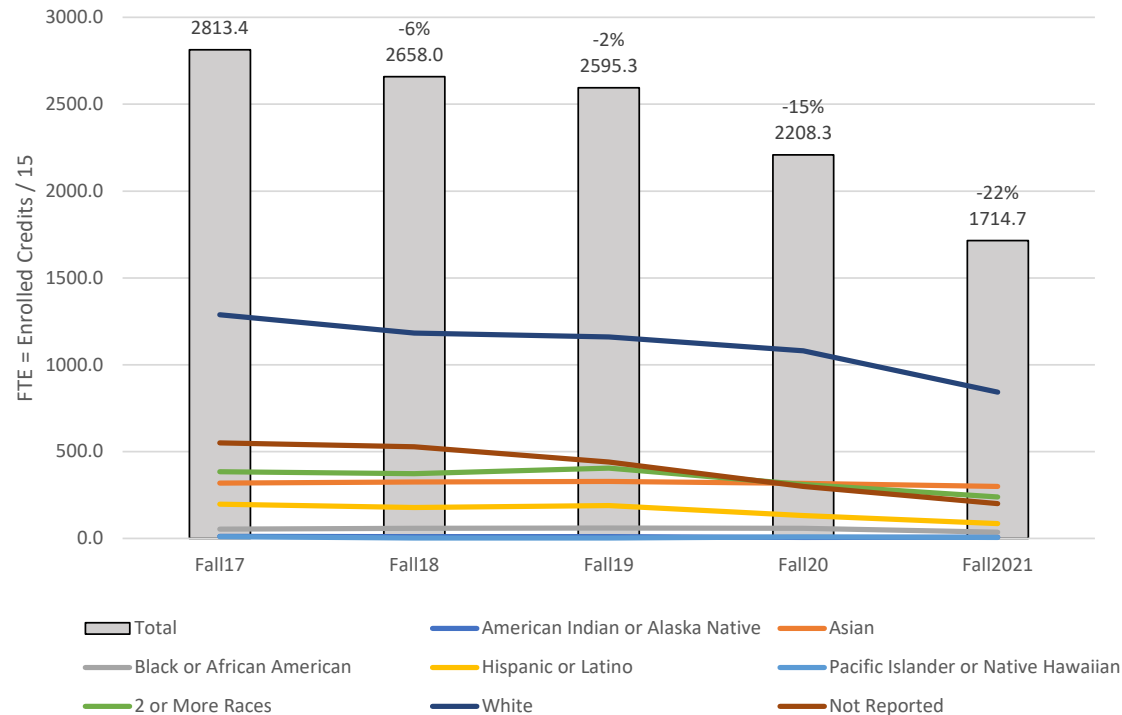
At 1 week after the start of the fall term, FTE for 2021 is **down 22.9%** (-513.1 FTE) compared to last Fall.

This Fall's enrollment is **down 34.2%** (-899.6 FTE) compared to 2019, a year that reflected more typical enrollment patterns.

Predicted: Previously, we predicted FTE down **18%**, for fall. Enrollment slowed relative to last year leading up to the term, and we ended up down **5 percentage points more** than projected.

FTE by Student Race/Ethnicity

Fall 2017 – Fall 2021
(10/11/2021)



Currently, White students remain the largest race/ethnicity group and have grown from 45.8% of total FTE in 2017 to 49% of total FTE in Fall 2021.

FTE by Student Race/Ethnicity

Fall 2017 – Fall 2021
(10/11/2021)



Race Ethnicity	2017	2018	2019	2020	2021*	% Δ Fall20 to Fall21*
American Indian or Alaska Native	12.3	10.3	10.0	5.0	7.8	+56%
Asian	317.9	325.4	327.7	316.3	299.7	-5%
White	1288.3	1182.1	1160.3	1080.5	842.8	-22%
2 or More Races	383.5	373.5	404.2	309.8	239.2	-23%
Not Reported	550.9	527.6	440.5	298.6	199.6	-33%
Hispanic or Latino	196.4	177.9	189.7	132.3	85.3	-36%
Black or African American	53.5	58.7	60.5	57.7	35.5	-38%
Pacific Islander or Native Hawaiian	10.7	2.3	2.3	8.1	4.8	-40%
Total	2813.4	2658.0	2595.3	2208.3	1714.7	-22%

The strongest enrollment relative to last Fall is for American Indian/Alaska Native, Asian, and White students.

The largest FTE declines relative to Fall 2020 are for Hispanic/Latino (-36%), Black/African American (-38%) and Pacific Islander/Native Hawaiian students (-40%).

Cascadia College Board of Trustees

Action Items

Subject: Transforming Lives Award Nomination

Justification:

The Trustees are asked each year to nominate a student from the college for this state-wide award.

Background:

Each year the Trustees' nominate one student to represent Cascadia at the Transforming Lives Awards. This year a virtual ceremony will take place (TBD) in Winter 2022 to recognize recipients from all 34 Washington State Community and Technical Colleges. The nominations are included in the packet. The Trustees must be able to discuss and come to a vote on one candidate at the meeting.

Action:

After careful consideration and review of all applicants, the Board has chosen to nominate _____ to represent Cascadia College for the Transforming Lives Award for 2020. The winning essay will be included in the notes for this meeting. Thank you to all the applicants who took the time to apply for this award. For those students who were not chosen to represent Cascadia, the Board would like to extend a \$50 award to support your future higher education endeavors.

Vote/Adoption:

Chair asks for motion: _____

Trustee makes the motion: _____

Trustee seconds the motion: _____

All in favor:

	Yes	No	Abstain
Kelly			
McDaniel			
Ponto			
Quint			

Kevin Ta

Community colleges tend to be very variable in my school spirit and campus life. They do tend to have hidden academic benefits, and they also lead to my recent success in employment prospects.

On the one hand, with the financial independence and responsibility that it brought, college could be a great opportunity to expand my financial literacy. Given the wide array of courses available in virtually any subject, I had the opportunity to experience classes that were not even directly related to my major - and a diverse course load may even be required by Cascadia college. That was the perfect time to join organizations and clubs and take classes that were not a part of major to learn more about different career paths.

Besides, there was center area for students, composed mostly of middle sized, often relatively prestigious public environments and smaller, but equally prestigious privates. In these, I had a fighting chance at academia, (often) a wish to prove myself, and the steady competition to turn it into a real fight.

Education-wise, I had a good experience attending community college. My professors seem to care and enjoyed teaching. This wasn't always the case when I was at the Cascadia College. A lot of my professors at Cascadia College were probably there for research. I did not at all feel like I compromised the quality of my education by attending a community college.

On the other hands, it was also a lot more lonely and harder to make friends. Community college was primarily commuter schools. Therefore, students attended them typically leave right after class and socialize outside of school. People didn't intend to stay long or they had already had local friends from high school so not many make an effort to build new friendships. There were also fewer ambitious people attending community colleges in comparison to a bigger, more prestigious university. Intellectually, I felt there were fewer people I could identify with. However, on the upside, there's probably fewer annoying stuck-up and spoiled people too.

I am currently working as a Hospital Central Service Operation Supervisor for Surgical service at University of Washington Medical Center, so I have done some professional research in Sterile Processing Field to make sure we have the correct and up to date protocols for processing instruments for use so I am pretty comfortable with my technology skill. However, my passion is creating the best environment for Healthcare providers to work because I believe if they feel comfortable and are treated fairly, they will provide the best care for patients and our community. Therefore, in the near future,

my goal is to be a healthcare leader or a hospital administrator, who will improve healthcare access for patients as well as employees' benefit.

Personally, community college is totally worth it to me. Stay at home, bank up some dough, and get an education. For me, 70% of my friends that went away either dropped out or came back to community college. Meanwhile, I have a full-time job, pay for my own education, afford vacations, as well as have established near perfect credit and fully built my savings accounts.

Generally, big schools, fancy dorms, parties, and luxury apartments are nice. But when you really take a step back the first two years of any college are going to give you your general education courses with little focus on your major if any at all. The last 2 years of study really get down to the meat and potatoes of your major as well as any graduate education after your degree.

Miguel Ortiz
Cascadia College

Returning to school was not a decision I made lightly. My life was different after having moved to Washington, I had debt, a new field of study, and work-school balance to consider. At the same time, I was inspired by the forests and nature trails I discovered and hearing increasingly more about the threat of climate change looming. Amid all this, I researched program offerings at different schools, which led me to the Sustainable Practices program at Cascadia College. After browsing the courses and comparing the program to the others I came across, I decided that if I was going to return to school, it would be for something that I felt passionate about, so I sent in my application essay and hoped for the best.

I was accepted into the program in 2017, but was not able to start the program because of work schedule limitations; I re-applied in fall of 2018 and told myself that education is a priority and that I wouldn't let work be an obstacle to that, so I set out to find a job that accommodated my evening class schedule. Throughout my time in the Sustainable Practices program, I faced several obstacles; personal relationships affected my focus, anxiety and depression surfaced, a pandemic disrupted, well, everything, and my ability to balance school, work, and personal life became increasingly difficult. Halfway through the program, I approached Stephan, the program's Assistant Director, about needing to take a quarter off and together we created a new path to finish my degree successfully. Without Stephan's help at every turn, tracking my progress, internship recommendations, class support, and a reliably optimistic disposition, I don't know how I would have made it through until the end.

I know that I am not alone in my experience; college students face a tremendous amount of pressure and stress, which is why I encourage students to evaluate where they are at each step along the way. It is important to set goals that challenge you, but you should also be aware of your capabilities and limitations at any given time so that you can remedy the areas where things may be falling behind. Don't be afraid to open up. Often times peers will be dealing with the same challenges as you. Find a teacher, staff member, or mentor that you feel comfortable coming to for guidance. Part of the college experience is meeting new people and connecting with them in a new way, and while that may require some vulnerability, it can also provide the encouragement or solutions you need to keep going.

Looking back, the most impactful part of graduating from the Sustainable Practices program has been meeting people with different stories, but with the same passion to preserve the planet and be part of the solution. My future is undetermined, as it always is, but I am exploring career options where I can apply my education in sustainability. However, I've learned that there are many ways to make an impact, you can start with personal choices, having open discussions within your network, and participating with organizations that share your ideals. We all have a unique mix of education, experiences, and personalities that create a perspective nobody else has. I intend to apply that unique perspective in a way that only I can, with the hope of creating a better world for present and future generations.

Matt Wilson

I never did that well in school and was very anxious to get out. My experience in school was a struggle to say the least. College was something I tried and failed my first quarter when I was 18 and told myself I was never going back. I found quite a bit of success in the construction industry and was happy with the life it provided me. It was hard but rewarding.

In 2019 my wife and I had our Gracie, our second daughter and then surprise, in 2020 we had our 3rd daughter Abbey. Just before Gracie was born I suffered a pretty severe back injury that made any type of physical labor impossible and threatened the future security of my young family. I also just lost my dad to cancer and in June of 2019 and then in September of 2019 my older brother lost his battle with PTSD and took his own life.

Out of all this loss, chaos and uncertainty I decided I would face my fears and go back to school for computer networking in hopes of finding a new rewarding way to give my family the security they deserve. I wasn't sure if I could be successful in college as I mentioned I always struggled in school and am diagnosed ADHD. However I learned to manage that the best I could over the years and thought if I ever have a chance at transitioning into a less labor intensive career it's now.

I started at Cascadia in winter quarter of 2020 and I finish my AA at the end of winter quarter 2022. It has been quite an exciting journey. Through Cascadia's Computer Networking and Infrastructure AAS degree I have found a rewarding career path that has captured my intrigue and therefore has me looking forward to the challenges of the days to come. I'm currently employed part time while I finish school and plan to start my BS degree in d cybersecurity in the spring.

For 20 years I told myself that I could not be successful in college due to my ADHD and that I am very much a hands on learner and not much else sticks. I wish I would have done this when I was 18 instead of waiting for my life to catch fire as a 37 year old grown man. It was necessary for me to overcome my fears and my long reinforced beliefs about myself so I could see my true potential and find the motivation to make it a reality. The obstacles of education that I overcame were ADHD, low self esteem, emotional loss and grief, dramatic life events like 2 babies back to back, 2 spine surgeries, the death of loved ones and a long deeply engrained track record of poor performance in school.

Now, I love the work that I do, I'm excited about pursuing a bachelors degree, I'll make more money that I used to and I have an increased sense of self worth due to almost completing my AAS. I am very pleased with the education I got and it turns out I have natural gifting that compliment this career choice. Which I just take as more confirmation I'm on the right track.



Cascadia Events & Advocacy Board (EAB)
Report to the Board of Trustees
Cascadia College
Meeting: October 2021

No written report submitted.



Washington Public Employees Association

UFCW Local 365

Report to the Board of Trustees

Cascadia College

Meeting Date: October 2021

No written report submitted.

Cascadia Community College Federation of Teachers Local 6191, AFT



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

❖ **Vaccine/Covid-19 protocol Issues**

CCCFT continues to collaborate with the College on issues related to the Vaccine Mandate and Covid-19 protocols. Currently, as of this writing, there are several that we are focusing on, all of which we've discussed in our most recent Joint Contract Administration Committee (JCAC) meeting: (So, to some extent, these issues may be more resolved by the time of this month's Board Meeting).

- First, it was reported in a recent Faculty Council meeting that "the Board has directed the Executive Team to 'not disrupt student learning this quarter;' therefore, campus classes continue even if positive tests are reported and students who do not file their vax status or seek exemption by the deadline will remain in their campus classes." This caused concern among some faculty, especially since we are, according to the Governor's criteria, a "fully vaccinated" campus. We recognize here an opportunity to do a better job, campus-wide, of communicating what it means for a campus to be "fully vaccinated;" at the same time, it's concerning for faculty to realize that there is no mechanism for ensuring that students are fully-vaccinated this quarter and nothing in place to prevent unvaccinated students from attending in-person classes for fall.

This is an important issue for faculty who are already stressed about their health and the health of their family members; we continue to emphasize the need for a collaborative, shared governance effort between CCCFT and the College to address this.

- Second, we have experienced some confusion and miscommunication about students who have reported being Covid-positive still attending classes; the presumption is that these students are no longer contagious when they do, but this is not entirely clear in every case. We continue to work with the College to explore further measures to clarify this issue.
- Third, upon the advice of our state federation, AFT-WA, CCCFT continues to explore whether the Governor's Vaccine Mandate mandates immediate termination of faculty members who haven't complied by 10/18 or if, on that date, the contractual disciplinary process kicks in. We have been counseled by AFT-WA that it should be the latter; that appears, as of this writing, to be at odds with how the College and our esteemed Assistant A.G. interpret it, so again, work needs to be done here. (We hope that this issue may be moot, as we hope all faculty have been vaccinated or received an exemption.)

❖ **Teaching face-to-face in the New Quarter**

We have almost 70 faculty teaching face-to-face this fall quarter. It is great to be back in the classroom with students; all of us are grateful for this opportunity and it's what makes us able to deal with problems and uncertainties like those identified above.