



CASCADIA COLLEGE BOARD OF TRUSTEES

Wednesday, May 17, 2023

May 10, 2023

Dear Trustees and Community Members:

I look forward to this month's meeting in that we will be able to take numerous steps forward in many of our important campus topics.

We will get to vote on Tenure this month and I look forward to celebrating this moment with you and with Math Faculty Linda Richard. I've heard they will be heading out to celebrate the vote directly after it happens while we keep working. =)

We will report on our mid-cycle accreditation visit and the outcomes. Dr. Levett and I have had the exit interview and believe that the visit was helpful and affirming.

We will see the first comprehensive report on all aspects of the 23-24 budget. We've made huge strides over the last 12 months and the team is to be commended for their hard work.

And, we will hear about STEM partnerships with UWB with just a few months left before we open up Innovation Hall.

While we do great work every day in the classroom, the processes above are instrumental in helping us achieve that effectiveness with students.

This will be our last meeting before Commencement, and that is another marker of our great work this year.

Below is a list of this month's activities. It's been kind of light noting that I spent a week in California this month.

To be informative, yet mindful of your time, I have asked the senior staff to share a one-page highlight of their division for your reading pleasure.

Respectfully,

Eric

Campus

- Foundation-related meetings (x4)
- Budget Council (x1)
- BOT Finance Sub-Committee (x1)
- Day of Inquiry & Assembly (x2)
- Riverview Student of Color Conference
- Accreditation meetings (x2)

Community / State

- Redmond City Council Leadership
- WACTC Meetings (x3)
- WACTC Equity Committee, State Allocation Model Review (x1)
- Dr. Jack Kahn, President of Shoreline College
- Leadership Eastside (x2)
- Alex Lee, former Chair of the Cascadia College Foundation

UWB

- UWB Meetings (x1)

From the Vice President for Administrative Services, Dr. Jashoda Bothra:

HUMAN RESOURCES/ PAYROLL

In April the HR team provided notification to all Adjunct Faculty regarding Summer Mader and 2-Year Averaging, which is an assessment of continued benefits eligibility for the Summer and next academic year. HR will complete this assessment by May 17.

The HR & Payroll team welcomed full-time Payroll Coordinator, Brett Eyer. He’s a great addition to the team and will work closely with Payroll Manager, Melissa Stoner.

5/1/23 YTD Vacancy & Hiring Progress Report			
E-team Division	Vacancies	Posted	Filled
Student Learning & Success	13	8	4
Outreach, Facilities & IP	4	1	1
Admin Services	7	4	3
E&I	1	0	0
President's Office	0	0	0
Total	25	13	8

FINANCE

For Fall 2022 and Winter 2023, Running Start billing totaled \$3.2M. Of that amount, we have received \$2.6M with only \$600k remaining outstanding from 4 school districts. We have re-structured this process to improve efficiency, reduce errors, and ensure data is accurately recorded & reflected in ctcLink.

We are suffering from delays in Accounts Payable due to an employee needing unexpected leave. The good news is we had already started training to bring in reinforcements for this area to achieve a sustainable workflow, but the bad news is that we have had to move forward without full completion of that transition. The team has mapped next steps and is working to fill remaining training gaps while processing the most critical items. Over 70 vendor invoices were processed in May that were brought to our attention as the highest priority.

As of May 8, we are still awaiting official updates from SBCTC regarding tuition increases for 2023-24. All rollover processes have been completed using 2022-23 rates for Fall 2023 so far and will be adjusted once SBCTC publishes updated rates.

INFORMATION SERVICES

In April, Information Services received 426 requests for assistance (only 81 of those were from students) and resolved 533 requests (95 of those for students). The addition of 30 new laptops available for student checkout prevented a waitlist as the Help Desk continues to see a rise in demand for this service.

The new wireless infrastructure is holding up well, hosting 5,339 unique clients during the month of April (averaging about 1,000 per day).

With Shoreline College’s unfortunate ransomware attack, Cascadia’s I.S. team continues to make regular improvements to our information security controls. Currently, several new policies are in audit mode so that we can review the impacts implementation would have on daily operations. These policies are recommended by Microsoft, federal and state information security experts. Per Microsoft, Cascadia’s Secure Score is higher than average compared to other organizations of our size. Our I.S. team expects to see this trend continue as we leverage more of the technology already available to us via our campus Microsoft licensing agreement.

From the Executive Director of Equity & Inclusion, Chari Davenport:

OFFICE OF EQUITY & INCLUSION

The Office of Equity and Inclusion in coordination with Marketing and Outreach hosted the *Riverview School District* Student of Color Conference on Friday, April 28. Thirty students as well as teachers and parents learned about all that we have to offer Riverview students. One exciting element that has come from this effort will include Cascadia as part of Riverview's new 'Grow Your Own' program. The program is designed to work with students who want to study education and the goal will be for these students to bring their learning back to Riverview as teachers. The best part is that these students will first be directed to Cascadia to begin their educational journey. We are very excited to participate in the enrollment efforts at Cascadia by supporting students from the Riverview School District. **The next conference will be Lake Washington School District on May 19 and we expect 200 students!*

CASCADIA SCHOLARS

The Cascadia Scholars Program is moving along quite well and our new Scholars (entering spring term) have begun to settle in. Due to the increase in Scholars and with more applying, we have added resources that include a textbook borrowing program. The textbooks are for the primary courses; students borrow for the term, then return. In addition, we have also added art and lab supplies. Finally, we offer a variety of workshops to support our students and this month, we will have a professional photo shoot and mock interviews. Thank you to Program Lead, Hao Cheng, for organizing these efforts.

DIVERSITY AND EQUITY CENTER

We are seeing an increase in the number of students visiting the Diversity and Equity Center (The Center) each day. May is Mental Health Awareness Month, Cinco de Mayo, and Asian and Pacific Islander Heritage Month. There will be several events in the Center and our primary event will showcase different foods from Hong Kong and Sago from Southeast Asia and Pacific Islands. These will coincide with the film showing, *Everything Everywhere All at Once* and a companion discussion. In addition, there are new pieces of artwork now on display in the Center. These are works created by Cascadia students and we invite everyone to stop in to see these beautiful pieces. Thank you to Program Lead, Kim Jones, for organizing these efforts.

From the Executive Director of Cascadia College Foundation, Brittany Caldwell:

FOUNDATION BOARD MEMBER RECRUITMENT

We are looking for new Foundation Board members! Current members can be found on our [website](#). We are looking for individuals passionate about education, supporting students, connecting with the community, and being an Ambassador for Cascadia. For details or to provide referrals, please contact [Brittany](#).

FOUNDATION FUNDRAISING

The Foundation participated in this year's GiveBIG, a statewide fundraising campaign where individuals and organizations come together across Washington to invest in our communities. We look forward to making this a bigger campaign for next May.

We are also gearing up for our first fundraising event of the year – [Rose' Revival...and cool whites!](#) All event proceeds benefit the Cascadia College Foundation – this includes ticket sales, a portion of all bottle sales, and all raffle ticket sales. Hope to see you there!



INNOVATION HALL

We are actively inviting community stakeholder groups to campus to preview Innovation Hall through hard hat tours including local Chambers of Commerce, elected officials, the newly formed Redmond Space District, and local STEM employers. Our lab/classroom naming opportunities within the building range from \$75,000 to \$5,000. All support is appreciated including custom giving amounts, group gifts, and multiple year pledges. Please send any tour invitation / naming opportunity recommendations to [Brittany](#).

CASCADIA COLLEGE REDMOND

Fundraising continues for Cascadia College Redmond, in partnership with former Foundation Board member, Tom McAndrew, to honor the legacy of his mother, Michiko. Read more about Tom's story [here](#) & watch the campaign's fundraising progress [here](#).

SPRING SCHOLARSHIPS

We did it! More than 120 students applied for more than \$50,000 in scholarship money. Every scholarship found its student – and we look forward to sharing the roster of award winners in the coming weeks. Special thanks to everyone who volunteered to be on one of our scholarship selection committees!

STUDENT LEARNING

Accounting/Business – Co-curricular

Cascadia sent a team of four students to the Armanino LLP Accounting Case Competition held at Seattle University April 21 and 22. The students participating were Jordan Stewart, Lauren Causo, Caden Baumgartner, and Peter Days. They were able to network with accounting professionals and student peers representing universities and colleges from as far away as Boise, Idaho and Fairbanks, Alaska. According to their faculty advisor, Lelia Olson, they represented Cascadia well with their professionalism, enthusiasm, teamwork, and strong critical thinking skills.

STEM News

Cascadia faculty and staff participated with their UWB teammates at the second annual Spring Convening of all two-year and four-year STEM Transfer Partnership community of practice teams on April 27 and 28 (Faculty members Kimia Ghanbeigi, Chris Byrne and Srividhya Venkatraman, advisor Kristen Buck, and Dean for Student Learning Kristina Young). This joint team lead a round table session called “Dynamics and Mechanics: Navigating Power Differentials between Community Colleges and Universities in Collaboration.” The team will attend the May Board of Trustees meeting to share more information about their work.

STUDENT SUCCESS

Enrollment Services (Admissions) is launching a weekly drop-in Zoom option every Thursday 10:00 am - 12:00 pm starting May 4 to help prospective students with:

- Determining student pathway and registration information
- Admissions application help
- Placement questions (high school transcript, SBA, SAT, ACT)
- CORE Follow-up questions

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

COMMUNICATIONS/OUTREACH/MARKETING

Communication

The team published a media release about the [All-WA Academic Team](#) where Gov. Jay Inslee honored two Cascadia College students. One of the students won \$3500 worth of scholarships towards his future education.

Outreach

Application workshops, rep visits, mini fair, PNACAC fair, and the Riverview School District conference yielded 250 leads and total leads for the month = 378. Social media engagement is up, and events are plentiful. Kudos to this hard-working team and all our colleagues for supporting our efforts!

Marketing/Web



The team facilitated a successful photoshoot with participation from students, staff, and faculty. Expect to see some of those images in our mid-May summer/fall enrollment campaign.

Website redesign is in full swing, and web team continues to update the current website for ease of moving forward on the college's [Violence Prevention & Advocacy](#) and [Emergency Preparedness](#) initiatives.

FACILITIES & CAPTIAL PROJECTS

Innovation Hall

Faculty and classroom moves are being scheduled and organized for the Fall quarter. Cabinetry, carpet and painting of classrooms and offices is occurring within the building.

CC5

Presentations of the current design were presented to the various student services departments for their feedback and comments. The design team will review the comments and adjust any further design elements based on that feedback as well as the value engineering workshop.

Redmond Together Center

The furniture installation date is set for June 1. The first event is currently scheduled for July 20.

INTERNATIONAL PROGRAMS

IP staff traveled to Brazil and Japan to participate in Education USA fairs and to visit our partner agencies and institutions. A lack of housing options, including the decreased number of homestays during pandemic, is a challenge in recruiting international students, and we would like to explore what other opportunities might be available in the community. For the first time since the pandemic, IP conducted an off-campus bus trip to Skagit Valley Tulip Festival and Seattle Premium Outlet, and 20 students enjoyed the beautiful spring scenery and shopping.





Board of Trustees Meeting Agenda

**Dr. Colleen Ponto, Chair
Dr. Meghan Quint, Vice Chair
Ms. Angie Hinojos
Mr. Mike Kelly
Mr. Norm Seabrooks**

**Executive Session & Regular Meeting
Wednesday, May 17, 2023
4:00 p.m.**

**Cascadia College
18345 Campus Way N.E.
Bothell, WA 98011
CC2-260
or [via Zoom](#)**

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

**Wednesday, May 17, 2023
4:00 p.m.**

AGENDA

1. CALL TO ORDER

2. CONSENT AGENDA

- Meeting Agenda
- Minutes from last meeting – April 19, 2023

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

5. ACTION ITEM

1. Tenure Vote – Linda Richard

6. INFORMATION ITEMS

1. N/A

7. DISCUSSION & PRESENTATION ITEMS

1. Faculty Focus – STEM Partnerships (KL)
2. E&I Focus (CD)
3. Strategic Plan Focus: Disaggregated Data (KL)
4. Finance Focus: Budget 1st Read (JB)

5. ASCC Budget (1st Read) (BR)

8. ACTION ITEMS

2. ARC Fee Increase (KL)
3. Accuplacer Online Fee (KL)

9. OTHER REPORTS

1. Cascadia Events & Advocacy Board (EAB)
2. Cascadia Community College Federation of Teachers (CCCFT)
3. Cascadia Classified Union Washington Public Employees Association (WPEA)
4. Board Chair and Individual Board Members
5. President

10. OTHER BUSINESS OR ANNOUNCEMENTS

11. NEXT MEETING

Next regularly scheduled Board meeting is Wednesday, June 14, 2023

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

**Minutes
Regular Meeting
Cascadia College Board of Trustees
April 19, 2023**

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

BOARD OF TRUSTEES

Dr. Colleen Ponto, Chair; Dr. Meghan Quint via Zoom, Vice Chair; Mike Kelly, and Angie Hinojos present. Norman Seabrooks absent (excused).

EXECUTIVE STAFF

Dr. Jashoda Bothra, Chari Davenport, Dr. Eric Murray present. Lana Smith (AAG) present via Zoom. Dr. Kerry Levett and Meagan Walker absent (excused).

Donna Sullivan (recorder) present via Zoom.
Thais Lima (presentation assistant) present.

AREA REPRESENTATIVES

CCCFT Representative – David Shapiro, Senior 2 Tenured Founding Faculty present.
Student Representative – Fernanda Armas Galin, EAB Advocacy Chair present.
WPEA Representative – Ryan Higgins present via Zoom.

AUDIENCE

Audience members attending in person and via Zoom included Erin Blakeney, Chantal Carrancho, Ketra Embleton, Bryan Fauth, Sara Gómez Taylor, Laura Heddal, Ryan Higgins, Michael Horn, Samantha Martin, Becky Riopel, Antonio Shimono, Erik Tingelstad, Kristina Young.

CALL TO ORDER

Chair Colleen Ponto called the meeting to order at 4:15 PM

1. CONSENT AGENDA

Board Chair Colleen Ponto asked for approval of the consent agenda. Trustee Angie Hinojos moved to approve. Trustee Mike Kelly seconded the motion. All in favor, no abstentions. Motion approved.

2. PUBLIC COMMENTS

There were no public comments.

3. INTRODUCTIONS OF NEW EMPLOYEES/PROMOTIONS

New Employees

- Samantha Martin, Kodiak Cave Program Specialist 2

Promotions

- Rachel Berner, Hourly Administrative Assistant to Part-time Classified Administrative Assistant 3

4. INFORMATION ITEMS

Enrollment Update

Director of Institutional Effectiveness, Dr. Michael Horn, provided updates on college enrollment. Key points included:

- Enrollment is up by 7% from last Spring Quarter
- College in the High School enrollment increased by 28%
- New student increase of 24.2% is notable.
- The easing of pandemic concerns is certainly a significant factor in the increased enrollment numbers; however, efforts of staff and the delivery of new programs and services are also part of the reason for the increase. The most causal of these initiatives would be the ability for students to enroll for two quarters at a time.
- It isn't clear yet if other colleges are experiencing similar trends, but it seems Cascadia is bucking the national trend.
- The next enrollment update will follow 10th day of Fall Quarter and will be reported out at the October meeting, along with data to help compare to other colleges.

Accreditation Visit

President Eric Murray discussed plans for the upcoming accreditation site visit with evaluators from Northwest Commission on Colleges and Universities (NWCCU).

5. DISCUSSION/PRESENTATION ITEMS

Student and Faculty Focus

Political Science faculty member Erin Richards and students Lawrence Clay and Haley Mascaro shared the experience of their recent trip to the state capitol to observe proceedings and speak with legislators. Key points included:

- Ms. Mascaro reported that it was a great collaborative experience. She said that the Legislators interacted with the students and asked questions.
- Mr. Clay said his experience with a police officer outside the capitol building was a good reminder that the current negative reality of our country doesn't change when one walks in that honored space, but that is the space where the work for positive change occurs.
- The students were surprised at the lack of interest shown by legislators, most of whom gave seemingly scripted responses, to questions about the negative impact to Cascadia if the legislature fails to fund the required Cost of Living Adjustment.
- Mr. Clay and Ms. Mascaro both expressed a desire to pursue careers in government and politics.

Equity and Inclusion Overview

Executive Director of Equity and Inclusion, Chari Davenport, discussed actions Cascadia has taken to comply with legislation regarding equity and inclusion. Greater detail will be provided for the Trustees at a future meeting. Key points included:

- There are two specific senate bills related to equity, diversity, inclusion, anti-racism, and access at Cascadia: Senate Bills 5194 and 5227.
- The E&I Foundations course will be expanded to include issues related to women and indigenous people. Ms. Davenport will present the course to her cohorts in the state system. The course will be available to Cascadia employees at no cost, and it will create revenue from external attendees.
- President Murray noted that planning was already in place before this became mandated.
- Listening sessions have occurred and will continue periodically. The first were related to faculty and staff of color. The college must show that administration is listening and acting, then assessing and adjusting, then listening again.

Strategic Plan Focus

Director of Institutional Effectiveness, Dr. Michael Horn, discussed the accreditation process and presented an overview of the Mid-Cycle review report. Comments included:

- It is important to remember that Cascadia has adopted a yearly assessment model with bite-sized actions to accomplish. The college is operationalizing a year at a time and is currently in the third year of that strategy.

Finance Focus

Vice President for Administrative Services, Dr. Jashoda Bothra, presented the college's current financial status. In addition to the information provided in the Board packet, key points and discussion included the following:

- A conservative projection for tuition revenue is \$10.2 million.
- Billing processes with school districts have been improved.
- A preview of the state allocation will be available by end of April and the information will be presented at the board's May meeting.
- Dr. Murray pointed out that this positions the college in a much more solid place; however, despite the increase in revenue, Cascadia is still in an operational deficit mode.
- President Murray complimented all who helped in navigating the difficult decision-making work that was complicated further by other issues still in flux and a lack of information from the state.
- Funding of benefits comes in part from the minimum operating allocation from state. Cascadia is required to give the COLA's at the rate decided and pay a certain amount of benefits. If the state allocation does not cover this, then the college is responsible to pay it. Finance will provide information to the board about benefits costs in December.
- Cascadia has fiduciary duties required by the state to ensure protection of pension.
- Dr. Bothra is hopeful to present a leadership-approved budget to the board for approval in June. President Murray said it could be a temporary budget that the board then reviews and confirms in September when more data is available.
- It took eight months to get information from US Bank regarding the College's investments. The Finance office hasn't had financial statements for its reserves for the last three years. This problem was discovered while working to confirm the college's repair and replacement fund. Finance did not have accurate beginning balances. SBCTC was asked for guidance, and a consultant was engaged to identify problem areas. Dr. Bothra explained that the College's savings are bifurcated into two sections. Balances are known for the College's bonds and investments; however, another is a protected account and Finance has been unable to access the information. Reconciliation is underway and will be completed before utilizing any of the funds for operations and to cover the deficit.
- The 2019-20 audit is currently underway. Financial statements will be prepped immediately following that. The audit will go to the state for review and recording. A meeting will be organized if requested by the CPA.
- Trustee Hinojos thanked Dr. Bothra for her leadership and for the clear explanations each month. Dr. Bothra said that credit goes to all the departments and everyone who worked so diligently.

6. REPORTS

Cascadia Events & Advocacy Board (EAB)

Ms. Fernanda Armas Galin was present to share information about recent and upcoming student events and issues of concern. The Service and Activity Fees budget process is underway, with students looking to cut \$250,000, protect access for all students to services and programs such as the ARC, the sports field and recreation services. The results will be presented at the board meeting in May.

Cascadia Community College Federation of Teachers (CCCFT)

Tenured Founding Faculty, David Shapiro submitted a written report and was present to share information. Teachers figured out multiple ways to participate in the Day of Action.

Cascadia College Classified Union Washington Public Employees Association (WPEA)

There was no written report submitted. Ryan Higgins had no updates from the union.

Chair and Individual Board Members Reports

No Trustee reports.

President's Report

- Dr. Eric Murray reported that the Foundation Board will meet in person on Friday.
- There is a Board of Trustees Teams site through which Dr. Murray will communicate and share information. Please contact Donna Sullivan if you are unable to access the site and its contents.
- More details about graduation and employee celebrations will be forthcoming, along with plans for the celebration of Trustee Kelly's ten-year service on Cascadia's Board of Trustees.

7. OTHER BUSINESS/ANNOUNCEMENTS

There were no other announcements.

8. MEETING ADJOURNMENT

Chair Ponto adjourned the regular meeting at 5:22 pm.

9. Minutes Approved and Adopted on, May 17, 2023.

Dr. Colleen Ponto, Board Chair

Attest:

Dr. Eric Murray, President

Bdminutes04192023

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:

Brett Eyer, Payroll Coordinator

Brett is originally from Pennsylvania but has lived in Washington for five years. He has a Bachelor of Science in Mathematics from Penn State. He and his wife have two beautiful children. In his spare time Brett enjoys cooking, hiking, and spending time with his family.

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

Kris Pantan, Academic Advisor promoted to Assistant Director of Student Advising & Support Services (5/16).

Cascadia College Board of Trustees

Action Item 1

Subject: Tenure

Justification:

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

Background:

Dr. Murray and Dr. Levett will present **one** third year candidate who is being considered for tenure after a rigorous review by her Tenure Review Committee and affirmation by the college administration.

Recommendation:

College leadership recommends approval of Linda Richard for the position of Tenured Faculty Member.

"After having given reasonable consideration to the recommendations of the Tenure Review Committee and the College President, the Board of Trustees grants tenure to Linda Richard at Cascadia College."

Please read the TENURE PROCLAMATION after the vote.

Action:

Trustee makes motion: _____

Trustee seconds motion: _____

Vote:

	Yes	No	Abstain
Hinojos			
Kelly			
Ponto			
Quint			
Seabrooks			



**Resolution of the Cascadia College Board of Trustees
Commending Linda Richard
May 17, 2023**

Whereas, Linda Richard has demonstrated her ability to be a successful teacher and an instrumental part of the fabric of Cascadia with her hard work and diligence;

Whereas, Linda Richard has demonstrated excellence in teaching and learning through her dedicated efforts to create a supportive and inclusive learning environment that fosters student growth and success;

Whereas, Linda Richard's commitment to active learning helps students develop essential problem-solving and critical thinking skills benefiting them beyond the classroom;

Whereas, Linda Richard is a well-deserving recipient of the Cascadia College Excellence in Teaching, Learning, and Service Award in 2022;

Whereas, Linda Richard has provided leadership by serving in her role as STEM Faculty Liaison and the Supplemental Instruction Liaison to the Bock Learning Center, the Guided Pathways Placement Committee, the Cascadia College Foundation's Scholarship Application Committee, and the Student Learning Council;

Whereas, Linda Richard has demonstrated dedication to professional development by focusing on the continual growth of her instructional and leadership skills through collegial collaboration, conferences and journals, reflections, and student feedback;

Whereas, Linda Richard has exhibited an unwavering dedication to Cascadia, exemplified by her development of an organized curriculum design for math courses resulting in better student comprehension;

Therefore, be it resolved that the Board of Trustees of Cascadia College commends and applauds the efforts and accomplishments of Linda Richard and awards her the status of Tenured Faculty.

Adopted and Approved on May 17, 2023.

Dr. Colleen Ponto, Chair
Board of Trustees

Dr. Meghan Quint, Vice Chair
Board of Trustees

Angie Hinojos
Board of Trustees

Mike Kelly
Board of Trustees

Norm Seabrooks
Board of Trustees

Dr. Eric Murray
President

Cascadia College Board of Trustees

Discussion/Presentation Items

Subject: STEM Transfer Partnership: Engineering update

Justification:

The joint faculties and staff of Cascadia College and UW Bothell in Engineering pathways have been working to remove success barriers for low-income and underrepresented Engineering STEM students. This supports mission elements: accessible, equitable, and superior educational experiences. We are here to update the board of our progress at the end of the first full year.

Background:

In January of 2022 we received a STEM transfer-focused grant from the Community College Research Initiatives group, which is based at the Seattle campus of the University of Washington. Ten partnership teams between two-year and four-year institutions were selected to participate in a community of practice model with whole group convenings and regular team meetings throughout the year. The charge is to use the resources provided (time and money) to remove barriers to transfer and completion for low-income students between the partner schools, particularly to systematize the work so that transfer works for these students beyond the life of the grant. Our team has focused on Engineering.

Discussion:

Our work has included:

- Greater interinstitutional connections and information sharing
- Broadened understanding of the transfer process
- Greater connections between instruction, advising, and administration for Engineering programs
- A draft articulation agreement between Cascadia and UWB particular to Engineering
- A four-year plan from Cascadia through UWB Engineering (pathway between institutions)
- Classroom visits at Cascadia and lab tours at UWB
- Student needs surveys and other relevant data collection and sharing
- Influence on collaboration between other STEM areas
- Roundtable presentation at April 2023 Convening “Dynamics and Mechanics: Navigating Power Differentials between Community Colleges and Universities”

Team members: CC--Kimia Ghanbeigi (Engineering Faculty), Chris Byrne (Physics Faculty), Srividhya Venkatraman (Math Faculty), Kristen Buck (Transfer Advisor), Kristina Young (Dean/co-lead); UWB—Tadesse Ghirmai (Engineering Faculty Chair), Bill Anderson (Engineering Faculty/Mechanical), Kaibao Nie (Engineering Faculty/Computer), Rina Tsujimoto (STEM Advising), and Jennifer McCloud-Mann (Associate Campus Dean of Engineering and Mathematics/co-lead)

STEM Transfer Partnership

Cascadia College and University of Washington
Bothell

Engineering Programs and Pathways

Prepared for Cascadia College Board of Trustees

(May 17, 2023)

Mission Connection

Superior Educational Experiences

- Increase student success
- Increase equitable outcomes

Goal: Supporting Students toward
Completion

- Remove barriers to completion and transfer for **Engineering** students (primarily low-income and students from under-represented populations)

Goal of the CCRI Grant (Community College Research Initiatives)

Project Goals and Benefits

The primary goal of this 3-year project is to create a state-wide consortium of STEM transfer partnerships in order to support low-income STEM students' completion of transfer and baccalaureate degrees. These partnerships will be designed and supported to work together to achieve improved transfer outcomes and completion of STEM degrees. (<https://www.washington.edu/c cri/research-to-practice/stp/>)

Our work so far

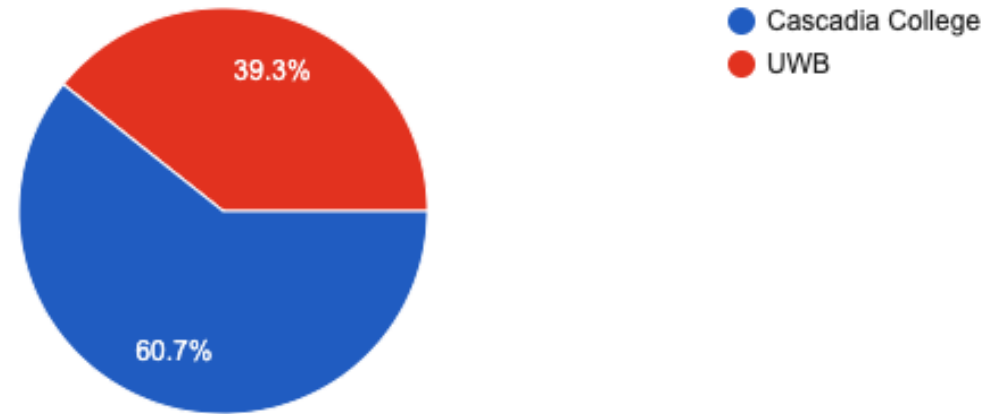
- Greater interinstitutional connections and information sharing
- Broadened understanding of the transfer process
- Greater connections between instruction, advising, and administration for Engineering programs
- A draft articulation agreement between Cascadia and UWB particular to Engineering
- A four-year plan from Cascadia through UWB Engineering (pathway between institutions)
- Classroom visits at Cascadia and lab tours at UWB
- Student needs surveys and other relevant data collection and sharing
- Influence on collaboration between other STEM areas
- Roundtable presentation at April 2023 Convening “Dynamics and Mechanics: Navigating Power Differentials between Community Colleges and Universities”



Incorporating Student Voice

Which institution are you attending?

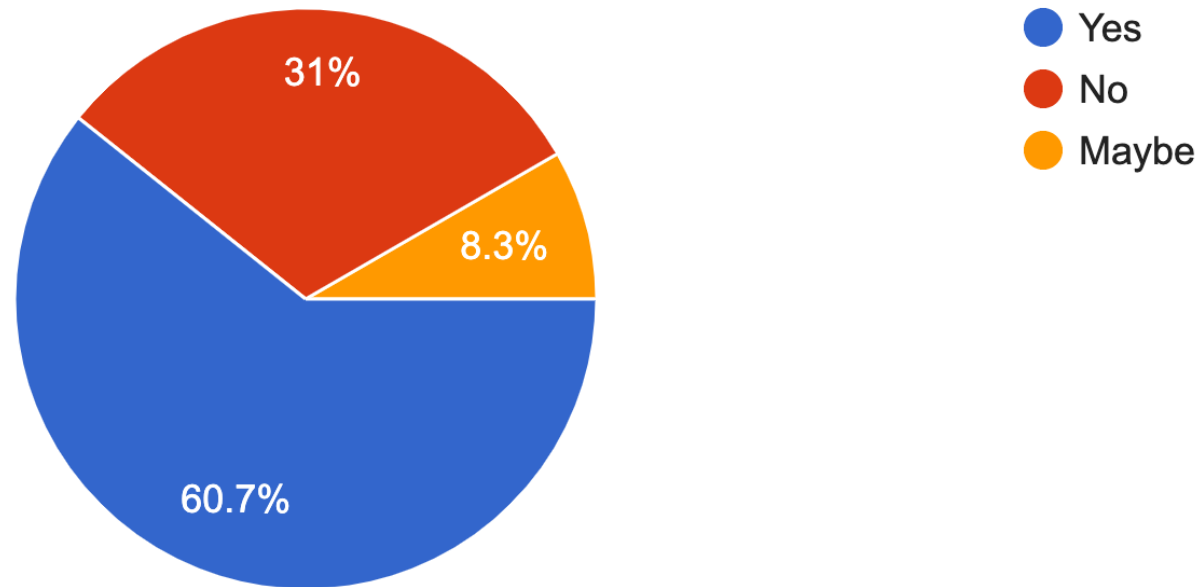
84 responses



In Spring, we surveyed CC and UWB students in Engineering classes and pre-requisite classes to give directions and priorities.

Are you currently on an Engineering pathway?

84 responses



What areas have contributed to your success so far?

- Strong academic support from my instructors –**72.6%**
- Strong support by co-curricular services like supplemental instruction or a learning/tutoring center -- 21.4%
- Study groups and other semi-formal peer groups – 42.9%
- Financial security – 44%
- Good communication with my advisors – 47.6%
- Other (added by individuals)– self-study, FRC, personal dedication

Summary

- 72% report Strong academic support from instructors as a critical contributor to their success.
- Closely grouped 2-4th reasons for success: good communication with advisors 46.3%, financial security 45.1%, and study groups and other semiformal peer groups 42.7%
- Also important at 20.7% was strong support from co-curricular services such as Supplemental Instruction and tutoring
- Correspondingly, many students cited advising as a challenge.
- The largest challenge cited was some form of time management and overall workload.
- Several cited disconnect between subject and career preparation.
- Time management is related to financial concerns, as work-school balance was mentioned multiple times
- In open comments, students cited a desire for earlier direct experience (like internships and active learning)



What's Coming



Finalize and sign the articulation agreement for Engineering



Continue and regularize class visits and lab tours



Expand joint student events



Incorporate more student voice, while exploring near-peer mentoring



Explore and solicit scholarship avenues for low-income students (particularly for transfer)



Regularly share advising resources



Continue to center whole student approaches to outreach, retention, and transfer

Cascadia College Board of Trustees
Discussion/Presentation Item

Subject: Equity & Inclusion at Cascadia

Justification:

This monthly presentation to the Board continues the 'deeper dive' into the actions Cascadia has taken to comply with legislation regarding equity and inclusion.

Background:

The Legislature, through Senate Bill 5194 and 5227, and Cascadia College, via its strategic plan initiatives under "Equity", drive the college to become more equitable and inclusive. Multiple requirements exist under SB 5194 and SB 5227 and the college systematically works to align them yearly with campus initiatives.

A monthly series for the Trustees will explain each of these requirements and how the college strives to meet the spirit and intentionality of the law.

Discussion:

The second chapter of this series will include a review of the Foundations of E&I course and how it meets the requirement of Senate Bill 5227.

Office of Equity & Inclusion

SB5227 – Professional Development and Training

E&I Strategic Plan –

<https://www.cascadia.edu/discover/about/diversity/default.aspx#strat>

E&I Climate Assessment Plan –

<https://www.cascadia.edu/discover/about/diversity/default.aspx#climate>

“

We all should know that Diversity makes for a rich tapestry, and we must understand that all the threads of the tapestry are equal in value, no matter what their color. ”

SB5227

Professional Development and Training

Foundations of E&I Course



The Foundations of E&I covers basic elements of E&I for the beginner and lays the groundwork/foundation for further learning. With that said, those more advanced in E&I will also benefit, as the work of E&I runs deep and there is always more information to be learned.



OUTCOMES

By taking this course, participants will:

- Learn foundational E&I concepts
- Better understand the basics of E&I
- Gain knowledge in a variety of words and concepts commonly used during E&I conversations
- Be prepared for ongoing E&I learning and development
- Develop a personal E&I call to action

Topics We Cover

Modules:

- Race
- Gender and Sexuality
- Ability
- Microaggressions and Apologies
- Structural and Institutional Oppression
- Social Justice and Allyship
- What Comes Next
- Resource Depository



A Look Inside

Home | Microsoft 365

Mail - Davenport, Chari - Outlook

Microaggressions: Foundations

cascadia.instructure.com/courses/1980249/pages/microaggressions?module_item_id=44404584



CASCADIA COLLEGE BOYD CAMPUS

- Home
- Modules
- Announcements
- Discussions
- People
- Pages**
- Files
- Grades
- Assignments
- Rubrics
- Quizzes
- BigBlueButton

Human Resources

View All Pages

Published

Edit



Microaggressions

Definition

Microaggressions are the everyday, subtle, intentional or unintentional interactions or behaviors that communicate some sort of bias toward historically marginalized groups. They are everyday instances of racism, homophobia, sexism, and more. The difference between microaggressions and overt discrimination is that people who commit microaggressions might not even be aware of them. Often, people who engage in microaggressions will not believe what they said was racist, sexist, homophobic, etc.¹

An important thing to remember is that insult, injury, and other kinds of harm are caused regardless of the intent or belief of the person who used a microaggression.² [This article](#) sheds more light on the definition of microaggressions, the harm they cause, and how they illuminate deeper problems in America.

No matter what the microaggression is, they all have a unifying theme of demeaning and trivializing the identity and humanity of a person. There is never a reason to use one, and as soon as somebody tells you or you otherwise learn that you have used one, it is your responsibility to apologize and not use it again.



Questions



Resources

E&I Strategic Plan –

<https://www.cascadia.edu/discover/about/diversity/default.aspx#strat>

E&I Climate Assessment Plan –

<https://www.cascadia.edu/discover/about/diversity/default.aspx#climate>

Cascadia College Board of Trustees
Discussion/Presentation Item

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 May 2023 MFB provides a look at disaggregated student groups by access (enrollment) and success (outcomes).

Dr. Kerry Levett and Dr. Michael Horn will be available to answer questions.

Equity Data Byte

Access and Student Success by Equity Status

May 2023. *Institutional Effectiveness*

Highlights

Access

- Enrollment of Hispanic/Latino students at Cascadia remains low relative to service area.
- A smaller proportion of Cascadia students report disability than students in the service area.
- A smaller proportion of Cascadia students receive need-based aid than the proportion of low-income students in the service area.

Outcomes

- HU students of color tend to achieve milestones at a lower rate than non-HUSOC. English in Year 1 is a notable recent exception.
- Male students tend to achieve milestones at a lower rate than female students.

Access

by Race, Disability,
Economic Status, Gender

Enrollment by Race Compared to Service Area

- Cascadia compared to high-school seniors in Lake Washington, Northshore, and Everett high schools.
- Cascadia has a greater proportion of Asian students and those who identify with 2+ races.
- High Schools have a greater proportion of white and Hispanic/Latino students.

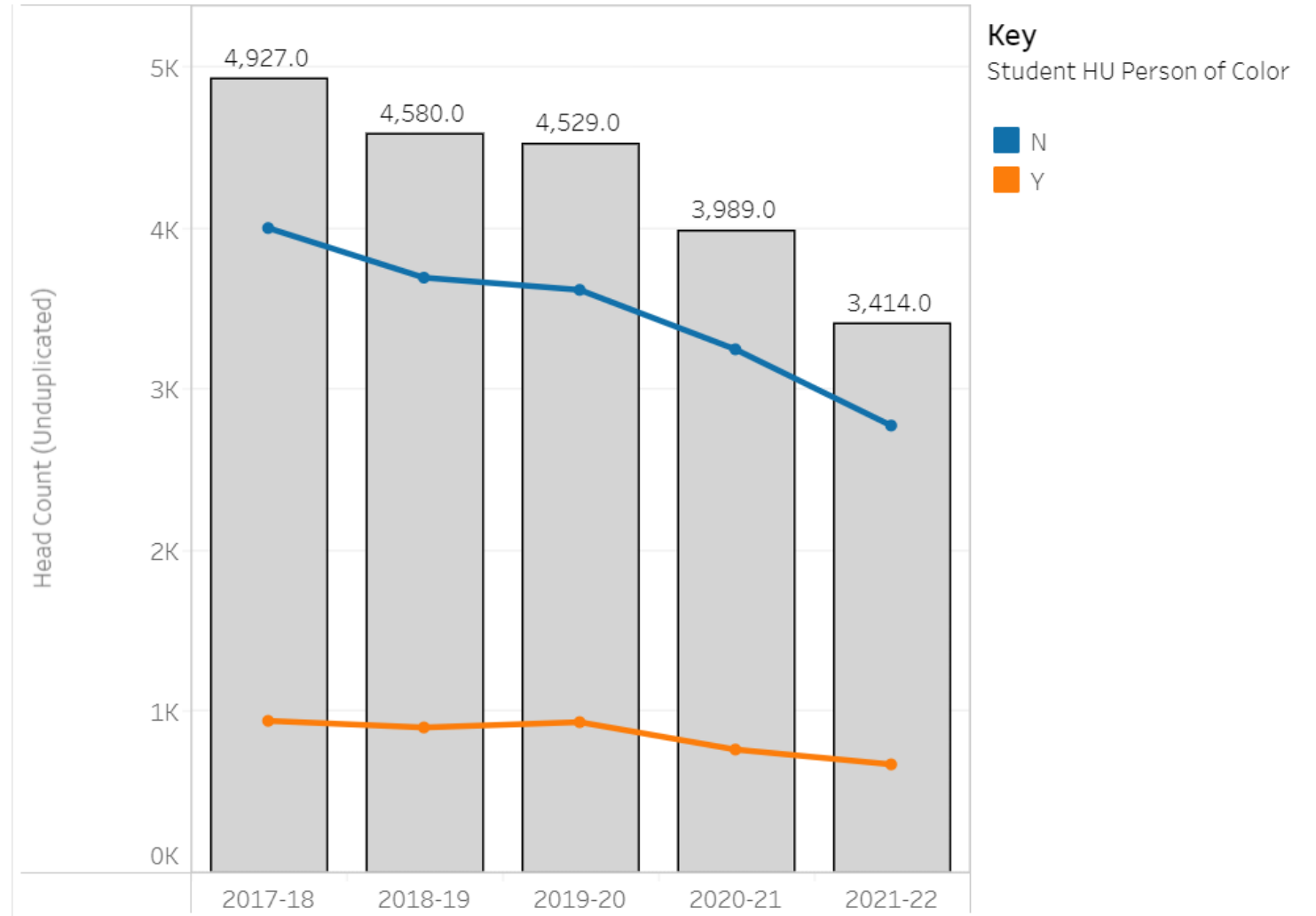
** Data for annual 2021-22, Cascadia and Districts.*

	Cascadia	High Schools
American Indian/Alaska Native	0.2%	0.3%
Asian	25.3%	20.0%
Black/African American	2.6%	2.9%
Hispanic/Latino	7.1%	15.0%
Native Hawaiian/Pacific Islander	0.3%	0.5%
2 or More Races	16.5%	7.8%
White	48.0%	53.5%

HU Students of Color

- Enrollment declines, 2020-21 to 2021-22
- HUSOC: -12.2%
- Not HUSOC: -14.0%
- Total: -14.4%

- HUSOC enrollment declined at a smaller rate than the overall college and non-HUSOC.



Income & Disability

Cascadia compared to
Lake Washington,
Northshore, and Everett
high schools

Disability:

7% of Cascadia students;
12.5% of high-school seniors

Income:

14% of Cascadia students (need-based aid);
21.7% of high-school seniors (low-income household)

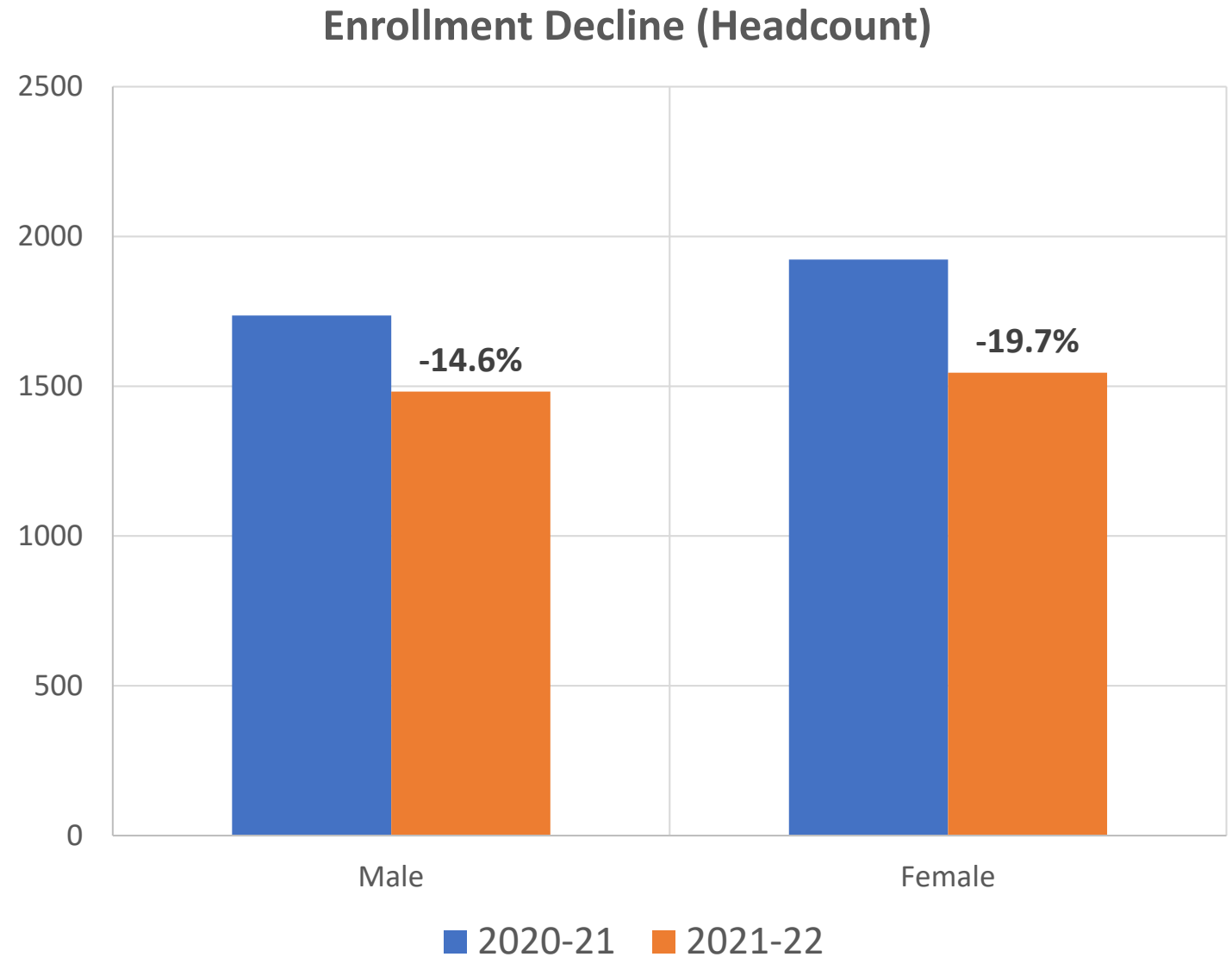
Enrollment by Gender and Service Area

- *Data for annual 2021-22*

	Cascadia	High Schools
Male	48.8%	52.1%
Female	50.8%	47.3%
Not Strictly Male or Female	0.4%	0.6%

Enrollment Trends by Gender

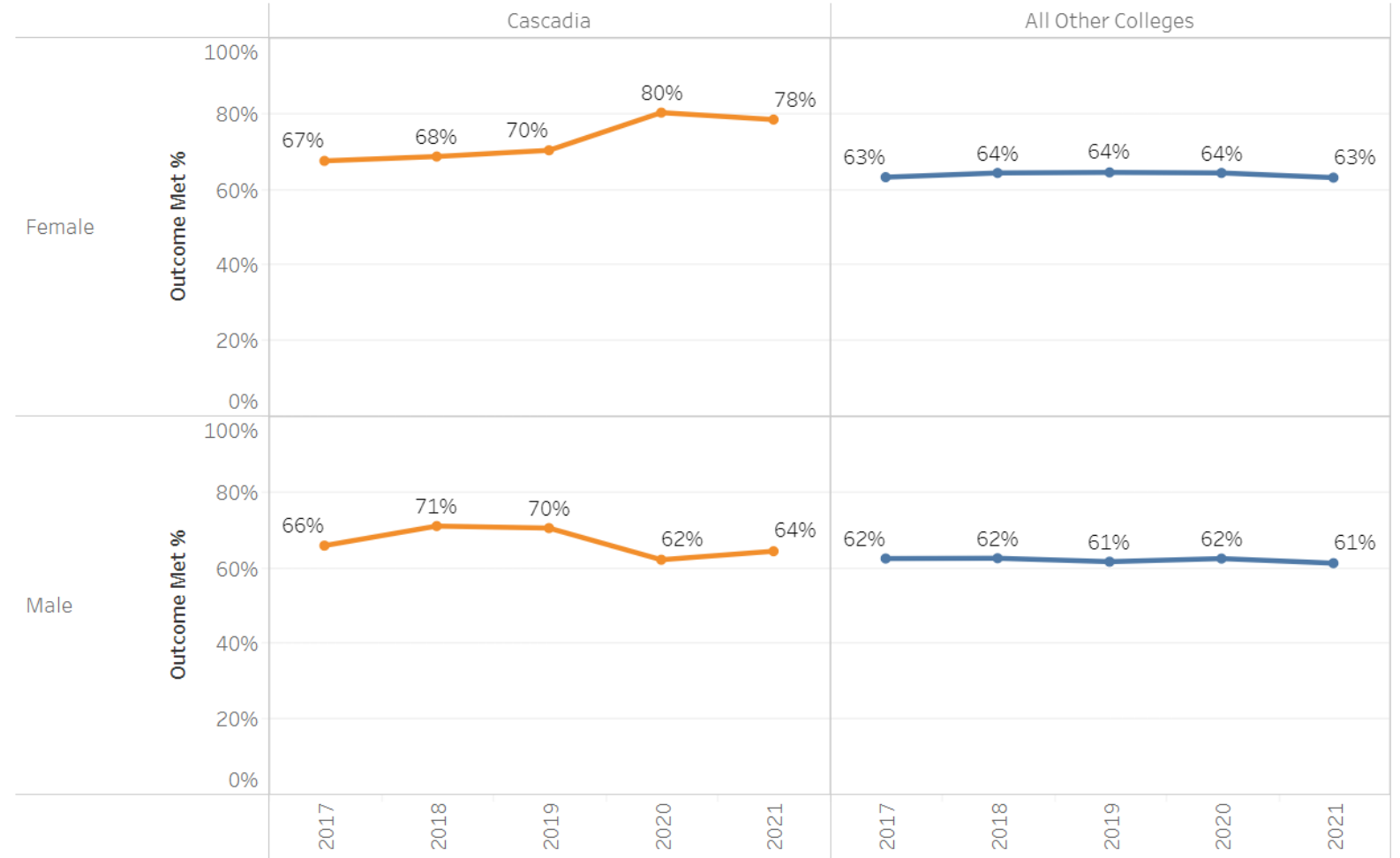
- From 2020-21 to 2021-22, enrollment of female students declined at a higher rate than enrollment of male students.



Student Success Outcomes

Milestone: 15 Credits Earned in Year 1 by Gender

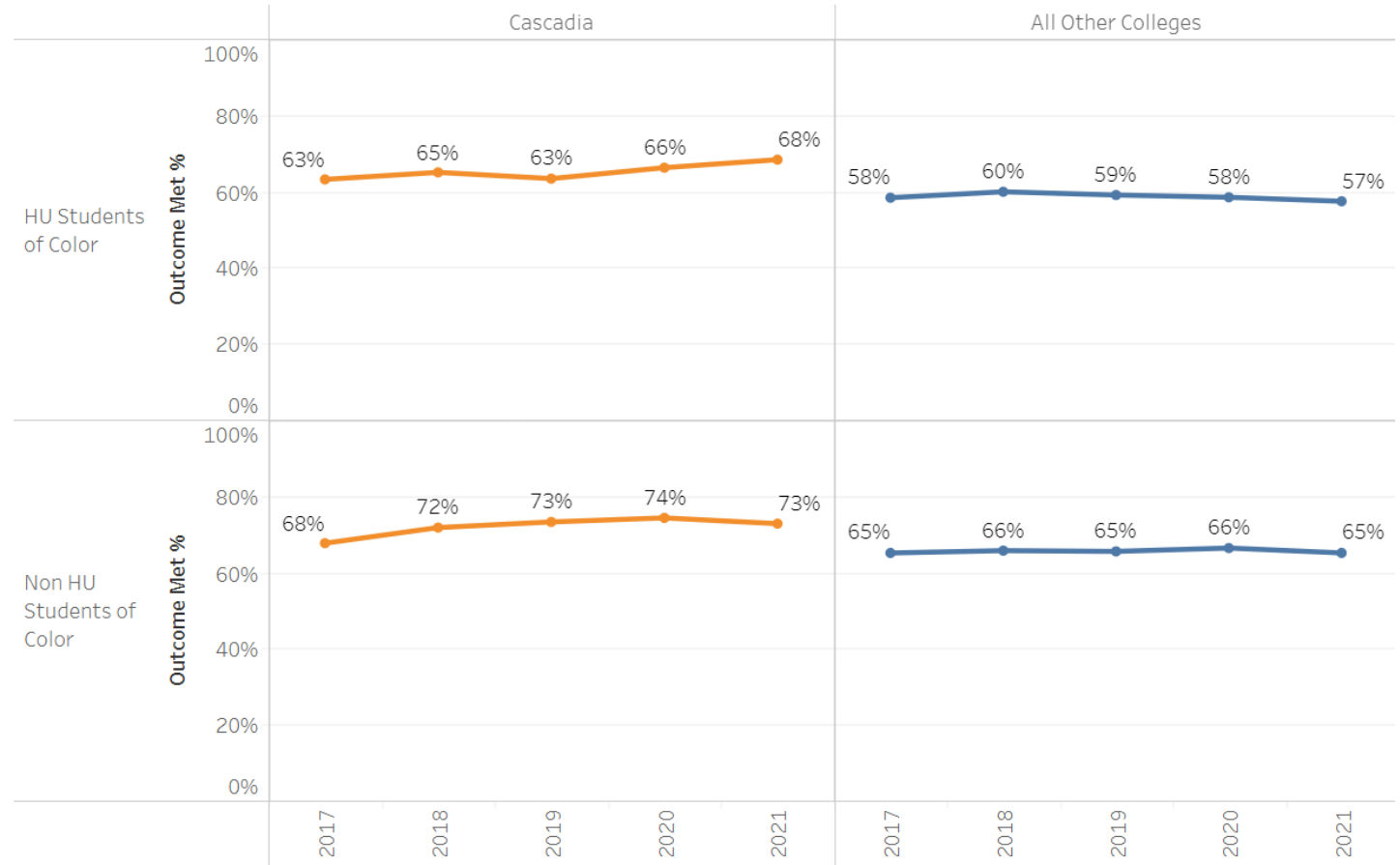
For new students with intent to transfer



Milestone: 15 Credits Earned in Year 1 by HU Students

For new students with intent to transfer

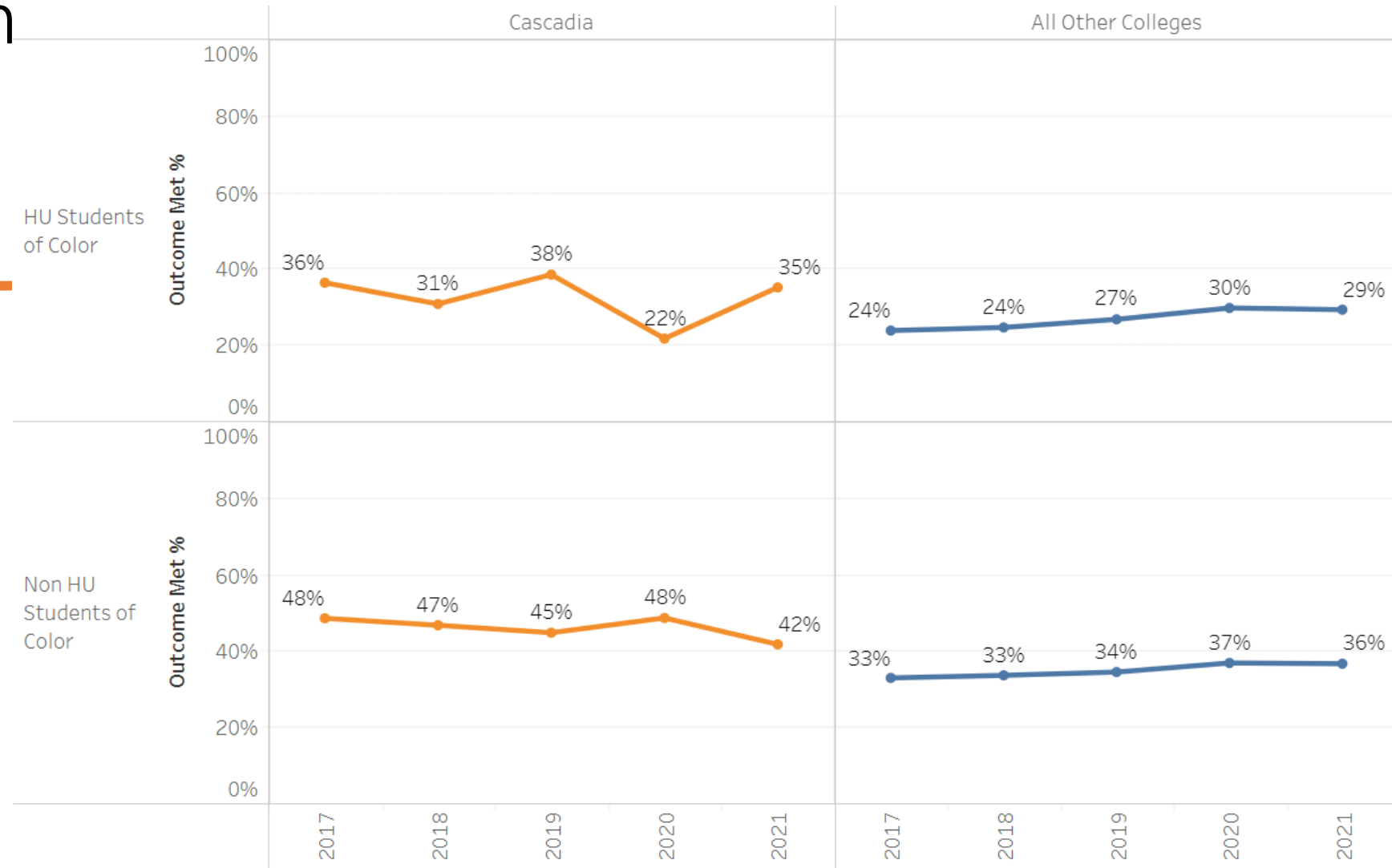
By Historically Underserved Students of Color (HUSOC)



Milestone: Math in Year 1 by HU Students

For all new students with
intent to transfer.

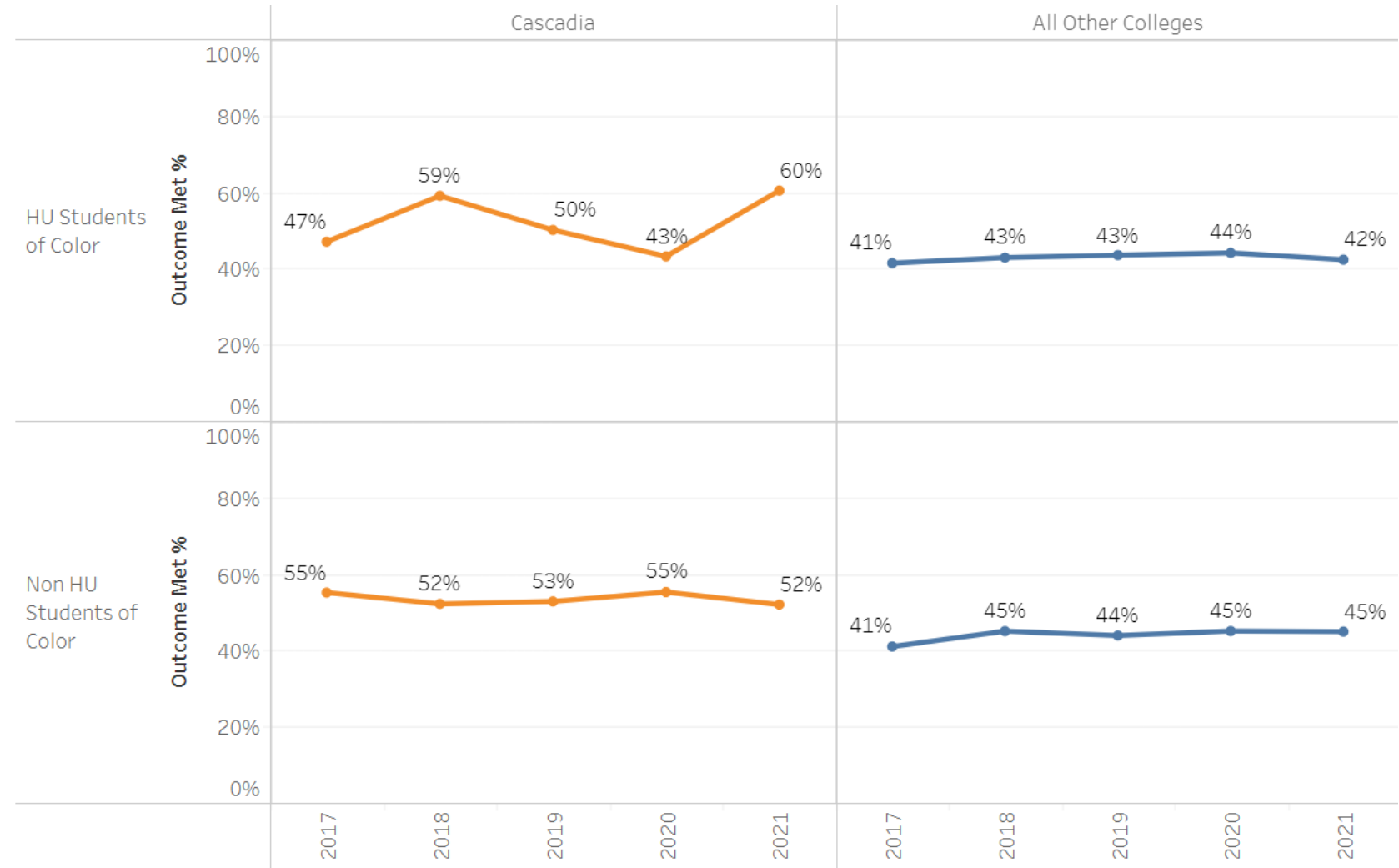
By Historically
Underserved Students of
Color (HUSOC)



Milestone: English in Year 1 by HU Students

For all new students with
intent to transfer.

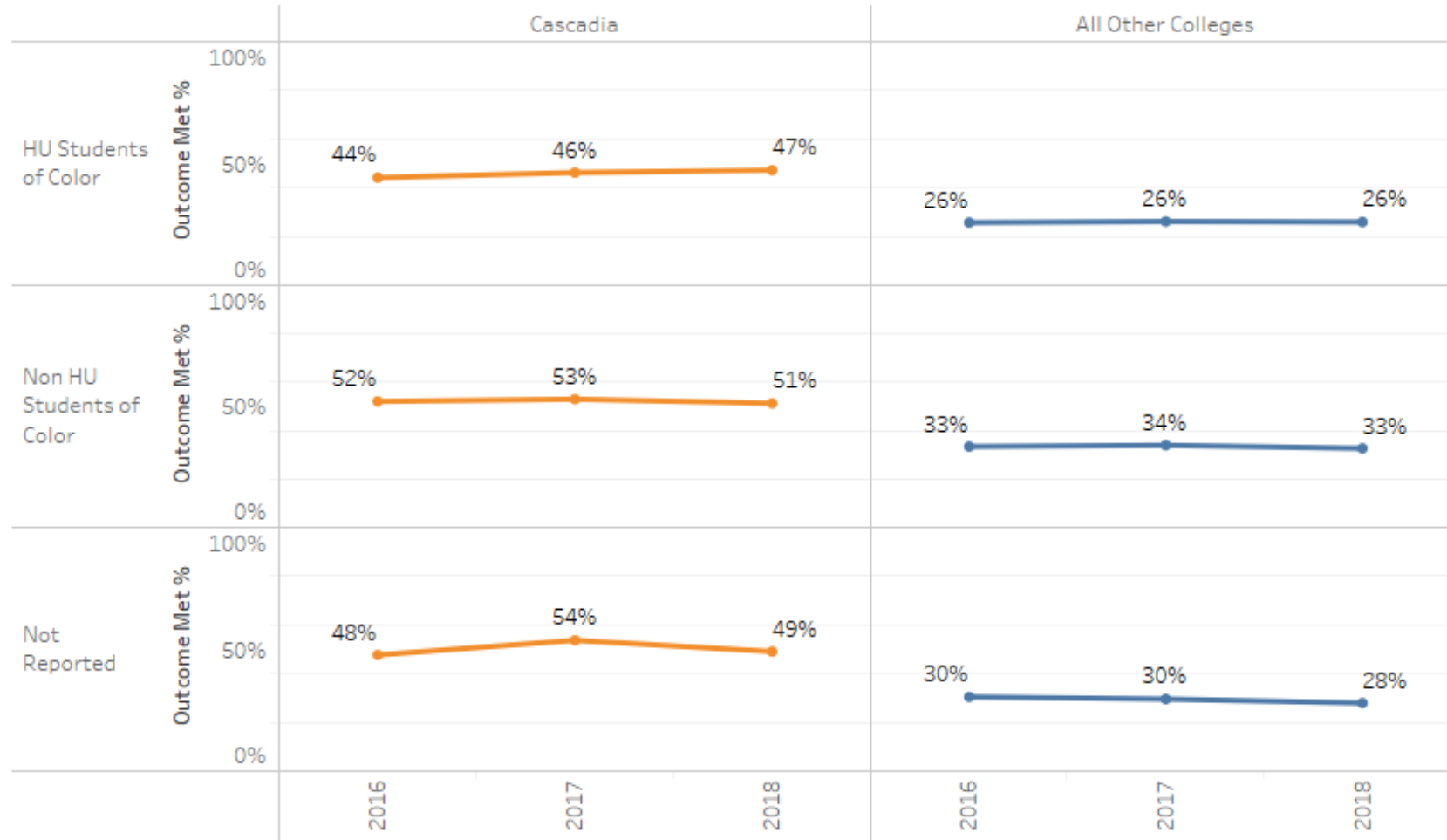
By Historically
Underserved Students of
Color (HUSOC)



Success Milestone: Transfer

Percent Who Transfer by Fourth Year, by HU Student of Color Status

- For all new students with intent to transfer.
- By Historically Underserved Students of Color (HUSOC)



Questions and Next Steps



Cascadia College Board of Trustees
Discussion/Presentation Item

Subject: Monthly Finance Report: FY22-23 May Update

Justification:

The Board has the responsibility of staying up to speed on the college's financial situation and outlook.

Background:

The finance report will bring together latest insights of the FY24 state allocation (revenue from the state), replacement, and one-time incremental expense estimates. The update will illustrate the impact on our available reserves as we present the first iteration of a balanced budget for the FY23-24 academic year.

CASCADIA COLLEGE

ADMINISTRATIVE SERVICES

Finance Update – FY23- 24 Budget 1st Read



As of May 8, 2023

www.cascadia.edu

State Revenue Allocation

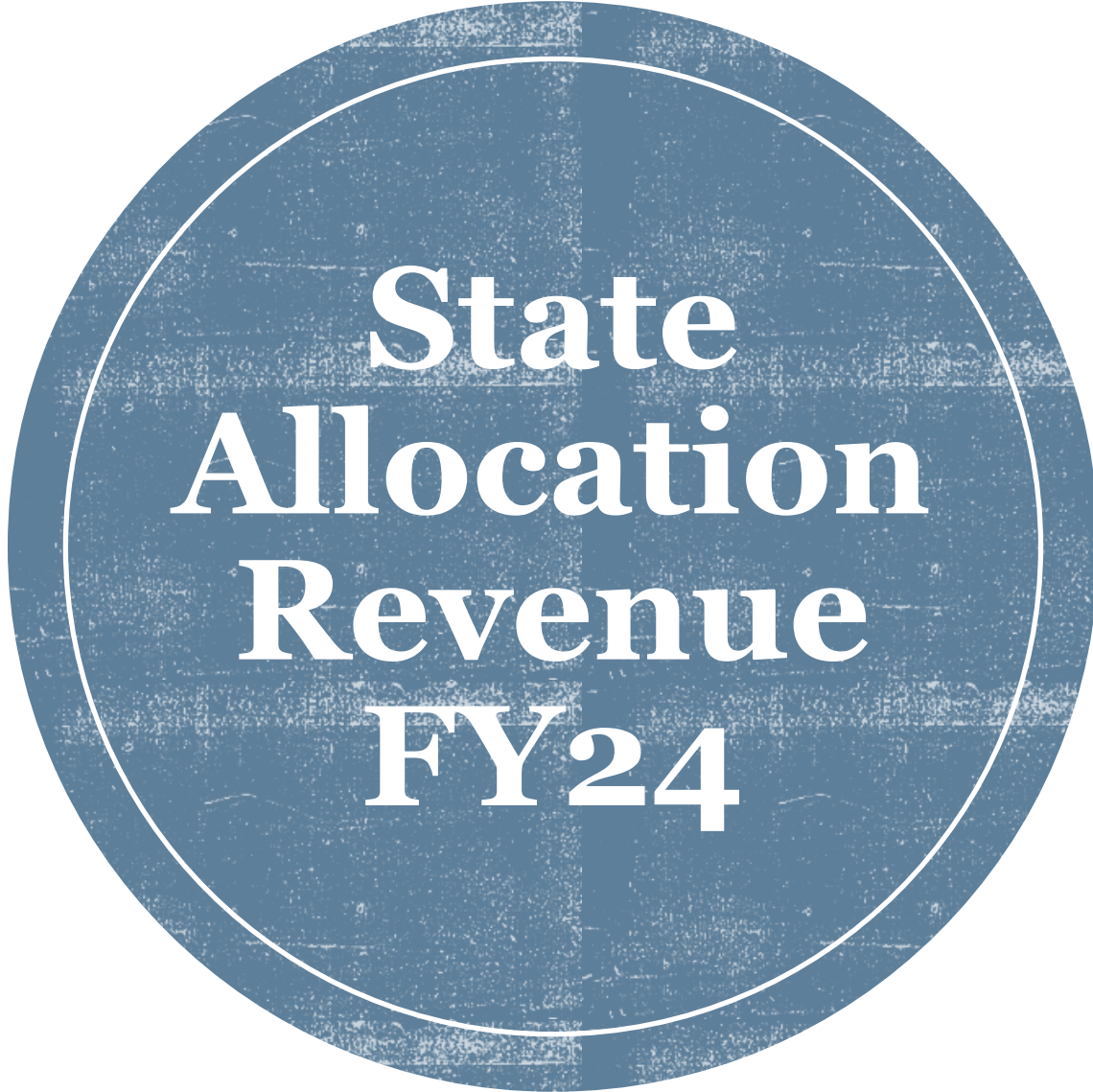
Operational Deficit

Incremental Expenses

Reserve Utilization

**Budget
First Read**





State Allocation Revenue FY24



State Revenue Types:

1. Minimum
Operation
Allocation
2. Earmarks
3. Provisos

STATE REVENUE ALLOCATION TYPES & TRENDS

2023 Total Model Allocation	2024 Total Model Allocation	Difference	2023 Provisos and Earmarks	2024 Provisos and Earmarks	Difference	2023 Total Allocation	2024 Total Allocation	Difference
\$10,044,344	\$10,766,993	\$722,649 7%	4,302,397	\$4,425,153	\$122,756 3%	\$14,346,742	\$15,192,146	\$845,404



Earmark & Proviso Funds are released to us upon billing of authorized expenses



The \$0.84M increase helps, it doesn't offset our increase in expenses (>\$2.8M)





Operational
Budget
Projection

Operational Budget Baseline

REVENUE- Operating Budget		FY24 Baseline
	SBCTC Allocation	\$15,192,146
	Projected Tuition Revenue	\$10,264,213
		\$25,456,359
EXPENSES - Operating Budget		
	Projected Expenses	\$26,746,877
REVENUES (minus) Operational EXPENSES		
*Excludes Incremental and R&R Expenses		(\$1,290,518)

Incl. COLA Adjustment; Excludes FY24 College savings & incremental/one-time expenses for next year





INCREMENTAL COSTS

- One-time investment plus R&R
 - Innovation Hall
 - Facilities Repair & Replacement
 - IS Repair & Replacement
 - ARC Building Fee Gap

FY24 Annual and One-Time Expenses

Anticipated Obligations Against Reserves			
	Facilities R&R	\$295,000	Not needed until January 2024
	IS R&R	\$419,000	April Estimate
*	Innovation Hall Furniture investment	\$300,000	April Estimate
*	Innovation Hall Science Equipment	\$386,000	Costs may go up by another \$140K if we don't get grant for additional wish list
*	ARC Building Fee	\$62,500	To offset 50% of ARC Fee Lease Payments if student fee revenue doesn't match annual threshold
*	Redmond Center investment		TBD
	Operational Deficit	\$ 1,290,518	Based on \$25.4M revenue & \$26.7M expenses
	Total FY24 Deficit	\$2,753,018	



FY24 One-Time Offsets - Incoming Grants/Savings

Expected Offsets for 23-24			
*	Innovation Hall, from Foundation	(\$47,000)	TBD Final Confirmation from the foundation
*	ARC Building Fee & Salary Relief from EAB	(\$187,500)	TBD Final notification from EAB
*	Redmond Center, from Foundation	(\$41,000)	TBD Final Confirmation from the foundation
	Expense Reductions	(\$1,270,300)	Savings we have rolled up in our eteam discussions incl. MSA Savings
	Annual Savings	<u>(\$1,545,800)</u>	savings/gifts/grants





Reserve Utilization

- 
1. Drawdown Scenario
 2. Drawdown Sources

Reserve Drawdown Scenario

FY24 Deficit	\$2,753,018	Operational and investment gaps
Annual Savings	-\$1,545,800	Savings from grants, delayed hiring, refined expenses, & delayed spending
Net Deficit	\$1,207,218	Remaining drawdown burden



FY23-24 - Incoming Estimates

May/June - State Revenue to supplement our local revenue (offset for COLA Increases; Benefits).

May/June - S&A committee funding to offset ARC fee & S&A costs

June - Confirm Master Service Agreement (MSA) Savings

- University of WA Bothell (UWB) facilities savings from reduction in scope (to offset a portion of the 3% increase)
- UWB library savings from reduction in scope (to offset the 10% increase for now est. \$200K)

Early Fall - Confirm Reserve Restricted, Repair & Replacement Fund Balances

Fall - Additional grant revenue & cost estimates for our new sites to offset Innovation Hall setup costs.



THANK YOU



QUESTIONS



SUGGESTIONS



Cascadia College Board of Trustees

Presentation/Discussion Item

Subject: 2023-2024 Services & Activities (S&A) Fee Allocation (1st Read)

Justification:

Annually, the students serving on the Services & Activities (S&A) Fee Budget Committee and the Events & Advocacy Board (EAB) facilitate the request process for the use of the S&A Fees by various student groups and departments on campus. The process includes completing a detailed application and meeting with the S&A Budget Committee to present their request. The committee then shares their recommendations to EAB as another opportunity for student input. This is one of only 2 student assessed fees where the decisions are made by the students themselves and those recommendations are then sent to the Board of Trustees for final approval.

Background:

The projected S&A fee allocation for the 2023-2024 academic year is \$492,667.79. Budget proposals and contingency fund requirements totaled \$709,273.19, requiring \$230,954.95 be cut to meet the target budget. The S&A Budget Committee provided recommendations to the Events & Advocacy Board (EAB) regarding allocations. Per their recommendations, EAB has provided the attached spreadsheet showing the requests and their approved allocations.

The following spreadsheet outlines the original requests and the individual allocations the students approved. Any funds allocated and not used by the end of each fiscal year are moved into the fund balance (the S&A version of reserves). The current estimated Fund Balance total is \$1,404,090.10 as of April 2023.

In accordance with the Associated Students of Cascadia College Financial Code (Article V, Section 10), the S&A fund balance can be accessed in situations of, “natural disaster, calamity, catastrophe and a revenue shortfall (i.e. decreased enrollment or reduction in state allocations)”. The students felt they could not cut the proposed requests any more than they did without significantly impacting the broader student experience and therefore chose to allocate \$30,000 from the fund balance to cover the remaining balance of proposed allocations. If the actual S&A collection for 2023-24 is higher than projected when reviewed in October, the students created a list of priorities they would like funded with the additional revenue (identified on the attachment as “October Priorities”).

In addition, \$375,000 in requests was asked to be taken from the S&A Fund Balance/Reserves for two one-time allocations, and last year's projected allocation was \$520,189.47, but actual FY23 revenue is currently estimated to come in at \$425,639.28 due to low enrollment. This means there is an anticipated deficit \$94,550.19 which will be covered by fund balance.

Significant Items of Note:

Faculty Council – A portion of the request submitted asked for funding to support evening graduation celebrations for students in the English Foundations programs. The students felt these should be funded from the college, as with all other graduation celebrations.

Running Start – The students noted that while Running Start students do not pay the S&A fee, they make up 32.2% of enrollment (FY23) and use almost all resources funded by S&A fees. While Running Start contracts may not allow for S&A fees, in line with several of our sister community colleges, they are asking for the college to consider an in-kind allocation to S&A in order to support the services provided.

Director of Student Life – The college asked for the funding of salary and benefits for the Director of Student Life position to be paid by S&A fees for next year to help alleviate the deficit the college budget is carrying. The students agreed to pay the amount from their fund balance for one year and stated the college cannot ask again for another 5 years (FY29).

ARC Fee Support – Due to low enrollment Cascadia is not able to meet the contracted minimum fee to pay for the Activities & Recreation Center (ARC). The college asked for funding to help cover the anticipated debt for FY23 and FY24. The students agreed to pay the anticipated debt for FY23 from their fund balance and chose not to fund the anticipated debt for FY24.

Recommendation:

The recommendation of EAB is that the Board of Trustees approve the proposed S&A budget allocation in full.

The 2023 – 2024 S&A budget allocation recommendation will be brought forward at the next regularly scheduled Board meeting for approval. Fernanda Armas Galin, EAB Programming Chair, and Becky Riopel, Director of Student Life, will be available to answer any questions.

	2023-2024 Proposed	2022-2023 recommendations
Sustainability Coordinator	\$ 11,465.45	\$ -
Cascadia Scholars	\$ 6,000.00	\$ 2,000.00
Club Council	\$ 18,000.00	\$ 12,300.00
Community Engagement Officer	\$ 6,000.00	\$ 4,100.00
Sustainability Events (former Earth Week)	\$ 2,400.00	\$ 1,800.00
Events & Advocacy Board (EAB)	\$ 53,000.00	\$ 41,000.00
Health & Wellness Resource Ctr	\$ 47,185.00	\$ 23,592.50
Jumpstart Orientations	\$ 5,000.00	\$ 4,100.00
Kodiak Cave/Food Pantry	\$ 88,759.66	\$ 65,600.00
Outdoor Wellness	\$ 29,807.73	\$ 14,900.00
Recreation & Intramurals	\$ 12,594.65	\$ 6,297.33
Student Life Advisor	\$ 88,526.80	\$ 88,526.89
Student Life Assistant Director	\$ 95,992.00	\$ 95,992.00
Student Life Operations	\$ 147,238.99	\$ 122,925.68
The "Center"	\$ 38,337.00	\$ 2,000.00
Victim Advocate (VPA)	\$ 19,500.00	\$ 8,000.00
Mobius Gallery Exhibitions	\$ 2,250.00	\$ -
Wetlands Day	\$ 400.00	\$ 400.00
Student Committee Compensation	\$ 2,400.00	\$ -
Faculty Council	\$ 1,500.00	\$ -
Sports & Recreation Complex	\$ 9,000.00	\$ 4,500.00

total of requests (with fund balance)	\$ 1,060,357.28		
total of requests (without fund balance)	\$ 685,357.28	\$ 498,034.40	total of allocations (without fund balance)
projected revenue	\$ 492,667.79		
contingency (automatic 5%)	\$ 24,633.39	\$ 24,633.39	mandatory 5% (cannot be changed)
contingency + requests	\$ 709,273.19	\$ 522,667.79	
difference	\$ (230,954.95)	\$ (30,000.00)	will come from fund balance

October Priorities	Priority	Max Addition
Student Life Operations	1	\$ 10,406.00
Kodiak Cave	2	\$ 14,400.00
EAB	3	\$ 9,000.00
HaWRC	4	\$ 10,000.00
Club Council	5	\$ 2,700.00
CEO	6	\$ 1,900.00
Jumpstart	7	\$ 900.00
Student Committee Comp	8	\$ 2,400.00

Fund Balance Requests	2023-2024 Proposed	2022-2023 recommendations
Director of Student Life	\$ 125,000.00	\$ 125,000.00
ARC Fee Support	\$ 250,000.00	\$ 125,000.00
fund balance requests	\$ 375,000.00	
projected fund balance	\$1,404,090.10	
approved to come from fund balance		\$ 250,000.00
fund balance approved to cover FY24 deficit		\$ 30,000.00
anticipated to cover FY23 allocations		\$ 100,000.00
total to be taken from fund balance		\$ 380,000.00
remaining fund balance		\$1,024,090.10

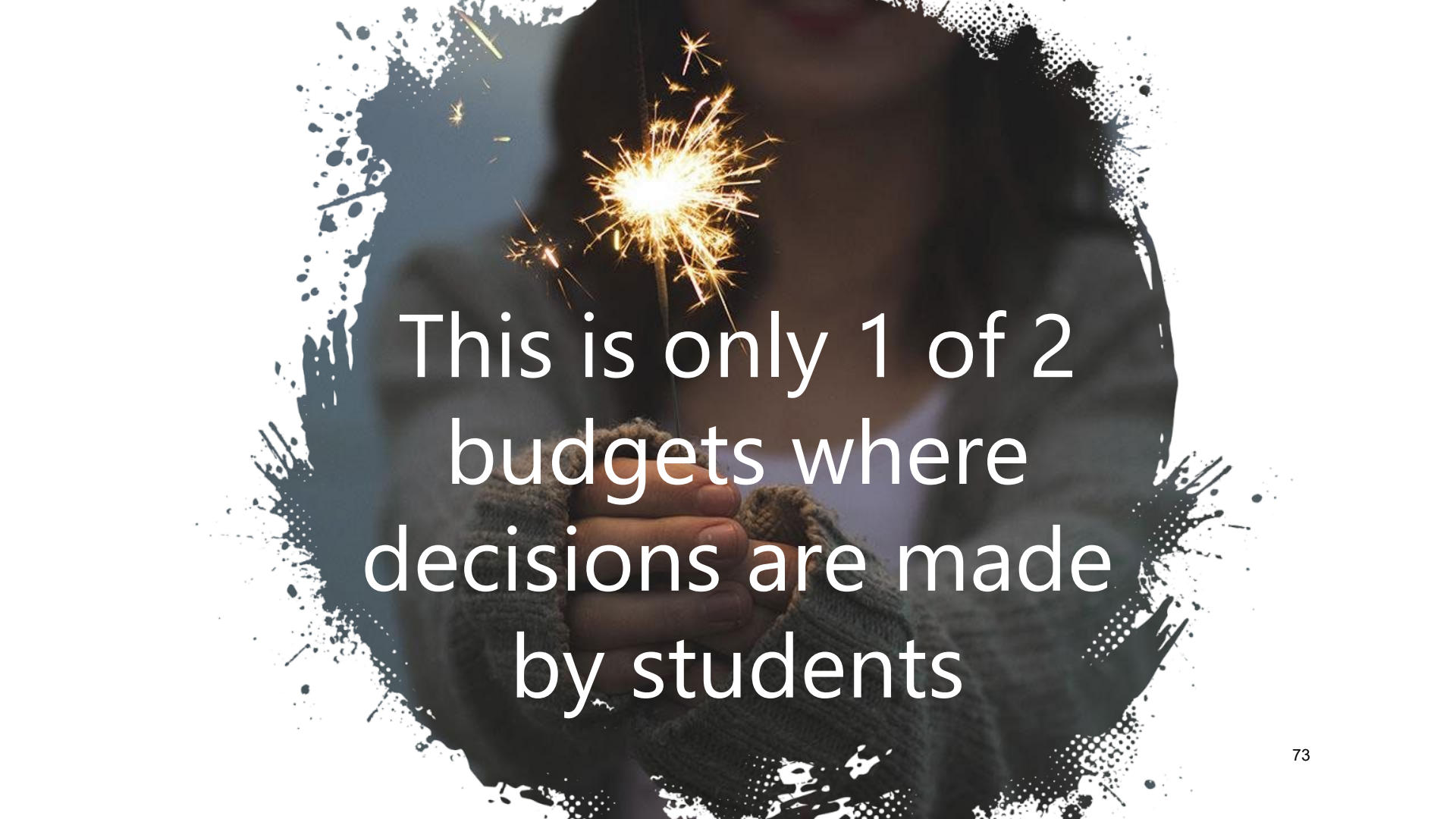
will not fund again for 5 years (FY29)



Services & Activities Fee Process

What is the S&A fee?

- × A fee assessed to most students (except CCF and Running Start).
- × The state sets the maximum fee and individual colleges decide how much they will charge (up to the maximum).
- × In FY23 the quarterly max fee was: \$158.05 up to 15 credits (1-10 credits = \$12.25/credit, 11-18 credits = \$7.11/credit)

A hand wearing a grey knitted glove holds a lit sparkler. The sparkler is bright yellow and orange, with many sparks flying out. The background is dark and has a splattered, ink-like texture. The text is overlaid on the center of the image.

This is only 1 of 2
budgets where
decisions are made
by students

How Can S&A Fees be used?

- × How the funds can be spent is dictated by the Associated Students of Cascadia College Financial Code and the state Permissible Use Guide.
- × The intent of programs funded by S&A fees is to provide meaningful programs and activities that enhance and support the educational mission of the college beyond the classroom experience.
- × S&A funds may be used for expenses associated with traditional and time-honored activities such as student government, clubs, or activities of other official student organizations, student health and wellness programs, retreats, conferences, musical, dramatic, artistic, debate, and other presentations, events, and activities of an extracurricular nature, student publications and other mass media initiatives. (*Examples of Permissible Uses of S&A fees, pg. 3*)

Funds CANNOT Be Used For:

- Salaries of professional employees in teaching, administrative or clerical positions not directly related to the student programs' operations.
- Curriculum development activities or other personnel, facilities, equipment and maintenance considered part of the fundamental educational objective of, and basic services provided by the college.
- Promotional hosting, which entails offering gifts to others in hopes of attracting their business or favorable public relations. Promotional hosting may also include paying for refreshments for prospective students at an event intended to bring potential students to campus to learn about the educational offerings of the college
- Gifts of appreciation or concern for anyone (farewell gifts, flowers for bereavement, etc.) unless in return for participation or as an award for which one has competed and won.

(Taken from *Guidelines on the Use of Services and Activity Fees*)

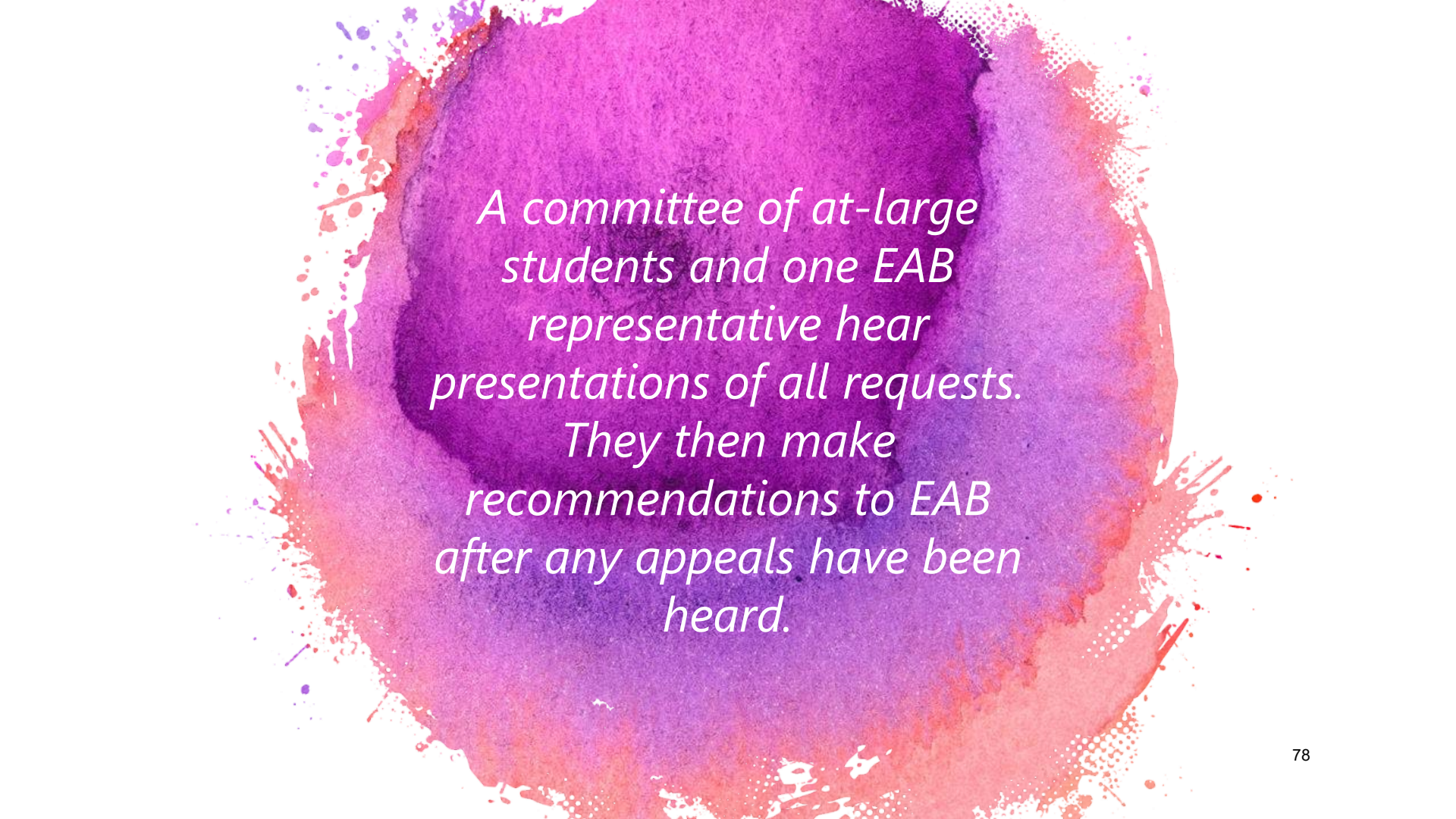
Process Begins With: Campus wide call for requests

All members of the Cascadia community
(students, faculty and staff) are eligible to make
a request




5% of projected revenue is automatically held

This is required to be held as “contingency funds” to be accessed during the fiscal year.

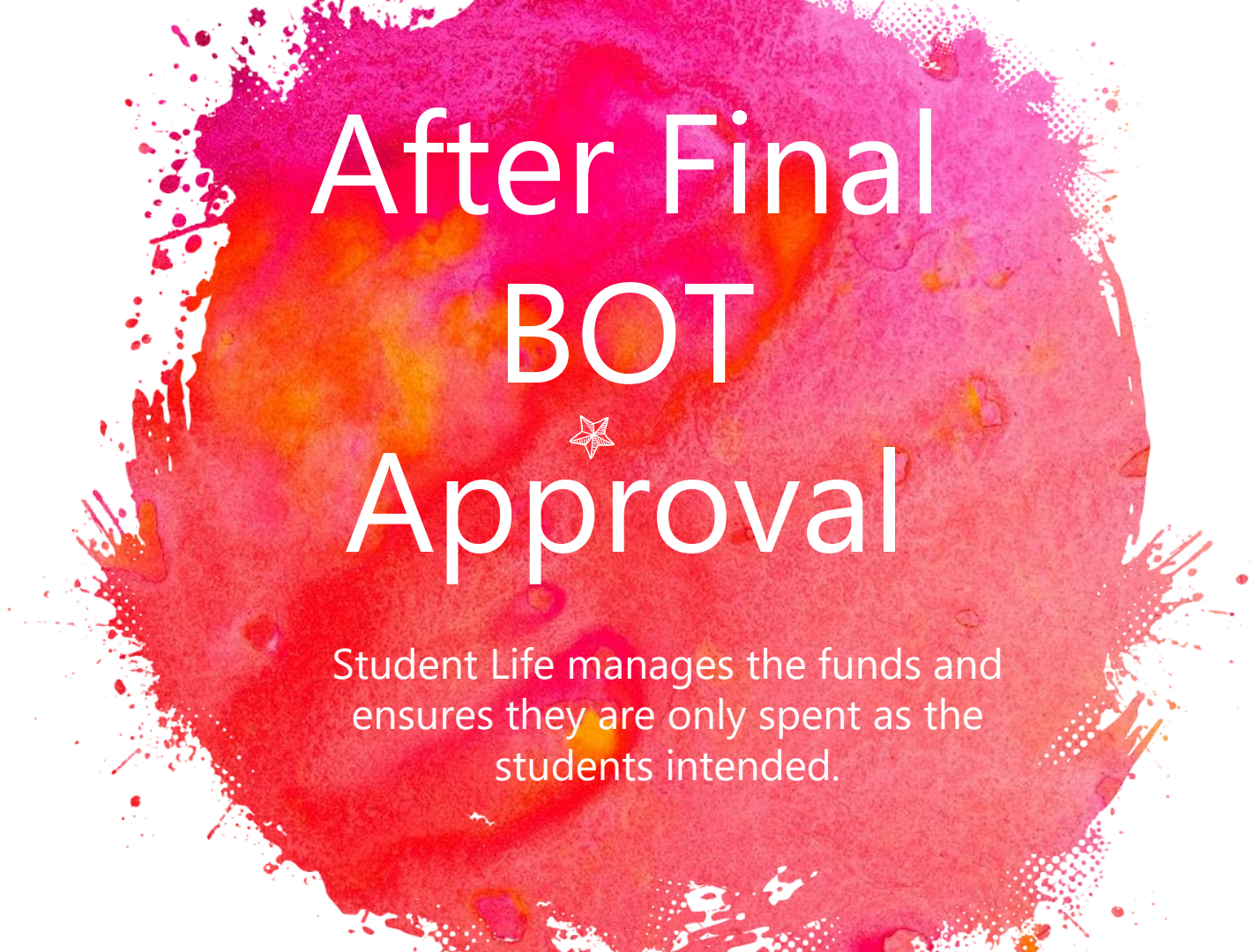


A committee of at-large students and one EAB representative hear presentations of all requests. They then make recommendations to EAB after any appeals have been heard.



EAB votes on recommendations and presents those recommendations to the Board of Trustees

Many times the recommendations come with additional notes on why requests were or were not funded, calls for the College to fund specific items, etc.



After Final BOT ★ Approval

Student Life manages the funds and ensures they are only spent as the students intended.

What happens to funding not spent?

If funding allocated is not spent by the end of the fiscal year, it is added to the S&A Fund Balance account, the equivalent to the College reserves budget. That funding can only be accessed for specific purposes.

Per the Financial Code, "...shall be used in cases of natural disaster, calamity, catastrophe and a revenue shortfall (i.e. decreased enrollment or reduction in state allocations). Fund balance is to be used as a one-time allocation and not as an ongoing funding source for a specific expenditure.

Funds can be requested annually, but no guarantee of allocation

Students set the priorities, look at historical context and make the decisions on their own.





Thank You!

Cascadia College Board of Trustees

Action Item 2

Subject: Activities & Recreation Center Fee Increase

Justification:

The Activities and Recreation Center (ARC) fee is a student-initiated fee and was created to fund the construction and operation of the ARC.

The project was funded by the University of Washington Internal Lending Program. Each year, Cascadia College needs to pay a minimum of \$570,000 toward the project. In order to meet the minimum payment, given Cascadia's enrollment decline over the past few years, the fee needs to be increased from \$6.67 per credit to \$8.67 per credit. This fee is assessed for up to 15 credits per quarter, which would be a total of \$130.07 per quarter for a full-time student. In order to ensure that the fee continues to keep up with the rise of minimum wages and price increases, the proposal includes a recommendation to increase the fee each year at the same percentage rate as tuition set by the state board.

Background:

The Activities and Recreation Center (ARC) is a shared student center with the University of Washington, Bothell (UWB). The project was funded by the University of Washington Internal Lending Program. Cascadia's Board of Trustees approved the fee in November 2011. An ARC Financing MOU was developed in 2013 and the fee began to be assessed to students beginning in Fall 2015, when the building was opened. In the agreement, UWB students were to be assessed \$147 and Cascadia students would be assessed \$100. Each year, Cascadia College needs to pay a minimum of \$570,000 toward the project. In the agreement, it states that in the event of the failure by Cascadia College to meet its minimum annual payment obligations to UWB for any reason, Cascadia would be considered to be in default of this agreement and the facility would come under the exclusive control of UWB. The fees have not been increased since the initial vote in 2011 and staffing and operational costs have significantly increased during that time, while enrollment has declined.

During the 2021-22 academic year, the college budget covered the revenue deficit and for the 2022-23 academic year, the students' S&A budget committee has recommended to use their S&A fund balance to cover the revenue deficit, but both did not approve covering the deficit for the 2023-24 academic year, so the fee will need to be increased in order to meet the financial obligation of the ARC Financing agreement.

Recommendation:

In order to provide necessary services and supports to students, we recommend that the Board of Trustees approve increasing the ARC fee to \$8.67 per credit, with a maximum of 15 credits per quarter, for a total of \$130.07 per quarter for a full-time student and to increase the fee in subsequent years at the same percentage rate as tuition set by the state board.

Action:

Trustee makes motion: _____

Trustee seconds motion: _____

Vote:

	Yes	No	Abstain
Hinojos			
Ponto			
Kelly			
Quint			
Seabrooks			

Cascadia College Board of Trustees

Action Item 3

Subject: Accuplacer Online Proctoring Fee

Justification:

Cascadia College began offering online testing in the spring 2020 quarter when all services and programs went remote. The college had been using HEERF funding to cover the additional fees assessed to offer remote proctoring through an approved partner of the College Board's assessment exam, Accuplacer. We are offering two options for students to take the assessment: in person for \$17 or remote proctoring for \$42, which will cover the full cost of the assessment exam and the remote proctoring service.

Background:

Cascadia College uses a placement process to ensure that students start in college English and Math courses that match their skills, needs, and goals. It is an important first phase in the college pathway with classes that contribute to a student's degree or certificate. Students are able to submit High School or College transcripts, Advanced Placement (AP) or International Baccalaureate (IB) scores, the Smarter Balanced Assessment scores, placement reciprocity from another SBCTC community/technical college, or they can take the Accuplacer assessment. Cascadia College has been spending approximately \$30,000 per year to cover the online proctoring services fees while we were primarily in remote operations during the pandemic and students did not have another option for taking the Accuplacer assessment, if they didn't have one of the other placement measures.

Cascadia will be offering both in person and online Accuplacer, but must continue to use an approved partner for the online proctoring service, so students will be able choose what modality works best for them and the fee will cover the associated costs that the college pays in order to offer Accuplacer and the online proctoring service.

Recommendation:

In order to provide the option for students to take the Accuplacer Placement assessment remotely with an approved online proctoring service, we recommend that the Board of Trustees approve the fee of \$42, which includes the full cost of the assessment exam and online proctor charges.

Action:

Trustee makes motion: _____

Trustee seconds motion: _____

Vote:

	Yes	No	Abstain
Hinojos			
Ponto			
Kelly			
Quint			
Seabrooks			

*Report to the Trustees
May 2023 Meeting
Events & Advocacy Board
Cascadia College*



by Fernanda Armas Galin, Programming Chair

Events:

- On April 26th we hosted Murder Mystery Night. Around 40 students attended; students dressed up, volunteered to act as suspects, and engaged in a fun night full of mystery and fun.
- EAB hosted Spirit Week from May 1st to May 5th with the goal of creating a bigger sense of community and belonging on campus. Many students dressed up every day and participated in this fun week. We were excited to see the Kodiak Corner decorated to match the theme each day. Themes were:
 - Movies Monday: dress as a favorite movie character
 - Tunes Tuesday: wear your favorite concert or band shirt, dress like your favorite musician
 - Character Wednesday: Dress as your favorite Disney character
 - Transfer U Thursday: Wear the colors of your alma mater or where you will transfer to
 - Cascadia Blues Friday: Wear your Cascadia gear
- Additional events coming up this quarter include Kody's Birthday and SpringFest.

Advocacy:

- EAB has been heavily involved in many decisions and changes on campus. We have hosted administrators and staff members from various offices on campus and have provided our feedback.
 - Chantal Carrancho - Guided Pathways
 - Erin Blakeney – ARC Fee
 - Gordon Dutrisac – Academic Advising

Cascadia Community College Federation of Teachers Local 6191, AFT



***Report to the Board of Trustees
Cascadia Community College
Meeting Date: May 2023***

❖ Spring quarter

Faculty remain very busy this quarter, teaching classes, responding to student questions, participating in assessment and accreditation activities, adapting to new pedagogical realities and, in general, working tirelessly to meet the needs of students in face-to-face, hybrid, and online learning environments. Other than that, nothing new to report at this time.



Washington Public Employees Association UFCW Local 365

Report to the Board of Trustees Cascadia College

Meeting Date: 5/17/2023

- **Parking:** WPEA is currently entering conversations with Cascadia College about reinstating parking fees for Classified staff. We look forward to a collaborative and productive conversation.
- **WPEA Scholarships:** The WPEA scholarship program is now accepting submissions for 2023 Scholarships until June 30th! Visit <https://www.wpea.org/wpeascholarship> for more information and see the attached flyer.
- **Full Funding of Contracts:** The legislature wrapped up its 105-day session on April 23, passing a final budget that fully funds state employee contracts for WPEA members.
 - 100% funding for Higher Ed contracts. Two earlier versions of the budget had state funding levels at only 83%, but WPEA members joined with community college faculty and administration to convince the legislature to fully fund community college collective bargaining agreements. This is a great example of us all working together to accomplish great things, and all of us should celebrate and congratulate one another for this!
 - A 4% across-the-board pay increase effective July 1, 2023 and a 3% across-the-board pay increase effective July 1, 2024.
 - A \$1000 retention bonus for state employees who were employed on July 1, 2022 and still employed on July 1, 2023.
 - A \$1000 incentive for being fully boosted for COVID-19, eligible to be paid out between July 1, 2023, and December 31, 2023.
 - Targeted pay increases for 63 job classes
- **Successful Legislative Bills:** There are many items that WPEA members successfully pushed the legislature to pass, such as:
 - HB 1187: A law protecting the confidentiality of conversations between employees and union reps
 - HB 1533: Data privacy for survivors of DV/stalking/sexual assault

- HB 1055: Bringing 911 communication center employees into the Public Safety Retirement System pension program (HB 1055)
- HB 1200: A bill that standardizes and improves the data that public employers share with public employee unions
- HB 1122: granting collective bargaining rights to the lowest bands of state employees in the Washington Management Service.
- SB 5217: allowing Labor and Industries to issue rules protecting against ergonomic injury.
- HB 1068: concerning the rights of injured workers during independent medical examinations.

For more detailed information about these bills see below:

Union Communication Privacy

HB 1187 (David Hackney)

Status: Passed

Union members rely on confidentiality when talking with stewards or other union representatives about issues at work; WPEA stewards and staff work hard to protect the confidentiality of those communications. Just like talking to a lawyer, a doctor, or a counselor, talking to a union rep can involve personal or sensitive information that must remain confidential. But that kind of communication with a union rep doesn't have the same protection under law that communication with a lawyer or counselor does. HB 1187 is a common-sense, bipartisan bill to protect communication between union members and their union representatives.

HB 1187 passed the House unanimously and passed the Senate 34-14.

Data privacy for survivors of DV/stalking/sexual assault

HB 1533 (Sharlett Mena)

Status: Passed

Arising from a case originally brought by a WPEA member, this bill protects personal information in the personnel files of public employees from being disclosed under the Public Records Act. For survivors of domestic violence, stalking, or sexual assault, this bill would provide stronger protections than HB 1888 (2020's birthdate bill) currently does. Under the bill, their birthdate, job title, addresses of workstations and locations, work email address, work phone number, and bargaining unit will be protected from disclosure under the PRA. Members could provide a sworn affidavit that they need protection because they are survivors of domestic violence, stalking, or sexual assault, along with some form of verification such as a police report, a petition for protective order, or simply by providing the name of their harasser. The protection from disclosure would last two years and can be renewed if necessary. As part of a compromise to get the legislation passed, we incorporated the same carveout for news media that was included in HB 1888.

This bill took quite a hard road to get to passage. Lots of WPEA members signed in supporting the bill or wrote their lawmakers in support, and two testified in public hearings. Senator Sam Hunt, chair of the Senate State Government committee, specifically credited WPEA members' senate testimony as the thing that pushed the bill over the finish

line in his committee.

The final version of the bill passed the Senate unanimously and the House with an odd bipartisan vote of 57-41.

Public Safety Telecommunicator Pensions

HB 1055 (Drew Stokesbary)

Status: Passed

911 communication centers, including those operated by Washington State Patrol, have been hit as hard as any agency by the ongoing staffing crisis at the state. The Wenatchee communication center was closed last year due to short staffing, and the rest are in dire straits. This bill would put these members into the Public Safety Employee Retirement System, which offers earlier retirement for those who serve at least 10 years. The bill recognizes the value of the work that public safety telecommunicators are doing, and should help with recruitment and especially retention.

It passed the House unanimously and passed the Senate 48-1.

Public Employer Data Sharing

HB 1200 (Emily Alvarado)

Status: Passed

This bill standardizes and improves the data that public employers share with public employee unions. This bill covers our libraries and higher education employers, but not general government agencies.

It requires employers to provide info within 21 days of hire and a bargaining-unit-wide update every 120 days. Much of the information covered in the bill we have contractual language for, but some we do not in most contracts.

The Senate amended the bill to prevent unions from selling member personal information, an amendment we happily accepted.

The final version of the bill was mostly a party-line vote, passing the Senate 29-20 and the House 57-41.

Other wins

There were other successful bills we worked on this year, including...

- HB 1122 (Beth Doglio), granting collective bargaining rights to the lowest bands of state employees in the Washington Management Service.
- SB 5217 (Manka Dingra), allowing Labor and Industries to issue rules protecting against ergonomic injury.
- HB 1068 (Dan Bronoske), concerning the rights of injured workers during independent medical examinations.